

## REQUEST FOR QUOTATION

LRFQ-2019-9153724

30 November 2019

### UNITED NATIONS CHILDREN'S FUND (UNICEF)

Wishes to invite you to submit a quotation for

#### CONTRATO INSTITUCIONAL ELABORACION DE LINEA DE BASE DE LA ESTRATEGIA DE COMUNICACIÓN PARA EL CAMBIO SOCIAL Y DE COMPORTAMIENTO C4D EN EL PROGRAMA DE PAIS DE UNICEF NICARAGUA 2019-2023

Offers are invited by 09 November 2019 addressed to [jsolis@unicef.org](mailto:jsolis@unicef.org) for the supply of:

Item No	Item Description	Quantity/Unit	Unit Price	Amount
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SCHEDULE NO: 1 C4D STRATE

00010

1 each

Nombre de la Contratación Institucional

Elaboración de Línea de Base de la estrategia de comunicación para el cambio social y de comportamiento C4D en el Programa de País de UNICEF Nicaragua 2019-2023, en ámbitos de: desarrollo infantil y crianza con ternura; protección de niñas, niños y adolescentes contra la violencia sexual; participación de la comunidad para la mejora de la calidad educativa.

Tipo de contratación 3. Lugar de contratación

Contratación: Institucional Internacional y/o Nacional. Managua.

Antecedentes

Desarrollo infantil y crianza con ternura

UNICEF concede una principal importancia a los primeros años de vida de los niños y niñas. Aboga para que la inversión en esta etapa de la vida sea la suficiente para garantizar el desarrollo integral de la primera infancia en igualdad de condiciones y oportunidades.

La evidencia demuestra que, para garantizar un adecuado desarrollo infantil temprano, los niños y niñas tienen que tener acceso a una buena salud básica, una nutrición adecuada, el inicio de una educación pre-básica y a una protección social y familiar que evite la violencia. Está documentado que el desarrollo integral se ve también afectado por las pautas de crianza que, si son discriminatorias por razones de género, pueden afectar negativamente la personalidad y el desarrollo de niños y niñas.

No se encuentran investigaciones que permitan conocer las principales pautas, patrones y prácticas de crianzas en la primera infancia de Nicaragua, y mucho menos en pueblos indígenas. Es necesario realizar estudios que permitan contar con una línea de base sobre los saberes y las prácticas de crianza, incluidos en los pueblos indígenas, con la finalidad de contribuir a la construcción de un enfoque intercultural para los programas dirigidos a los niños y niñas en la primera infancia.

Estudios basados en los siguientes comportamientos priorizados:

Item No	Item Description	Quantity/Unit	Unit Price	Amount
1.	Padres y madres realizan estimulación temprana con sus hijos e hijas de 0-3 años			
2.	Puérperas alimentan con leche materna a sus hijos e hijas dentro de la primera hora de haber nacido			
3.	Madres alimentan con lactancia materna exclusiva a sus hijos e hijas hasta los 6 meses			
3.	Padres y madres comparten con equidad las responsabilidades y tareas del cuidado y educación de sus hijos e hijas			
4.	Padres y madres conocen las reacciones adversas de las vacunas			
5.	Padres y madres educan a sus hijos/as con buen trato y sin lesiones físicas			
6.	Padres y madres dedican tiempo a la educación en valores de sus hijos e hijas			
7.	Padres (hombres) participan en la educación de sus hijos.			
	<p><b>Protección de la Infancia contra la Violencia Sexual</b></p> <p>Dentro del Programa de Cooperación de UNICEF Nicaragua para 2018 # 2023, el componente de Protección de la Niñez y Participación de Adolescentes, busca brindar protagonismo, prevención, protección y asistencia a niñas, niños y adolescentes de tal modo que cuenten con entornos protectores que permitan su auto cuidado y el cuidado de sus pares, así como el compromiso de todos los miembros de la sociedad, el estado y las familias para que logren desarrollarse plenamente sin riesgos ni exclusión.</p> <p>La violencia sexual constituye un problema de salud pública y de derechos humanos, por su impacto sobre el individuo, la familia y la sociedad, siendo las principales víctimas niñas, niños y adolescentes. Este problema tiene secuelas emocionales y psicológicas para quienes lo sufren, como consecuencia a corto y a largo plazo afecta la salud mental de las víctimas. La violencia sexual es un evento traumático, negativo e intenso, que coloca a la víctima en una situación de vulnerabilidad e indefensión, y algunas veces es re-victimizada por la familia, la comunidad, los medios de comunicación y el sistema de justicia.</p> <p>Las estadísticas indican que la mayoría de los delitos sexuales ocurren en el entorno familiar (81.3%); de estos los principales agresores son personas conocidas (39%); padres, madres, padrastros y otros familiares (23.33%) y novios (16.02%). Así mismo se reporta que el 83.06% de las víctimas de los delitos sexuales son niñas, niños y adolescentes de 0 a 17 años; y de estos el 87.01% son del sexo femenino.</p> <p>En el año 2017 la oficina de UNICEF Nicaragua da inicio a la implementación de una estrategia para el cambio social y de comportamiento denominada #La prevención del abuso sexual empieza por casa#, la cual trata de abordar el problema. Esta estrategia, contemplaba en sus primeros años de implementación, la priorización comportamientos que se buscaban transformar. A 2019 nos encontramos en etapa de iniciar una siguiente fase de intervención que se centre en analizar de una manera más integral esta problemática, con el fin de rediseñar el proyecto integrando un análisis de género más profundo, que contribuya a transformar las relaciones basadas en la violencia y no remarcar las desigualdades.</p> <p>Los comportamientos priorizados inicialmente se centraban en los siguientes elementos:</p> <p># Los padres y madres protegen y cuidan siempre a los niños, niñas y adolescentes para prevenir la violencia sexual</p> <p>en el entorno familiar, escolar y comunitario.</p> <p># Los padres y madres mantienen la confianza y la comunicación permanente con sus hijos e hijas, educándolos en</p> <p>valores y brindándoles información sobre los factores de riesgo de la violencia sexual.</p> <p># Los padres y madres educan a sus hijos e hijas en establecer límites a la figura de autoridad de los adultos de la</p> <p>familia, la escuela y la comunidad.</p> <p># Las niñas, niños y adolescentes identifican las situaciones de amenazas de abuso sexual y ponen en práctica las</p> <p>medidas de autocuidado para prevenirlo.</p> <p>Para el desarrollo de esta línea base, se deberá tener en cuenta los factores que condicionan los comportamientos actuales en las familias, las comunidades y la sociedad que impiden la prevención del abuso sexual. Por lo que se espera que esta línea base aporte elementos claves que permitan profundizar en el abordaje del abuso sexual contra niñas, niños y adolescentes.</p> <p><b>Participación de la comunidad para la mejora de la calidad educativa</b></p> <p>El Plan de Educación del Ministerio de Educación para el período 2017-2021 persigue tres grandes objetivos:</p> <p>1) Mejorar calidad educativa y formación integral, para formar mejores seres humanos, con aprendizajes</p>			

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relevantes y con una cultura para emprender; 2) Incrementar la cobertura educativa, asegurando el derecho a la educación, con equidad; 3) Elevar el potencial humano de los servidores públicos en educación para el saber hacer. Uno de los factores asociados a la calidad de la educación que se persigue, es la participación de la comunidad educativa, con énfasis en el rol de la familia en los procesos de aprendizaje de los niños. Con el apoyo familiar, se espera que la matrícula escolar se incremente y que la permanencia y promoción escolares mejoren. También se espera que la participación y el apoyo familiar contribuyan a que los resultados de aprendizaje sean de mejor calidad.

El programa de cooperación UNICEF # Gobierno de Nicaragua, en el componente de educación identifica algunas problemáticas que deben ser trabajadas desde el cambio social con las madres, padres y cuidadores, entre ellas: falta de credibilidad en el sistema escolar; poco apoyo en las tareas escolares; poco acercamiento y participación en actividades de la escuela; y falta de reconocimiento de la labor de la escuela y los docentes. Es por ello que, utilizando el modelo de comunicación para el desarrollo, se definen actividades dirigidas a cambiar actitudes, percepciones y comportamientos de padres, madres y cuidadores, que impiden que los estudiantes lleguen, permanezcan y aprueben su año escolar con buenas notas.

Los comportamientos priorizados son los siguientes:

- # Comunidad educativa reconoce que la educación es importante para el futuro de los niños, y que es un derecho a garantizar
- # Comunidad educativa reconoce la importancia del preescolar en el desarrollo infantil y el papel que juega en la preparación para la escuela y el éxito escolar
- # Padres y madres (y otros cuidadores) se empeñan en asegurar que sus hijos vayan al preescolar: les motivan, les preparan su mochila y útiles escolares, los levantan temprano y se aseguran de su aseo personal, los acompañan hasta y desde la escuela, en su recorrido, aseguran constancia en la asistencia, se preocupan porque los niños atiendan los 3 niveles del preescolar, si es que hay oferta del servicio en su comunidad
- # Padres y madres (y otros cuidadores) acompañan y dedican más tiempo a sus hijos en las tareas escolares
- # Padres y madres (y otros cuidadores) visitan la escuela y se comunican con los docentes, participan en actividades escolares
- # Padres y madres facilitan desde el hogar la matrícula, asistencia y permanencia de los niños en la escuela
- # Padres invierten un poco más del presupuesto familiar en educación
- # Padres priorizan la educación por sobre cualquier otra tarea que los niños y los adolescentes pudiesen tener en el hogar
- # Comunidad educativa asume y promueve valores como el respeto, la tolerancia, el diálogo, la solidaridad
- # Comunidad educativa asume que la educación es un proceso que debe ser divertido, interesante para los niños
- # Comunidad educativa asume al niño como sujeto activo del proceso de aprendizaje
- # Padres y madres asumen como facilitadores del proceso de aprendizaje
- # Padres y madres están comprometidos con la mejora continua para lograr mejores resultados de aprendizaje

Objetivos del trabajo (Objetivo Específico y Objetivos Generales)

Objetivo General:

Elaborar una línea base para las estrategias de Comunicación para el Cambio Social y de Comportamiento sobre tres ámbitos específicos del Programa de Cooperación UNICEF # Gobierno de Nicaragua (2019-2013).

Objetivos Específicos:

Realizar un levantamiento de los valores de los indicadores referentes a los comportamientos de madres, padres y/o cuidadores de niñas/niños y adolescentes en comunidades seleccionadas de Nicaragua, como insumo para elaborar estrategias de Comunicación para el Cambio Social y de Comportamiento en los ámbitos de:

- a) Desarrollo infantil y Crianza con ternura;
- b) Protección de la Niñez y Adolescencia contra la Violencia sexual;

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	<p>c) Participación de la Comunidad en la mejora de la calidad educativa.</p> <ul style="list-style-type: none"> <li>Ø Realizar un análisis de contexto de las zonas donde se realizará el estudio. Recabar mayor información sobre la situación en los tres ámbitos de estudio, respecto a pautas de crianza, normas sociales, patrones y prácticas, con un enfoque de género, de las madres, padres y cuidadores de niños menores de 6 años.</li> <li>Ø Acompañar e impulsar la definición de cuestionarios para el levantamiento de la línea de base, de acuerdo a los comportamientos e indicadores seleccionados como objeto de las Estrategia de Comunicación para el Cambio Social y de Comportamientos.</li> <li>Ø Levantar una línea de base y acompañar el proceso de análisis de la información para que se convierta en líneas de acción (comportamientos a ser modificados) que integrarán el diseño de las Estrategias de Comunicación para el Cambio Social y de Comportamiento.</li> </ul> <p>Alcance de la Consultoría            Componente            Grupos Meta            Geográfico</p> <p>Desarrollo Infantil            Padres, madres u otros cuidadores y adolescentes            Municipios seleccionados: Managua, Jinotega, Granada, Matagalpa, Madriz, RAACN y RACCS</p> <p>Protección Violencia Sexual            Padres, madres y cuidadores que participan o reciben servicios de asistencia social (MIFAN)</p> <p>Nacional:            70,347 padres, madres y/o cuidadores</p> <p>Participación de la comunidad en la mejora de la calidad de la educación            Primario: Padres, Madres y cuidadores            Secundario: Docentes y otros líderes comunitarios            Primario: Nacional. Toda la población.            Secundario: 60 mil docentes (tres niveles).            Administradores educativos (subdirectores, directores, asesores pedagógicos, delegados municipales y departamentales)            Líderes de Comités Locales de Educación</p> <p>Principales tareas            Análisis:</p> <ul style="list-style-type: none"> <li>Ø Desarrollo de un protocolo de investigación CAP.</li> <li>Ø Revisión de la información existente alrededor de los tres ámbitos de estudio: revisión bibliográfica; documentos oficiales; investigaciones realizadas por ONGs locales e internacionales; estrategias de comunicación ya realizadas por UNICEF.</li> <li>Ø Análisis del contexto cultural y social de los lugares donde se realizará el estudio.</li> <li>Ø Análisis de la integración o articulación de las familias y los actores sociales con las instituciones para propiciar una acción complementaria. Entrevistas y grupos focales a grupos de sociedad civil y de técnicos y funcionarios de las instituciones.</li> </ul> <p>Línea de Base:</p> <ul style="list-style-type: none"> <li>Ø Acompañar el proceso de preparación de cuestionarios para levantamiento de encuestas y determinar su metodología participativa.</li> <li>Ø Proceso de encuestas con participantes claves:               <ul style="list-style-type: none"> <li>- Participantes Primarios: padres-madres, tutores o cuidadoras de niñas, niños y adolescentes y maestros.</li> </ul> </li> </ul>			



Item No	Item Description	Quantity/Unit	Unit Price	Amount
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- Participantes Secundarios: consejeros de las comunidades educativas, personal docente, personal de salud, personal de instituciones de protección y justicia.

Ø Socios: MIFAN, MINSA, MINED, Corte Suprema de Justicia, Defensoría Pública, Ministerio Público, Instituto de Medicina Legal, Asociación Quincho Barrilete, CODENI, Organizaciones Internacionales integrantes del Movimiento Mundial por la Infancia.

Análisis:

Ø Compilación, presentación y validación de los resultados de la aplicación de la línea base

Ø Realización de proceso de análisis conjunto de los datos de la línea de base

Entrega:

Ø Elaboración del Informe Final de Línea de Base y Resumen Ejecutivo

Ø Socialización del Estudio con actores clave

Duración de la asistencia técnica

Fecha de Inicio de la consultoría: a partir de la firma del contrato, en noviembre de 2019.

Fecha de finalización de la consultoría: marzo de 2020.

El contrato tendrá una duración de 3 meses a partir de la firma del contrato (excluyendo el período vacacional en el mes de diciembre). La fecha exacta de finalización del contrato se determinará antes de la firma de este.

Productos esperados

1. Documento de estudio situacional sobre las familias, las comunidades y la sociedad en general en los tres ámbitos de estudio.

2. Documento de línea base para los tres ámbitos de estudio, sobre los resultados de las encuestas: comportamientos, indicadores y cuestionarios definidos.

3. Documento de análisis de la información, incluyendo propuesta de comportamientos precisos a ser abordados por las estrategias de Comunicación para el Cambio Social y de Comportamientos.

Calificaciones requeridas/ experiencia profesional

Ø Equipo multidisciplinario con experiencia en investigación social.

Ø Coordinación de trabajo con organizaciones sociales.

Ø Experiencia de trabajo con organizaciones y redes de adolescentes y jóvenes, organismos nacionales e internacionales. (Deseable)

Ø Enfoque de trabajo multidisciplinario, multi étnico, generacional con equidad de género.

Ø Experiencia de trabajo con Instituciones del Estado MIFAN, MINED, MINSA, Corte Suprema de Justicia, Ministerio Público, Defensoría Pública.

Ø Experiencia comprobada en trabajo de prevención de violencia para prevenir el abuso sexual.

Ø Experiencia comprobada en procesos diagnósticos a nivel nacional y elaboración de líneas de base.

Ø Experiencia en el trabajo de LB sobre cambio de comportamiento.

Instrucciones

La consultoría se realizará bajo la coordinación del programa técnico de UNICEF Nicaragua quien se articulará con organizaciones del Estado y Sociedad Civil para el desarrollo del proceso.

Todos los productos y materiales que se deriven de esta consultoría serán propiedad íntegra de UNICEF.

Remuneración y formas de pago

La remuneración se determinará en base a la oferta económica presentada y tomando en cuenta la calidad y el costo del servicio.

Se pagará contra la entrega de productos de la siguiente manera:

Porcentaje

Producto

Fecha

20%

Propuesta metodológica de la consultoría con su cronograma de trabajo aprobado por UNICEF y sus

Item No	Item Description	Quantity/Unit	Unit Price	Amount
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contrapartes.  
 Noviembre 2019

30%  
 Informe de estudio sobre las practicas que utilizan las familias y la sociedad en los tres ámbitos de estudio.  
 Cuestionario consensuado de preguntas de la encuesta para Línea de Base  
 Enero 2020

30 %  
 Informe Borrador de Línea Base de Indicadores  
 Marzo 2020

20%  
 Informe Final de Línea Base  
 Marzo 2020

**Cláusula de Penalidad:**

En caso de que el EL/La Contratado(a) no cumpliera con los productos esperados en las fechas definidas en el presente documento, se establece esta cláusula de penalidad que contempla una multa del 0.005% sobre el monto total del contrato por cada día de retraso originado por El/La Contratado/a (a). En caso fortuito y/o de existir una justificación adecuada que pudiesen originar atrasos con las fechas señaladas en el contrato, El/La Contratado (a) deberá de discutir con el Especialista de Programa designado como responsable del seguimiento a la consultoría, brindando todos los elementos del caso por escrito. El Especialista de Programa de UNICEF responsable del seguimiento a la contratación, deberá de revisar las justificaciones presentadas y valorará si aplica o no la multa por penalidad. UNICEF aplicará la tasa de penalidad por los días de retrasos incurridos y no justificados a deducirse del pago respectivo.

- A. Viáticos y movilización: La oficina de UNICEF no pagará movilización y viáticos de ningún tipo por los viajes que se realicen para el buen cumplimiento del presente servicio, estos deben estar contemplados dentro del costo global del contrato. Se deben incluir en la oferta.
- B. Espacio y equipo de Oficina: El contratado/a contará con su propio espacio, equipos, material de trabajo y servicios administrativos independientemente de UNICEF. Cualquier daño que este equipo sufriera será responsabilidad del consultor y la oficina no reconocerá ni asumirá ningún gasto por esos conceptos.
- C. Seguros: El contratado/a adquirirá sus propias pólizas de seguro para soporte de gastos médicos y/o de accidentes personales que le cubran estas eventualidades mientras dure el presente contrato. UNICEF no asume responsabilidad por algún accidente que el contratado/a pudiera sufrir, ya que este contrato no supone relación patronal de ningún tipo.
- D. Entrega de productos y/o reportes: El/la contratada/o entregará los productos y reportes acordados en medio electrónico y copia dura.
- E. Reserva de derechos de propiedad: Todos los documentos, materiales o productos de la presente consultoría son propiedad de UNICEF y no podrán ser utilizados por terceros sin su autorización.
- F. Subcontratación: En caso de que el/la Contratado/a requiera la subcontratación de servicios profesionales que estime necesarios para el cumplimiento de los términos de referencia, podrá hacerlo, sin que estas vinculen alguna responsabilidad legal o financiera a UNICEF y deberá reflejarlo en la oferta.
- G. En los trabajos deben quedar asegurados la realización de los cambios solicitados por las supervisoras del contrato hasta que el producto quede totalmente a satisfacción de UNICEF.
- H. El/la Contratado/a se obliga a atender consultas y realizar correcciones de los productos realizados, durante el período comprendido desde la fecha de aprobación del producto final hasta un tiempo máximo de 3 (tres) meses posteriores a la finalización del contrato.
- I. El/la Contratado/a contará con los créditos de su obra, no obstante, el producto es propiedad de UNICEF y serán utilizadas para el propósito que estime conveniente.



United Nations Children's Fund  
Unicef  
Apartado Postal 5541  
MANAGUA  
Nicaragua

Telephone  
Facsimile  
Email [managua@unicef.org](mailto:managua@unicef.org)  
<https://unicef.sharepoint.com/Sites>

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**Incoterms & Delivery Requested**

**Packing**

Unit : Dimension.....x.....x.....cm

Unit : Dimension.....x.....x.....cm

**Lead Time & Related Charges**

Weight.....kg      Volume.....cbm

Weight.....kg      Volume.....cbm



United Nations Children's Fund  
Unicef  
Apartado Postal 5541  
MANAGUA  
Nicaragua

Telephone  
Facsimile  
Email [managua@unicef.org](mailto:managua@unicef.org)  
<https://unicef.sharepoint.com/Sites>

## QUOTATION FORM

Quotation form must be completed, signed and returned to UNICEF. The Quotations must be made in accordance with the instructions contained in this Request.

UNICEF's General Terms and Conditions will apply to any resulting Purchase order. If you have not received a copy, please contact the UNICEF representative shown at address below.

The Undersigned, having read the Terms and Conditions of QUOTATION No. LRFQ-2019-9153724 set out in the attached document, hereby offers to supply the goods specified in the schedule at the price or prices quoted, in accordance with any specifications stated and subject to The Terms and Condition set out or specified in the document.

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

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

Name & Title: \_\_\_\_\_

Company: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Tel No: \_\_\_\_\_

Fax No: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Validity of Offer: \_\_\_\_\_

Currency of Offer: \_\_\_\_\_

Please indicate which of the following Payment Terms are offered by you:

10 Days 3.0% \_\_\_\_\_ 15 Days 2.5% \_\_\_\_\_ 20 Days 2.0% \_\_\_\_\_ 30 Days Net \_\_\_\_\_ Other \_\_\_\_\_

Quotation to be addressed to:

JSOLIS  
Telephone :  
Email : [jsolis@unicef.org](mailto:jsolis@unicef.org)

Luis Enrique Gómez Avilés



## SPECIAL NOTES

Presentación de Oferta Técnica y Económica:

9 de Noviembre de 2019, antes de las 5:30pm, al correo electrónico:  
[nic\\_adquisiciones@unicef.org](mailto:nic_adquisiciones@unicef.org)

La fecha limite de consultas es 5 de noviembre, toda consulta debe ser enviada al correo:  
[nic\\_adquisiciones@unicef.org](mailto:nic_adquisiciones@unicef.org)

Considerar los siguientes requisitos al presentar oferta:

1. Presentar oferta económica en moneda local (Córdobas), en caso de presentar en moneda Dólar, UNICEF estará utilizando tasa de cambio de Naciones Unidas del mes correspondiente a la adjudicación y emisión de contrato.
2. Presentar oferta económica al correo indicado: [nic\\_adquisiciones@unicef.org](mailto:nic_adquisiciones@unicef.org)
3. Requerimos su inscripción al portal de UNGM (United Nations Global Marketplace) en el siguiente link: <https://www.ungm.org/Account/Registration>  
Favor notar que se debe registrar únicamente a nivel #Only Basic registration# Y que nos provea el número UNGM que sea asignado.  
(En caso de haber realizado anteriormente este registro, únicamente requerimos sea compartido el número de UNGM asignado)
4. Considerar que UNICEF esta exonerado del IVA.



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## INSTRUCTION TO BIDDERS

### 1. BID SUBMISSION

1.1 Bids shall be submitted in the manner specified in this solicitation document.

1.2 Bids must be clearly marked with the RFQ(S) number.

### 2. UNGM REGISTRATION

2.1 UNICEF is part of the United Nations Global Marketplace(UNGM). Accordingly, all bidders are encouraged to become a UNICEF vendor by creating a vendor profile in the UNGM website: [www.ungm.org](http://www.ungm.org)



## ANNEX A GENERAL TERMS AND CONDITIONS

### GENERAL TERMS AND CONDITIONS OF CONTRACT (Goods)

#### Definitions and UNICEF Supply Website

1.1 In these General Terms and Conditions (Goods), the following terms have the following meaning:

"Affiliates" means, with respect to the Supplier, any of its corporate affiliates or associates, including parent entities, subsidiaries, and other entities in which it owns a substantial interest.

"Confidential Information" means information or data that is designated as confidential at the time of exchange between the Parties or promptly identified as confidential in writing when furnished in intangible form or disclosed orally, and includes information, the confidential or proprietary nature of which is or should be reasonably apparent from the inherent nature, quality or characteristics of such information.

"Consignee" means the consignee designated in the Contract.

"Contract" means the purchase contract that incorporates these General Terms and Conditions (Goods). It includes purchase orders issued by UNICEF, whether or not they are issued under a long-term arrangement or similar contract.

"Goods" means the goods specified in the relevant section of the Contract.

"Host Government" means a Government with which UNICEF has a programme of development cooperation, and includes a Government of a country in which UNICEF provides humanitarian assistance.

"INCOTERMS" means the international commercial terms known as the INCOTERMS rules, issued by the International Chamber of Commerce, most recently issued at the effective date of the Contract. References in the Contract to trade terms (such as "FCA", "DAP" and "CIP") are references to those terms as defined by the INCOTERMS.

"Parties" means the Contractor and UNICEF together and a "Party" means each of the Contractor and UNICEF.

Supplier's "Personnel" means the Supplier's officials, employees, agents, individual sub-contractors and other representatives.

"Price" is defined in Article 3.1.

"Supplier" is the supplier named in the Contract.

"UNICEF Supply Website" means UNICEF's public access webpage available at [http://www.unicef.org/supply/index\\_procurement\\_policies.html](http://www.unicef.org/supply/index_procurement_policies.html), as may be updated from time to time.

1.2 These General Terms and Conditions of Contract, UNICEF's Policy Prohibiting and Combating Fraud and Corruption, the UNICEF's Policy on Conduct Promoting the Protection and Safeguarding of Children, the UN Supplier Code of Conduct, and UNICEF's Information Disclosure Policy referred to in the Contract, as well as other policies applicable to the Supplier, are publicly available on the UNICEF Supply Website. The Supplier represents that it has reviewed all such policies as of the effective date of the Contract.

#### 2. Delivery; Inspection; Risk of Loss

2.1 The Supplier will deliver the Goods to the Consignee at the place and within the time period for delivery stated in the Contract. The Supplier will comply with the INCOTERM or similar trade term expressly stated in the Contract as applying to the Goods to be supplied under the Contract and all other delivery terms and instructions stated in the Contract. Notwithstanding any INCOTERM, the Supplier will obtain any export licences required for the Goods. The Supplier will ensure that UNICEF receives all necessary transport documents in a timely manner so as to enable UNICEF to take delivery of the Goods in accordance with the requirements of the Contract. The Supplier will neither seek nor accept instructions from any entity other than UNICEF (or entities authorized by UNICEF to give instructions to the Supplier) in connection with the supply and delivery of the Goods.

2.2 The Supplier will use its best efforts to accommodate reasonable requests for changes (if any) to the requirements for the Goods (such as packaging, packing and labeling requirements), shipping instructions or delivery date of the Goods set out in the Contract. If UNICEF requests any material change to the requirements for the Goods, shipping instructions or delivery date

Price and the time schedule. Any such agreed changes will become effective only when they are set out in a written amendment to the Contract signed by both UNICEF and the Supplier. Should the Parties fail to agree on any such changes within thirty (30) days, UNICEF will have the option to terminate the Contract without penalty notwithstanding any other provision of the Contract.

2.3 The Supplier acknowledges that UNICEF may monitor the Supplier's performance under the Contract. The Supplier agrees to provide its full cooperation with such performance monitoring, at no additional cost or expense to UNICEF, and provide relevant information as reasonably requested by UNICEF, including, but not limited to, the date of receipt of the Contract, detailed delivery status, costs to be charged and payments made by UNICEF or pending.

#### Inspection

2.4 UNICEF or the Consignee (if different from UNICEF) will have a reasonable time to inspect the Goods after delivery. At UNICEF's request, the Supplier will provide its reasonable cooperation to UNICEF or the Consignee with regard to such inspection, including but not limited to access to production data, at no charge. The Supplier acknowledges that any inspection of the Goods by or on behalf of UNICEF or the Consignee does not constitute a determination that the specifications for the Goods set out in the Contract (including the mandatory technical requirements) have or have not been met. The Supplier will be required to comply with its warranty and other contractual obligations whether or not UNICEF or the Consignee carries out an inspection of the Goods.

#### Delivery not Acceptance; Consequences of Delayed Delivery and Non-conforming Goods

2.5 If the Supplier determines it will be unable to deliver all or some of the Goods to the Consignee by the delivery date(s) stipulated in the Contract, the Supplier will (a) immediately consult with UNICEF to determine the most expeditious means for delivering the Goods; and (b) use an expedited means of delivery, at the Supplier's cost (unless the delay is due to force majeure as defined in Article 6.7 below), if reasonably requested by UNICEF to do so. Partial deliveries of Goods will not be accepted unless prior written approval for such partial delivery has been given by UNICEF to the Supplier.

2.6 Delivery of the Goods will not constitute acceptance of the Goods. If some or all of the Goods do not conform to the requirements of the Contract or if the Supplier delivers the Goods late or fails to deliver the Goods (or any part of the Goods) in accordance with the agreed delivery dates and delivery terms and instructions, UNICEF may, without prejudice to any of its other rights and remedies, exercise one or more of the following rights under the Contract at UNICEF's option:

(a) UNICEF can reject and refuse to accept any or all of the Goods (including those that do conform to the Contract). If UNICEF rejects the Goods, the Supplier will, at its own cost, arrange for the prompt return of the rejected Goods and, at UNICEF's option, the Supplier will promptly replace the rejected Goods with Goods of equal or better quality (and will be responsible for all costs related to such replacement) or UNICEF may exercise its other rights set out below;

(b) UNICEF may procure all or part of the Goods from other sources, in which case the Supplier will be responsible for any additional costs beyond the balance of the Price for such Goods;

(c) Upon UNICEF's demand, the Supplier will refund all payments (if any) made by UNICEF in respect of the rejected Goods or the Goods that have not been delivered in accordance with the delivery dates and delivery terms;

(d) UNICEF can give written notice of breach and, if the Supplier fails to remedy the breach, can terminate the Contract in accordance with Article 6.1 below;

(e) UNICEF can require the Supplier to pay liquidated damages as set out in the Contract.

2.7 Further to Article 11.6 below, the Supplier expressly acknowledges that if, in respect of any consignment, UNICEF takes delivery of all or some of the Goods that have been delivered late or otherwise not in full compliance with the delivery terms and instructions or that are not in full conformity with the requirements of the Contract, this does not constitute a waiver of UNICEF's rights in respect of such late delivery or non-compliant Goods.

#### Risk of Loss; Title to Goods

2.8 Risk of loss, damage to or destruction of Goods supplied under the Contract, and



## ANNEX A GENERAL TERMS AND CONDITIONS

INCOTERM or similar trade term expressly stated in the Contract as applying to the Goods supplied under the Contract and any other express terms of the Contract. In the absence of any such INCOTERM or similar trade term or other express terms, the following provisions will apply: (a) the entire risk of loss, damage to or destruction of the Goods will be borne exclusively by the Supplier until physical delivery of the Goods to the Consignee has been completed in accordance with the Contract; and (b) the Supplier will be solely liable for making all transport arrangements and for payment of freight and insurance costs for the shipment and delivery of the Goods in accordance with the requirements of the Contract.

2.9 Unless otherwise expressly provided in the Contract, title in and to the Goods will pass from the Supplier to the Consignee upon delivery of the Goods in accordance with the applicable delivery terms and acceptance of the Goods in accordance with the Contract.

### 3. Price; Invoicing; Tax Exemption; Payment Terms

3.1 The price for the Goods is the amount specified in the price section of the Contract (the "Price"), it being understood that such amount is specified in United States dollars unless otherwise expressly provided for in the price section of the Contract. The Price includes the cost of packaging and packing the Goods in accordance with the requirements of the Contract and delivery in accordance with the applicable delivery terms. The Price is inclusive of all costs, expenses, charges or fees that the Supplier may incur in connection with the performance of its obligations under the Contract; provided that, without prejudice to or limiting the provisions of Article 3.3 below, all duties and other taxes imposed by any authority or entity must be separately identified. It is understood and agreed that the Supplier will not request any change to the Price after delivery of the Goods by the Supplier and that the Price cannot be changed except by written agreement between the Parties before the Goods are delivered.

3.2 The Supplier will issue invoices to UNICEF only after the Supplier has fulfilled the delivery terms of the Contract. The Supplier will issue (a) one (1) invoice in respect of the payment being sought, in the currency specified in the Contract and in English, indicating the Contract identification number listed on the front page of the Contract; and (b) copies of the shipping documents and other supporting documents as specified in the Contract.

3.3 The Supplier authorizes UNICEF to deduct from the Supplier's invoices any amount representing direct taxes (except charges for utilities services) and customs restrictions, duties and charges of a similar nature in respect of articles imported or exported for UNICEF's official use, in accordance with the exemption from tax in Article II, Section 7 of the Convention of the Privileges and Immunities of the United Nations, 1946. In the event any governmental authority refuses to recognize this exemption from taxes, restrictions, duties or charges, the Supplier will immediately consult with UNICEF to determine a mutually acceptable procedure. The Supplier will provide full cooperation to UNICEF with regard to securing UNICEF's exemption from, or refund of amounts paid as, value-added taxes or taxes of a similar nature.

3.4 UNICEF will notify the Supplier of any dispute or discrepancy in the content or form of any invoice. With respect to disputes regarding only a portion of such invoice, UNICEF will pay the Supplier the amount of the undisputed portion in accordance with Article 3.5 below. UNICEF and the Supplier will consult in good faith to promptly resolve any dispute with respect to any invoice. Upon resolution of such dispute, any amounts that have not been charged in accordance with the Contract will be deducted from the invoice(s) in which they appear and UNICEF will pay any agreed remaining items in the invoice(s) in accordance with Article 3.5 within thirty (30) days after the final resolution of such dispute.

3.5 UNICEF will pay the uncontested amount of the Supplier's invoice within thirty (30) days of receiving both the invoice and the shipping documents and other supporting documents, as referred to in Article 3.2 above. The amount paid will reflect any discount(s) shown under the payment terms of the Contract. The Supplier will not be entitled to interest on any late payment or any sums payable under the Contract nor any accrued interest on payments withheld by UNICEF in connection with a dispute. Payment will not relieve the Supplier of its obligations under the Contract. Payment will not be deemed acceptance of the Goods or waiver of any rights with regard to the Goods.

3.6 Each invoice will confirm the Supplier's bank account details provided to UNICEF as part of the Supplier's registration process with UNICEF. All payments due to the Supplier under the Contract will be made by electronic funds transfer to that bank account. It is the Supplier's responsibility to ensure that the bank details supplied by it to UNICEF are up-to-date and accurate and notify UNICEF in writing by an authorized representative of the Supplier of any changes in bank details together with supporting documentation satisfactory to UNICEF.

3.7 The Supplier acknowledges and agrees that UNICEF may withhold payment in respect of any invoice if, in UNICEF's opinion, the Supplier has not performed in accordance with the terms and conditions of the Contract or if the Supplier has not provided sufficient

3.8 UNICEF will have the right to set off against any amount or amounts due and payable by UNICEF to the Supplier under the Contract, any payment, indebtedness or other claim (including, without limitation, any overpayment made by UNICEF to the Supplier) owing by the Supplier to UNICEF under the Contract or under any other contract or agreement between the Parties. UNICEF will not be required to give the Supplier prior notice before exercising this right of set-off (such notice being waived by the Supplier). UNICEF will promptly notify the Supplier after it has exercised such right of set-off, explaining the reasons for such set-off, provided however that the failure to give such notification will not affect the validity of such set-off.

3.9 Each of the invoices paid by UNICEF may be subject to a post-payment audit by UNICEF's external and internal auditors or by other authorised agents of UNICEF, at any time during the term of the Contract and for three (3) years after the Contract terminates. UNICEF will be entitled to a refund from the Supplier of amounts such audit or audits determine were not in accordance with the Contract regardless of the reasons for such payments (including but not limited to the actions or inactions of UNICEF staff and other personnel).

### 4. Representations and Warranties; Indemnification; Insurance

#### Representations and Warranties

4.1 The Supplier represents and warrants that as of the effective date and throughout the term of the Contract: (a) it has the full authority and power to enter into the Contract and to perform its obligations under the Contract and the Contract is a legal, valid and binding obligation, enforceable against it in accordance with its terms; (b) it has, and will maintain throughout the term of the Contract, all rights, licenses, authority and resources necessary, as applicable, to develop, source, manufacture and supply the Goods and to perform its other obligations under the Contract; (c) all of the information concerning the Goods and the Supplier that it has previously provided to UNICEF, or that it provides to UNICEF during the term of the Contract, is true, correct, accurate and not misleading; (d) it is financially solvent and is able to supply the Goods to UNICEF in accordance with the terms and conditions of the Contract; (e) the use or supply of the Goods does not and will not infringe any patent, design, trade-name or trade-mark; (f) it has not and will not enter into any agreement or arrangement that restrains or restricts any person's rights to use, sell, dispose of or otherwise deal with the Goods; and (g) the development, manufacture and supply of the Goods is, and will continue to be, in compliance with all applicable laws, rules and regulations. The Supplier will fulfill its commitments with the fullest regard to the interests of UNICEF and will refrain from any action which may adversely affect UNICEF or the United Nations.

4.2 The Supplier further represents and warrants that the Goods (including packaging): (a) conform to the quality, quantity and specifications for the Goods stated in the Contract (including, in the case of perishable or pharmaceutical products, the shelf life specified in the Contract); (b) conform in all respects to the technical documentation provided by the Supplier in respect of such Goods and, if samples were provided to UNICEF prior to entering into the Contract, are equal and comparable in all respects to such samples; (c) are new and factory-packed; (d) are fit for the purposes for which such goods are ordinarily used and for purposes expressly made known to the Supplier by UNICEF in the Contract; (e) are of consistent quality and free from faults and defects in design, manufacture, workmanship and materials; (f) are free from all liens, encumbrances or other third party claims; and (g) are contained or packaged in accordance with the standards of export packaging for the type and quantities of the Goods specified in the Contract, and for the modes of transport of the Goods specified in the Contract (including but not limited to, in a manner adequate to protect them in such modes of transport), and marked in a proper manner in accordance with the instructions stipulated in the Contract and applicable law.

4.3 The warranties provided in Article 4.2 will remain valid for the warranty period specified in the Contract; provided that (a) the warranty period for pharmaceutical goods or other perishable products will be no less than the shelf-life of those Goods specified in the Contract; and (b) if no warranty period or shelf-life is specified in the Contract, the warranties will remain valid from the date the Supplier signs the Contract until the day twelve (12) months after fulfillment of the delivery terms or such later date as may be prescribed by law.

4.4 If the Supplier is not the original manufacturer of the Goods or any part of the Goods, the Supplier assigns to UNICEF (or, at UNICEF's instructions, the Government or other entity that receives the Goods) all manufacturers' warranties in addition to any other warranties under the Contract.

4.5 The representations and warranties made by the Supplier in Articles 4.1 and 4.2 and the Supplier's obligations in Articles 4.3 and 4.4 above are made to and are for the benefit of (a) each entity that makes a direct financial contribution to the purchase of Goods; and (b) each



## ANNEX A GENERAL TERMS AND CONDITIONS

### Indemnification

4.6 The Supplier will indemnify, hold and save harmless and defend, at its own expense, UNICEF, its officials, employees, consultants and agents, each entity that makes a direct financial contribution to the purchase of the Goods and each Government or other entity that receives the Goods, from and against all suits, claims, demands, losses and liability of any nature or kind, including their costs and expenses, by a third party and arising out of the acts or omissions of the Supplier or its Personnel or sub-contractors in the performance of the Contract. This provision will extend to but not be limited to (a) claims and liability in the nature of workers' compensation; (b) product liability; and (c) any actions or claims pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the Goods or other liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property provided or licensed to UNICEF under the Contract or used by the Supplier, its Personnel or sub-contractors in the performance of the Contract.

4.7 UNICEF will report any such suits, proceedings, claims, demands, losses or liability to the Supplier within a reasonable period of time after having received actual notice. The Supplier will have sole control of the defence, settlement and compromise of any such suit, proceeding, claim or demand except with respect to the assertion or defence of the privileges and immunities of UNICEF or any matter relating to UNICEF's privileges and immunities (including matters relating to UNICEF's relations with Host Governments), which as between the Supplier and UNICEF, only UNICEF itself (or relevant governmental entities) will assert and maintain. UNICEF will have the right, at its own expense, to be represented in any such suit, proceeding, claim or demand by independent counsel of its own choosing.

### Insurance

4.8 The Supplier will comply with the following insurance requirements:

(a) The Supplier will have and maintain in effect with reputable insurers and in sufficient amounts, insurance against all of the Supplier's risks under the Contract (including, but not limited to, the risk of claims arising out of or related to the Supplier's performance of the Contract), including the following:

(i) Insurance against all risks in respect of its property and any equipment used for the performance of the Contract;

(ii) General liability insurance against all risks in respect of the Contract and claims arising out of the Contract including, but not limited to, product liability insurance, in an adequate amount to cover all claims arising from or in connection with the Supplier's performance under the Contract. The Supplier's product liability insurance will cover the direct and indirect financial consequences of liability (including all costs, including replacement costs, related to recall campaigns) sustained by UNICEF or third parties as a result of or relating to the Goods;

(iii) All appropriate workers' compensation and employer's liability insurance, or its equivalent, with respect to its Personnel and sub-contractors to cover claims for death, bodily injury or damage to property arising from the performance of the Contract; and

(iv) Such other insurance as may be agreed upon in writing between UNICEF and the Supplier.

(b) The Supplier will maintain the insurance coverage referred to in Article 4.8(a) above during the term of the Contract and for a period after the Contract terminates extending to the end of any applicable limitations period with regard to claims against which the insurance is obtained.

(c) The Supplier will be responsible to fund all amounts within any policy deductible or retention.

(d) Except with regard to the insurance referred to in paragraph (a)(ii) above, the insurance policies for the Supplier's insurance required under this Article 4.8 will (i) name UNICEF as an additional insured; (ii) include a waiver by the insurer of any subrogation rights against UNICEF; and (iii) provide that UNICEF will receive thirty (30) days' written notice from the insurer prior to any cancellation or change of coverage.

(e) The Supplier will, upon request, provide UNICEF with satisfactory evidence of the insurance required under this Article 4.8.

(f) Compliance with the insurance requirements of the Contract will not limit the Supplier's

### Liability

4.9 The Supplier will pay UNICEF promptly for all loss, destruction or damage to UNICEF's property caused by the Supplier's Personnel or sub-contractors in the performance of the Contract.

### 5. Intellectual Property and Other Proprietary Rights; Confidentiality

#### Intellectual Property and Other Proprietary Rights

5.1 Unless otherwise expressly provided for in the Contract:

(a) Subject to paragraph (b) of this Article 5.1, UNICEF will be entitled to all intellectual property and other proprietary rights with regard to products, processes, inventions, ideas, know-how, data or documents and other materials ("Contract Materials") that (i) the Supplier develops for UNICEF under the Contract and which bear a direct relation to the Contract or (ii) are produced, prepared or collected in consequence of, or during the course of, the performance of the Contract. The term "Contract Materials" includes, but is not limited to, all maps, drawings, photographs, plans, reports, recommendations, estimates, documents developed or received by, and all other data compiled by or received by, the Supplier under the Contract. The Supplier acknowledges and agrees that Contract Materials constitute works made for hire for UNICEF. Contract Materials will be treated as UNICEF's Confidential Information and will be delivered only to authorized UNICEF officials on expiry or termination of the Contract.

(b) UNICEF will not be entitled to, and will not claim any ownership interest in, any intellectual property or other proprietary rights of the Supplier that pre-existed the performance by the Supplier of its obligations under the Contract, or that the Supplier may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract. The Supplier grants to UNICEF a perpetual license to use such intellectual property or other proprietary rights solely for the purposes of and in accordance with the requirements of the Contract.

(c) At UNICEF's request, the Supplier will take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring (or, in the case, intellectual property referred to in paragraph (b) above, licensing) them to UNICEF in compliance with the requirements of the applicable law and of the Contract.

#### Confidentiality

5.2 Confidential Information that is considered proprietary by either Party or that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract will be held in confidence by the Recipient. The Recipient will use the same care and discretion to avoid disclosure of the Discloser's Confidential Information as the Recipient uses for its own Confidential Information and will use the Discloser's Confidential Information solely for the purpose for which it was disclosed to the Recipient. The Recipient will not disclose the Discloser's Confidential Information to any other party:

(a) except to those of its Affiliates, employees, officials, representatives, agents and sub-contractors who have a need to know such Confidential Information for purposes of performing obligations under the Contract; or

(b) unless the Confidential Information (i) is obtained by the Recipient from a third party without restriction; (ii) is disclosed by the Discloser to a third party without any obligation of confidentiality; (iii) is known by the Recipient prior to disclosure by the Discloser; or (iv) at any time is developed by the Recipient completely independently of any disclosures under the Contract.

5.3 If the Supplier receives a request for disclosure of UNICEF's Confidential Information pursuant to any judicial or law enforcement process, before any such disclosure is made the Supplier (a) will give UNICEF sufficient notice of such request in order to allow UNICEF to have a reasonable opportunity to secure the intervention of the relevant national Government to establish protective measures or take such other action as may be appropriate; and (b) will so advise the relevant authority that requested disclosure. UNICEF may disclose the Supplier's Confidential Information to the extent required pursuant to resolutions or regulations of its governing bodies.

5.4 The Supplier may not communicate at any time to any other person, Government or authority external to UNICEF, any information known to it by reason of its association with UNICEF that has not been made public, except with the prior authorization of UNICEF; nor will the Supplier at any time use such information to private advantage.



## ANNEX A GENERAL TERMS AND CONDITIONS

End of Contract

5.5 Upon the expiry or earlier termination of the Contract, the Supplier will:

(a) return to UNICEF all of UNICEF's Confidential Information or, at UNICEF's option, destroy all copies of such information held by the Supplier or its sub-contractors and confirm such destruction to UNICEF in writing; and

(b) will transfer to UNICEF all intellectual and other proprietary information in accordance with Article 5.1(a).

### 6. Termination; Force Majeure

#### Termination by Either Party for Material Breach

6.1 If one Party is in material breach of any of its obligations under the Contract, the other Party can give it written notice that within thirty (30) days of receiving such notice the breach must be remedied (if such breach is capable of remedy). If the breaching Party does not remedy the breach within the thirty (30) days' period or if the breach is not capable of remedy, the non-breaching Party can terminate the Contract. The termination will be effective thirty (30) days after the non-breaching Party gives the breaching Party written notice of termination. The initiation of conciliation or arbitral proceedings in accordance with Article 9 (Privileges and Immunities; Settlement of Disputes) below will not be grounds for termination of the Contract.

#### Additional Termination Rights of UNICEF

6.2 In addition to the termination rights under Article 6.1 above, UNICEF can terminate the Contract with immediate effect upon delivery of a written notice of termination, without any liability for termination charges or any other liability of any kind:

(a) in the circumstances described in, and in accordance with, Article 7 (Ethical Standards); or

(b) if the Supplier breaches any of the provisions of Articles 5.2-5.4 (Confidentiality); or

(c) if the Supplier (i) is adjudged bankrupt, or is liquidated, or becomes insolvent, or applies for a moratorium or stay on any payment or repayment obligations, or applies to be declared insolvent; (ii) is granted a moratorium or a stay, or is declared insolvent; (iii) makes an assignment for the benefit of one or more of its creditors; (iv) has a receiver appointed on account of the insolvency of the Supplier; (v) offers a settlement in lieu of bankruptcy or receivership; or (vi) has become, in UNICEF's reasonable judgment, subject to a materially adverse change in its financial condition that threatens to substantially affect the ability of the Supplier to perform any of its obligations under the Contract.

6.3 In addition to the termination rights under Articles 6.1 and 6.2 above, UNICEF can terminate the Contract at any time by providing written notice to the Supplier in any case in which UNICEF's mandate applicable to the performance of the Contract or UNICEF's funding applicable to the Contract is curtailed or terminated, whether in whole or in part. UNICEF can also terminate the Contract upon sixty (60) days' written notice to the Supplier without having to provide any justification.

6.4 As soon as it receives a notice of termination from UNICEF, the Supplier will immediately take steps to cease provision of the Goods in a prompt and orderly manner and to minimize costs and will seek instructions from UNICEF regarding Goods in transit (if any) and will not undertake any further or additional commitments as of and following the date it receives the termination notice. In addition, the Supplier will take any other action that may be necessary, or that UNICEF may direct in writing, for the minimization of losses and for the protection and preservation of any property (whether tangible or intangible) related to the Contract that is in the possession of the Supplier and in which UNICEF has or may be reasonably expected to acquire an interest.

6.5 If the Contract is terminated, no payment will be due from UNICEF to the Supplier except for Goods delivered in accordance with the requirements of the Contract and only if such Goods were ordered, requested or otherwise provided prior to the Supplier's receipt of notice of termination from UNICEF or, in the case of termination by the Supplier, the effective date of such termination. The Supplier will have no claim for any further payment beyond payments in accordance with this Article 6.5, but will remain liable to UNICEF for all loss or damages which may be suffered by UNICEF by reason of the Supplier's default (including but not limited to cost of the purchase and delivery of replacement or substitute goods).

6.6 The termination rights in this Article 6 are in addition to all other rights and remedies

Force Majeure

6.7 If one Party is rendered permanently unable, wholly or in part, by reason of force majeure to perform its obligations under the Contract, the other Party may terminate the Contract on the same terms and conditions as are provided for in Article 6.1 above, except that the period of notice will be seven (7) days instead of thirty (30) days. "Force majeure" means any unforeseeable and irresistible events arising from causes beyond the control of the Parties, including acts of nature, any act of war (whether declared or not), invasion, revolution, insurrection, terrorism or other acts of a similar nature or force. "Force majeure" does not include (a) any event which is caused by the negligence or intentional action of a Party; (b) any event which a diligent party could reasonably have been expected to take into account and plan for at the time the Contract was entered into; (c) the insufficiency of funds, inability to make any payment required under the Contract, or any economic conditions, including but not limited to inflation, price escalations, or labour availability; or (d) any event resulting from harsh conditions or logistical challenges for the Supplier (including civil unrest) associated with locations at which UNICEF is operating or is about to operate or is withdrawing from, or any event resulting from UNICEF's humanitarian, emergency, or similar response operations.

### 7. Ethical Standards

7.1 The Supplier will be responsible for the professional and technical competence of its Personnel including its employees and will select, for work under the Contract, reliable individuals who will perform effectively in the implementation of the Contract, respect the local laws and customs, and conform to a high standard of moral and ethical conduct.

7.2 (a) The Supplier represents and warrants that no official of UNICEF or of any United Nations System organisation has received from or on behalf of the Supplier, or will be offered by or on behalf of the Supplier, any direct or indirect benefit in connection with the Contract including the award of the Contract to the Supplier. Such direct or indirect benefit includes, but is not limited to, any gifts, favours or hospitality.

(b) The Supplier represents and warrants that the following requirements with regard to former UNICEF officials have been complied with and will be complied with:

(i) During the one (1) year period after an official has separated from UNICEF, the Supplier may not make a direct or indirect offer of employment to that former UNICEF official if that former UNICEF official was, during the three years prior to separating from UNICEF, involved in any aspect of a UNICEF procurement process in which the Supplier has participated.

(ii) During the two (2) year period after an official has separated from UNICEF, that former official may not, directly or indirectly on behalf of the Supplier, communicate with UNICEF, or present to UNICEF, about any matters that were within such former official's responsibilities while at UNICEF.

(c) The Supplier represents that, in respect of all aspects of the Contract (including the award of the Contract by UNICEF to the Supplier and the selection and awarding of sub-contracts by the Supplier), it has disclosed to UNICEF any situation that may constitute an actual or potential conflict of interest or could reasonably be perceived as a conflict of interest.

7.3 The Supplier further represents and warrants that neither it nor any of its Affiliates, or Personnel or directors, is subject to any sanction or temporary suspension imposed by any United Nations System organisation or other international inter-governmental organisation. The Supplier will immediately disclose to UNICEF if it or any of its Affiliates, or Personnel or directors, becomes subject to any such sanction or temporary suspension during the term of the Contract.

7.4 The Supplier will (a) observe the highest standard of ethics; (b) use its best efforts to protect UNICEF against fraud, in the performance of the Contract; and (c) comply with the applicable provisions of UNICEF's Policy Prohibiting and Combatting Fraud and Corruption. In particular, the Supplier will not engage, and will ensure that its Personnel, agents and sub-contractors do not engage, in any corrupt, fraudulent, coercive, collusive or obstructive conduct as such terms are defined in UNICEF's Policy Prohibiting and Combatting Fraud and Corruption.

7.5 The Supplier will, during the term of the Contract, comply with (a) all laws, ordinances, rules and regulations bearing upon the performance of its obligations under the Contract and (b) the standards of conduct required under the UN Supplier Code of Conduct (available at the United Nations Global Marketplace website - [www.ungm.org](http://www.ungm.org)).

7.6 The Supplier further represents and warrants that neither it nor any of its Affiliates, or

## ANNEX A GENERAL TERMS AND CONDITIONS

Convention on the Rights of the Child, including Article 32, or the International Labour Organisation's Convention Concerning the Prohibition and Immediate Action for the Elimination of the Worst Forms of Child Labour, No. 182 (1999); or (b) in the manufacture, sale, distribution, or use of anti-personnel mines or components utilised in the manufacture of anti-personnel mines.

7.7 The Supplier represents and warrants that it has taken and will take all appropriate measures to prevent sexual exploitation or abuse of anyone by its Personnel including its employees or any persons engaged by the Supplier to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, will constitute the sexual exploitation and abuse of such person. In addition, the Supplier represents and warrants that it has taken and will take all appropriate measures to prohibit its Personnel including its employees or other persons engaged by the Supplier, from exchanging any money, goods, services, or other things of value, for sexual favours or activities or from engaging in any sexual activities that are exploitive or degrading to any person. This provision constitutes an essential term of the Contract and any breach of this representation and warranty will entitle UNICEF to terminate the Contract immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind.

7.8 The Supplier will inform UNICEF as soon as it becomes aware of any incident or report that is inconsistent with the undertakings and confirmations provided in this Article 7.

7.9 The Supplier acknowledges and agrees that each of the provisions in this Article 7 constitutes an essential term of the Contract.

(a) UNICEF will be entitled, in its sole discretion and at its sole choice, to suspend or terminate the Contract and any other contract between UNICEF and the Supplier with immediate effect upon written notice to the Supplier if: (i) UNICEF becomes aware of any incident or report that is inconsistent with, or the Supplier breaches any of, the undertakings and confirmations provided in this Article 7 or the equivalent provisions of any contract between UNICEF and the Supplier or any of the Supplier's Affiliates, or (ii) the Supplier or any of its Affiliates, or Personnel or directors becomes subject to any sanction or temporary suspension described in Article 7.3 during the term of the Contract.

(b) In the case of suspension, if the Supplier takes appropriate action to address the relevant incident or breach to UNICEF's satisfaction within the period stipulated in the notice of suspension, UNICEF may lift the suspension by written notice to the Supplier and the Contract and all other affected contracts will resume in accordance with their terms. If, however, UNICEF is not satisfied that the matters are being adequately addressed by the Supplier, UNICEF may at any time, exercise its right to terminate the Contract and any other contract between UNICEF and the Supplier.

(c) Any suspension or termination under this Article 7 will be without any liability for termination or other charges or any other liability of any kind.

### 8. Full Cooperation with Audits And Investigations

8.1 From time to time, UNICEF may conduct investigations relating to any aspect of the Contract including but not limited to the award of the Contract, the way in which the Contract operates or operated, and the Parties' performance of the Contract generally and including but not limited to the Supplier's compliance with the provisions of Article 7 above. The Supplier will provide its full and timely cooperation with any such inspections, post-payment audits or investigations, including (but not limited to) making its Personnel and any relevant data and documentation available for the purposes of such inspections, post-payment audits or investigations, at reasonable times and on reasonable conditions, and granting UNICEF and those undertaking such inspections, post-payment audits or investigations access to the Supplier's premises at reasonable times and on reasonable conditions in connection with making its Personnel and any relevant data and documentation available. The Supplier will require its sub-contractors and its agents, including, but not limited to, the Supplier's attorneys, accountants or other advisers, to provide reasonable cooperation with any inspections, post-payment audits or investigations carried out by UNICEF.

### 9. Privileges and Immunities; Settlement of Disputes

9.1 Nothing in or related to the Contract will be deemed a waiver, express or implied, deliberate or inadvertent, of any of the privileges and immunities of the United Nations, including UNICEF and its subsidiary organs, under the Convention on the Privileges and Immunities of the United Nations, 1946, or otherwise.

9.2 The terms of the Contract will be interpreted and applied without application of any

9.3 The Parties will use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to the Contract. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation will take place in accordance with the UNCITRAL Conciliation Rules then in force, or according to such other procedure as may be agreed between the Parties. Any dispute, controversy or claim between the Parties arising out of the Contract which is not resolved within ninety (90) days after one Party receives a request from the other Party for amicable settlement can be referred by either Party to arbitration. The arbitration will take place in accordance with the UNCITRAL Arbitration Rules then in force. The venue of the arbitration will be New York, NY, USA. The decisions of the arbitral tribunal will be based on general principles of international commercial law. The arbitral tribunal will have no authority to award punitive damages. In addition, the arbitral tribunal will have no authority to award interest in excess of the London Inter-Bank Offered Rate (LIBOR) then prevailing and any such interest will be simple interest only. The Parties will be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

### 10. Notices

10.1 Any notice, request or consent required or permitted to be given or made pursuant to the Contract will be in writing, and addressed to the persons listed in the Contract for the delivery of notices, requests or consents. Notices, requests or consents will be delivered in person, by registered mail, or by confirmed email transmission. Notices, requests or consents will be deemed received upon delivery (if delivered in person), upon signature of receipt (if delivered by registered mail), or twenty-four (24) hours after confirmation of receipt is sent from the addressee's email address (if delivered by confirmed email transmission).

10.2 Any notice, document or receipt issued in connection with the Contract must be consistent with the terms and conditions of the Contract and, in case of any ambiguity, discrepancy or inconsistency, the terms and conditions of the Contract will prevail.

10.3 All documents that comprise the Contract, and all documents, notices and receipts issued or provided pursuant to or in connection with the Contract, will be deemed to include, and will be interpreted and applied consistently with, the provisions of Article 9 (Privileges and Immunities; Settlement of Disputes).

### 11. Other Provisions

11.1 The Supplier acknowledges UNICEF's commitment to transparency as outlined in UNICEF's Information Disclosure Policy and confirms that it consents to UNICEF's public disclosure of the terms of the Contract should UNICEF so determine and by whatever means UNICEF determines.

11.2 The failure of one Party to object to or take affirmative action with respect to any conduct of the other Party which is in violation of the terms of the Contract will not constitute and will not be construed to be a waiver of the violation or breach, or of any future violation, breach or wrongful conduct.

11.3 The Supplier will be considered as having the legal status of an independent contractor as regards UNICEF. Nothing contained in the Contract will be construed as making the Parties principal and agent or joint venturers.

11.4 (a) Except as expressly provided in the Contract, the Supplier will be responsible at its sole cost for providing all the necessary personnel, equipment, material and supplies and for making all arrangements necessary for the performance of its obligations under the Contract.

(b) In the event that the Supplier requires the services of sub-contractors to perform any obligations under the Contract, the Supplier will notify UNICEF of this. The terms of any sub-contract will be subject to, and will be construed in a manner that is fully in accordance with, all of the terms and conditions of the Contract.

(c) The Supplier confirms that it has read UNICEF's Policy on Conduct Promoting the Protection and Safeguarding of Children. The Supplier will ensure that its Personnel understand the notification requirements expected of them and will establish and maintain appropriate measures to promote compliance with such requirements. The Supplier will further cooperate with UNICEF's implementation of this policy.

(d) The Supplier will be fully responsible and liable for all services performed by its Personnel and sub-contractors and for their compliance with the terms and conditions of the Contract. The Supplier's Personnel, including individual sub-contractors, will not be considered in any respect as being the employees or agents of UNICEF.

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ANNEX A  
GENERAL TERMS AND CONDITIONS

(e) Without limiting any other provisions of the Contract, the Supplier will be fully responsible and liable for, and UNICEF will not be liable for (i) all payments due to its Personnel and sub-contractors for their services in relation to the performance of the Contract; (ii) any action, omission, negligence or misconduct of the Contractor, its Personnel and sub-contractors; (iii) any insurance coverage which may be necessary or desirable for the purpose of the Contract; (iv) the safety and security of the Contractor's Personnel and sub-contractors' personnel; or (v) any costs, expenses, or claims associated with any illness, injury, death or disability of the Contractor's Personnel and sub-contractors' personnel, it being understood that UNICEF will have no liability or responsibility with regard to any of the events referred to in this Article 11.4(d).

11.5 The Supplier will not, without the prior written consent of UNICEF, assign, transfer, pledge or make other disposition of the Contract, or of any part of the Contract, or of any of the Supplier's rights or obligations under the Contract.

11.6 No grant of time to by a Party to cure a default under the Contract, nor any delay or failure by a Party to exercise any other right or remedy available to it under the Contract, will be deemed to prejudice any rights or remedies available to it under the Contract or constitute a waiver of any rights or remedies available to it under the Contract.

11.7 The Supplier will not seek or file any lien, attachment or other encumbrance against any monies due or to become due under the Contract, and will not permit any other person to do so. It will immediately remove or obtain the removal of any lien, attachment or other encumbrance that is secured against any monies due or to become due under the Contract.

11.8 The Supplier will not advertise or otherwise make public for purposes of commercial advantage or goodwill that it has a contractual relationship with UNICEF or the United Nations. Except as regards references to the name of UNICEF for the purposes of annual reports or communication between the Parties and between the Supplier and its Personnel and sub-contractors, the Supplier will not, in any manner whatsoever use the name, emblem or official seal of UNICEF or the United Nations, or any abbreviation of the name of the United Nations, in connection with its business or otherwise without the written permission of UNICEF.

11.9 The Contract may be translated into languages other than English. The translated version of the Contract is for convenience only, and the English language version will govern in all circumstances.

11.10 No modification or change in the Contract, and no waiver of any of its provisions, nor any additional contractual relationship of any kind with the Supplier will be valid and enforceable against UNICEF unless set out in a written amendment to the Contract signed by an authorised official of UNICEF.

11.11 The provisions of Articles 2.8, 2.9, 3.8, 3.9, 4, 5, 7, 8, 9, 11.1, 11.2, 11.4(e), 11.6 and 11.8 will survive delivery of the Goods and the expiry or earlier termination of the Contract.