**REQUEST FOR PROPOSAL (RFP)**

**10 March 2013**

**UNITED NATIONS CHILDREN’S FUND (UNICEF) would like to invite you to submit a proposal for**

**Designing and setting up a child-wellbeing monitoring system at local level in Kazakhstan.**

**(for institutional contractors and individual consultants)**

Depending on the type of submission (postal or e-mailed):

**POSTAL SUBMISSION:**

**Proposals** should be sent to

UNICEF Kazakhstan

RFP/KAZA/2013/003

Astana, Beibitshilik str, 10-A, Block 1

Attn: Assel Kaliyeva

IMPORTANT – ESSENTIAL INFORMATION

The reference **RFP/KAZA/2013/003** must be shown on the envelope containing the Technical Proposal and on the envelope containing the Price Proposal, as well as on the outer packaging containing both envelopes.

The bid form must be used when replying to this request for proposal.

**The Proposals MUST be received at the above address by latest 17:00 on 30 March 2013.**

**E-MAILED SUBMISSION:**

**Proposals** should be sent to:

FROM COMPANIES AND ORGANIZATIONS:

[akaliyeva@unicef.org](mailto:akaliyeva@unicef.org)

CC: ebegisheva@unicef.org

FROM INDIVIDUALS:

zzhumabekova@unicef.org

CC: ebegisheva@unicef.org

The following should be ensured in E-mailed submission:

IMPORTANT – ESSENTIAL INFORMATION

The reference **RFP/KAZA/2013/003** must be shown in the subject of the e-mail.

**The Proposals MUST be sent to the above e-mail addresses by latest 17:00 on 30 March 2013.**

**SUBMISSIONS FROM INDIVIDUAL CONSULTANTS**

**See Section 10, ANNEX I for requirements for individual submission.**

Proposals received after the stipulated date and time will be invalidated.

It is important that you read all of the provisions of the request for proposal, to ensure that you understand UNICEF’s requirements and can submit a proposal in compliance with them. Note that failure to provide compliant proposals may result in invalidation of your proposal.

BID FORM

**THIS PAGE/BID FORM** must be completed, signed and returned to UNICEF Kazakhstan. Bid must be made in accordance with the instructions contained in this Request for Proposal.

TERMS AND CONDITIONS OF CONTRACT

Any Contract or Purchase Order resulting from this INVITATION shall contain UNICEF General Terms and Conditions and any other Specific Terms and Conditions detailed in this INVITATION.

INFORMATION

The Undersigned, having read the Terms and Conditions of RFP/KAZA/2013/003 set out in the attached document, hereby offers to supply the services specified in the schedule at the price or prices quoted, in accordance with any specifications stated and subject to the Terms and Conditions set out or specified in the document.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Name & Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postal Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel. No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Validity of Offer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Currency of Offer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

THIS REQUEST FOR PROPOSAL HAS BEEN:

PREPARED BY: Assel Kaliyeva, akaliyeva@unicef.org

(To be contacted for additional information)

**APPROVED BY: Elvira Begisheva, ebegisheva@unicef.org**

1.0 PROCEDURES AND RULES

1.1 ORGANISATIONAL BACKGROUND

UNICEF is the agency of the United Nations mandated to advocate for the protection of children’s rights, to help meet their basic needs and to expand their opportunities to reach their full potential. Guided by the Convention on the Rights of the Child UNICEF strives to establish children’s rights as international standards of behaviour towards children. UNICEF’s role is to mobilise political will and material resources to help countries ensure a “first call for children". UNICEF is committed to ensuring special protection for the most disadvantaged children.

UNICEF carries out its work through its headquarters in New York, 8 regional offices and 125 country offices world-wide. UNICEF also has a research centre in Florence, a supply operation based in Copenhagen and offices in Tokyo and Brussels. UNICEF’s 37 committees raise funds and spread awareness about the organisations mission and work.

1.2 PURPOSE OF THE RFP

The purpose of this RFP is to strengthen the profile of children at the sub-national policy levels and to introduce the regular monitoring of child wellbeing in one region.

1.3. RFP CHANGE POLICY

All requests for formal clarification or queries on this RFP from **institutional contractors** must be submitted in writing to Assel Kaliyeva via e-mail at [akaliyeva@unicef.org](mailto:akaliyeva@unicef.org)/via fax at 8 7172 321803 or 326092 with copy to [ebegisheva@unicef.org](mailto:ebegisheva@unicef.org). All requests for formal clarification or queries on this RFP from **individual consultants** must be submitted in writing to Zhanar Zhumabekova via e-mail at zzhumabekova@unicef.org/via fax at 8 7172 321803 or 326092 with copy to [ebegisheva@unicef.org](mailto:ebegisheva@unicef.org) Please make sure that the e-mail or fax mentions the RFP reference number.

Only written inquiries will be entertained. Please be informed that if the question is of common interest, the answer will be shared with all potential RFP bidders.

Erasures or other corrections in the proposal must be explained and the signature of the applicant shown alongside. All changes to a proposal must be received prior to the closing time and date. It must be clearly indicated that it is a modification and supersedes the earlier proposal, or state the changes from the original proposal. Proposals may be withdrawn on written request received from bidders prior to the opening time and date. Bidders are expected to examine all instructions pertaining to the work. Failure to do so will be at bidder’s own risk and disadvantage.

1.4 RFP RESPONSE FORMAT

Full proposals should be submitted in ENGLISH and must be received not later **17:00 on 30 March 2013**

following the below requirements.

**IN CASE OF POSTAL SUBMISSION** bidders must submit a sealed proposal, with two **separate sealed envelopes inside for a) the Technical Proposal and b) the Price Proposal.**

Sealed proposals must be securely closed in suitable envelopes and dispatched to arrive at the UNICEF office indicated no later than the closing time and date. They must be clearly marked as follows:

* Outer envelope:

Name of company or individual consultant

RFP number

UNICEF *KAZ*

Address

* Inner envelope – technical proposal: Name of company/individual consultants, RFP number - technical proposal
* Inner envelope - price proposal: Name of company/individual consultant, RFP number - price proposal

**IN CASE OF E-MAILED SUBMISSIONS** the proposals should be attached to the e-mail submission and all attachments (the Technical Proposal and Price Proposal) should be in a non-editable format, for example secure PDF format.

E-mail submission **from institutional contractors** should be sent to Assel Kaliyeva via e-mail at [akaliyeva@unicef.org](mailto:akaliyeva@unicef.org) with mandatory copying to [ebegisheva@unicef.org](mailto:ebegisheva@unicef.org).

E-mail submission **from individual consultants** should be sent to Zhanar Zhumabekova via e-mail at [zzhumabekova@unicef.org](mailto:zzhumabekova@unicef.org) with mandatory copying to [ebegisheva@unicef.org](mailto:ebegisheva@unicef.org).

The following should be ensured in E-mailed submission:

* The subject line should have reference to RFP number
* Technical proposal and Price proposal should be attached as separate files in a non-editable format
* The body of the message should only make reference to Name of company, RFP number, UNICEF *KAZ*
* Should not copy any other UNICEF staff member except those indicated above.

Proposals received in any other manner will be invalidated.

Sealed or e-mailed proposals received prior to the stated closing time and date will be kept unopened. The responsible officers will open technical proposals when the specified time has arrived and no proposal received thereafter will be considered. UNICEF will accept no responsibility for the premature opening of a proposal not properly addressed or identified. Any delays encountered in the mail delivery will be at the risk of the bidder.

1.5 BIDDER RESPONSE

* + - Formal submission requirements

The formal submission requirements as outlined in this Request for Proposal must be followed, e.g. regarding form and timing of submission, marking of the envelopes, no price information in the technical proposal, etc.

* + - Bid Form

The completed and signed bid form must be submitted together with the proposal.

* + - Mandatory criteria

All mandatory (i.e. must/have to/shall/should/will) criteria mentioned throughout this Request for Proposal have to be addressed and met in your proposal.

* + - Technical Proposal

The technical proposal should address all aspects and criteria outlined in this Request for Proposal, especially in its statement of work, terms of reference and paragraph 1.10 of this Request for Proposal. However, all these requirements represent a wish list from UNICEF. The bidders are free to suggest/ propose any other solution. UNICEF welcomes new ideas and innovative approaches.

No price information should be contained in the technical proposal.

* + - Price Proposal

The price proposal should be as per but not limited to paragraph 1.10 of this Request for Proposal.

1.6 CONFIDENTIAL INFORMATION

Information, which the bidder considers proprietary, should be clearly marked "proprietary", if any, next to the relevant part of the text, and UNICEF will treat such information accordingly.

1.7 RIGHTS OF UNICEF

UNICEF reserves the right to accept any proposal, in whole or in part; or, to reject any or all proposals. UNICEF reserves the right to invalidate any Proposal received from a Bidder who has previously failed to perform properly or complete contracts on time, or a Proposal received from a Bidder who, in the opinion of UNICEF, is not in a position to perform the contract. UNICEF shall not be held responsible for any cost incurred by the Bidder in preparing the response to this Request for Proposal. The Bidder agrees to be bound by the decision of UNICEF as to whether her/his proposal meets the requirements stated in this Request for Proposal. Specifically, UNICEF reserves the right to:

* contact any or all references supplied by the bidder(s);
* request additional supporting or supplementary data (from the bidder(s));
* arrange interviews with the bidder(s);
* reject any or all proposals submitted;
* accept any proposals in whole or in part;
* negotiate with the service provider(s) who has/have attained the best rating/ranking, i.e. the one(s) providing the overall best value proposal(s);
* contract any number of candidates as required to achieve the overall evaluation objectives.

1.8 PROPOSAL OPENING

Due to the nature of this RFP, there will be no public opening of proposals.

1.9 PROPOSAL EVALUATION

After the opening, each proposal will be assessed first on its technical merits and subsequently on its price. The proposal with the best overall value, composed of technical merit and price, will be recommended for approval. UNICEF will set up an evaluation panel composed of technical UNICEF staff and their conclusions will be forwarded to the internal UNICEF Contracts Review Committee.

The evaluation panel will first evaluate each response for compliance with the requirements of this RFP. Responses deemed not to meet all of the mandatory requirements will be considered non-compliant and rejected at this stage without further consideration. Failure to comply with any of the terms and conditions contained in this RFP, including provision of all required information, may result in a response or proposal being disqualified from further consideration.

The proposals will be evaluated against the following:

**CATEGORY POINTS**

1.

1.1 Overall Response 1-15

* Completeness of response
* Overall concord between RFP requirements and proposal.

1.2 Professional experience of the individual in the area 1-15

1.3 Profile of the Consultant and his/her academic qualification 1-15

1.4 Analytical skills and knowledge of the subject 1-15

1.5 Proposed Methodology and Approach 1-15

Total Technical 5-75

Only proposals which receive a minimum of **52** points will be considered further.

2. Price Proposal 30%

The total weight allocated for the price component is 30%**.** The maximum number of points will be allotted to the lowest price proposal that is opened and compared among those individuals who obtain the threshold points in the evaluation of the technical component. All other price proposals will receive points in inverse proportion to the lowest price; e.g.:

**Max. score for price proposal \* Price of lowest priced proposal**

**Score for price proposal X = -------------------------------------------------------------------------------------------- Price of proposal X**

Total Technical and Price 100 Pts

UNICEF will award the contract to the vendor whose response is of high quality, clear and meets the projects goals, including:

The price/cost of each of the technically compliant proposals shall be considered only upon evaluation of the above technical criteria.

The bidder will suggest a payment schedule for the Contract, linked to unambiguous Contract milestones. All prices/rates quoted must be **exclusive of all taxes** as UNICEF is a tax-exempt organization.

1.10 PROPERTY OF UNICEF

This RFP, along with any responses there to, shall be considered the property of UNICEF and the proposals will not be returned to their originators. In submitting this proposal the bidder will accept the decision of UNICEF as to whether the proposal meets the requirements stated in this RFP.

1.11 VALIDITY

Proposal must be valid for a minimum of ninety (90) days from the date of opening of this RFP and must be signed by (all) candidate(s) included in the submission. Bidders are requested to indicate the validity period of their proposal in the Proposal Form. UNICEF may also request for an extension of the validity of the proposal.

1.12 CONTRACTUAL TERMS AND CONDITIONS

The UNICEF Special and General Terms and Conditions are attached and will form part of any contract resulting from this RFP.

1.13 FULL RIGHT TO USE AND SELL

The bidder warrants that it has not and shall not enter into any agreement or arrangement that restrains or restricts UNICEF or the recipient Governments rights to use, sell, dispose of or, otherwise, deal with any item that may be acquired under any resulting Contract.

1.14 PAYMENT TERMS

Payment will be made only upon UNICEF’s acceptance of the work performed in accordance with the contractual milestones. The terms of payment are Net 30 days, after receipt of invoice and acceptance of work. Payment will be effected by bank transfer in the currency of billing. Financial proposals should include proposed stage payments.

ANNEX I – STATEMENT OF WORK AND TERMS OF REFERENCE

1. **BACKGROUND INFORMATION**

During the MDG Summit in September 2010, the UN, its specialized agencies and governments assessed the progress and achievements made on the realisation of the MDGs. According to the 2010 MDG Report, Kazakhstan is on track to achieve most of the MDGs. The Government of Kazakhstan is committed to improve the opportunities that children and youth have. Within the National Development Program 2020 and the Strategy 2050, the Government aims to provide children in both urban and rural areas with preschool education, to reduce maternal and infant mortality by two-fold, and to improve the quality of life of the population and the social protection systems in place.

Kazakhstan has made significant development progress and has experienced rapid economic growth due its richness on natural resources (Oil, gas, and minerals)[[1]](#footnote-1). In 2009, the country passed from middle to high in the human development index. And, the percentage of the population below the national poverty line (subsistence minimum) has decreased substantially during the past decade with unemployment levels remaining low[[2]](#footnote-2).

Though the economy has grown, still, spending on health and education sectors is below the average of the CIS and is lower than in countries with similar gross domestic product (GDP)[[3]](#footnote-3). Most of the MDGs have been reached at the national level, though large differences between oblasts, among rural and urban areas and rayons remain. For example, rural poverty is twice as high as the urban, stunting of children is 4 to 5 times more in two oblasts in the west in comparison to Almaty and Astana cities, and about 40 per cent of the population is self-employed, with the majority living in rural areas. Moreover, well-defined groups of the population remain vulnerable, for example, infants in the neonatal period are the most at risk of death, mothers die of extra genital diseases and obstetrical haemorrhages, HIV-infected children remain stigmatized, and children with disabilities or at risk of abandonment lack adequate protective measures and access to quality services.

UNICEF is committed to support the Government of the Republic of Kazakhstan in the realization of the Millennium Development Goals (MDGs) and the Convention on the Rights of the Child (CRC). The current UNICEF Country Programme (2010-2015) focuses on supporting social policy and on building alliances for children. The component of the country program aimed at assisting the Government in monitoring child well-being and on enhancing evidence-based data and analysis in the areas of social sector reforms. The programme also supports the generation of evidence for making efficient policy choices that benefit disadvantaged and vulnerable groups of children and young people. In this regard, it is also essential to thoroughly understand the quality of life of children and the causes and extent of vulnerabilities that they have in order to eliminate unfair and avoidable barriers that deny children opportunity to achieve their full potential.

In 2012 the Child Wellbeing in Kazakhstan study was conducted and domain indicators were proposed[[4]](#footnote-4). In total, 45 per cent of all children below the age of 18 live in poverty, compared to 33 per cent of the population as a whole. Seven per cent of children live in households where consumption is below 60 per cent of the minimum subsistence level, meaning they are considered to be living in extreme poverty. The main findings of the study are the following: (i) Across all regions, poverty rates are slightly higher for children aged five or under than for older children, and significantly higher than for adults., (ii) differences between regions are large and breakdowns by urban and rural areas show that within regions, the situation for children may be very different, and (iii) different indicators provide different pictures of where and who the poor and deprived children are. In addition, the study provides strong arguments for further comprehensive monitoring of child well-being with indicators at rayon, rather than oblast level.

UNICEF Kazakhstan is therefore seeking to contract a Consultant Team that will be responsible for further elaboration of child wellbeing indicators disaggregated by gender, age and location; to conduct comparative analysis of existing national and sub-national surveys/assessments/accessible data and proposed wellbeing indicators for further introduction them into sub-national data collection instruments; to review and adapt the most applicable data analysis platforms such as DevInfo; and to develop the system of child wellbeing monitoring applicable to regions and to model it in the East Kazakhstan oblast.

1. **OVERALL PURPOSE OF THE ASSIGNMENT**

To strengthen the profile of children at the sub-national policy levels and to introduce the regular monitoring of child wellbeing in one region. In particular, the project aims to address the vulnerabilities that children have by: a) understanding the quality of life of children, b) identifying deprived children and their families, c) establishing linkages between children outcomes to specific policies and legal frameworks, and) influencing economic and social policies to improve their lives.

Based on the Child well-being study conducted in 2012, the team is required to further analyse and disaggregate the broad pillars (themes or dimensions) of child well-being relevant to Kazakhstan; based on those to develop disaggregated indicators for later use in monitoring of CWB system at the sub-national level; to test the model in the East Kazakhstan oblast.

The initiative is expected to:

* To elaborate the child wellbeing indicators for oblast/rayon level to measure the quality of life of children (health, education, family environment, economic aspects, nutrition, access to safe water and sanitation, housing and transportation, learning activities, social inclusion and protection, access to leisure and sport facilities) disaggregated by gender and age;
* To review the administrative data collected at oblast/rayon level for correlation with proposed CWB indicators including Child Friendly Cities indicators;
* To propose/adapt the most relevant monitoring instrument (better if it is already in use in Kazakhstan such as DevInfo) and to provide training to local specialists on use of this application;
* To conduct 1st round of data collection for CWB indicators at oblast/rayon level;
* Helping local authorities in East Kazakhstan region to plan and document the testing of the child wellbeing monitoring system;
* To analyse collected data to establish baseline for the CWB in the East Kazakhstan oblast and help with the formulation of recommendations and findings of the survey.
* To propose CWB policy framework including regular monitoring of CWB indicators.

1. **LOCATION**

Astana, Kazakhstan with travel to EKO as indicated in the proposal.

1. **SUPERVISOR**

The research contractors/institute/NGO will be supervised by and will report to UNICEF’s M&E Officer with regular de-briefings to the Social Policy Officer, Deputy Representative and UNICEF Representative about the progress of the research. The research company/institute/NGO will work on a daily basis with UNICEF Social Policy Staff and, if appropriate, with UNICEF technical consultants. The Social Policy Program will interact with the research company/institute/NGO in negotiation and communicating with relevant partners (Agency on Statistics, Ministries of regional development, Economy and Budget Planning, Health, Education, Labour and Social Protection, EKO akimats, academic institutions, etc.) and government officials and will provide support in liaising when necessary.

1. **SCOPE OF THE WORK**

**Major tasks to be accomplished:**

1. Review of data sources and existing datasets for further elaboration of disaggregated CWB indicators for the EKO (April-June 2013)
2. 1st visit to Kazakhstan to discuss the content of the model, identification of an appropriate statistical monitoring instrument for CWB indicators, presentation of the Conceptual monitoring Framework and Design in a workshop; training for the East Kazakhstan oblast and rayon level staff; pre-testing and improvement of the proposed methodology (by June 2013)
3. Finalization of the list of indicators for the EKO, design the plan for testing the indicators in East Kazakhstan region (July 2013).
4. The 2nd visit to Kazakhstan for the test implementation of the data collection and analysis for EKO in order to set the baseline; presentation of preliminary findings in workshops (August 2013)
5. The 3rd visit for documenting the testing of indicators in EKO and presenting the developed set of recommendations and feedback to the tested indicators for monitoring the child wellbeing. (September 2013)
6. Finalization of the review report on tested indicators and consultancy outcomes during in-country visits and feedback during the presentation (October 2013).
7. Launching of the report and follow-up advocacy activities (November 2013- ...)
8. **DELIVERABLES**
9. Elaborated Child wellbeing indicators for EKO oblast/rayon level disaggregated by gender and age;
10. Completed 1st visit with identification of an appropriate statistical monitoring instrument for CWB indicators, presented the Conceptual monitoring Framework and Design; trained the East Kazakhstan oblast and rayon level staff; agreed monitoring testing methodology in EKO.
11. Completed 2nd visit with the test implementation of the data collection and analysis for EKO, set baseline; presented preliminary findings in workshops.
12. Completed 3rd visit with documented testing of indicators in EKO and presenting the developed set of recommendations and feedback to the tested indicators for monitoring the child wellbeing.
13. Completed report, a set of indicators and an adapted statistical monitoring instrument. The submission should include an executive summary in UNICEF format and power point presentation on the package’s context.

All submissions should in electronic version (Word, Excel and Power Point).

1. **TIME FRAME**

The exact schedule of the activities will be agreed with the institution/ research company/contractors based on the proposal and implementation work-plan. It is envisaged that the assignment will be fully completed within 12 months.

1. **QUALIFICATIONS OR SPECIALIZED KNOWLEDGE/EXPERIENCE REQUIRED FROM**

**INSTITUTIONAL CONTRACTOR(S) / CONSULTANTS:**

* Proven extensive experience in qualitative and quantitative research/monitoring in child well-being, preferably on social and economic aspects;
* Proven experience in implementing CWB monitoring related activities;
* Proven experience in conducting primary data collection exercises;
* Proven experience with quantitative data analysis with statistical packages (SPSS, STATA);
* Excellent communication and analytical skills and report writing experience in the area of child well-being and child rights;
* Very good communication and presentation skills with government and community members;
* Familiarity with the EECIS region and particularly with development of the post-soviet countries;
* High analytical and conceptual skills and ability;
* One member of the research team should be Fluent in English (written and spoken);
* Previous positive work experience with UNICEF an asset;
* Ability to work within international and in a multicultural environment; and
* Good knowledge of computer applications.

**9. BIDDER’S RESPONSE:**

UNICEF accepts applications from institutional contractors and individual consultants (see Section 10, ANNEX I for specific requirements in case of submission from individual consultants). The Selection Committee, comprising of UNICEF and responsible government representatives will review applications and make a final decision on a successful application.

The institutions are required to submit a brief project proposal explaining the planned activities and envisaged budget. The budget should include fees, travels and in-country living costs.

Applications shall include the following documents:

1. Project proposal which would at least include:
   1. Statement of the research problem
   2. Literature review
   3. Conceptual framework and assignment implementation methodology
   4. Consultant(s)’ profile/portfolio
   5. Proposed timeframes (hour/days)
2. List of publications or analytical reports (if applicable).
3. Detailed budget breakdown (in US Dollars) for institutional contractors.
4. Names and contact details of reference persons.
5. Any other additional information to support the application (optional).

**10. SPECIFIC REQUIREMENTS FOR INDIVIDUAL CONSULTANT(S):**

UNICEF accepts applications from individual consultants.

1. Project proposal form an individual consultant should at least include:
   * Statement of the research problem
   * Brief literature review
   * Conceptual framework and research methodology
   * Detailed CV and completed and signed UN Personal History Form (see attachment)
   * Proposed timeframes (hour days)
   * List of publications or analytical reports (if applicable).
2. Estimated fee on based on:
   * Daily fee and number of total number of estimated consultancy days; OR
   * Lump sum amount requested for the consultancy

In both options all other additional foreseen or expected cost or expenditures, or any deductions from the fee, etc. should be included.

1. Any other additional information to support the application (optional).

ANNEX II - **UNICEF SPECIAL TERMS AND CONDITIONS**

### 1. UNETHICAL BEHAVIOUR

UNICEF strictly enforces a policy of zero tolerance concerning unethical, unprofessional or fraudulent acts of UNICEF bidders. Accordingly, any registered bidder that is found to have undertaken unethical, unprofessional or fraudulent activities will be suspended or forbidden from continuing business relations with UNICEF.

### 2. CORRUPT AND FRAUDULENT PRACTICES

UNICEF requires that all bidders associated with this Invitation to Bid/Request for Proposal observe the highest standard of ethics during procurement and execution of the work. In pursuance of this policy UNICEF

(a) defines for the purpose of this provision the terms set forth as follows:

(i) corrupt practice means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in the execution of a contract, and

(ii) fraudulent practice means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the client, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the client of the benefits of free and open competition;

(b) will reject a proposal for award if it determines that the selected supplier/contractor have engaged in any corrupt or fraudulent practices in competing for the contract in question;

(c) will declare a bidder ineligible, either indefinitely or for a stated period of time, to be awarded a UNICEF-financed contract if at any time it determines that it has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNICEF-financed contract.

### 3. GUIDELINES ON GIFTS AND HOSPITALITY

Bidders shall not offer gifts or hospitality to UNICEF staff members. Recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners are also prohibited.

### 4. LATE DELIVERY

Without limiting any other rights or obligations of the parties hereunder, if the Contractor will be unable to deliver the services by the delivery date stipulated in the Contract, the Contractor shall (i) immediately consult with UNICEF to determine the most expeditious means for delivering the services and (ii) use an expedited means of delivery, at the Contractor's cost, if reasonably so requested by UNICEF.

### 5. RIGHTS OF UNICEF

In case of failure by the Contractor to perform under the terms and conditions of this Contract, UNICEF may, after giving the Contractor reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

(a) procure all or part of the services from other sources, in which event UNICEF may hold the Contractor responsible for any excess cost occasioned thereby. In exercising such rights UNICEF shall mitigate its damages in good faith;

(b) refuse to accept delivery of all or part of the services;

(c) terminate the Contract without any liability for termination charges or any other liability of any kind of UNICEF;

(d) for late delivery of services or for services which do not meet UNICEF’s terms of reference/statement of work and are therefore rejected by UNICEF, claim liquidated damages from the Contractor and deducts 0.5% of the value of the services pursuant to a Contract per additional day of delay, up to a maximum of 10% of the value of the Contract. The payment or deduction of such liquidated damages shall not relieve the Contractor from any of its other obligations or liabilities pursuant to this Contract.

1. GDP grew at 7-9 percent during 2001- 2007, though slowed down during the recent financial and economic crises to a 1.1 percent in 2009 [↑](#footnote-ref-1)
2. The population below the poverty line decreased from 46 percent in 2001 to 4.1 in 2011. Unemployment is about 5%. [↑](#footnote-ref-2)
3. ODI. 2009. Impact of the Economic Crisis and Food and Fuel Price Volatility on Children and Women in Kazakhstan. [↑](#footnote-ref-3)
4. Keetie Roelen and Franziska Gassmann, *Child Wellbeing in Kazakhstan,* UNICEF, July 2012. [↑](#footnote-ref-4)