

**REQUEST FOR QUOTATION (RFQ)**

Date: 10 April 2014

Dear Sir/Madam,

**Subject:** Request for Quotation for services “Short-term training program for preparation guides for organizing ornithological tours in the Baikal region”

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

**Case reference:** RFQ GPSO 2014-074 (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 **29 April 2014 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:

**It is recommended to use application form here (pages 3-6):**

[http://baikal.iwlearn.org/en/tenders/how-to/application-form/at\\_download/file](http://baikal.iwlearn.org/en/tenders/how-to/application-form/at_download/file)

- 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  
GPSO/IWC  
UNOPS  
Room: 13,  
8, Sakhyanovoy Str.,  
670047, Buryatia, The Russian Federation  
Telephone: +7 3012 415759  
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E-Mail: [SergeyK@unops.org](mailto:SergeyK@unops.org)



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**ANNEX I - TERMS OF REFERENCES****Terms of Reference (TOR) for Local Service Contract  
Short-term training program for preparation guides for organizing ornithological tours in  
the Baikal region**

<b>Location :</b>	<b>Russia</b>
<b>Application Deadline :</b>	<b>29-Apr-2014</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>30-April-2014</b>
<b>Duration of Initial Contract :</b>	<b>01-May 2014 - 30 November 2014</b>
<b>Expected Duration of Assignment</b>	<b>7 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:**

Baikalsky, Baikalo-Lensky and Barguzinsky protected areas (PA) in Russia's Baikal Basin are receiving large investment from the government for tourism development. This PA will receive over \$13 million from the MNRE in 2011-2013 for tourism development. In addition a regional Baikal investment programme has been developed with a large tourism development component focused on Buryatia.

This output will provide incremental assistance in shaping investments to maximize the mainstreaming of biodiversity and ecosystem health objectives and practices into tourism development. Biodiversity-compatible tourism plans has to be developed and adopted. Russian plans will be designed specifically to inform decision-making. Project resources will also support the development of model public-private contracts for these PA to use that incorporate these clear principles and requirements for "eco-tourism" at the planning and operational stages of tourism enterprises. The "Baikal Special Economic Zone of Tourism and Recreation" regulation and plan will be served as the entry point for mainstreaming activities under this output. Practical guidelines and principles appropriate to the Baikal context will be promulgated. PA staff, tourism operators and tourism policy makers will be trained as part of the pilot.

Each park and protected area needs a plan that describes how tourism and associated development will be managed. The plan represents the desired future state or condition of the protected area and the most efficient and equitable path to that future. Such a plan details the specific goals and objectives mandated for the area in its founding legislation, decree or government policy, describes the objectives for tourism development, and specifies the management actions, budgeting, financing and park zoning needed to achieve those goals. In a sense, park plans for managing tourism attempt to maximize the benefits of tourism while minimizing its costs. Tourism policies are an important component of the overall document, sometimes called a management plan.

It is important in designing a planning process to adopt a procedure that is understandable, defensible, where decisions can be traced and where the value judgments inherent in protected area planning are made explicit. Most of all, it is essential that all stakeholders are appropriately involved in the process. Making management decisions about tourism in protected areas is not easy; it involves not only protected area managers but also affected citizens, including the local public, visitors, private operators and scientists. To ensure that each group can contribute its different type of knowledge to decision making, it is essential to establish a public involvement programme, which may be modest or comprehensive, depending upon the needs.

### **Development objective:**

Ornithological tourism is one of the fast-paced eco-tourism areas. According to opinion polls, it takes the second place in the world after hiking. It is widely circulated in the United States, Canada, Great Britain, Scandinavia, France, the German-speaking countries and Japan. Ornithological tourism is developed in greater degree in the U.S. and Germany, where one-third of the adult population is interested in birds and might be potential ornithological tourists. Many tourist companies organize tours to almost all points of the Earth. There are companies producing equipment and gear for ornithological tourism. Publishers issue hundreds of magazines devoted to birds and their observation in nature.

Baikal region also has great potential in terms of ornithological tourism development. However, one can imply that the tourists often encounter lack of professionalism of the host organizations. Due to the limited budget, tourist companies often do not hire professional ornithologists as guides, what greatly affects the quality of the excursions (see also: E. Elaev "Will be ornithological Mecca on Baikal?" / Baikal World, 3 (39), July 2013, text attached).

**Immediate objective(s):**

Work under Output 3.3.: "Pilots for mainstreaming biodiversity and ecosystem health management objectives into tourism planning and practice" service will develop and organize a training program for preparation guides for organizing ornithological tours in the Baikal region.

**Specific Deliverables:**

The service is expected to deliver the following results:

- Development of short-term training courses for guides: how to organize ornithological excursions in Baikal region. The course should include pilot ornithological tours for Baikal Biosphere Reserve and Zabaikalsky National Park.
- Selection of attendees for developed short courses.
- Carrying out of short-term courses for selected attendees.
- Learning of accident prevention in the field (with a specificity of ornithological excursions organization).
- Organization of test ornithological excursions supported by Baikal biosphere Reserve and Zabaikalsky National Park.

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

- Detailed calendar plan for activities to be carried out within the framework of the consultancy at the end of first 15 days;
- Short-term course for guides for ornithological excursions holding in the Baikal region.
- Report on holding of courses for attendees selected.
- Report on test ornithological excursions organization.
- Multimedia materials made within the framework of the consultancy (photo of training, photo of sites and etc.)

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 at the end of first 15 days;
- 50% remaining payment upon submission of the short-term training program – no later than by 30 June 2013.
- 30% remaining payment upon submission of Final report with: a) Report on holding of courses for attendees selected b) Report on holding of test ornithological excursions – no later than by 30 Sept 2013.

**Budget:** An indicative cost of USD 7,000 has been estimated for these services.

### **Приблизительный перевод на русский язык:**

**Цель:** Орнитологический туризм является одним из самых развивающихся направлений экологического туризма. Согласно социологическим опросам, по популярности он занимает второе место в мире после пешеходного туризма. Особенно широко он распространен в США, Канаде, Великобритании, Скандинавии, Франции, немецкоязычных странах, Японии. Наиболее развита индустрия орнитологического туризма в США и Германии, где в той или иной степени птицами увлекается до одной трети взрослого населения и, следовательно, являются потенциальными орнитологическими туристами. Множество туристических компаний организуют туры практически во все точки земли, существуют фирмы, производящие оборудование и снаряжение для орнитологического туризма, выходят сотни журналов, посвященные птицам и их наблюдению в природе.

Байкальский регион также имеет большие перспективы в плане развития здесь орнитологического туризма. Однако приходится констатировать, что приезжие туристы часто сталкиваются с отсутствием профессионализма со стороны принимающих организаций. Из-за экономии средств турфирмы часто отказываются от привлечения в качестве гидов профессиональных орнитологов, и это сильно сказывается на качестве проведения экскурсий (см. также: Э. Елаев «Быть ли орнитологической Мекке на Байкале» / Мир Байкала, 3 (39) июль 2013; текст прилагается).

### **Конкретные результаты:**

Ожидаются следующие результаты выполнения работ:

- Разработка краткосрочных курсов подготовки гидов для проведения орнитологических экскурсий в Байкальском регионе. Курс должен включать пилотные орнитологические экскурсии для Байкальского биосферного заповедника и Забайкальского национального парка.
- Отбор слушателей для разработанных краткосрочных курсов.
- Проведение краткосрочных курсов для отобранных слушателей.
- Изучение техники безопасности работы в полевых условиях со спецификой организации орнитологических туров.
- Организация пробных орнитологических экскурсий при поддержке Байкальского биосферного заповедника и Забайкальского национального парка.

### **Ожидаемые отчеты и сроки:**

- Календарный план работ;
- Краткосрочный курс подготовки гидов для проведения орнитологических экскурсий в Байкальском регионе.
- Отчет о проведении курсов для отобранных слушателей.
- Отчет об организации пробных орнитологических экскурсий.
- Мультимедиа материалы, сделанные в рамках работы (фото семинаров, экскурсий и т.п.)

Платеж будет осуществлен 3 частями на основе принятия руководителем проекта требуемых отчетов в соответствии со следующим графиком:

- 20 % – на основании предоставления календарного плана деятельности к концу первых 15 дней;
- 50 % – на основании предоставления программы курсов – не позднее, чем 30 июня 2014;
- 30% – по предоставлению финального отчета, содержащего а) Отчета о проведении курсов для отобранных слушателей. б) Отчет об организации пробных орнитологических экскурсий – не позднее, чем 30 сентября 2014

**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>Subtotal:</b>				

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

Other Costs (description)	Cost
<b>Subtotal:</b>	

GRAND TOTAL: (Sum of 3 tables)

**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.