

REQUEST FOR QUOTATION (RFQ)

Date: 30 April 2014

Dear Sir/Madam,

Subject: Request for Quotation for services:

“Organization of the Project Steering Committee Meeting and Strategic Action Programme Team participants meeting;

Holding of The International research-to-practice environmental conference with the participation of nature conservation community of Baikal region and Mongolia” (jointly with Rosprirodnadzor”).

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

Case reference: RFQ_GPSO_2014-078 (IWC-78317)

1. The United Nations Office for Project Services (hereinafter “UNOPS”) is pleased to invite you to submit a quotation for supply of the services described in Annex I to this Request for Quotation.
2. We would appreciate receiving your quotation on or before **20 May 2014 10:00 A.M. Irkutsk time** via e-mail DmitriP@unops.org (it must not exceed 8MB) or fax **+73012338030** to the attention of **Dmitry Popov**. Please specify above project and reference number on your quotation.
3. Any requests for clarification should be referred to:
Contact Person: Dmitry Popov
Office: UNOPS
Address: Room: 13,
8, Sakhyanovoy Str.,
670047, Buryatia, The Russian Federation

Telephone: +7 3012 415759
Fax +7 3012 338030
E-Mail: DmitriP@unops.org
4. Your quotation shall include the following:

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

http://baikal.iwlearn.org/en/tenders/how-to/application-form/at_download/file

- Brief approach and methodology as well as CV(s) of proposed staff/personnel in response to the Terms of Reference as per Annex I.
- Fixed overall quotation in a single currency (see Annex II) with the following structure:

Name(s) of consultant(s)
Number of working days and daily fee
Daily subsistence allowance
Number of international travels and cost

- Number of local travels and costs
 - Other costs
 - TOTAL
 - Completed Previous Experience Form (see Annex III)
5. UNOPS evaluates the quotations based on best value, i.e. best quality and cost-effectiveness of the proposed offers. The following aspects will be considered for the evaluation:
- (a) Suitability of the approach and methodology including firm's capacity to undertake the services
 - (b) Qualifications and suitability of the staff/personnel proposed for the assignment including their previous experience with same type of assignment
 - (c) Cost-effectiveness of price quotation
6. A contract may be awarded to the bidder having submitted the quotation representing the best value for UNOPS. However, UNOPS reserves the right to accept or reject any quotation, and to cancel the process and reject all quotations, at any time prior to the award of contract, without thereby incurring any liability to the Bidders or any obligation to inform the Bidders of the grounds for such action.
7. UNOPS reserves the right to make multiple arrangements for any item or items.
8. In the event of a Contract the UNOPS General Conditions will apply. The conditions are available at <http://www.unops.org/english/whatweneed/Pages/Guidelinesforsuppliers.aspx> under "UNOPS general conditions of contract": UNOPS Conditions of Services - For contracts of a value of less than USD 50,000. (Annex IV)
9. **Supplier eligibility.** Suppliers shall not be eligible to submit an offer and to be awarded a contract when at the time of bid submission:
- (a) Suppliers are already suspended by UNOPS, or,
 - (b) Supplier's names are mentioned in the UN 1267 list of Terrorists issued by the Security Council resolution 1267, which establishes a sanctions regime to cover individuals and entities associated with Al-Qaida and/or the Taliban, or,
 - (c) Suppliers are suspended by the UN Procurement Division (UN/PD), or,
 - (d) Suppliers have been declared ineligible by the World Bank.

Furthermore, as a condition of doing business with UNOPS it is necessary that suppliers, their subsidiaries, agents, intermediaries and principals cooperate with the Office of Internal Oversight Services (OIOS) of the United Nations, UNOPS Internal Audit and Investigations Group (IAIG) as well as with other investigations authorized by the Executive Director and with the UNOPS Ethics Officer (during preliminary reviews in line with UNOPS whistle blower policy) as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives, agents and assignees of the supplier; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNOPS to repudiate and terminate the contract, and to debar and remove the supplier from UNOPS's list of registered suppliers.

10. Information regarding Bid Protest can be found at:

<http://www.unops.org/english/whatwedo/services/procurement/Pages/Procurementpolicies.aspx>

11. UNOPS strongly encourages all Bidders to subscribe to the Tender Alert Service available on the United Nations Global Market Place (www.ungm.org). This will allow Bidders to be notified automatically of all UNOPS business opportunities for the products and services for which they have registered. Instructions on how to subscribe to the Tender Alert Service can be found in the UNGM Interactive Guide for Suppliers.

12. UNOPS will effect payment within 30 days after receipt of original payment documentation.

We look forward to receiving your quotation.

Yours sincerely,
Sergey Kudelya
Project Manager
GPSO/IWC
UNOPS
Room: 13,
8, Sakhyanovoy Str.,
670047, Buryatia, The Russian Federation
Telephone: +7 3012 415759
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ANNEX I - TERMS OF REFERENCES

“Organization of the Project Steering Committee Meeting and Strategic Action Programme
Team participants meeting;

Holding of The International research-to-practice environmental conference with the participation of nature conservation community of Baikal region and Mongolia” (jointly with Rosprirodnadzor”).

Location:	Greymachinsk, Buryatia, The Russian Federation
Application Deadline:	20-May-2014
Type of Contract:	Service Contract
Post Level:	Local
Languages Required:	English, Russian
Starting Date: (date when the selected candidate is expected to start)	01 June -2014
Duration of Initial Contract:	01 June 2014 - 30 August 2014
Expected Duration of Assignment	3 months

Background:

The project’s objective is to spearhead integrated natural resource management of Baikal Lake Basin and Hövsgöl Lake ensuring ecosystem resilience, reduced water quality threats in the context of sustainable economic development. The project has three primary components: elaborating a strategic policy and planning framework; strengthening institutional capacity for IWRM; and demonstrating water quality and biodiversity mainstreaming practice, including groundwater monitoring and protection. This project builds upon a solid, decades-old baseline of bilateral cooperation between Russia and Mongolia on the transboundary waters of the Selenga River and by extension the Baikal Basin itself. To date, international support for environmental conservation and management in the Baikal Basin has not been transboundary in orientation; little support has been provided the two countries in strengthening their transboundary cooperation to manage sustainably the globally significant environmental benefits represented by the incomparable Lake Baikal and its transboundary Basin, at the top of which lies Mongolia’s aquatic jewel, Lake Hovsgol. In addition to this solid baseline of transboundary cooperation are two rapidly growing economic baselines in mining and tourism, with mining being the biggest and fastest growing economic activity in the Baikal Basin and tourism a smaller but also rapidly growing sector in both the Russian and Mongolian portions of the Baikal Basin. Both of these sectors hold much promise in becoming better stewards of the Baikal Basin’s aquatic ecosystems. In the absence of a GEF investment, these barriers are likely to continue hampering an effective transboundary response to the critical threats that are already impacting the ecosystem health and resilience of the Baikal Basin. Successful implementation of a regional project like “Integrated Natural Resource Management in the Baikal Basin Transboundary Ecosystem”, to a large degree depends on effective implementation and ownership of project-inspired work at the national and local levels.

Justification of consultancy:

The project will be guided by a Project Board/Steering Committee (SC) comprised of the representatives of both countries, UNDP, UNOPS and othe donors and partners. On the Russian side, the SC will include representation from the Baikalvodresurs, MNRE, Ministry of Sport,

Tourism and Youth Policy and representatives of Republic of Buryatia, Irkutsk Oblast and Zabaikalsky Krai. On the Mongolian side, the SC will include representation from the MNET, the Water Authority of Mongolia, Ministry of Mineral Resources and Energy, and one Aimag. The SC will provide guidance based upon project progress assessments and related recommendations from the PMU. The SC will review and approve annual project reviews and workplans, technical documents, budgets and financial reports. The SC will provide general strategic and implementation guidance to the PMU. It will meet annually, and make decisions by consensus. The specific rules and procedures of the SC will be decided upon at the project inception meeting.

Development objective:

Project Board/Steering Committee is responsible for making management decisions for a project in particular when guidance is required by the Project Manager. The Project Board plays a critical role in project monitoring and evaluations by quality assuring these processes and products, and using evaluations for performance improvement, accountability and learning. It ensures that required resources are committed and arbitrates on any conflicts within the project or negotiates a solution to any problems with external bodies. In addition, it approves the appointment and responsibilities of the Project Manager and any delegation of its Project Assurance responsibilities. Based on the approved Annual Work Plan, the Project Board can also consider and approve the quarterly plans (if applicable) and also approve any essential deviations from the original plans.

In order to ensure UNDP's ultimate accountability for the project results, Project Board decisions will be made in accordance to standards that shall ensure management for development results, best value money, fairness, integrity, transparency and effective international competition. In case consensus cannot be reached within the Board, the final decision shall rest with the UNDP Project Manager.

Strategic Action Programme is being developed for shared actions by the Russian Federation and Mongolia. This SAP effort builds upon lessons learned by more than 30 GEF TDA/SAP projects, with special attention to TDA/SAP projects such as the Danube and Dnipro Rivers, Lake Ohrid, and Caspian. Building from other TDA/SAP efforts, the Baikal Basin effort emphasizes mainstreaming biodiversity management objectives into economic sector policies and practices, to facilitate the maintenance of essential aquatic ecosystem functions that sustain human welfare. This TDA/SAP provides a holistic review and strategy development for the transboundary basin-wide ecosystem.

The SAP builds from the TDA results and will be completed, approved and under implementation by the final year of the project. The SAP constitutes a binding agreement between the two countries. It identifies goals for ecosystem protection and include milestones and indicators for attainment of the goals. In order to achieve the jointly-agreed goals, both countries will be expected to develop biodiversity conservation standards for tourism, mining, fisheries and to implement sub-basin watershed management plans that incorporate water quality and biodiversity objectives.

The environmental conference. According to the Regulations of the Federal Service for Supervision of Natural Resources, one of its main functions is state regulation in the area of Lake Baikal. The problem of Lake Baikal preservation is currently central, because the Lake is unique the largest freshwater reservoir in the world.

The Russian Federation has a great responsibility for preservation of this unique natural site, the more especially as the Lake is included in UNESCO List of World Natural Heritage sites.

The purpose of this conference is to bring together the efforts of scientists and experts of the two countries in environmental issues and in rational use of natural resources scope (especially in the Lake Baikal basin), creating a platform for the development of uniform solutions for pressing environmental challenges and rational use of natural resources.

Immediate objective(s):

It should be necessary to implement in the frameworks on consultancy:

- To facilitate a meeting and accommodation of all participants (about 45 persons),
Meetings schedule:
 - 21 July 2014 Arrival of participants;
 - 22 July 2014 Strategic Action Programme Meeting;
 - 23 July 2014 The environmental conference;
 - 24 July 2014 Steering Committee Meeting;
 - 25 July 2014 Field trip to Ushkanyi Islands;
 - 26 July 2014 Departure of participants
- To provide all participants with comfortable transportation to meeting place (Gremyachinsk, Buryatia) and return;
- To organize a simultaneous interpreting service (rent a special equipment, coordinate an interpreter service);
- To rent a conference hall with all required meeting facilities (projector, white screen, drinking-water, possibility of the usage of simultaneous interpreting service);
- To facilitate meal service during all meeting activities for all participants;
- To organize a field trip of participants to Ushkanyi islands (Baikal) for inspection of eco-trail, reconstructed with the Project support;
- To resolve all logistical issues concerned with the meetings upon request of The Project Management Unit.

Expected Outputs, reports and related logistics:

The payment will be done in 3 installments, based on necessary reports and Project Manager's signature according to the following schedule:

- **30%** payment – against submission of detailed calendar plan for activities to be carried out within the framework of the consultancy, no later than first 5 working days.
- **60%** payment – against activities program and provision of relevant logistic information (hotel reservation etc.) - no later than 10 June 2014.
- **10%** payment – against report (with photos) on holding of all three meetings and copies of information materials, no later than 20 August 2014.

**Приблизительный перевод на русский язык:
(английский текст имеет преимущественное значение)**

Организация Заседания Управляющего комитета проекта и Совещания по Стратегической
Программе действий;

Проведение Международной научно-практической конференции по вопросам охраны
окружающей среды с участием природоохранного сообщества
Байкальского региона и Монголии»

Обоснование.

Руководящий комитет/совет проекта несет ответственность за принятие управленческих решений по проекту, в частности, когда руководителю проекта требуется направление. Совет проекта играет важную роль в ходе мониторинга и оценки проекта, обеспечивая качество этих процессов и их результатов, используя оценки для совершенствования процесса выполнения, отчетности и обучения. Он обеспечивает, что требуемые ресурсы предоставлены, и разрешает любые споры в рамках проекта или проводит переговоры для поиска решений любых проблем с внешними органами. В дополнение, он одобряет назначение руководителя проекта и круг его полномочий, а также любое делегирование его полномочий по обеспечению проекта. На основе одобренного ежегодного плана работ Совет проекта может также рассмотреть и одобрить квартальные планы (при необходимости), и может одобрить любые существенные отклонения от оригинальных планов.

С целью обеспечения предельной ответственности ПРООН за результаты проекта, решения Совета проекта будут приниматься в соответствии со стандартами, которые обеспечивают такое управление, которое направлено на проработку результатов, оптимальное расходование средств, беспристрастность, комплексность, прозрачность и эффективную международную конкуренцию. В случае, если консенсус не может быть достигнут в рамках Совета, окончательное решение будет приниматься руководителем проекта со стороны ПРООН.

Стратегическая программа действий. В ходе работы по данному результату будет сформирована подробная Стратегическая программа действий (СПД) для совместных действий Российской Федерации и Монголии. Такие усилия, связанные СПД, будут строиться на опыте, полученном в результате свыше 30 проектов ГЭФ, предусматривавших СПД, с особым вниманием таким проектам, как по рекам Дунай и Днепр, озеру Охрид и Каспию. Основываясь на усилиях по подготовке других СПД, в случае бассейна Байкала усилия акцентируют включение целей управления биоразнообразием в политики и практики экономических отраслей для содействия поддержанию основных функций водной экосистемы, которые поддерживают благополучие человека. Настоящая СПД предоставит целостное рассмотрение и разработку стратегии для трансграничной бассейновой экосистемы.

СПД будет основываться на результатах трансграничного диагностического анализа, он будет одобрен и его реализация будет начата в ходе последнего года проекта. СПД составит связывающее соглашение между обеими странами. Он определит цели для охраны экосистемы и будет включать этапы и индикаторы для их достижения. Ожидается, что обе страны для достижения этих совместно согласованных целей должны будут разработать стандарты сохранения биоразнообразия для тузума, горнодобычи,

рыболовства, и будут реализовывать планы управления водосборными суб(под)-бассейнами, которые инкорпорируют цели в области биоразнообразия и качества воды.

Конференция по вопросам охраны окружающей среды. Согласно Положению о Федеральной службе по надзору в сфере природопользования одной из ее основных функций является осуществление государственного регулирования в области охраны озера Байкал, проблема сохранения которого в силу его уникальности и ценности как крупнейшего на земле резервуара пресной воды носит в настоящий момент актуальный характер. Внесение озера Байкал в список участков всемирного природного наследия ЮНЕСКО накладывает на Российскую Сторону дополнительную ответственность за обеспечение сохранности этого уникального природного объекта. Целью данной Конференции является объединение усилий ученых и специалистов двух государств в вопросах охраны и рационального использования природных ресурсов, особенно в бассейне озера Байкал, создание платформы для выработки единых механизмов решений актуальных проблем охраны окружающей среды и рационального природопользования.

Ожидаемые результаты:

- Обеспечить встречу и размещение в гостинице всех участников (about 45 persons);
 - 21 Августа 2014 Прибытие участников;
 - 22 Августа 2014 Заседание по СПД;
 - 23 Августа 2014 Конференция по вопросам окружающей среды;
 - 24 Августа 2014 Заседание управляющего комитета проекта;
 - 25 Августа 2014 Рабочая поездка на Ушканьи острова;
 - 26 Августа 2014 Отъезд участников.
- Обеспечить транспортировку всех участников к месту проведения совещания (Гремячинск, Бурятия) и обратно;
- Организовать сервис синхронного перевода (аренда специализированного оборудования, организация работы синхронных переводчиков);
- Арендовать конференц-зал для всех требуемых заседаний с требуемым оборудованием (проектор, экран, питьевая вода, возможность работы синхронных переводчиков)
- Обеспечить питание всех участников на время работы совещаний.
- Организовать рабочую поездку участников совещаний на Ушканьи острова (Байкал) для осмотра экотропы, реконструированной при поддержке проекта.
- Разрешать любые логистические и организационные вопросы, касающиеся заседаний по запросу Офиса управления проектом.

Требуемые отчеты:

Платеж будет осуществлен тремя частями, на основании предоставления требуемых отчетов и принятия их Руководителем Проекта по следующему графику:

- **30%** - по предоставлению календарного плана – в течение 5 дней.
- **60%** - по предоставлению программы организации требуемых мероприятий и логистической информации (о бронировании отелей и т.п.) – не позднее 10 июня 2014.
- **10%** - по предоставлению отчета (с фотографиями) о проведении всех трех мероприятий и копий информационных материалов – не позднее 20 августа 2014 года.

ANNEX II. FINANCIAL OFFER

Name(s) of consultant(s) (a)	Number of working days (b)	Daily fee (c)	Daily subsistence allowance (d)	Total (e)=(b)x((c)+(d))
Subtotal:				

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

Other Costs (description)	Cost
Subtotal:	

GRAND TOTAL: (Sum of 3 tables)

ANNEX III: PREVIOUS EXPERIENCE FORM

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

Authorized Signature: _____

Date: _____

ANNEX IV - UNOPS CONDITIONS OF SERVICES

1-Contractor's Status In all matters relating to this Contract, the Contractor shall be acting as an independent contractor. Neither the Contractor nor its employees are the employees of UNOPS. The Contractor assumes all liabilities or obligations imposed by any law or regulation with respect to such employees. The Contractor shall not have the authority to create any obligation on behalf of UNOPS and shall not represent itself as an agent, employee or in any other capacity of UNOPS. The Contractor shall be responsible for the professional and technical competence of its employees, who shall be expected to respect local customs and conform to a high standard of moral and ethical conduct.

2-Damage to Persons and Property The Contractor shall indemnify and hold harmless UNOPS, its officers, agents, employees and servants from and against all suits, claims, demands, proceedings, and liability of any nature or kind, including costs and expenses, for injuries or damages to any person or any property whatsoever which may arise out of or in consequence of acts or omissions of the Contractor or its agents, employees, servants or subcontractors in the execution of this Contract.

3-Intellectual Property Rights All intellectual property and other proprietary rights, including but not limited to patents, copyrights and trademarks, in all countries, with regard to maps, drawings, photographs, mosaics, plans, manuscripts, records, reports, recommendations, estimates, documents and other materials, except pre-existing materials, publicly or privately owned, collected or prepared as a consequence of or in the course of the performance of this Contract, shall become the sole property of UNOPS. The Contractor shall hold harmless and fully indemnify UNOPS from and against all claims and proceedings for infringement of any patent rights, design trademark or name or other protected rights resulting from Contractor's performance.

4-Confidentiality All maps, drawings, plans, reports, documents and all other data compiled by or received by the Contractor under the Contract shall be the property of UNOPS, shall be treated as confidential and shall be delivered only to the duly authorized representative of UNOPS upon completion of the Services.

5-Advertising The Contractor shall not advertise or otherwise make public the fact that it is performing, or has performed services for UNOPS or use the name, emblem or official seal of UNOPS or the United Nations or any abbreviation of the name of UNOPS or the United Nations for advertising purposes or any other purposes.

6-Modifications Any modification or change to this Contract shall require an amendment in writing between both parties duly signed by the authorized representatives of the Contractor and UNOPS.

7-Sub-contracting and Assignment of Contract The Contractor shall not sub-contract the Services or otherwise assign, transfer, pledge or make other disposition of this Contract or any part thereof or of any of the Contractor's rights, claims or obligations under this Contract.

8-Termination UNOPS may terminate this Contract for cause or convenience in the interest of the UNOPS upon not less than fourteen (14) days written notice to the Contractor. Upon termination of this Contract, the Contractor shall take immediate steps to terminate his performance of the Contract in a prompt and orderly manner and to reduce losses and to keep further expenditures to a minimum. Unless such termination has been occasioned by the Contractor's breach of this Contract, the Contractor shall be entitled to be paid for the part of the Services satisfactorily completed as of the date of termination, plus substantiated costs resulting from commitments entered into prior to the date of termination as well as any reasonable substantiated direct costs incurred by the Contractor as a result of the termination, but shall not be entitled to receive any other or further payment or damages.

9-Privileges and Immunities Nothing in or relating to this Contract shall be deemed a waiver of any of the privileges and immunities of the United Nations of which the UNOPS is an integral part.

10-Settlement of Disputes Any controversy or claim arising out of or in connection with provision of this Contract or any breach thereof, shall, unless resolved through direct negotiation, be settled in accordance with the UNCITRAL Arbitration Rules then in force. UNOPS and the Contractor shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy or claim.