

REQUEST FOR PROPOSAL

LRFP-2025-9196302

13 March 2025

UNITED NATIONS CHILDREN'S FUND (UNICEF)

Wishes to purchase

Consultancy services for supporting Ministry of Primary and Secondary Education (MoPSE) on School Improvement Grant (SIG) verifications and rapid assessments

UNITED NATIONS CHILDREN'S FUND (UNICEF) ZIMBABWE wishes to invite you to submit proposal for the above-mentioned bid. Proposals forwarded by mail must contain written title that allows the receiving mail agents to identify the email.

IMPORTANT -ESSENTIAL INFORMATION:

The reference:"(LRFP ZIM/2025-9196302 is to invite proposals for Consultancy services for supporting Ministry of Primary and Secondary Education (MoPSE) on School Improvement Grant (SIG)" must be written on the email that contain the Technical Proposal and, on the email, containing the Financial Proposal.

All emailed Bid response must be submitted to the ONLY Acceptable email addresses which is: bidszim@unicef.org , by latest 10:00 hours Harare local time on 03 April 2025.

Emailed proposals should be in PDF Version and proposals should be properly marked with bid number and subject "(LRFP ZIM/2025-9196302 is to invite proposals for Consultancy services for supporting Ministry of Primary and Secondary Education (MoPSE) on School Improvement Grant (SIG) "

The technical proposal and financial proposal must be sent as separate emails and clearly marked as such in the file name (e.g., Company ABC Technical Proposal, Company ABC Financial Proposal). There will be no public opening (please refer to Clause 2.2).

There will be a pre-bid meeting on Wednesday 19th March at 11:00am, Harare Time. Below are the meeting link details:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTYwZjNmMGYtMGViNy00ODhmLWI2NWUtODVhMGIwMjhlNzgw%40thread.v2/0?context=%7b%22Tid%22%3a%2277410195-14e1-4fb8-904b-ab1892023667%22%2c%22Oid%22%3a%225fbfc2f5-cb22-4c4d-90f0-78d7577cdaef%22%7d

THIS REQUEST FOR PROPOSAL HAS BEEN:

Prepared By:  13-03-2025

Allen Machekano
(To be contacted for additional information, NOT FOR SENDING OFFERS)
Email : amachekano@unicef.org

Verified By:

 13-03-2025

Irma Alofa

BID FORM

This form must be completed, signed and returned to UNICEF.
Bid must be made in accordance with the instructions contained in this INVITATION.

TERMS AND CONDITIONS OF CONTRACT

Any Purchase Order resulting from this INVITATION shall contain UNICEF General Terms and Conditions and any other Specific Terms and Conditions detailed in this INVITATION.

INFORMATION

Any request for information regarding this INVITATION must be forwarded by email to the attention of the person who prepared this document, with specific reference to the Invitation number.

The Undersigned, having read the Terms and Conditions of INVITATION No. **LRFP-2025- 9196302** set out in the attached document, hereby offers to execute the services specified in the Terms and Conditions set out in the document.

Currency of Proposal: _____

Validity of Proposal: _____

Please indicate which of the following Early Payment Discount Terms are offered by you:
10 Days 3.0% _____ 15 Days 2.5% _____ 20 Days 2.0% _____ 30 Days Net _____
Other _____

Declaration

The undersigned, being a duly authorized representative of the Company, represents and declares that:

1.	The Company and its Management ¹ have not been found guilty pursuant to a final judgment or a final administrative decision of any of the following:	YES	NO
	a. fraud	☐	☐
	b. corruption	☐	☐
	c. conduct related to a criminal organisation	☐	☐
	d. money laundering or terrorist financing	☐	☐
	e. terrorist offences or offences linked to terrorist activities	☐	☐
	f. sexual exploitation and abuse:	☐	☐
	g. child labour, forced labour, human trafficking	☐	☐
	h. irregularity (non-compliance with any legal or regulatory requirement applicable to the Company or its Management).	☐	☐

¹ "Management" means any person having powers of representation, decision-making or control over the Organization. This may include, for example, executive management and all other persons holding downstream managerial authority, anyone on the board of directors, and controlling shareholders.

2.	The Company and its Management have not been found guilty pursuant to a final judgment or a final administrative decision of grave professional misconduct.	☐	☐
3.	The Company and its Management are not: bankrupt, subject to insolvency or winding-up procedures, subject to the administration of assets by a liquidator or a court, in an arrangement with creditors, subject to a legal suspension of business activities, or in any analogous situation arising from a similar procedure provided for under applicable national law.	☐	☐
4.	The Company and its Management have not been the subject of a final judgment or a final administrative decision finding them in breach of their obligations relating to the payment of taxes or social security contributions.	☐	☐
5.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found they created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration, or principal place of business (<i>creating a shell company</i>).	☐	☐
6.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found the Company was created with the intent referred to in point (5) (<i>being a shell company</i>).	☐	☐



The UNICEF reserves the right to disqualify the Company suspend or terminate any contract or other arrangement between the UNICEF and the Company, with immediate effect and without liability, in the event of any misrepresentation made by the Company in this Declaration.

It is the responsibility of the Company to immediately inform the UNICEF of any changes in the situations declared.

This Declaration is in addition to, and does not replace or cancel, or operate as a waiver of, any terms of contractual arrangements between the UNICEF and the Company.

Signature: _____

Date: _____

Name and Title: _____

Name of the Company: _____

UNGM #: _____

Postal Address: _____

Email: _____



The item contains the following services:

Item No	Item Description	Quantity/Unit	Unit Price	Amount
10	1 PU	SIG Verifications & Rapid Assessments		

00010 1 Perf. unit

Incoterms & Delivery Requested	Lead Time & Related Charges
Packing	
Unit : Dimension.....x.....x.....cm	Weight.....kg Volume.....cbm
Total: Dimension.....x.....x.....cm	Weight.....kg Volume.....cbm

SPECIFIC TERMS AND CONDITIONS

Background

The School Improvement Grant (SIG), introduced in 2013, was designed to address the chronic underfunding of schools, particularly those in rural or impoverished communities. These schools often lack sufficient financial resources, hindering efforts to provide equitable access to quality education. SIG was developed as a direct cash disbursement mechanism to ensure that resources reached the neediest schools. Its success has led to adopting its approach in other initiatives, including Complementary school infrastructures, WASH (Water, Sanitation, and Hygiene) programs, Emergency Education responses, and school feeding schemes.

SIG funds are disbursed annually and, in some cases, termly, directly to the school's bank USD accounts (the frequency depends on the type of SIG). The Education Management Information System (EMIS) is a critical tool for identifying eligible schools. The selection process is guided by the selection criteria developed and reviewed annually by the Education Coordination Group (ECG), which is chaired by the Minister of Education and comprises representatives from the Ministry of Primary and Secondary Education (MoPSE) at all administrative levels, UN agencies, major donors, and civil society organizations. This collaborative framework ensures transparency and alignment with the sector's priorities. Equity considerations are central to SIG's implementation. The selection criteria are evidence-based and prioritize the most disadvantaged schools, focusing on those in areas with low-income levels and limited access to resources. The annual review of the criteria ensures that the intervention remains responsive to changing needs and challenges, enabling it to address disparities in education access effectively and sustainably. SIG has become a cornerstone and flagship of efforts to promote equitable educational opportunities in Zimbabwe and to empower schools.

Below are the different types of school improvement Grants.

The Regular School Improvement Grant (SIG), implemented by the Ministry of Primary and Secondary Education (MoPSE), provides targeted financial support to under-resourced schools, focusing on non-personnel and non-capital needs. The program promotes a "whole school approach," engaging school authorities, communities, and students in identifying challenges and collaboratively developing a School Development Plan (SDP) to prioritize and address key issues. Disbursed through UNICEF, the grants aim to improve access, quality, governance, and resource adequacy. Key priorities include supporting marginalized students, enhancing teaching quality, providing learning materials, improving school facilities, and strengthening resource management. SIG supports sustainable school development by addressing financial constraints and promoting participatory planning. Annually, SIG grants cover non-salary, non-personnel needs.

SIG Complementary: The Complementary Fund SIG modality, supported by the Global Partnership for Education (GPE), prioritizes infrastructure development, focusing on completing classrooms and science laboratories. This funding ensures the continuation and completion of critical construction and rehabilitation projects already underway. The initiative enhances learning environments by addressing unfinished structures, particularly in resource-constrained schools, fostering improved access to quality education and science learning opportunities.

SIG WASH: The SIG WASH program aims to provide schools without access to safe drinking water with the necessary resources to improve their water supply systems. This initiative was introduced in response to the COVID-19 pandemic as part of the broader effort to prepare schools for reopening while ensuring students' and teachers' health and safety. Still, it has evolved to support schools without safe water to improve children's overall health. The program specifically focuses on rehabilitating existing water sources, ensuring that schools have reliable access to clean, safe drinking water, which is crucial for preventing waterborne diseases and promoting hygiene.

SIG School Feeding: The SIG school feeding aims at supporting schools without access to funds to buy food to feed learners at school. This was introduced in response to the COVID-19 pandemic and the

need to ensure that the learners have nutritious food. The SIG school feeding makes food available, so learners are not hungry in class.

SIG Emergency: The Emergency School Improvement Grants (SIG) program, implemented by the Ministry of Primary and Secondary Education (MoPSE), provides targeted support to schools impacted by natural disasters, including cyclones. This program focuses on repairing damaged infrastructure, such as classrooms and facilities, ensuring schools can resume operations promptly. Additionally, the grants address critical needs by supplying teaching and learning materials, helping restore normalcy in the education system for affected communities, and supporting learners' recovery.

In annex there is a sample of utilization criteria for some of the SIGs

Justification

Resources provided directly to schools must be closely monitored to ensure they are used for the intended purpose. The Ministry of Primary and Secondary Education (MoPSE), UNICEF, and donors conduct audit, joint school monitoring visits whereby among others the use of SIG is also monitored. The Ministry also conducts school monitoring through their Grants Management Team (GMT) to check and provide reasonable assurance that the schools financial statements are accurate, complete, and comply with relevant accounting standards.

As MoPSE and partners do these processes, there is also a need for a robust monitoring and verification exercise utilizing rigorous methodologies to ensure the reliability and credibility of the results, hence the need for independent verification by a third party to mitigate bias and build confidence in the utilization of SIG.

This need for the verification exercise arises from several challenges and risks inherent in allocating funds directly to schools, especially in diverse and often remote settings. Key challenges include ensuring that funds are used strictly according to the stringent criteria set out in the School Development Plans (SDP), mitigating the risks of misallocation, misappropriation, or mismanagement of funds, and maintaining a high standard of transparency and accountability. The necessity for an independent verification mechanism is underscored by the potential for conflicts of interest and the introduction of bias when monitoring and assessments are conducted internally. An independent framework ensures unbiased evaluation and strengthens the integrity of the verification process. This impartiality is vital for building trust among stakeholders, including government bodies, funding partners, and the community, ensuring that the funds reach the intended recipients and are used as effectively as possible to enhance educational outcomes. Complementing these efforts, an independent entity, such as an accounting firm, will be contracted to conduct unbiased verifications of SIG management at the school level.

Objectives

The primary objective of the SIG independent verification and rapid needs assessment is to identify deviations from established financial management procedures and instances of fund misuse or misappropriation at the school or district levels. By doing so, the framework ensures accountability and supports the implementation of timely corrective actions, which may include disciplinary measures, legal proceedings, or restitution. These measures are crucial for safeguarding resources and reinforcing trust among stakeholders, ensuring the continuity and integrity of the program. Specifically, the objectives include:

- a). Ensuring Compliance: Verify that the disbursement and expenditure of SIG funds align with governmental and donor policies and procedures.
- b). Transparency and Accountability: Provide transparent reporting and accountability to stakeholders to build confidence in the management of SIG funds.
- c). Mitigation of Risks: Identify and mitigate financial mismanagement, fraud, and corruption risks.
- d). Capacity Building: Identify areas of weakness in financial management at the school level and provide targeted capacity-building initiatives to address these gaps.
- e). Strengthening Program Integrity: Ensure that all financial transactions and administrative actions are documented and open to scrutiny, thereby enhancing the integrity of the education funding framework.

Scope of the assignment

This independent verification will provide an accurate compliance assessment by targeting a sample of schools receiving SIG funds nationwide. This comprehensive monitoring and verification process ensures fiscal discipline, enhances the impact of SIG funds, and contributes to the program's sustainability by proactively addressing challenges and upholding rigorous accountability standards.

Specific Tasks

The independent firm will verify 10% of the schools that received all types of SIG payments throughout the country for 2024 and 2025. In addition, 50 randomly selected schools will undergo rapid assessments. This applies to all the types of SIG that would have been disbursed in 2025 and 2024 SIG Complementary. MoPSE and UNICEF will jointly carry out the random selection of target schools per province and share the schools with the independent firm.

Depending on the situation, the verification and rapid assessment process will adopt both in situ verification (physical visits) and remote data collection. Therefore, the independent firm must outline its approaches for remote verification and physical visits, including the fees involved. The independent firm should provide two options:

- a) Conduct Verification for all types of SIG, including Regular SIG, SIG Complementary and SIG WASH at a ratio of 10% of beneficiary schools for each type of SIG.
 1. Independently verify disbursements and expenditure of the school grants to at least 10% randomly selected beneficiary schools per each type of SIG.
 2. Independently verify the use of school grants disbursed to the schools, including physical verification of the goods and services procured. The following will be the key categories of questions to be asked (to be refined with the selected firm):
 - a). General Information of the school
 - b). SIG Implementation processes
 - c). Financial Information
 - d). Verification Information
 - c). School Infrastructure and Monitoring Inquiry
 - d). Sources of Funding

IN SITU verification of financial records and use of funds Expenditure procedures

Ensure, through in situ verification/remote data collection of financial records and use of funds, that:

- a). Government of Zimbabwe financial and procurement policies and procedures for disbursement and expenditure of funds are being followed.
 - b). Funds are spent only in line with eligibility criteria and as outlined in the School Development Plan (SDP) or the requisite approval.
 - c). All financial monitoring and reporting requirements are being met accurately and in good time.
 - d). All funds are fully accounted for, and there is no misuse or misappropriation.
 - e). Sampled receipts (at least three invoices per school) and expenditures are supported by appropriate documentation as required.
- 3). To assess compliance of SIG management with internal policies and procedures.
 - 4). The agency will be required to create a database comprising the 10% of schools verified.
 - 5). The agency is expected to ensure accurate data presentation using graphs and explanation of causality of the analysis.
 - 6). The agency is expected to include more references to the previous findings and some comparison of the findings of the two reports.
 - 7). The agency will be expected to build capacity on weaknesses identified at the school verified.

- b) Conduct Rapid assessments of Regular SIG, SIG Complementary and SIG WASH Funding 50 schools randomly selected.
1. Conduct rapid assessments to verify disbursements and implementation progress to at least 50 randomly selected from the beneficiary schools for Regular SIG, SIG Complementary and SIG WASH funding.
 2. Assess the market situation and establish the challenges schools encounter in procuring and accessing funds from the banks.
 3. Assess utilization of school grants disbursed to the schools, including physical verification of the goods and services procured.
 4. Ensure, through in situ verification/remote data collection of financial records and use of funds, that:
 - Government of Zimbabwe financial and procurement policies and procedures for disbursement and expenditure of funds are being followed.
 - Funds are spent only in line with eligibility criteria and as outlined in the School Development Plan (SDP) or the requisite approval.
 - All financial monitoring and reporting requirements are being met accurately and in good time.
 - All funds are fully accounted for, and there is no misuse or misappropriation.
 - Sampled receipts and expenditures are supported by appropriate documentation as required.

Methodology for SIG Verification

The independent firm will receive a consolidated tool containing general questions for all types of SIG and specific questions for each type.

The independent firm will undertake the following tasks:

1. Work Plan & Scheduling: Develop and submit a work plan to MoPSE and UNICEF for field visit or remote data collection schedules.
2. Review Verification Tools: Assess and refine the SIG verification tool with MoPSE and UNICEF, creating a consolidated tool for the selected SIG assessments.
3. Team Induction: Conduct an induction for field teams on SIG assessment and verification with MoPSE and UNICEF support.
4. Team Deployment: Collaborate with MoPSE and UNICEF to deploy teams to schools, with District Schools Inspectors (DSIs) participating in the verification and assessment.
5. Internal Control Review: Evaluate schools' internal control systems, including fund management and segregation of duties, through interviews and SDPs.
6. FACE Form Compliance: Assess whether FACE forms were submitted timely and whether expenditure reports matched the planned activities in the SDP.
7. Progress Review: Analyze whether schools followed the SDP, investigating any deviations and their causes.
8. Purchasing Power Assessment: Evaluate the purchasing power of schools and issues related to Nostro accounts, including transactions with non-Nostro service providers and procurement in both ZIG and USD.
9. Expenditure Review: Examine at least three invoices to verify proper documentation, expenditure legitimacy, and compliance with financial guidelines.
10. Procurement Review: Assess transparency and competitiveness in procurement, ensuring adherence to financial management guidelines and SDPs.
11. Output Assessment: Evaluate the achievement of expected results based on reports, inspections, and evidence.
12. Capacity Building: Identify areas for improvement (e.g., bank reconciliations, cash book maintenance) and guide school staff.
13. Good Practices Documentation: Document successful SIG uses, especially

for services for children with disabilities and resource management.

14. Exit Meeting: Conduct an exit meeting with schools and districts to discuss findings and recommendations.

15. Strategic Recommendations: Provide recommendations on addressing key bottlenecks.

16. Final Reports: Submit final reports to schools and UNICEF within a month of visits, including findings and strategic recommendations.

17. Fraud Risk Matrix: Create a fraud risk matrix, scoring deviations in SIG practices and ranking schools based on fraud likelihood.

18. Final Report: Submit an overall report to UNICEF summarizing strengths, weaknesses, and actionable recommendations for addressing weaknesses and capacity development.

19. The audit will include a comprehensive review of SIG implementation, financial management, and procurement practices, aiming to improve efficiency, transparency, and compliance.

20. Dissemination: Prepare two power point presentations for the SIG Rapid Assessment and SIG Verification summarizing strengths, weaknesses, and actionable recommendations for addressing weaknesses and capacity development. The presentations to be presented to the Education Forum such as the Education Coordination Group.

Expected Deliverables for SIG verification

The verification and assessment processes will produce a set of comprehensive deliverables designed to support ongoing improvement and accountability in the management of School Improvement Grants (SIG). The deliverables are structured to ensure transparency, facilitate decision-making, and foster best practices.

The below eight deliverables will be submitted to UNICEF at the same time.

1. Verification Reports: Each school will produce a detailed report, signed, and stamped by the school, summarizing the findings, observations, recommendations, and capacitybuilding activities conducted during the verification visit. These reports should adhere to the agreed-upon template to maintain consistency and reliability.

2. Exit Meeting Report: This report will summarize the key discussions and outcomes of the exit meetings with District Schools Inspectors (DSIs), highlighting major findings, recommendations for improvements, and any suspicions of fraud. This will ensure all stakeholders are aligned and informed about the outcomes and next steps.

3. Good Practices Report: A document that captures successful practices and strategies in SIG implementation, especially those benefiting children with disabilities, incomegenerating activities, construction projects, effective funds management, and the use of learning resources. This report aims to replicate and scale up effective practices across other schools.

4. Major Findings Report: A comprehensive analysis highlighting the strengths and weaknesses identified during the verification process. It will provide robust recommendations to address identified internal control and performance issues. Where applicable, it will include detailed information regarding any suspicions of fraud, supporting the implementation of corrective measures.

5. Verification Database: A detailed and searchable database compiling all findings from the verification processes. This database will serve as a valuable tool for ongoing monitoring, future verifications, and strategic planning and to be shared with UNICEF.

6. Fraud Risk Matrix: This matrix will use the #Fraud Propensity Score” to evaluate the fraud risk associated with each deviation found during the verification process. The matrix will help prioritize areas for immediate action and ongoing monitoring to mitigate risks.

7. Feedback Meeting Reports: These reports will summarize the discussions and feedback from meetings with Head Office, Provincial, and District personnel, ensuring that all levels of the education administration are informed and engaged in the improvement process.

8. Final Report Consolidation: In cases where multiple agencies are involved in the verification process, one designated agency will consolidate all findings into a final,

comprehensive SIG verification report. This ensures coherence and facilitates unified and strategic decision-making.

9. Dissemination: Prepare power point presentations for the SIG Verification report summarizing strengths, weaknesses, and actionable recommendations for addressing weaknesses and capacity development. The presentations to be presented to the Education Forum such as the Education Coordination Group.

Methodology for Rapid Assessment

A tool containing questions for all types of SIG under review will be shared with the independent firm.

The independent firm will specifically:

1. Based on the list of schools receiving school improvement grants, formulate and submit to MoPSE and UNICEF a work plan for a consensus on the time frame for field visits.
2. Review the existing rapid assessment tool for the SIGs under review (SIG Complementary, Regular SIG and SIG WASH Funding).
3. Collect data on the purchasing power of the grants disbursed:

- a). Gather information on the functionality of Nostro accounts detailing challenges encountered by schools.
- b). Assess the purchasing power of schools in light of transactions made by schools.
- d). Assess whether schools can transact with service providers that do not have Nostro accounts.
- e). Identify schools that obtained quotes in both RTGs & USD before procurement.
- f). Explore any banking challenges by schools using Nostro Accounts
- g). Identify challenges encountered by schools due to not having cash at hand.

4. Highlight how the current economic situation impacts the schools' use of SIG and the challenges faced in utilizing these funds.

5. Review the process of procurement/contracting for supplies and services and assess whether it is transparent, competitive, and consistent with the financial management guidelines.

6. Establish whether District Schools Inspectors play a role in the procurement processes by the schools using the grant.

7. Prepare and submit to UNICEF final report no more than one month after the field visits to the school to share findings and recommendations.

8. Overall, the Rapid Assessment Report should highlight the challenges the schools faced in using their funds, the potential risks resulting from them, and how your recommendations can mitigate them.

9. Prepare power point presentations for the SIG Rapid Assessment report summarizing strengths, weaknesses, and actionable recommendations for addressing weaknesses and capacity development. The presentations to be presented to the Education Forum such as the Education Coordination Group.

Key deliverables for Rapid Assessment:

1. Report on the major findings of the assessment among the sample. It should outline schools' challenges, potential risks, mitigation measures to address them, and recommendations to improve SIG management.
2. Database on rapid assessment findings.
3. Consolidation of Rapid assessment report including a summarized power point representation by one agency if more than one agency is selected for the rapid assessment exercise.
4. Prepare power point presentations for the SIG Rapid Assessment report summarizing strengths, weaknesses, and actionable recommendations for addressing weaknesses and capacity development. The presentations to be presented to the Education Forum such as the Education Coordination Group.

The Verification and Rapid Assessment will be conducted as follows:

2025 Verification

When: Between May and July 2025

Final reports due by: Mid-September 2025

2025 Rapid Assessment

When: Between May and July 2025

Final reports due by: Mid-September 2025

The above-stated reports are expected at the same time as the verification and rapid assessments are done concurrently.

Number of schools to be verified and frequency, per type of SIG.

Year : 2025	SIG	Regular Verification
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Indicative # of schools: 210

Frequency: 1

Year : 2025 SIG WASH

Indicative # of schools: 3

Frequency: 1

Year : 2025	SIG complementary
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Indicative # of schools: 25

Frequency: 1

Year : 2025 Rapid Assessment

Indicative # of schools: 50

Frequency: 1

TOTAL 288

Payment Terms

All terms and conditions will be reflected in the contract to be signed by UNICEF, and the independent firm. Payment will be done against the submission of deliverables and according to the payment schedule below.

2025 SIG Verification:

Deliverable 1: Inception Report which includes narrative methodology, Work plan including schedule and draft tools for use in verification exercise.

Timeline : 30 May 2025

Budget : 10% of consultancy fees

Deliverable 2: Consolidated Inception Meeting with key stakeholders to present the inception report and workplan with MoPSE and the enumerators for both SIG Verification and Rapid Assessment.

Timeline: 09 June 2025

Budget

Deliverable 3: Draft of overall report on findings of the 2025 verification including

Timeline : 31 August 2025

Budget: 20% of consultancy fees

Deliverable 4: Final verification report which reflects feedback from UNICEF and MoPSE to

the draft report,
 ii. a power point presentation of the finding's presentation of the findings to the selected MoPSE education forum.
 and hard and soft copies of signed and stamped school verification reports for 10% of schools verified (reflecting completion of exit meetings with schools and districts, recommendations and capacity building conducted during the verification exercise),
 iii. documentation on good practices.
 iv. The report should not only describe the situation but also provide sound analytical assessment with solid recommendations
 Timeline : 30 September 2025
 Budget: 35% of consultancy fees

2025 SIG Rapid Assessment

Deliverable 1: Inception Report which includes narrative methodology, Work plan including schedule and draft tools for use in verification exercise.
 Timeline: 30 May 2025
 Budget: 10% of consultancy fees

Deliverable 2: Draft of overall report on findings of the 2025 Rapid Assessment.
 Timeline: 31 August 2025
 Budget: 5 % of consultancy fees

Deliverable 3: Final report of Rapid Assessment with responses to comments. The report should not only describe the situation but also provide sound analytical assessment with solid recommendations;
 i. a power point presentation of the findings and presentation of the findings to the selected MoPSE education forum.
 ii. documentation on good practices.
 iii. hard and soft copies of signed and stamped school rapid assessment reports for 50 of schools verified (reflecting completion of exit meetings with schools and districts, recommendations and capacity building conducted during the verification exercise)
 Timeline: 30 September 2025
 Budget: 15% of consultancy fees

Reporting

The contract will be up to 31 December 2025, subject to satisfactory performance of set deliverables. Specific details on the timelines are indicated in the tables above.

Evaluation Criteria

- | | |
|----|---|
| 1. | OVERALL RESPONSE - (5 marks) |
| # | Understanding of UNICEF's needs and responsiveness to the requirements. |
| # | Understanding of scope, objectives, and completeness of response. |
| # | Overall concord between RFP requirements and proposal. |
| 2. | STRATEGY, METHODOLOGY AND APPROACH # (25 Marks) |
| # | Quality of proposed approach/ methodology. |
| # | Timeline proposed. |
| # | Quality of proposed implementation plan, i.e. how the bidder will undertake each task and maintenance of project schedules. |
| # | Recognition of direct risks/peripheral issues and methods to prevent and manage risks/peripheral issues. |

3. PROPOSED TEAM AND PROFESSIONAL ORIENTATION - (25 Marks)

- Structure of Management Team, relevant experience, qualifications
- Team leader
- Lead analyst for writing the analytical reports.
- Number and quality of personnel in the Proposal who will conduct the spot check or verifications
- Other team members with relevant experience of similar scope, complexity and qualifications, Professional expertise and knowledge.
- Quality of local partner(s) included as sub-contractor(s)

4. EXPERIENCE - (15 Marks)

- # Range and depth of experience with similar projects, contracts, and clients.
- # Financial status of Institution at least past 2 years audited financial statements
- # Evidence of similar assignments undertaken in Africa preferably in the SubSaharan region, within the past 5 years.
- # Evidence and availability of Protection from Sexual Exploitation and Abuse (PSEA) policy and PSEA Certified members in the proposed team.
- # Evidence of duty of care for prevention against infectious diseases (provide any policies and procedures)

NOTE: Institutions that fail to submit relevant documentation that enable a thorough review of the Institution in all relevant areas, do so at their own risk and will be subject to disqualification or penalty of reduced points. The assessment of the Institution will be made based on documents submitted for review in the Proposal.

Total for Technical Marks (70)

5. FINANCIAL - (30)

Assessment/review will include:

- # Summary of costs.
- # Breakdown of remuneration
- # Reimbursable expenses
- # Completeness of the Financial Proposal (ensure that all costs, including professional fees, costs of travel, salaries, insurance, etc. are included in the price offered).
- # Payment terms/schedule of payment proposed.
- # Period of validity of the proposal.

NOTE: As the most attractive offers will be at an advantage, if the Institution can offer any discounts or options, they should be clearly marked in the financial proposal to facilitate the comparison

TOTAL MARKS = 100

Technical Proposal (s) scoring 70% (=Score of 49 out of 70) or more following Proposal Evaluation will be short-listed and included for review of Analysis and Evaluation on The Financial Offer.

Elements to factor when preparing the technical and financial proposals

Description	2025 Verifications	2025 Rapid Assessments	
1). Schools			238
50.00			

2) .Frequency	1.00	1.00
3) .Schools per Verification/RapidAssessment	238	50
4) .Two methodologies (one in situ verification and remote data collection)		
5) .Days in field		
6) .Man Days (no of Field Officers - verifications)/ (no of field officers - rapid assessments) Man, days of Senior lead analyst		

Fieldwork

Average Time per School (days)

Average Time per School (hours)

Time estimate (hours) per school, including travelling time

Time estimate (hours) per school, excluding travelling time

Reporting
Draft to Final - (Working Days)

Year	Frequency	schools
2025 SIG Verification	213	1
2025 SIG WASH	3	1
2024SIGComplementary	25	1
2025 Rapid Assessment	50	1

Note: The time estimates above apply to 2024-2025 verifications and 2024-2025 rapid assessments
NB: Travelling time is approximate because it depends on the nature of the roads and how close schools are to each other.

Standard Financial proposal forms are attached as (Annex E)

Expected Background and Experience

This is an institutional consultancy. Institutions not based in Zimbabwe must partner with a local institution that registered under the laws of Zimbabwe and must provide the full profile, detailed qualifications and experience of the local partner. The independent firm will be a reputable professional auditing and /or accounting firm. The company will be able to verify the use of SIG using the United Nations Sustainable Goals (UNSDG) | Harmonized Approach to Cash Transfers Framework to all the target schools as outlined in these TORs. It will be familiar with Government of Zimbabwe policies and procedures in financial and procurement management (Procurement Regulatory Authority of Zimbabwe). The independent firm#which must have a designated leader should include the following competencies:

Required

- | | |
|---|---|
| # | The team must include members with accounting and audit qualifications with demonstrated Knowledge of Government Public Finance procedures. |
| # | The team leader must have at least 10 years of experience in audit and 2 years of relevant experience in the proposed area of assignment. |
| # | There should be a senior lead analyst in the team |
| # | Demonstrated experience in undertaking capacity-building assignments of a similar nature. |

Proven expertise in the use of participatory, qualitative and quantitative assessment/analytic methodologies; and,
 # Proven technical competence in qualitative data analysis
 # Excellent analytical and report-writing skills
 # Fluency in spoken and written English and local languages
 # Experience in working with the UN or similar agencies

Other Considerations

The number and profile of the consulting team members will be proposed by the proposers in order that the team size, experience, qualifications, references, mix and complementarity of expertise, availability and level of effort is convincing that the proposed objectives of the consultancy can be met.
 # The number of people and the level of effort of the respective senior, intermediate level and junior experts should be appropriate and ensure a high quality and timely process.
 # A strong commitment to delivering timely and high-quality results--i.e. evidence of similar work#is highly desirable.

Supervision and Reporting

The selected verification agency will work under the strategic guidance of the UNICEF Chief of Education or designated representative.
 # The independent firm will however be required to closely liaise with the SIG Team from the Ministry of Primary and Secondary Education.
 # The independent firm will be responsible for all their travel arrangements and cost as well as provision of computers and associated work equipment and space.
 # All deliverables will have to be approved by UNICEF for payment.
 UNICEF reserves the right to withhold payment if the deliveries do not meet its requirement.

Management and Quality Assurance

The independent firm will be responsible for ensuring that the consultancy is undertaken as described in these terms of reference and in their proposal. The consulting team leader, more specifically, will oversee the following:

Oversight and management of team members.
 # Managing communications with UNICEF and the Consulting team
 # Ensuring adequate workspace, work equipment, accommodation, travel, food, security and insurance arrangement to all consultant members and other relevant service providers.
 # Meeting deadlines and ensuring the quality of all products and deliverables,
 # Leading the authorship of all reports
 # Designing of workshops and training
 # UNICEF will manage the contract with the selected verification agency as follows:
 # Manage all contractual aspects with the consultant
 # Provide and facilitate introductions to the Ministry of Primary and Secondary Education
 # Approving submitted work for payment upon verification that the work meets the Terms of Reference (ToR) and is of satisfactory quality

Process and Criteria

A technical proposal must include a detailed technical description of the methodology to be used for the work described above, together with a proposed timeline, description of key stages to be carried out and an activity chart (GANTT chart).

A financial proposal for the activities listed must also be included and can be submitted as an attachment to the technical proposal and to be submitted as one package.

General Conditions: Procedures and Logistics

Policy both parties should be aware of:

- a). No contract may commence unless the contract is signed by both UNICEF and the Contractor.
- b). No member of the contracting company may travel prior to contract agreement and signature.
- c). UNICEF Zimbabwe Country Office requesting Sections is responsible for all costs related to travel and related to the required assignment.
- d). Members of the contracting company will not have supervisory responsibilities or authority on the UNICEF budget.

The assignment involves frequent trips within Zimbabwe to cover assessments, monitoring of rehabilitation works, etc. The consulting institution should cover all costs related to transportation and accommodation/ per diems in its financial proposal.

PART I - PURPOSE OF THIS REQUEST FOR PROPOSALS FOR SERVICES

1.1 UNICEF promotes the rights and wellbeing of every child, in everything we do. Together with our partners, we work in 190 countries and territories to translate that commitment into practical action, focusing special effort on reaching the most vulnerable and excluded children, to the benefit of all children, everywhere.

1.2. Solicitation

1.3 The purpose of this Request for Proposals for Services "(LRFP ZIM/2025-9196302 is to invite proposals for Consultancy services for supporting Ministry of Primary and Secondary Education (MoPSE) on School Improvement Grant (SIG)". verifications and rapid assessments. " as fully detailed in the Terms of Reference attached to this LRFP as(Annex B)and in the statement of Work.

1.4. This LRFP document is comprised of the following:

- a). This document.
- b). [Annex A] - The UNICEF General Terms and Conditions of Contract (Services) which are attached as to this document
- c). [Annex B] - Terms of Reference (TORs)
- d). [Annex C] - Utilization Criteria
- e). [Annex D] # Evaluation Criteria
- e). [Annex E] - Technical Proposal# Standard Forms (Form Tech 1 to Form Tech 5)
- f). [Annex F] # Financial Proposal -Standard forms-Excel(Form 1 to 3)

1.5. This LRFP is an invitation to treat and shall not be construed as an offer capable of being accepted or as creating any contractual, other legal or restitutionary rights. No binding contract, including a process contract or other understanding or arrangement, will exist between the Proposer and UNICEF and nothing in or in connection with this RFPS shall give rise to any liability on the part of UNICEF unless and until a contract is signed by UNICEF and the successful Proposer.

PART II - PROPOSAL SUBMISSION PROCESS

1.0. Proposal Submission Schedule

Acknowledgement of receipt of ("LRFP ZIM/2025-9196302 is to invite proposals for Consultancy services for supporting Ministry of Primary and Secondary Education (MoPSE) on School Improvement Grant (SIG)"

1.1Proposers are requested to acknowledge receipt of this RFPS by Email to Allen Machekano (amachekano@unicef.org)and Alfred Magudhu(amagudhu@unicef.org)

IMPORTANT: PROPOSALS ARE NOT TO BE SENT TO THE INDIVIDUALS STATED ABOVE - ANY PROPOSALS SENT TO THE ABOVE-NAMED INDIVIDUAL WILL BE DISQUALIFIED.

1.2 Questions from Proposers: Proposers are required to submit any questions in respect of this LRFP by email to Allen Machekano (amachekano@unicef.org) and Alfred Magudhu (amagudhu@unicef.org).

The deadline for receipt of any questions is Thursday 27 March 2025 at 15:00 hours local Harare Time.

IMPORTANT: PROPOSALS ARE NOT TO BE SENT TO THE INDIVIDUALS STATED ABOVE - ANY PROPOSALS SENT TO THE ABOVE NAMED INDIVIDUALS WILL BE DISQUALIFIED.

Proposers are required to keep all questions as clear and concise as possible.

Proposers are also expected to immediately notify UNICEF in writing of any ambiguities, errors, omissions, discrepancies, inconsistencies or other faults in any part of the RFPS, providing full details. Proposers will not benefit from such ambiguities, errors, omissions, discrepancies, inconsistencies or other faults.

UNICEF will compile the questions received. UNICEF may, at its discretion, at once copy any anonymized question and its reply to all other invited Proposers and/or post these on the UNICEF website and/or respond to the question at a bid conference. After any such bid conference, a Questions and Answers document may be prepared and posted on the UNICEF website.

1.3 Amendments to RFPS Documents. At any time prior to the Submission Deadline, UNICEF may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Proposer, modify the RFPS documents by amendment. If the RFPS was available publicly online, amendments will also be posted publicly online. Further, all prospective Proposers that have received the RFPS documents directly from UNICEF will be notified in writing of all amendments to the RFPS documents. In order to afford prospective Proposers reasonable time in which to take the amendment into account in preparing their Proposals, UNICEF may, at its sole discretion, extend the Submission Deadline.

1.4 Submission Deadline. The deadline for submission of proposals is 03 April 2025 at 10:00 hours (Harare time).

1.5 Any proposals received by UNICEF after the Submission Deadline will be rejected.

1.6 Proposal Opening: Due to the nature of this RFPS, there will be no public opening of proposals.

2.0 Language

2.1 The Proposal prepared by the Proposer and all correspondence and documents relating to the Proposal exchanged by the Proposer and UNICEF, will be written in English. Supporting documents and printed literature furnished by the Proposer may be in another language provided that they are accompanied by an appropriate translation in English Language. When interpreting the Proposal, the translated version of these supporting documents and printed literature will prevail over the original version of these documents. The sole responsibility for translation, including the accuracy of the translation, will rest with the Proposer.

2.2 Validity of proposals; Modification and Clarifications; Withdrawal

2.3 Validity Period. Proposers must indicate the validity period of their Proposal. Proposals should be valid for a period of not less than one hundred and twenty (120) days after the Submission Deadline. A Proposal valid for a shorter period of time shall not be further considered. UNICEF may request the Proposer to extend the validity period. The Proposal of Proposers who decline to extend the validity of

their Proposal shall become disqualified as no longer valid.

2.4 Other Changes. All changes to a Proposal must be received by UNICEF prior to the Submission Deadline. The Proposer must clearly indicate that the revised Proposal is a modification and supersedes the earlier version of the Proposal or state the changes from the original Proposal.

2.5 Withdrawal of Proposal. A Proposal may be withdrawn by the Proposer on e-mailed, faxed or written request received by UNICEF from the Proposer prior to Submission Deadline. Negligence on the part of the Proposer confers no right for the withdrawal of the Proposal after it has been opened.

2.6 Clarifications Requested by UNICEF. During the evaluation of Proposals, UNICEF may, in its sole discretion, seek clarifications from any Proposer in order for UNICEF to fully understand the Proposer's Proposal and assist in the examination, evaluation and comparison of Proposals. UNICEF may seek such clarifications through written communications or may request an interview with any Proposer. During this clarification process, no change in the price or substance of the Proposal will be sought, offered or permitted, except as required in order to allow for correction of arithmetical errors discovered by UNICEF.

2.7 References. UNICEF reserves the right to contact any or all references supplied by the Proposer(s) and to seek references from other sources as UNICEF deems appropriate.

3.0. Eligibility; Proposer Information

3.1 Proposer. The term 'Proposer' refers to those companies that submit a proposal pursuant to this "(LRFP ZIM/2025-9196302 is to invite proposals for Consultancy services for supporting Ministry of Primary and Secondary Education (MoPSE) on School Improvement Grant (SIG)" and 'Proposal' refers to all the documents provided by the Proposer in its response to this LRFP. A Proposer will only be eligible for consideration if it complies with the representations set out in Part V of this RFPS, including the representations on ethical standards, including conflicts of interest.

3.2 Joint Venture, Consortium or Association.

(a) If the Proposer is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the proposal, each such legal entity will confirm in their joint Proposal that:

- They have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally, and this will be evidenced by a Joint Venture Agreement among the legal entities, which will be submitted along with the Proposal; and

- If they are awarded the contract, the designated lead entity will enter into the contract with UNICEF, who will be acting for and on behalf of all the member entities comprising the joint venture.

(b) After the Proposal has been submitted to UNICEF, the lead entity identified to represent the joint venture will not be altered without the prior written consent of UNICEF.

(c) If a joint venture's Proposal is the Proposal selected for award, UNICEF will award the contract to the joint venture, in the name of its designated lead entity. The lead entity will sign the contract for and on behalf of all other member entities.

3.3 Proposals from Government Organizations. The eligibility of Proposers that are wholly or partly owned by the Government will be subject to UNICEF's further evaluation and review of various factors such as being registered as an independent entity, the extent of Government ownership/share, receipt of subsidies, mandate, access to information in relation to these RFPS documents, and others that may lead to undue advantage against other Proposers, and the eventual rejection of the Proposal.

3.4 Proposals from organizations where the sole proprietor is a former or retired UNICEF/UN staff member. Any organization, whose sole proprietor is a former or retired staff member of UNICEF (or any other United Nations organization), which submits a Proposal must disclose this previous United Nations employment at the time of submission. Any such Proposal will be treated as though the Proposal came from an individual for the purposes of UNICEF's standard conditions on contracting former and retired members of staff.

4.0 Preparation of Offer

4.1 Proposers are responsible to inform themselves in preparing their Proposal. In this regard, the Proposers will ensure that they:

- Examine all terms, requirements and formal submission instructions (e.g., regarding form and timing of submission, marking of envelopes, no price information in technical proposal etc.) included in the RFPS documents (including the Instruction to Proposers section);

- Review the RFPS to ensure that they have a complete copy of all documents;

- Review the standard UNICEF Contractual Provisions and the UNICEF General Terms and Conditions of Contract (Services) for the supply of services publicly available on the UNICEF Supply website: <https://www.unicef.org/supply/resources/procurement-policies>

- Review the UNICEF policies publicly available on the UNICEF Supply website: <https://www.unicef.org/supply/resources/procurement-policies>.

In particular, Proposers should familiarize themselves with the obligations imposed on suppliers and their personnel and sub-contractors under the UNICEF Policy Prohibiting and Combatting Fraud and Corruption and the UNICEF Policy on Conduct Promoting the Protection and Safeguarding of Children;

- Fully inform and satisfy themselves as to requirements of any relevant authorities and laws that apply, or may in the future apply, to the supply of the services.

Proposers acknowledge that UNICEF, its directors, employees and agents make no representations or warranties (express or implied) as to the accuracy or completeness of this RFPS or any other information provided to the Proposers.

4.2 Failure to meet all requirements and instructions in the RFPS documents or to provide all requested information will be at the Proposer's own risk and may result in rejection of the Proposer's Proposal.

4.3 The Proposal must be organized to follow the format of this RFPS. Each Proposer must respond to the stated requests or requirements and indicate that the Proposer understands and confirms acceptance of UNICEF's stated requirements. The Proposer should identify any substantive assumption made in preparing its offer. The deferral of a response to a question or issue to any contract negotiation stage is not acceptable. Any item not specifically addressed in the Proposal will be deemed as accepted by the Proposer. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will affect the evaluation of the Proposal.

4.4 All references to descriptive materials should be included in the appropriate Proposal paragraph, though the material/documents themselves may be provided as annexes to the Proposal. The Proposer must also provide sufficient information in the Proposal to address each area of the evaluation criteria as presented in this document to allow a fair assessment of all of the Proposers and their Proposals. It is for UNICEF to determine, in its sole discretion, whether information provided is sufficient.

4.5 The completed and signed Request for Proposal for Services Form must be submitted together with

the Proposal. The Request for Proposal for Services Form must be signed by a duly authorized representative of the Organization/Company.

4.6 Proposals must be clearly marked with the RFP number "(LRFP ZIM/2025-9196302 is to invite proposals for Consultancy services for supporting Ministry of Primary and Secondary Education (MoPSE) on School Improvement Grant (SIG))"

4.7 If answer sheets are provided by UNICEF then these must be completed by the Proposer.

4.8 Technical Proposal: The Technical Proposal should address the criteria and requirements outlined in this LRFP, paying particular attention to its Terms of Reference/Statement of Work and its evaluation criteria. It is important to note that UNICEF actively welcomes innovative proposals and original solutions to the stated service need. **NO PRICE INFORMATION SHOULD BE CONTAINED IN THE TECHNICAL PROPOSAL.**

4.9 Price Proposal: The Price Proposal should be prepared in accordance with the requirements contained in the Terms of Reference/Statement of Work for this RFPS.

4.10 Each Proposer acknowledges that its participation in any stage of the solicitation process for this RFPS is at its own risk and cost. The Proposer is responsible for, and UNICEF is not responsible for, the costs of preparing its Proposal or response to this RFPS, attendance at any bid conference, site visit, meetings or oral presentations, regardless of the conduct or outcome of the solicitation process.

5.0 Proposal Documents; Confidentiality

5.1 This RFPS, together with all Proposal documents provided by the Proposer to UNICEF, will be considered the property of UNICEF and Proposals will not be returned to the Proposers.

5.2 Information contained in the Proposal documents, which the Proposer considers to be its confidential information, should be clearly marked 'confidential', next to the relevant part of the text, and UNICEF will treat such information accordingly.

5.3 All information and documents provided to the Proposers by UNICEF ('RFPS Materials') shall be treated as confidential by the Proposers. If the Proposer declines to respond to this RFPS, or, if the Proposal is rejected or unsuccessful, the Proposer will promptly return all such RFPS Materials to UNICEF or destroy or delete all such RFPS Materials. The Proposer shall not use the RFPS Materials for any purpose other than the purpose of preparing a Proposal and shall not disclose the RFPS Materials to any third party, except: (a) with the prior written consent of UNICEF; (b) where the third party is assisting the Proposer in preparing the Proposal, provided the Proposer has previously ensured that party's adherence to this duty of confidentiality; (c) if the relevant RFPS Materials are at the time of this RFPS lawfully in the possession of the Proposer through a party other than UNICEF; (d) if required by law, and provided that the Proposer has previously informed UNICEF in writing of its obligation to disclose the RFPS Materials; or (e) if the RFPS Materials are generally and publicly available other than as a result of breach of confidence by the person receiving the RFPS Materials.

6.0 Multiple proposals and proposals from related organizations

6.1 Proposers shall not submit more than one Proposal as part of this RFPS process.

6.2 If the Proposer is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Proposal then neither the lead entity nor the member entities of the joint venture may submit another Proposal, either in its own capacity or as a lead entity or a member entity for another joint venture submitting another Proposal.

6.3 UNICEF reserves the right to reject separate Proposals submitted by two or more Proposers if the Proposers are related organizations and are found to have any of the following:

- (a) they have at least one controlling partner, director or shareholder in common; or
- (b) any one of them receive or have received any direct or indirect subsidy from the other(s); or
- (c) they have a relationship with each other, that gives one or more Proposers access to confidential information about, or influence over, the other Proposal(s); or
- (d) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Proposer; or
- (e) an expert proposed to be in the team of one Proposer participates in more than one Proposal received for this solicitation process.

PART III -AWARD/ADJUDICATION OF PROPOSALS

1.0. Award

1.1 Proposal Evaluation Process. The evaluation is carried out by UNICEF in accordance with UNICEF's regulations, rules and practices and all determinations are made in UNICEF's sole discretion.

After opening the Proposals, UNICEF will carry out the following steps in the following order:

First, each Proposal will be evaluated for compliance with the mandatory requirements of this RFPS. Proposals deemed not to meet all of the mandatory requirements will be considered non-compliant and rejected at this stage without further consideration. Failure to comply with any of the terms and conditions contained in this RFPS, including, but not limited to, failure to provide all required information, may result in a Proposal being disqualified from further consideration.

Second, UNICEF will evaluate the Technical Proposal part for compliance with the technical requirements stated in this RFPS on the basis of the Proposal evaluation approach set out below.

Third, UNICEF will undertake a commercial evaluation of the Price Proposal part of technically compliant Proposals on the basis of the Proposal evaluation approach set out below.

1.2 Proposal Evaluation Approach.

Weighted scoring evaluation approach

The evaluation criteria will be a split between technical and commercial (price proposal) scores [70]/[30] split).

Proposals submitted in response to this RFPS should include and will be evaluated against the following:

a) Technical Evaluation

Technical Proposal(s) scoring 70% (=Score of 49 out of 70) or more will be listed and included for review of Analysis and Evaluation on the Financial Offer. Only Proposals which receive a minimum of [49] points will be considered further.

Total Maximum [70 Points]

b) Price Proposal (commercial evaluation)

The total amount of points allocated for the price component is [30]. The maximum number of points will be allotted to the lowest price proposal that is opened and compared among those invited firms/institutions which obtain the threshold points in the evaluation of the technical component. All other price proposals will receive points in inverse proportion to the lowest price; e.g.:

Score for price proposal X = (Max. score for price proposal ([30] Points) * Price of lowest priced proposal) / Price of proposal X

Total obtainable Technical and Price points: 100

The Proposer(s) achieving the highest combined technical and price score will be (subject to any negotiations and the various other rights of UNICEF detailed in this RFPS) be awarded the contract(s).

1.3 Multiple Arrangements. UNICEF reserves the right to make multiple arrangements for any service(s) where UNICEF considers it to be in its best interest to do so.

1.4 Negotiation: UNICEF reserves the right to negotiate with the Proposer(s) that has/have attained the best rating/ranking, i.e., those providing the overall best value Proposal.

1.5 Award Notification: UNICEF will only notify the Proposer(s) that has/have been awarded the contract(s) resulting from this solicitation process; UNICEF may, but is not required to, notify the other Proposers of the outcome of this solicitation process.

2. General Terms And Conditions Of Contract (Services)

2.1 UNICEF's General Terms and Conditions of Contract (Services) will apply to any contract(s) awarded in connection with this RFPS. By signing the Request for Proposal for Services Form, each Proposer is deemed to have confirmed its acceptance of the UNICEF General Terms and Conditions (Services). The Proposer understands that if it proposes any amendments or additional terms to the UNICEF General Terms and Conditions (Services), these must be clearly detailed in the Proposal and may negatively affect the evaluation of the Proposal.

3. Rights of UNICEF

3.1 UNICEF reserves the following rights:

(a) to accept any Proposal, in whole or in part; to reject any or all Proposals; or to cancel this solicitation process in its entirety;

(b) to verify any information contained in Proposer's response (and the Proposer will provide UNICEF with its reasonable cooperation with such verification);

(c) to invalidate any Proposal received from a Proposer that, in UNICEF's sole opinion has previously failed to perform satisfactorily or complete contracts on time, or UNICEF believes is not in a position to perform the contract;

(d) to invalidate any Proposal that, in UNICEF's sole opinion, fails to meet the requirements and instructions stated in this RFPS;

(e) to suspend negotiations or withdraw an award to a Proposer at any time up until a contract has been signed with such Proposer. UNICEF is not required to provide any justification but will give notice

prior to any such suspension of negotiations or withdrawal of award.

3.2 UNICEF is not liable to any Proposer for any costs, expense or loss incurred or suffered by such Proposer in connection with this RFPS or solicitation process, including, but not limited to, any costs, expense or loss incurred as result of UNICEF exercising any of its rights in paragraph 3.1 above.

PART IV - REQUIREMENTS

1. Price and Payment

1.1 Price: The fee for the services and deliverables will be treated as inclusive of all costs, expenses, charges or fees that the Proposer may incur in connection with the performance of the work. The Proposer is invited to offer any unconditional discounts. Further, the Proposer may offer early payment discounts, i.e. payment within a specific period of time faster than UNICEF's standard payment terms of 30 days.

1.2 Payment Terms: Invoices may be issued to UNICEF only after the services (or components of the services) have been provided and the deliverables (or installments of the deliverables) have been delivered (a) in accordance with the contract and (b) to UNICEF's satisfaction. The standard terms of payment are net 30 days, after receipt of invoice. Payment will be effected by bank transfer in the currency of the contract.

The Proposer will suggest a payment schedule for the contract that is linked to clear milestones and/or deliverables identified in the Terms of Reference/Statement of Work.

1.3 Currency.

(a) The currency of the Proposal shall be in United States Dollars (USD). UNICEF will reject any proposals submitted in another currency.

(b) If the above paragraph (a) explicitly permits two or more specified currencies for the Proposals, then for evaluation purposes only, offers submitted in a currency other than US Dollars will be converted into US Dollars using the United Nations rate of exchange in effect on the submission deadline date.

1.4 Taxes: Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNICEF as a subsidiary organ, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All prices/rates quoted in the Proposal must be net of any direct taxes and any other taxes and duties, unless otherwise specified in the RFPS documents.

2. Implementation

2.1 No Reliance. Except as expressly set out in the RFPS documents, UNICEF will have no obligation to provide any assistance to the contractor and UNICEF makes no representations as to the availability of any facilities, equipment, materials, systems or licenses which may be helpful or useful for the performance of the work. If the Proposer requires any facilities, equipment, materials, systems or licenses in order to do the work, this must be explicitly detailed in its Proposal.

2.2 Sub-contractors: Proposers must identify in their Proposal, any products which may be offered by themselves, but originate from another supplier and/or country. Further, Proposers must identify in their proposal any planned subcontracting of services. All subcontracting arrangements will be reviewed by UNICEF as part of its evaluation of the Proposal.

2.3 Experts. If so required in the Terms of Reference/Statement of Work each key expert profile requested in the Terms of Reference/Statement of Work must sign an exclusivity and availability statement. The purpose of Exclusivity and Availability Statement is as follows:

- (a) The key experts proposed in the Proposal must not be part of any other Proposer's Proposal being submitted for this RFPS process. They must therefore engage themselves exclusively to the Proposer.
- (b) Each key expert must also undertake to be available, able and willing to work for all the period foreseen for his/her input during the implementation of the contract as indicated in the Terms of Reference/Statement of Work and the Proposal.

Having selected a Proposal partly on the basis of an evaluation of the key experts presented in the Proposal, UNICEF expects the contract to be executed by these specific experts. As the expected date of mobilization is given in the RFPS, UNICEF will only consider substitutions after the deadline for the submission of offers in cases of unexpected delays in the commencement date beyond the control of the Proposer, or exceptionally because of the incapacity of a key expert for health reasons or due to force majeure or other circumstances which may justify a replacement, and which would not have any effect on the selection of the Proposal. The desire of a Proposer to use an expert on another project or a change of mind on the part of an expert about the contract will not be accepted as a reason for substitution of any of the key experts.

2.4 Joint Ventures: The description of the organization of the joint venture/consortium/association must clearly define the expected role of each of the entities in the joint venture in delivering the requirements of this RFPS, both in the Proposal and the Joint Venture Agreement. All entities that comprise the joint venture will be subject to the eligibility and qualification assessment by UNICEF.

Where a joint venture is presenting its track record and experience in a similar undertaking as those required in this RFPS, it should present such information in the following manner:

- (i) Those that were undertaken together by the joint venture; and
- (ii) Those that were undertaken by the individual entities of the joint venture expected to be involved in the performance of the services defined in this RFPS.

Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the joint venture or those of its members but should only be claimed by the individual experts themselves in their presentation of their individual credentials.

3. Liquidated Damages

3.1 Liquidated damages. Any contracts awarded in connection with this RFPS will include the following clause on liquidated damages:

"In addition to, and without prejudice to any of the other rights and remedies of UNICEF including, but not limited to, those set out in the UNICEF General Terms and Conditions of Contract (Services), if the Contractor fails to provide the Services or the Deliverables in accordance with the time schedule set out in the Contract, or if UNICEF determines that the Services or Deliverables do not conform to the requirements of the Contract, UNICEF may claim liquidated damages from the Contractor and, at UNICEF's option, the Contractor will pay such liquidated damages to UNICEF or UNICEF will deduct such liquidated damages from the Contractor's invoice(s). Such liquidated damages will be calculated as follows: one half of one per cent (0.5%) of the Contract Fee for the delayed Services and Deliverables for each day of delay, or in the case of a Fee calculated on a time-based rate, one half of one per cent (0.5%) of the time-based rate for all the Contractor Personnel required to provide the relevant Services

or Deliverables, until performance of conforming Services or delivery of conforming Deliverables, up to a maximum of ten per cent (10%) of the value of the Contract. The payment or deduction of such liquidated damages will not relieve the Contractor from any of its other obligations or liabilities pursuant to the Contract."

PART V - PROPOSER REPRESENTATIONS

1. Price - Most Favoured Customer

1.1 The Proposer confirms that the fees, rates and charges and related pricing terms with respect to the services specified in the Proposal are the most favourable pricing terms available to any customer of the Proposer (or any of the Proposer's affiliates). If at any time during the term of any contract resulting from the Proposal, any other customer of the Proposer (or of any of the Proposer's affiliates) obtains more favourable pricing terms than those provided to UNICEF, the Proposer will retroactively adjust the fee and related pricing terms under the contract to conform to the more favourable terms and the Proposer will promptly pay UNICEF any amounts owing to UNICEF as a result of such retroactive fee adjustment.

2. General Representations

By submitting its Proposal in response to this RFPS, the Proposer confirms to UNICEF as at the Submission Deadline:

2.1 The Proposer has (a) the full authority and power to submit the Proposal and to enter into any resulting contract, and (b) all rights, licenses, authority and resources necessary, as applicable, to develop, source and supply the services and to perform its other obligations under any resulting contract. The Proposer 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 any service, deliverable or outcome that may be acquired under any resulting contract.

2.2 All of the information it has provided to UNICEF concerning the services and the Proposer is true, correct, accurate and not misleading.

2.3 The Proposer is financially solvent and is able to supply the services to UNICEF in accordance with the requirements described in this RFPS.

2.4 The use or supply of the services does not and will not infringe any patent, design, trade-name or trade-mark.

2.5 The development and supply of the services has complied, does comply, and will comply with all applicable laws, rules and regulations.

2.6 The Proposer 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.

2.7 It has the personnel, experience, qualifications, facilities, financial resources and all other skills and resources to perform its obligations under any resulting contract.

2.8 The Proposer agrees to be bound by the decisions of UNICEF, including but not limited to, decisions as to whether the Proposer's Proposal meets the requirements and instructions stated in this RFPS and the results of the evaluation process.

3. Ethical Standards

UNICEF requires that all Proposers observe the highest standard of ethics during the entire solicitation process, as well as the duration of any contract that may be awarded as a result of this solicitation process. UNICEF also actively promotes the adoption by its suppliers of robust policies for the protection and safeguarding of children and the prevention and prohibition of sexual exploitation and sexual abuse.

By submitting its Proposal in response to this RFPS, the Proposer makes the following representations and warranties to UNICEF as at the Submission Deadline:

3.1 In respect of all aspects of the solicitation process the Proposer 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. In particular, the Proposer has disclosed to UNICEF if it or any of its affiliates is, or has been in the past, engaged by UNICEF to provide services for the preparation of the design, specifications, cost analysis/estimation, and other documents to be used for the procurement of the services requested under this RFPS; or if it or any of its affiliates has been involved in the preparation and/or design of the programme/project related to the services requested under this RFPS.

3.2 The Proposer has not unduly obtained, or attempted to unduly obtain, any confidential information in connection with the solicitation process and any contract that may be awarded as a result of this solicitation process.

3.3 No official of UNICEF or of any United Nations System organization has received from or on behalf of the Proposer or will be offered by or on behalf of the Proposer, any direct or indirect benefit in connection with this RFPS including the award of the contract to the Proposer. Such direct or indirect benefit includes, but is not limited to, any gifts, favours or hospitality.

3.4 The following requirements with regard to former UNICEF officials have been complied with and will be complied with:

(a) During the one (1) year period after an official has separated from UNICEF, the Proposer 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 Proposer has participated.

(b) 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 Proposer, communicate with UNICEF, or present to UNICEF, about any matters that were within such former official's responsibilities while at UNICEF.

3.5 Neither the Proposer nor any of its affiliates, or personnel or directors, is subject to any sanction or temporary suspension imposed by any United Nations System organization or other international inter-governmental organization. The Proposer 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. If the Proposer or any of its affiliates, or personnel or directors becomes subject to any such sanction or temporary suspension during the term of any resulting contract, UNICEF will be entitled to suspend the contract for a period of time up to thirty (30) days or terminate the contract, at its sole choice, with immediate effect upon delivery of a written notice of suspension or termination, as the case may be, to the Proposer. If UNICEF chooses to suspend the contract it will be entitled to terminate the contract at the end of the thirty (30) days' suspension at UNICEF's sole choice.

3.6 The Proposer will (a) observe the highest standard of ethics; (b) use its best efforts to protect UNICEF against fraud, in the solicitation process and in the performance of any resulting contract; and (c) comply with the applicable provisions of UNICEF's Policy Prohibiting and Combatting Fraud and Corruption which can be accessed on the UNICEF website at <https://www.unicef.org/supply/resources/procurement-policies>. In particular, the Proposer 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.

3.7 The Proposer will comply with all laws, ordinances, rules and regulations bearing upon its participation in this solicitation and the UN Supplier Code of Conduct (available at the United Nations Global Marketplace website - www.ungm.org).

3.8 Neither the Proposer nor any of its affiliates, is engaged, directly or indirectly, (a) in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32, or the International Labour Organization'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 utilized in the manufacture of anti-personnel mines.

3.9 The Proposer 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 Proposer to perform any services in the Proposer's participation in this solicitation. 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. The Proposer has taken and will take all appropriate measures to prohibit its personnel including its employees or other persons engaged by the Proposer, 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.

3.10 The Proposer confirms that it has read UNICEF's Policy on Conduct Promoting the Protection and Safeguarding of Children. The Proposer 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 Proposer will further cooperate with UNICEF's implementation of this Policy.

3.11 The Proposer 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 3.

3.12 Each of the provisions in this Article 3 of Part V constitutes an essential condition of participation in this solicitation process. In the event of a breach of any of these provisions, UNICEF is entitled to disqualify the Proposer from this solicitation process and/or any other solicitation process, and to terminate any contract that may have been awarded as a result of this solicitation process, immediately upon notice to the Proposer, without any liability for termination charges or any liability of any kind. In addition, the Proposer may be precluded from doing business with UNICEF and any other entity of the United Nations System in the future.

4. Audit

4.1 From time to time, UNICEF may conduct audits or investigations relating to any aspect of a contract awarded in relation to this RFPS, including but not limited to the award of the contract and the Proposer's compliance with the provisions of Article 3 above. The Proposer will provide its full and timely cooperation with any such audits or investigations, including (but not limited to) making its personnel and any relevant data and documentation available for the purposes of such audits or investigations, at reasonable times and on reasonable conditions, and granting UNICEF and those undertaking such audits or investigations access to the Proposer's premises at reasonable times and on reasonable conditions in connection with making its personnel and any relevant data and documentation available. The Proposer will require its sub-contractors and its agents to provide reasonable cooperation with any audits or investigations carried out by UNICEF.

INSTRUCTION TO BIDDERS

1. MARKING AND RETURNING PROPOSALS

1.1 Proposals shall be submitted in the manner specified earlier in this solicitation document. Detailed submission guidance at paragraphs 1.7, 1.8 and/or 1.9 should then be followed accordingly.

1.2 The Bid Form/Request for Proposal for Services Form must be signed, and submitted together with the Proposal. The Bid Form/Request for Proposal for Services Form should be signed by the duly authorized representative of the submitting company.

1.3 Proposals must be clearly marked with the RFP(S) number and the name of the company submitting the Proposal.

1.4 Proposers should note that Proposals received in the following manner will be invalidated:

- a) with incorrect (as applicable) postal address, email address or fax number;
- b) received after the stipulated closing time and date;
- c) failure to quote in the currency(ies) stated in the RFP(S);
- d) in a different form than prescribed in the RFP(S).

1.5 Technical Proposal: The Technical Proposal should address the criteria and requirements outlined in this RFP(S), paying particular attention to its schedules/Terms of Reference/Statement of Work and its evaluation criteria. It is important to note that UNICEF actively welcomes innovative proposals and original solutions to the stated service/goods need.

NO PRICE INFORMATION SHOULD BE CONTAINED IN THE TECHNICAL PROPOSAL.

1.6 Price Proposal: The Price Proposal should be prepared in accordance with the requirements contained in the schedules/Terms of Reference/Statement of Work for this RFP(S).

1.7 Sealed Proposals (as applicable)

1.7.1 See paragraph 1.1 above concerning applicability of this paragraph.

1.7.2 The Proposal must be sent for the attention of unit/team and address as specified in this RFP/RFPS. Proposals not sent in this manner will be disqualified.

1.7.3 They must be clearly marked as follows:

* Outer sealed envelope:

Name of company
[RFP(S) NO.]
[NAME OF UNIT & UNICEF OFFICE ADDRESS]

* Inner sealed envelope - Technical Proposal (1 original and 2 copies): Name of company, RFP(S) number - technical proposal

* Inner sealed envelope - Price Proposal (1 original and 2 copies): Name of company, RFP(S) number - price proposal

No price information should be provided in the Technical Proposal.

Proposals received in any other manner will be invalidated.

1.7.4 In case of any discrepancy between an original and a copy, the original will prevail.

1.7.5 Any delays encountered in the mail delivery will be at the risk of the Proposer.

1.8 Faxed Proposals (as applicable)

1.8.1 See paragraph 1.1 above concerning applicability of this paragraph.

1.8.2 Faxed Proposals must be returned to the ONLY ACCEPTABLE FAX NUMBER for Proposals as specified in this RFP(S) Document. Proposers should note that Proposals received at any other fax number will be invalidated.

No price information should be provided in the Technical Proposal.

1.9 E-mailed Proposals (as applicable)

1.9.1 See paragraph 1.1 above concerning applicability of this paragraph.

1.9.2 All e-mailed Proposals must be submitted to the ONLY ACCEPTABLE E-MAIL ADDRESS as specified in this solicitation document. No other recipient should be "Cc" or "Bcc" in the e-mail submission. Proposals not sent in this manner will be disqualified.

1.9.3 All Proposals submitted by e-mail must be submitted as email attachments. The Technical Proposal and Price Proposal must be sent as separate attachments and clearly indicated as such in the file name (e.g. Company ABC Technical Proposal, Company ABC Price Proposal). Email links (e.g. to documents to be downloaded from cloud based folders) are not acceptable unless otherwise specifically requested. Proposals submitted as a link or through a link will be invalidated.

2. OPENING OF PROPOSALS

2.1 Proposals received prior to the stated closing time and date will be kept unopened. UNICEF will open Proposals when the specified time has arrived and no Proposal received thereafter will be considered.

2.2 UNICEF will accept no responsibility for the premature opening of a Proposal which is not properly addressed or identified.

2.3 In cases when a Public Opening is held, the invited proposers, or their authorized representative, may attend the public Proposal opening at the time, date and location specified in the RFP(S) documents.

3. UNGM REGISTRATION

3.1 UNICEF is part of the United Nations Global Marketplace(UNGM). Accordingly, all proposers are encouraged to become a UNICEF vendor by creating a vendor profile in the UNGM website: www.ungm.org

4. AWARD NOTIFICATION

4.1 UNICEF reserves the right to make a public notification of the outcome on an RFP(S) advising product/service, awarded supplier and total value of award.

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 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, as may be updated from time to time.

1.2 These General Terms and Conditions of Contract, UNICEF's Policy Prohibiting and Combatting Fraud and Corruption, UNICEF's Policy on Safeguarding (as updated from time to time), 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 or the Consignee (if different to 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, UNICEF and the Supplier will negotiate any necessary changes to the Contract, including as to 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 responsibility for arranging and paying for freight and insurance, will be governed by the 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.

ANNEX A

GENERAL TERMS AND CONDITIONS

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 documentation in support of the invoice.

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 Government or other entity that receives the Goods.

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

ANNEX A

GENERAL TERMS AND CONDITIONS

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)(iii) 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 either under the Contract or otherwise.

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 Subject to Article 5.3, 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.

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

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- (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 of UNICEF under the Contract.

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).

7.6 The Supplier further represents and warrants that neither it nor any of its Affiliates, is engaged, directly or indirectly, (a) in any practice inconsistent with the rights set out in the 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.

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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 system of national or sub-national law.

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 arbitral proceedings will be conducted in English. 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 United States Federal Reserve Bank of New York's Secured Overnight Financing Rate (SOFR) then prevailing and any such interest will be simple interest only. In light of the privileges and immunities of UNICEF, references in the UNCITRAL Arbitration Rules to the place of arbitration shall connote only the actual location for the arbitral proceedings but shall not mean the "seat" or "juridical seat" or "juridical place" for such proceedings. 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 Safeguarding (as updated from time to time). 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.

(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(e).

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.