

REQUEST FOR QUOTATION (RFQ)

Date: 04 April 2013

Dear Sir/Madam,

Subject: Request for Quotation for services “Baikal Information Center (BIC) maintenance, Mongolia”**Project:** 00078317, Integrated Natural Resource Management in the Baikal Basin Transboundary Ecosystem**Case reference:** RFQ/EMO/2013-049 (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 (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
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>

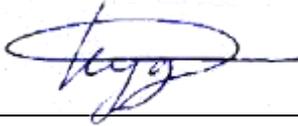
11. UNOPS strongly encourages all Bidders to subscribe to the Tender Alert Service available on the United Nations Global Market Place (www.ungm.org). This will allow Bidders to be

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



ANNEX I - TERMS OF REFERENCES**Terms of Reference (TOR) for Local Service Contract
Baikal Information Center (BIC) maintenance**

Location : Mongolia
Application Deadline : 25-Apr-2013
Type of Contract : Service Contract
Post Level : Local
Languages Required : English, Mongolian
Starting Date : (date when the selected candidate is expected to start) 01- May -2013
Duration of Initial Contract : 01 May 2013 - 30 November 2014
Expected Duration of Assignment: 18 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:

In order to trigger replication and ensure the sustainability of results, the project will set a Baikal Center for Technology Dissemination, conduct a series of forums for industries, and support local NGO actions.

Immediate objective(s):

Work under Output 3.4.”Baikal Information Center, with NGO Forum and Business and Industry Partnerships” will enhance data and information sharing through the establishment of a web-based BIC, incorporating available environment status data. Initially, the BIC will be housed within the PMU and will have the form of an interactive web-site. The BIC will promote data collection, monitoring, analysis, harmonization and public communication. It will build upon work done to create the harmonized Baikal Basin Water Quality Monitoring Program under Outcome 2, Output 2.4. This activity will make harmonized data and related environmental reports available on the Internet -- accessible and transparent for public – as a critical element to facilitating good transboundary environmental governance.

The BIC will prepare the biennial report on the state of the environment of the Baikal Basin. Public education is key element for enhanced public awareness of the conditions, challenges and threats to the environment of the Baikal Basin. Adequate education is relevant to all concerned stakeholders at all levels in the civil society. This activity will aim at ensuring and improving the availability of regular comprehensive reports providing accurate, up-to-date and accessible information about environmental conditions of the Baikal Basin and thereby enhancing the consciousness of the civil society.

The report will be prepared in close collaboration with main stakeholders and on the basis of scientific assessment. The activity will also contribute to the preparation of other relevant information/education materials. All materials will be accessible through the BIC and will be widely distributed to the public.

Specific Deliverables:

The objective of the BIC is to enhance knowledge and awareness of Natural Water Resources Management (NWRM) and the state of the environment in the Baikal Basin. The BIC consists of the Russian and Mongolian parts and has these key functions:

- 1) public awareness in all Baikal Basin issues;
- 2) supporting of “Friends of Baikal Basin” NGO network;
- 3) preparation and publishing of the Annual State of the Baikal-Hovsgol Basin Report;
- 4) supporting of the Harmonize Monitoring Program for the Baikal Basin;
- 5) creation of an Ecological atlas of the Baikal Basin;
- 6) calculation of a water balance of the Baikal Basin;
- 7) implementation of early warning program to notify downstream users in the case of acute threats from water-borne pollutants and will coordinate pollution warning/alert/response simulation(s). The Baikal Project will support and finance this enhancement.

During the first year of the Baikal Project Implementation the web portal of the Baikal Information Center (BIC) was established with support of GEF IW:Learn project. The web portal address is <http://bic.iwlearn.org>. This web-based platform CMS is developed to enhance cooperation, knowledge-sharing and networking between the stakeholders, industries, NGO and public society. BIC is based on open source software, Plone. BIC is multilingual and initially set up for English, Russian and Mongolian.

The service is expected to deliver the following results:

- Maintain and provide information support for the BIC web portal. All structures changes in the BIC web portal have to be agreed with the Baikal project management unit (PMU). BIC web portal consists of Documents, News, Atlas, Monitoring, Balance, Modeling, Friends and Contacts sections. Informational needs for these sections will be provided by PMU. Firstly all information has to be published in the English version of the site and secondly translated into Mongolian. In addition a Russian translation of the each published document has to be created with a private status and duplicates the English source. All documents and pages published by Russian BIC subcontractors in the Mongolian part of the BIC portal have to be translated into Mongolian. The detailed information about BIC portal sections are presented below:
 - Documents. This section contains environmental data and reports collected according to the approved data exchange protocol between conservancies and nature resource management organizations of the Baikal Basin. The contractor is responsible for collecting only Mongolian reports.
 - News. This section contains major news and events of the Baikal Basin. The contractor is responsible for publishing only news and events in the Mongolia.
 - Atlas. This section contains maps developed within the Baikal Project activity – “The Ecological atlas of the Baikal Basin”. The contractor has to publish all maps on the BIC website using IW:Learn GeoNote Map Server : <http://geonode.iwlearn.org/> or other alternative internet tool provided by PMU which will be selected during the Ecological atlas of the Baikal Basin development process.
 - Monitoring. This section contains results developed within the Baikal Project activity “Harmonized water quality monitoring program for the Baikal Basin”. The contractor has to publish provided information.
 - Balance. This section contains water balance model results developed within the Baikal Project activity “Setting up the model of pollutants transport and water balance in the Baikal Basin”. The contractor has to take part in training organized by PMU and has to publish provided information.
 - Modeling. This section contains pollutants transport model results developed within the Baikal Project activity “Setting up the model of pollutants transport and water balance in the Baikal Basin”. The contractor has to take part in training organized by PMU and has to publish provided information.
 - Friends. This section contains list of NGO and web forum created within the Baikal Project activity “NGO Network “Friends of Baikal Basin” conception designing and implementation”.
 - Contacts. This section contains the contact details of the BIC in Mongolia and the Russian Federation.
- Develop BIC information data exchange protocol for Mongolia based on conception and informational structure of BIC;
- Distribute and approve protocol between stakeholders;
- Get endorsement letters from relevant stakeholders;

- Based on approved data exchange protocol collect basin data and upload them into BIC portal (section - Documents).
- Take a part in a preparation of a biennial report on the state of the environment of the Baikal Basin for 2012-2013 years (BBBR). The Russian subcontractor will lead in this activity.
- Develop the structure of BBR together with the Russian BIC and receive PMU endorsement.
- Prepare 2012-2013 BBR in English and Mongolian
- Publish 2012-2013 BBR in English and Mongolian (100 copies) after PMU endorsement.

Inputs:

- Conception and informational structure of BIC.
- Harmonized water quality monitoring program for the Baikal Basin.
- The Ecological Atlas of the Baikal Basin.
- The digital GIS data of the ecological atlas of the Baikal Basin.
- “NGO Network “Friends of Baikal Basin” conception and list of organizations.
- 1 ArcView standard desktop license.
- 1 GIS desktop computer with two screens.

Expected Outputs, reports and related logistics:

- Detailed calendar plan for activities to be carried out within the framework of the consultancy.
- Technical progress reports (every 2 months).
- BIS information data exchange protocol for Mongolia.
- Endorsement letters from relevant authorities.
- Annual web portal maintaining report.
- The structure of the biennial report on the state of the environment of the Baikal Basin.
- The biennial report on the state of the environment of the Baikal Basin for 2012-2013 years in English and Mongolian.

Please note that the shortlisted candidates will be requested to provide price offers. Price offers will include only consultancy fees.

Payment will be made in 6 installments based on the acceptance of the required deliverables by the Project Manager as specified below:

- 10% payment upon submission of a) BIC information data exchange protocol b) Endorsement letters – no later than by 31 May 2013.
- 15% payment upon submission of a) collected data report b) setting up for the BIC web portal with collected data – no later than by 31 Aug 2013
- 15% payment upon submission of a) Annual web portal maintaining report – no later than by 31 Oct 2013

- 10% payment upon submission of a) The structure of the biennial report on the state of the environment of the Baikal Basin – no later than by 31 March 2014
- 35% payment upon submission of a) The biennial report on the state of the environment of the Baikal Basin for 2012-2013 years in English and Russian – no later than by 30 June 2014
- 15% payment upon submission of a) Annual web portal maintaining report – no later than by 31 Oct 2014

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

Budget:

2013: An indicative cost of USD 2,500 has been estimated for BIC information data exchange protocol.

2013: An indicative cost of USD 5,000 has been estimated for collecting information and setting up for the BIC web portal.

2013: An indicative cost of USD 5,000 has been estimated for maintaining and information support for the BIC web portal.

2014: An indicative cost of USD 5,000 has been estimated for maintaining and information support for the BIC web portal.

2014: An indicative cost of USD 10,000 has been estimated for the preparation of the biennial report on the state of the environment of the Baikal Basin for 2012-2013 years in English and Russian.

Summary : 27,500

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))
GRAND TOTAL				

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

Other Costs (description)	Cost
GRAND TOTAL	

ANNEX III: PREVIOUS EXPERIENCE FORM

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

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.