

**REQUEST FOR QUOTATION (RFQ)**

Date: 24 May 2013

Dear Sir/Madam,

**Subject:** Request for Quotation for services «The joint project with OECD for Selenga subbasin - Evaluation of effectiveness in IWRM»

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

**Case reference:** RFQ\_GPSO\_2013\_060 (IWC-00078317)

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 **12 June 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)



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## ANNEX I - TERMS OF REFERENCES

<b>Location :</b>	<b>Ulan-Ude, Russia</b>
<b>Type of Contract :</b>	<b>Service Contract</b>
<b>Post Level :</b>	<b>Local</b>
<b>Languages Required :</b>	<b>Mongolian</b>
<b>Starting Date :</b>	<b>15 June, 2013</b>
<b>Duration of Initial Contract:</b>	<b>15 June 2013 – 15 December, 2013</b>
<b>Expected Duration of Assignment:</b>	<b>6 months</b>

### **Background:**

The project's objective is to spearhead integrated natural resource management of Baikal Lake Basin and Khuvsgol 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:**

Work under Output 1.7. «Sub-basin watershed management plans incorporating biodiversity management and ecosystem resilience objectives are in place» will be a demonstration of how to mainstream biodiversity management and ecosystem resilience objectives into sub-basin watershed management plans in both Russia and Mongolia.

While transition of Russian economy to market relations, many water facility systems of Russia turned out to be abandoned and disabled. Such systems are equipment of pump stations, hydromechanical construction equipment, irrigation and water collector/drainage network, sprinkler machinery. As a result of reorganization of big agricultural enterprises and breakup of collective farm system (Kolkhoz, Sovkhoz) into small farmings, existing business management

systems are not used effectively due to poor technical conditions. Consequently, water and other resources are not used effectively. These problems are typical in full for Lake Baikal basin.

In sector of water supply and drainage systems, effectiveness of resource usage has declined too. The sector has considerable reserves for improvement of accounting and cost control: for example, a number of water supply and drainage (water canal) enterprises have depreciation reserves, which are several times lower than necessary investment in restoration of current fixed assets and necessary investment for wear-out replacement of entirely depreciated and retired elements of system (sections of water supply line, pumping equipment, etc.), what blocks the achievement of finance autonomy of water canals, declines the results of their work and does not allow to achieve finance sustainability of the sector on the whole.

### **Development objective:**

Analysis of existing system of cost control and incentives to economic efficiency and productivity rise in work of water economic complex (in respect of irrigation, water supply and drainage infrastructure) of Russian side of Lake Baikal basin. Development of proposals of cost control improvement and strengthening of mentioned incentives in these sectors.

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

- Determination of accounting and cost control of water enterprises from Russian side of Lake Baikal basin, enterprises of water supply, drainage and irrigated agriculture sector;
- Evaluation of working productivity and economic efficiency of water economic complex of Lake Baikal Basin, Russian side, in respect of irrigation, water supply and drainage infrastructure, using the following efficiency criterion: volume of resource usage per physical unit of production and realization of goods (services); effectiveness evaluation of budgetary funds usage, which are directed to modernization and development of mentioned infrastructure;
- Development of proposals (recommendations) of accounting and cost control improvement, strengthening of economic efficiency incentives, rise of work productivity of water economic complex, as well as effectiveness of budgetary funds usage, which are directed to modernization and development of mentioned infrastructure;

### **Specific Deliverables:**

The assignment is expected to deliver the following baseline data and products:

1. Analysis of existing accounting and cost control system of organizations of water-supply, drainage, irrigation and collector-drainage networks.
2. Analysis of work productivity and efficiency of these organizations, as well as system of incentives to economic efficiency and productivity rise.
3. Analysis of effectiveness of budgetary funds usage, which are directed to modernization and development of appropriate water economic systems.
4. Development of recommendations and their approbation for improvement of accounting and cost control system, strengthening of incentives to economic efficiency and productivity rise of water organizations, incentives to rise of effectiveness of budgetary funds usage, which are directed to modernization and development of appropriate water

economic systems.

The work is to be done parallel to the OECD Special Working Group Project (Action Program of nature protection in Central and Eastern Europe) of improvement of usage of economic instruments of water resources and Buryatia water economic complex management. The customer will assist the contractor to settle working relations with the mentioned Project. It is expected that both works will be closely interact with each other and use possible synergetic effects as much as possible.

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

- Detailed calendar plan for activities.
- Progress report with results per paragraph 1 and 2 of the Project work composition (see above);
- Final report with all results of the Project works according to requirements of present Terms of References, including recommendations and results of their approbation.

All scientific publications made within the framework of the consultancy must have reference on the project and have to be provided to Project Manager.

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

- 20% payment as a first installment upon the submission of detailed calendar plan for activities to be carried out within the framework of the consultancy, within first 15 days;
- 40% payment upon the submission of the preliminary report, not later than 10 Sep 2013
- 40% payment upon the submission of the final report, not later than 30 Nov 2013.

In the case that the conditions of the TOR are not met, the contract may be terminated and the consultancy fee reduced.

### **Qualifications:**

1. Technical expertise in the required fields of: economics, water and natural resource management, capacity building.
2. Demonstrated experience in similar project and relevant fields (please provide up-dated list of projects, preferably in the country).
3. Presence of the company in the country.
4. Fluency in writing and spoken the Mongolian language.
5. Availability of required tools and material for the scientific work.

Приблизительный перевод на русский язык:

## **Совместный проект с ОЭСР по под-бассейну реки Селенга – оценка эффективности управления трансграничных водных ресурсов**

### **Обоснование:**

В Российской Федерации, при переходе экономики страны к рыночным отношениям, многие водохозяйственные системы остались бесхозными и находятся в нерабочем состоянии. К ним относятся оборудование насосных станций, гидромеханическое оборудование сооружений, оросительная и коллекторно-дренажная сеть и дождевальные аппараты. В результате реорганизации крупных сельскохозяйственных предприятий и распада многих бывших колхозов и совхозов на мелкие крестьянские хозяйства, действующие системы, находящиеся на балансе хозяйствующих субъектов, из-за общего неудовлетворительного технического состояния используются не эффективно. Следствием этого стало неэффективное использование воды и других ресурсов. Эти проблемы в полной мере характерны и для бассейна озера Байкал.

В секторе водоснабжения и водоотведения, эффективность использования ресурсов также снизилась. В секторе имеются значительные резервы улучшения учета и контроля затрат: например, по ряду предприятий водоснабжения и водоотведения (водоканалов) суммы амортизационных отчислений кратно ниже тех сумм, которые соответствовали бы восстановительной стоимости используемых основных фондов и были бы достаточны для замены полностью изношенных или выбывших из строя элементов системы (участков водопроводной сети, насосного оборудования и т.п.), что мешает достижению большей финансовой автономии водоканалов, снижает показатели результативности их работы и не позволяет достичь финансовой устойчивости сектора в целом.

### **Цель работы:**

Анализ действующей системы контроля затрат и стимулов к экономической эффективности и повышению результативности работы организаций водохозяйственного комплекса в российской части бассейна озера Байкал в отношении инфраструктуры ирригации, водоснабжения и водоотведения. Разработка предложений по совершенствованию системы контроля затрат и усилению указанных стимулов в этих секторах.

### **Задачи:**

1. Определение состояния учета и контроля затрат организаций водохозяйственного комплекса, расположенных на российской территории бассейна озера Байкал, в секторах водоснабжения, водоотведения и орошаемого земледелия;

2. Определение: результативности работы и экономической эффективности организаций водохозяйственного комплекса, расположенных на российской территории бассейна озера Байкал, в отношении инфраструктуры ирригации, водоснабжения и водоотведения, по следующему критерию эффективности: объем используемых ресурсов на физическую единицу выпуска и реализации продукции (работ, услуг); а также результативности использования бюджетных средств, направляемых на модернизацию и развитие указанной инфраструктуры.

3. Разработка предложений (рекомендаций) по улучшению учета и контроля затрат, а также по усилению стимулов экономической эффективности и повышению результативности работы организаций водохозяйственного комплекса, а также

результативности использования бюджетных средств, направляемых на модернизацию и развитие указанной инфраструктуры.

**Состав работ:**

В рамках выполнения данной работы на российской территории бассейна озера Байкал необходимо осуществить.

1. Анализ существующей системы учета и контроля затрат организаций водоснабжения, водоотведения, оросительных и коллекторно-дренажных сетей.

2. Анализ результативности и эффективности работы этих организаций, а также системы стимулов к экономической эффективности и повышению результативности их работы.

3. Анализ результативности использования бюджетных средств, направляемых на модернизацию и развитие соответствующих водохозяйственных систем.

4. Разработку рекомендаций и их апробацию по совершенствованию системы учета и контроля затрат, усилению стимулов к экономической эффективности и повышению результативности работы водохозяйственных организаций, и стимулов к повышению результативности использования бюджетных средств, направляемых на модернизацию и развитие соответствующих водохозяйственных систем.

Данная тема будет выполняться параллельно с проектом ОЭСР СРГ ПДОС по улучшению использования экономических инструментов управления водными ресурсами и водохозяйственным комплексом в Республике Бурятия. Заказчик будет оказывать содействие Исполнителю в установлении рабочих отношений с этим проектом. Ожидается, что обе работы будут тесно взаимодействовать друг с другом и максимально использовать возможные синергетические эффекты.

**Отчетность и сроки её предоставления Исполнителем:**

- детальный календарный план выполнения работ;  
- промежуточный отчет, содержащий результаты по пунктам 1 и 2 состава работ по проекту (см. выше);

- Окончательный отчет, который должен включать все результаты работы по проекту в соответствии с требованиями настоящего Технического задания, включая рекомендации и результаты их апробации.

**Схема платежей:**

- 20% аванс после одобрения Заказчиком календарного плана работы Исполнителя в течение 15 дней после начала проекта;

- 40% после апробации промежуточного отчета – не позднее 10 сентября 2013 г.

- 40% по завершении работы – не позднее 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.