

**REQUEST FOR QUOTATION (RFQ)**

Date: 04 April 2013

Dear Sir/Madam,

**Subject:** Request for Quotation for services «Complex eco-travel tour for the Baikal State Nature Biosphere Reserve»

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

**Case reference:** RFQ/EMO/2013-045 (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 **25 April 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>

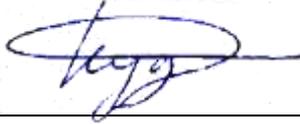
11. UNOPS strongly encourages all Bidders to subscribe to the Tender Alert Service available on the United Nations Global Market Place ([www.ungm.org](http://www.ungm.org)). This will allow Bidders to be

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  
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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  
Complex eco-travel tour for the Baikal State Nature Biosphere Reserve**

**Location :** Ulan-Ude, The Russian Federation  
**Application Deadline :** 25-Apr-2013  
**Type of Contract :** Service Contract  
**Post Level :** Local  
**Languages Required :** English, Russian  
**Starting Date :** (date when the selected candidate is expected to start) 30-Apr-2013  
**Duration of Initial Contract :** 30 Apr 2013 - 15 December 2013  
**Expected Duration of Assignment:** 8 months

**Background:**

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

Lake Baikal and its transboundary basin including Lake Hovsgol represent an unparalleled global benefit in terms of international waters and biodiversity values. While past and current efforts to protect and sustainably utilize the environment and its natural resources are impressive, they are insufficient to the task of addressing the threats to the health of the Baikal Basin's

interconnected aquatic ecosystems. These threats include: climate change, pollution and sedimentation, nutrient loading, and habitat destruction. To address these threats successfully conservation work must move beyond the protected area limits and into the 87% of the Basin that is not protected where natural resource exploitation continues without regard to ecosystem health and biodiversity conservation objectives. Significant barriers hamper both countries' ability to move ahead both within their national envelopes and jointly on a robust transboundary level. These barriers include: policy and regulatory gaps, institutional weaknesses, poor utilization of BAT/BEP relevant to key issues facing the Basin, and low levels of awareness of transboundary BB issues.

Overall, the basic legal and policy frameworks for the conservation and sustainable management of the Baikal Basin are in place. From a transboundary perspective, lacking are specific laws or policies enabling the transboundary monitoring of aquatic ecosystem health both in Russia and Mongolia. The regulatory basis for ecosystem conservation and water-pollution prevention in Baikal has not yet been completed. For example, the regulatory and policy mechanisms needed to implement a SAP, as well as sub-basin watershed management plans are as yet uncertain. Several scientific components for SAP development and implementation remain yet to be completed, particularly with regard to the extent of groundwater / surface water interconnectivity in the region, especially along the Selenga River; and accumulation of persistent organic pollutants in the benthic sediments and biota of the Basin's rivers, deltas and lakes. Neither Russian or Mongolian law adequately stipulates clear and practical environmental quality standards for ground water and surface water. The two are inextricably linked in most river systems. The picture of water quality threats from industrial and mining sites remains incomplete; and measures on how best to handle residual pollution problems from abandoned mining sites have not been defined in policies on either side of the border. EIA procedures do not properly address biodiversity risks; and sectoral programs are operating without standards for minimization or reduction of impacts to biodiversity. Tourism laws and policies focus more upon the economic aspects of tourism development and promotion and give short shrift to detailing guidelines and training on mainstreaming biodiversity and ecosystem health management objectives into tourism planning and management practices, including utilizing new tools such as certification incentives for environmentally sustainable behavior by tourism operators.

None of the existing bodies set up at bilateral and national levels (the Joint Task Force, and the Baikal Commission in Russia) have the authority, budget and cooperative framework necessary to reduce threats / barriers to water quality and biodiversity objectives.

The EIA process does not adequately address biodiversity conservation considerations. Even though Russia has established national procedures for assessing environmental impacts of economic projects, or any other activity that may have direct or indirect impacts on the environment, and biodiversity is an obligatory part of EIA content, there are still some barriers to fully integrating biodiversity conservation considerations into all phases of mining and tourism sector investment projects.

Obstacles to capacity building among involved stakeholders relates in part to peculiarities of public "environmental" awareness in the region.

**Development objective:**

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.

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

Within Output 3.3.: “Pilots for mainstreaming biodiversity and ecosystem health management objectives into tourism planning and practice” implementation the “Biodiversity compatible tourism plan for Baikal State Nature Biosphere Reserve” has been developed.

During the plan development it was revealed, that Baikal State Natural biospheric Reserve doesn't have complex touristic plan. It should be presented online in English and Russian

#### **Specific Deliverables:**

Study of Baikal reserve work features and its experience in tourist service has revealed that reserve strongly need to develop a professionally designed touristic products package. It will include one-day tours, overnight tours, rafting, tours oriented for seasonal animal behavior; tours for not only reserve territory, but also covering wildlife sanctuary system of the reserve.

The next tours of high priority are:

- One-day informative tour on the reserve territory (3 packages, optionally could be combined into 2- or 3-days tour) based on using of touristic trail;
- Ornithological tour (also 2- and 3-days);
- 3-days tour with rafting on river (summer version);
- 1-, 2-, 3-days tour on Baikal in winter;
- Natural tour for observation of animal in natural conditions (in dependence of season and animal (bird) species)

Every of these tours are expected to be:

- depended of season;
- supplemented with local cultural elements and local kitchen;
- assisted by local population and to be useful for Tankhoiskoe settlement.

The tours should be developed with a glance to travel agencies and touristic tour operators requisitions and also to peculiarities of protective regime of the Reserve.

The service is expected to deliver the following results for Baikal State Nature Biosphere Reserve:

- Development of eco-touristic package structure taking into consideration a biodiversity preservation and its reconciliation and approval by Head of the Reserve and leading touristic operators of the Republic of Buryatia and the Irkutsk Region;
- Development of complex touristic product in English and Russian based on approved structure of eco-touristic package, the product will include a descriptive and substantial parts, technological and financial tour maps; photo and video presentations of every tour.
- Development of design and informational structure of touristic site of the Reserve based on created touristic package and its approval by Head of the Reserve;
- Development of the technical part of the site, domain registration, filling the site with the content in English and Russian. A CMS-technology and open source software should be used as a basis for the Website. The domain should be registered for the Reserve.

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

- Detailed calendar plan for activities to be carried out within the framework of the consultancy.

- Endorsed structure of the biodiversity compatible complex eco-travel tour packet.
- The biodiversity compatible complex eco-travel tour packet.
- Endorsed web site structure and design for reserve's tourist web site.
- The reserve's tourist web site is developed and presented in the Internet.

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 biodiversity compatible complex eco-travel tour packet– no later than by 31 August 2013.
- 30% remaining payment upon submission the reserve's tourist web site is developed and presented in the Internet – no later than by 31 November 2013.

**Budget:** An indicative cost of USD 15,000 has been estimated for these services.

Приблизительный перевод на русский язык:

### **Конкретные результаты:**

Изучение особенностей работы Байкальского заповедника, его опыта по обслуживанию туристов показало, что заповедник остро нуждается в разработке квалифицированного пакета туристических продуктов.

Это должны быть туры одного дня, туры с ночевкой, сплавы, туры с учетом сезонных особенностей поведения животных, туры, включающие в себя не только территорию заповедника, но и входящих в его систему заказников.

Среди первоочередного пакета туров следует выделить:

- Однодневный познавательный тур по территории заповедника (3 разных вида, которые при желании можно объединить в двух и трехдневные туры), основанный на использовании туристской тропы
- Орнитологический тур (также одно, двух и трехдневный)
- Трехдневный тур со сплавом по реке (летний вариант)
- Одно-двух и трехдневный тур по зимнему Байкалу
- Природный тур с целью наблюдения за животными в естественных природных условиях (по сезонам года и по видам животных и птиц)

Каждый из этих туров должен:

- варьироваться по времени года
- обязательно включать в себя элементы культурного сопровождения, знакомства с местной кухней
- вовлекать местных жителей и служить развитию поселения Танхойское

Туры должны разрабатываться с учетом требований туроператоров и турагентов, а также особенностей охранного режима заповедника.

Не обходимо получить следующие результаты:

- Разработка структуры эко-туристического пакета, в котором должны быть учтены вопросы сохранения биоразнообразия, согласование и утверждение его с руководством заповедника и ведущими туроператорами республики Бурятия и Иркутской области.
- На базе утвержденной структуры эко-туристического пакета, создание комплексного туристического продукта на русском и английском языках, включая описательную и содержательную часть, технологическую и финансовую карты тура, фото и видео презентации каждого тура.
- Разработка дизайна и информационной структуры туристического сайта заповедника на основании созданного туристического пакета и согласование его с руководством заповедника.
- Разработка технической части сайта, регистрация домена и наполнение сайта на русском и английском языке. Сайт в качестве основы должен использовать CMS технологию и открытое программное обеспечение. Домен должен быть

зарегистрирован на заповедник.

**Ожидаемые результаты и сроки:**

- Детализированный календарный план работ;
- Одобренная структура комплексного экотуристического пакета, совместимого с биоразнообразием;
- Комплексный экотуристический пакет, в котором должны быть учтены вопросы сохранения биоразнообразия;
- Одобренная структура веб-сайта и дизайн туристического веб-сайта заповедника;
- Разработка и запуск в Интернете туристического вебсайта заповедника;

Платеж будет осуществляться 3 частями на основании принятия этапов работ руководителем проекта на основе следующего графика:

- 20 % – по предоставлению календарного плана работ;
- 50 % – по предоставлению комплексного эко-туристического пакета не позднее – чем 31 августа 2013 г.;
- 30% – по предоставлению отчета о работе туристического вебсайта заповедника;

**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.