



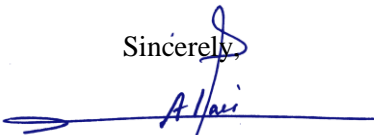
**Procurement Notice and Request for Proposal  
Providing International Consultancy as “Chief Technical Advisor (CTA) for Enhancing  
integrated natural resource management for the restoration of wetland ecosystems and support  
to alternative livelihoods development of local communities” Project”**

Date: 28 April 2022

Dear Madam/Sir,

We kindly request you to submit your proposal for provision international Consultancy as “Chief Technical Advisor (CTA) for Enhancing integrated natural resource management for the restoration of wetland ecosystems and support to alternative livelihoods development of local communities” Project”

Please be guided by the information provided below, in preparing your Proposal. Your Proposal must be expressed in English, and valid for a minimum period of 90 days.

Sincerely,  
  
Nazli Alavi  
Head of Procurement Unit

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**Country:** Islamic Republic of Iran

**Description of the assignment:** The objectives of the evaluation are to enhance integrated natural resource management for the restoration of wetland ecosystems and provision of support to alternative livelihoods development of local communities.

**Period of assignment/services:** The consultant is expected to complete the assignment starting from Early June 2022 till End June 2024.

Proposal should be submitted to the below email address no later than Monday 16 May 2022 – 16:30 P.M Tehran local time.

[bid.ir@undp.org](mailto:bid.ir@undp.org)

**Please note that the subject of your submission email should be ONLY:**

**IRNUNDP22022**

**Using any other subject for your email will result in disqualification of your proposal by UNDP automated emailing system.**

Any request for clarification must be sent in writing, or by standard electronic communication to the UNDP mailing address or to [zahra.golshan@undp.org](mailto:zahra.golshan@undp.org). The procuring UNDP entity will respond in writing or by standard electronic mail.

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## 1. BACKGROUND

The “Enhancing Natural Resource Management for Restoration of Wetland Ecosystems and Support to Alternative Livelihood Development of Local Communities” (EU Sistan) project is a capacity-building cross-disciplinary initiative aiming to involve stakeholders representing different sectors of the Government, as well as non-governmental organizations, Community based organizations, private sector, academia and UN agencies. The project aims to provide catalytic support to government departments for cross-sectoral planning and implementation in Sistan Area. It applies ‘learning by doing’ through the strategic demonstration of integrated natural resource management and ecosystem-based adaptation in 120 pilot areas. The implementation strategy and theory of change are to demonstrate and build capacity for participatory planning methods and support local economic development (through targeted low-value grants) to the most marginalized, vulnerable, and at-risk people. The project provides tools, platforms, systems, innovations, and new approaches and offers knowledge products on natural resources management, primarily focusing on water scarcity and water efficiency. The target audience for these capacity building efforts includes mid-level government staff and other officials, as well as other stakeholders. This ‘learning pathway’ includes climate modeling, ecosystem-based approaches, and risk/vulnerability assessment. Through supporting demonstration of climate-smart agriculture and evidence-based, participatory, and inclusive planning and risk-informed development the project promotes area based and local economic development. The learning objective is to impart the capabilities for a pathway of resilient development.

For more information, please refer to Annex I, Terms of Reference (TOR).

## 2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The key tasks of the CTA will include:

1. Provide UNDP Country Office with regular and timely feedback and insight on the project status including progress, bottlenecks, and main challenges based on the project results framework, work plan and project achievements and compilation of background data and key lessons learnt for reporting at the Project Board
2. Ensure that the project maintains strategic direction through provision of support to set-up and implementation of the monitoring and evaluation system/tool with a particular focus on assessing the progress based on the results framework and towards the project’s targets and indicators
3. Support the NPM and the project team to ensure standard project management tools are in place and used in a day-to-day basis to produce quality outputs
4. Support the NPM and the project team in observing general conditions of the contract agreed upon with the donor including operational standards and regulations
5. Support to preparation of ToRs for project activities against the approved work plan through technical and innovative inputs
6. Provide technical and managerial feedback and inputs to all activities of the project as well as to progress and donor reporting requirements;
7. Support adoption of a learning and adaptive approach to project management and implementation



8. Strengthen project's focus on quality outputs, through reviews and inputs to all major project outputs and assist in documentation of lessons learned throughout the project implementation
9. Provide technical advice on development of annual and multi-year work plans, review of the project road map, and theory of change (based on the results of the horizon scanning), project technical reports, project activity reports, and project monitoring and evaluation reports including Annual and Mid-year Project Progress Report (APPR) and project reports to the donor (EU)
10. Provide international best practices and share knowledge on key project strategies including Area-Based Development approach
11. Take the lead in designing appropriate monitoring tools and mechanisms for the project and support monitoring and evaluation processes during implementation of the project
12. Ensure development and sound implementation of the project sustainability plan/exit strategy.

## 2. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The CTA shall be required to have the following eligibility criteria:

### Mandatory requirements:

- Master's degree in socio-economic development, rural development, environmental management, environmental strategic planning, agricultural sciences, land and water management, or other directly related fields related to the assignment;
- Minimum of 7 years' international experience in climate smart development and resilience, climate change adaptation and mitigation or community resilience, socio-economic development or Integrated Natural Resources Management.
- Extensive experience in design and using monitoring and evaluation tools and mechanisms
- Familiarity with the area-based development approach.

### Desirables qualifications:

- Expertise and experience in countries with drought and water scarcity context is a great asset.
- Past experience with UN system or Successful record of engagement in EU funded projects is an added value.
- Familiarity with Iran's institutional and cultural context and experience of working in sensitive areas are an added value.
- Very good command of oral and written English. Knowledge of Farsi is an advantage but not required.



### 3. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

The individual offerors must submit the following documents/information to demonstrate their qualifications:

1. Proposal:

- (i) Explaining why the applicant is the most suitable for the work.
- (ii) Provide a brief methodology on how the applicant will approach and conduct the work.

The proposal should be prepared in accordance with the templates provided in Annex III, Individual's Information Sheets.

3. Financial proposal

The financial proposal should be submitted in accordance with the Financial Proposal Template attached hereto as Annex IV.

- 3. Personal CV including past experience in similar projects and at least two references.

### 4. FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

- **Travel;**

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed

### 5. EVALUATION

Individual consultants will be evaluated based on the following methodology:

**Cumulative analysis**

The award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) Responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation (Please see below).



- Technical Criteria weight; 70%
- Financial Criteria weight; 30%

Only if the candidate obtains a minimum of 70% of technical score (490 out of 700 point) in technical evaluation would be considered for the Financial Evaluation.

Technical Evaluation Criteria	Max. Point
Qualifications and expertise of the individual	30%
Proposal and Methodology <ul style="list-style-type: none"> <li>- Methodology and approach for carrying out the activities and obtaining the expected outputs</li> <li>- Understanding of the expected challenges and problems in implementation of this work and explain your approach to address and resolve them</li> <li>- Action plan &amp; Timeline.</li> </ul>	40%
Interview	30%
Total	100%



**Annex I**  
**Terms of Reference (TOR)**  
**"Chief Technical Advisor (CTA)" for**  
**"Enhancing integrated natural resource management for the restoration of wetland ecosystems and support to alternative livelihoods development of local communities"**  
**Project**

**Location:** IRAN

**Type of Contract:** Individual Contract - International

**Languages Required:** English

**Starting Date:** Early June 2022

**End Date:** End June 2024

**Duration of Contract:** 24 months (Home-based with missions to Iran [situation permitting])  
(up to 3 missions with estimated total number of 30 days working in project offices and other locations in Iran (including but not limited to Tehran and Sistan & Baluchistan provinces))

**Background**

Wetlands are disappearing around the world including in Iran due to climate change, water scarcity, prolonged droughts, inappropriate water resources management and inefficient use of water in different sectors.

The Sistan plain is located in southeast of Iran and the north of the Sistan and Baluchestan province and is one of the driest regions of Iran at the tail end of Helmand river basin shared with Afghanistan. The Hamouns are transboundary wetlands on the Iran-Afghanistan border and cover three lakes: Hamoun-e Hirmand (entirely in Iran); the Hamoun-e Sabari on the border and shared by both countries; and the Hamoun-e Puzak, almost entirely inside Afghanistan territory. Furthermore, the wetlands are an integral part of the region's unique social and cultural environment.

Sistan plain including Hamoun wetlands in Sistan and Baluchestan province of Iran is also vulnerable to climate change, especially concerning its impacts on water availability (surface runoffs), increased temperatures and increased hot-spots of sand and dust storms, all of which exacerbate the impacts brought about by the degradation of wetlands. Degrading Situation of wetlands in Sistan plain has already had negative consequences for rural livelihoods and exacerbated sand and dust storms due to the dry former lakes and riverbeds. This situation can cause climate migration of women, men, and children, putting them in situations of increased vulnerability and at risk of poverty.

In order to address the abovementioned challenges, the project will promote integrated natural resource management for the restoration of wetland ecosystems and support alternative livelihoods development of local communities in the Hamoun wetlands by applying area-based development approach. To do so, the project activities are designed to contribute to three main outputs:

- Output 1: Better capacities and coordination;
- Output 2: Sustainable land and water management – including Hamoun wetland management and restoration;



- Output 3: Local economic development including climate-smart agriculture and alternative livelihoods.

The “Enhancing Natural Resource Management for Restoration of Wetland Ecosystems and Support to Alternative Livelihood Development of Local Communities” (EU Sistan) project is a capacity-building cross-disciplinary initiative aiming to involve stakeholders representing different sectors of the Government, as well as non-governmental organizations, Community based organizations, private sector, academia and UN agencies. The project aims to provide catalytic support to government departments for cross-sectoral planning and implementation in Sistan Area. It applies ‘learning by doing’ through the strategic demonstration of integrated natural resource management and ecosystem-based adaptation in 120 pilot areas. The implementation strategy and theory of change are to demonstrate and build capacity for participatory planning methods and support local economic development (through targeted low-value grants) to the most marginalized, vulnerable, and at-risk people. The project provides tools, platforms, systems, innovations, and new approaches and offers knowledge products on natural resources management, primarily focusing on water scarcity and water efficiency. The target audience for these capacity building efforts includes mid-level government staff and other officials, as well as other stakeholders. This ‘learning pathway’ includes climate modeling, ecosystem-based approaches, and risk/vulnerability assessment. Through supporting demonstration of climate-smart agriculture and evidence-based, participatory, and inclusive planning and risk-informed development the project promotes area based and local economic development. The learning objective is to impart the capabilities for a pathway of resilient development.

## **Scope of Work**

The Chief Technical Advisor (CTA) of the project will work under overall guidance of UNDP Resident Representative. The CTA will work closely with the National Project Manager (NPM) and the project team.

The CTA will provide support to the project with international standards and quality. The CTA will monitor and support the implementation of all project components through home-based work as well as field presence if situation permits. CTA’s technical support will include 3 missions to Iran with an average duration of 10 days which will include supporting and working with UNDP Country Office, project offices (Tehran and Zabol) with the focus on technical advisory services through substantive inputs in resource mobilisation efforts of the Country Office, and technical direction to the project in line with the set goals and objectives, responding to technical queries, leading reporting process (technical, project progress reports as per UNDP and donor requirements), guidance and technical direction in undertaking project monitoring, substantive engagement in initiating and undertaking project evaluation as well as review, comments and management responses againsts the findings of the evaluation, , etc.

The CTA will ensure that the project maintains strategic direction towards achievement of intended results with a sharp focus on quality outputs. The CTA will provide UNDP Iran with substantive technical inputs and advice on the project progress, bottlenecks and solutions for the challenges. S/he will also support the project team to ensure efficiency and effectiveness of the project. S/he would also support the project with review, revision and application/introduction of monitoring and evaluation tools as well as transferring up-to-date technical knowledge and customizing international best practices



to support project pilots and further scale up efforts in the areas of Area-Based Development, capacity development and local community empowerment, local economic development, sustainable alternative livelihoods, land and water management, climate-smart agriculture, etc. The CTA shall support the project by providing guidance on implementation of EU-funded projects. The scope of technical support will also cover exploring South-South and Triangular Cooperation opportunities and developing linkages between the Project and other similar projects implemented in the region and in other parts of the world. S/he would also help the project to ensure a learning and adaptive approach to project management and implementation.

## **Detailed Responsibilities**

The key tasks of the CTA will include:

1. Provide UNDP Country Office with regular and timely feedback and insight on the project status including progress, bottlenecks, and main challenges based on the project results framework, work plan and project achievements and compilation of background data and key lessons learnt for reporting at the Project Board
2. Ensure that the project maintains strategic direction through provision of support to set-up and implementation of the monitoring and evaluation system/tool with a particular focus on assessing the progress based on the results framework and towards the project's targets and indicators
3. Support the NPM and the project team to ensure standard project management tools are in place and used in a day-to-day basis to produce quality outputs
4. Support the NPM and the project team in observing general conditions of the contract agreed upon with the donor including operational standards and regulations
5. Support to preparation of ToRs for project activities against the approved work plan through technical and innovative inputs
6. Provide technical and managerial feedback and inputs to all activities of the project as well as to progress and donor reporting requirements;
7. Support adoption of a learning and adaptive approach to project management and implementation
8. Strengthen project's focus on quality outputs, through reviews and inputs to all major project outputs and assist in documentation of lessons learned throughout the project implementation
9. Provide technical advice on development of annual and multi-year work plans, review of the project road map, and theory of change (based on the results of the horizon scanning), project technical reports, project activity reports, and project monitoring and evaluation reports including Annual and Mid-year Project Progress Report (APPR) and project reports to the donor (EU)
10. Provide international best practices and share knowledge on key project strategies including Area-Based Development approach
11. Take the lead in designing appropriate monitoring tools and mechanisms for the project and support monitoring and evaluation processes during implementation of the project
12. Ensure development and sound implementation of the project sustainability plan/exit strategy.





❖ **Important Note:** *The contractor is required to have the IT equipment and infrastructure which is required for successful implementation of the assignment.*

**Expected Outputs/reports**

The CTA will support the implementation of all three project components as well as the project management. The CTA will be a member of the Project Core Team and if possible will participate in Project Board meetings at least once during the contract.

Description of Output/Deliverables	Expected delivery date
<p>A progress report including:</p> <ul style="list-style-type: none"> <li>- 3 monthly consultation meetings report to review project progress (including technical guidance to enhance project outputs and follow up actions and key lessons learnt)</li> <li>- A customized internal (informal) gender policy (e.g., in recruitment, implementation of activities, and reporting the progress) for the project</li> <li>- A drafted project mid-year report</li> <li>- 4 ToRs developed based on the project team requirement</li> <li>- Comprehensive project monitoring and evaluation tools designed (based on UNDP &amp; donor requirements), and training provided</li> <li>- Analytical report on the Quick Win Projects including lessons learnt and recommendations to improve implementation.</li> </ul>	<p>End-June 2022</p>
<p>A progress report including:</p> <ul style="list-style-type: none"> <li>- 3 monthly consultation meetings report to review project progress (including technical guidance to enhance project outputs and follow up actions and key lessons learnt)</li> <li>- 4 ToRs developed based on the project team requirement</li> <li>- A report on progress of developed comprehensive project monitoring and evaluation tools</li> <li>- At least one Brief Policy Paper on the comparative advantages of Sistan area based on the project activities and national consultants' reports, assessments, studies and other body of knowledge produced by the project</li> <li>- A report on status of gender policy implementation and recommendations to empower women in target areas.</li> <li>- Analytical report on the Quick Win Projects including lessons learnt and recommendations to improve implementation.</li> </ul>	<p>End-September 2022</p>
<p>A progress report including:</p> <ul style="list-style-type: none"> <li>- 3 monthly consultation meetings report to review project progress (including technical guidance to enhance project outputs and follow up actions and key lessons learnt)</li> <li>- Draft Result-based project annual report to UNDP based on the results framework and annual work plan</li> </ul>	<p>End-December 2022</p>



<ul style="list-style-type: none"> <li>- An analytical report of project progress to date based on the project results framework, work plan and project achievements and compilation of background data and key lessons learnt for reporting at the Project Board</li> <li>- A report on progress of developed comprehensive project monitoring and evaluation tools and document major lessons learnt in order to guide future programming.</li> <li>- Analytical report on the Quick Win Projects including lessons learnt and recommendations to improve implementation.</li> <li>- A mission report based on the actions and field visits to the area</li> </ul>	
<p>A progress report including:</p> <ul style="list-style-type: none"> <li>- 3 monthly consultation meetings report to review project progress (including technical guidance to enhance project outputs and follow up actions and key lessons learnt)</li> <li>- A draft project progress report based on the results framework and annual work plan to be submitted to the donor. (timely finalization and submission of the report to the donor as per the agreement must be ensured and comments addressed).</li> <li>- An analytical report based on the regular review and update of potential policy suggestions and revisions based on the project progress in the area</li> <li>- 3 ToRs developed based on the project team requirement</li> <li>- A report on progress of developed comprehensive project monitoring and evaluation tools and document major lessons learnt in order to guide future programming.</li> <li>- An updated report on the status of gender policy implementation and recommendations to empower women in target areas.</li> <li>- Analytical report on the Quick Win Projects including lessons learnt and recommendations to improve implementation.</li> </ul>	<p>End-March 2023</p>
<p>A progress report including:</p> <ul style="list-style-type: none"> <li>- 3 monthly consultation meetings report to review project progress (including technical guidance to enhance project outputs and follow up actions and key lessons learnt)</li> <li>- An analytical report of project progress to date based on the project results framework, work plan and project achievements and compilation of background data and key lessons learnt for reporting to the Project Board</li> <li>- A drafted project mid-year report</li> <li>- 4 ToRs developed based on the project team requirement</li> <li>- Analytical report on the Quick Win Projects including lessons learnt and recommendations to improve implementation.</li> </ul>	<p>End-June 2023</p>
<p>A progress report including:</p> <ul style="list-style-type: none"> <li>- 3 monthly consultation meetings report to review project progress (including technical guidance to enhance project outputs and follow up actions and key lessons learnt)</li> </ul>	<p>End-September 2023</p>



<ul style="list-style-type: none"> <li>- A report on the application of comprehensive project monitoring and evaluation tools and document major lessons learnt in order to guide future programming.</li> <li>- 3 ToRs developed based on the project team requirement</li> <li>- Update Policy suggestions on the comparative advantages of Sistan area based on the project activities and national consultants reports as well as other body of knowledge generated by the project</li> <li>- Analytical report on the Quick Win Projects including lessons learnt and recommendations to improve implementation.</li> <li>- A mission report based on the actions and field visits to the area</li> </ul>	
<p>A progress report including:</p> <ul style="list-style-type: none"> <li>- 3 monthly consultation meetings report to review project progress (including technical guidance to enhance project outputs and follow up actions and key lessons learnt)</li> <li>- Draft Result-based project annual report to UNDP based on the results framework and annual work plan</li> <li>- At least one Brief Policy Paper on the comparative advantages of Sistan area based on the project activities and national consultants' reports, assessments, studies and other body of knowledge produced by the project</li> <li>- 3 ToRs developed based on the project team requirement</li> <li>- Updated report on the application of comprehensive project monitoring and evaluation tools and document major lessons learnt in order to guide future programming.</li> <li>- Updated report of gender policy implementation and recommendations to empower women in target areas.</li> <li>- Analytical report on the Quick Win Projects including lessons learnt and recommendations to improve implementation.</li> <li>-</li> </ul>	<p>End-December 2023</p>
<p>A progress report including:</p> <ul style="list-style-type: none"> <li>- 3 monthly consultation meetings report to review project progress (including technical guidance to enhance project outputs and follow up actions and key lessons learnt)</li> <li>- A draft project progress report based on the results framework and annual work plan to be submitted to the donor. (Timely finalization and submission of the report to the donor as per the agreement must be ensured and comments addressed).</li> <li>- At least one Brief Policy Paper on the comparative advantages of Sistan area based on the project activities and national consultants' reports, assessments, studies and other body of knowledge produced by the project</li> <li>- 3 ToRs developed based on the project team requirement</li> <li>- Updated report on the application of comprehensive project monitoring and evaluation tools and document major lessons learnt</li> </ul>	<p>End-March 2024</p>



<ul style="list-style-type: none"> <li>- Draft project exit strategy with clear timelines, division of labor, and required actions (including at the policy level) to ensure continuity and potential scale up initiated efforts</li> <li>- Analytical report on the Quick Win Projects including lessons learnt and recommendations to improve implementation.</li> </ul>	
<p>A progress report including</p> <ul style="list-style-type: none"> <li>- 3 monthly consultation meetings report to review project progress (including technical guidance to enhance project outputs and follow up actions and key lessons learnt)</li> <li>- A report on the application of comprehensive project monitoring and evaluation tools and document major lessons learnt in order to guide future programming and develop policy recommendations based on project analysis, lessons and observations</li> <li>- Analytical report on the Quick Win Projects including lessons learnt and recommendations to improve implementation. A report on the implementation of developed exit strategy by the project team</li> <li>- Brief summary of gender policy implementation by the project, and lessons learnt</li> <li>- A mission report based on the actions and field visits to the area</li> </ul>	<p>End-May 2024</p>

**Duration and Timeline**

The contractor is expected to complete the mentioned deliverables through home-based support over the period of two years starting from Early June 2022 and continue for 2 years and 27 working days on mission to Iran. The CTA is expected to support project team in the country at least in the following milestones:

Expected mission in 2022:

1. A 10-day mission in November 2022 consisting of 5 days stay in Tehran and 4 days field visit to Sistan and Baluchestan

Expected mission in 2023:

1. A 10-day mission in August 2023 consisting of 5 days stay in Tehran and 4 days field visit to Sistan and Baluchestan

Expected mission in 2024:

1. A 10-day mission in April 2024 consisting of 5 days stay in Tehran and 4 days field visit to Sistan and Baluchestan

It should be noted that the in-country travel tickets from Tehran to Sistan and Baluchestan and visa-versa will be purchased by the project.

**Verification**

Compliance of the contract implementation processes and its results with these Terms of Reference will be verified by UNDP Tehran and based on feedback from NPD on the satisfactory performance of the CTA (official letter), project document and EU General Conditions.



## Duty Station

The Contractor will provide deliverables through home-based support. If situation permits, the CTA shall be traveling to the country as per the detailed plan described under “Duration and Timeline” section.

## Qualifications of the Successful Contractor

The CTA shall be required to have the following eligibility criteria:

### Mandatory requirements:

- Master’s degree in socio-economic development, rural development, environmental management, environmental strategic planning, agricultural sciences, land and water management, or other directly related fields related to the assignment;
- Minimum of 7 years' international experience in climate smart development and resilience, climate change adaptation and mitigation or community resilience, socio-economic development or Integrated Natural Resources Management.
- Extensive experience in design and using monitoring and evaluation tools and mechanisms
- Familiarity with the area-based development approach.

### Desirable qualifications:

- Expertise and experience in countries with drought and water scarcity context is a great asset.
- Past experience with UN system or Successful record of engagement in EU funded projects is an added value.
- Familiarity with Iran’s institutional and cultural context and experience of working in sensitive areas are an added value.
- Very good command of oral and written English. Knowledge of Farsi is an advantage but not required.

## Terms of Payment/Remuneration

In full consideration for the complete and satisfactory performance of the Services under this Contract, UNDP shall pay the Contractor the ceiling of the offered and approved amount of the contract based on the signed and approved Certificate of Payment (CoP) and supporting documents/respective deliverables submitted by the contractor on a quarterly basis, Travel costs will be paid as per actual travel costs\* claimed by the consultant after each mission through below instalments and after written confirmation from the National Project Director and verification by UNDP that the services have been satisfactorily performed.

<b>Deliverable No.</b>	<b>Description of Output/ Deliverables</b>	<b>Expected delivery date</b>	<b>Percentage of Payment</b>
<b>1</b>	A progress report including: <ul style="list-style-type: none"> <li>- 3 monthly consultation meetings report to review project progress (including technical guidance to enhance project outputs and follow up actions and key lessons learnt)</li> </ul>	End-June 2022	11.5%



	<ul style="list-style-type: none"> <li>- A customized internal (informal) gender policy (e.g., in recruitment, implementation of activities, and reporting the progress) for the project</li> <li>- A drafted project mid-year report</li> <li>- 4 ToRs developed based on the project team requirement</li> <li>- Comprehensive project monitoring and evaluation tools designed (based on UNDP &amp; donor requirements), and training provided</li> <li>- Analytical report on the Quick Win Projects including lessons learnt and recommendations to improve implementation.</li> </ul>		
2	<p>A progress report including:</p> <ul style="list-style-type: none"> <li>- 3 monthly consultation meetings report to review project progress (including technical guidance to enhance project outputs and follow up actions and key lessons learnt)</li> <li>- 4 ToRs developed based on the project team requirement</li> <li>- A report on progress of developed comprehensive project monitoring and evaluation tools</li> <li>- At least one Brief Policy Paper on the comparative advantages of Sistan area based on the project activities and national consultants' reports, assessments, studies and other body of knowledge produced by the project</li> <li>- A report on status of gender policy implementation and recommendations to empower women in target areas.</li> <li>- Analytical report on the Quick Win Projects including lessons learnt and recommendations to improve implementation.</li> <li>-</li> </ul>	End-September 2022	11%
3	<p>A progress report including:</p> <ul style="list-style-type: none"> <li>- 3 monthly consultation meetings report to review project progress (including technical guidance to enhance project outputs and follow up actions and key lessons learnt)</li> <li>- Draft Result-based project annual report to UNDP based on the results framework and annual work plan</li> <li>- An analytical report of project progress to date based on the project results framework, work plan and project achievements and compilation of background data and key</li> </ul>	End-December 2022	10.5%



	<p>lessons learnt for reporting at the Project Board</p> <ul style="list-style-type: none"> <li>- A report on progress of developed comprehensive project monitoring and evaluation tools and document major lessons learnt in order to guide future programming.</li> <li>- Analytical report on the Quick Win Projects including lessons learnt and recommendations to improve implementation.</li> <li>- A mission report based on the actions and field visits to the area</li> </ul>		
4	<p>A progress report including:</p> <ul style="list-style-type: none"> <li>- 3 monthly consultation meetings report to review project progress (including technical guidance to enhance project outputs and follow up actions and key lessons learnt)</li> <li>- A draft project progress report based on the results framework and annual work plan to be submitted to the donor. (timely finalization and submission of the report to the donor as per the agreement must be ensured and comments addressed).</li> <li>- An analytical report based on the regular review and update of potential policy suggestions and revisions based on the project progress in the area</li> <li>- 3 ToRs developed based on the project team requirement</li> <li>- A report on progress of developed comprehensive project monitoring and evaluation tools and document major lessons learnt in order to guide future programming.</li> <li>- An updated report on the status of gender policy implementation and recommendations to empower women in target areas.</li> <li>- Analytical report on the Quick Win Projects including lessons learnt and recommendations to improve implementation.</li> <li>-</li> </ul>	End-March 2023	13%
5	<p>A progress report including:</p> <ul style="list-style-type: none"> <li>- 3 monthly consultation meetings report to review project progress (including technical guidance to enhance project outputs and follow up actions and key lessons learnt)</li> <li>- An analytical report of project progress to date based on the project results framework, work plan and project achievements and compilation of background data and key</li> </ul>	End-June 2023	9.5%



	<p>lessons learnt for reporting to the Project Board</p> <ul style="list-style-type: none"> <li>- A drafted project mid-year report</li> <li>- 4 ToRs developed based on the project team requirement</li> <li>- Analytical report on the Quick Win Projects including lessons learnt and recommendations to improve implementation.</li> </ul>		
6	<p>A progress report including:</p> <ul style="list-style-type: none"> <li>- 3 monthly consultation meetings report to review project progress (including technical guidance to enhance project outputs and follow up actions and key lessons learnt)</li> <li>- A report on the application of comprehensive project monitoring and evaluation tools and document major lessons learnt in order to guide future programming.</li> <li>- 3 ToRs developed based on the project team requirement</li> <li>- Update Policy suggestions on the comparative advantages of Sistan area based on the project activities and national consultants reports as well as other body of knowledge generated by the project</li> <li>- Analytical report on the Quick Win Projects including lessons learnt and recommendations to improve implementation.</li> <li>- A mission report based on the actions and field visits to the area</li> </ul>	End-September 2023	9%
7	<p>A progress report including:</p> <ul style="list-style-type: none"> <li>- 3 monthly consultation meetings report to review project progress (including technical guidance to enhance project outputs and follow up actions and key lessons learnt)</li> <li>- Draft Result-based project annual report to UNDP based on the results framework and annual work plan</li> <li>- At least one Brief Policy Paper on the comparative advantages of Sistan area based on the project activities and national consultants' reports, assessments, studies and other body of knowledge produced by the project</li> <li>- 3 ToRs developed based on the project team requirement</li> <li>- Updated report on the application of comprehensive project monitoring and evaluation tools and document major lessons learnt in order to guide future programming.</li> </ul>	End-December 2023	13%





	<ul style="list-style-type: none"> <li>- Updated report of gender policy implementation and recommendations to empower women in target areas.</li> <li>- Analytical report on the Quick Win Projects including lessons learnt and recommendations to improve implementation.</li> <li>-</li> </ul>		
8	<p>A progress report including:</p> <ul style="list-style-type: none"> <li>- 3 monthly consultation meetings report to review project progress (including technical guidance to enhance project outputs and follow up actions and key lessons learnt)</li> <li>- A draft project progress report based on the results framework and annual work plan to be submitted to the donor. (Timely finalization and submission of the report to the donor as per the agreement must be ensured and comments addressed).</li> <li>- At least one Brief Policy Paper on the comparative advantages of Sistan area based on the project activities and national consultants' reports, assessments, studies and other body of knowledge produced by the project</li> <li>- 3 ToRs developed based on the project team requirement</li> <li>- Updated report on the application of comprehensive project monitoring and evaluation tools and document major lessons learnt</li> <li>- Draft project exit strategy with clear timelines, division of labor, and required actions (including at the policy level) to ensure continuity and potential scale up initiated efforts</li> <li>- Analytical report on the Quick Win Projects including lessons learnt and recommendations to improve implementation.</li> </ul>	End-March 2024	14%
9	<p>A progress report including</p> <ul style="list-style-type: none"> <li>- 3 monthly consultation meetings report to review project progress (including technical guidance to enhance project outputs and follow up actions and key lessons learnt)</li> <li>- A report on the application of comprehensive project monitoring and evaluation tools and document major lessons learnt in order to guide future programming and develop policy recommendations based on project analysis, lessons and observations</li> </ul>	End-May 2024	8.5%



	<ul style="list-style-type: none"> <li>- Analytical report on the Quick Win Projects including lessons learnt and recommendations to improve implementation. A report on the implementation of developed exit strategy by the project team</li> <li>- Brief summary of gender policy implementation by the project, and lessons learnt</li> <li>- A mission report based on the actions and field visits to the area</li> </ul>		
<b>10</b>	Travel cost	<p>one time in 2022</p> <p>one time in 2023</p> <p>one time 2024</p>	As per actual travel costs* claimed by the consultant after completion of each mission

- Confirmation of the National Project Director (NPD) on delivery by the consultant, and acceptance by UNDP of all the final deliverables is prerequisite to the final payment.
- Each payment will be made in Euro upon satisfactory completion of the tasks and respective deliverables as per submission of deliverables/claims by the consultant and the UNDP approvals.
- Each payment will be transferred by UNDP through Electronic Fund Transfer to the Euro account number of the contractor introduced through a signed vendor form and bank certificate.
- Payments will be made according to UNDP regulations as will be explained in the contract documents.
- The International Consultant shall not do any work, provide any equipment, materials and supplies or perform any other services which may result in any cost in excess of the abovementioned amount
- The contract’s total payment is expected to cover travel, communication costs, costs of typing and preparing the soft and hard copies of documents and any other relevant costs regarding this activity.
- All envisaged travel costs (including ticket, accommodation, etc.) must be included in the offeror’s financial proposal. The individual offeror should consider the prevailing price for an economy class tickets serving the most direct routes in his /her financial proposal. Individual contractor wishing to upgrade his/her travel to business, or first class shall do so at his/her own expense. The project will provide air ticket for each local travel- therefore the cost to be excluded from this contract. The current living allowances in different cities of Iran has been included in the Financial Proposal template. The terminal fee and living allowances will be reimbursed after completion of each mission upon submission of travel claim form and based on the actual rate on travel dates. The cost of each mission is payable only against submission of UNDP’s Travel Claim Form (F10) boarding passes as well as visa, tickets’ and all other associated costs’ invoices.
- It is the responsibility of the applicants to find out the places she/he can collect her/his visa. After submitting the proposal, no increase in the cost of visa or associated costs for collecting the visa is accepted.
- The visa can be issued only in less than one week before travel date, so the applicants are recommended to consider refundable tickets, with reasonable cost. Please note that the



reimbursement of ticket costs is made as per actual cost of ticket but not above the proposed cost in the Financial Proposal, i.e. no increase in ticket costs is accepted after submission of Financial proposal.

## **Travel Requirements:**

If travel is required under the contract, the individual consultant shall:

- Obtain the required Security Clearance from I.R. Iran's authorities and UNDP office (the details of travel including date of departure and arrival, accommodation and purpose of travel shall be submitted to UNDP office 2 working days before date of travel);
- Undertake the training courses on BSAFE and provide UNDP with the certificate. The link to access the course is <https://training.dss.un.org/course/category/6>
- Undertake a full medical examination including x-rays and obtain medical clearance, according to COVID-19 pandemic, a test result is required from a UN-approved physician. This is only applicable for the Consultants on the age of 65 years or more.
- All ICs who will be hired during the COVID-19 Pandemic period are required to submit "Statement of Good Health" based on the WHO information on the impact of COVID-19 on individuals with underlining conditions before their travel.
- The Contractor shall consult with the delegated authorities on the bases on Travel requirements before date of departure and arrival and inform UNDP accordingly.



**Annex II**  
**GENERAL CONDITIONS OF CONTRACTS**  
**FOR THE SERVICE OF INDIVIDUAL CONTRACTORS**

**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 done 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.

**Please note that the subject of your submission email should be ONLY:**

**IRNUNDP22022**

**Annex III  
Individual's Information Sheets**

**International Consultancy as “Chief Technical Advisor (CTA) for Enhancing integrated natural resource management for the restoration of wetland ecosystems and support to alternative livelihoods development of local communities” Project”**

(Please type)

<b>General Information:</b>
<b>Full name of individual:</b> <b>Home address:</b>  <b>Telephone no.:</b> <b>Fax no.:</b> <b>E-mail address:</b> <i>Please attach your CV/resume.</i>
<b>References: Please provide the full names and contact details of at least two people (not related to you) or organizations/companies with whom/which you have had previous work experience. Please note that if selected, these referees will be contacted for the purpose of reference checking.</b>
<b>1) Full name of referee:</b> <b>Position/occupation:</b> <b>Telephone no.:</b> <b>E-mail address:</b>
<b>2) Full name of referee:</b> <b>Position/occupation:</b> <b>Telephone no.:</b> <b>E-mail address:</b>
<b>3) Full name of referee:</b> <b>Position/occupation:</b> <b>Telephone no.:</b> <b>E-mail address:</b>

**Please list your similar previous activities (at least one case) with description of services provided by you.**

1)

2)

3)

**Please note that the subject of your submission email should be ONLY:**

**IRNUNDP22022**

**Please write a summary of your educational background and your experience in below areas:**

- Write about your University Degree/s:
  
- Write about your experience, knowledge, and skills in below areas:
  - o Experience in international experience in climate smart development and resilience, climate change adaptation and mitigation or community resilience, socio-economic development or Integrated Natural Resources Management;
  - o Experience in design and using monitoring and evaluation tools and mechanisms
  - o Familiarity with the area-based development approach
  - o Expertise and experience in countries with drought and water scarcity context is a great asset.
  - o Past experience with UN system or Successful record of engagement in EU funded projects is an added value.
  - o Familiarity with Iran's institutional and cultural context and experience of working in sensitive areas are an added value.
  
- Your knowledge of English (reading, writing and speaking), please rate yourself.
  - No proficiency
  - Elementary proficiency
  - Limited working proficiency
  - Professional working proficiency
  - Full professional proficiency
  
- Your knowledge of Farsi (reading, writing and speaking), please rate yourself.
  - No proficiency
  - Elementary proficiency
  - Limited working proficiency
  - Professional working proficiency
  - Full professional proficiency

**Track Record and Experiences:** Provide the following information regarding your experience within the last 10 years which are related or relevant to those required for this contract.

Name of project	Client	Contract Value	Start Date	End Date	Contract's scope	References Contact Details (Name, Phone, Email)

**Please note that the subject of your submission email should be ONLY:**

**IRNUNDP22022**

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**Letter of interest: Please write (or attach), in no more than one page, about your motivation and interest in this activity and its relevance to your qualifications and previous work experience as well as why you consider yourself suitable for the work and a brief methodology on how you will approach & conduct the work.**

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**Please explain your methodology and approach for carrying out the activities and obtaining the expected output**

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**Please explain your understanding of the expected challenges and problems in implementation of this work and explain your approach to address and resolve them.**

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**Please develop an action plan with steps and timeframe for activities to be conducted by you including coordination with organizations required for implementation of the work**

Example:

Responsible entity/individual (if applicable)	Timeframe	Involved entities (if applicable)	Steps

**Attachments:**

*Please attach following documents:*

- CV
- Any other relevant documents including copy of contracts, publications, etc.

*Other explanations:*

**Name and signature of the individual**

**Name:**

**Signature:**

**Date:**

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**Annex IV  
Financial Proposal**

The offeror is asked to provide a Financial Proposal with indicating the daily fee for the required duration to accomplish the deliverables defined in the Terms of Reference.

**Breakdown of Cost by Components:**

Description of Output/Deliverables		Expected number of working Days	Unit Cost (EUR)	Amount (EUR)
<b>Deliverable No.1</b>	3 monthly consultation meetings report to review project progress (including technical guidance to enhance project outputs and follow up actions and key lessons learnt)			
	A customized internal (informal) gender policy (e.g., in recruitment, implementation of activities, and reporting the progress) for the project			
	A drafted project mid-year report			
	4 ToRs developed based on the project team requirement			
	Comprehensive project monitoring and evaluation tools designed (based on UNDP & donor requirements), and training provided			
	Analytical report on the Quick Win Projects including lessons learnt and recommendations to improve implementation.			
<b>Deliverable No.2</b>	3 monthly consultation meetings report to review project progress (including technical guidance to enhance project outputs and follow up actions and key lessons learnt)			
	4 ToRs developed based on the project team requirement			
	A report on progress of developed comprehensive project monitoring and evaluation tools			
	At least one Brief Policy Paper on the comparative advantages of Sistan area based on the project activities and national consultants' reports, assessments, studies and other body of knowledge produced by the project			
	A report on status of gender policy implementation and recommendations to empower women in target areas.			



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	Analytical report on the Quick Win Projects including lessons learnt and recommendations to improve implementation.			
<b>Deliverable No.3</b>	3 monthly consultation meetings report to review project progress (including technical guidance to enhance project outputs and follow up actions and key lessons learnt)			
	Draft Result-based project annual report to UNDP based on the results framework and annual work plan			
	An analytical report of project progress to date based on the project results framework, work plan and project achievements and compilation of background data and key lessons learnt for reporting at the Project Board			
	A report on progress of developed comprehensive project monitoring and evaluation tools and document major lessons learnt in order to guide future programming.			
	Analytical report on the Quick Win Projects including lessons learnt and recommendations to improve implementation.			
	A mission report based on the actions and field visits to the area			
<b>Deliverable No.4</b>	3 monthly consultation meetings report to review project progress (including technical guidance to enhance project outputs and follow up actions and key lessons learnt)			
	A draft project progress report based on the results framework and annual work plan to be submitted to the donor. (timely finalization and submission of the report to the donor as per the agreement must be ensured and comments addressed).			
	An analytical report based on the regular review and update of potential policy suggestions and revisions based on the project progress in the area			
	3 ToRs developed based on the project team requirement			
	A report on progress of developed comprehensive project monitoring and evaluation tools and document major lessons learnt in order to guide future programming.			

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	An updated report on the status of gender policy implementation and recommendations to empower women in target areas.			
	Analytical report on the Quick Win Projects including lessons learnt and recommendations to improve implementation.			
<b>Deliverable No.5</b>	3 monthly consultation meetings report to review project progress (including technical guidance to enhance project outputs and follow up actions and key lessons learnt)			
	An analytical report of project progress to date based on the project results framework, work plan and project achievements and compilation of background data and key lessons learnt for reporting to the Project Board			
	A drafted project mid-year report			
	4 ToRs developed based on the project team requirement			
	Analytical report on the Quick Win Projects including lessons learnt and recommendations to improve implementation.			
<b>Deliverable No.6</b>	3 monthly consultation meetings report to review project progress (including technical guidance to enhance project outputs and follow up actions and key lessons learnt)			
	A report on the application of comprehensive project monitoring and evaluation tools and document major lessons learnt in order to guide future programming.			
	3 ToRs developed based on the project team requirement			
	Update Policy suggestions on the comparative advantages of Sistan area based on the project activities and national consultants reports as well as other body of knowledge generated by the project			
	Analytical report on the Quick Win Projects including lessons learnt and recommendations to improve implementation.			
	A mission report based on the actions and field visits to the area			
	3 monthly consultation meetings report to review project progress (including technical guidance to enhance project			

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<b>Deliverable No.7</b>	outputs and follow up actions and key lessons learnt)			
	Draft Result-based project annual report to UNDP based on the results framework and annual work plan			
	At least one Brief Policy Paper on the comparative advantages of Sistan area based on the project activities and national consultants' reports, assessments, studies and other body of knowledge produced by the project			
	3 ToRs developed based on the project team requirement			
	Updated report on the application of comprehensive project monitoring and evaluation tools and document major lessons learnt in order to guide future programming.			
	Updated report of gender policy implementation and recommendations to empower women in target areas.			
	Analytical report on the Quick Win Projects including lessons learnt and recommendations to improve implementation.			
<b>Deliverable No.8</b>	3 monthly consultation meetings report to review project progress (including technical guidance to enhance project outputs and follow up actions and key lessons learnt)			
	A draft project progress report based on the results framework and annual work plan to be submitted to the donor. (Timely finalization and submission of the report to the donor as per the agreement must be ensured and comments addressed).			
	At least one Brief Policy Paper on the comparative advantages of Sistan area based on the project activities and national consultants' reports, assessments, studies and other body of knowledge produced by the project			
	3 ToRs developed based on the project team requirement			
	Updated report on the application of comprehensive project monitoring and evaluation tools and document major lessons learnt			
Draft project exit strategy with clear timelines, division of labor, and required actions (including at the policy				

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	level) to ensure continuity and potential scale up initiated efforts			
	Analytical report on the Quick Win Projects including lessons learnt and recommendations to improve implementation.			
<b>Deliverable No.9</b>	3 monthly consultation meetings report to review project progress (including technical guidance to enhance project outputs and follow up actions and key lessons learnt)			
	A report on the application of comprehensive project monitoring and evaluation tools and document major lessons learnt in order to guide future programming and develop policy recommendations based on project analysis, lessons and observations			
	Analytical report on the Quick Win Projects including lessons learnt and recommendations to improve implementation. A report on the implementation of developed exit strategy by the project team			
	Brief summary of gender policy implementation by the project, and lessons learnt			
	A mission report based on the actions and field visits to the area			
Visa Fee (for 3 mission)		3		
Round Trip Airfares to and from duty station		3 round tickets		
Travel Insurance Costs		3		
Terminal Expense (Home-Airport-Hotel-Airport-Home)		12 trips		
Living Allowances in Tehran		15 days	Current rate in April 2022: 67.39 Euro	1,010.85
Living Allowances in cities of Sistan and Baluchestan Province		12 days	Current rate in April 2022: 54.34 Euro	652.08
Communication Cost, if any				
Miscellaneous Costs (if any, please specify the type of cost you are referring to)				
<b>Total Offered Amount (EUR)</b>				

Signature:

Name:

Title:

Date:

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**Important Notes:**

- The contract amount will be paid as per the above installments after completion of the works and finalization and approval of the evaluation reports.
- The requested expected no. of days for each deliverable is purely for procurement justification purposes and will not affect the payment terms of the contract which is lump sum (deliverable based)
- The offered and agreed amount of each deliverable will not be subject to change during the lifetime of the contract.
- The payments will be made based on the completion of each deliverable upon certification by UNDP that the deliverables have been satisfactorily received.
- All envisaged travel costs must be included in the offeror's financial proposal. The individual offeror should consider the prevailing price for an economy class ticket serving the most direct routes in his/her financial proposal. Individual contractor wishing to upgrade his/her travel to business, or first class shall do so at his/her own expense.
- The cost-of-living allowances will be reimbursed after each mission and upon submission of Travel Claim form (F10) as well as all other associated costs' invoices.
- The cost of tickets will be reimbursed as per the actual costs but not exceeding the costs offered in the financial proposal.
- The individual offeror should consider the prevailing price for an economy class tickets serving the most direct routes in his /her financial proposal. Individual contractor wishing to upgrade his/her travel to business, or first class shall do so at his/her own expense.
- The current living allowances in different cities of Iran has been included in the Financial Proposal template. The terminal fee and living allowances will be reimbursed after completion of each mission upon submission of travel claim form and based on the actual rate on travel dates.
- It is the responsibility of the applicants to find out the places she/he can collect her/his visa. After submitting the proposal, no increase in the cost of visa or associated costs for collecting the visa is accepted.
- The visa can be issued only in less than one week before travel date, so the applicants are recommended to consider refundable tickets, with reasonable cost. Please note that the reimbursement of ticket costs is made as per actual cost of ticket but not above the proposed cost in the Financial Proposal, i.e., no increase in ticket costs is accepted after submission of financial proposal.
- Obtain the required Security Clearance from I.R. Iran's authorities and UNDP office (the details of travel including date of departure and arrival, accommodation and purpose of travel shall be submitted to UNDP office 2 working days before date of travel).
- Undertake the training courses on BSAFE and provide UNDP with the certificate within one week after signing the contract. The link to access the course is <https://training.dss.un.org/course/category/6>

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**Annex V**

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

Date \_\_\_\_\_

Nazli Alavi  
United Nations Development Programme  
No.8, Shahrzad Blvd., Darrou, Tehran, 1948773911, Iran

Dear Sir/Madam:

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 which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [*delete this item if the TOR does not require submission of this document*];
- E) I hereby propose to complete the services based on the following payment rate: [*please check the box corresponding to the preferred option*]:
  - An all-inclusive daily fee of [*state amount in words and in numbers indicating currency*]
  - A total lump sum of [*state amount in words and in numbers, indicating exact currency*], payable in the manner described in the Terms of Reference.
- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- G) 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 the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;

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H) This offer shall remain valid for a total period of \_\_\_\_\_ days [*minimum of 90 days*] after the submission deadline;

I) 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*];

J) If I am selected for this assignment, I shall [*please check the appropriate box*]:

- Sign an Individual Contract with UNDP;
- Request my employer [*state name of company/organization/institution*] to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

\_\_\_\_\_

K) 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	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

L) 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.

M) ***If you are a former staff member of the United Nations recently separated, please 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.

N) 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.

O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

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YES  NO If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

P) Do you have any objections to our making enquiries of your present employer?

YES  NO

Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES  NO  If answer is "yes", WHEN?

R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Address	Business or Occupation

S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES  NO  If "yes", give full particulars of each case in an attached statement.

FULL NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

HOME TEL NO.: \_\_\_\_\_

CELL PHONE: , \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.