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REQUEST FOR PROPOSAL

LRFP-2024-9192635

04 September 2024

UNITED NATIONS CHILDREN'S FUND (UNICEF)

Wishes to purchase

**Conducting Early Childhood Development Index (ECDI) Survey for
Refugee and Host Community Children in Armenia**

THIS REQUEST FOR PROPOSAL HAS BEEN:

Prepared By:

Nune Mkrtchyan

Verified By:

Gayane Avanesyan

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-2024- 9192635** 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 | <input type="checkbox"/> | <input type="checkbox"/> |
| | b. corruption | <input type="checkbox"/> | <input type="checkbox"/> |
| | c. conduct related to a criminal organisation | <input type="checkbox"/> | <input type="checkbox"/> |
| | d. money laundering or terrorist financing | <input type="checkbox"/> | <input type="checkbox"/> |
| | e. terrorist offences or offences linked toterrorist activities | <input type="checkbox"/> | <input type="checkbox"/> |
| | f. sexual exploitation and abuse: | <input type="checkbox"/> | <input type="checkbox"/> |
| | g. child labour, forced labour, human trafficking | <input type="checkbox"/> | <input type="checkbox"/> |
| | h. irregularity (non-compliance with any legal or regulatory requirement applicable to the Company or its Management). | <input type="checkbox"/> | <input type="checkbox"/> |

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. | <input type="checkbox"/> | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> | <input type="checkbox"/> |
| 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>). | <input type="checkbox"/> | <input type="checkbox"/> |
| 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>). | <input type="checkbox"/> | <input type="checkbox"/> |



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: _____

SPECIAL NOTES

UNICEF is announcing LRFP 2024-9192635 to conduct a pilot ECDI measurement survey among parents/caregivers of refugee and host community children in the Project communities in Armenia.

This survey aims at assessing developmental status and functional difficulties of refugee and host community children aged 24-59 months (at the time of project start) included in 41 early childhood education (ECE) facilities in 22 communities of five regions of Armenia (Armavir, Ararat, Kotayk, Vayots Dzor and Syunik) and use of the findings for development of policy and programme recommendations for tailored programmes on ECD among refugee and host community children.

Interested organizations are requested to submit their Technical and Financial proposals to procurementarmenia@unicef.org e-mail address, by mentioning LRFP 2024-9192635 number and company name submitting the proposal in the subject line. The Technical Proposal and Financial Proposal must be sent as separate attachments in the same e-mail and clearly indicated as such in the file name (e.g., Technical Proposal_LRFP 2024-9192635_Company Name and Financial Proposal_LRFP 2024-9192635_Company Name). Proposals not sent in this manner will be disqualified. The Technical proposal should NOT include any budget line-item, otherwise be automatically invalidated. It should be noted that the completion of the Bid Form, including the Declaration (page 3-5) is mandatory. In case of incomplete Declaration, the application will be disqualified.

A Bidders Conference will be held on 17 September, 11:00 via Microsoft teams by following the link - <https://shorturl.at/eNX3H>. The purpose of the Bidders conference is to provide details about the submission and provide answers to questions related to preparation of submissions.

The deadline of submitting proposals is no later than 25 September, 2024, 18:00. Offers received after the mentioned date and time will be invalidated.

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 includes information, the confidential or proprietary nature of which is or should be reasonably apparent from the inherent nature, quality or characteristics of such information.

"Consignee" means the consignee designated in the Contract.

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

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

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

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

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

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

"Price" is defined in Article 3.1.

"Supplier" is the supplier named in the Contract.

"UNICEF Supply Website" means UNICEF's public access webpage available at http://www.unicef.org/supply/index_procurement_policies.html, as may be updated from time to time.

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

2. Delivery; Inspection; Risk of Loss

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

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

ANNEX A GENERAL TERMS AND CONDITIONS

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

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

3. Price; Invoicing; Tax Exemption; Payment Terms

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

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

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

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

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

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

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

ANNEX A GENERAL TERMS AND CONDITIONS

Indemnification

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

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

Insurance

4.8 The Supplier will comply with the following insurance requirements:

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

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

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

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

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

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

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

(d) Except with regard to the insurance referred to in paragraph (a)(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 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.

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End of Contract

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

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

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

6. Termination; Force Majeure

Termination by Either Party for Material Breach

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

Additional Termination Rights of UNICEF

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

8. Full Cooperation with Audits And Investigations

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

9. Privileges and Immunities; Settlement of Disputes

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

9.2 The terms of the Contract will be interpreted and applied without application of any 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 decisions of the arbitral tribunal will be based on general principles of international commercial law. The arbitral tribunal will have no authority to award punitive damages. In addition, the arbitral tribunal will have no authority to award interest in excess of the London Inter-Bank Offered Rate (LIBOR) then prevailing and any such interest will be simple interest only. The Parties will be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

10. Notices

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

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

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

11. Other Provisions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

UNITED NATIONS CHILDREN'S FUND in Armenia

Terms of Reference for Institutional Contractors

Conducting Early Childhood Development Index (ECDI) Survey for Refugee and Host Community Children in Armenia

1. Program information:

UNICEF is mandated by the United Nations General Assembly to advocate for the protection of children's rights, to help meet their basic needs and to expand their opportunities to reach their full potential. The UNICEF staff and experts/consultants should act in accordance with the UN Code of Conduct and UNICEF Mission.

2. Background and Context:

Armenia currently hosts 115,257 refugees, including 36,000 children, who fled into the country in late September 2023, or were escorted through the Lachin corridor between December 2022 and September 2023, joining 26,700 displaced since the 2020 conflict. There is a clear commitment by the Government to full education enrolment of refugee girls and boys.

While over 17,000 refugee children (estimated 70% of school-age refugee children) were enrolled in school during the 2023-2024 academic year, no data are publicly available on access to early childhood education. Access to preschool education is not prioritized as it is not mandatory. According to findings of a multi-sectorial needs assessment (MSNA) conducted by the Ministry of Labour and Social Affairs, supported by UNICEF, 42% of refugee households with children of preschool age reported they have a child who does not attend kindergarten, half of whom (51%) have never attended kindergarten. The most cited reasons for not attending kindergarten are the absence or non-functioning of a kindergarten in the community, as well as lack of places in kindergarten. Among mentioned reasons, it is important to note those, which, although not repeated often, indicate psychological issues among young children, such as the child's depression, fear, desire to attend only the kindergarten they attended in their communities of origin and the constant movement of the family. Before the arrival of refugee families, preschool enrolment (for children 0–5-year-old) was already low in Armenia (34% at national level and 27% in rural areas), as reported by the Statistical Committee of the Republic of Armenia for 2022. Pre-school education provision is critical to ensure equitable opportunities for both host communities and refugee children, to foster social cohesion and mitigate potential tensions with benefits for children and caregivers, especially mothers who can have more opportunities to engage in labour and other activities.

Missing out on quality early childhood education and care is detrimental to children's development. For refugee children, lack of early childhood education and care has detrimental consequences that add to their existing vulnerabilities and can cause a vicious circle of deprivation and exclusion. Early childhood education and care can be used as an accelerator of inclusion.

According to a multi-sectorial needs assessment (MSNA), when asked about psychosomatic issues experienced by refugee different household members, "often thinking about past painful events" was most commonly reported experience (by 69.1% of household members). In the case of children, the most frequently mentioned experiences are the following: they are often afraid, intimidated, often thinking about past painful events, and also often get angry and have nightmares.

In response to the ongoing needs of both refugee and host community children in Armenia, particularly those affected by displacement, UNICEF has initiated a targeted intervention that seeks to expand access to and participation in early learning programs for refugee and host community children aged three to six years old.

The intervention is pursued in collaboration with the Ministry of Education, Science, Culture, and Sports (MoESCS) and the Education Sector Group, by addressing the key bottlenecks that prevent refugee and host community young children to accessing quality early childhood education and care, particularly:

- Enhance infrastructure and equipment to facilitate access.

- Build the capacity of education personnel, including refugee teachers, to foster inclusion and address the specific needs of children from both refugee and host communities.
- Raise awareness and empower caregivers, particularly mothers, to improve parenting practices related to MHPSS and addressing gender-based violence.

The interventions are mostly implemented in 5 regions of the country: Armavir, Ararat, Kotayk, Vayots Dzor and Syunik regions that host the highest proportions of refugee population.

To further support MoESCS in enhancing early childhood development (ECD) outcomes for refugee children, in alignment with UNICEF's 2021-2025 Country Programme, UNICEF is seeking a dedicated and professional organization to measure the Early Childhood Development Index (ECDI) among refugee and host communities' children covered by project activities using international methodology and tool. Additionally, the survey will incorporate the Child Functioning Module (CFM) for children aged 2-4 and 5-17 years, to assess development differences for children with different functional abilities and limitations. This survey will help to assess the percentage of refugee boys and girls, who are developmentally on track as defined by the ECDI.

Given the small sample size, this survey will also serve as a pilot, helping to build local capacity in anticipation to feed into a more representative measurement of the ECDI and CFM via the Multiple Indicator Cluster Survey (MICS) planned for 2025.

3. Overall purpose of the assignment

UNICEF is announcing a *call for proposals* from professional and dedicated organizations to conduct a pilot ECDI measurement survey among parents/caregivers of refugee and host community children in the Project communities in Armenia.

This survey aims at assessing developmental status and functional difficulties of refugee and host community children aged 24-59 months (at the time of project start) included in 41 early childhood education (ECE) facilities in 22 communities of five regions of Armenia (Armavir, Ararat, Kotayk, Vayots Dzor and Syunik) and use of the findings for development of policy and programme recommendations for tailored programmes on ECD among refugee and host community children.

The **specific objectives** of the assignment are:

- To assess the developmental status and functioning of the project beneficiaries – refugee and host community children aged 24-59 months (at the time of project start) included in 41 ECE facilities in 22 communities, where project is implemented - using the ECDI methodology and CFM for providing critical insights across physical, literacy-numeracy, learning, and social-emotional domains as outlined in the ECDI and child functioning as per the child functioning module.
- To adapt the modules, pilot their use, and build local capacities for contributing to other similar initiatives and surveys.

The knowledge generated by the study will be utilized by the Ministry of Education, Science, Culture, and Sports, and the Ministry of Territorial Administration and Infrastructure, UNICEF, and other stakeholders to monitor the project's outcomes in terms of early childhood development initiatives for refugee children. The findings will inform the development of training packages and educational materials focused on early childhood development with focus on refugee children. Additionally, the results will aid in refining strategies for advocacy and communication, thereby contributing to educational practices and policies.

4. Methodology:

The assignment shall be implemented within the time-period of October 2024 - December 2024 by a local professional organization in close cooperation and coordination with UNICEF in Armenia, as well as the dedicated line-ministries of RA, regional and local authorities in 5 targeted regions. To address all the objectives of the assignment, quantitative data collection approach should be envisaged by the contractor.

For the survey, the methodology and tools will strictly adhere to the established ECDI framework as detailed on the UNICEF ECDI webpage¹, as well as the CFM component, as described on respective webpage². The survey will utilize the standard syntaxes for data processing and analysis as provided by mentioned sources. The instruments, which are already available in English, Russian and translated into Armenian under guidance of the UNICEF office in Armenia, will be utilized to ensure consistency and reliability across data collection efforts. During the inception phase, the contractor is required to submit the survey methodology, tools and workplan, including fieldwork and training plan, informed consent forms, ethical considerations etc. in the form of a Study Protocol for ethical clearance and quality assurance.

The study will be conducted utilizing **Computer Assisted Personal Interviews (CAPI, face-to-face)** with the parents/caregivers of refugee and host community children aged 24-59 months (at the time of project start) included in 41 early childhood education (ECE) facilities in 22 communities of five regions of Armenia (Armavir, Ararat, Kotayk, Vayots Dzor and Syunik).

The selected contractor will be responsible for pre-testing and suggesting minor changes of the study instrument, recruitment and training of fieldwork personnel with support from UNICEF, primary data collection, quality control, data cleaning and analysis, report development.

Study instruments:

Survey shall be conducted using standard modules (ECDI module and CFM) mentioned and linked above, as well as additional modules to be added, including demographic, project participation and beneficiary status related modules. The ECDI module comprises four domains: literacy-numeracy, physical development, social-emotional, development and learning. It contains 10 items to measure whether a child is developmentally on track in each domain. The CFM contains a series of structured questions targeting various domains of a child's functioning. It includes questions about sensory (vision and hearing), mobility, emotional, and cognitive functions. This module is different for different age groups, thus depending on the age of the child either module for children aged 2-4 will be applied or only for those already 5 years old, the CFM for children aged 5-17 will be applied. The modules are standardized, consisting of close-ended questions. Additional modules on demographic data, project participation and beneficiary status shall also be developed and standardized with close-ended questions. Total interview shall take up to 30 minutes to complete. Standard modules are available in English, Russian, and translated into Armenian under guidance of the UNICEF office in Armenia, however, the selected contractor will be responsible for the finalization of the tool in Armenian, adding necessary additional questions, as well as development and pre-test of the CAPI application software version of the questionnaire.

All interviews shall be conducted in private settings to ensure the confidentiality and privacy of the respondents. There will be no direct data collection from children during this survey, as their parents/caregivers will be interviewed.

The Contractor is expected to provide a secure platform for data collection and be responsible for programming the CAPI versions of the questionnaire, including all skip logic, constraints, data validation, etc. The Contractor is expected to have any needed equipment, that shall be used for data collection, including tablets, power sources, and any other logistics deemed necessary for CAPI data collection. Data shall be stored on a secure platform encrypted to ensure data protection and security protocols.

Sampling:

The survey will be conducted with a sample of 200 parents/caregivers of children aged 24-59 months (at the time of project start) included in 41 ECE facilities in 22 communities of five regions of Armenia (Armavir, Ararat, Kotayk, Vayots Dzor and Syunik).

¹ UNICEF, “Early Childhood Development Index (ECDI) 2030” available at [Early Childhood Development Index 2030 \(ECDI2030\) - UNICEF DATA](#)

² UNICEF, “Module on Child Functioning” available at [Module on Child Functioning - UNICEF DATA](#)

The distribution of project beneficiaries as planned is presented below:

| Region | Community (consolidated) | Number of ECE facilities | Total number of children | Total number of girls/boys | Number of refugee children | Number of refugee girls/boys |
|--------------------|---|--------------------------|--------------------------|----------------------------|----------------------------|------------------------------|
| Ararat | Artashat; Masis | 5 | 791 | 394/397 | 18 | 6/12 |
| Armavir | Vagharshapat; Metsamor; Armavir | 16 | 1960 | 767/1193 | 95 | 44/51 |
| Kotayk | Abovyan; Nor Hachn; Garni; Hrazdan; Tsaghkadzor | 6 | 857 | 403/454 | 48 | 26/22 |
| Syunik | Goris | 11 | 1186 | 561/625 | 54 | 25/29 |
| Vayots Dzor | Vayq | 3 | 255 | 94/161 | 17 | 11/6 |
| Grand Total | | 41 | 5049 | 2219/2830 | 232 | 112/120 |

The study team is tasked with recommending a sampling approach and estimating the margin of error, assuming a 95% confidence level. To ensure comparisons of ECDI outcomes, the study will include equal representation from each subgroup, conducting 100 interviews with parents or caregivers of refugee children and 100 with parents or caregivers of local children from the local communities. This sample shall be selected randomly from the general project beneficiaries list ensuring proportional distribution among marzes.

Quality Control: UNICEF Armenia requires the study team to propose a **quality control approach** that will ensure the accuracy and reliability of information gathered through the effective use of methods, staff, funds and time. The study team will develop a preliminary fieldwork plan for coordinating the study efforts in the targeted regions, presented under the Study Protocol. In addition to that, the contractor should carry out quality control of data collection, through follow-up calls and site-visits. **The approach and number of visits/calls should be proposed by the companies in their Technical Proposals and later refined in the Study Protocol.**

Ethical Dimension and Ethical clearance: All the tasks undertaken under this assignment should adhere to the UNICEF Procedure for Ethical Standards in Research, Evaluation, Data Collection and Analysis³ and UNICEF Technical Note on Children Participating in Research, Monitoring and Evaluation⁴. Data protection, privacy, confidentiality, and archiving requirements of UNICEF should be followed⁵. The contractors should suggest mitigation strategies for potential ethical issues in the Study Protocol and must have completed UNICEF or other equivalent ethics training prior to commencement of work. Steps shall be taken to consistently capture the opinions of the vulnerable and marginalized groups. Gender equality, equity and human rights considerations should be further elaborated by the contractor during the inception phase and addressed across the final reports. Prior to conducting interviews, the respondents' informed consent should be ensured. The anonymity and confidentiality of individual data should be fully protected, other UNICEF ethical requirements should be strictly followed. Any ethical issues during study shall be documented and reported to UNICEF and respective national authorities as required.

5. Stakeholders:

Key stakeholders of the study are the government line ministries, namely Ministry of Education, Science, Culture and Sport, Ministry of Territorial Administration and Infrastructure, local municipalities, Education Cannot Wait fund, UNICEF, relevant CSOs, early childhood education facilities, regional and local authorities, parents/caregivers of refugee children and other stakeholders.

³ UNICEF procedure on ethical standards in research, evaluation, data collection and analysis (2021) document number: procedure/oor/2021/001

⁴ Children Participating in Research, Monitoring And Evaluation (M&E) — Ethics and Your Responsibilities as a Manager. UNICEF Evaluation Office April 2002

⁵ UNICEF policy on personal data protection. Document number: POLICY/DFAM/2020/001 Effective date: 15 July 2020

6. Major tasks to be accomplished:

Under the guidance of UNICEF Education Specialist, Early Childhood Development Officer (ECD officer), as well as technical support and guidance from the UNICEF Child Rights Monitoring and Evaluation Section (CRM/E section), the selected organisation will conduct a survey among the parents/caregivers of direct project beneficiaries and will produce relevant report, based on the ECDI and CFM guidelines. Specifically, the selected organisation will undertake the following activities:

| Major tasks | Responsible | Coordination | Deadline |
|--|-------------|--|----------------|
| Inception Phase - Development of the Study Protocol in English, with the methodology and adapted, amended instrument, fieldwork approach and quality control mechanism in line with UNICEF quality and ethical standards. - Pre-test and finalization of the instrument in Armenian, and its translation to English and Russian. | Study Team | UNICEF Education Specialist, ECD Officer and CRM/E Section | October 2024 |
| Field phase - Training of the interviewers and field test; - Data collection from parents/caregivers of direct project beneficiaries through field visits; - Conducting quality control through calls/visits; - Data cleaning and initial processing of datasets; - Fieldwork report in Armenian and English covering the following pieces: documentation of fieldwork implementation, quality control, final instruments, and datasets. | Study Team | UNICEF Education Specialist, ECD Officer and CRM/E Section | November, 2024 |
| Reporting phase - Data processing and analytics based on ECDI and CFM guidelines; - Development of the draft report (Word) in English; - Development of final reports (Word and PPT) in English and Armenian incorporating feedback/comments received; - Development of the presentation of the findings. | Study Team | UNICEF Education Specialist, ECD Officer and CRM/E Section | December 2024 |

7. Deliverables

The selected organization is expected to produce and submit the following deliverables:

| N | Deliverables | Deadline |
|----|---|------------------|
| 1. | Study Protocol for the inception phase and fieldwork plan in English with detailed implementation plan and methodology including but not limited to: a) methodological approach, b) final instrument in Armenian, Russian and English and CAPI version (Armenian and Russian), c) pretest strategy, d) the overall work plan with a detailed description of the data collection, quality control and the timetable, e) informed consent forms f) potential ethical issues and strategies to mitigate those. | 15 October 2024 |
| 2. | Fieldwork Completion report in Armenian Datasets in Armenian and English; | 15 November 2024 |

| | | |
|----|---|------------------|
| 3. | Draft report based on preliminary structure approved by UNICEF in English; | 06 December 2024 |
| 4. | Final report in Word (up to 30 pages (excluding annexes) with Charts/Tables and other Visuals) in English and Armenian. An Abstract or Executive Summary in English and Armenian Final report in PPT with key findings and conclusions in English and Armenian. | 20 December 2024 |

8. Duty station: Yerevan, Armenia

9. Supervisor: The selected organization will be supervised by and report to the UNICEF Education Specialist, ECD Officer, with technical guidance and support from the UNICEF CRM/E section staff and UNICEF Management, as necessary. The contractor will have regular meetings with the UNICEF CRM/E team to ensure adherence to UNICEF standards of quality and ethics.

10. Timeframe: The selected organization will work for the period of October - December 2024. The exact schedule of the activities will be agreed with the selected organization based on the implementation progress.

11. Qualifications or specialized knowledge/experience required:

The organization should meet the following criteria:

- proven experience in conducting quantitative surveys using CAPI, and in complex statistical data processing and reporting.
- capacity in conducting quantitative analysis and reporting in the field of education, early child development, gender and related topics.

The study team should consist at a minimum of a team leader, subject experts, sampling and data experts, field coordinator(s) and interviewers. The team leader will be responsible for managing the study and delivering the reports. The experts/team members will be responsible, inter alia, for the instrument adjustment, data collection, analysis of some sections of the report, implementation and logistics.

Required Qualifications *for the Team Leader:*

- Advanced university degree and/or academic background in Sociology, Public Health, Public Policy, Social Policy, Education Management or a related field;
- At least 7 years of proven record in managing project/program assessments, evaluations and quantitative studies in social issues and particularly in early child development and education.
- Extensive experience in designing research, studies, evaluations and household surveys, data analysis and report writing;
- Profound understanding and knowledge about children in Armenia, CRC and other international treaties, conventions, guidelines, etc. and other related processes, is an asset;
- Ability to work within the international and multicultural environment;
- Very good communication and presentation skills with government and community members;
- Strong analytical and conceptual abilities;

- Good knowledge of computer applications;
- Fluency in both written and spoken English and Armenian.

Required Qualifications for *Experts/team members* (there may be several experts proficient in quantitative methods and data collection):

- Advanced university degree and/or academic background in Communications, Sociology, Statistics, Economics, Public Policy or a related field;
- At least 5 years of experience in conducting quantitative surveys, sampling, CAPI application development, data processing and analysis using relevant applications;
- Recent experience in studying child related issues;
- Proficient report writing skills in both English and Armenian;
- Good communication and presentation skills;
- Strong analytical and conceptual abilities;
- Fluency in both written and spoken English, Armenian and Russian.

The team leader's experience with the United Nations or other development agencies is an asset.

Interviewers involved in this study must have relevant qualifications and be adequately trained/consulted prior to the fieldwork (including gender-competency knowledge and ethics training).

12. Procedures and logistics:

UNICEF does not provide or arrange health insurance coverage for the members of study team.

UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/outputs is incomplete, not delivered or for failure to meet deadlines (fees reduced due to late submission: 1 month - 20%; 2 months - 50%; more than 2 months – payment withhold). All materials developed will remain the copyright of UNICEF and that UNICEF will be free to adapt and modify them in the future. This ToR is an integral part of the contract (SSA) signed with the contractor (independent evaluation company).

13. Estimated cost:

The total budget for the contract will be paid in following three installments:

- a) 30% upon submission of approved Study Protocol (deliverable 1),
- b) 40% upon submission of the fieldwork completion report and datasets (deliverable 2 and 3),
- c) 30% upon submission of the final analytical reports in English and Armenian, and the PPT of findings (deliverable 4)

14. Terms of the application

Interested institutions are requested to express their interest to UNICEF in Armenia by submitting:

A) a brief (5-10 pages) Technical Proposal outlining:

- 1) Implementation Plan, Methodology for the completion of the assigned tasks;
- 2) A Workplan with activities and timeframe;
- 3) CVs of the expert team, specifying their roles;
- 4) Past experience in completing similar tasks;
- 5) An analytical report piece presented as an attachment.

B) Detailed Budget (Financial Proposal) for completing the assignment (including travel) should be also submitted as a **separate** attachment.

Interested organizations are requested to submit their applications to UNICEF in Armenia **no later than 21 days after the tender announcement**. Offers received after the stipulated date and time will be invalidated.

The Technical and Financial proposal must be submitted to procurementarmenia@unicef.org e-mail address, by mentioning the LRFPP tender number and company name submitting the proposal in the subject line. The Technical Proposal and Financial Proposal must be sent as **separate attachments** in the same e-mail and clearly indicated as such in the file name (e.g., Technical Proposal LRFPP Number Company Name and Financial Proposal_ LRFPP Number Company Name). Proposals not sent in this manner will be disqualified. The Technical proposal should NOT include any budget line-item, otherwise be automatically invalidated.

The overall score for each proposal will be calculated based on a ratio of 80% - 20% between the technical and financial proposals. The minimum passing threshold for the technical evaluation will be 56 points.

| | |
|----------------------------------|------------|
| Technical Proposal Maximal Score | 80 points |
| Financial Proposal Maximal Score | 20 points |
| Overall Proposal Maximal Score | 100 points |

Technical proposals will be evaluated based on the following criteria:

- 1) Efficient workplan and timeline - 20 points
- 2) Previous experience in managing similar assignments and developing similar products - 25 points
- 3) Composition of the team - 20 points
- 4) Suggested approach to quality control - 15 points.

Technical proposals received will be evaluated against the set evaluation criteria (total 80 points). The maximum number of points (20) will be allotted to the lowest financial proposal that is opened and compared among those invited consultants/institutions which obtain the threshold points in the evaluation of the technical component (56 points). All other financial proposals will receive points in inverse proportion to the lowest price.

The Bidders Conference will be held on 17 September, 11:00 via Microsoft Teams. The purpose of the Bidders conference is to provide details about the submission and provide answers to questions related to preparation of submissions.