Contract for Individual Consultant

Request for written proposal

Reference: BEI/CLT/RFP 1-2020

Date: 11 March 2020

Job Title: Technical Coordinator

Request to submit a written proposal for a work assignment with UNESCO

UNESCO is inviting written proposals from Individual Consultant for the work assignment described in attachment A.

To enable you to prepare a proposal for this assignment, please find attached the following documents:

(a) Terms of Reference and Background material concerning the work assignment (see attachment A);

(b) UNESCO’s contract for Individual Consultants, the contracting modality used for these assignments (attachment B);

Your written should comprise:

(a) A Technical Proposal consisting of

- an up to date curriculum vitae, and

- an approach and methodology for the assignment, and a work plan.

(b) The amount to be charged for the assignment, which should be quoted in US dollars only. Please show any travel costs separately

Your proposal and any supporting documents must be in English.
UNESCO places great emphasis on ensuring that the objectives of the work assignment, as described in the Terms of Reference, are met. Accordingly, in evaluating the proposals for the assignment, attention will focus first and foremost on the technical elements. From those proposals deemed suitable in terms of the criteria in the Terms of Reference, UNESCO shall select the proposal that offers the Organisation best value for money.

Your proposal should be submitted by e-mail no later than 21 March 2020 at 4 pm Beirut time. E-mail proposals should not exceed 5MB.

The e-mail address is: beirut@unesco.org

It is the individual’s responsibility to ensure that his/her proposal is received by the deadline.

Thank you for your interest in this UNESCO assignment; and we look forward to receiving your proposal.

Hamez Alhammayeh
UNESCO Representative to Lebanon and Director of UNESCO Regional Bureau for Education in the Arab states – Beirut
Attachment A

Title: Technical Coordinator
Domain: Culture
Organizational Unit: UNESCO Office in Beirut
Primary Location: Beirut, Lebanon
Type of contract: Consultant Contract
Duration: From 01/04/2020 to 31/12/2020

TERMS OF REFERENCE

Within the framework of the UNESCO Documentation and Advisory Services (UDAS project) and the Rachid Karami International Fair – Development of a Conservation Management Plan (RKIF-CMP project), and under the overall authority of the Director of UNESCO Office in Beirut, and under the direct supervision of the National Programme Officer for Culture, and in close cooperation with the Directorate General of Antiquities and the RKIF administration, the technical coordinator shall assist in the management and technical implementation of the two above mentioned projects.

UDAS Project Background:
UNESCO’s Documentation and Advisory Services (UDAS) project is funded by the Italian Agency for Development Cooperation (AICS) in order to provide technical assistance to Lebanon’s Ministry of Culture/Directorate General of Antiquities (DGA) in relation to the archeological conservation interventions planned at the two World Heritage Sites of Baalbek and Tyre within the framework of the archaeological component of the CHUD project, Known as the Baalbek and Tyre Archeological Project (BTAP project), implemented by the Council for Development and Reconstruction (CDR).

The technical assistance provided by UNESCO involves:
1- The involvement of international experts in structural and surface conservation, as well as heritage management and site presentation in order to evaluate the planned as well as implemented measures on the aforementioned sites and give their feedback to the DGA in order to ensure satisfactory outcomes based on international conservation standards.
2- The provision of technical assistance in relation to the regular reporting for the World Heritage Center on the BTAP project progress as well as the UDAS technical consultations and the outcomes of the onsite discussions with experts, amendments of the BTAP works following the technical consultations.
3- Organization of consultation workshops involving all stakeholders (DGA, CDR, UNESCO, experts, BTAP consultants and contractors, etc.)
4- Organization of two public events upon the closure of works at Tyre and Baalbek.

It is worth noting that the UDAS project has started since 2015 and it shall continue until the end of 2020. So far, five technical workshops with international experts and local stakeholders were held, (an average of 1 workshop annually depending on the progress of works on both sites), one UDAS progress report for the world heritage center covering two years of works on the BTAP project (2016-2017) was submitted to the WHC. As a result, several amendments were introduced to the BTAP project based on the experts advices.
Work assignment
Within the framework of the UDAS project, the technical coordinator will:

1. Assist in the day to day coordination and management of the UDAS project until end of December 2020.

2. Undertake data collection through (1) regular field visits to Baalbek and Tyre to follow up the BTAP project progress on ground, as well as (2) review of consultants and contractors method statements and progress reports (3) meetings with CDR’s management unit and DGA’s responsible staff.

3. Produce a comprehensive report on the progress of the Cultural Heritage and Urban Development “CHUD_BTAP” conservation project implemented by CDR concerning the two World Heritage Sites of Baalbek and Tyre sites. This UDAS progress report should cover the progress of the BTAP activities and that of the technical consultations undertaken during 2017-2018 and the experts’ feedback on the above including the DGA’s actions. The Consultant has to do the necessary research and data collection in order to draft this report. He/she is responsible to coordinate with the DGA and CDR on the content, edit the final text and supervise the final layout, as well as the design and printing of this report as per the World Heritage Center’s standards on behalf of UNESCO Beirut Office.

4. Organize the 6th consultation workshop, including the expert’s ToRs, concept note and workshop program, invitations, and reporting after liaising with the DGA and the CDR.

5. Organize one visibility event for the closure of Baalbek BTAP works in collaboration with CDR and DGA

6. Prepare an annual narrative report on the implementation of the above during 2020.

7. Liaise with the Communication and Media Office to ensure visibility of UNESCO and the donors of the project through media coverage and/or website and social media upon milestone achievements. Contribute to the update of the webpages dedicated to CLT / BEI activities related to this project.

RKIF_CMP Project Background
With the support of the Getty Foundation’s “Keeping It Modern” initiative, 2018, UNESCO Beirut Office is collaborating with a team of local and international experts, to undertake the necessary research and studies needed to develop a Conservation Management Plan (CMP) for the Rachid Karami International Fair (RKIF), currently on the UNESCO’s World Heritage Tentative List. This planning document will study the context and state the significant aspects and diverse values of the Fairground. Discussing the impacts and vulnerabilities over its physical fabric and devising the appropriate conservation policies necessary to retain what is significant about the RKIF in any future restoration or reuse plan.

The CMP document shall consist of the following parts:
- Part 1 – Understanding the Historic Place
- Part 2 – Evaluation of Significance
- Part 3 – Assessment of Potential Impacts
- Part 4 – Developing Conservation Policies and Mitigation Strategies
- Part 5 – Recommendations for Future Use and Development.
The Development of the RKIF_CMP is based on the data collected through archival research, oral history, field evaluation of the physical fabric, the interest of local stakeholders in addition to the needs of Tripoli as an urban entity. Before going forward with a future vision, the team will study the historical background of the Fairground, its current general condition, and governance structure. This process, will enable the development of the guiding principles and conservation policies that fit the local context and encourages the development of Niemeyer’s ‘Rachid Karami International Fair’ without jeopardizing its integrity and authenticity.

Based on the above, the RKIF_CMP project adopts a participatory approach through the involvement of the Fair’s administration and other major stakeholders towards the preservation of the Niemeyer designed structures and landscape.

The RKIF_CMP project is a pilot project in Lebanon, through which UNESCO aims to set the standards, provide guidelines suitable for the local context, and encourage future similar international practices for all types of heritage buildings.

The project started in January 2019, primarily beginning with the research-based study. The first phase involved a number of steps from gathering information through archival research, to oral history and field investigation. A workshop was held in June 2019. As part of the activities of the 1st workshop, meetings took place with main stakeholders, including the Fairground’s administration, some current users/developers of the site as well as potential investors. Such activity enabled the team’s understanding of the place and its context.

Further in depth data collection phase through archival research was carried on until the end of 2019 in order to fill the knowledge gaps. At the same time, oral history collection through personal interviews and the collection of personal archives and memories have proven an efficient method to fill some gaps, therefore, this process shall continue during 2020, in addition to the assessment the current condition of fabric, assessment of significance, and community survey. The analysis of the results assists in the understanding of the context and the elaboration on the myriad values of the fairground that need to be protected or preserved; including the aesthetic, architectural, technical, social, urban, economic and cultural values. Therefore, allowing the UNESCO team to draft the CMP and the related conservation policies that best protect the authenticity and character of the place and respond to the local context; hence, standardizing the conservation approach and procedure.

Work assignment

Within the framework of the RKIF_CMP project, the technical coordinator will:

1. Assist in the day to day coordination and management of the RKIF_CMP project until end of December 2020. Ensure the proper implementation of the work plan according to the assigned budget and timeline.
2. Coordinate all technical tasks related to the research and the drafting of the 1st three parts/chapters of the CMP among the 7 project team members (as stated above).
3. Act as a focal point for directing the diverse studies and the deposit of the research data on the already established common repository.
4. Submit feedback to team members after technical review of each deliverable and outputs including the 1st three draft chapters of the CMP.
5. Continue the oral history data collection and one to one interviews in addition to the launching of the online survey about the RKIF and its value. Make results available to all team members.
6. Coordinate with the technical team members mainly the project engineer, on the methodology and plan for the detailed condition assessment and laboratory tests including the preparation of Terms of Reference and request for proposals for its implementation.

7. Follow up on the significance assessment and submit feedback to the team members after its technical review.

8. Liaise with the Communication and Media Office to ensure visibility of UNESCO and the donors of the project through media coverage and/or website and social media upon milestone achievements.

9. Design, organize and implement the 2nd workshop to discuss among the team members future conservation policies and set conservation priorities in consultation with the major stakeholders.

10. Prepare content to update the webpage related to this project within UNESCO Beirut website (https://en.unesco.org/fieldoffice/beirut/RKIF-CMP), as well as develop current content and enhance with visuals.

11. Prepare an annual narrative report on the implementation of all the above during 2020.

**REQUIRED QUALIFICATIONS**

**Education**

- Master degree in Archaeology or/in Architectural Conservation - Restoration or/in Heritage Management.

**Experience**

- Minimum Ten (10) years of experience of proven professional practice in the sector of archaeology and Heritage Management.
- Previous proven experience in the field of Heritage related to the Lebanese World Heritage Sites.

**Skills/Competencies**

- Good reporting skills and knowledge of world heritage requirements and guidelines.

**Languages**

- Written and spoken Arabic and English. French is an advantage.

**CONTRACTUAL ARRANGEMENTS**

- Type of contract: Individual consultant (check attachment B)

- Duration: 9 months, from 1 April 2020 to 31 December 2020, possible for extension, subject to satisfactory performance and availability of funds.

- Transportation: must be included in the proposal.

- Remuneration: payments is based upon deliverables. No payment will be effected if the deliverable not accomplished.
Interested Individuals shall send, by 21 March 2020 at 4 pm Beirut time to: beirut@unesco.org

(a) Technical Proposal consisting of:
   - an up to date curriculum vitae, and
   - an approach and methodology for the assignment, and a work plan.

(b) The amount to be charged for the assignment, which should be quoted in US dollars only. Please show any travel costs separately.
Attachment B

Draft contract for Individual Consultant
CONTRACT FOR INDIVIDUAL CONSULTANTS

THE UNITED NATIONS EDUCATIONAL, and
SCIENTIFIC AND CULTURAL
ORGANIZATION

(hereinafter called ‘UNESCO’) (hereinafter called ‘The Individual
Specialist’)

7, place de Fontenoy, 75352 Paris 07 SP France

Vendor Number:

Hereby agree as follows:

TERMS OF REFERENCE

1. Under the supervision of the Individual Specialist shall:

DURATION OF CONTRACT

2. If the contract is not signed by the Individual Specialist and returned to UNESCO by [dd/mm/yyyy] at the latest, it will be considered null and void. This date is subject to modification upon agreement of both parties.

3. This contract shall come into effect on [dd/mm/yyyy], and shall expire on satisfactory completion and delivery of the services described above, but no later than [dd/mm/yyyy], unless terminated earlier under the terms of this contract.

4. If, by the expiry date of the contract as defined in Article 3 above, the Individual Specialist has performed no part of the work assignment, and no advances have been paid by UNESCO, the contract shall be considered null and void.

5. After the expiration of the contract, the Individual Specialist cannot claim payment for any work not delivered on time, as stipulated in article 6.3 below.

CONDITIONS OF PAYMENTS

6. Payments and Currency

6.1. UNESCO shall make payments to the Individual Specialist on a lump sum basis.

6.2. The contract shall be drawn up and all payments made in United States Dollars, Euros or currencies in which UNESCO holds a bank account. Only one currency can be used in any one contract. Where necessary, the United Nations’ operational rate of exchange on the date a contract is signed should be used to convert amounts into another currency, but no adjustments will be made for exchange rate variations during the contract period, either to the overall amount or a staggered payment.
6.3. UNESCO shall make the following payments to the Individual Specialist for the services to be provided under the terms of this contract:

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<th>Payment Upon submission and approval by UNESCO of the following:</th>
<th>Reference Article 1</th>
<th>Latest date for submission</th>
<th>Amount</th>
<th>Currency</th>
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6.4. The final payment, or each payment in the case of staggered payments, shall be made only after receipt and approval as satisfactory by UNESCO of any deliverable that the Individual Specialist is required to submit for payment under the terms of this contract.

6.5. All payments (see article 6.3 below) shall be effected by bank transfer. UNESCO shall be responsible for its own banking fees but any possible intermediary banking fees, as well as the beneficiary's own banking fees, shall be the responsibility of the Individual Specialist.

6.6. No payments shall be made to a third party.

7. Advance Payments

Except for expenses necessarily incurred by an Individual Specialist in order to prepare for an assignment (e.g. travel or equipment), no advance payment shall be made.

8. Travel

If deemed necessary by UNESCO, the Individual Specialist who is required to travel in order to perform the work described in article 1, shall be paid a lump sum of [ ] (state currency, which must be the same as the currency in article 6.3) to cover all travel related expenses, including daily subsistence allowance, tickets for the authorized travel and other related expenses (e.g. visas, vaccinations and terminal expenses), in accordance with UNESCO's usual travel provisions.

9. Reimbursement

9.1. If any of the work corresponding to the instalments in article 6.3 is not completed to UNESCO's full satisfaction, and/or prior to the expiration of the contract, UNESCO shall have the right to the reimbursement of full or partial payments made, including any advanced payment, to the extent that the services already rendered are either unusable or inadequate in relation to the expenses incurred by UNESCO.

9.2. Any reimbursement shall be returned in the same currency as the payment was made.

10. Banking Instructions

10.1. The Individual Specialist should confirm below mentioned banking instructions for any payments arising from the present contract:
Name of the Bank:  
Address of Bank:  
Name of the Account Holder:  
Number of Account:  
IBAN Number:  
SWIFT Address:  

10.2. Only one banking instruction is allowed in any one contract.

UNESCO TERMS AND CONDITIONS

11. This contract is subject to General Terms and Conditions as attached. Each page of these Terms and Conditions should be initialled by the Individual Specialist and UNESCO.

12. The Individual Specialist and UNESCO also agree to be bound by the provisions contained in the following documents, which form the only legally valid contractual arrangement between the parties and which shall take precedence in case of conflict in the following order: (i) the present contract and (ii) the General Terms and Conditions attached hereto.

Signed on behalf of the Director-General of UNESCO:

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<th>Name:</th>
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<td>Title:</td>
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Individual Specialist:

"I acknowledge that I have read and accept the terms and conditions on the following page".

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GENERAL TERMS AND CONDITIONS

Article I. Legal Status

1. Individual Specialist is neither a staff member under the UNESCO Staff Regulations and Staff Rules nor an official under the Convention on the Privileges and Immunities of the Specialized Agencies (21 November 1947). He/she may, however, be given the status of 'expert on mission' within the meaning of Annex IV of the said Convention.

2. Any immunities and privileges that may be accorded the Individual Specialist by a government are conferred in the interests of UNESCO. Any such immunities and privileges shall not be invoked to excuse the Individual Specialist from discharging any private obligations or from observing laws and police regulations. Should a question of immunities and privileges arise, the Individual Specialist shall immediately report to the Director-General of UNESCO, who shall decide whether they shall be waived.

Article II. Obligations

1. The Individual Specialist is subject to the authority of the Director-General of UNESCO and is responsible to the Director-General in the performance of his/her work.

2. The Individual Specialist’s responsibilities are exclusively international. By accepting a contract with UNESCO, the Individual Specialist undertakes to carry out the work given to him/her and to regulate his/her conduct with the interest of the Organization only in view.

3. In providing his/her service, the Individual Specialist shall neither seek, nor accept, any instructions from any government or any authority external to the Organization, except as may be authorized by the Director-General of UNESCO.

4. The Individual Specialist shall conduct him/herself at all times in a manner befitting his international status. He/she shall not engage in any activity that is incompatible with the performance of his/her work for UNESCO. He/she shall avoid any action and in particular any kind of public pronouncement that may adversely reflect on his/her status, or on the integrity, independence and impartiality that is required by that status. While he/she is not expected to give up his/her national sentiments, or his/her political and religious convictions, he/she shall at all times bear in mind the reserve and tact incumbent upon him/her by reason of his/her international status.

5. The Individual Specialist shall exercise the utmost discretion in regard to all matters of official business. He/she shall not communicate to any person unpublished information known to him/her by reason of his/her assignment, except by authorization of the Director-General of UNESCO. These obligations remain binding even after the expiry of the contract.

6. If the Individual Specialist, by malice, culpable negligence or failure to observe any applicable rule, involves UNESCO in unnecessary loss, expense or liability, he/she shall be held responsible and may be required to pay compensation.

Article III. Declaration of Compatibility of the Professional Status

1. Family Ties

(i) The Individual Specialist certifies that he/she is not the father, mother, son, daughter, brother or sister of a staff member of UNESCO, of an employee of the ancillary services or
of someone who, at the same time, holds a supernumerary contract or contract for individual consultants or other specialists or has a fellowship with UNESCO.

(ii) The Individual Specialist also certifies that, if he/she has a spouse working as a UNESCO staff member, or as an ancillary services employee, the spouse does not work in the same Sector, Bureau or field office in which the Individual Specialist will be working.

2. Multiple Contracts

(i) The Individual Specialist certifies and declares that he/she only holds one contract of any type with UNESCO at any one time. Any failure to respect this condition renders this present contract liable for immediate termination, without notice or indemnity.

(ii) The Individual Specialist certifies and declares that he/she is not a beneficiary of any type of UNESCO Fellowship. Any failure to respect this condition renders this present contract liable for immediate termination, without notice or indemnity.

3. The Individual Specialist certifies and declares that he/she does not have incompatible professional status under UNESCO’s provisions governing the contracts for individual consultants and other specialists."

Article IV. Officials not to Benefit

The Individual Specialist confirms that no official of UNESCO has received from or will be offered by the Individual Specialist any direct or indirect benefit arising from this contract or the award thereof. The Individual Specialist accepts that breach of this provision is a breach of an essential term of this contract which renders this present contract liable for immediate termination, without notice or indemnity.

Article V. Taxes

UNESCO will not reimburse any taxes, duties or other contributions for which the Individual Specialist may be liable in respect of any payments made to him/her under the terms of this contract.

Article VI. Use of Name, Emblem or Official Seal of UNESCO

The Individual Specialist shall not in any manner whatsoever advertise, display, appropriate for personal use the name, emblem or official seal of UNESCO, or any abbreviation of the name of UNESCO in connection with his/her business or otherwise.

* In order to avoid the perception of lack of independence or conflict of interest, the individual selected for an assignment must not be:
  - a fellow or a holder of another contract of any type with UNESCO at the same time as the proposed contract;
  - a member of the Executive Board or an Alternate during his/her term of office until at least 18 months have elapsed from the date of cessation of their representational functions;
  - a member of any UNESCO Committee, International Programme Governing Body or National Commission;
  - the External Auditor and members of his or her staff who have participated in the audit of the Organization during the two financial periods (e.g. two biennia) following completion of their mandate;
  - a member of the Oversight Advisory Committee for 5 years following the expiry of his/her term;
  - other officials with oversight responsibilities, including members of the Advisory Committee on Administrative and Budgetary Questions (ACABQ), International Civil Service Commission (ICSC), Joint Inspection Unit (JIU) or other similar bodies in the United Nations system, who have had oversight responsibilities over UNESCO, during their service and within 4 years of ceasing that service.
Article VII. Confidential Nature of Documents and Information

Drawings, photographs, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the Individual Specialist under this contract shall be the property of UNESCO, shall be treated as confidential and shall be delivered only to UNESCO authorized officials on completion of work under this contract.

Article VIII. Title Rights

UNESCO shall be entitled to all property rights, including but not limited to patents, copyrights and trademarks with regard to all material which bears a direct relation to, or is made in consequence of, the services provided to the Organization by the Individual Specialist.

Article IX. Medical Clearance

The Individual Specialist certifies and declares that he/she: a) is in good health; b) has no condition that would prevent him/her from carrying out the work as foreseen by this contract and c) has obtained any necessary inoculations or other medical treatment which may be necessary for him/her to travel to and work in the area(s) foreseen under this contract. The Individual Specialist will be held fully responsible for this certification and declaration. If requested, Individual Specialists may be required to undergo a full medical examination, and be medically cleared by UNESCO’s Chief Medical Officer, prior to taking up their duties.

Article X. Insurance

1. (i) The Individual Specialist shall be insured by UNESCO for work-related accidents, injuries, illnesses or death while performing duties on behalf of the Organization.

(ii) The insurance provides for compensation in the case of: (a) death or permanent total disablement; (b) permanent partial disablement; (c) temporary total disablement. Coverage for temporary, partial disablement is not included. The capital sum insured shall be up to a maximum of 85,000 USD. The scale of compensation payable will be in accordance with the terms and conditions of UNESCO's policy with its insurer. Medical expenses attributable to work-incurred accidents or illnesses are paid up to a maximum annual amount of 10,000 USD.

(iii) If any injury, illness or death for which compensation is payable under the above provisions is caused in circumstances which, in the Director-General's opinion, create a legal liability on the part of a third party to pay damages, the UNESCO Director-General may, as a condition of granting compensation, require the Individual Specialist to whom it is granted to assign to the Organization any rights of action which he/she may have against such a third party. The Individual Specialist shall thereupon furnish to UNESCO any data or evidence which may be available to him/her, and shall render all other assistance which may be required in prosecuting any claim or action against such a third party. He/she shall not settle any such claim or action without the consent of the Organization; UNESCO shall be entitled itself to do so or to require him/her to do so upon such terms as seem reasonable to it.

2. Other than the provisions set out in Article X, paragraph 1(ii), UNESCO does not provide medical insurance to the Individual Specialist.

Article XI. Title to Equipment
Title to any equipment and supplies that may be furnished by UNESCO shall rest with UNESCO and any such equipment shall be returned to UNESCO at the conclusion of this contract or when no longer needed by the Individual Specialist. Such equipment, when returned to UNESCO, shall be in the same condition as when delivered to the Individual Specialist, subject to normal wear and tear. The Individual Specialist shall be liable to compensate UNESCO for equipment determined to be damaged or degraded beyond normal wear and tear.

**Article XII. Termination**

1. UNESCO or the Individual Specialist may cancel the contract before it has come into effect by giving written notice to the other party. For contracts of less than 2 months the period of notice is 5 days, for longer contracts – 14 days. No compensation shall be payable in such cases. Should UNESCO cancel the contract with shorter notice, the Individual Specialist is entitled to 5% of payment for each month of service provided by the contract, subject to a maximum of 30% of the total amount.

2. Once the contract has come into effect, it may be terminated by either party at any time before the expiry date with 2 weeks written notice for contracts of 6 months or less, or 1 month’s written notice if the contract is for more than 6 months. If UNESCO terminates the contract, the Individual Specialist is entitled to an indemnity of 5% of payment for each remaining aggregated period of service equivalent to one month, subject to a maximum payment of 30% of the total amount. In the event of termination by the Individual Specialist, or of the inability of the Individual Specialist to carry out fully its terms, UNESCO may deduct from any payments due an amount equivalent to any losses caused to the Organization, taking into consideration the extent to which the assignment has been completed.

3. Notwithstanding the provisions of Article XII, paragraphs 1 and 2, in the event of breach of contract, including false declarations, on the part of the Individual Specialist, the contract may be immediately terminated by UNESCO without notice or indemnity.

**Article XIII. Arbitration**

1. Any controversy or dispute concerning the execution or interpretation of this contract shall be settled by negotiation between the parties. If it is not amicably settled, it shall be submitted, at the initiative of either party, either to the Chairperson of the UNESCO Appeals Board or be the subject of an arbitration under the United Nations Commission on International Trade Law (UNCITRAL) Arbitration Rules in force. The arbitrator shall rule upon the costs of arbitration, which shall be either apportioned between the two parties or paid by one of them only. The arbitral award shall be final and irrevocable.

2. The party initiating the procedure shall decide which of the two procedures shall apply.

**Article XIV. Amendments**

This contract may be amended specifying all modifications and signed by both UNESCO and the Individual Specialist prior to the expiry date of the present contract. If the Individual Specialist wishes to propose amendments, these proposals should be communicated to UNESCO which, if deemed necessary, will prepare the amendment to present contract for mutual agreement and signature.

Initials: