



## TERMS OF REFERENCE

**For services to enhance the ratification of the Minamata Convention on Mercury and enable a coordinated implementation of chemicals and waste management Conventions in Latin America and the Caribbean  
Project ID 150415**

### **1. General Background Information**

In January 2013, the intergovernmental negotiating committee concluded its fifth session by agreeing on the text of the Minamata Convention on Mercury. The text was adopted by the Conference of Plenipotentiaries on 10 October 2013 in Japan. The 50-ratification milestone required for the Minamata Convention on Mercury to enter into force was reached on 18 May 2017. As a result, on 16 August 2017, the Minamata Convention will become legally binding for all its Parties as required by the Convention provisions. The objective of the Convention is to protect human health and the environment from anthropogenic emissions and releases of mercury and mercury compounds and it sets out a range of measures to meet that objective. In the context of the project promoting ratification and early implementation of the Minamata Convention on mercury funded by the Government of Switzerland, United Nations Industrial Development Organization UNIDO is going to arrange a regional event during the preparatory meeting for COP 1 Minamata for countries from Latin America and the Caribbean in Buenos Aires.

### **2. Aim of the Project**

Overall objective of the project is facilitating a regional approach in the early implementation of the Convention but also to explore how to address the hazardous waste management with a broader approach and build on existing structures.

This project complements and is coordinated with the regional preparatory meeting for the first Conference of the Parties (COP 1) arranged by the interim Minamata Convention Secretariat and the Basel Convention regional coordination center in Buenos Aires.

### **3. The Scope of the proposed Contracted Services**

The following activities are to be undertaken in order to arrange the regional event promoting an early implementation of the Minamata Convention and where beneficial to conduct this in a synergetic manner with other Multilateral Environmental Agreements in the Chemicals and Waste sector:

- Organize, secure and pay for adequate logistic, administrative and technical arrangements for a 2 hours side event at the regional preparatory meeting for the COP 1 Minamata in Buenos Aires for up to 60 people.
- Make the necessary arrangements for accommodation, organize lunch for all participants to the regional side event
- Assist one expert of each of the 4 regional coordination centers for the Basel, Stockholm and Minamata Convention in GRULAC located in Panama, Trinidad Tobago, Uruguay and Brazil as may be needed in arranging accommodation to attend the side event and the regional preparatory meeting for the COP 1 Minamata in Buenos Aires.

- Distribute a reduced Daily Subsistence Allowance to the four experts from the regional coordination center for the Basel, Stockholm and Minamata Convention.
- Arrange for English-Spanish simultaneous interpretation available for standard UN working hours including sound equipment, microphones, interpreting booth and technical support during the side event.

#### 4. Language Requirements

All reports and summaries should be prepared in English.

#### 5. General Time Schedule

The activities in this contract shall be finalized no later than 3 months after the contract is awarded.

#### 6. Deliverables

The following deliverables are expected:

- Final report including financial report electronic version only

#### 7. Recommended Table for Specification of Supply

Project ID 150415

UNIDO RFP reference No.

Specification of Supply

**For services to enhance the ratification of the Minamata Convention on Mercury and enable a coordinated implementation of chemicals and waste management Conventions in Latin America and the Caribbean**

UNIDO REQUIREMENTS						
Activity	Name and required parameters	Quantity	Unit price	Total item price	Compliance*)	Remarks
			Currency	Currency	Yes/no	
1	Organize, secure and pay for adequate logistic, administrative and technical arrangements for a regional side event at the regional preparatory meeting for COP 1 in Buenos Aires for up to 70 people	1	USD 60,00	USD 60,00		Meeting package including meeting rooms (plenary and one break out group room, secretariat office) for 70 participants side the event.
2	Book and cover the costs for accommodation for the 5 experts	5	USD 810,00	USD 4.050,00		Accommodation for 5 expert participants at a rate of 162 USD per night for 5 nights, from 24 – 28 July 2017
3	Provide lunch during the side event for all participants to the regional event	1	USD 40,00	USD 2.800,00		Catering services (water, lunches and two coffee breaks per day each day of the meeting) for 70 participants side the event.
4	Engage interpreter for English-Spanish simultaneous interpretation available for standard UN working hours	1	USD 214,00	USD 642,00		Simultaneous interpretation (English-Spanish) for four hours (rate of per hour USD 214)
5	Distribute a reduced Daily Subsistence Allowance to the four experts	5	USD 624,88	USD 3.124,40		Per diem for 5 expert participants (DSA rate 257 USD as of 1 April) for the regional consultation: for 1 day at 50 % at arrival, 4 days at 33.5 % and terminal expenses at 152 USD
	<b>Total price:</b>			10.676,40		

**8. Contractor:**

Basel Convention Regional Centre (BCRC) for South America  
Instituto Nacional de Tecnología Industrial (INTI)  
Avda. Leandro N. Alem 1067 – 7 Floor  
1001 Buenos Aires  
Argentina  
Tel: +54 (11) 4515 5022  
E-mail: lumiere@inti.gob.ar; lumiere@uolsinectis.com.ar  
Regional Center for the Basel Convention  
Buenos Aires

Contact Person:

Ms. Leila Devia  
Director  
Basel Convention Regional Centre (BCRC) for South America  
Instituto Nacional de Tecnología Industrial (INTI)  
Avda. Leandro N. Alem 1067 – 7 Floor  
1001 Buenos Aires  
Argentina  
Tel: +54 (11) 4515 5022  
E-mail: lumiere@inti.gob.ar; lumiere@uolsinectis.com.ar

Buenos Aires, July 12<sup>th</sup>, 2017.

**OIC División del Régimen de Cumplimiento Emergente UNIDO**  
**Vienna International Centre,**  
**Wagramer Str. 5 1400 Viena Austria**

Dear Ms. Rodica Ella Ivan,

I send you the the confirmation to deliver the following services for the seminar event on 27 July 2017 Transfer Technology on the Minamata Convention on Mercury back to back with the Regional Consultation Meeting in preparation for the first meeting of the Conference of the Parties to the Minamata Convention on Mercury and the budget. ...

**Project ID 150415**

**UNIDO RFP reference No.**

**Specification of Supply**

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Sincerely,



Dra. Leila DEVIA  
Director CRBAS



PURCHASE ORDER

BON DE COMMANDE

www.unido.org

<b>VENDOR / FOURNISSEUR</b> Vendor ID: 0040013713		<b>PURCHASE ORDER NUMBER/ NUMERO DE COMMANDE</b>		<b>AMENDMENT / AMENDEMENT</b>			
Vendor Name BASEL CONVENTION REGIONAL CENTRE INSTITUTO		3000049915					
Address Avda Leandro N Alem/1067		DATE: 2017-07-18					
City Buenos Aires		<b>UNIDO CONTACT /CONTACT A L' ONUDI :</b>					
Postal Code, Country 1001/Argentina		Name Gabriela EIGENMANN					
Telephone/Fax		Telephone					
E-mail		E-Mail G.EIGENMANN@UNIDO.ORG					
<b>CONSIGNEE / DESTINATAIRE:</b>		<b>PAYMENT TERMS / PAIEMENT:</b>					
Address		Please also see below for more detailed description.					
City		DELIVERY TERMS / CONDITIONS DE LIVRAISON:					
Region, Postal Code, Country		INCOTERMS 2010					
Telephone/Fax		DELIVERY MODE / MODE DE LIVRAISON:					
E-mail		DELIVERY DATE / DATE DE LIVRAISON:					
		CURRENCY / MONNAIE: USD					
UNIDO REFERENCE / REFERENCE ONUDI :		VENDOR REFERENCE/ DU FOURNISSEUR :					
DATE:		DATE:					
<b>PURCHASE ORDER TEXTS / DETAILS DU BON DE COMMANDE:</b>							
Instrument of ratification prepared							
LINE No. / LINE No.	ITEM/ID SUPPLIER ID NUMERO DE L'ARTICLE /FOURNISSEUR	QUANTITY / QUANTITE	U/M	GROSS PRICE	DISCOUNTS/ REDUCTIONS	TOTAL AMOUNT/ MONTANT TOTAL	CURRENCY
1	UNSPSC CODE 80101703	1.00	AU	10,676.4	0	10,676.4	USD
	ITEM DESCRIPTION / DESCRIPTION DE L'ARTICLE:  Workshop organization						



TOTAL VALUE EX-WORKS / VALEUR TOTALE EX-WORKS	10,676.40	
DISCOUNTS / REDUCTIONS:	0.00	
VAT / TVA:	0.00	
GRAND TOTAL/ GRAND TOTAL:	10,676.40	USD



**UNITED NATIONS INDUSTRIAL  
DEVELOPMENT ORGANIZATION**

**BASEL CONVENTION REGIONAL  
CENTRE INSTITUTO NACIONAL  
DE TECNOLOGIA**

Signature / Signature:

Rodica IVAN  
Ind Dev Officer  
PTC/MPB/SFU

Signature / Signature:

Dra. LEILA DE VEA  
DIRECTORA  
CENTRO REGIONAL BASILEA  
EN AMERICA DEL SUR

DATE: Jul 19, 2017

DATE: Jul 19, 2017

By signing and returning the Countersigned Original Purchase Order, the Vendor acknowledges and accepts the terms and conditions specified therein. / En signant et en retournant le bon de commande original contresigné, le fournisseur reconnaît et accepte les termes et conditions qui y sont stipulés.

ATTACHMENTS:  
ANNEX A- UNIDO general terms of contract.

PAYMENT TERMS / PAIEMENT detailed description is applicable.

80 % of the total funding to be paid upon the countersignature of the purchase order and presentation of a proforma invoice.

20 % of the total funding to be paid upon the receiving of Activities Report and Financial report, and upon presentation of the final invoice.



**EXTENDED DESCRIPTION, SPECIAL INSTRUCTIONS / DESCRIPTION DETAILEE, INSTRUCTIONS SPECIALES**

**TRANSMISSION OF INVOICES / TRANSMISSION DES FACTURES**

**COMMUNICATION AND QUERIES WITH UNIDO / COMMUNICATION AVEC ET DEMANDE DE RENSEIGNEMENTS A L'ONUDI**

<b>BILL TO / ADRESSE A:</b>		<b>CORRESPONDANCES EXCEPT FOR INVOICES / TOUTE CORRESPONDANCE SAUF POUR LES FACTURES:</b>	
Address		Address	
City		City	
Region/Postal Code/Country		Regional/Postal Code/Country	
Phone # / Fax #		Phone # / Fax #	
Email		Email:	

**FINAL PLACE OF DELIVERY - THE BENEFICIARIES, PROJECT COUNTERPARTS (END-USERS) / LIEU FINAL DE LIVRAISON, LES BENEFICIAIRES, PARTENAIRES DU PROJET (UTILISATEURS FINAUX)**

<input type="checkbox"/>  (please check box & complete if different from Consignee)	Address:	
	City	
	Region/ Postal Code/ Country:	
	Telephone/ Fax:	
	Email:	
	Other information:	

SUPPLY OF THE GOODS AND/OR SERVICES UNDER THIS PURCHASE ORDER CONTRACT SHALL BE GOVERNED BY THE SPECIAL CONDITIONS STATED IN THIS CONTRACT AND BY THE UNIDO GENERAL CONDITIONS, WHICH ARE ENCLOSED HERETO AS ANNEX A AND ALL OTHER ANNEXES LISTED ABOVE WITH FORM AN INTEGRAL PART HEREOF. NO MODIFICATION OF, OR CHANGE IN, THIS PURCHASE ORDER, OR WAIVER OF ANY OF ITS PROVISIONS, OR ADDITIONAL CONTRACTUAL RELATIONSHIP WITH THE CONTRACTOR SHALL BE VALID UNLESS APPROVED IN THE FORM OF A WRITTEN AMENDMENT TO THIS PURCHASE ORDER SIGNED BY THE AUTHORIZED REPRESENTATIVES OF THE CONTRACTOR AND UNIDO.



LIVRAISON DE LA MARCHANDISE ET / OU FOURNITURE DES SERVICES EN VERTU DE CE CONTRAT DE BON DE COMMANDE POUR ACHAT SERA REGI (E) PAR LES CONDITIONS PARTICULIERES DU PRESENT CONTRAT ET PAR LES CONDITIONS GENERALES DE L'ONUDI, QUI SONT JOINTES EN ANNEXE ET DES AUTRES ANNEXES QUI FONT PARTIE INTEGRANTE DU CONTRAT.

AUCUNE MODIFICATION OU CHANGEMENT DANS CE BON DE COMMANDE OU DISPENSE DE L'UNE DE SES DISPOSITIONS OU AUTRES RELATIONS CONTRACTUELLES AVEC LE FOURNISSEUR NE SERA VALABLE SANS APPROBATION SOUS LA FORME D'UN AVENANT ECRIT AU PRESENT BON DE COMMANDE SIGNE PAR LES REPRESENTANTS AUTORISES DU FOURNISSEUR ET DE L'ONUDI.