

REQUEST FOR PROPOSAL

Ref: UIS-RMS

(Please quote this UIS reference in all correspondence)

You are invited to submit an offer for a resource mobilization strategy in accordance with the present solicitation document.

The Request for Proposal (RFP) consists of this cover page and the following Annexes:

- Annex I [Instructions to Offerors](#)
- Annex II [General Conditions of Contract](#)
- Annex III [Terms of Reference \(TOR\)](#)
- Annex IV [Proposal Submission Form](#)
- Annex V [Price Schedule Instructions](#)
- Annex VI [Vendor Information Form](#)

Your offer comprising of technical proposal and financial proposal, in separate emails, should reach the following address uis.procurement@unesco.org **no later than 25 July 2017**, midnight local (Montreal) time (GMT -4) .

This should not be construed in any way as an offer to contract with your firm/institution. Your proposal could, however, form the basis for a contract between your company and UIS.

For and on behalf of UIS

Silvia Montoya
Director of the UNESCO Institute for Statistics

ANNEX I – Instructions to Offerors

These instructions contain general guidelines and instructions on the preparation, clarification, and submission of Proposals.

A. INTRODUCTION

1. General

The purpose of this Request for Proposal (RFP) is to invite proposals for professional services to be provided to the UNESCO Institute for Statistics - UIS.

2. Eligible bidders

Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates, which have been engaged by UIS to provide consulting services for the preparation of the Terms of Reference, and other documents to be used for the procurement of services to be purchased under this Request for Proposal.

This bid is open to all national and international suppliers who are legally constituted, can provide the requested services, and have a valid registration in the country, or through an authorized representative.

Bidders are ineligible if at the time of submission of the offer:

- (a) The bidder is on the exclusion list published on the global portal for suppliers of the United Nations Organization, (<http://www.ungm.org>) due to fraudulent activities.
- (b) The name of the bidder appears on the 1267 terrorists list, issued by resolution 1267 of the UN Security Council, which establishes a list of sanctions covering individuals and entities associated with Al-Qaida or the Taliban.
- (c) The bidder is excluded by the World Bank Group.

3. Fraud and corruption

UIS requires that bidders, contractors and their subcontractors adhere to the highest standard of moral and ethical conduct during the procurement and execution of UIS contracts and do not engage in corrupt, fraudulent, collusive, coercive or obstructive practices.

For the purpose of this provision, such practices are collectively referred to as “fraud and corruption”:

- “Corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
- “Fraudulent practice” means any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit, or to avoid an obligation;
- “Collusive practice” means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;
- “Coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.
- “Obstructive practice” means acts intended to materially impede the exercise of UIS’s contractual rights of audit, investigation and access to information, including destruction, falsification, alteration or concealment of evidence material to a UIS investigation into allegations of fraud and corruption.

- “Unethical practice” means conduct or behaviour that is contrary to Staff or Supplier codes of conduct, such as those relating to conflict of interest, gifts, hospitality, postemployment provisions, abuse of authority and harassment.

UIS expects that all suppliers who wish to do business with UIS will embrace the [United Nations Supplier Code of Conduct](#)

UN Agencies have adopted a zero tolerance policy on gifts and therefore, it is of overriding importance that UIS staff should not be placed in a position where their actions may constitute or could be reasonably perceived as reflecting favourable treatment of an individual or entity by accepting offers of gifts, hospitality or other similar favours. Vendors are, therefore, requested not to send or offer gifts or hospitality to UIS personnel.

UIS will:

- Reject a proposal to award a contract if it determines that a vendor recommended for award has engaged in fraud and corruption in competing for the contract in question.
- Cancel or terminate a contract if it determines that a vendor has engaged in fraud and corruption in competing for or in executing a UIS contract.
- Declare a vendor ineligible, either indefinitely or for a stated period of time, to become a UN registered vendor if it at any time determines that the vendor has engaged in fraud and corruption in competing for or in executing a UIS contract.

4. Supplier Protest

Suppliers perceiving that they have been treated unjustly or unfairly in connection with a solicitation, evaluations, or award of a contract, may complain to the relevant UIS Contracting Unit (i.e. Office of the Director) indicated in the solicitation documents.

Should the protestor be unsatisfied with the reply received, the protestor may escalate the complaint to the Chief Financial Officer (CFO) in the **Bureau of Financial Management** at BFM.DIR@UIS.org. The CFO may seek all necessary clarifications from responsible UIS officers and from the Legal Office.

If the protest involves allegations of misconduct by UIS personnel or corrupt or fraudulent practices, the protest shall be forwarded directly to the Office of Internal Oversight. Please refer to [how-to-report-fraud-corruption-or-abuse](#).

5. Cost of Proposal

The Offeror shall bear all costs associated with the preparation and submission of the Proposal and UIS will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

B. SOLICITATION DOCUMENTS

6. Contents of Solicitation Documents

Proposals must offer services for the total requirement. Proposals offering only part of the requirement will be rejected. The Offeror is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Offeror's risk and may affect the evaluation of the Proposal.

7. Clarification of Solicitation Documents

A prospective Offeror requiring any clarification of the Solicitation Documents may notify UIS in writing at the email provided in the RFP. UIS will respond in writing to any request for clarification of the Solicitation Documents that it receives earlier than two weeks prior to the deadline for the submission of Proposals. Written copies of the organisation's response (including an explanation of the query but without identifying the source of inquiry) will be made available through the website

8. Amendments of Solicitation Documents

At any time prior to the deadline for submission of Proposals, UIS may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Offeror, modify the Solicitation Documents by amendment, which will be made available through the website.

In order to afford prospective Offerors reasonable time in which to take the amendments into account in preparing their offers, UIS may, at its discretion, extend the deadline for the submission of Proposals.

C. PREPARATION OF PROPOSALS

The offers received must include information in sufficient scope and detail to allow UIS to consider whether the company has the necessary capability, experience, expertise, (financial strength) and the required capacity to perform the services satisfactorily.

9. Language of the Proposal

The Proposals prepared by the Offeror and all correspondence and documents relating to the Proposal exchanged by the Offeror and UIS shall be written in English. Any printed literature furnished by the Offeror may be written in another language so long as accompanied by a translation of its pertinent passages in which case, for purposes of interpretation of the Proposal, the language as stated in the Solicitation Documents applies.

10. Documents Comprising the Proposal

The Proposal shall comprise the following components:

- i. Proposal submission form;
- ii. Operational and technical part of the Proposal, including documentation to demonstrate that the Offeror meets all requirements;
- iii. Price schedule completed in accordance with clauses 10 & 11.

11. Proposal Form - Presentation of the technical proposal

The Offeror shall structure the technical part of its Proposal as follows:

11.1. Description of the firm/institution and its qualifications (where applicable)

(a) Management Structure

This Section should provide corporate orientation to include company's profile (year and country of incorporation – copy of certificate of incorporation), a brief description of present activities focusing on services related to the Proposal as well as an outline of recent experience on similar projects, including experience in the country.

The firm/institution should describe the organizational unit(s) that will become responsible for the contract, and the general management approach towards a project of this kind. The Offeror should identify the person(s) representing the Offeror in any future dealing with UIS.

Offeror to provide supporting information as to firm's reliability, financial and managerial capacity to perform the services.

(b) Resource Plan

This Section should fully explain the Offeror's resources in terms of personnel and facilities necessary for the performance of the requirements, and any plans for their expansion. It should describe Offeror's current capabilities/facilities and any plans for their expansion.

11.2. Proposed Approach, Methodology, Timing and Outputs

This section should demonstrate the Offeror's responsiveness to the TOR and include detailed description of the manner in which the firm/institution would respond to the TOR, addressing the requirements, as specified, point-by-point. You should include the number of person-working days in each specialization that you consider necessary to carry out all work required.

For assessment of your understanding of the requirements please include any assumptions as well as comments on the data, support services and facilities to be provided by the beneficiary as indicated in the Statement of Requirements/TOR, or as you may otherwise believe to be necessary.

11.3. Proposed Personnel

In this section, the offeror should reflect the project staffing including the work tasks to be assigned to each staff member as well as their qualifications with reference to practical experience relating to specialization area of the project for each proposed staff. The complete CV's of proposed staff is to be submitted.

If applicable, this staffing proposal should be supported by an organigram illustrating the reporting lines, together with a description of such organization structure.

The technical part of the Proposal should not contain any pricing information whatsoever on the services offered. Pricing information shall be separated and only contained in the appropriate Price Schedule.

It is mandatory that the Offeror's Proposal numbering system corresponds with the numbering system as provided in the TOR. All references to descriptive material and brochures should be included in the respective paragraph, though material/documents themselves may be provided as annexes to the Proposal/response.

12. Price Proposal

The Offeror shall indicate on an appropriate Price Schedule the prices of services it proposes to supply under the contract, if selected.

13. Proposal currencies

Your separate price proposal must contain an overall quotation in a single currency. All prices shall be quoted in US dollars.

14. Period of validity of proposals

Proposals shall remain valid for ninety (90) days after the date of Proposal submission prescribed by UIS, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected by UIS on the grounds that it is non-responsive.

15. Payment

In full consideration for the complete and satisfactory performance of the services of the contract, UIS shall effect payments to the Contractor within 30 days after receipt and acceptance of the invoices submitted by the contractor for services provided.

D. SUBMISSION OF PROPOSALS

16. Sealing and marking of proposals

Your application should be submitted electronically in two steps:

- 1) The technical proposal should be sent electronically to uis.procurement@unesco.org. The subject line should read: UIS-RMS-Technical Proposal.
- 2) The financial proposal should be sent electronically to uis.procurement@unesco.org. The subject line should read: UIS-RMS-Financial Proposal.

17. Deadline for submission of proposals

Proposals must be received on or before the date and time specified on the cover page of these Solicitation Documents.

UIS may, at its own discretion extend this deadline for the submission of Proposals by amending the solicitation documents in accordance with clause *Amendments of Solicitation Documents*.

18. Late Proposals

Any Proposal received by UIS after the deadline for submission of proposals, pursuant to clause *Deadline for the submission of proposals*, will be rejected.

19. Modification and withdrawal of Proposals

The Offeror may withdraw its Proposal after the Proposal's submission, provided that written notice of the withdrawal is received by UIS prior to the deadline specified in the RFP. Proposals may not be modified or withdrawn after that time.

E. OPENING AND EVALUATION OF PROPOSALS

20. Opening of proposals

UIS representatives will open all Proposals after the deadline for submissions and in accordance with the rules and regulations of the organization.

21. Clarification of proposals

To assist in the examination, evaluation and comparison of Proposals, UIS may at its discretion, ask the Offeror for clarification of its Proposal. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.

22. Preliminary examination

UIS will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.

Prior to the detailed evaluation, UIS will determine the substantial responsiveness of each Proposal to the Request for Proposals (RFP). For purposes of these Clauses, a substantially responsive Proposal is one, which conforms to all the terms and conditions of the RFP without deviations. The determination of a Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence.

A Proposal determined as not substantially responsive will be rejected by UIS.

23. Evaluation and comparison of proposals

Proposals will be evaluated on:

- 1) Eligibility criteria requirements;
- 2) Description of study approach;
- 3) Proposed fee.

Evaluations will be based on a weight of 70% attributed to the eligibility criteria requirements and proposed project approach and 30% to the cost of the proposal.

The technical proposal is evaluated on the basis of its responsiveness to the Terms of Reference (TOR).

F. AWARD OF CONTRACT

24. Award criteria, award of contract

UIS reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Offeror or any obligation to inform the affected Offeror or Offerors of the grounds for such action.

Prior to expiration of the period of proposal validity, UIS will award the contract to the qualified Offeror whose Proposal after being evaluated is considered to be the most responsive to the needs of the organisation and activity concerned.

25. Purchaser's right to vary requirements at time of award and to negotiate

UIS reserves the right at the time of award of contract to increase or decrease by up to 20% the quantity of services and goods specified in the RFP without any change in hourly/daily or any other rates or prices proposed by the Bidders or other terms and conditions.

UIS reserves the right to carry out negotiations.

ANNEX II – General Terms and Conditions for Professional Services

1. LEGAL STATUS

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

2. SOURCE OF INSTRUCTIONS

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

3. CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES

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

4. ASSIGNMENT

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

5. SUB-CONTRACTING

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

6. OFFICIALS NOT TO BENEFIT

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

7. INDEMNIFICATION

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

8. INSURANCE AND LIABILITIES TO THIRD PARTIES

The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract. The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or its equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract. The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles. The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or its equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in

connection with this Contract. Except for the workmen's compensation insurance, the insurance policies under this Article shall:

8.1 Name UIS as additional insured;

8.2 Include a waiver of subrogation of the Contractor's rights to the insurance carrier against UIS;

8.3 Provide that UIS shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage. 8.4 The Contractor shall, upon request, provide UIS with satisfactory evidence of the insurance required under this Article.

9. ENCUMBRANCES/LIENS

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with UIS against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

10. TITLE TO EQUIPMENT

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

11. COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS

UIS shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights, and trademarks, with regard to products, or documents and other materials which bear a direct relation to or are produced or prepared or collected in consequence of or in the course of the execution of this Contract. At UIS's request, the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring them to UIS in compliance with the requirements of the applicable law.

12. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UIS OR THE UN

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

13. CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION

Drawings, photographs, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the Contractor under this Contract shall be the property of UIS, shall be treated as confidential and shall be delivered only to UIS authorized officials on completion of work under this Contract. The Contractor may not communicate at any time to any other person, Government or authority external to UIS, any information known to it by reason of its association with UIS, which has not been made public except with the authorization of UIS; nor shall the Contractor at any time use such information to private advantage. These obligations do not lapse upon termination of this Contract.

14. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

Force majeure, as used in this Article, means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force, which are beyond the control of the Parties. In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to UIS, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify UIS of any other changes in conditions or the occurrence of any event, which interferes or threatens to interfere with its performance of this

Contract. The notice shall include steps proposed by the Contractor to be taken including any reasonable alternative means for performance that is not prevented by force majeure. On receipt of the notice required under this Article, UIS shall take such action as, in its sole discretion, it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract. If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, UIS shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

15. TERMINATION

Either party may terminate this Contract for cause, in whole or in part, upon thirty days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16 "Settlement of Disputes" below shall not be deemed a termination of this Contract. UIS reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UIS shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination. In the event of any termination by UIS under this Article, no payment shall be due from UIS to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract. The Contractor shall take immediate steps to terminate the work and services in a prompt and orderly manner and to minimize losses and further expenditures. Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, UIS may, without prejudice to any other right or remedy it may have, terminate this Contract forthwith. The Contractor shall immediately inform UIS of the occurrence of any of the above events.

16. SETTLEMENT OF DISPUTES

16.1 Amicable Settlement

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

16.2 Arbitration

Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Contract or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Article within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

17. PRIVILEGES AND IMMUNITIES

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of UIS.

18. TAX EXEMPTION

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

18.2 Accordingly, the Contractor authorizes UIS to deduct from the Contractor's invoice any amount representing such taxes, duties or

charges, unless the Contractor has consulted with UIS before the payment thereof and UIS has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide UIS with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

19. CHILD LABOUR

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

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

20. MINES

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

20.2 Any breach of this representation and warranty shall entitle UIS to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UIS.

21. OBSERVANCE OF THE LAW

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

22. AUTHORITY TO MODIFY

No modification or change in this Contract, no waiver of any of its provisions or any additional contractual relationship of any kind with the Contractor shall be valid and enforceable against UIS unless provided by an amendment to this Contract signed by the authorized official of UIS.

23. SECURITY

The responsibility for the safety and security of the Contractor and its personnel and property, and of UIS property in the Contractor's custody, rests with the Contractor.

The Contractor shall:

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

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

24. ANTI-TERRORISM

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

ANNEX III – Terms of Reference (TOR)

A. Background

The UNESCO Institute for Statistics (UIS) is the official and trusted source of internationally comparable data on education, science, culture and communication. As the official statistical agency of UNESCO, the UIS produces a wide range of indicators in UNESCO's fields of action by working with national statistical offices, line ministries and other statistical organizations. At a time where the global community relies on the Institute more than ever to produce a new and expanded set of indicators to monitor progress on the Sustainable Development Goals (SDG), the UIS faces a number of challenges in terms of fundraising. While the production of high quality, internationally comparable statistics is a global public good, from which a wide community benefits, it is becoming ever difficult to secure multi-year program funding from traditional bilateral donors. Moreover, a clear strategy is needed to secure funding from pooled funding, foundations and other new donors.

B. Work assignment

1. Produce a Resource Mobilization Strategy for the UIS

The strategy is expected to be *detailed* and *practically oriented*, and to include the following three key elements:

(1) An assessment of UIS' current priorities and funding situation. The Consultant will be expected to conduct a full review of the UIS program and current strategic priorities as set out in its Medium-Term Strategy, annual work plans and planning documents, with particular focus on its role in monitoring progress towards the SDGs at both national and international levels. The UIS business model, its funding structure and the evolution of the UIS budget and donors in the last decade should be analyzed, and an outline of funding needs, anticipated gaps and potential funders for each of the UIS' thematic areas and regions produced.

(2) A review of potential funding sources and funding arrangements. Based on the assessment of priorities and funding needs (1), the strategy should identify potential funders such as bilateral and multilateral donors, philanthropic organizations and foundations, regional organizations, and emerging donors by mapping their interest to UIS thematic areas and regions in an easy-to-use format (ex. tables). It should outline funding windows, requirements and guidelines for each of the potential donors, and explore new funding arrangements such as pooled funding, trust funds etc. to fund key topics of interest such as learning or equity measures. A review of funding arrangements and donors of organizations similar to the UIS should be carried out to draw lessons.

(3) A step-by-step operational plan to secure long-term funding for the Institute. On the basis of the analysis from (1) and (2) and in coordination with the UIS Director, the Consultant will develop an operation plan to implement the Resource Mobilization Strategy over the next 5 years, with priority fundraising targets and responsibilities. The plan should define potential funding scenarios from which the program can be redirected (e.g. best, median, worst cases, etc.).

The strategy should put the funding of the UIS in the context of its role as provider of a global public good and the importance of performing this function well to achieve the SDGs. It should address the potential role in fundraising of the UIS Governing Board and the UIS Donor Group, and key staffing issues such as the value of hiring a full-time fundraiser for the Institute versus (or alongside of) a plan for training UIS Senior and regional staff on fundraising. The Consultant is expected to suggest innovative ways of mobilizing sustained support from new donor countries, private foundations and pooled funding mechanisms (such as the Global Partnership for Education).

To inform the strategy, the Consultant will need to meet and discuss with key UIS staff to get an understanding of various areas of work, work plans and potential projects to be funded. Interviews with

existing and potential donors should also be conducted to identify which organizations could be interested in funding which area of the UIS' work.

2. Support the initial implementation of the strategy

In addition to the development of the Resource Mobilization Strategy, the Consultant will be expected to help with its initial implementation. This will include reviewing funding proposals that have been developed over the last 2 years and identify reasons why fundraising has or has not been successful, develop 3-4 high quality funding proposals in consultation with relevant UIS staff as well as templates for donor communication, proposal development, budget preparation and reporting. Strategic advice will be provided to the UIS Director by the Consultant during this initial phase, as well as training on fundraising, proposal writing and budget preparation to key UIS staff.

The Consultant(s) will be required to travel to the UIS offices in Montreal twice during the assignment to meet with the UIS Director and other key staff. The cost of travel should be included in the quote for services, however, it is to be noted that the final travel cost will be calculated and paid according to UNESCO travel rules.

C. Deliverables

Estimated timeline of the contract is from 1 September 2017 to 31 October 2017.

- i. A detailed, practically-oriented Resource Mobilization Strategy over the next 5 years (2018-2022), including detailed mapping of potential donors matching UIS strategic needs and priorities, key actions and responsibilities
- ii. 3-4 high quality multi-year proposals developed in collaboration with UIS staff and in-line with key areas of the UIS Medium-term Strategy
- iii. Templates for donor communication, proposal development, budget preparation and reporting
- iv. Short report presenting a case for investing in UIS to be used for communication with donors

D. Eligibility criteria

This consultancy requires at least five years of experience in the area of fundraising for intergovernmental and/or international organizations (including at least two UN/multilateral agencies), with demonstrable success in connecting with private sector and bilateral donors.

The application must be completed in English and include the following information:

- Details of the applicant including curriculum vitae, references and past experience in this area of work.
- A list of previous similar assignments and projects.
- A description of the approach to be taken for the project.
- Price schedule

E. Remuneration

A standard UNESCO contract will be drawn with the selected consultant or team of consultants. No additional payment will be made apart from those stipulated in the concluded contract. Any travel will be calculated and paid in accordance with UNESCO rules for consultants.

For any questions, please contact:

UNESCO Institute for Statistics

Tel : +1 514 343- 7915 // E-mail : o.ovsyannikova@unesco.org

ANNEX IV – Proposal Submission Form

TO: UIS

To form an integral part of your technical proposal

Dear Sir / Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide Professional Services for the sum as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Proposal.

We undertake, if our Proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

We agree to abide by this Proposal for a period of 90 days from the Proposal Closing Date as stipulated in the Solicitation Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept any Proposal you may receive.

Name of Bidder:

Address of Bidder:

Authorised Signature:

Name & title of Authorised
Signature:
Date:

ANNEX V – Price Schedule Instructions

GENERAL INSTRUCTIONS

1. The Bidder is asked to prepare a Price Schedule as a separate email from the rest of the RFP response as indicated in paragraph 16 of the Instructions to Offerors.
2. All prices/rates quoted must be exclusive of all taxes, since the UIS is exempt from taxes as detailed in Annex II, Clause 20.
3. The Price Schedule must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category. Please include consultancy rate per day and number of workdays. The cost of travel should be included in the quote, however, it is to be noted that the final travel cost will be calculated and paid according to UNESCO travel rules.
4. It is the policy of UIS not to grant advance payments except in unusual situations where the potential contractor whether a private firm, NGO or a government or other entity, specifies in the proposal that there are special circumstances warranting an advance payment. UIS, at its discretion, may however determine that such payment is not warranted or determine the conditions under which such payment would be made.

Any request for an advance payment is to be justified and documented and must be submitted with the financial proposal. This justification shall explain the need for the advance payment, itemise the amount requested and provide a time-schedule for utilisation of said amount.

ANNEX VI – Vendor Information Form

General Information

Company Name:	
City, Country	
Web Site URL:	
Contact Person:	
Title:	
Phone:	
Email Address:	

Expertise of the Bidder

Line of Business, area of expertise:	
Type of business:	
Years of company experience:	
Main clientele:	
Past contracts with other UN organizations:	

References: Please provide at least three references including contact details for contracts for similar services to the one requested under this consultancy:

Organization Name/Country:	Contact person:	Telephone:	Email:
1.			
2.			
3.			