

**REQUEST FOR QUOTATION (RFQ)**

Date: 16 April 2013

Dear Sir/Madam,

**Subject:** Request for Quotation for services: “Training for rising awareness and improvement in management of stakeholders in Persistent Toxic Substances (PTS) and Persistent Organic Pollutants (POPs)”

**Project:** 00078317, Integrated Natural Resource Management in the Baikal Basin Transboundary Ecosystem

**Case reference:** RFQ\_GPSO\_2013-055 (IWC-78317)

1. The United Nations Office for Project Services (hereinafter “UNOPS”) is pleased to invite you to submit a quotation for supply of the services described in Annex I to this Request for Quotation.
2. We would appreciate receiving your quotation on or before **04 May 2013 10:00 A.M. Irkutsk time** via e-mail [DmitriP@unops.org](mailto:DmitriP@unops.org) (it must not exceed 8MB) or fax **+73012338030** to the attention of **Dmitry Popov**. Please specify above project and reference number on your quotation.
3. Any requests for clarification should be referred to:  
Contact Person: Dmitry Popov  
Office: UNOPS  
Address: Room: 13,  
8, Sakhyanovoy Str.,  
670047, Buryatia, The Russian Federation  
  
Telephone: +7 3012 415759  
Fax +7 3012 338030  
E-Mail: [DmitriP@unops.org](mailto:DmitriP@unops.org)
4. Your quotation shall include the following:
  - Brief approach and methodology as well as CV(s) of proposed staff/personnel in response to the Terms of Reference as per Annex I.
  - Fixed overall quotation in a single currency (see Annex II) with the following structure:  
  
Name(s) of consultant(s)  
Number of working days and daily fee  
Daily subsistence allowance  
Number of international travels and cost  
Number of local travels and costs  
Other costs  
TOTAL
  - Completed Previous Experience Form (see Annex III)

5. UNOPS evaluates the quotations based on best value, i.e. best quality and cost-effectiveness of the proposed offers. The following aspects will be considered for the evaluation:
  - (a) Suitability of the approach and methodology including firm's capacity to undertake the services
  - (b) Qualifications and suitability of the staff/personnel proposed for the assignment including their previous experience with same type of assignment
  - (c) Cost-effectiveness of price quotation
6. A contract may be awarded to the bidder having submitted the quotation representing the best value for UNOPS. However, UNOPS reserves the right to accept or reject any quotation, and to cancel the process and reject all quotations, at any time prior to the award of contract, without thereby incurring any liability to the Bidders or any obligation to inform the Bidders of the grounds for such action.
7. UNOPS reserves the right to make multiple arrangements for any item or items.
8. In the event of a Contract the UNOPS General Conditions will apply. The conditions are available at <http://www.unops.org/english/whatweneed/Pages/Guidelinesforsuppliers.aspx> under "UNOPS general conditions of contract": UNOPS Conditions of Services - For contracts of a value of less than USD 50,000. (Annex IV)
9. **Supplier eligibility.** Suppliers shall not be eligible to submit an offer and to be awarded a contract when at the time of bid submission:
  - (a) Suppliers are already suspended by UNOPS, or,
  - (b) Supplier's names are mentioned in the UN 1267 list of Terrorists issued by the Security Council resolution 1267, which establishes a sanctions regime to cover individuals and entities associated with Al-Qaida and/or the Taliban, or,
  - (c) Suppliers are suspended by the UN Procurement Division (UN/PD), or,
  - (d) Suppliers have been declared ineligible by the World Bank.

Furthermore, as a condition of doing business with UNOPS it is necessary that suppliers, their subsidiaries, agents, intermediaries and principals cooperate with the Office of Internal Oversight Services (OIOS) of the United Nations, UNOPS Internal Audit and Investigations Group (IAIG) as well as with other investigations authorized by the Executive Director and with the UNOPS Ethics Officer (during preliminary reviews in line with UNOPS whistle blower policy) as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives, agents and assignees of the supplier; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNOPS to repudiate and terminate the contract, and to debar and remove the supplier from UNOPS's list of registered suppliers.

10. **Information regarding Bid Protest can be found at:**

<http://www.unops.org/english/whatwedo/services/procurement/Pages/Procurementpolicies.aspx>

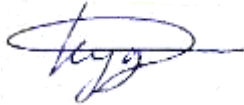
11. UNOPS strongly encourages all Bidders to subscribe to the Tender Alert Service available on the United Nations Global Market Place ([www.ungm.org](http://www.ungm.org)). This will allow Bidders to be

notified automatically of all UNOPS business opportunities for the products and services for which they have registered. Instructions on how to subscribe to the Tender Alert Service can be found in the UNGM Interactive Guide for Suppliers.

12. UNOPS will effect payment within 30 days after receipt of original payment documentation.

We look forward to receiving your quotation.

Yours sincerely,  
Sergey Kudelya  
Project Manager  
EMO/IWC  
UNOPS  
Room: 13,  
8, Sakhyanovoy Str.,  
670047, Buryatia, The Russian Federation  
Telephone: +7 3012 415759  
Fax +7 3012 338030  
E-Mail: [SergeyK@unops.org](mailto:SergeyK@unops.org)



---

**ANNEX I - TERMS OF REFERENCES****Terms of Reference (TOR) for Local Service Contract****Training for rising awareness and improvement in management of stakeholders in Persistent Toxic Substances (PTS) and Persistent Organic Pollutants (POPs)**

<b>Location:</b>	<b>The Russian Federation</b>
<b>Application Deadline:</b>	<b>04-May-2013</b>
<b>Type of Contract:</b>	<b>Service Contract</b>
<b>Post Level:</b>	<b>Local</b>
<b>Languages Required:</b>	<b>English, Russian</b>
<b>Starting Date:</b> (date when the selected candidate is expected to start)	<b>15-May-2013</b>
<b>Duration of Initial Contract:</b>	<b>30 May 2013 - 30 Nov 2013</b>
<b>Expected Duration of Assignment:</b>	<b>5 months</b>

**Background:**

The project's objective is to spearhead integrated natural resource management of Baikal Lake Basin and Hovsgol Lake ensuring ecosystem resilience, reduced water quality threats in the context of sustainable economic development. The project has three primary components: elaborating a strategic policy and planning framework; strengthening institutional capacity for IWRM; and demonstrating water quality and biodiversity mainstreaming practice, including groundwater monitoring and protection.

This project builds upon a solid, decades-old baseline of bilateral cooperation between Russia and Mongolia on the transboundary waters of the Selenga River and by extension the Baikal Basin itself. To date, international support for environmental conservation and management in the Baikal Basin has not been transboundary in orientation; little support has been provided the two countries in strengthening their transboundary cooperation to manage sustainably the globally significant environmental benefits represented by the incomparable Lake Baikal and its transboundary Basin, at the top of which lies Mongolia's aquatic jewel, Lake Hovsgol. In addition to this solid baseline of transboundary cooperation are two rapidly growing economic baselines in mining and tourism, with mining being the biggest and fastest growing economic activity in the Baikal Basin and tourism a smaller but also rapidly growing sector in both the Russian and Mongolian portions of the Baikal Basin. Both of these sectors hold much promise in becoming better stewards of the Baikal Basin's aquatic ecosystems. In the absence of a GEF investment, these barriers are likely to continue hampering an effective transboundary response to the critical threats that are already impacting the ecosystem health and resilience of the Baikal Basin.

Successful implementation of a regional project like "Integrated Natural Resource Management in the Baikal Basin Transboundary Ecosystem", to a large degree depends on effective implementation and ownership of project-inspired work at the national and local levels.

**Justification of consultancy:**

Basin-specific National Capacity Self-Assessments will be carried out and used to identify highest priority training and management support at the regional and basin level. Training

services will be delivered to key stakeholders on the topics of: environmental impact assessment (EIA) development, industrial and mining site inspection, intercalibration of water quality / aquatic system laboratories and training in bioassay techniques, and utilization of geographic information systems (GIS) for mapping threats to ground and surface water resources, enforcement of water quality and biodiversity regulations.

This training program will be focused on supporting the implementation of the Baikal / Selenga SAP. Training will target the range of key actors, including:

- Staff positions in the organizations most immediately responsible for watershed and basin-wide management of the Baikal Basin's aquatic ecosystems in both Russia and Mongolia.
- Academic experts in hydrology, aquatic ecosystems and biodiversity, mining, fisheries, and tourism.
- Leading civil society organizations with recognized partnership roles in sustainable management.
- Leading consultancies/organizations who actually elaborate EIA reports on the Russian side of the Baikal Basin.

Additionally, as a part of enhanced hot spot review under Output 1.4 the Project Management Unit (PMU) will provide additional assistance to a limited number of high risk / high priority hot spots for: a) development of pre-feasibility studies for remediation on closed facilities; b) training for improvements in PTS and POPs management, and; c) recommendations of environmental investments for high priority reductions in pollution discharge. Recommendations will also be developed to strengthen regulations and inspection policies for large industrial facilities in the region in light of the findings from the hot spot analysis.

#### **Development objective:**

To concentrate attention of the Baikal basin environment supervision organizations and other stakeholders upon problems of Persistent Organic Pollutants (POPs) and Persistent Toxic Substances (PTSs) as one of the considerable and dangerous threats to basin ecosystem.

To hold a training seminar in Buryatia and Mongolia in order to raise awareness of specialists of environment supervision state bodies and other stakeholders in question of POP/PTS problems, consequences of their impact on environment.

#### **Immediate objective(s):**

The following tasks are to be fulfilled within the scope of the work:

- To develop study guide in Russian (course of lectures and teaching instructions for seminars) considering the Baikal Basin POP and PTS data, including their production (if any), use in industry and agriculture, as well as data about abandoned warehouses with expired pesticides, etc.
- To publish study guide using last UNDP-GEF standards branding guidelines in Russian (100 copies) and financially assist in publication of similar study guide in Mongolian.
- To organize and hold a seminar in Buryatia and Mongolia, and provide the seminar with study guides, give lectures on POP and PTS problems.
- To develop reports on seminars holding and submit them to Project Management Unit.

**Specific Deliverables:**

The following results are expected as a result of the work:

- Rise of relevant stakeholder's knowledge level and attention to POP and PTS problems in the Lake Baikal Basin, as well as to estimates of environmental threats and risks emerging from POP and PTS production, storage and spread.

**Input:**

- UNDP GEF branding guidelines 9 May 2012.

**Expected Outputs, reports and related logistics:**

- Detailed calendar plan of work performance within the first 15 days;
- Study guide in Russian (course of lectures and teaching instructions for seminars) considering the Baikal Basin POP and PTS data.
- Report on holding of POP and PTS problem seminars holding in Buryatiya and Mongolia.

Payment will be made in 3 installments based on the acceptance of the required deliverables by the Project Manager as specified below:

- 30% payment as a first installment upon the submission of calendar plan.
- 30% remaining payment upon submission of the developed study guide in Russian - no later 30 July 2013.
- 40% remaining payment upon submission of a) trainings report and b) final report - no later 30 November 2013.

**Приблизительный перевод на русский язык:****Обучение по повышению осведомленности сотрудников контролирующих природоохранных органов и других заинтересованных лиц о проблеме стойких органических загрязнителей (СОЗ) и стойких токсичных веществ (СТВ)****Цель:**

Сосредоточить внимание контролирующих природоохранных организаций, расположенных в бассейне озера Байкал, других заинтересованных лиц, к проблеме СОЗ и СТВ, как одной из значительных и опасных угроз для экосистемы бассейна;

Провести обучающие семинары, по одному в Республике Бурятия и в Монголии, по повышению осведомленности сотрудников контролирующих природоохранных органов и других заинтересованных лиц к проблеме стойких органических загрязнителей (СОЗ) и стойких токсичных веществ (СТВ), последствиям их воздействия на окружающую среду

**Задачи:**

В рамках выполнения данной работы необходимо:

- подготовить на русском языке методическое пособие в виде курса лекций и учебных пособий для семинаров с учетом имеющейся информации о СОЗ и СТВ в бассейне озера Байкал, включающей их производство (если имеется), применение в промышленности и сельском хозяйстве, сведения о заброшенных складах пестицидов с просроченными сроками хранения и т.д.;
- издать методическое пособие, используя последние требования ПРООН-ГЭФ к публикациям, на русском языке в количестве 100 экземпляров и содействовать изданию аналогичного пособия на монгольском языке.
- организовать и провести по одному семинару в Республике Бурятия и в Монголии и обеспечить их методическими пособиями и прочесть курсы лекций по проблеме СОЗ и СТВ.
- подготовить и представить в Бюро управления проектом отчеты о проведении семинаров.

**Конкретные результаты:**

В результате выполнения работы предполагается получить:

- повышение уровня знаний и внимания у заинтересованных сторон к проблемам СОЗ и СТВ в бассейне озера Байкал и оценкам угроз и рисков окружающей среде в связи с их хранением, производством и распространением;

**Ожидаемые отчеты и сроки:**

- детальный календарный план выполнения работ в течение первых 15 дней;
- методическое пособие на русском языке в виде курса лекций и учебных пособий для семинаров с учетом имеющейся информации о СОЗ и СТВ в бассейне озера Байкал – 30 июля 2013 г.
- отчет о проведении в Республике Бурятия и Монголия семинаров по проблеме СОЗ и СТВ - 30 ноября 2013 г.

**ANNEX II. FINANCIAL OFFER**

Name(s) of consultant(s) (a)	Number of working days (b)	Daily fee (c)	Daily subsistence allowance (d)	Total (e)=(b)x((c)+(d))
<b>GRAND TOTAL</b>				

International/National travels (a)	Quantity (b)	Cost (c)	Currency (d)	Total (e)=(b)x(c)
<b>GRAND TOTAL</b>				

Other Costs (description)	Cost
<b>GRAND TOTAL</b>	



**ANNEX III: PREVIOUS EXPERIENCE FORM**

<b>Previous Experience</b>				
<b>Description of services/goods/works/</b>	<b>Country</b>	<b>Total amount of contract</b>	<b>Contract Identification and Title and Contact details of Client: (Name, Address, telephone, email, fax)</b>	<b>Year project was undertaken</b>

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

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

## **ANNEX IV - UNOPS CONDITIONS OF SERVICES**

**1-Contractor's Status** In all matters relating to this Contract, the Contractor shall be acting as an independent contractor. Neither the Contractor nor its employees are the employees of UNOPS. The Contractor assumes all liabilities or obligations imposed by any law or regulation with respect to such employees. The Contractor shall not have the authority to create any obligation on behalf of UNOPS and shall not represent itself as an agent, employee or in any other capacity of UNOPS. The Contractor shall be responsible for the professional and technical competence of its employees, who shall be expected to respect local customs and conform to a high standard of moral and ethical conduct.

**2-Damage to Persons and Property** The Contractor shall indemnify and hold harmless UNOPS, its officers, agents, employees and servants from and against all suits, claims, demands, proceedings, and liability of any nature or kind, including costs and expenses, for injuries or damages to any person or any property whatsoever which may arise out of or in consequence of acts or omissions of the Contractor or its agents, employees, servants or subcontractors in the execution of this Contract.

**3-Intellectual Property Rights** All intellectual property and other proprietary rights, including but not limited to patents, copyrights and trademarks, in all countries, with regard to maps, drawings, photographs, mosaics, plans, manuscripts, records, reports, recommendations, estimates, documents and other materials, except pre-existing materials, publicly or privately owned, collected or prepared as a consequence of or in the course of the performance of this Contract, shall become the sole property of UNOPS. The Contractor shall hold harmless and fully indemnify UNOPS from and against all claims and proceedings for infringement of any patent rights, design trademark or name or other protected rights resulting from Contractor's performance.

**4-Confidentiality** All maps, drawings, plans, reports, documents and all other data compiled by or received by the Contractor under the Contract shall be the property of UNOPS, shall be treated as confidential and shall be delivered only to the duly authorized representative of UNOPS upon completion of the Services.

**5-Advertising** The Contractor shall not advertise or otherwise make public the fact that it is performing, or has performed services for UNOPS or use the name, emblem or official seal of UNOPS or the United Nations or any abbreviation of the name of UNOPS or the United Nations for advertising purposes or any other purposes.

**6-Modifications** Any modification or change to this Contract shall require an amendment in writing between both parties duly signed by the authorized representatives of the Contractor and UNOPS.

**7-Sub-contracting and Assignment of Contract** The Contractor shall not sub-contract the Services or otherwise assign, transfer, pledge or make other disposition of this Contract or any part thereof or of any of the Contractor's rights, claims or obligations under this Contract.

**8-Termination** UNOPS may terminate this Contract for cause or convenience in the interest of the UNOPS upon not less than fourteen (14) days written notice to the Contractor. Upon termination of this Contract, the Contractor shall take immediate steps to terminate his performance of the Contract in a prompt and orderly manner and to reduce losses and to keep further expenditures to a minimum. Unless such termination has been occasioned by the Contractor's breach of this Contract, the Contractor shall be entitled to be paid for the part of the Services satisfactorily completed as of the date of termination, plus substantiated costs resulting from commitments entered into prior to the date of termination as well as any reasonable substantiated direct costs incurred by the Contractor as a result of the termination, but shall not be entitled to receive any other or further payment or damages.

**9-Privileges and Immunities** Nothing in or relating to this Contract shall be deemed a waiver of any of the privileges and immunities of the United Nations of which the UNOPS is an integral part.

**10-Settlement of Disputes** Any controversy or claim arising out of or in connection with provision of this Contract or any breach thereof, shall, unless resolved through direct negotiation, be settled in accordance with the UNCITRAL Arbitration Rules then in force. UNOPS and the Contractor shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy or claim.