



01st October 2020.

IC CONSULTANT ROSTER - UNDP BRAZIL

Research

Please find enclosed Terms of Reference and Evaluation Criteria for a Selection Process of an IC - Individual Contractor to populate the IC Research Roster.

The Procurement Unit of UNDP Office in Brazil would appreciate receiving technical proposals for the above-mentioned selection.

The submission of **technical proposal (P11)** should reach the e-mail

ic.procurement.br@undp.org no later than **15th October 2020**.

Only complete applications that meet the aforementioned requirements will be considered. Applications received after the deadline will not be accepted.

All presented documents must carry the identification on the name of the file and subject fields as:

"IC 2027 – UNDP Research ROSTER"

PLEASE INDACTE THE RESEARCH THEME ON EMAIL

If you request any additional information it will be provided by e-mail ic.procurement.br@undp.org

*** Proposals sent to any different e-mail than the one indicated (ic.procurement.br@undp.org) or copied to different e-mails will not be accepted for the selection.**

IC Selection Team
Procurement Unit
UNDP Brazil
ic.procurement.br@undp.org



**LETTER TO UNDP
CONFIRMING INTEREST AND AVAILABILITY
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

Date _____

To
Mrs. Katyna Argueta – Resident Representative
United Nations Development Programme – UNDP Brazil
Setor de Embaixadas Norte (SEN) Quadra 802 – Conjunto C – Lote 17
CEP 70800-400 – Brasília, DF

I hereby declare that :

- a) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- b) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- c) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV or Personal History Form (P11) which I have duly signed and attached hereto as Annex 1;
- d) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in TORs whenever UNDP submit requests of financial proposals , which shall be subject to UNDP's review, acceptance and payment certification procedures;
- e) This offer shall remain valid for a total period of 90days after the submission deadline;
- f) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office [*disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists*];



g) _____ If I am selected for this assignment, I shall *[pls. check the appropriate box]:*

Sign an Individual Contract with UNDP whenever is necessary, under specific TORs;

h) _____ I hereby confirm that *[check all that applies]:*

At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;

I am currently engaged with UNDP and/or other entities for the following work :

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal :

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

i) _____ I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I 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 selection process.

j) _____ ***If you are a former staff member of the United Nations recently separated, pls. add this section to your letter:*** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.



k) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

Full Name and Signature:

Date Signed :

Annexes *[pls. check all that applies]:*

CV or Duly signed P11 Form or forms specified in TOR



Annex II - Terms of Reference (ToR)

United Nations Development Programme | UNDP Brazil
International Policy Centre for Inclusive Growth | IPC-IG
IC Consultant Roster - Research

*Inclusion of a person in the **Consultant Roster** does not guarantee a contract with IPC-IG or UNDP Brazil*

- Location: Home-based or at specific duty stations (as per Terms of Reference) with possible field visits to project sites
- Application Deadline: TBC (Brasilia time)
- Type of Contract: Individual Contract as per Terms of Reference
- Post Level: National Consultant or International Consultant
- Languages Required: As per Terms of Reference

- Expected Duration of Assignment: As per Terms of Reference (varying from a few days to several months).

Background

The International Policy Centre for Inclusive Growth (IPC-IG) is a global forum for South-South dialogue on innovative development policies guided by a partnership agreement between the United Nations Development Programme (UNDP) and the Government of Brazil. Its mandate is to promote the production and dissemination



of studies and policy recommendations, the exchange of best practices in development initiatives and the expansion of South–South cooperation.

The Centre has been providing technical assistance to strengthen institutional capacities of governments of the South, which includes working with issues of social protection, as well as the monitoring and evaluation of public policies. It has thus established and consolidated a global network of select stakeholders in areas related to its thematic focus across different government levels, in academia, the United Nations System and civil society organisations.

As a UNDP Global Centre, the IPC-IG is working to strengthen even more its existing relations, broaden its activities with new partners and serve other countries by collaborating on its main areas of expertise.

You can find more information on:

- (i) [IPC-IG](#)
- (ii) [IPC-IG portfolio](#)
- (iii) [IPC-IG Activity Report 2019](#)

Objective

The objective of establishing a **Consultant Roster** is to ensure a pool of consultants that would be willing to participate in a secondary bidding for selection processes.

The Roster includes qualified individuals who can receive a *call for interest* to participate in a secondary bidding, similar to the second phase of a selection process.

The winner candidate of such process will have an Individual Contract (IC) to provide the services as detailed in the Terms of Reference established for that specific *call of interest*.

Research Themes

Consultants applying for the roster will be selected for one or more of the *Research Themes* detailed below, in accordance with her/his academic and work experience & background:



- Social Protection and labour market policies.
 - Consultants with academic degree in Humanities, Public Policy, Development Studies, Law, International Relations, Public Administration, Social Sciences, Economics, or Statistics with work or academic experience.
- Poverty and inequality
 - Consultants with academic degree in Economics, Statistics, Public Policy, Development Studies, Social Sciences, with work or academic experience.
- Impact evaluation of social programmes
 - Consultants with academic degree in Economics, Statistics, Public Policy, Development Studies, Social Sciences, with work or academic experience.
- Food Security and Nutrition
 - Consultants with academic degree in Agrarian Sciences, Nutrition, Public Health, Humanities, Law, Social Sciences, Economics, or Statistics with work or academic experience.
- Gender Studies
 - Consultants with academic degree in Gender Studies, International Relations, Humanities, Law, Social Sciences, Economics, or Statistics with work or academic experience.
- Human Development
 - Consultants with academic degree in International Relations, Political Sciences, Humanities, Social Sciences, Economics, or Statistics with work or academic experience.
- Population and Social Policies
 - Consultants with academic degree in Demography, Political Sciences, International Relations, Humanities, Social Sciences, Economics, or Statistics with work or academic experience.
- South-South Learning
 - Consultants with academic degree in International Relations, Political Sciences, Humanities, Law, Social Sciences, Economics, or Statistics with work or academic experience.
- Education
 - Consultants with academic degree in Education, Humanities, Social Sciences, Development Studies, Public Policy, Economics, or Statistics with work or academic experience.
- Health



- Consultants with academic degree in Health Sciences Biology, Epidemiology, Public Health, Nutrition, or Healthcare Management with work or academic experience.
- Sustainable Development
 - Consultants with academic degree in Environmental Sciences, Ecology, Biology, Atmospheric Science, International Relations, Economics, or Statistics with work or academic experience.
- E-learning
 - Consultant with academic degree in Learning and Development, Learning Technology, Adult Education, Instructional Design, Human Resources, Computer Science/Education with work or academic experience.
- Knowledge management
 - Consultant with academic degree in Social Sciences, Communications, International Relations, Public Policy or Library Sciences with work or academic experience.

The range of tasks that would typically be expected from a consultant includes:

- a) Produce technical reports and knowledge products using robust qualitative and quantitative social research methods:
 - Perform research and literature reviews, including systematic reviews and meta-analysis.
 - Design, facilitate and manage participatory processes for qualitative evaluation of social programmes (knowledge of standard methods such Focus group discussion, Key informant interviews, etc).
 - Facilitate and manage consultative processes to support the draft of Social protection Policies, programmes and strategies.
 - Produce studies to support the design of social protection policies, programmes, strategies and reforms with a good understanding of social insurance, social assistance and labour market interventions and their legal framework.
 - Analysis of social registries, including single registries and interoperable registries and monitoring and Information Systems for social protection systems.
 - Analysis of integrated programmes that combine social cash transfers and productive programmes (e.g. cash plus, graduation model, complementary programmes, etc).
 - Analysis of productive/economic inclusion programmes in both urban and rural areas, including public/institutional procurement
 - Undertake fiscal space analysis for social protection programmes
 - Undertake comparative analysis and social protection and/or labour market programmes



- Analyze household survey data: including producing descriptive statistics on key indicators/outcomes, poverty measurement and poverty profile and determinants, income inequality measurement, benefit incidence analysis, targeting methods, labour market indicators and analysis.
 - Perform a range of multivariate statistical and econometrics analysis using appropriate methods, including ex-ante simulation (and costing) of social protection programmes.
 - Design and Implement quantitative evaluation of social programmes using experimental and quasi-experimental methods, including sampling design for primary data collection.
 - Implement mixed-methods evaluation combining qualitative and quantitative methods.
 - Support IPC-IG/UNDP in strengthening its knowledge base for the Research Themes
- b) Capacity Development;
- Design capacity development activities and trainings on the areas of work of the IPC-IG/UNDP based on theoretical and practical knowledge;
 - Implement capacity development initiatives through high-quality training or coaching on the areas covered by the IPC-IG / UNDP;
 - Assist IPC-IG/UNDP in the preparation of training events, publications or technical meetings
- c) Project Design and Management
- Project design and formulation, project implementation, advisory services on substantive issues, coordination among stakeholders and project quality assurance;
 - Provide inputs to IPC-IG/UNDP and its partners regarding project implementation status
 - Contribute to partnership building and resource mobilization efforts for global, regional and/or country level initiatives
 - Identify, design, implement and/or evaluate projects in the IPC-IG/UNDP Research Areas;
- d) Knowledge Management
- Draft user-friendly knowledge products such as reports, articles, research papers and briefs, toolkits, guidelines, methodological notes, webinars, presentations, etc
 - Map recent research on specific social protection topics to support the production of specific knowledge products;
 - Support knowledge-sharing and capacity building activities on the Socialprotection.org platform
- e) Communications



- Based on special researches results and projects, develop social media content for LinkedIn, Instagram, Facebook and Twitter, in special twitter threads for specific trending topics
- Develop assessment activities related to communications activities and elaborate recommendations or reports based on the communications results on each social media channel (Facebook, Twitter, Instagram, LinkedIn, YouTube) statistics, as well as the website, MailChimp and Google analytics, among others monitoring tools
- Development of news stories about the Centre's projects, studies and researches
- Development of special campaigns' graphic and multimedia content such as production and edition of videos and podcasts, and elaboration of infographics, gifs and cards

f) Learning Design

- Provide guidance and expertise to Subject Matter Experts (SMEs) and to learning focal points on the development of learning solutions
- Ensure that best practice methods and approaches are reflected in the learning solutions created, and provide advice and guidance on the best use of a range of online learning tools
- Carry out in-depth pedagogical analysis, scenarisation of content, and storyboarding

g) Learning Technology

- Design and produce online resources, course curriculum/activities centred around current and emerging instructional technology
- Support learning specialists and SMEs to evaluate learning needs, recommend the best possible solution and develop e-tools, online courses and videos
- Create infographics, videos, audio voiceover, interactive simulation, creative text and animated learning solutions;
- Develop assessment activities;
- Integrate resources as appropriate with *socialprotection.org's* Moodle-based Virtual Campus
- Support the internal e-learning team in implementing enhancements to the current LMS to improve user and learning experience;



- h) Collect and review relevant literature to prepare the learning material for online courses
- Write and revise courseware materials (e.g. lessons, quizzes, tests, glossary, references)
 - Liaise with researchers and other Subject Matter Experts for timely revisions of the content produced, incorporating suggested changes into the learning products
 - Provide overall support for other experts involved in the implementation of the e-courses on the online learning environment

Specific activities and deliverables will be properly described in the specific Terms of Reference in the *call for interest* (secondary bidding).

Duty Station

The activities of the Consultant will be performed remotely or in specific duty stations, the ToR for the *call for interested* will have this information defined.

Conference calls between the IC and IPC-IG/UNDP representatives are to be held whenever necessary.

6. Languages

Language criteria will be later defined in specific ToR during the phase of *call for interest*. Most common languages include but are not limited to Arabic, English, French, Portuguese and Spanish.

7. Travel

If the ToR and selection process include any demand for missions, its travel costs should be included in the candidates' price proposal. This information will be clearly described in the ToR during *call for interest*.



8. Application Procedures

In order to facilitate the management of the roster and match the complexity of the consultancy needs with the available consultants, all applications will be categorized into 1 of 6 functional bands, corresponding to their **years of experience with a specific area and latest degree** (the Personal History Form (P11) is available for download at:

<http://www.br.undp.org/content/dam/brazil/docs/RH/undp-br-P11-2016.doc>.

Applicants should inform accordingly their experiences in P11 document. The Personal History Form (P11) is formatted to receive all information needed for the Committee for analysis:

The Committee will count years of experience in accordance with what is informed here.

FROM	TO	SALARIES PER ANNUM		FUNCTIONAL TITLE: As specified in your Letter of Appointment/Contract: _____
Month/Year	Month/Year	Final	(gross)	UN Grade of your post (if applicable): _____ Last UN step in your post (if applicable): _____
NAME OF EMPLOYER _____				TYPE OF BUSINESS: _____
ADDRESS OF EMPLOYER _____				EMPLOYMENT TYPE: Full time: <input type="checkbox"/> _____ Part Time: <input type="checkbox"/> (_____ %)
				Type of contract: <input type="checkbox"/> 100 Series <input type="checkbox"/> 200 series <input type="checkbox"/> ALD/300 series <input type="checkbox"/> Permanent <input type="checkbox"/> Indefinite <input type="checkbox"/> Continuing <input type="checkbox"/> FTA <input type="checkbox"/> TA <input type="checkbox"/> SSA <input type="checkbox"/> SC <input type="checkbox"/> UNV <input type="checkbox"/> Other _____
NAME OF SUPERVISOR: _____				Describe in details the activities during that specific position. Based on this information the Committee will evaluate if that experience is connected to the requirements or not. Be very specific if this is a professional experience or academic experience.
Email Add. and/or Telephone No. of Supervisor: _____				
Number of Professional Staff Supervised: _____		Number of Support Staff Supervised: _____		
DESCRIPTION OF YOUR DUTIES AND RELATED ACCOMPLISHMENTS: _____				

Its important to inform the title of your positions in A) current position and B) past experiences

Also, together with the P11 document, the candidate will submit a form (Anex III) to indicate areas that he/she has interest and years of experience.



Such information will be later validated by the Evaluation Committee. If the candidate indicates X years of experience in a specific area, but there is no correspondence to that particular experience in the P11 with further information of *title, employer, description of duties (as indicated in the image above)*, such experience will be disregarded from the categorization of that candidate.

The minimum requirements for each functional band, understood as mandatory requirements to populate this roster, are as follows:

- Band 1 = B1 – Entry-Level Consultant:
 - Bachelor's degree in relevant field with minimum 1 year of relevant professional/research experience.

- Band 2 = B2 – Entry-Level Consultant:
 - Master's degree in relevant field with minimum 1 year of relevant professional/research experience, or
 - Bachelor's degree in relevant field with minimum 3 years of relevant professional/research experience.

- Band 3 = B3 – Mid-Level Consultant:
 - Doctoral Degree in relevant field with minimum 1 year of relevant professional/research experience, or
 - Master's degree in relevant field with minimum 3 years of relevant professional/research experience, or
 - Bachelor's degree in relevant field with minimum 5 years of relevant professional/research experience.

- Band 4 = B4 – Mid-Level Consultant:
 - Doctoral Degree in relevant field with minimum 3 year of relevant professional/research experience, or
 - Master's degree in relevant field with minimum 5 years of relevant professional/research experience, or
 - Bachelor's degree in relevant field with minimum 7 years of relevant professional/research experience.



- Band 5 = B5 – High-Level Consultant:
 - Doctoral Degree in relevant field with minimum 5 year of relevant professional/research experience, or
 - Master’s degree in relevant field with minimum 7 years of relevant professional/research experience.

- Band 6 = B6 – High-Level Consultant:
 - Doctoral Degree in relevant field with minimum 7 year of relevant professional/research experience.

Band 1, B1, is also understand as a minimum criteria’s to be accept at the **Consultant Roster**, meaning that candidates that doesn’t attend this requirement won’t be accept in the Roster.

Successful candidates will be included in IPC-IG Consultant Roster for a period of 2 years and will be considered for consultancy opportunities as needs arise. Rosters may be updated by issuing an announcement at least once a year, in order to obtain new potential candidates.

Contracting

Whenever there is a need for a consultancy service, and the project is interest of using the Roster, there will be *call for interest, with consist of a secondary bidding proposed in this SOP: IC Procurement Unit will launch a specific Terms of Reference, that will be more detailed regarding aspects of language, duration, requirements and products.*

The *call for interest* will be launch for that pre-qualified consultants selected for a specific *research theme* and band – this information is provided by the project in accordance with their needs and sourcing’s profile. Interested candidates will respond to this *call for interest* with

- Updated P11;
- Proposed price.;
- Other. This could other document that the project can demand during a regular selection process such as: sample of an article, proposition of activities schedule - this will be very clear in the *call for interest*.



For this moment on, the selection process will follow its natural course based on the two procedures indicated above: *best value-for-money* (combination of the candidates' qualifications and financial proposals) or *lowest evaluated offer of technically qualified candidates*.

Quality Assurance

The Roster's bands and tiers will be populated with individuals who possess adequate experience and meets set minimum requirements as proposed above to ensure required quality of services.

The IC Procurement Unit shall ensure performance feedback is provided by Projects upon completion of each assignment by the Consultants. Performance feedback will be recorded for future reference.



Annex III - Contract Model (applied for future processes under Roster)

UNITED NATIONS DEVELOPMENT PROGRAMME



**Contract for the services of
an Individual Contractor**

No _____

This Contract is entered into on [insert date] between the United Nations Development Programme (hereinafter referred to as “UNDP”) and _____ (hereinafter referred to as “the Individual Contractor”) whose address is _____.

WHEREAS UNDP desires to engage the services of the Individual Contractor on the terms and conditions hereinafter set forth, and:

WHEREAS the Individual Contractor is ready and willing to accept this Contract with UNDP on the said terms and conditions,

NOW, THEREFORE, the Parties hereby agree as follows:

1. Nature of services

The Individual Contractor shall perform the services as described in the Terms of References which form an integral part of this Contract and are attached hereto as *Annex I* in the following Duty Station(s): _____.

2. Duration

This Individual Contract shall commence on [insert date], and shall expire upon satisfactory completion of the services described in the Terms of Reference mentioned above, but not later than [insert date], unless sooner terminated in accordance with the terms of this Contract. This Contract is subject to the General Conditions of Contract for Individual contractors which are available on UNDP website at www.undp.org/procurement and are attached hereto as *Annex II*.

3. Consideration



As full consideration for the services performed by the Individual Contractor under the terms of this Contract, including, unless otherwise specified, his/her travel to and from the Duty Station(s), any other travel required in the fulfillment of the Terms of Reference in Annex I, and living expenses in the Duty Station(s), UNDP shall pay the Individual Contractor a total of [currency] ----- in accordance with the table set forth below¹. Payments shall be made following certification by UNDP that the services related to each Deliverable, as described below, have been satisfactorily performed and the Deliverables have been achieved by or before the due dates specified below, if any.

DELIVERABLE	DUE DATE	AMOUNT IN [CURRENCY]

If unforeseen travel outside the Duty Station not required by the Terms of Reference is requested by UNDP, and upon prior written agreement, such travel shall be at UNDP's expense and the Individual Contractor shall receive a *per diem* not to exceed United Nations daily subsistence allowance rate in such other location(s).

Where two currencies are involved, the rate of exchange shall be the official rate applied by the United Nations on the day the UNDP instructs its bank to effect the payment(s).

4. Rights and Obligations of the Individual contractor

The rights and obligations of the Individual Contractor are strictly limited to the terms and conditions of this Contract, including its Annexes. Accordingly, the Individual Contractor shall not be entitled to any benefit, payment, subsidy, compensation or entitlement, except as expressly provided in this Contract. The Individual Contractor shall be solely liable for claims by third parties arising from the Individual Contractor's own acts or omissions in the course of performing this Contract, and under no circumstances shall UNDP be held liable for such claims by third parties.

5. Beneficiary

The Individual Contractor selects _____ as beneficiary of any amounts owed under this Contract in the event of death of the Individual Contractor while performing services hereunder. This includes the payment of any service-incurred liability insurance attributable to the performance of the services for UNDP.

Mailing address, email address and phone number of beneficiary:

Mailing address, email address and phone number of emergency contact (if different from beneficiary):

IN WITNESS WHEREOF, the Parties hereto have executed this Contract.

By signing below, I, the Individual Contractor, acknowledge and agree that I have read and accept the terms of this Contract, including the General Conditions of Contracts for Individual contractors available on UNDP website at www.undp.org/procurement and attached hereto in Annex II which form an integral part of this Contract, and that I have read and understood, and agree to abide by the standards of conduct set forth in the Secretary-General's bulletins ST/SGB/2003/13 of 9 October 2003, entitled "Special Measures for Protection from Sexual Exploitation and Sexual Abuse" and ST/SGB/2002/9 of 18 June 2002, entitled "Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Experts on Mission".

The Individual Contractor has submitted a Statement of Good Health and confirmation of immunization.

AUTHORIZING OFFICER:

INDIVIDUAL CONTRACTOR:

¹ For payments which are not output-based lump sum, indicate the maximum number of working days/hours/units, any out of pocket expense (travel, per diem...) and the corresponding fee/cost in the Deliverable (s) table.



United Nations Development Programme

Name; _____

Name; _____

Signature; _____

Signature; _____

Date; _____

Date; _____

GENERAL CONDITIONS OF CONTRACT FOR THE SERVICES OF INDIVIDUAL CONTRACTORS

1 February 2012

1. **LEGAL STATUS:** The Individual contractor shall have the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP), and shall not be regarded, for any purposes, as being either a “staff member” of UNDP, under the UN Staff Regulations and Rules, or an “official” of UNDP, for purposes of the Convention on the Privileges and Immunities of the United Nations, adopted by the General Assembly of the United Nations on 13 February 1946. Accordingly, nothing within or relating to the Contract shall establish the relationship of employer and employee, or of principal and agent, between UNDP and the Individual contractor. The officials, representatives, employees or subcontractors of UNDP and of the Individual contractor, if any, shall not be considered in any respect as being the employees or agents of the other, and UNDP and the Individual contractor shall be solely responsible for all claims arising out of or relating to their engagement of such persons or entities.

2. **STANDARDS OF CONDUCT: In General:** The Individual contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of his or her obligations under the Contract. Should any authority external to UNDP seek to impose any instructions regarding the Individual contractor’s performance under the Contract, the Individual contractor shall promptly notify UNDP and shall provide all reasonable assistance required by UNDP. The Individual contractor shall not take any action in respect of his or her performance of the Contract or otherwise related to his or her obligations under the Contract that may adversely affect the interests of UNDP. The Individual contractor shall perform his or her obligations under the Contract with the fullest regard to the interests of UNDP. The Individual contractor warrants that she or he has not and shall not offer any direct or indirect benefit arising from or related to the performance of the Contract or the award thereof to any representative, official, employee or other agent of UNDP. The Individual contractor shall comply with all laws, ordinances, rules and regulations bearing upon the performance of his or her obligations under the Contract. In the performance of the Contract the Individual contractor shall comply with the standards of conduct set in the Secretary General’s Bulletin ST/SGB/2002/9 of 18 June 2002, entitled “Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Expert on Mission”. The Individual contractor must comply with all security directives issued by UNDP.

Prohibition of Sexual Exploitation and Abuse: In the performance of the Contract, the Individual contractor shall comply with the standards of conduct set forth in the Secretary-General’s bulletin ST/SGB/2003/13 of 9 October 2003, concerning “Special measures for protection from sexual exploitation and sexual abuse”. In particular, the Individual contractor shall not engage in any conduct that would constitute sexual exploitation or sexual abuse, as defined in that bulletin.

The Individual contractor acknowledges and agrees that any breach of any of the provisions hereof shall constitute a breach of an essential term of the Contract, and, in addition to any other legal rights or remedies available to any person, shall give rise to grounds for suspension or termination of the Contract. In addition, nothing herein shall limit the right of UNDP to refer any alleged breach of the foregoing standards of conduct or any other terms of the Contract to the relevant national authorities for appropriate legal action.

3. **TITLE RIGHTS, COPYRIGHTS, PATENTS AND OTHER PROPRIETARY RIGHTS:** Title to any equipment and supplies that may be furnished by UNDP to the Individual contractor for the performance of any obligations under the Contract shall rest with UNDP, and any such equipment and supplies shall be returned to UNDP at the conclusion of the Contract or when no longer needed by the Individual contractor. Such equipment and supplies, when



returned to UNDP, shall be in the same condition as when delivered to the Individual contractor, subject to normal wear and tear, and the Individual contractor shall be liable to compensate UNDP for any damage or degradation of the equipment and supplies that is beyond normal wear and tear.

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 Individual contractor has developed for 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 Individual contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for UNDP. However, to the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Individual contractor: (a) that pre-existed the performance by the Individual contractor of his or her obligations under the Contract, or (b) that the Individual contractor may develop or acquire, or may have developed or acquired, independently of the performance of his or her obligations under the Contract, UNDP does not and shall not claim any ownership interest thereto, and the Individual contractor grants to 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. At the request of UNDP, the Individual contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to UNDP in compliance with the requirements of the applicable law and of the Contract. 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 Individual contractor under the Contract shall be the property of UNDP, shall be made available for use or inspection by 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 services under the Contract

4. CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION: Information and data that are considered proprietary by either UNDP or the Individual contractor or that are delivered or disclosed by one of them (“Discloser”) to the other (“Recipient”) during the course of performance of the Contract, and that are designated as confidential (“Information”), shall be held in confidence and shall be handled as follows. The Recipient of such Information shall 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 the Recipient may otherwise use the Discloser’s Information solely for the purpose for which it was disclosed. The Recipient may disclose confidential Information to any other party with the Discloser’s prior written consent, as well as to the Recipient’s officials, representatives, employees, subcontractors and agents who have a need to know such confidential Information solely for purposes of performing obligations under the Contract. Subject to and without any waiver of the privileges and immunities of UNDP, the Individual contractor may disclose Information to the extent required by law, *provided that* the Individual contractor will give UNDP sufficient prior notice of a request for the disclosure of Information in order to allow UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made. UNDP may disclose Information to the extent required pursuant to the Charter of the United Nations, resolutions or regulations of the General Assembly or its other governing bodies, or rules promulgated by the Secretary-General. 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. 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. Notwithstanding the foregoing, the Individual contractor acknowledges that UNDP may, in its sole discretion, disclose the purpose, type, scope, duration and value of the Contract, the name of the Individual contractor, and any relevant information related to the award of the Contract.

5. TRAVEL, MEDICAL CLEARANCE AND SERVICE INCURRED DEATH, INJURY OR ILLNESS: If the Individual contractor is required by UNDP to travel beyond commuting distance from the Individual contractor’s usual place of residence, and upon prior written agreement, such travel shall be at the expense of UNDP. Such travel shall be at economy fare when by air.

UNDP may require the Individual contractor to submit a “statement of good health” from a recognized physician prior to commencement of services in any offices or premises of UNDP, or before engaging in any travel required by UNDP, or connected with the performance of the Contract. The Individual contractor shall provide such a statement as soon as practicable following such request, and prior to engaging in any such travel, and the Individual contractor warrants the accuracy of any such statement, including, but not limited to, confirmation that the Individual contractor has been fully informed regarding the requirements for inoculations for the country or countries to which travel may be authorized.

In the event of death, injury or illness of the Individual contractor which is attributable to the performance of services on behalf of UNDP under the terms of the Contract while the Individual contractor is traveling at UNDP expense or is performing any services under the Contract in any offices or premises of UNDP, the Individual contractor or the Individual contractor’s dependents, as appropriate, shall be entitled to compensation equivalent to that provided under the UNDP insurance policy, available upon request.

6. PROHIBITION ON ASSIGNMENT; MODIFICATIONS: The Individual contractor may not assign, delegate, transfer, pledge or make any other disposition of the Contract, of any part thereof, or of any of the rights, claims or obligations under the Contract except with the prior written authorization of UNDP, and any attempt to do so shall be null and void. The terms or conditions of any supplemental undertakings, licenses or other forms of Contract



concerning any goods or services to be provided under the Contract shall not be valid and enforceable against UNDP nor in any way shall constitute a contract by UNDP thereto, unless any such undertakings, licenses or other forms of contract are the subject of a valid written undertaking by UNDP. No modification or change in the Contract shall be valid and enforceable against UNDP unless provided by means of a valid written amendment to the Contract signed by the Individual contractor and an authorized official or appropriate contracting authority of UNDP.

7. SUBCONTRACTORS: In the event that the Individual contractor requires the services of subcontractors to perform any obligations under the Contract, the Individual contractor shall obtain the prior written approval of UNDP for any such subcontractors. UNDP may, in its sole discretion, reject any proposed subcontractor or require such subcontractor's removal without having to give any justification therefore, and such rejection shall not entitle the Individual contractor to claim any delays in the performance, or to assert any excuses for the non-performance, of any of his or her obligations under the Contract. The Individual contractor shall be solely responsible for all services and obligations performed by his or her subcontractors. The terms of any subcontract shall be subject to, and shall be construed in a manner that is fully in accordance with, all of the terms and conditions of the Contract.

8. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF THE UNITED NATIONS: The Individual contractor shall not advertise or otherwise make public for purposes of commercial advantage or goodwill that it has a contractual relationship with UNDP, nor shall the Individual contractor, in any manner whatsoever, use the name, emblem or official seal of UNDP, or any abbreviation of the name of UNDP, in connection with his or her business or otherwise without the written permission of UNDP.

9. INDEMNIFICATION: The Individual contractor shall indemnify, defend, and hold and save harmless UNDP, and its officials, agents and employees, from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature, including, but not limited to, all litigation costs and expenses, attorney's fees, settlement payments and damages, based on, arising from, or relating to: (a) allegations or claims that the use by UNDP of any patented device, any copyrighted material or any other goods or services provided to UNDP for its use under the terms of the Contract, in whole or in part, separately or in combination, constitutes an infringement of any patent, copyright, trademark or other intellectual property right of any third party; or (b) any acts or omissions of the Individual contractor, or of any subcontractor or anyone directly or indirectly employed by them in the performance of the Contract, which give rise to legal liability to anyone not a party to the Contract, including, without limitation, claims and liability in the nature of a claim for workers' compensation.

10. INSURANCE: The Individual contractor shall pay UNDP promptly for all loss, destruction or damage to the property of UNDP caused by the Individual contractor, or of any subcontractor, or anyone directly or indirectly employed by them in the performance of the Contract. The Individual contractor shall be solely responsible for taking out and for maintaining adequate insurance required to meet any of his or her obligations under the Contract, as well as for arranging, at the Individual contractor's sole expense, such life, health and other forms of insurance as the Individual contractor may consider to be appropriate to cover the period during which the Individual contractor provides services under the Contract. The Individual contractor acknowledges and agrees that none of the insurance arrangements the Individual contractor shall, in any way, be construed to limit the Individual contractor's liability arising under or relating to the Contract.

11. ENCUMBRANCES AND LIENS: The Individual 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 UNDP against any monies due to the Individual contractor or to become due for any work donor or against any goods supplied or materials furnished under the Contract, or by reason of any other claim or demand against the Individual contractor.

12. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS: In the event of and as soon as possible after the occurrence of any cause constituting *force majeure*, the Individual contractor shall give notice and full particulars in writing to UNDP of such occurrence or cause if the Individual contractor is thereby rendered unable, wholly or in part, to perform his or her obligations and meet his or her responsibilities under the Contract. The Individual contractor shall also notify UNDP of any other changes in conditions or the occurrence of any event, which interferes or threatens to interfere with the performance of the Contract. Not more than fifteen (15) days following the provision of such notice of *force majeure* or other changes in conditions or occurrence, the Individual contractor shall also submit a statement to UNDP of estimated expenditures that will likely be incurred for the duration of the change in conditions or the event. On receipt of the notice or notices required hereunder, UNDP shall take such action as it considers, in its sole discretion, to be appropriate or necessary in the circumstances, including the granting to the Individual contractor of a reasonable extension of time in which to perform any obligations under the Contract or suspension thereof.

Force majeure as used herein means any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrection, or any other acts of a similar nature or force, *provided that* such acts arise from causes beyond the control and without the fault or negligence of the Individual contractor. The Individual contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Individual contractor must perform in or for any areas in which UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delay 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.



13. **TERMINATION:** Either party may terminate the Contract, in whole or in part, upon giving written notice to the other party. The period of notice shall be five (5) days in the case of contracts for a total period of less than two (2) months and fourteen (14) days in the case of contracts for a longer period. The initiation of conciliation or arbitral proceedings, as provided below, shall not be deemed to be a “cause” for or otherwise to be in itself a termination of the Contract. UNDP may, without prejudice to any other right or remedy available to it, terminate the Contract forthwith in the event that: (a) the Individual contractor is adjudged bankrupt, or is liquidated, or becomes insolvent, applies for moratorium or stay on any payment or repayment obligations, or applies to be declared insolvent; (b) the Individual contractor is granted a moratorium or a stay or is declared insolvent; (c) the Individual contractor makes an assignment for the benefit of one or more of his or her creditors; (d) a Receiver is appointed on account of the insolvency of the Individual contractor; (e) the Individual contractor offers a settlement in lieu of bankruptcy or receivership; or (f) UNDP reasonably determines that the Individual contractor has become subject to a materially adverse change in financial condition that threatens to endanger or otherwise substantially affect the ability of the Individual contractor to perform any of the obligations under the Contract.

In the event of any termination of the Contract, upon receipt of notice of termination by UNDP, the Individual contractor shall, except as may be directed by UNDP in the notice of termination or otherwise in writing: (a) take immediate steps to bring the performance of any obligations under the Contract to a close in a prompt and orderly manner, and in doing so, reduce expenses to a minimum; (b) refrain from undertaking any further or additional commitments under the Contract as of and following the date of receipt of such notice; (c) deliver all completed or partially completed plans, drawings, information and other property that, if the Contract had been completed, would be required to be furnished to UNDP thereunder; (d) complete performance of the services not terminated; and (e) take any other action that may be necessary, or that UNDP may direct in writing, for the protection and preservation of any property, whether tangible or intangible, related to the Contract that is in the possession of the Individual contractor and in which UNDP has or may be reasonably expected to acquire an interest.

In the event of any termination of the Contract, UNDP shall only be liable to pay the Individual contractor compensation on a pro rata basis for no more than the actual amount of work performed to the satisfaction of UNDP in accordance with the requirements of the Contract. Additional costs incurred by UNDP as a result of termination of the Contract by the Individual contractor may be withheld from any amount otherwise due to the Individual contractor by UNDP.

14. **NON-EXCLUSIVITY:** UNDP shall have no obligation respecting, and no limitations on, its right to obtain goods of the same kind, quality and quantity, or to obtain any services of the kind described in the Contract, from any other source at any time.

15. **TAXATION:** Article II, 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 restrictions, 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 exemptions of the United Nations from such taxes, restrictions, duties or charges, the Individual contractor shall immediately consult with UNDP to determine a mutually acceptable procedure. UNDP shall have no liability for taxes, duties or other similar charges payable by the Individual contractor in respect of any amounts paid to the Individual contractor under this Contract, and the Individual contractor acknowledges that UNDP will not issue any statements of earnings to the Individual contractor in respect of any such payments.

16. **AUDITS AND INVESTIGATIONS:** Each invoice paid by UNDP shall be subject to a post-payment audit by auditors, whether internal or external, of UNDP or by other authorized and qualified agents of UNDP. The Individual contractor acknowledges and agrees that UNDP may conduct investigations relating to any aspect of the Contract or the award thereof, and the obligations performed thereunder.

The Individual contractor shall provide full and timely cooperation with any post-payment audits or investigations hereunder. Such cooperation shall include, but shall not be limited to, the Individual contractor’s obligation to make available any relevant documentation and information for the purposes of a post-payment audit or an investigation at reasonable times and on reasonable conditions. The Individual contractor shall require his or her employees, subcontractors and agents, if any, including, but not limited to, the Individual contractor’s attorneys, accountants or other advisers, to reasonably cooperate with any post-payment audits or investigations carried out by UNDP hereunder.

If the findings or circumstances of a post-payment audit or investigation so warrant, UNDP may, in its sole discretion, take any measures that may be appropriate or necessary, including, but not limited to, suspension of the Contract, with no liability whatsoever to UNDP.

The Individual contractor shall refund to UNDP any amounts shown by a post-payment audit or investigation to have been paid by UNDP other than in accordance with the terms and conditions of the Contract. Such amount may be deducted by UNDP from any payment due to the Individual contractor under the Contract.

The right of UNDP to conduct a post-payment audit or an investigation and the Individual contractor’s obligation to comply with such shall not lapse upon expiration or prior termination of the Contract.



17. SETTLEMENT OF DISPUTES:

AMICABLE SETTLEMENT: UNDP and the Individual contractor shall use their best efforts to amicably settle any dispute, controversy or claim arising out of the 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 Conciliation Rules then obtaining of the United Nations Commission on International Trade Law (“UNCITRAL”), or according to such other procedure as may be agreed between the parties in writing.

ARBITRATION: Any dispute, controversy or claim between the parties arising out of the Contract, or the breach, termination, or invalidity thereof, unless settled amicably, as provided above, shall be referred by either of the parties 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.

18. LIMITATION ON ACTIONS: Except with respect to any indemnification obligations in Article 9, above, or as are otherwise set forth in the Contract, any arbitral proceedings in accordance with Article 17, above, arising out of the Contract must be commenced within three (3) years after the cause of action has accrued.

The Parties further acknowledge and agree that, for these purposes, a cause of action shall accrue when the breach actually occurs, or, in the case of latent defects, when the injured Party knew or should have known all of the essential elements of the cause of action, or in the case of a breach of warranty, when tender of delivery is made, except that, if a warranty extends to future performance of the goods or any process or system and the discovery of the breach consequently must await the time when such goods or other process or system is ready to perform in accordance with the requirements of the Contract, the cause of action accrues when such time of future performance actually begins.

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

Consultant Roster - related experience per area of work and years of experience

Please, fill up the form below according to these instructions. First, indicate one or more areas that you have work interest with an uppercase "X". Then, indicate years of experience within that area. In red, observe an **example** of how to fill up the form. The experience informed here has to match with information in the P11.

Candidate Name: **Name**

	Area of interest	Years of Experience
Social Protection and Labour Market Policies	X	2 years
Poverty and Inequality		
Impact Evaluation and Social Programmes	X	1 year and 3 months
Food Security and Nutrition		
Gender Studies		
Human Development		
Population and Social Policies		
South-South Learning		
Education		
Health		
Sustainable Development		
E-learning		
Knowledge Management		

Consultant Roster - related experience per area of work and years of experience

Please, fill up the form below according to these instructions. First, indicate one or more areas that you have work interest with an uppercase "X". Then, indicate years of experience within that area. The experience informed here has to match with information in the P11.

Candidate Name:

	Area of interest	Years of Experience
Social Protection and Labour Market Policies		
Poverty and Inequality		
Impact Evaluation and Social Programmes		
Food Security and Nutrition		
Gender Studies		
Human Development		
Population and Social Policies		
South-South Learning		
Education		
Health		
Sustainable Development		
E-learning		
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