

**REQUEST FOR EXPRESSIONS OF INTEREST
SELECTION OF INDIVIDUAL CONSULTANTS**

**CONTRACT NUMBER:
SADC/TRF/PROJECT/SPHL/02/19**

REQUEST FOR SERVICES TITLE:

***DEVELOPMENT OF DEVELOP STANDARD
OPERATING PROCEDURES FOR INSPECTION
AND QUALITY ASSURANCE FOR FOOD
ESTABLISHMENTS AND CERTIFICATION OF
FOOD STUFFS***



**PROCURING ENTITY: *Seychelles Public Health
Authority***

DATE OF ISSUE: 23rd July 2019

1. **The Seychelles Public Health Authority** is inviting Individual Consultants to submit their CV and Financial Proposal for the following services:

“DEVELOPMENT OF DEVELOP STANDARD OPERATING PROCEDURES FOR INSPECTION AND QUALITY ASSURANCE FOR FOOD ESTABLISHMENTS AND CERTIFICATION OF FOOD STUFFS”

The Terms of Reference defining the minimum technical requirements for these services are attached as **Annex 1** to this Request for Expression of Interest.

2. **Only Individual Consultants are eligible for this assignment provided that they fulfil the following eligibility criteria:**

- a) *they are not bankrupt or being wound up, are having their affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are being subject of proceedings concerning those matters, or are being in any similar situations arising from similar procedures provided for in the national legislation or regulations of the SADC Member States;*
- b) *they have not been convicted of offences concerning their professional conduct by a judgment which has the force of res judicata; (i.e. against which no appeal is possible);*
- c) *they have not been declared guilty of grave professional misconduct proven by any means which Ministry can justify;*
- d) *they have fulfilled obligations related to the payments of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those countries where the contract is to be performed;*
- e) *they have not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Ministry's financial interests; or*
- f) *they are not being currently subject to an administrative penalty.*

3. The maximum available budget for this contract is € **Euro 15,000.00 (Fifteen thousand Euros)**. This amount includes the remuneration for consultants (fees) and reimbursable expenses.
4. Your Expression of Interest must be presented as per Standard Expression of Interest Forms attached as **Annex 2** to this REOI, in the English language and be accompanied by copies of all the indicated supporting documents. If the supporting documents are not in English, these shall be accompanied by a certified translation into English.
5. Your proposal clearly marked “**SADC/TRF/PROJECT/SPHL/02/19-DEVELOPMENT OF DEVELOP STANDARD OPERATING PROCEDURES FRO INSPECTION AND QUALITY ASSURANCE FOR FOOD**”

ESTABLISHMENTS AND CERTIFICATION OF FOOD STUFFS” in a sealed envelope, should be submitted in our tender box located at the following address:

**National Tender Board
Ministry of Finance, Trade, Investment and Economic Planning
Maison de Mahe
Albert Street**

**ATTENTION: CINDY CHANG-LENG
ADRIAN MONTHY**

6. The deadline for submission of your proposal, to the address indicated in Paragraph 5 above, is: **19th August 2019 at 10:30 am** local time.

Late bids will be rejected

7. Proposal submitted by E-mail **are** acceptable by the stated date and time.

National Tender Board
Email: NTBtenderbox@gov.sc

8. Your CV will be evaluated against the following criteria.

	Criteria	Maximum points allocated
1	Education and Training	20
2	Specific Experience	70
3	General Experience	10
	Total	100

9. Your proposal should be submitted as per the following instructions and in accordance with the Terms and Conditions of the Standard Contract attached as **Annex 3** to this RFP:

- (i) **PRICES:**
The financial proposal shall be inclusive of all expenses deemed necessary by the Individual Consultant for the performance of the contract.
- (ii) **EVALUATION AND AWARD OF THE CONTRACT:**
Expressions of Interest determined to be formally compliant to the requirements will be evaluated by comparison of their prices.

An Request for Proposal is considered compliant to the requirements if:

- it fulfils the formal requirements (see Paragraphs 2,3,4,5,6,7, 8 and 9 above),
- The financial proposal does not exceed the maximum available budget for the contract.

The award will be made to the applicant who obtained the highest technical score. Expressions of Interest not obtaining a minimum score of 70% will be rejected.

- (iii) **VALIDITY OF THE PROPOSALS:**
Your Proposals should be valid for a period of 90 days from the date of deadline for submission indicated in Paragraph 6 above.

10. The assignment is expected to commence on **05nd September 2019**

11. Additional request for information and clarifications can be request, no later than 5 working days prior to deadline indicated in the paragraph 6 above, from:

The Procuring entity: **Seychelles Public Health Authority**

Contact person: **Mrs. Naomi G. Laurence and Cindy Chang-Leng Clair**

Telephone: +248 432136

E-mail: cindy@finance.gov.sc

naomi.laurence@health.gov.sc

Copy to: agiovanni@finance.gov.sc and

ANNEXES:

ANNEX 1: **Terms of Reference**

ANNEX 2: **Expression of Interest Forms**

ANNEX 3: **Standard Contract for Individual Consultants**

Sincerely,

Name: Cindy Chang-Leng
Title: TRF Project Manager

ANNEX II: TERMS OF REFERENCE

1. TITLE

TERMS OF REFERENCE TO DEVELOP STANDARD OPERATING PROCEDURES FOR INSPECTION AND QUALITY ASSURANCE FOR FOOD ESTABLISHMENTS AND CERTIFICATION OF FOOD STUFFS

2. BACKGROUND INFORMATION

2.1. BACKGROUND

Standard Operating Procedures (SOPs) are an important component of a food safety system because they ensure consistency in daily operations. With the increase of food premises in the country, inspection and quality assurance of food establishments as well as certifications of foodstuffs has been a challenge for the past decades.

Whilst the role of the Public Health Inspectors is to safeguard the health of the Public, it is also the responsibility of the food business owners to accurately determine which food product they serve or sell are potentially hazardous and therefore apply strict precautionary measures to ensure its safety.

The Food Act of Seychelles 2014 is enforced by the Public Health Authority and one of its roles is to ensure that an Operational manual is developed and maintained. Currently in the Seychelles there are no SOPs available for inspection and certification of foodstuffs and therefore there is no consistency in decision making. It is therefore necessary to provide the Competent Authority with the right tools to be able to prevent abuse of powers as well as unsound judgment by the Public Health Inspectors.

3. OBJECTIVE, PURPOSE & EXPECTED RESULTS

3.1. Overall objective

The overall objective of the project is as follows:

To contract a consultant to develop SOPs for inspection and quality assurance for food establishments and certification of foodstuffs.

3.2. Purpose

The purpose of this contract is to procure the services of a consultant to:

- I. Produce SOPs for inspection and quality assurance for food establishments and certification of foodstuffs.
- II. Facilitate consultative meetings with other stakeholders on SOPs.
- III. Facilitate training for Public Health Officers on the SOPs developed.

3.3. Results to be achieved by the Contractor

- I. A well-developed SOPs document which will be available for use by all Public Health Officers.

- II. Knowledgeable and competent Public Health staff especially at the border.

4. SCOPE OF THE WORK

4.1. Specific work

The scope of the work includes, but is not limited to, the following:

- I. Assess the existing food regulations and policies.
- II. Visit the port of entries and collect data from the border control agencies.
- III. Meet with the Seychelles Food Control Board to discuss findings.
- IV. Produce a draft SOPs document.
- V. Facilitate meeting with Public Health Officers to present the draft SOPs document.
- VI. Facilitate meeting with stakeholders to present the draft SOP document.
- VII. Amend draft as per comments and feedbacks provided at the meetings.
- VIII. Train Public Health Staff on the application of the final SOPs developed
- IX. Train food inspectors on good regulatory best practices on food risk analysis.

4.2. Project management

4.2.1. Responsible body

The Public Health Authority (PHA) under the Ministry of Health is responsible for managing the implementation of the contract in collaboration with the Project Manager of the Project Management Unit (PMU) of the Trade Department. The PHA will be responsible for receiving and accepting deliverables under this contract and the consultant will report directly to the PHA.

4.2.2. Management structure

The Procuring Entity and the Contracting Authority is the Trade Department of the Ministry of Finance, Trade and Economic Planning. The TRF Project has a Project Management Unit (PMU) based at the Ministry of Finance, Trade and Economic Planning. The PMU will be assisting with all project coordination work.

The PHA will be managing the implementation of this project and the consultant shall report directly to the PHA. The PHA shall also be responsible for receiving and accepting deliverables under this contract.

The Principal Secretary for Trade is the Accounting Officer. Authorization of payment shall be the responsibility of the Accounting Officer and as an alternate, the Director General for Trade as the SADC TRF Focal Point. A National Steering Committee as well as a National Technical Committee on SPS and TBT measures has been established to monitor the progress of the project.

4.2.3. Facilities to be provided by the Contracting Authority and/or other parties

Public Health Authority will provide the consultant with suitable office space with relevant office logistics which will also include Internet access. Transport facility will be provided by Public Health Authority to and from the accommodation to the Seychelles Hospital.

5. LOGISTICS AND TIMING

5.1. Location

The contract will be implemented at Public Health Authority, Seychelles Hospital, Victoria, Mahé, Seychelles.

5.2. Start date & period of implementation

The intended start date is **05th September 2019** and the period of implementation of the contract will be 15 weeks from this date.

6. REQUIREMENTS

6.1. Staff

6.1.1. Key experts

A consultant with the following qualifications and experience will be required;

Qualifications

- i. A food specialist with Master's Degree in Public Health discipline or Food Science and Technology.
- ii. A relevant professional experience in the field of food technology.

Professional experience

- i. A minimum of five years' experience in law and policy making in areas relevant to Public Health and Food science and Technology.

Skills

- i. Good communication (written and oral) skills in English.

6.1.2. Expert's evaluation criteria

The following evaluation criteria will be used to assess the applications.

An Application that scores above 80% will be considered technically responsive.

Qualifications	Points
Qualifications:	50
A food specialist with Master's Degree in Public Health discipline or Food Science and Technology	30
A relevant professional experience in the field of food technology.	20
Professional experience	40
A minimum of five years' experience in law and policy making in areas relevant to Public Health and Food science and Technology.	40
Skills	10
Good communication (written and oral) skills in English	10
Score	100

6.1.3. Award criteria

The award will be made to the applicant who has obtained the highest technical score and is within budget. Expressions of Interest not obtaining a minimum score of 80% will be rejected.

6.1.4. Support staff & backstopping

The Contractor will provide support facilities to the support staff during the implementation of the contract. Backstopping and support staff costs must be included in the fee rates.

6.2. **Office accommodation**

Office accommodation will be provided by PHA.

7. **REPORTS**

7.1. **Reporting requirements**

To summarize the Contractor shall provide the following reports:

Name of report	Content	Time of submission
Inception Report	Analysis of existing situation and work plan for the project	No later than 2 weeks prior to the start of implementation
Draft Final Report	Short description of achievements including problems encountered and recommendations.	No later than 1 week after the end of the implementation period.
Final Report	Description of achievements including problems encountered and recommendations; a final invoice	Within 2 weeks of receiving comments on the draft final report from the Project Manager identified in the contract.

7.2. **Submission & approval of reports**

Copies of the reports referred to above must be submitted to the Public Health Commissioner and the Project Manager of the PMU. The reports must be written in

English. The Project Manager is responsible for approving the reports. The Contractor shall submit one (1) soft copy and at least (2) neatly bound hard copy of the above reports.

8. MONITORING AND EVALUATION

8.1. Definition of indicators

Monitoring of the progress of revision will be done on a weekly basis.

Consultant will provide constant feedbacks on a weekly basis.

The efficiency with which the different components of the work plan are being implemented will be monitored and suggestions will be given out for improvement.

Potential problems will be identified at an early stage and proposed possible solutions will be given.

9. Budget

The available budget for this contract is **€15,000.00 (Fifteen thousand Euros)**. This amount includes the remuneration for consultants (fees).

* * *

ANNEX 2: Expression of Interest Forms

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A. COVER LETTER FOR THE EXPRESSION OF INTEREST FOR THE PROJECT

REFERENCE NUMBER: SADC/TRF/PROJECT/SPHL/02/19

REQUEST FOR SERVICES TITLE: DEVELOPMENT OF DEVELOP STANDARD OPERATING PROCEDURES FRO INSPECTION AND QUALITY ASSURANCE FOR FOOD ESTABLISHMENTS AND CERTIFCATION OF FOOD STUFFS

[Location, Date]

To:

Dear Sirs:

I, the undersigned, offer to provide the consulting services for the **DEVELOPMENT OF DEVELOP STANDARD OPERATING PROCEDURES FRO INSPECTION AND QUALITY ASSURANCE FOR FOOD ESTABLISHMENTS AND CERTIFCATION OF FOOD STUFFS** in accordance with your Request for Expression of Interest number **SADC/TRF/PROJECT/SPHL/02/19** dated **(insert date)** for the sum of **[Insert amount(s) in words and figures¹¹]**. This amount is inclusive of all expenses deemed necessary for the performance of the contract in accordance with the Terms of Reference requirements, and *["does" or "does not" delete as applicable]* include any of the following taxes in Procuring Entity's country: value added tax and social charges or/and income taxes on fees and benefits.

I hereby declare that all the information and statements made in my CV are true and accept that any misinterpretation contained in it may lead to my disqualification.

I take note that under the provisions of the SADC Procurement Policy applicable to this Request For Expression of Interest, a contract cannot be awarded to applicants who are in any of the following situations:

- a) *they are being bankrupt or wound up, are having their affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are being subject of proceedings concerning those matters, or are being in any similar situations arising from a similar procedures provided for in the national legislation or regulations of the SADC member states;*
- b) *they have been convicted of offences concerning their professional conduct by a judgment which haves the force of res judicata; (i.e. against which no appeal is possible);*
- c) *they have been declared guilty of grave professional misconduct proven by any means which SADC Secretariat can justify;*
- d) *they have not fulfilled obligations related to the payments of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those countries where the contract is to be performed;*
- e) *they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the SADC Secretariat' financial interests; or*
- f) *they are being currently subject to an administrative penalty.*

¹ Amounts must coincide with the ones indicated under Total Cost of Financial proposal in Form FIN-2.

I confirm that I am not in any of the situations described above, and I hereby declare that at any point in time, at the Ministry of Trade's request, I will provide certified copies of documents to prove so.

I am aware that the penalties set out in the Procurement Policy may be applied in the case of a false declaration, should the contract be awarded to me.

My proposal is binding upon me for the period indicated in Paragraph 9(iii) of this Request for Expression of Interest.

I undertake, if my Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in Paragraph 10 of the Request for Expression of Interest, and to be available for the entire duration of the contract as specified in the Terms of Reference.

I understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

B. CURRICULUM VITAE
[insert full name]

1. **Family name:** *[insert the name]*
2. **First names:** *[insert the names in full]*
3. **Date of birth:** *[insert the date]*
4. **Nationality:** *[insert the country or countries of citizenship]*
5. **Physical address:** *[insert the physical address]*
6. **Postal address**
7. **Phone:** *[Insert Postal Address]*
8. **E-mail:** *[insert the phone and mobile no.]*
[Insert E-mail address(es)]
9. **Education:**

Institution: [Date from – Date to]	Degree(s) or Diploma(s) obtained:
<i>[indicate the month and the year]</i>	<i>[insert the name of the diploma and the specialty/major]</i>
<i>[indicate the month and the year]</i>	<i>[insert the name of the diploma and the specialty/major]</i>

10. Language skills: (Indicate competence on a scale of 1 to 5) (1 – excellent; 5 – basic)

Language	Reading	Speaking	Writing
<i>[insert the language]</i>	<i>[insert the no.]</i>	<i>[insert the no.]</i>	<i>[insert the no.]</i>
<i>[insert the no.]</i>	<i>[insert the no.]</i>	<i>[insert the no.]</i>	<i>[insert the no.]</i>

11. **Membership of professional bodies:** *[indicate the name of the professional body]*
12. **Other skills:** *[insert the skills]*
13. **Present position:** *[insert the name]*
14. **Years of experience:** *[insert the no]*
15. **Key qualifications:** (Relevant to the assignment)
[insert the key qualifications]

16. Specific experience in the region:

Country	Date from - Date to
<i>[insert the country]</i>	<i>[indicate the month and the year]</i>
.....
<i>[insert the country]</i>	<i>[indicate the month and the year]</i>

17. Professional experience:

Date from – Date to	Location of the assignment	Company & reference person (name & contact details)	Position	Description
<i>[indicate the month and the year]</i>	<i>[indicate the country and the city]</i>	Name of the Company: Address of the company: Phone: Fax: Email: Name and title of the reference person from the company:	<i>[indicate the exact name and title and if it was a short term or a long term position]</i>	Name of the Assignment: Beneficiary of the Assignment: Brief description of the Assignment: Responsibilities:
<i>[indicate the month and the year]</i>	<i>[indicate the country and the city]</i>	Name of the Company: Address of the company: Phone: Fax: Email: Name and title of the reference person from the company:	<i>[indicate the exact name and title and if it was a short term or a long term position]</i>	Name of the Assignment: Beneficiary of the Assignment: Brief description of the Assignment: Responsibilities:
<i>[indicate the month and the year]</i>	<i>[indicate the country and the city]</i>	Name of the Company: Address of the company: Phone: Fax: Email:	<i>[indicate the exact name and title and if it was a short term or a long term position]</i>	Name of the Assignment: Beneficiary of the Assignment: Brief description of the Assignment: Responsibilities:

Date from – Date to	Location of the assignment	Company & reference person (name & contact details)	Position	Description
		<i>Name and title of the reference person from the company:</i>		
.....
<i>[indicate the month and the year]</i>	<i>[indicate the country and the city]</i>	Name of the Company: Address of the company: Phone: Fax: Email: Name and title of the reference person from the company:	<i>[indicate the exact name and title and if it was a short term or a long term position]</i>	Name of the Assignment: Beneficiary of the Assignment: Brief description of the Assignment: Responsibilities:

18. Other relevant information: (e.g. Publications)

[insert the details]

19. Statement:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

I hereby declare that at any point in time, at the Ministry's request, I will provide certified copies of all documents to prove that I have the qualifications and the professional experience as indicated in points 8 and 14 above¹, documents which are attached to this CV as photocopies.

By signing this statement, I also authorize the Ministry of Trade to contact my previous or current employers indicated at point 14 above, to obtain directly reference about my professional conduct and achievements.

_____ Date: _____

ATTACHMENTS: **1) Proof of qualifications indicated at point 9**
2) Proof of working experience indicated at point 15

¹ *The proof of stated qualifications shall be in the form of the copies of the degrees and diploma obtained, while for the professional experience the proof shall be either acknowledgement letters from the previous employers or copies of the Purchase Order/ Contract signed with them.*

C. FINANCIAL PROPOSAL

REFERENCE NUMBER: SEYCHELLES/SADC-TRF/03/2018 **REQUEST FOR SERVICES TITLE:** DEVELOPMENT OF NEW REGULATIONS FOR THE FOOD ACT AND SUPPORT TO THE PUBLIC HEALTH AUTHORITY IN PUBLICITY CAMPAIGN AND SENSITISATION OF STAKE HOLDERS ON THE NEW REGULATION

N°	Description ¹	Unit ²	No. of Units	Unit Cost (in US\$)	Total (in Euros €)
TOTAL FINANCIAL OFFER		N/A	N/A	N/A	

Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

ANNEX 3: STANDARD CONTRACT FOR INDIVIDUAL CONSULTANTS

¹ Delete items that are not applicable or add other items as the case may be.

² Indicate unit cost..

STANDARD TERMS OF CONTRACT

(Individual Consultant)

REFERENCE NUMBER: SADC/TRF/PROJECT/SPHL/02/19

REQUEST FOR SERVICES TITLE: DEVELOPMENT OF DEVELOP STANDARD OPERATING PROCEDURES FRO INSPECTION AND QUALITY ASSURANCE FOR FOOD ESTABLISHEMENTS AND CERTIFCATION OF FOOD STUFFS

THIS Contract ("Contract") is made on [day] day of the month of [month], [year], between, **on the one hand,**

The Seychelles Public Health (hereinafter called the "Procuring Entity") with the registered business in: *SEYCHELLES*

and, on the other hand,

[Insert the full name of the individual] (Hereinafter called the "Individual Consultant"), with residence in **[insert the Individual Consultant' address, phone, fax, email]**, citizen of **[insert the Individual Consultant's citizenship]** owner of the ID/Passport Number **[insert the number]** issued on **[insert the date]** by **[insert the name of the issuance authority]**,

WHEREAS, the Procuring Entity wishes to have the Individual Consultant perform the services hereinafter referred to, and WHEREAS, the Individual Consultant is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

1. Definitions

For the purpose of this contract the following definitions shall be used:

- 1.1 **Procuring Entity** means the legally entity, namely the **Seychelles Public Health** who purchase the Services described in **Annex 1** to this contract.
- 1.2 **Contract** means the agreement covered by these Terms including the Annexes and documents incorporated and/or referred to therein, and attachments thereto.

Contract value means the total price of the Financial Proposal included in the Individual Consultant's Expression of Interests dated **[insert the date]** for the project **"SADC/TRF/PROJECT/SPHL/02/19-REQUEST FOR SERVICES TITLE: DEVELOPMENT OF DEVELOP STANDARD OPERATING PROCEDURES FRO INSPECTION AND QUALITY ASSURANCE FOR FOOD ESTABLISHEMENTS AND CERTIFCATION OF FOOD STUFFS"**

and reflected as such in the **Annex 2** of this contract.

Individual Consultant means the individual to whom the Procuring Entity has awarded this contract following the Request for Expression of Interest **"SADC/TRF/PROJECT/SPHL/02/19-REQUEST FOR SERVICES TITLE: DEVELOPMENT OF DEVELOP STANDARD OPERATING PROCEDURES FOR INSPECTION AND QUALITY ASSURANCE FOR FOOD ESTABLISHEMENTS AND CERTIFCATION OF FOOD STUFFS"**

1.3 **Services** means the Services to be performed by the Individual Consultant as more particularly described in **Annex 1**; for the avoidance of doubt, the Services to be performed include all obligations referred to in this Contract (as defined above).

2. The Services

The Individual Consultant will undertake the performance of the Services in accordance with the provisions of the **Annex 1** of this Contract and shall, in the performance of the Services, exercise all the reasonable skill, care and diligence to be expected of an Individual Consultant carrying out such services.

3. Payment

3.1 The Individual Consultant shall be paid for the Services at the rates and upon the terms set out in **Annex 2**.

3.2 Payment shall be made to the Individual Consultant in Euros unless otherwise provided by this contract and where applicable, VAT shall be payable on such sums at the applicable rate. The Individual Consultant must, in all cases, provide their VAT registration number on all invoices.

3.3 Unless otherwise provided in this Contract, invoices shall be delivered to and made out to Procuring Entity and shall be paid within 30 days of receipt by the Project Director, subject to the Individual Consultant having complied with his/her obligations hereunder in full as stated in the **Annex 2** to this Contract. The Procuring Entity reserves the right to delay and/or withhold, fully or partially, payments that have not been supported by full and appropriate supporting evidence that the services provided were delivered and accepted by the Procuring Entity.

4. Status of the Individual Consultant

4.1 For the duration of the Contract, the Individual Consultant will have a status similar to the Procuring Entity's contractor with regards to their legal obligations, privileges and indemnities in the Procuring Entity's country.

4.2 The Procuring Entity will be responsible for ensuring all visas, work permits and other legal requirements to enable The Individual Consultant to live and work in the countries of the assignment as per the duties under the contract.

4.3 The Individual Consultant shall be responsible for paying any tax and social security contributions in his/her country of residence, for any activity deriving from this contract. Such costs shall be assumed included in the Individual Consultant's fees.

4.4 The Procuring Entity shall be responsible for paying any taxes resulting from the activities performed under this contract imposed to the Individual in the country (ies) of the assignment with the exception of the ones set out in paragraph 4.3 above.

5. Supervision of the Services

The Individual Consultant undertakes to deliver the Services in compliance with a system of quality assurance acceptable to the Procuring Entity which shall include any steps to comply with the standards operated by the Procuring Entity. The Individual Consultant shall be informed of the specific requirements in relation to this, and at the request of the Procuring Entity (s) he shall allow access to information, records and other materials during normal office working hours as the Procuring Entity may require in order to confirm that the work in progress is in accordance with these quality procedures.

6. Compliance with this contract

The Procuring Entity will be entitled to seek confirmation from the Individual Consultant, at any time during the delivery of this contract, and for a period of 1 year after its completion, that the Individual Consultant has complied with the terms of this contract. It may also request the provision of reasonable documentary evidence to support this. As stated in article 2.3 of this Contract, the Procuring Entity may delay or withhold payments in the event of non-compliance.

7. Assignment and Subcontracting

- 7.1 The Individual Consultant shall under no circumstances sub-contract, sublet, assign or transfer the Contract or any part share or interest in it. Where the Individual Consultant considers it necessary to use the services of a third party, (s)he shall inform the Procuring Entity's Project Director in writing, and only once written approval is provided can the Consultant proceed to use a third party.
- 7.2 When the Project Director agrees that the activities under the contract can be performed by a third party, the third party involved in the delivery of services in this contract, will be under the direct control of the Individual Consultant. The Procuring Entity will not be responsible for the third party's performance of duties or Services assigned to it, and neither for ensuring that conditions of employment are met nor for any other employment obligations relating to that person including, but not restricted to, taxation and insurance including professional indemnity insurance, employer's liability insurance and public liability insurance.

8. Breach of the Terms

In the event of a breach of any Terms of the Contract, the party not in breach may serve a notice on the party in breach requiring the breach to be remedied within a period specified in the notice, not normally being longer than 30 days. If the breach has not been remedied before the expiry of the specified period, the party not in breach may then terminate the Contract in writing and may take appropriate steps to remedy the breach.

9. Liability of the Individual Consultant

- 9.1 The Procuring Entity will be relying on the Individual Consultant's skills, expertise and experience in relation to the performance of the Services in accordance with this contract and also upon the accuracy of all representations and statements made and the advice given in connection with the provision of the Services.
- 9.2 In view of the reliance by the Procuring Entity set out in 9.1 above, the Individual Consultant agrees to indemnify at its own expense, protect and defend the Procuring Entity, its agents and employees, from and against all actions, claims, losses or damages arising out of the Individual Consultant's performance of this contract provided that:
- a) the Individual Consultant is notified of such actions, claims, losses or damages not later than 30 days after the Procuring Entity becomes aware of them;
 - b) the ceiling on the Individual Consultant's liability to the Procuring Entity shall be limited to an amount equal to the contract value but such ceiling shall not apply to any losses or damages caused to third parties by the Individual Consultant's willful misconduct; and
 - c) the Individual Consultant's liability shall be limited to actions, claims, losses or damages directly caused by such failure to perform its obligations under the contract and shall not include liability arising from unforeseeable occurrences incidental or indirectly consequential to such failure.

- 9.3 At its own expense, the Individual Consultant shall, upon request of the Procuring Entity, remedy any defect in the performance of the services in the event of the Individual Consultant's failure to perform its obligations under the contract.
- 9.4 The Individual Consultant shall have no liability whatsoever for actions, claims, losses or damages occasioned by the Procuring Entity omitting to act on any recommendation, or overriding any act or decision of the Individual Consultant, or requiring the Individual Consultant to implement a decision or recommendation with which the Individual Consultant disagrees or on which (s) he expresses a serious reservation.

10. Insurance

- 10.1 The Individual Consultant must ensure that full and appropriate professional indemnity insurance and third party liability insurance, is in place for all Services provided.
- 10.2 The cost of such insurances will be covered from reimbursable expenses of the contract.
- 10.3 Where national requirements or practices provide for different regulations/practices concerning insurance, the Individual Consultant may provide written confirmation of all insurances held and a signed declaration that these are in line with regulations/practices in their country of operation. Only if such confirmation has been provided, and written confirmation of its acceptance provided to the Individual Consultant by the Procuring Entity, will this remove the obligation to meet the requirements of clause 11.1 of this Contract in full.
- 10.4 All insurances effected by the Individual Consultant shall be effected with an insurer of good repute and the Individual Consultant agrees to maintain such insurances for a period of 1 year from the completion of the Services under this Contract so long as such insurance continues to be available upon reasonable terms at reasonable commercial rates failing which Procuring Entity shall be entitled to take out insurance itself to cover any potential liability to its own Procuring Entity in relation to the performance of the Services under this contract. The cost of such insurance shall be a debt immediately due from the Individual Consultant.
- 10.5 The provisions of this clause shall remain in full force and effect notwithstanding the completion of the performance of the Services hereunder and the satisfaction of all other provisions of this contract.

11. Copyright

- 11.1 Unless otherwise specified in the Contract, the title of the copyright and any other intellectual property rights arising out of the performance of this Contract shall be vested in the Procuring Entity which shall have the unfettered right to assign and grant sub-licences in respect of the same. Except as permitted by the Terms of this Contract, the said materials shall not be reproduced or disseminated without proper consultation with, and written permission from, the Procuring Entity. This provision shall apply to the title to rights arising from the performance under this contract but shall not apply to the internal systems or rights in relation to the Individual Consultant's own systems not created specifically for this purpose and where the same are an important part of the Services. The Individual Consultant shall grant a free and irrevocable licence to the Procuring Entity and its assigns for the use of the same in that connection.

The Individual Consultant warrants that it is free of any duties or obligations to third parties which may conflict with this contract and, without prejudice to the generality of Term 9 above, agrees to indemnify the Procuring Entity against any and all actions, costs damages, direct, indirect or consequential, and other expenses of any nature

whatsoever which the Procuring Entity may incur or suffer as a result of the breach by the Individual Consultant of this warranty.

12. Non-Disclosure & Confidentiality

- 12.1 The Individual Consultant will treat all information and results obtained in discharging the Services under this Contract as confidential and will not disclose by any means whatsoever such results or material to any third party without the prior written consent of the Procuring Entity and will only use such information for the purposes of this Contract. In addition, the Individual Consultant shall not make any communication to the press or any broadcast (including, but not limited to, inclusion of information on a website) about the Services without the prior written agreement of the Project Director.
- 12.2 If the Individual Consultant violates clause 12.1, then (s) he will automatically and legally be held to pay the amount estimated as the minimum reasonable damages resulting from a breach of confidentiality. This is without prejudice to the right of the Procuring Entity to demonstrate that a higher amount of loss has or may be incurred as a result of liabilities held by the Consultant in relation to the Procuring Entity.

13. Suspension or Termination

- 13.1 In response to any factors out of the control of Procuring Entity and/or to breaches of contract by the Consultant, the Procuring Entity may at any time, by giving 30 days' notice in writing, terminate in whole or in part or suspend the Individual Consultant's performance of the Services. In such event, the Individual Consultant shall be entitled to payment pursuant to sub-clause 13.4 below. If such suspension continues for a period in excess of twelve months, then either party may terminate this contract forthwith by written notice to the other.
- 13.2 The Individual Consultant may also terminate the contract unilaterally, without providing any reasons for such decision, if (s)he gives a 30 days prior written notice to the Project Director.
- 13.3 In the event of early termination of the Contract under sub-clauses 13.1, 13.2 and 13.3 of this clause, the Individual Consultant shall be entitled to a fair and reasonable proportion of the fees payable for that part of the Services carried out up to the date of such termination or suspension but this shall not include any loss of profit or contracts or any other expenses, losses or claims arising out of such termination or suspension or consequential thereupon.

14. No Waiver

No forbearance shown or granted to the Individual Consultant, unless in writing by an authorized officer of the Procuring Entity, shall in any way affect or prejudice the rights of the Procuring Entity or be taken as a waiver of any of these Terms.

15. Variations

Any variation to these terms or the provisions of the Annexes shall be subject to a written Addendum and be signed by duly authorized signatories on behalf of the Individual Consultant and the Procuring Entity respectively.

16. Jurisdiction

This contract shall be governed by, and shall be construed in accordance with SEYCHELLES law and each party agrees to submit to the exclusive jurisdiction of the SEYCHELLES courts in regard to any claim or matter arising under this contract.

The following Annexes are integral part of this Contract:

Annex 1: Terms of Reference

Annex 2: Payment Schedule and Requirements

Signed today *[insert the date]* in four (4) originals in the English language by:

For the Procuring Entity		For the Individual Consultant	
Name :		Name :	
Position :			
Place :		Place :	
Date:		Date :	
Signature:		Signature :	

Annex 1: Terms of Reference

[insert the Terms of Reference]

Annex 2: Payment Schedule and Requirements

1. For Services rendered pursuant to **Annex 1**, the Procuring Entity shall pay the Individual Consultant an amount not to exceed the ceiling of Euros ***[insert ceiling amount]***, which shall be considered the contract value. This amount has been established based on the understanding that it includes all of the Consultant's costs and profits as well as any tax obligation that may be imposed on the Individual Consultant in his/her country of residence.
2. The breakdown of prices is:

N°	Description ¹	Unit	No. of Units	Unit Cost ² (in US\$)	Total (in Euros €)
TOTAL FINANCIAL OFFER		N/A	N/A	N/A	

3. The payment shall be made in accordance with the following schedule:

[The payment schedule will be agreed upon during contract negotiations.]

“ ***Option 1: - lump sum contracts***

[insert amount (which shall be maximum 20% of the contract value) and currency] upon the Procuring Entity's receipt of a copy of this Contract signed by the Individual Consultant ;

[insert amount and currency] upon the Procuring Entity's receipt of the ***[insert the name and the description of the deliverable]***, acceptable to the Procuring Entity;

[insert amount and currency] upon the Procuring Entity's receipt of the ***[insert the name and the description of the deliverable]***, acceptable to the Procuring Entity; and

[insert amount (minimum 10% and maximum 30% of the contract value) and currency] upon the Purchaser's receipt of the final report, acceptable to the Procuring Entity.

[insert amount and currency] Total

Option 2: - time based contracts

The payments made under the Contract consist of the Individual Consultant's remuneration as defined in sub-paragraph a) below and of the reimbursable expenditures as defined in sub-paragraph b) below.

¹ Delete items that are not applicable or add other items as the case may be.

² Indicate route of each flight, and if the trip is one- or two-ways.

a) Remuneration

The Procuring Entity shall pay the Individual Consultant for Services rendered at the rate(s) per day spent, subject to a maximum of eight hours per day in accordance with the rates agreed and specified in paragraph 2 above.

The proof of Individual Consultant's performance of services shall be the monthly timesheet signed by expert and approved by the Procuring Entity.

b) Reimbursables

The Procuring Entity shall pay the Individual Consultant for reimbursable expenses specified in the paragraph 2 above against the submission of the original documents to prove the incurrence of such expense.

4. Payment Conditions: Payment shall be made in Euros not later than 30 days following submission of original invoice by the Individual Consultant, in duplicate, accompanied by the requested supporting documents. All payments under the contract shall be made by bank transfer into the bank account indicated by the Individual Consultant in her/his invoices.