



Date: 13th September 2022

REQUEST FOR QUOTATION RFQ N° UNFPA/BKK/RFQ/22/009

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

‘The Provision of a company to produce, disseminate, and promote a series of podcasts’

UNFPA requires **‘The Provision of a company to produce, disseminate, and promote a series of podcasts’**. Details of the required services and the selection criteria can be found from the below Terms of Reference (TOR).

I. About UNFPA

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every child birth is safe and every young person’s potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: [UNFPA about us](#)

II. Service Requirements/Terms of Reference (TOR) as ANNEX II

III. Questions

Questions or requests for further clarifications should be submitted in writing to the contact person below:

Name of contact person at UNFPA:	<i>Ms. Jarintorn Kiatniyomrung</i>
Tel N°:	+66 2 687 0159
Email address of contact person:	kiatniyomrung@unfpa.org

The deadline for submission of questions is Tuesday 20th September 2022 at 17:00 hours, Bangkok time. Questions will be answered in writing and shared with parties as soon as possible after this deadline.

IV. Eligible Bidders

This Request for Quotation is open to all eligible bidders; to be considered an eligible bidder for this solicitation process you must comply with the following:

- A bidder must be a legally-constituted company that can provide the requested services and have legal capacity to enter into a contract with UNFPA to deliver the goods/perform the service to The

United Nations Population Fund Asia and Pacific Regional Office (UNFPA APRO), 4th Floor United Nations Service Building, Rajdamnern Nok Avenue, Bangkok, 10200 Thailand, or through an authorized representative.

- A bidder must not have a conflict of interest regarding the solicitation process or with the TORs / Technical Specifications. Bidders found to have a conflict of interest shall be disqualified.
- At the time of Bid submission, the bidder, including any JV/Consortium members, is not under procurement prohibitions derived from the [Compendium of United Nations Security Council Sanctions Lists](#) and has not been suspended, debarred, sanctioned or otherwise identified as ineligible by any [UN Organization](#) or the [World Bank Group](#).
- Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on [UN Supplier Code of Conduct](#).

V. Content of quotations

Quotations should be submitted via a TWO-envelope system. Interested Bidders are requested to submit their Technical Bid **separately** from their Financial Bid containing the price information. Each envelope shall consist of a single email whenever possible, depending on file size.

- a) Technical proposal, in response to the requirements outlined in the service requirements / TORs.

The Technical Bid should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

1. Brief description of the firm and the firm's qualifications: providing information that will facilitate our evaluation of your firm/institution's substantive reliability, such as catalogues of the firm and financial and managerial capacity to provide the services.
2. Your firms' understanding of the requirements for services and the objective of this project, including assumptions: Include any assumptions as well as comments on the data, support services and facilities to be provided as indicated in the TOR or as you may otherwise believe to be necessary.
3. Proposed Approach, Methodology, Timing and Outputs: any comments or suggestions on the TOR, as well as your detailed description of the manner in which your firm/institution would respond to the TOR. You should include the number of person hours/days in each specialization that you consider necessary to carry out all work required.
4. Proposed Team Structure: The composition of the team that you would propose to provide to the assignment, and the work tasks (including supervisory) which would be assigned to each. An organogram/organization chart illustrating the reporting lines, together with a description of such organization of the team structure should support your Bid.
5. Proposed Project Team Members: attach the curriculum vitae of the senior professional member of the team and members of the proposed team.
6. Detailed description of your proposed deliverables.
7. Detailed project plan (Gantt chart) showing the required resources and support from your firm as well as from UNFPA.
8. Detailed description of the technical specifications of your Bid.
9. A list of tasks which are out-of-scope versus in-scope.
10. UNFPA requests Bidders to submit information on environmental and social policies and any related documentation in their Bid.
11. The record of previous experience or related assignments that are similar to this assignment.



12. Copies of current certificates such as company registration certificate, VAT/Tax Registration Certificate and etc.

b) Price quotation, to be submitted strictly in accordance with the price quotation form.

Both parts of the quotation must be signed by the bidding company's relevant authority and submitted in PDF format.

VI. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section V above, along with a properly filled out and signed price quotation form, are to be sent by e-mail to Email address for bid submission at apro-procurement@unfpa.org no later than: **Tuesday 27th September 2022 at 17:00 hours, Bangkok time.**

Please note the following guidelines for electronic submissions to UNFPAs APRO's dedicated email address:

- The following reference must be included by the Bidder in the email subject line:
 - **UNFPA/BKK/RFQ/22/009 - The Provision of a company to produce, disseminate, and promote a series of podcasts – [Company name], Technical Bid**
 - **UNFPA/BKK/RFQ/22/009 - The Provision of a company to produce, disseminate, and promote a series of podcasts - [Company name], Financial Bid**
 - Submissions without this text in the email subject line may be rejected or overlooked and therefore not considered.
- It is the Bidder's responsibility to assure compliance with the submission process. If the envelopes or emails are not marked / submitted per the instructions, UNFPA will neither assume responsibility for the bid's misplacement or premature opening nor guarantee the confidentiality of the Bid process. Incorrect submissions might result in your Bid being declared invalid.
- Please do **NOT** send the emails containing your offer to any other email address (not even as a copy (CC) or blind copy (BCC)); otherwise UNFPA will not be able to guarantee confidentiality and fair and transparent handling of your bid. UNFPA reserves the right to reject bids sent via the appropriate channel but copied or blind copied to other email addresses.
- The total email size may not exceed **20 MB (including email body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.
- When submitting electronic offers, Bidders will receive an auto-reply acknowledging receipt of the **first** email. Should your offer require you to submit more than one email, in the body of this first email, bidders are requested to list the number of messages, which make up their technical offer and the number of messages, which make up their financial offer. If you do not receive any auto-reply for the first email from UNFPA's email system, please inform Ms. *Jarintorn Kiatniyomrung*, Programme Admin Associate at kiatniyomrung@unfpa.org.
- Any quotation submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of any quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

VII. Overview of Evaluation Process

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated and scored first, prior to the evaluation and scoring of price quotations

Technical Evaluation

Technical proposals will be evaluated based on their responsiveness to the service requirements /TORs listed in Section II and in accordance with the evaluation criteria below.

Criteria	[A] Maximum Points	[B] Points obtained by Bidder	[C] Weight (%)	[B] x [C] = [D] Total Points
<ul style="list-style-type: none"> Proposed production timeline and concept – technical and creative proposal 	100		60%	
<ul style="list-style-type: none"> Expertise of Firm – Team Experience and Qualifications 	100		40%	
Grand Total All Criteria	200		100%	

The following scoring scale will be used to ensure objective evaluation:

Degree to which the Terms of Reference requirements are met based on evidence included in the Bid submitted	Points out of 100
Significantly exceeds the requirements	90 – 100
Exceeds the requirements	80 – 89
Meets the requirements	70 – 79
Partially meets the requirements	1 – 69
Does not meet the requirements or no information provided to assess compliance with the requirements	0

Financial Evaluation

Price quotes will be evaluated only for bidders whose technical proposals achieve a minimum score of 70 points in the technical evaluation.

Price quotes will be evaluated based on their responsiveness to the price quote form. The maximum number of points for the price quote is 100, which will be allocated to the lowest total price provided in the quotation. All other price quotes will receive points in inverse proportion according to the following formula:



$$\text{Financial score} = \frac{\text{Lowest quote (\$)}}{\text{Quote being scored (\$)}} \times 100 \text{ (Maximum score)}$$

Total score

The total score for each proposal will be the weighted sum of the technical score and the financial score. The maximum total score is 100 points.

$$\text{Total score} = 70\% \text{ Technical score} + 30\% \text{ Financial score}$$

VIII. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA intends to award a De Minimis Contracts to the Bidder(s) that obtain the highest total score.

IX. Right to Vary Requirements at Time of Award

UNFPA reserves the right at the time of award of contract to increase or decrease by up to 20% the volume of services specified in this RFQ without any change in unit prices or other terms and conditions.

X. Payment Terms

UNFPA payment terms are net 30 days upon receipt of invoice and delivery/acceptance of the milestone deliverables linked to payment as specified in the contract.

XI. Fraud and Corruption

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA's policy regarding fraud and corruption is available here: [Fraud Policy](#). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor 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 vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](#).



XII. Zero Tolerance

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](#).

XIII. RFQ Protest

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of the Business Unit *Ms. Annette Sachs Robertson, Deputy Regional Director, UNFPA Asia and the Pacific Regional Office in Bangkok* at robertson@unfpa.org. Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Supply Chain management Unit at procurement@unfpa.org.

XIV. Disclaimer

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).

PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation N°:	UNFPA/BKK/RFQ/22/009 - The Provision of a company to produce, disseminate, and promote a series of podcasts
Currency of quotation :	<p style="color: red; margin: 0;">Please specify Currency</p> <ul style="list-style-type: none"> Thai Baht (THB) for companies registered under the laws of the Kingdom of Thailand US dollars (USD) or any other convertible currency for companies registered outside the Kingdom of Thailand
Delivery charges based on the following 2020 Incoterm:	Choose an item.
Validity of quotation:	
<i>(The quotation must be valid for a period of at least 3 months after the submission deadline)</i>	

- Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.

Item	Description	Number & Description of Staff by Level	Hourly Rate Please specify Currency	Hours to be Committed	Total Please specify Currency
1. Professional Fees					
1.1	Concept for the project with the work-plan and activity timeline, and dissemination and marketing plan.				
1.2	Production of Episodes 1- 4 completed (long and short forms) with all associated content (the podcasts, full transcript, social media content with visuals)				
1.3	Production of Episodes 5- 12 completed (long and short forms) with all associated content (the podcasts, full transcript, social media content with visuals)				
1.4	Final report of project completion with performance results as per KPIs agreed				



<p>Total Professional Fees: Currency to be submitted</p> <ul style="list-style-type: none"> • Thai Baht (THB) for companies registered under the laws of the Kingdom of Thailand • US dollars (USD) or any other convertible currency for companies registered outside the Kingdom of Thailand 	
<p>Total Contract Price: Currency to be submitted</p> <ul style="list-style-type: none"> • Thai Baht (THB) for companies registered under the laws of the Kingdom of Thailand • US dollars (USD) or any other convertible currency for companies registered outside the Kingdom of Thailand 	

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed **RFQ UNFPA/BKK/RFQ/22/009 - The Provision of a company to produce, disseminate, and promote a series of podcasts** including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

	Click here to enter a date.	
Name and title	Date and place	



United Nations Population Fund
Asia and Pacific Regional Office (APRO)
4th Floor United Nations Service Building
E-mail: apro-procurement@unfpa.org
Website: <https://asiapacific.unfpa.org>

**ANNEX I:
General Conditions of Contracts:
De Minimis Contracts**

This Request for Quotation is subject to UNFPA's General Conditions of Contract: De Minimis Contracts, which are available in: [English](#), [Spanish](#) and [French](#)



ANNEX II Terms of Reference (TOR)

‘The Provision of a company to produce, disseminate, and promote a series of podcasts’

The service provider is required to conceptualise, produce, promote, and disseminate a series of podcasts on social issues relating to the United Nations Population Fund’s mandate and its relevance in Asia-Pacific as per the details listed below:

I. Background

The United Nations Population Fund (UNFPA) is the UN’s sexual and reproductive health agency, committed to delivering a world where every pregnancy is wanted, every childbirth is safe and every young person’s potential is fulfilled.

To advance and amplify its work and partnerships in Asia and the Pacific in the context of the UN Decade of Action towards the Sustainable Development Goals and ICPD (International Conference on Population and Development) Programme of Action, the UNFPA Asia-Pacific Regional Office (APRO) is looking to engage the services of a media company specializing in podcast production, dissemination, and promotion.

The company will be required to script, edit, produce, disseminate, and promote a series of podcasts. The podcast series will highlight social issues relating to UNFPA’s mandate with a focus on the Asia-Pacific context. Topics include sexual and reproductive health and rights, gender-based violence, comprehensive sexuality education, adolescent pregnancy, family planning, population ageing, women and girls’ health needs during humanitarian emergencies, etc. The podcasts will also weave in stories of UNFPA’s work in the region, positioning UNFPA as a thought leader in sexual health and rights of women and girls.

II. Objectives

The UNFPA APRO Podcast series aims to achieve several objectives, including:

- Creating an appealing storytelling platform that positions UNFPA as a thought leader in sexual health and rights of women and girls across Asia-Pacific;
- Providing an opportunity for key UNFPA staff and stakeholders across the Asia and the Pacific region to be engaged in interesting dialogues that highlight key social issues relating to UNFPA’s mandate;
- Generating positive “brand recall” for UNFPA as an advocate for ICPD and UNFPA’s three transformative results of ending maternal mortality, ending unmet need for family planning, and ending all forms of violence and harmful practices against women and girls.
- Provide a template for UNFPA Country-Offices to be able to replicate and localize for country contexts

III. Scope of required services

To achieve the above-mentioned objectives, bidders shall submit a proposed work plan for producing, disseminating, and promoting a total of 24 podcasts within a period of 12 months. Twelve of the podcasts are

to be around 30 minutes each in duration, and the remaining 12 are short versions that offer highlights/summary of the afore-mentioned podcasts and to be around 3-4 mins in duration. The following elements should be included in the work plan:

A. Podcast concept and branding

- Propose a podcast concept to package 24 episodes (12 longer version and 12 short version podcasts) over a period of 12 months
- Propose audio branding of three prototypes for UNFPA to choose from, including a signature jingle and name for the podcast series
- Design the collaterals needed for promoting the podcast series on the website (with a dedicated landing page), on social media and other platforms as suggested in the dissemination plan
- Ensure a template is created that can be replicated / localized by UNFPA country offices
- Develop a production and dissemination timeline and implementation plan

B. Podcast production

- Work closely with the UNFPA team to script, edit, and produce the podcasts according to the preapproved work plan
- Develop a detailed script template for podcast episodes to ensure consistency and increase efficiency in writing new scripts
- Support the coordination of the speakers to ensure high-quality audio recording
- Collect & source all necessary recordings for the packaged podcasts (including soundbites and natural sound recordings)
- Source music with proper licensing for use as intended
- **Produce the** 12 nos. of 30-min episodes and 12 nos. of 3-4 min short versions, and ensure approval for dissemination within a period of 12 months
- Develop a full transcript of each episode for posting on the website along with the podcasts

C. Podcast dissemination and promotion

- Work closely with the UNFPA communications team to identify the target audiences
- Develop a dissemination and marketing plan with associated budgets to ensure and maximize reach and engagement. (Tentative KPI- to be further refined: 1 million social media reach, at least 200,000 listeners in total, 24,000 total downloads)
- Develop social media/digital marketing content for the 12 episodes (long and short versions) and necessary copy as well as imagery/graphics for publishing the podcasts on UNFPA's dedicated landing page for the series
- Support in the upload and dissemination of podcast episodes on major podcast channels i.e. Spotify, Apple Podcast, Good Podcast, Amazon Podcast, RSS feeds, etc.
- Ensure that the original files are handed over to UNFPA Asia-Pacific Communications team as and when each episode is finalized

Specific Requirements

- Produce 12 podcast episodes (long and short versions for each episode) over 12 months. Twelve full length episodes (around 30 minutes) and 12 short form episodes (3-4 mins).

- A production timetable and a detailed script template must be developed.
- Digital marketing plan and podcast dissemination plan developed
- Drafts of each episode must be submitted for review and approval to the UNFPA Communications team at least 5 days before its release date.
- Once final version is approved, the episodes must be uploaded on the selected dissemination channels (including social media) and provide digital copies to the UNFPA Communications Team.
- Propose promotional channels such as ad spots on other podcasts, targeted ads, etc.

IV. Expected Outputs/Deliverables

- Concept and work plan to be developed for the APRO Podcast series
- 1 podcast episode to be uploaded every fortnight
- 1 million reach on social media, at least 200,000 listeners, 24,000 downloads (KPIs can be refined further based on the concept) in total to be reached within 12 months

V. Estimated duration of the project and payment schedule

The project will run for 12 months, tentatively from 15 October 2022 – 15 October 2023.

Time frame and schedule of work

The contract duration is for a period of twelve (12) months with the following schedule of work;

<i>Descriptions of Tasks</i>	<i>Dates</i>
Preparatory work; briefing and planning with UNFPA Communications Team	15 Oct- 15 Nov 2022
Production of podcasts, including script writing, editing, and recording	15 Nov 2022- 31 August 2023
Promotion and dissemination of the podcasts on various platforms (concurrently with ongoing production)	15 December 2022 – 15 October 2023

Payment schedule:

Deliverable	Timeline	Payment percentage
Approved concept for the project with the work-plan and activity timeline, and dissemination and marketing plan	By 15 November 2022	30%
Production of Episodes 1- 4 completed (long and short forms) with all associated content (the podcasts, full transcript, social media content with visuals)	28 Feb 2023	20%



Production of Episodes 5- 12 completed (long and short forms) with all associated content (the podcasts, full transcript, social media content with visuals)	By 31 August 2023	20%
Final report of project completion with performance results as per KPIs agreed	By 15 October 2023	30%

VI. Inputs provided by UNFPA and the supplier

● UNFPA Input

The overall project and technical implementation requires collaborative engagement and flexibility from all parties. Regular status meetings and collaborative problem-solving are expected as part of the engagement.

The contractor will work under the overall guidance and oversight of the Regional Director, and day-to-day supervision of the Regional Communications Advisor, working closely also with the Regional Communications and Resource Mobilisation Specialist at UNFPA APRO. It is also expected that the contractor will engage from time to time with other UNFPA staff and external partners and stakeholders as required under the coordination of UNFPA APRO.

Throughout the process, the contractor and the UNFPA Regional Office will engage in periodic meetings, which may be complemented by email exchanges and discussions between the contractor and UNFPA APRO on scope of the project, clarification of deliverables, etc.

- **Contribution from the Contractor:** The Contractor is responsible for the quality and timely completion of all tasks and deliverables defined by these Terms of Reference.

VII. Contractor Requirement

Qualifications of the company

The supplier must provide a portfolio of previous work that represents a variety of podcasts and similar media productions and content marketing.

Company's corporate Profile:

Profile of the service provider

- Location of offices;
- Must be a registered company with a corporate bank account, and Por Por 20;



- Must have a team that can successfully handle high-quality podcast production, dissemination and promotion;

Experience and Expertise:

- The service provider should ideally hold a minimum of 5 years of proven experience in high-level podcast and other media production: radio production, sound editing, sound engineering, audio production.
- Experience in digital content dissemination, particularly on audio/video platforms;
- Prior experience of working in research, script development and production of podcast on various subjects;
- Excellent audio-visual storytelling with a particular focus on audio storytelling.
- Good knowledge/understanding of the UN system preferable; experience working with multilateral organizations is an asset;
- Ability to deliver high quality work within strict deadlines;
- Familiarity with working with UN agencies is desirable.

VIII. Copyright

Copyrights of all final products including initiatives and campaigns supported shall be the sole property of UNFPA. UNFPA shall provide the service partner with logos, texts, photos and any other material in an adequate format, as required by the assignment. The service provider shall not use UNFPA's logo or any other material supplied by UNFPA, for any purposes outside the scope of the assignment and contract.



ANNEX III

**CONTRACT FOR DE MINIMIS SERVICES
 CONTRACT N° UNFPA/CCC/PSC/YY/NNN**

This Contract is entered into between the United Nations Population Fund, a subsidiary organ of the General Assembly of the United Nations (“UN”) in terms of Article 22 of the UN Charter, with its Headquarters at 605 Third Avenue, New York, NY 10158, USA (the “UNFPA”) and [Name of Contractor], a [Type of entity] organized under the laws of [Country], (the “Contractor”). In consideration of the promises contained in this Contract and subject to the UNFPA General Conditions of Contract: De Minimis Contracts, hereby incorporated into this Contract and attached as Annex A (the “UNFPA General Conditions”), the Parties agree as follows:

**ARTICLE 1
 CONTRACT TERM**

This Contract shall enter into force on the date of the last signature affixed by the Parties (the “Commencement Date”) and shall remain in force for [Number of years] years, starting from the Commencement Date.

**ARTICLE 2
 SERVICES**

The Contractor shall perform services as specified in the Terms of reference (the “TOR”) attached as Annex B and hereby incorporated into this Contract (the “Services”).

**ARTICLE 3
 PAYMENT AND FEE**

- 3.1 In full consideration for the complete, satisfactory and timely performance of the Services under this Contract, UNFPA shall pay the Contractor the fee of [Insert currency & amount in figures and in words] (the “Fee”).

The Fee will be paid to the Contractor according to the following payment schedule:

PAYMENT DUE DATE	PAYMENT AMOUNT	BALANCE

- 3.2 UNFPA shall effect payments to the Contractor within thirty (30) days after the UNFPA's receipt and acceptance of the Contractor's invoice and complete set of supporting documentation where applicable. Payment by UNFPA shall be made to the Contractor's following bank account:



Account name:	
Bank Address:	
Acct Number:	
ABA Number:	
BIC (Swift address):	

**ARTICLE 4
 LIABILITY**

The Contractor shall pay UNFPA promptly for all loss, destruction, or damage to the property of UNFPA caused by the Contractor’s personnel or by any of its subcontractors or anyone else directly or indirectly employed by the Contractor or any of its subcontractors in the performance of the Contract.

**ARTICLE 5
 SPECIAL CONDITIONS**

5.1 No special conditions shall apply.

**ARTICLE 6
 SECURITY**

6.1 The Contractor shall be fully responsible for the safety and security of its officials, employees, agents, servants, subcontractors and other representatives (collectively, the Contractor’s “Personnel”) and for the safekeeping of all assets, equipment and supplies in the custody of the Contractor or its Personnel.

6.2 The Contractor shall:

- 6.2.1 Put in place and maintain its own security plan, taking into account the security situation in the country where the Services are being provided;
- 6.2.2 Assume all risks and liabilities related to the Contractor’s security, assets entrusted to it by UNFPA and the full implementation of its own security plan.

6.3 The Contractor and its Personnel are neither subject to, nor obliged to adhere to the United Nations Security Management policies and procedures, except insofar as they relate to the utilization of UNFPA’s assets, equipment and supplies, or as required to perform the Services under this Contract.

6.4 UNFPA may lend reasonable assistance, when possible and to the extent feasible, to the Contractor and its Personnel. Any travel or financial assistance provided shall be on a space-available and reimbursable basis.

6.5 UNFPA may, at its sole discretion, consent to the inclusion of the Contractor and its Personnel in the UNFPA security plan to the extent that it applies within the country where the Services are being provided on the same terms that are offered to implementing partners of UNFPA. Notwithstanding this provision, the Contractor acknowledges and agrees that the UNFPA shall



have no obligation to evacuate the Contractor’s Personnel from the country where the Services are being provided in case of emergency or due to security developments.

6.6 Notwithstanding the foregoing, the Contractor acknowledges and agrees that the UNFPA shall not be liable to the Contractor, or its Personnel, in connection with the provision, or failure to provide, any security assistance pursuant to this Article 6.1, or otherwise, and the Contractor shall indemnify, defend, hold and save harmless the UNFPA and its officials, employees and agents from and against any claim or liability of any nature arising in respect of any safety or security related incident, including without limitation, the death, injury or illness of any personnel, or the loss, damage, destruction, sabotage or theft of any assets, equipment or supplies in the custody of the Contractor or its Personnel. The foregoing indemnity is without prejudice to any other indemnity provided by the Contractor, or any other rights or remedies of the UNFPA, under this Contract.

6.7 Upon the Contractor’s request, UNFPA may provide security advisory information to the Contractor.

IN WITNESS WHEREOF, the authorized representatives of the Parties have signed this Contract on the dates set forth below:

For UNFPA		For Contractor	
Signature		Signature	
Name:		Name:	
Title		Title	
Date:		Date:	

(N.B. Each page of the contract is to be initialed)



United Nations Population Fund
Asia and Pacific Regional Office (APRO)
4th Floor United Nations Service Building
E-mail: apro-procurement@unfpa.org
Website: <https://asiapacific.unfpa.org>

ANNEX A

UNFPA GENERAL CONDITIONS OF CONTRACT: DE MINIMIS CONTRACTS



United Nations Population Fund
Asia and Pacific Regional Office (APRO)
4th Floor United Nations Service Building
E-mail: apro-procurement@unfpa.org
Website: <https://asiapacific.unfpa.org>

ANNEX B

TERMS OF REFERENCE