

# **REQUEST FOR PROPOSALS**

*(RFP/UNDP/- 15-2014)*

## **Manpower Services to Support Implementation of UNDP Libya Projects**

LIBYA



**United Nations Development Programme**

October 2014

## Section 1. Letter of Invitation

Tripoli, Libya  
October 21<sup>st</sup> 2014

### **Invitation to submit a proposal for Service Provider – Manpower Services to Support Implementation of UNDP Libya Projects**

Dear Sir/Madam

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposals (RFP) for the above-referenced subject.

This RFP includes the following documents:

- Section 1 – This Letter of Invitation
- Section 2 – Instructions to Proposers (including Data Sheet)
- Section 3 – Terms of Reference
- Section 4 – Proposal Submission Form
- Section 5 – Documents Establishing the Eligibility and Qualifications of the Proposer
- Section 6 – Technical Proposal Form
- Section 7 – Financial Proposal Form
- Section 8 – Long Term Agreement Form, including General Terms and Conditions.
- Section 9 – Special Conditions.
- Section 10 – Call – Off Contract for Professional Services Form.
- Section 11 – Checklist for Submittals.

Your offer, comprising of a Technical and Financial Proposal, in separate sealed envelopes, should be submitted in accordance with Section 2.

You are kindly requested to submit an acknowledgment letter to UNDP to the following address:

**United Nations Development Programme,**  
Noflien area, Abu Ojeila Ben Taleb,  
Street near to Ben Othman School, P.O. BOX 358  
Tripoli, Libya

Or via email to [procurement.ly@undp.org](mailto:procurement.ly@undp.org) Attention: Procurement Unit

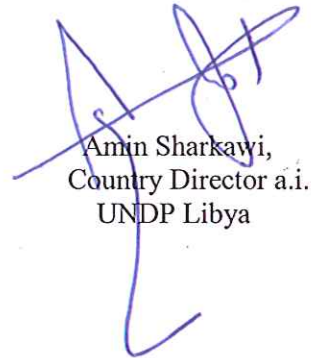
The letter should be received by UNDP no later than Close of Business October 30<sup>th</sup>, 2014. The same letter should advise whether your company intends to submit a Proposal. If that is not the case, UNDP would appreciate your indicating the reason, for our records.

If you have received this RFP through a direct invitation by UNDP, transferring this invitation to another firm requires your written notification to UNDP of such transfer and the name of the company to whom the invitation was forwarded.

Should you require further clarifications, kindly communicate with the contact person identified in the attached Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thanks you in advance for your interest in UNDP procurement opportunities.

Yours sincerely,



Amin Sharkawi,  
Country Director a.i.  
UNDP Libya

## Section 2: Instruction to Proposers

### Definitions

- a) “*Contract*” refers to the agreement that will be signed by and between the UNDP and the successful proposer, all the attached documents thereto, including the General Terms and Conditions (GTC) and the Appendices.
- b) “*Country*” refers to the country indicated in the Data Sheet.
- c) “*Data Sheet*” refers to such part of the Instructions to Proposers used to reflect conditions of the tendering process that are specific for the requirements of the RFP.
- d) “*Day*” refers to calendar day.
- e) “*Government*” refers to the Government of the country that will be receiving the services provided/rendered specified under the Contract.
- f) “*Instructions to Proposers*” (Section 2 of the RFP) refers to the complete set of documents that provides Proposers with all information needed and procedures to be followed in the course of preparing their Proposals
- g) “*LOI*” (Section 1 of the RFP) refers to the Letter of Invitation sent by UNDP to Proposers.
- h) “*Material Deviation*” refers to any contents or characteristics of the proposal that is significantly different from an essential aspect or requirement of the RFP, and: (i) substantially alters the scope and quality of the requirements; (ii) limits the rights of UNDP and/or the obligations of the offeror; and (iii) adversely impacts the fairness and principles of the procurement process, such as those that compromise the competitive position of other offerors.
- i) “*Proposal*” refers to the Proposer’s response to the Request for Proposal, including the Proposal Submission Form, Technical and Financial Proposal and all other documentation attached thereto as required by the RFP.
- j) “*Proposer*” refers to any legal entity that may submit, or has submitted, a Proposal for the provision of services requested by UNDP through this RFP.
- k) “*RFP*” refers to the Request for Proposals consisting of instructions and references prepared by UNDP for purposes of selecting the best service provider to perform the services described in the Terms of Reference.
- l) “*Services*” refers to the entire scope of tasks and deliverables requested by UNDP under the RFP.
- m) “*Supplemental Information to the RFP*” refers to a written communication issued by UNDP to prospective Proposers containing clarifications, responses to queries received from prospective Proposers, or changes to be made in the RFP, at any time after the release of the RFP but before the deadline for the submission of Proposals.

- n) “*Terms of Reference*” (TOR) refers to the document included in this RFP as Section 3 which describes the objectives, scope of services, activities, tasks to be performed, respective responsibilities of the proposer, expected results and deliverables and other data pertinent to the performance of the range of duties and services expected of the successful proposer.

## **A. GENERAL**

1. UNDP hereby solicits Proposals in response to this Request for Proposal (RFP). Proposers must strictly adhere to all the requirements of this RFP. No changes, substitutions or other alterations to the rules and provisions stipulated in this RFP may be made or assumed unless it is instructed or approved in writing by UNDP in the form of Supplemental Information to the RFP.
2. Submission of a Proposal shall be deemed as an acknowledgement by the Proposer that all obligations stipulated by this RFP will be met and, unless specified otherwise, the Proposer has read, understood and agreed to all the instructions in this RFP.
3. Any Proposal submitted will be regarded as an offer by the Proposer and does not constitute or imply the acceptance of any Proposal by UNDP. UNDP is under no obligation to award a contract to any Proposer as a result of this RFP.
4. UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. (See [http://www.undp.org/content/dam/undp/library/corporate/Transparency/UNDP\\_Anti\\_Fraud\\_Policy\\_English\\_FINAL\\_june\\_2011.pdf](http://www.undp.org/content/dam/undp/library/corporate/Transparency/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf) and <http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/> for full description of the policies)
5. In responding to this RFP, UNDP requires all Proposers to conduct themselves in a professional, objective and impartial manner, and they must at all times hold UNDP’s interests paramount. Proposers must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. All Proposers found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Proposers, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:
  - 5.1 Are or have been associated in the past, with a firm or any of its affiliates which have been engaged UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;
  - 5.2 Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or
  - 5.3 Are found to be in conflict for any other reason, as may be established by, or at the discretion of, UNDP.

In the event of any uncertainty in the interpretation of what is potentially a conflict of interest, proposers must disclose the condition to UNDP and seek UNDP’s confirmation on whether or not

such conflict exists.

6. Similarly, the Proposers must disclose in their proposal their knowledge of the following:

- 6.1 That they are owners, part-owners, officers, directors, controlling shareholders, or they have key personnel who are family of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and
- 6.2 All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.

Failure of such disclosure may result in the rejection of the proposal or proposals affected by the non-disclosure.

7. The eligibility of Proposers that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered as an independent entity, the extent of Government ownership/share, receipt of subsidies, mandate, access to information in relation to this RFP, and others that may lead to undue advantage against other Proposers, and the eventual rejection of the Proposal.
8. All Proposers must adhere to the UNDP Supplier Code of Conduct, which may be found at this link: [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

## **B. CONTENTS OF PROPOSAL**

### **9. Sections of Proposal**

Proposers are required to complete, sign and submit the following documents:

- 9.1 Proposal Submission Cover Letter Form (see RFP Section 4);
- 9.2 Documents Establishing the Eligibility and Qualifications of the Proposer (see RFP Section 5);
- 9.3 Technical Proposal (see prescribed form in RFP Section 6);
- 9.4 Financial Proposal (see prescribed form in RFP Section 7);
- 9.5 Proposal Security, if applicable (if required and as stated in the **Data Sheet** (DS nos. 9-11), see prescribed Form in RFP Section 8);
- 9.6 Any attachments and/or appendices to the Proposal.

### **10. Clarification of Proposal**

10.1 Proposers may request clarifications of any of the RFP documents no later than the date indicated in the **Data Sheet** (DS no. 16) prior to the proposal submission date. Any request for clarification must be sent in writing via courier or through electronic means to the UNDP address indicated in the **Data Sheet** (DS no. 17). UNDP will respond in writing, transmitted by electronic means and will transmit copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Proposers who have provided confirmation of their intention to submit a Proposal.

10.2 UNDP shall endeavor to provide such responses to clarifications in an expeditious manner,

but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.

## **11. Amendment of Proposals**

11.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Proposer, modify the RFP in the form of a Supplemental Information to the RFP. All prospective Proposers will be notified in writing of all changes/amendments and additional instructions through Supplemental Information to the RFP and through the method specified in the **Data Sheet** (DS No. 18).

11.2 In order to afford prospective Proposers reasonable time to consider the amendments in preparing their Proposals, UNDP may, at its discretion, extend the deadline for submission of Proposals, if the nature of the amendment to the RFP justifies such an extension.

## **C. PREPARATION OF PROPOSALS**

### **12. Cost**

The Proposer shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.

### **13. Language**

The Proposal, as well as any and all related correspondence exchanged by the Proposer and UNDP, shall be written in the language (s) specified in the **Data Sheet** (DS No 4). Any printed literature furnished by the Proposer written in a language other than the language indicated in the **Data Sheet**, must be accompanied by a translation in the preferred language indicated in the **Data Sheet**. For purposes of interpretation of the Proposal, and in the event of discrepancy or inconsistency in meaning, the version translated into the preferred language shall govern. Upon conclusion of a contract, the language of the contract shall govern the relationship between the contractor and UNDP.

### **14. Proposal Submission Form**

The Proposer shall submit the Proposal Submission Form using the form provided in Section 4 of this RFP.

## 15. Technical Proposal Format and Content

Unless otherwise stated in the **Data Sheet** (DS no. 28), the Proposer shall structure the Technical Proposal as follows:

- 15.1 **Expertise of Firm/Organization** – this section should provide details regarding management structure of the organization, organizational capability/resources, and experience of organization/firm, the list of projects/contracts (both completed and on-going, both domestic and international) which are related or similar in nature to the requirements of the RFP, and proof of financial stability and adequacy of resources to complete the services required by the RFP (see RFP clause 18 and DS No. 26 for further details). The same shall apply to any other entity participating in the RFP as a Joint Venture or Consortium.
- 15.2 **Proposed Methodology, Approach and Implementation Plan** – this section should demonstrate the Proposer’s response to the Terms of Reference by identifying the specific components proposed, how the requirements shall be addressed, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; identifying the works/portions of the work that will be subcontracted; and demonstrating how the proposed methodology meets or exceeds the specifications, while ensuring appropriateness of the approach to the local conditions and the rest of the project operating environment. This methodology must be laid out in an implementation timetable that is within the duration of the contract as specified in the **Data Sheet** (DS nos. 29 and 30).

Proposers must be fully aware that the products or services that UNDP requires may be transferred, immediately or eventually, by UNDP to the Government partners, or to an entity nominated by the latter, in accordance with UNDP’s policies and procedures. All proposers are therefore required to submit the following in their proposals:

- a) A statement of whether any import or export licences are required in respect of the goods to be purchased or services to be rendered, including any restrictions in the country of origin, use or dual use nature of the goods or services, including any disposition to end users; and
  - b) Confirmation that the Proposer has obtained license of this nature in the past, and have an expectation of obtaining all the necessary licenses, should their Proposal be rendered the most responsive.
- 15.3 **Management Structure and Key Personnel** – This section should include the comprehensive curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the proposed methodology, clearly defining the roles and responsibilities vis-à-vis the proposed methodology. CVs should establish competence and demonstrate qualifications in areas relevant to the TOR.

In complying with this section, the Proposer assures and confirms to UNDP that the personnel being nominated are available for the Contract on the dates proposed. If any of the key personnel later becomes unavailable, except for unavoidable reasons such as death or medical incapacity, among other possibilities, UNDP reserves the right to consider the proposal non-responsive. Any deliberate substitution arising from unavoidable reasons, including delay in the implementation of the project of programme through no fault of the



Proposer shall be made only with UNDP's acceptance of the justification for substitution, and UNDP's approval of the qualification of the replacement who shall be either of equal or superior credentials as the one being replaced.

15.4 Where the **Data Sheet** requires the submission of the Proposal Security, the Proposal Security shall be included along with the Technical Proposal. The Proposal Security may be forfeited by UNDP, and reject the Proposal, in the event of any or any combination of the following conditions:

- a) If the Proposer withdraws its offer during the period of the Proposal Validity specified in the **Data Sheet** (DS no. 11), or;
- b) If the Proposal Security amount is found to be less than what is required by UNDP as indicated in the **Data Sheet** (DS no. 9), or;
- c) In the case the successful Proposer fails:
  - i. to sign the Contract after UNDP has awarded it;
  - ii. to comply with UNDP's variation of requirement, as per RFP clause 35; or
  - iii. to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the effectivity of the contract that may be awarded to the Proposer.

## 16. Financial Proposals

The Financial Proposal shall be prepared using the attached standard form (Section 7). It shall list all major cost components associated with the services, and the detailed breakdown of such costs. All outputs and activities described in the Technical Proposal must be priced separately on a one-to-one correspondence. Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.

## 17. Currencies

All prices shall be quoted in the currency indicated in the **Data Sheet** (DS no. 15). However, where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:

- a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and
- b) In the event that the proposal found to be the most responsive to the RFP requirement is quoted in another currency different from the preferred currency as per **Data Sheet** (DS no. 15), then UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.

Proposals submitted by two (2) or more Proposers shall all be rejected if they are found to have any of the following:

- a) they have at least one controlling partner, director or shareholder in common; or
- b) any one of them receive or have received any direct or indirect subsidy from the other/s; or
- c) they have the same legal representative for purposes of this RFP; or

- d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Proposer regarding this RFP process;
- e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Proposer; or
- f) an expert proposed to be in the team of one Proposer participates in more than one Proposal received for this RFP process. This condition does not apply to subcontractors being included in more than one Proposal.

## **18. Documents Establishing the Eligibility and Qualifications of the Proposer**

The Proposer shall furnish documentary evidence of its status as an eligible and qualified vendor, using the forms provided under Section 5, Proposer Information Forms. In order to award a contract to a Proposer, its qualifications must be documented to UNDP's satisfaction. These include, but are not limited to, the following:

- a) That, in the case of a Proposer offering to supply goods under the Contract which the Proposer did not manufacture or otherwise produce, the Proposer has been duly authorized by the goods' manufacturer or producer to supply the goods in the country of final destination;
- b) That the Proposer has the financial, technical, and production capability necessary to perform the Contract; and
- c) That, to the best of the Proposer's knowledge, it is not included in the UN 1267/1989 List or the UN Ineligibility List, nor in any and all of UNDP's list of suspended and removed vendors.

## **19. Joint Venture, Consortium or Association**

If the Proposer is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally, and this shall be duly evidenced by a duly notarized Agreement among the legal entities, which shall be submitted along with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.

After the Proposal has been submitted to UNDP, the lead entity identified to represent the joint venture shall not be altered without the prior written consent of UNDP. Furthermore, neither the lead entity nor the member entities of the joint venture can:

- a) Submit another proposal, either in its own capacity; nor
- b) As a lead entity or a member entity for another joint venture submitting another Proposal.

The description of the organization of the joint venture/consortium/association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the Joint Venture Agreement. All entities that comprise the joint venture shall be subject to the eligibility and qualification assessment by UNDP.

Where a joint venture is presenting its track record and experience in a similar undertaking as

those required in the RFP, it should present such information in the following manner:

- a) Those that were undertaken together by the joint venture; and
- b) Those that were undertaken by the individual entities of the joint venture expected to be involved in the performance of the services defined in the RFP.

Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the joint venture or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.

If a joint venture's Proposal is determined by UNDP as the most responsive Proposal that offers the best value for money, UNDP shall award the contract to the joint venture, in the name of its designated lead entity. The lead entity shall sign the contract for and on behalf of all other member entities.

## **20. Alternative Proposals**

Unless otherwise specified in the **Data Sheet** (DS nos. 5 and 6), alternative proposals shall not be considered. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.

## **21. Validity Period**

Proposals shall remain valid for the period specified in the **Data Sheet** (DS no. 8), commencing on the submission deadline date also indicated in the **Data Sheet** (DS no. 21). A Proposal valid for a shorter period shall be immediately rejected by UNDP and rendered non-responsive.

In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Proposers to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.

## **22. Proposer's Conference**

When appropriate, a proposer's conference will be conducted at the date, time and location specified in the **Data Sheet** (DS no. 7). All Proposers are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Proposer. Minutes of the proposer's conference will be either posted on the UNDP website, or disseminated to the individual firms who have registered or expressed interest with the contract, whether or not they attended the conference. No verbal statement made during the conference shall modify the terms and conditions of the RFP unless such statement is specifically written in the Minutes of the Conference, or issued/posted as an amendment in the form of a Supplemental Information to the RFP.

## D. SUBMISSION AND OPENING OF PROPOSALS

### 23. Submission

- 23.1 The Financial Proposal and the Technical Proposal Envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL”, as appropriate. Each envelope MUST clearly indicate the name of the Proposer. The outer envelopes shall bear the address of UNDP as specified in the **Data Sheet** (DS no.20) and shall include the Proposer’s name and address, as well as a warning that state “*not to be opened before the time and date for proposal opening*” as specified in the **Data Sheet** (DS no. 24). The Proposer shall assume the responsibility for the misplacement or premature opening of Proposals due to improper sealing and labeling by the Proposer.
- 23.2 Proposers must submit their Proposals in the manner specified in the **Data Sheet** (DS nos. 22 and 23). When the Proposals are expected to be in transit for more than 24 hours, the Proposer must ensure that sufficient lead time has been provided in order to comply with UNDP’s deadline for submission. UNDP shall indicate for its record that the official date and time of receiving the Proposal is the actual date and time when the said Proposal has physically arrived at the UNDP premises indicated in the **Data Sheet** (DS no. 20).
- 23.3 Proposers submitting Proposals by mail or by hand shall enclose the original and each copy of the Proposal, in separate sealed envelopes, duly marking each of the envelopes as “Original Proposal” and “Copy of Proposal” as appropriate. The 2 envelopes shall then be sealed in an outer envelope. The number of copies required shall be as specified in the **Data Sheet** (DS No. 19). In the event of any discrepancy between the contents of the “Original Proposal” and the “Copy of Proposal”, the contents of the original shall govern. The original version of the Proposal shall be signed or initialed by the Proposer or person(s) duly authorized to commit the Proposer on every page. The authorization shall be communicated through a document evidencing such authorization issued by the highest official of the firm, or a Power of Attorney, accompanying the Proposal.
- 23.4 Proposers must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Proposer accepts the General Contract Terms and Conditions of UNDP as attached hereto as Section 11.

### 24. Deadline for Submission of Proposals and Late Proposals

Proposals must be received by UNDP at the address and no later than the date and time specified in the **Data Sheet** (DS nos. 20 and 21).

UNDP shall not consider any Proposal that arrives after the deadline for submission of Proposals. Any Proposal received by UNDP after the deadline for submission of Proposals shall be declared late, rejected, and returned unopened to the Proposer.

### 25. Withdrawal, Substitution, and Modification of Proposals

- 25.1 Proposers are expected to have sole responsibility for taking steps to carefully examine in detail the full consistency of its Proposals to the requirements of the RFP, keeping in mind that material deficiencies in providing information requested by UNDP, or lack

clarity in the description of services to be provided, may result in the rejection of the Proposal. The Proposer shall assume the responsibility regarding erroneous interpretations or conclusions made by the Proposer in the course of understanding the RFP out of the set of information furnished by UNDP.

- 25.2 A Proposer may withdraw, substitute or modify its Proposal after it has been submitted by sending a written notice in accordance with Clause 23.1, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal must accompany the respective written notice. All notices must be received by UNDP prior to the deadline for submission and submitted in accordance with RFP Clause 23.1 (except that withdrawal notices do not require copies). The respective envelopes shall be clearly marked “WITHDRAWAL,” “SUBSTITUTION,” or “MODIFICATION”.
- 25.3 Proposals requested to be withdrawn shall be returned unopened to the Proposers.
- 25.4 No Proposal may be withdrawn, substituted, or modified in the interval between the deadline for submission of Proposals and the expiration of the period of proposal validity specified by the Proposer on the Proposal Submission Form or any extension thereof.

## **26. Proposal Opening**

UNDP will open the Proposals in the presence of an ad-hoc committee formed by UNDP of at least two (2) members. If electronic submission is permitted, any specific electronic proposal opening procedures shall be as specified in the **Data Sheet** (DS no. 23).

The Proposers’ names, modifications, withdrawals, the condition of the envelope labels/seals, the number of folders/files and all other such other details as UNDP may consider appropriate, will be announced at the opening. No Proposal shall be rejected at the opening stage, except for late submission, for which the Proposal shall be returned unopened to the Proposer.

## **27. Confidentiality**

Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Proposers or any other persons not officially concerned with such process, even after publication of the contract award.

Any effort by a Proposer to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP’s decision, result in the rejection of its Proposal.

In the event that a Proposer is unsuccessful, the Proposer may seek a meeting with UNDP for a debriefing. The purpose of the debriefing is discussing the strengths and weaknesses of the Proposer’s submission, in order to assist the Proposer in improving the proposals presented to UNDP. The content of other proposals and how they compare to the Proposer’s submission shall not be discussed.

## E. EVALUATION OF PROPOSALS

### 28. Preliminary Examination of Proposals

UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, whether or not the Proposer is in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's list of suspended and removed vendors, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP may reject any Proposal at this stage.

### 29. Evaluation of Proposals

29.1 UNDP shall examine the Proposal to confirm that all terms and conditions under the UNDP General Terms and Conditions and Special Conditions have been accepted by the Proposer without any deviation or reservation.

29.2 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other documentation provided, applying the evaluation criteria, sub-criteria, and point system specified in the **Data Sheet** (DS no. 32). Each responsive Proposal will be given a technical score. A Proposal shall be rendered non-responsive at this stage if it does not substantially respond to the RFP particularly the demands of the Terms of Reference, which also means that it fails to achieve the minimum technical score indicated in the **Data Sheet** (DS no. 25). Absolutely no changes may be made by UNDP in the criteria, sub-criteria and point system indicated in the **Data Sheet** (DS no. 32) after all Proposals have been received.

29.3 In the second stage, only the Financial Proposals of those Proposers who achieve the minimum technical score will be opened for evaluation for comparison and review. The Financial Proposal Envelopes corresponding to Proposals that did not meet the minimum passing technical score shall be returned to the Proposer unopened. The overall evaluation score will be based either on a combination of the technical score and the financial offer, or the lowest evaluated financial proposal of the technically qualified Proposers. The evaluation method that applies for this RFP shall be as indicated in the **Data Sheet** (DS No. 25).

When the Data Sheet specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:

Rating the Technical Proposal (TP):

**TP Rating** = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100

Rating the Financial Proposal (FP):

**FP Rating** = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100

Total Combined Score:

$\frac{\begin{aligned} &(\text{TP Rating}) \times (\text{Weight of TP, e.g. 70\%}) \\ &+ (\text{FP Rating}) \times (\text{Weight of FP, e.g., 30\%}) \end{aligned}}{\text{Total Combined and Final Rating of the Proposal}}$
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29.4 UNDP reserves the right to undertake a post-qualification exercise aimed at determining, to its satisfaction the validity of the information provided by the Proposer. Such post-qualification shall be fully documented and, among those that may be listed in the **Data Sheet** (DS No.33), may include, but need not be limited to, all or any combination of the following :

- a) Verification of accuracy, correctness and authenticity of information provided by the Proposer on the legal, technical and financial documents submitted;
- b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;
- c) Inquiry and reference checking with Government entities with jurisdiction on the Proposer, or any other entity that may have done business with the Proposer;
- d) Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed;
- e) Physical inspection of the Proposer’s offices, branches or other places where business transpires, with or without notice to the Proposer;
- f) Quality assessment of ongoing and completed outputs, works and activities similar to the requirements of UNDP, where available; and
- g) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.

### 30. Clarification of Proposals

To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Proposer for a clarification of its Proposal.

UNDP’s request for clarification and the response shall be in writing. Notwithstanding the written communication, no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP Clause 32.

Any unsolicited clarification submitted by a Proposer in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.

### 31. Responsiveness of Proposal

UNDP’s determination of a Proposal’s responsiveness will be based on the contents of the Proposal itself.

A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.

If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Proposer by correction of the material deviation, reservation, or omission.

### **32. Nonconformities, Repairable Errors and Omissions**

Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.

Provided that a Proposal is substantially responsive, UNDP may request the Proposer to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Proposer to comply with the request may result in the rejection of its Proposal.

Provided that the Proposal is substantially responsive, UNDP shall correct arithmetical errors as follows:

- a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
- b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to the above.

If the Proposer does not accept the correction of errors made by UNDP, its Proposal shall be rejected.

## **F. AWARD OF CONTRACT**

### **33. Right to Accept, Reject, or Render Non-Responsive Any or All Proposals**

UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Proposer(s) of the grounds for UNDP's action. Furthermore, UNDP shall not be obliged to award the contract to the lowest price offer.

UNDP shall also verify, and immediately reject their respective Proposal, if the Proposers are found to appear in the UN's Consolidated List of Individuals and Entities with Association to Terrorist Organizations, in the List of Vendors Suspended or Removed from the UN Secretariat Procurement Division Vendor Roster, the UN Ineligibility List, and other such lists that as may be established or recognized by UNDP policy on Vendor Sanctions. (See <http://www.undp.org/content/undp/en/home/operations/procurement/protostandsanctions/> for details)



#### **34. Award Criteria**

Prior to expiration of the period of proposal validity, UNDP shall award the contract to the qualified Proposer with the highest total score based on the evaluation method indicated in the **Data Sheet** (DS nos. 25 and 32).

#### **35. Right to Vary Requirements at the Time of Award**

At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

#### **36. Contract Signature**

Within fifteen (15) days from the date of receipt of the Contract, the successful Proposer shall sign and date the Contract and return it to UNDP.

Failure of the successful Proposer to comply with the requirement of RFP Clause 35 and this provision shall constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security if any, and on which event, UNDP may award the Contract to the Proposer with the second highest rated Proposal, or call for new Proposals.

#### **37. Performance Security**

A performance security, if required, shall be provided in the amount and form provided in Section 9 and by the deadline indicated in the **Data Sheet** (DS no. 14), as applicable. Where a Performance Security will be required, the submission of the said document, and the confirmation of its acceptance by UNDP, shall be a condition for the effectivity of the Contract that will be signed by and between the successful Proposer and UNDP.

#### **38. Bank Guarantee for Advanced Payment**

Except when the interests of UNDP so require, it is the UNDP's preference to make no advanced payment(s) on contracts (i.e., payments without having received any outputs). In the event that the Proposer requires an advanced payment upon contract signature, and if such request is duly accepted by UNDP, and the said advanced payment exceeds 20% of the total proposal price, or exceed the amount of USD 30,000, UNDP shall require the Proposer to submit a Bank Guarantee in the same amount as the advanced payment. A bank guarantee for advanced payment shall be furnished in the form provided in Section 10.

#### **39. Vendor Protest**

UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a purchase order or contract through a competitive procurement process. In the event that a Proposer believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

## Instructions to Proposers

### DATA SHEET

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Instruction to Proposers. In the case of a conflict between the Instructions to Proposers, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall govern.

DS No. <sup>1</sup>	Cross Ref. to Instructions	Data	Specific Instructions / Requirements
1		Project Title :	UNDP Projects Libya
2		Title of Services/Work:	<b>Service Provider –Manpower Services to Support Implementation of UNDP Libya Projects</b>
3		Country / Region of Work Location:	Home Based, Libya
4	C.13	Language of the Proposal:	<input type="checkbox"/> <b><u>English</u></b>
5	C.20	Conditions for Submitting Proposals for Parts or sub-parts of the TOR	<input type="checkbox"/> <b><u>Not allowed</u></b>
6	C.20	Conditions for Submitting Alternative Proposals	<input type="checkbox"/> <b><u>Shall not be considered.</u></b>
7	C.22	A pre-proposal conference will be held on:	A Teleconference Skype Meeting to provide clarifications to Proposers will be organized as follows: <b>Date: October 30<sup>th</sup> 2014</b>

<sup>1</sup> All DS number entries in the Data Sheet are cited as reference in the Instructions to Proposers. All DS nos. corresponding to a Data must not be modified. Only information on the 3<sup>rd</sup> column may be modified by the user. If the information does not apply, the 3<sup>rd</sup> column must state "N/A" but must not be deleted.

			<p><b>Time: 13:00 Tunis Time – Tunisia.</b> Instructions to connect will be provided in due time to all Proposers that confirm participation.</p> <p>The UNDP focal point for the arrangement is: Alfonso Ortega, <a href="mailto:alfonso.ortega@undp.org">alfonso.ortega@undp.org</a></p>
8	C.21	Period of Proposal Validity commencing on the submission date	<input type="checkbox"/> <b>120 days</b>
9	B.9.5 C.15.4 b)	Proposal Security	No Required
10	B.9.5	Acceptable forms of Proposal Security	Not applicable
11	B.9.5 C.15.4 a)	Validity of Proposal Security	Not applicable
12		Advanced Payment upon signing of contract	Not applicable
13		Liquidated Damages	<input type="checkbox"/> <u>Will not be imposed</u>
14	F.37	Performance Security	<input checked="" type="checkbox"/> Not Required
15	C.17, C.17 b)	Preferred Currency of Proposal and Method for Currency conversion	<p><input type="checkbox"/> <b>United States Dollars (US\$)</b> <b>Local Currency: Libyan Dinars</b> <i>Bid prices expressed in different currencies shall be converted in USD Dollars</i></p> <p><i>The source of the exchange rate shall be; UN Exchange Rate</i></p> <p><i>The date of the exchange rate shall be: Closing date of submission of bids.</i></p>
16	B.10.1	Deadline for submitting requests for clarifications/ questions	05 days before the submission date.
17	B.10.1	Contact Details for submitting	Please provide your request for clarifications to

		clarifications/questions <sup>2</sup>	<a href="mailto:procurement.ly@undp.org">procurement.ly@undp.org</a>
18	B.11.1	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	<input type="checkbox"/> <b>Direct communication to prospective Proposers by email or fax and posting on UNDP Libya Website <a href="http://www.ly.undp.org">www.ly.undp.org</a></b> <input type="checkbox"/> <a href="http://procurement-notice.undp.org/">http://procurement-notice.undp.org/</a> (Ref num: 18919)
19	D.23.3	No. of copies of Proposal that must be submitted [if transmitted by courier]	Original : 1 (one)
20	D.23.1 D.23.2 D.24	Proposal Submission Address	<b>Please see below DS No. 23 : Conditions and Procedures for electronic submission.</b>
21	C.21 D.24	Deadline of Submission	Date and Time : <b>November 10<sup>th</sup> 2014 at 15:00 hours (Tunis, Tunisia time)</b>
22	D.23.2	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> <b>Electronic submission</b> of proposal by email with attached scanned proof of shipment from courier dated prior to the deadline
23	D.23.2 D.26	Conditions and Procedures for electronic submission and opening, if allowed	<p>A full proposal should be submitted electronically.</p> <p><b>The financial offer should be provided separately to the technical proposal. The financial proposal should be password protected and the password should not be sent to UNDP unless requested by UNDP if the proposal is deemed technically qualified.</b> You will have 24 hours to respond to the request for password from UNDP.</p> <p><input checked="" type="checkbox"/> Official Address for e-submission: <a href="mailto:procurement.ly@undp.org">procurement.ly@undp.org</a></p> <p><input checked="" type="checkbox"/> Free from virus and corrupted files</p> <p><input checked="" type="checkbox"/> Format : PDF files only, password protected</p>

<sup>2</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was officially received.

			<p> <input checked="" type="checkbox"/> Password for <b>Financial Proposal</b> must not be provided before officially requested by UNDP  <input checked="" type="checkbox"/> Max. File Size per transmission: 5 MB  <input checked="" type="checkbox"/> Max. No. of transmissions: 5 (five) for technical proposal and 1 (one) for financial proposal  <input checked="" type="checkbox"/> No. of copies to be transmitted: 1 (one)  <input checked="" type="checkbox"/> Mandatory subject of email for the Technical Proposal: <b>“Service Provider –Manpower Services”</b>  <input checked="" type="checkbox"/> Mandatory subject of email for the Financial Proposal: <b>“Financial Proposal For Service Provider – Manpower Services”</b>  <input checked="" type="checkbox"/> Virus Scanning Software to be Used prior to transmission  <input checked="" type="checkbox"/> Time Zone to be Recognized: Tunisia (GMT+2:00) </p> <p><b><u>Proposals sent to other UNDP e-mail addresses will not be accepted and the Purchaser will not be responsible for the confidentiality of such bids.</u></b></p> <p><i>Proposers must take into account the following:</i></p> <p><b><i>Proposers submitting a proposal for all two LOTs MUST submit a separate Technical Proposal and a separate Financial Proposal under each LOT with clear indication in the e-mail subject box for which LOT the Proposer is submitting a Proposal for.</i></b></p> <p><i>Proposers must also indicate the RFP number in the e-mail subject box for the received Technical proposal and as follows:</i></p> <p><b><u>RFP-004/13 – LOT Ref. TECHNICAL PROPOSAL- PART 1 OF .....</u></b></p> <p><i>Proposers must indicate the RFP number in the e-mail subject box for the received Financial proposal and as follows:</i></p> <p><b><u>RFP-004/13 – LOT Ref. FINANCIAL PROPOSAL</u></b></p> <p><i>Each e-mail message including attachments must not <b>exceed 5MB</b>. There is no limit on the number of e-mail messages for each bid. The first message should state the total number of messages comprising the bid.</i></p> <p><i>Attachments should be in PDF format. Proposers should check the attachment formats prior to submission as the Purchaser will not be responsible if attachments are in other formats that cannot be opened without additional software.</i></p>
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			<p><i>If zip files are used, they should not include multiple lower sub-folders or directories.</i></p> <p><i>Proposers should avoid attempting to send proposals by e-mail just prior to the deadline as the Purchaser cannot be held responsible for congestion or delays in transmission. The time of receipt of the last e-mail message of a proposal as recorded by the Purchaser's mail server shall constitute the time of receipt of the proposal for purpose of meeting the proposal deadline. It is the Proposers' responsibility to ensure proposals arrive before the deadline.</i></p>
24	D.23.1	Date, time and venue for opening of Proposals	Public Opening will not be conducted
25	E.29.2 E.29.3 F.34	Evaluation method to be used in selecting the most responsive Proposal	<input checked="" type="checkbox"/> <b>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals, respectively, where the minimum passing score of technical proposal is 70%</b>
26	C.15.1	Required Documents that must be Submitted to Establish Qualification of Proposers (In "Certified True Copy" form only)	<p>a) <b>Company Profile</b>, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured.</p> <p>b) <b>Certificate of Registration of the business</b>, including Articles of incorporation, or equivalent document if Bidder is not a corporation.</p> <p>c) <b>Past contracts</b> indicating Client name, duration of the contract, value of the contract and brief description of outputs delivered by the bidder in the past three years</p> <p>d) <b>At least three references</b> from the three top clients (in terms of contract value) which was executed within the past three years</p> <p>e) <b>Latest Audited Financial Statement</b> (Income Statement and Balance Sheet) including Auditor's Report for the past 2 (two) years (2013-2012)</p>

			f) <b>List of Bank References</b> (Name of Bank, Location, Contact Person and Contact Details)
27		Other documents that may be Submitted to Establish Eligibility	a) All Forms provided under <b>Section 5</b> must be filled, signed and stamped
28	C.15	Structure of the Technical Proposal ( <i>only if different from the provision of Section 12</i> )	
29	C.15.2	Latest Expected date for commencement of Contract	December 1 <sup>st</sup> , 2014
30	C.15.2	Expected duration of contract (Target Commencement Date and Completion Date)	The Long Terms Agreement under each LOT will be awarded for an initial period of 12 months and will be renewed on yearly basis subject to satisfactory performance for a maximum duration of up to Two Years.
31		UNDP will award the contract to:	<b><u>One Proposer only for each Lot</u></b>
32	E.29.2 F.34	Criteria for the Award of Contract and Evaluation of Proposals	(See Tables below)
33	E.29.4	Post-Qualification Actions	<ul style="list-style-type: none"> <li>a) Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted;</li> <li>b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;</li> <li>c) Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed;</li> </ul>
34		Conditions for Determining Contract Effectivity	<input checked="" type="checkbox"/> <i>Timely delivery of required services and payments will only be processed upon receipt of satisfactory performance.</i>
35		Other Information Related to the RFP	

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Details of Organization	20%	200
2.	Structures and Systems	20%	200
3.	Relevant Past Experience and Capacity	60%	600
<b>Total</b>			<b>1000</b>

Technical Proposal Evaluation Form 1		Points obtainable
<b>Expertise of the Firm/Organization</b>		
1.1	Date of Creation and length of existence, size of firm, number of Key Staff permanently employed	60
1.2	Number of location of Offices & Available Facilities	30
1.3	Independent Assessment; Past Performance in achieving results, Reputation of Organization and Staff	60
1.4	Financial situation and Bank details, yearly turnover for the past three years	50
		<b>200</b>

Technical Proposal Evaluation Form 2		Points Obtainable
<b>Structures and Systems</b>		
2.1	Management structure and Governing or oversight board	20
2.2	Quality assurance systems, Information and monitoring systems and Evaluation and reporting systems;	20
2.3	Human Resource Management System; Does the organization have the ability to recruit and manage the best-qualified Consultancy and Manpower on a transparent and competitive basis?	60
2.4	Established recruitment processes (particular attention must be paid to description of the existing database and its use) and resources management process and tools (a template Employment Contract must be submitted in order to analyze its compliance with the TORs); -number and qualifications of experts in the existing database;	100
		<b>200</b>



Technical Proposal Evaluation Form 3		Points Obtainable
<b>Relevant Past Experience and Capacity</b>		
2.1	List of Consultancy and Manpower services provided in the past three years with specialization level, duration, location, client and project name/ Counterpart.	400
2.2	Individual expertise of key staff permanently employed, -Profile of staff, including education and professional experience background; it is expected that the key staff will include: Senior Manager (50 points) Services Coordinator ( 50 Points) Recruiters and HR Expert (50 points) Finance Officer (50 points)	200
		<b>600</b>

**a. Financial Evaluation for LOT A:**

For evaluation and award purposes of LOT A, UNDP-Libya will use the following Hypothetical Scenario:

**1- Consultancy and Manpower Fees:**

Position	No. of Required Individuals	Level as Per the International Fees Scale	Duration of Contract for each (Month)	Monthly Rate in USD	Monthly Rate X No of Months X No. of Required Individuals	Quoted % Management Fees by the Company	Total Price in USD including Company's Quoted Percentage
Project Management Engineer	1	B-IMS	12	6,525	78,300.00		
Vocational Training Advisor	1	C-IMS	6	11,963	71,775.00		
Vocational Trainers	3	B-IMS	6	6,525	117,450.00		
MSME Senior Expert	1	D-IMS	3	18,488	55,462.50		
<b>Total Price in USD for the Provision of Professional Services of the Required Consultancy and Manpower Services: (1)</b>							

**Financial Evaluation Under LOT A:**

*TOTAL PRICE IN USD FOR LOT A = (Lowest Priced Offer for LOT A/ Price of the Offer Being Reviewed For LOT A) x 100 (TP Rating) x (70%) + (FP Rating) x (30%) = Total Combined and Final Rating of the Proposal Under LOT A*

**b. Financial Evaluation for LOT B:**

For evaluation and award purposes of LOT B, UNDP-Libya will use the following Hypothetical Scenario:

**1- Consultancy and Manpower Fees:**

Position	No. of Required Individuals	Level as Per the Jordanian Fees Scale	Duration of Contract for each (Month)	Monthly Rate in USD	Rate by No of Months by No. of Required Individuals	Quoted % Management Fees by the Company	Total Price in USD including Company's Quoted Percentage
Communications and Asset Management Advisor	1	D-LMS	12	5,352	64,224.00		
Project Finance Management Advisor	1	D-LMS	12	5,352	64,224.00		
Project Assistant	2	E-LMS	8	877	14,032.00		

Project Development Specialist	1	B-LMS	12	3,275	39,300.00		
Civil Engineer	1	B-LMS	12	3,275	39,300.00		
Administration Assistant	2	E-LMS	8	877	14,032.00		
Project Liaison Officer	1	C-LMS	12	4,183	50,196.00		
<b>Total Price in USD for Provision of Professional Services of the Required Consultancy and Manpower Services Under LOT B</b>							

**Financial Evaluation Under LOT B:**

*TOTAL PRICE IN USD FOR LOT B = (Lowest Priced Offer for LOT B/ Price of the Offer Being Reviewed For LOT B) x 100 (TP Rating) x (70%) + (FP Rating) x (30%) = Total Combined and Final Rating of the Proposal Under LOT B*

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## **Section 3: Terms of Reference (TOR)**

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### **Provision of Consultancy and Manpower Services to Support the Implementation of UNDP-Libya Projects**

#### **1) BACKGROUND AND JUSTIFICATION:**

The UNDP Libya Country Office has three main outcomes: 1) Active citizen participation facilitates the democratic transition of the nation, 2) Central and Local Governance authorities are strengthened to provide better public services, 3) Libya successfully manages transition to a state founded on the Rule of Law.

To facilitate effective implementation of the ongoing project activities under both pillars, UNDP-Libya is looking for a qualified company that can provide consultancy and manpower services required for effective implementation of the ongoing projects and government request, which will call for a significant number of experts who are able to move freely in areas normally restricted to UNDP staff and Individual Consultants.

To this end, the Country Office will need to obtain national and international consultancy and manpower services capable of providing guidance and support in implementing the required outputs. This is especially needed outside Tripoli due to the restricted movement in Libya caused by the prevailing security situation. Therefore, to ensure minimal disruption of work, there will be a need to place a Long Term Agreement with a company/ies capable of providing qualified individuals to provide the needed assistance under short notice related to the support and specialized functions.

#### **2) GENERAL OBJECTIVE**

UNDP is looking for a suitably qualified and experienced company(s) which can assist in effectively delivering UNDP programmes and projects in Libya through the deployment of qualified and experienced individuals. Depending on the requested type of services, Consultancy and Manpower Services shall be separated into two categories: **Local Consultancy and Manpower Services (LMS) and International Consultancy and Manpower Services (IMS).**

International and Local “National” Consultancy and Manpower Services shall be assigned different LOTS references and as follows; where separate Lots award shall be applied:

***Lot A: International Consultancy and Manpower Services.***

***Lot B: Libyan National Consultancy and Manpower Services.***

### **3) CONTRACTOR'S RESPONSIBILITIES:**

The Contractor shall be responsible for the complete set or parts of actions necessary for provision of the requested Consultancy and Manpower services, their deployment (mobilization & travel arrangements), provision of comprehensive insurance package for them, provision of 24/7 administrative support to them, provision of full-time HR administration and payroll services for them, performance monitoring of all the contracted Consultancy/Manpower through personal contact and correspondence and liaison with UNDP Project Managers on any issues or concerns that arise during their deployment. UNDP expects that Contractor's services shall include, but not limited to, the following:

1. An efficient, merit based service, including sourcing & short-listing of suitable candidates.
2. Provision of initial briefing/induction and training to candidates depending on the complexity of the assignment and security situation at the duty station.
3. Provide or negotiate for insurance policies for selected candidates covering:
  - Adequate Service-Incurred Illness, Injury, and Death Insurance.
  - Injury, death and disability Insurance resulting from Malicious Acts.
  - Health insurance including medical evacuation.
4. HR Administration services.
5. Security in Libya: The Contractor, its consultants, manpower, agents, servants, employees, subcontractors or independent contractors shall not be subject to UN security rules in Libya. The Contractor shall be responsible for undertaking the measures and arrangements considered as appropriate and necessary for the security and safety of all deployments under the prospective Agreement.
6. Provision of any other related service as may be requested by UNDP. Such related services may include, but shall not be limited to, the services described under Clause 6 below where UNDP cannot fulfil its responsibilities due to unforeseen reasons.

### **4) UNDP'S RESPONSIBILITIES:**

UNDP expects to work in close partnership with the contracted individuals towards achieving UNDP's objectives, regardless of the level of UNDP's presence in Libya.

## 5) TYPES OF CONSULTANCY AND MANPOWER SERVICES QUALIFICATIONS

Contracted individuals shall be deployed by UNDP for a defined period of time to provide:

(i) Support services such as administrative and secretarial support, maintenance of buildings and grounds, translation and interpretation, semi-skilled labour. Support Services is divided into three categories as follows:

- **Low Support Services:**

Procedural work as well as repetitive tasks that require some selection of work procedures from a limited number of alternative standard practices.

- **Mid Support Services**

Work involves a variety of routine tasks related to selection and processing of information or data standardized sources, involving a choice of procedures or operations from among standard practices.

- **High Support Services**

Work involves tasks requiring selection, interpretation and assembly of information and data for the execution of recurring patterns of work based on knowledge of standard practice and requiring a choice of methods to use for performing the tasks.

(ii) Specialist services such as expert advisory services, technical skills and/or knowledge.

## 6) EXAMPLES OF SUPPORT AND SPECIALISED SERVICES:

Support Services: (Applicable to local contracted individuals only):

1. Administrative Assistance in the fields of HR, Finance, IT...etc...
2. Maintenance of buildings and grounds.

Specialized Services: (Applicable to Local and International contracted individuals):

1. Technical specializations.
2. Technical advisory roles and provision of expertise in various programme related fields.
3. Engineering services.
4. Provision of specific, time-bound tasks requiring no direct supervision and not required to be performed at UNDP premises such as reports writing, research.....etc..).

## 7) TYPES OF REQUIRED CONTRACTED CONSULTANTS/MANPOWER:

10.1. The Contractor will provide local and/or International Consultancy and Manpower services on written request by UNDP-Libya.

10.2. The Contractor is expected to provide individuals for the fulfillment of specific tasks including, but not limited to the following Categories:

- 1) Constitutional, legal expertise
- 2) Civic engagement, civil society development expertise
- 3) Elections expertise
- 4) Vocational Training
- 5) Micro, Small Enterprise Development
- 6) Governmental
- 7) Project management
- 8) Essential service delivery (quality, coverage, management, planning etc.)
- 9) Community development
- 10) Engineering Services.
- 11) Governance and administration
- 12) Strategic planning and budget execution
- 13) Public consultation
- 14) Socio-economic development and poverty alleviation
- 15) Feasibility studies and impact assessments
- 16) External relations liaison
- 17) Data collection and research
- 18) Logistics support
- 19) External and Internal Communications.

### ***Please note:***

The required services are not limited to the list provided above. The Contractor shall be responsible to provide suitably qualified individuals for any and all services that may be required by UNDP.

As needs for any service arise, the relevant UNDP Requesting Unit will draft a Terms of Reference according to its requirements and will communicate its request to the Contractor. Such request shall be in writing and shall specify the category and level of the required individual(s), location of the project, the duration of the required services, the draft Terms of Reference outlining functional and qualifications requirements for the required individual(s), and travel to other areas as applicable.

Any order against the prospective Agreement shall be made by formal Call-Off Contract(s) issued to the Contractor by an authorized representative of UNDP. The Call-Off Contract shall set out the terms and conditions for the delivery of the services. Each Call-Off Contract shall make reference to the prospective Agreement.

The Contractor shall be aware of the following mandatory procedural safeguards that shall come into force upon signature of the Agreement by both parties:

a. If the Contractor deploys individuals to work for a given specific UNDP project under the Agreement and respective Call-Off Contract(s), the Contractor shall not be eligible to bid for supply of goods,

services or works for that project, or any other projects where the Contractor may have obtained an advantage by reason of the deployment of its contracted individuals with UNDP.

b. If a contract for supply of goods, services or works for a project is awarded to a company which subsequently is identified as the successful Offeror under this RFP, the potential individuals will not be eligible for deployment under that project until such time when subject contract for supply of goods, services or works is completed.

UNDP shall have no obligation to request the Contractor to provide either any minimum number of contracted individuals or a minimum volume of services during the term of the prospective Agreement. Prospective Agreement shall not accord any exclusivity to the Contractor with respect to the services described herein. UNDP shall have no limitation on its right to obtain services of the same kind, quality and quantity from any other source at any time.

**8) REQUIRED QUALIFICATIONS FOR LMS AND IMS UNDER “SPECIALIZED SERVICES” CATEGORY**

**Required Qualifications for LMS and IMS Under “Specialized Services” Category**

Level Reference for Specialized Services		Complexity and Degree of Specialization	Level of Qualification and Experience		
Intl. Scale Level Ref.	Libya Scale Level Ref.		Master Degree or Higher + Years of Relevant Experience	Bachelor Degree + Years of Relevant Work Experience	No University Degree + Years of Relevant Work Experience
<b>A-IMS</b>	<i>A-LMS</i>	Junior Specialist	0-4 years	2-6 years	5-9 years
<b>B-IMS</b>	<i>B-LMS</i>	Specialist	5-10 years	7-12 years	10-15 years
<b>C-IMS</b>	<i>C-LMS</i>	Senior Specialist	11-14 years	13-16 years	16-19 years
<b>D-IMS</b>	<i>D-LMS</i>	Expert	15 years plus	17 years plus	20 years plus



**Fees for International Consultancy and Manpower Services For “Specialized Services” will be as follows:**

<b>Band</b>	<b>Level Reference for Specialized Services</b>	<b>Complexity and Degree of Specialization</b>	<b>Daily Range of Fees in USD</b>	<b>Monthly Range of Fees in USD</b>
Low	<b>A-IMS</b>	Junior Specialist	200	4,350.00
High			300	6,525.00
Low	<b>B-IMS</b>	Specialist	300	6,525.00
Mid			400	8,700.00
High			550	11,962.50
Low	<b>C-IMS</b>	Senior Specialist	550	11,962.50
Mid			650	14,137.50
High			750	16,312.50
Low	<b>D-IMS</b>	Expert	850	18,487.50
High			1000	21,750.00

**Fees for Libyan National Consultancy and Manpower Services in Libya “Specialized & Support Services” will be as follows:**

<b>Band</b>	<b>Complexity and Degree of Specialization</b>	<b>Daily Range of Fees in LYD</b>	<b>Monthly<sup>3</sup> Range of Fees in LYD</b>
Low	Junior Specialist	110	2,400
High		180	3,915
Low	Specialist	150	3,260
High		270	5,870
Low	Senior Specialist	305	6,630
High		460	10,000

<sup>3</sup> Monthly working days per month are 21.75 days.

**9) OPERATIONAL PROCEDURES TO ENGAGE SERVICES:**

- a) The Contractor is expected, upon receipt of written request for International and National services and corresponding ToRs from UNDP, to submit to UNDP in a timely fashion a short-list of at least 3 suitable qualified and available candidates per position within **10 working days** from the date of request, (*Candidates shall be identified through Contractor's internal roster and network or/and advertisement and other networks and means as agreed with UNDP*);
- b) UNDP will then proceed with review of CVs in line with a set scoring criteria and proceed with interviews for the qualified CVs if deemed necessary prior to decision on final selection. UNDP will approve in writing the selection of the candidate deemed as suitable within 10 working days upon provision of candidates' details;
- c) In case none of the proposed candidates was found suitable, the contractor shall then submit details of next three suitable candidates and will continue to do so until UNDP selects a suitable candidate. At any time, UNDP reserves the right not to select nor contract any of the proposed candidates if nobody was found adequate. Once UNDP has made the selection of a suitable candidate, it will notify the Contractor to initiate the contracting of the selected individual in accordance with agreed terms and conditions and price schedule and on the basis of specialist's level (complexity, required degree of expertise, qualification and experience).
- d) The company must provide UNDP with a copy of the signed contract between the company and the Contracted individual(s).
- e) Upon the Contractor's confirmation that the selected candidate is medically fit and has accepted to work under the terms and conditions as specified in the Agreement, UNDP will issue a Call – Off Contract to the Contractor for the services of the selected Candidate.
- f) The contractor will then mobilize the selected individual(s) within a maximum of 2 weeks or otherwise agreed following UNDP's written approval.
- g) All contracted individuals will be deployed according to the Terms of Reference provided and conditions stipulated in the agreement and the respective Contracts between UNDP and the contractor. General Conditions of Contract are attached as Annex 1.

**10) PERFORMANCE EVALUATION:**

- a) Contracted individuals shall be deployed in recognitions of their skills and expertise to perform a specific task or deliver a specific piece of work. As such, the outputs and overall performance of contracted individuals and Contractors shall be monitored and documented by UNDP on regular basis to ensure that contractual obligations have been fully met.

- b) Regular performance related discussions shall take place between the Contracted individual and the UNDP project manager, and satisfactory performance shall be certified prior to payment of any fees.
- c) Contracted individual(s) performance evaluation reports are confidential and shall be maintained in the procurement file. In case of re- deployment of a former contracted individual under any other UNDP project, previous relevant performance evaluation report(s) shall be made available to the requesting unit.

## **11) PAYMENTS:**

UNDP shall pay the Contractor on **daily or monthly basis**, in accordance with the agreed service conditions for the contracted individual(s), and based on the number of deployed contracted individuals for UNDP.

The contracted individuals shall complete the required UNDP monthly attendance sheet for confirmation of their presence at the assigned duty station, in accordance with the agreed schedule by UNDP and the contractor. The monthly attendance sheet shall be certified based on the contracted individual's satisfactory performance (based on results and deliverables) by the UNDP project manager to whom the contracted individuals report. An original invoice shall be submitted together with the documents required herein.

## **12) APPLICABLE REIMBURSABLE FEES:**

Reimbursable expenses will comprise all expenses incurred by the contracted individual with prior agreement of UNDP as stipulated in the contract, which may include inter alia:

- Abroad and In-country travel related expenses (subject to prior approval by UNDP). Travel fees which include ticket will be also paid in accordance with UNDP rates, where the applicable fees will be most economic, direct route. Business class tickets will not be considered, if the contracted individuals wish to buy business class ticket, the additional amount of the ticket will be covered by the contracted individuals.
- Cost of rented vehicle at duty station for work related travel (subject to prior approval by UNDP).
- Communications expenses (subject to prior approval by UNDP).
- Per Diem (subject to prior approval by UNDP).
- Danger Payment (subject to prior approval by UNDP).

Per Diem for National contracted individuals at an assigned Duty Station will be calculated as per UNDP rules and regulations.

All Reimbursable expenses shall be reflected in the contract and shall be paid on actual not to exceed the given amount in the contract on submission of the contractor's monthly invoice and all original supporting documents to the respective original invoices.

### **13) SERVICES SPECIAL CONDITIONS:**

- Strict personal discipline and exemplary code of conduct is demanded from all contracted individuals to guarantee that UNDP and its clients are provided with impeccable standard of work. UNDP standards of conduct must be abided to at all times.
- Contracted individuals are expected to be present at work as per established UNDP work schedule for Iraq or as otherwise stipulated in the respective contracts.
- Contracted individuals are not entitled to any paid annual leave, sick leave, maternity or paternity leave. If any leave of absence is taken by the contracted individuals during contractual period, the remuneration paid to contracted individuals will be reduced commensurately by the number of days the individual is absent as it is based on actual days worked only. The working daily rate will be calculated based on 21.75 working days per month.
- Contracted individuals/manpower are not entitled to overtime pay.
- In reference to Item 6, Clause 5 in the TORs, UN security standards do not apply to contracted individuals through companies, thus contracted individuals are not obliged to follow UN declared movement restrictions or other confinements called for security purposes unless deemed necessary by the Contractor. If UN movement restrictions or other confinements are observed, no daily billing shall be paid by UNDP for such days.
- Tasks related reports shall be submitted according to the requirements outlined in the ToRs of each contracted individual and as communicated by UNDP to the Contractor at the time of the assignment.
- Either party may terminate the contracted individual services under any Contract at any time by giving the other party notice in writing of the intention to do so. Notice periods will be of a minimum 2 weeks notice adapted to the length of contract and as stipulated in each contract. In the event of termination of contract, the contractor will be compensated on a pro-rata basis for no more than the actual number of days worked.
- UNDP may with immediate effect terminate any contracted individual(s) services for cause (as determined by UNDP) which may include inter alia; any breach of the terms and conditions of contract and agreement between UNDP and the contractor or any violation of the conduct required.
- **Please see attached Additional Special Conditions (Section 9 of RFP)**

**14) QUALIFICATIONS OF THE COMPANY AND REQUIREMENTS:**

- a. Certification of Registration
- b. Minimum two (2) years’ experience providing similar services preferably in Libya or other countries in the Arab world or other crises countries.
- c. Sound general organizational capability and demonstrated ability to provide the services for the categories mentioned in the TORs.
- d. Financial indicators prove Offeror’s long term sustainability and possession of sufficiently sound financial position to ensure it can meet its financial commitments under the Agreement. **Financial statements 2 of the last 3 years. Quick ratio more than 1. Annual sales turnaround of USD 500,000.**
- e. Relevant specialized knowledge and capacity in HR Management (*minimum 2 contracts*)
- f. Experience in similar programme/project(s). Minimum 2 similar projects either provided by relevant partners in the company or through the affiliated institutions the company might go into as Joint venture.
- g. Have access to key-experts for provision of the services.
- h. Ability to establish physical presence in Libya when need arises, specially the following cities:

West	South	East
<ul style="list-style-type: none"> <li>• Tripoli</li> <li>• Misrata</li> <li>• Nafusa Moutaints</li> <li>• Ghadamis</li> <li>• Sirte</li> <li>• Homs</li> </ul>	<ul style="list-style-type: none"> <li>• Sabha</li> <li>• Ghat</li> <li>• Ubari</li> </ul>	<ul style="list-style-type: none"> <li>• Benghazi</li> <li>• Al Bayda</li> <li>• Ajdabiya</li> <li>• Tobruk</li> <li>• Kufra</li> </ul>

*Note that UNDP considers this factor as critical; eligibility to travel to and within Libya, and provision of security and administrative support are necessary for required Consultants and Manpower to carry out the required services in Iraq.*

**15) Threshold of the Long Term Agreement (LTA)**

The envisaged Long Term Agreement shall span over a maximum of two years with a ceiling set at USD 2.0 million. LTAs are considered non-exclusive and the estimated amount is based on forecast of needs and the ceiling amount appears in the LTA does not constitute a commitment to place call-offs up to the volume. The Long Terms Agreement shall be signed for one year which shall be renewable for and additional year subject to satisfactory performance.

## Section 4: Proposal Submission Form<sup>4</sup>

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TO BE PRINTED OUT ON COMPANY LETTER HEAD

Location  
[insert: Date]

To: UNDP-Libya; Procurement Unit

Dear Sir/Madam:

We, the undersigned, hereby offer to provide professional services for ***Entering into a Long Term Agreement for The Provision of Consultancy and Manpower Services to Support the Implementation of UNDP-Iraq Projects in Libya- “Indicate LOT Reference”*** in accordance with your Request for Proposal dated [insert date] and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and Financial Proposal sealed under a separate envelope.

We hereby declare that :

- a) All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- d) We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities required of us in this RFP, and the General Terms and Conditions of UNDP’s Contract for Professional Services.

We agree to abide by this Proposal for 120 days from date of deadline of submission.

We undertake, if our Proposal is accepted, to initiate the services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this proposal, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Contact Details :

*[please mark this letter with your corporate seal, if available]*

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<sup>4</sup> No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Proposal.

## Section 5: Documents Establishing the Eligibility and Qualifications of the Proposer

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### Proposer Information Form<sup>5</sup>

Date: *[insert date (as day, month and year) of Proposal Submission]*  
RFP No.: *[insert number]*

Page \_\_\_\_\_ of \_\_\_\_\_ pages

1. Proposer's Legal Name <i>[insert Proposer's legal name]</i>		
2. In case of Joint Venture (JV), legal name of each party: <i>[insert legal name of each party in JV]</i>		
3. Actual or intended Country/ies of Registration/Operation: <i>[insert actual or intended Country of Registration]</i>		
4. Year of Registration: <i>[insert Proposer's year of registration]</i>		
5. Countries of Operation	6. No. of staff in each Country	7. Years of Operation in each Country
8. Legal Address/es in Country/ies of Registration/Operation: <i>[insert Proposer's legal address in country of registration]</i>		
9. Value and Description of Top three (3) Biggest Contract for the past five (5) years		
10. Latest Credit Rating (if any)		
11. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved.		
12. Proposer's Authorized Representative Information  Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's name]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's name]</i> Email Address: <i>[insert Authorized Representative's name]</i>		
13. Are you in the UNPD List 1267.1989 or UN Ineligibility List? <input type="checkbox"/> YES or <input type="checkbox"/> NO		

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<sup>5</sup> The Proposer shall fill in this Form in accordance with the instructions. Apart from providing additional information, no alterations to its format shall be permitted and no substitutions shall be accepted.

14. Attached are copies of original documents of:

- All eligibility document requirements listed in the Data Sheet
- If Joint Venture/Consortium – copy of the Memorandum of Understanding/Agreement or Letter of Intent to form a JV/Consortium, or Registration of JV/Consortium, if registered
- If case of Government corporation or Government-owned/controlled entity, documents establishing legal and financial autonomy and compliance with commercial law.

## Joint Venture Partner Information Form (if Registered)<sup>6</sup>

Date: *[insert date (as day, month and year) of Proposal Submission]*

RFP No.: *[insert number]*

Page \_\_\_\_\_ of \_\_\_\_\_ pages

1. Proposer's Legal Name: <i>[insert Proposer's legal name]</i>		
2. JV's Party legal name: <i>[insert JV's Party legal name]</i>		
3. JV's Party Country of Registration: <i>[insert JV's Party country of registration]</i>		
4. Year of Registration: <i>[insert Party's year of registration]</i>		
5. Countries of Operation	6. No. of staff in each Country	7. Years of Operation in each Country
8. Legal Address/es in Country/ies of Registration/Operation: <i>[insert Party's legal address in country of registration]</i>		
9. Value and Description of Top three (3) Biggest Contract for the past five (5) years		
10. Latest Credit Rating (if any)		
1. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved.		
13. JV's Party Authorized Representative Information Name: <i>[insert name of JV's Party authorized representative]</i> Address: <i>[insert address of JV's Party authorized representative]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV's Party authorized representative]</i> Email Address: <i>[insert email address of JV's Party authorized representative]</i>		
14. Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i>		

<sup>6</sup> The Proposer shall fill in this Form in accordance with the instructions. Apart from providing additional information, No alterations to its format shall be permitted and no substitutions shall be accepted.



- All eligibility document requirements listed in the Data Sheet
- Articles of Incorporation or Registration of firm named in 2.
- In case of government owned entity, documents establishing legal and financial autonomy and compliance with commercial law.

## Section 6: Technical Proposal Form

**TECHNICAL PROPOSAL FORMAT**  
**INSERT TITLE OF THE SERVICES**

*Note: Technical Proposals not submitted in this format may be rejected. The financial proposal should be included in separate envelope.*

<b>Name of Proposing Organization / Firm:</b>	
<b>Country of Registration:</b>	
<b>Name of Contact Person for this Proposal:</b>	
<b>Address:</b>	
<b>Phone / Fax:</b>	
<b>Email:</b>	

### SECTION 1: EXPERTISE OF FIRM/ ORGANISATION

#### **1.1 Firm's Background:**

This section should provide, corporate information to include the year and state/country of incorporation and details of the Offeror's resources in terms of key permanent personnel and facilities (office). Number of offices and locations.

#### **1.2 Previous Experience and Performance:**

Describe the experience of your company/organization clearly indicating in what way your company/organization would qualify for implementing this project, providing details of the previously executed similar projects. The following statistical data will have to be provided:

- *Key clients and their contact details (to be contacted for reference checks);*
- *Number, field(s) of expertise, and qualifications of consultants/manpower in the existing database;*

#### **1.3 Existing and Proposed Facilities**

Describe the facilities available to provide the needed services.

#### **1.4 Financial situation:**

Financial indicators prove Offerors long term sustainability and possession of sufficiently sound financial position to ensure it can meet its financial commitments under the Agreement. This will be evaluated through the submitted Audited Financial Statements of the past three years that is 2013, 2012 and 2011.

## **SECTION 2 - STRUCTURE AND SYSTEMS**

### **2.1 The Management structure of the company and Governing oversight. The company needs to indicate**

- *its organizational chart and hierarchy,*
- *Members of the Governing Board and their Designations duly certified by the Corporate Secretary, or its equivalent document if Bidder is not a corporation,*
- *Partnerships/Joint Ventures: Explain any partnerships/joint ventures with local, international or other organizations that are planned under this contract. Special attention should be given to providing a clear picture of the role of each entity. Letters of commitment from partners/joint ventures and an indication of whether some or all have successfully worked together on other previous contracts.. (If applicable).*

### **2.2 Information on Quality Assurance:**

Please provide a brief description of the quality assurance mechanisms proposed under this contract, including the processes of how the organization plans, monitors, reports, evaluates records and coordinates activities?

### **2.3 Human Resources Management System:**

The Offeror shall describe with sufficient level of details how it aims to provide these services, including, but not limited to:

- Description of the existing processes and procedures;
- Involvement of existing infrastructure (including those located in the Country of Service, if any), for handling necessary duties including, but not limited to:
  1. Administration of contracted individual(s) contracts in accordance with prospective Agreement and Call-Off Contract(s);
  2. Daily contact with the contracted individual(s), and monitoring;
  3. Preparation of contracted individual(s) payroll ensuring its consistence to attendance records;
  4. Timely settlement of contracted individuals' payments;
  5. Full travel arrangements
  6. Performance monitoring of all the contracted individual(s) through personal contact and correspondence and regular reporting to UNDP on the progress/delivery rate of each Contractor;
  7. Liaison with UNDP Project Managers on any issues or concerns that arise during the deployment of the contracted individual(s) and termination/replacement of the contracted individual(s) if deemed necessary by UNDP;
  8. Legal protection of contracted individual(s) in case of any legal claims or litigation;
  9. Support initiatives on knowledge sharing and capacity building for the contracted individual(s).

• Full information about sub-contracted parties (if any) or partner entities (if any) involved in performance of these services, their roles and responsibilities, etc.;

• Any other relevant information.

### **2.4 Established Resources Processes Within The Company:**

*The following information will have to be provided:*

- *Information about existing IT recruitment and resources management tools and their possible access to clients, resources, etc.;*
- *Access to resources: methods used to attract new resources to replenish the database*
- *Open and competitive selection process*
- *Performance evaluation methodology*

➤ *Documentation of the selection process.*

**2.5 Analysis of Risks and Assumptions:**

Key assumptions with regard to external factors that could hinder the provision of the services and the adopted measure to minimize the risk.

### SECTION 3: PERSONNEL

#### 3.1. Contracted individuals provided in the past three years:

The following statistical data will have to be provided:

- Number and nature of positions filled/experts deployed over the last 3 years, average duration of their assignments;
- Geographical location of the recruitment hubs;
- Average deployment time;
- Recruitment projects accomplished for UN/major multilateral/or bilateral programmes (if any).

#### 3.2. Individual expertise of key staff permanently employed.

Provide profile of Key staff, including education and professional experience background; it is expected that the key personnel will include:

- Senior Manager
- Services Coordinator
- Recruiters and HR Experts.
- Finance Officer.

<b>Name:</b>		
<b>Position for this Contract:</b>		
<b>Nationality:</b>		
<b>Contact information:</b>		
<b>Countries of Work Experience:</b>		
<b>Language Skills:</b>		
<b>Educational and other Qualifications:</b>		
<b>Summary of Experience:</b> <i>Highlight experience in the region and on similar projects.</i>		
<b>Relevant Experience (From most recent):</b>		
<b>Period: From – To</b>	<b>Name of activity/ Project/ funding organisation, if applicable:</b>	<b>Job Title and Activities undertaken/Description of actual role performed:</b>
<i>e.g. June 2004-January 2005</i>		
<i>Etc.</i>		
<i>Etc.</i>		
<b>References no.1 (minimum of 3):</b>	<i>Name Designation Organization Contact Information – Address; Phone; Email; etc.</i>	
<b>Reference no.2</b>	<i>Name Designation Organization Contact Information – Address; Phone; Email; etc.</i>	
<b>Reference no.3</b>	<i>Name Designation Organization Contact Information – Address; Phone; Email; etc.</i>	

**Declaration:**

I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement.

\_\_\_\_\_

Signature of the Nominated Team Leader/Member

Date Signed

## Section 7: Financial Proposal Form<sup>7</sup>

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The Proposer is required to prepare the Financial Proposal in an envelope separate from the rest of the RFP, as indicated in the Instruction to Proposers.

### **LOT A: INTERNATIONAL CONSULTANCY AND MANPOWER SERVICES:**

**1.\*Consultancy Provision Under LOT A.** *The company will take into consideration all the services required and mentioned under Clause 3 “Item 1 to Item 6” in the TORs when quoting:*

Lot No.	Description	*% Management Fees For Monthly Or Daily Based Assignments Per Individual
LOT A	International Consultancy and Manpower Services	
<i>The percentage quoted by companies will be applicable to daily fees where the working days per month are 21.75 days.</i>		

### **Other Services Provision Under LOT A:**

Description	Lump Sum Fees on the Obtained Price for these Services in USD
Visa Arrangement	
Insurance Coverage	
Contract Amendment	
Vehicle Rental (per day)	
Communication Expenses (Per day)	
Living Allowances (per day)	<b>To be quoted per City as table Below</b>
Hazard Payment (per day)	
<i>** UNDP will verify on a case by case basis that the received prices for any of the given services under Clause 9 in the TORs or other services as required, if not provided by UNDP, are within the market rate.</i>	

No.	City	Living Allowance	Hazard Payment
1	Tripoli		
2	Sabratah		
3	Ghadamis		
4	Al Qalaa		
5	Sabha		
6	Ghat		
7	Benghazi		
8	Albayda		
9	Shahhat		
10	Tobruk		
11	Misratah		
12	Khaliq Sidra		
13	Msallata		
14	Al Jufrah		

**LOT B: NATIONAL CONSULTANCY AND MANPOWER SERVICES:**

Companies are required to fill in the percentage that will be charged for each of the described services:

1. **\*Consultancy Provision Under LOT B.** *The company will take into consideration all the services required and mentioned under Clause 3 “Item 1 to Item 6” in the TORs when quoting:*

Lot No.	Description	*% Management Fees For Monthly Or Daily Based Assignments Per Individual
LOT B	National Consultancy and Manpower Services	
<i>The percentage quoted by companies will be applicable to daily fees where the working days per month are 21.75 days.</i>		

**Other Services Provision Under LOT B:**

Description	Lump Sum Fees on the Obtained Price for these Services in USD
Insurance Coverage	
Contract Amendment	
Vehicle Rental (per day)	
Communication Expenses (Per day)	
<i>** UNDP will verify on a case by case basis that the received prices for any of the given services under Clause 9 in the TORs or other services as required, if not provided by UNDP, are within the market rate.</i>	



## **Section 8: Long Term Agreement Form**

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**THIS IS UNDP'S TEMPLATE FOR LONG TERM AGREEMENT FOR THE PROPOSER'S REFERENCE.**  
**ADHERENCE TO ALL TERMS AND CONDITIONS IS MANDATORY.**

## LONG TERM AGREEMENT FORM FOR THE PROVISION OF SERVICES



This Long Term Agreement is made between the United Nations Development Programme, a subsidiary organ of the United Nations, having its headquarters at 1 UN Plaza, New York, NY 10017 (hereinafter “UNDP”) and \_\_\_\_\_ (hereinafter called “Contractor”) with its headquarters at \_\_\_\_\_.

WHEREAS, UNDP desires to enter into a Long Term Agreement for the provision of services by the Contractor to UNDP, pursuant to which UNDP country offices world-wide can conclude specific contractual arrangements with the Contractor, as provided herein;

WHEREAS pursuant to the Request for Proposal .....[to complete] the offer of the Contractor was accepted;

NOW, THEREFORE, UNDP and the Contractor (hereinafter jointly the “Parties) hereby agree as follows:

### **Article 1: SCOPE OF WORK**

- a. The Contractor shall provide the types of services and deliverables, which are listed in Annex 1 hereto (“Services/Terms of Reference”), as and when negotiated by UNDP headquarters or a UNDP country office and reflected in a Purchase Order.
- b. Such Services shall be at the discount prices listed in Annex..... The prices shall remain in effect for a period of two years from Entry into Force of this Agreement.
- c. UNDP does not warrant that any quantity of Services will be purchased during the term of this Agreement, which shall be for two years.

### **Article 2: CHANGES IN CONDITION**

- d. In the event of any advantageous technical changes and/or downward pricing of the Services during the duration of this Agreement, the Contractor shall notify UNDP immediately. UNDP shall consider the impact of any such event and may request an amendment to the Agreement.

### **Article 3: CONTRACTOR'S REPORTING**

- e. The Contractor will report semi-annually to UNDP on the Services provided to UNDP, including its country offices.

### **Article 4: GENERAL AND SPECIAL TERMS AND CONDITIONS**

- f. The standard UNDP General Conditions for Professional Services, attached, shall apply to this Agreement, and any subsequent contracts concluded in accordance with paragraph 1 above.

**Article 5: ACCEPTANCE**

7. This Agreement supersedes all prior oral or written agreements, if any, between the Parties and constitutes the entire agreement between the parties with respect to the provision of the Services hereunder.

8. This Agreement shall enter into force on the date of the last signature by the representatives of the Parties and shall remain in force for a period of two years, and may be extended for [one additional] year by mutual agreement of the Parties.

IN WITNESS WHEREOF, the duly authorized representative of the PARTIES have signed this agreement.

For and on behalf of:

UNITED NATIONS  
DEVELOPMENT PROGRAMME

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## **UNDP GENERAL CONDITIONS OF CONTRACT FOR SERVICES**

### **1.0 LEGAL STATUS:**

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP). The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

### **2.0 SOURCE OF INSTRUCTIONS:**

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action that may adversely affect UNDP or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNDP.

### **3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:**

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

### **4.0 ASSIGNMENT:**

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

### **5.0 SUB-CONTRACTING:**

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and

conform to the provisions of this Contract.

#### **6.0 OFFICIALS NOT TO BENEFIT:**

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

#### **7.0 INDEMNIFICATION:**

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

#### **8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:**

**8.1** The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.

**8.2** The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.

**8.3** The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.

**8.4** Except for the workmen's compensation insurance, the insurance policies under this Article shall:

**8.4.1** Name UNDP as additional insured;

**8.4.2** Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNDP;

**8.4.3** Provide that the UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.

**8.5** The Contractor shall, upon request, provide the UNDP with satisfactory evidence of the insurance required under this Article.

#### **9.0 ENCUMBRANCES/LIENS:**

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the UNDP against any monies due or to become due

for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

**10.0 TITLE TO EQUIPMENT:** Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

**11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:**

**11.1** Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.

**11.2** To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.

**11.3** At the request of the UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.

**11.4** Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

**12.0 USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS:**

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or THE United Nations, or any abbreviation of the name of UNDP or United Nations in connection with its business or otherwise.

**13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:**

Information and data that is considered proprietary by either Party, and that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party and shall be handled as follows:

**13.1** The recipient ("Recipient") of such information shall:

**13.1.1** use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,

**13.1.2** use the Discloser's Information solely for the purpose for which it was disclosed.

**13.2** Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:

**13.2.1** any other party with the Discloser's prior written consent; and,

**13.2.2** the Recipient's employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and agents of any legal entity that it controls, controls it, or with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:

**13.2.2.1** a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,

**13.2.2.2** any entity over which the Party exercises effective managerial control; or,

**13.2.2.3** for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.

**13.3** The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.

**13.4** The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.

**13.5** The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.

**13.6** These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

#### **14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS**

**14.1** In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension

of time in which to perform its obligations under this Contract.

**14.2** If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

**14.3** Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.

**14.4** The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract..

## **15.0 TERMINATION**

**15.1** Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.

**15.2** UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

**15.3** In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.

**15.4** Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

## **16.0 SETTLEMENT OF DISPUTES**

**16.1 Amicable Settlement:** The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

**16.2 Arbitration:** Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 16.1, above, within sixty (60) days after receipt by one Party of the other Party's written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible



or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim Measures of Protection") and Article 32 ("Form and Effect of the Award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

#### **17.0 PRIVILEGES AND IMMUNITIES:**

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

#### **18.0 TAX EXEMPTION**

**18.1** Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.

**18.2** Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with the UNDP before the payment thereof and the UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

#### **19.0 CHILD LABOUR**

**19.1** The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

**19.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

#### **20.0 MINES:**

**20.1** The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

**20.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately

upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

#### **21.0 OBSERVANCE OF THE LAW:**

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

#### **22.0 SEXUAL EXPLOITATION:**

**22.1** The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

**22.2** The UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

#### **23.0 SECURITY:**

**23.1** The Contractor shall:

- (a) Put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the services are being provided;
- (b) Assume all risks and liabilities related to the Contractor's security, and the full implementation of the security plan.

**23.2** UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this contract. Notwithstanding the foregoing, the Contractor shall remain solely responsible for the security of its personnel and for UNDP's property in its custody as set forth in paragraph 4.1 above.

#### **24.0 AUDITS AND INVESTIGATIONS:**

**24.1** Each invoice paid by UNDP shall be subject to a post-payment audit by auditors, whether internal or external, of UNDP or the authorized agents of the UNDP at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract. The UNDP shall be entitled to a refund from the Contractor for any amounts shown by such audits to have been paid by the UNDP other than in accordance with the terms and conditions of the Contract. Should the audit determine that any funds paid by UNDP have not been used as per contract clauses, the company shall reimburse such funds forthwith. Where the company fails to reimburse such funds, UNDP reserves the right to seek recovery and/or to take any other action as it deems necessary.

**24.2** The Contractor acknowledges and agrees that, at anytime, UNDP may conduct investigations relating to any aspect of the Contract, the obligations performed under the Contract, and the operations of the Contractor

generally. The right of UNDP to conduct an investigation and the Contractor's obligation to comply with such an investigation shall not lapse upon expiration or prior termination of the Contract. The Contractor shall provide its full and timely cooperation with any such inspections, post-payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Contractor's obligation to make available its personnel and any documentation for such purposes and to grant to UNDP access to the Contractor's premises. The Contractor shall require its agents, including, but not limited to, the Contractor's attorneys, accountants or other advisers, to reasonably cooperate with any inspections, post-payment audits or investigations carried out by UNDP hereunder.

#### **25.0 ANTI-TERRORISM:**

25.1 The Contractor agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received under this Contract are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Contract.

#### **26.0 AUTHORITY TO MODIFY:**

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possesses the authority to agree on behalf of UNDP to any modification of or change in this Agreement, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Agreement signed by the Contractor and jointly by the UNDP Authorized Official.

## Section 9: Special Conditions

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### **1) Legal Status, Right and Obligations:**

- 1.1-Nothing contained in the Agreement and respective Call-Off Contract(s) shall be construed as establishing or creating between UNDP and the Contractor the relationship of master and servant, principal and agent or employer and employee; it being understood that the contracted individual is an independent contractor in relation to UNDP. Accordingly, no contracted individual deployed by the Contractor in connection with the performance of any obligation under the Agreement and respective Call-Off Contract(s) shall be regarded as an agent, servant, employee, contractor or Personnel of UNDP, and the Contractor shall be solely responsible for all claims by such Personnel arising out of or in connection with their deployment by the Contractor. The Contractor shall inform all relevant contracted individual(s) of the foregoing.
- 1.2-Contracted individuals shall recognize and accept that terms and conditions of their deployment under the Agreement and respective Call-Off Contract(s) differ from those applicable to UNDP personnel appointed under the United Nations Staff Regulations and Rules and under the UNDP Individual Contractor Agreement Policy. Accordingly, Contracted individuals are not entitled to any benefit, payment, subsidy, compensation, entitlement or pension from UNDP.
- 1.3-Contracted individuals must comply with the applicable, legal requirements of all relevant locations (e.g. country of origin, country of residence and Country(ies) of Services), including but not limited to those on taxation, licenses, work permits and visas.

### **2) Audit and Investigations:**

Allegations of wrongdoing by Contracted individuals shall be reported to the Office of Audit and Investigations, which may, at its discretion, conduct an investigation. Contracted individuals are required to fully cooperate with any audit or investigation conducted by UNDP.

### **3) Contracted Individuals' Rights and Obligations:**

The rights and obligations of the Contracted individuals are strictly limited to the terms and conditions of the Agreement and as follows:

- i) Contracted individuals are specifically engaged for their skills and expertise, and to provide identified deliverables. Under specific circumstances, Contracted individuals can participate as non-voting members of corporate committees providing advisory services/support in their substantive area of expertise.
- ii) The services carry no authority or legal rights to bind UNDP into any agreements. They must be performed within the timeframe indicated in the Contract.
- iii) Contracted individuals are responsible for paying any taxes deriving from their earnings with UNDP in their home country.
- iv) Contracted individuals are not entitled to any benefits, compensation or subsidies. Therefore, Contracted individuals are not entitled to any staff entitlements such as annual leave (AL), sick leave (SL), or maternity leave.
- v) Contracted individuals are not entitled to reimbursement of any taxes.

- vi) Contracted individuals must not be given any form of representational, supervisory approving or signing authority for committing UNDP into any legal and/or financial obligations (e.g., Atlas approving authority, signing of contracts, etc.)
- vii) Contracted individuals do not participate in the United Nations Joint Staff Pension Fund (UNJSPF) and will not be eligible for any benefits from the Pension Fund in respect of the period of service under this contract.

#### **4) No Employer/Employee Relationship**

Contracted individuals are not staff members and UNDP office must ensure treatment of the Contracted individuals accordingly. For example, as Contracted individuals, they must not hold positions in the UNDP Staff Association/Council and may not have any voting rights in UNDP. They may not participate in global UNDP surveys.

#### **5) Service-Incurred Death, Injury or Illness:**

The Contractor is entirely responsible to provide the necessary insurance for the contracted Local and International Consultancy and Manpower services as deemed necessary. The following insurance categories should be taken into account:

- a- Death and Liability insurance;
- b- Medical insurance.

#### **6) Safety and Security:**

6.1 The responsibility for the safety and security of the Contractor and its contracted individuals and property, and of UNDP's property in the Contractor's custody, rests with the Contractor.

The Contractor shall:

- 6.1.1 put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the services are being provided;
- 6.1.2 assume all risks and liabilities related to the contracted Individuals' security, and the full implementation of the security plan.

6.2 UNDP reserves the right to verify whether such plan set up in Article 5.1.1 is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this contract. Notwithstanding the foregoing, the Contractor shall remain solely responsible for the security of its contracted individuals and for UNDP's property in its custody as set forth in paragraph 5.1 above.

6.2 While providing the services under the Contract, the Contractor shall:

- Ensure that they are familiar with the security arrangements relating to the premises in which the Contracted individuals will be working including those issued by the UN/UNDP; and
- be subject to and comply with the security instructions and procedures at all times, relating to the premises in which the Contracted individuals will be working, including those issued by UN/UNDP.
- Notwithstanding the foregoing, as set out in Article 5.1.1 above, the Contractor shall remain solely responsible for the security of its contracted individuals and for UNDP's property in its

custody without any liability from UNDP in this regard to the extent any damages incurred is not due to the negligence of UNDP.

6.4 Where the security situation renders the performance of the services by the Contracted individuals impossible to perform, UNDP may terminate the contract in accordance with the General Conditions for Professional Services.

6.5 UN Security standards do not apply to Consultancy and Manpower Services contracted under Contractors, thus Contracted individuals are not obliged to follow UN declared movement restrictions or other confinements called for security purposes for the locality where the services are provided, unless deemed necessary by the Contractor and/or the Contracted individuals. If UN movement restrictions or other confinements are observed, no payments shall be processed by UNDP.

6.6 UNDP will neither provide nor arrange for accommodation, transportation, security, medical or other logistical support (“Facilities”) to the Contractor or their contracted individuals. The Contractor shall be responsible for ensuring that its contracted individuals are provided with the above Facilities in accordance with local, current, and potential or future, security conditions in the areas where the activities under the Contract are to be provided.

6.7 UNDP recommends that transportation be provided similar or equivalent to UN security standards which requires that contracted individuals be transported in B6 level armored vehicles and accommodation according to UN MOSS levels. On an exceptional basis, should transportation be necessary in a UN or UNDP vehicles and or aircraft, the contracted individuals will be required to comply fully with UN and UNDP security and transportation policies and procedures.

6.8 The Contractor shall be responsible for providing its contracted individuals with all necessary security and emergency equipment they may require such as ballistic helmets (equivalent to NIJ Level III) and ballistic vests (equivalent to NIJ Level IV), all necessary communications equipment, including but not limited to satellite and mobile phones.

6.9 The Contractor will be responsible for all air travel, both to and from Iraq and also within the country. UNDP may only provide assistance in securing seats on UN, or other, flights where civil aviation services are not available, and if so, the Contractor’s contracted individuals will be required to comply fully with all UN security and transportation policies and procedures.

6.10 The Contractor shall provide its contracted individuals with adequate life and medical insurance cover to cover local, current, and potential and future, security risks in Iraq. Such coverage shall include sufficient cover for emergency medical air evacuation, from their duty-location inside Iraq, as assessed by a professional security and/or medical advisor, to a suitable location outside of Iraq, including the cost of ongoing medical treatment. UNDP is not responsible for providing medical or emergency medical evacuation, by air or by road, to any contracted individuals.

6.11 A prerequisite for official travel by United Nations is successful completion of all required training, including BSITF II training for all official travel and ASITF for official travel to any field location. BSITF and ASITF certificates are valid for three years, at which point Contracted individuals must

recertify. The training can be done through the hereunder link:  
<https://training.dss.un.org/Personnel/index.php>

6.12 The Contractor understands and agrees that: (i) the Services are to be carried out under harsh and hostile conditions; (ii) as a result of such conditions, all United Nations international personnel have been removed from the country; and (iii) UNDP has no control over such conditions and cannot protect or secure the Contractor and its individuals from such conditions. In carrying out the services, the Contractor and its individuals shall assume the risks associated with such conditions and UNDP shall have no liability therefor.

6.13 “The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, the United Nations, including UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of the services provided by the Contractor pursuant to this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.”

## **Section 10: Call-Off Contract for Professional Services Form**

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**THIS IS UNDP'S TEMPLATE FOR CONTRACT FOR THE PROPOSER'S REFERENCE. ADHERENCE TO ALL TERMS AND CONDITIONS IS MANDATORY.**



Date \_\_\_\_\_

Dear Sir/Madam,

Ref.: \_\_\_\_\_/ \_\_\_\_\_/ \_\_\_\_\_ **[INSERT PROJECT NUMBER AND TITLE OR OTHER REFERENCE]**

The United Nations Development Programme (hereinafter referred to as "UNDP"), wishes to engage your **[company/organization/institution]**, duly incorporated under the Laws of \_\_\_\_\_ **[INSERT NAME OF THE COUNTRY]** (hereinafter referred to as the "Contractor") in order to perform services in respect of \_\_\_\_\_ **[INSERT SUMMARY DESCRIPTION OF THE SERVICES]** (hereinafter referred to as the "Services"), in accordance with the following Contract:

1. Contract Documents

1.1 This Contract is subject to the UNDP General Conditions for Professional Services attached hereto as Annex I. The provisions of such Annex shall control the interpretation of this Contract and in no way shall be deemed to have been derogated by the contents of this letter and any other Annexes, unless otherwise expressly stated under section 4 of this letter, entitled "Special Conditions".

1.2 The Contractor and UNDP also agree to be bound by the provisions contained in the following documents, which shall take precedence over one another in case of conflict in the following order:

- a) this Letter;
- b) the Terms of Reference [ref. ....dated.....], attached hereto as Annex II;
- c) the Breakdown of Cost, attached hereto as Annex III;
- d) the Additional Special Conditions

1.3 All the above shall form the Contract between the Contractor and UNDP, superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Contract.

2. Obligations of the Contractor

2.1 The Contractor shall perform and complete the Services described in Annex II with due diligence and efficiency and in accordance with the Contract.

2.2 The Contractor shall provide the services of the following Contracted individuals:

Post Reference /Level	Name	Gender	Nationality	Contract Type (LMS/IMS)	Position	Period of Services	Locations

2.3 Any changes in the above key Contracted individuals shall require prior written approval of \_\_\_\_\_ **[NAME and TITLE]**, UNDP.

- 2.4 The Contractor shall also provide all technical and administrative support needed in order to ensure the timely and satisfactory performance of the Services.
- 2.5 The Contractor shall submit to UNDP the deliverables specified by in the attached Terms of Reference.
- 2.6 All reports shall be written in the English language, and shall describe in detail the services rendered under the Contract during the period of time covered in such report. All reports shall be transmitted by the Contractor by \_\_\_\_\_ **[MAIL, COURIER AND/OR FAX]** to the address specified in 9.1 below.
- 2.7 The Contractor represents and warrants the accuracy of any information or data provided to UNDP for the purpose of entering into this Contract, as well as the quality of the deliverables and reports foreseen under this Contract in accordance with the highest industry and professional standards.

### **(COST REIMBURSEMENT)**

#### **3. Price and payment**

- 3.1 In full consideration for the complete and satisfactory performance of the Services under this Contract, UNDP shall pay the Contractor a price not to exceed \_\_\_\_\_ **[INSERT CURRENCY & AMOUNT IN FIGURES AND WORDS]**.
- 3.2 The amount contained in 3.1 above is the maximum total amount of reimbursable costs under this Contract. The Breakdown of Costs in Annex \_\_\_\_\_ **[INSERT ANNEX NUMBER]** contains the maximum amounts per cost category that are reimbursable under this Contract. The Contractor shall reflect in his invoices the amount of the actual reimbursable costs incurred in the performance of the Services.
- 3.3 The Contractor shall not do any work, provide any equipment, materials and supplies, or perform any other services which may result in any costs in excess of the amount under 3.1 or of any of the amounts specified in the Breakdown of Costs for each cost category without the prior written agreement of \_\_\_\_\_ **[NAME and TITLE]**, UNDP.
- 3.4 Payments effected by UNDP to the Contractor shall be deemed neither to relieve the Contractor of its obligations under this Contract nor as acceptance by UNDP of the Contractor's performance of the Services.
- 3.5 The Contractor shall submit invoices for the work done every \_\_\_\_\_ **[INSERT PERIOD OF TIME OR MILESTONES]**.
- 3.6 Progress and final payments shall be effected by UNDP to the Contractor after acceptance of the invoices submitted by the Contractor to the address specified in 9.1 below, together with whatever supporting documentation of the actual costs incurred is required in the Breakdown of Costs or may be required by UNDP. Such payments shall be subject to any specific conditions for reimbursement contained in the Breakdown of Costs.

#### **4. Special conditions**

- 4.1 The responsibility for the safety and security of the Contractor and its Contracted individuals and property, and of UNDP's property in the Contractor's custody, rests with the Contractor. (Please see attached, Additional Special Conditions).

5. Submission of invoices

5.1 An original invoice shall be submitted by mail by the Contractor for each payment under the Contract to the following address:

.....

5.2 Invoices submitted by fax shall not be accepted by UNDP.

6. Time and manner of payment

6.1 Invoices shall be paid within thirty (30) days of the date of their acceptance by UNDP. UNDP shall make every effort to accept an invoice or so advise the Contractor of its non-acceptance within a reasonable time from receipt.

6.2 All payments shall be made by UNDP to the following Bank account of the Contractor:

\_\_\_\_\_ [NAME OF THE BANK]  
\_\_\_\_\_ [ACCOUNT NUMBER]  
\_\_\_\_\_ [ADDRESS OF THE BANK]

7. Entry into force. Time limits.

7.1 The Contract shall enter into force upon its signature by both parties.

7.2 The Contractor shall commence the performance of the Services not later than \_\_\_\_\_ [INSERT DATE] and shall complete the Services within \_\_\_\_\_ [INSERT NUMBER OF DAYS OR MONTHS] of such commencement.

7.3 All time limits contained in this Contract shall be deemed to be of the essence in respect of the performance of the Services.

8. Modifications

8.1 Any modification to this Contract shall require an amendment in writing between both parties duly signed by the authorized representative of the Contractor and \_\_\_\_\_ [NAME AND TITLE] UNDP.

9. Notifications

For the purpose of notifications under the Contract, the addresses of UNDP and the Contractor are as follows:

**For the UNDP:**

Name  
Designation  
Address  
Tel. No.  
Fax. No.  
Email address:

**For the Contractor:**

Name  
Designation  
Address

Tel. No.  
Fax. No.  
Email address:

If the above terms and conditions meet with your agreement as they are typed in this letter and in the Contract Documents, please initial every page of this letter and its attachments and return to this office one original of this Contract, duly signed and dated.

Yours sincerely,  
**[INSERT NAME AND DESIGNATION]**

For **[INSERT NAME OF THE COMPANY/ORGANIZATION]**

Agreed and Accepted:

Signature \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

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## SECTION 11: CHECKLIST FOR OFFERORS

The hereunder checklist will assist Proposers to verify all the required documents that need to be submitted together with the Technical Proposal Under each LOT:

<i><b>Description of Documents</b></i>	<i><b>Provided OR Not Applicable</b></i>
Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured	
Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation	
Statement of Satisfactory performance from the Top Three Clients in terms of provision of similar services during the last 5 years	
Latest Audited Financial Statements (Income Statement and Balance Sheet) Including Auditor's Report for the past Two Years	
Signed and stamped Proposal Submission form	
Signed and stamped Company information form	
Signed and stamped the Joint Venture form	
Signed and stamped list of previously implemented similar projects	
Signed and stamped list of expertise provided in the past three years.	
Signed and stamped CVs of Key staff	
Signed and stamped CVS of expertise required under each of the suggested positions under LOT.....	
The contract form that will be used and signed between the contracted individuals and the company	

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