



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

VIENNA INTERNATIONAL CENTRE
PO BOX 300, A-1400, VIENNA, AUSTRIA

TELEPHONE: (+43 1) 26026-4837 FAX: (+43 1) 26026-6815 <http://www.unido.org> E-mail: unido@unido.org

Ref: COR/PRO/AB

Date: 23 January 2024

Subject: **Amendment No. 1 to UNIDO Contract No. 3000054797
PROVISION OF SERVICES RELATING TO THE PROJECT
OPERATIONS AND MONITORING "ENVIRONMENTALLY SOUND
DEVELOPMENT OF THE POWER SECTOR WITH THE FINAL
DISPOSAL OF THE PCBS IN THE PEOPLE'S REPUBLIC OF
BANGLADESH"**

Dear Sirs,

We have pleasure in forwarding herewith by DHL two (2) originals of the UNIDO Amendment No. 1 to Contract No. 3000054797 of the above-mentioned project.

We would be grateful if you could sign, date and return one original and retain the other for your own records.

We look forward to receiving both documents (in original) at your earliest convenience.

Yours sincerely,

Alessandra Bravin
Procurement Officer
Procurement Services

Directorate of Corporate Services and Operations

**THE MINISTRY OF ENVIRONMENT, FOREST AND CLIMATE CHANGE,
DEPARTMENT OF ENVIRONMENT**

Paribesh Bhaban,
10th Floor, E/16 Sher-e-Bangla Nagar, Agargaon
Dhaka 1207,
Bangladesh

Attn. Director General
CC: Dr. Abdullah Al Mamun
Deputy Director, Department of Environment.
almamun2006@gmail.com
Telephone: + 88-01714489454

Amendment No. 1

UNIDO Contract No.: 3000054797

UNIDO Obligations No.: 3000054797;
3000069419; 3000123901; 3000123902

Project No.: 100310

AMENDMENT NO. 1

to

CONTRACT No. 3000054797

between

**THE UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION
(UNIDO)**

and

**DEPARTMENT OF ENVIRONMENT OF THE
MINISTRY OF ENVIRONMENT, FOREST AND CLIMATE CHANGE (MoEFCC)
OF THE GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH**

(previously named

**DEPARTMENT OF ENVIRONMENT OF THE
MINISTRY OF ENVIRONMENT AND FORESTS (MoEF)
OF THE GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH)**

for the

**PROVISION OF SERVICES RELATING TO THE PROJECT OPERATIONS AND
MONITORING "ENVIRONMENTALLY SOUND DEVELOPMENT OF THE POWER
SECTOR WITH THE FINAL DISPOSAL OF THE PCBs IN THE PEOPLE'S REPUBLIC
OF BANGLADESH"**

Supplemental to Contract No. 3000054797 (hereinafter referred to as "the Contract"), this Amendment No. 1 to the Contract is entered into between the UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION (hereinafter referred to as "UNIDO") and the DEPARTMENT OF ENVIRONMENT OF THE MINISTRY OF ENVIRONMENT, FOREST AND CLIMATE CHANGE (MoEFCC) OF THE GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH (hereinafter referred to as "the Contractor"), jointly referred to as the "Parties" and individually as the "Party", for the following reasons:

- To document an extension of the duration of the Contract until end of December 2025;
- To document the change in the name of the Ministry under the Contractor name from THE MINISTRY OF ENVIRONMENT AND FORESTS (MoEF) to MINISTRY OF ENVIRONMENT, FOREST AND CLIMATE CHANGE (MoEFCC);
- To increase the scope of services to cover three (3) activities namely:
 - Collect identified suspected PCB samples from the participating power sector stakeholders to be sent to designated/specified laboratories;
 - Organize a workshop with the purpose of raising awareness on the safety aspects of the installed PCB treatment technology;
 - Procure essential accessories for project partners involved in the power sector, to enable their utilization during sample collection from transformers;
- Consequently, to replace Annex C of the Contract (Terms of Reference dated 2 November 2017) with the Terms of Reference for Amendment No. 1 dated 18 January 2024 (attached hereto as Annex A), which, under Section "Scope of the Proposed Tasks", Subsection 2.3

(Additional Tasks), clearly reflects the above mentioned additional scope and which shall form an integral part of this Amendment No. 1;

- Consequently, to supplement the Contractor's Proposal for the Contract with the Contractor's follow-up proposal for Amendment No. 1 submitted via e-mail. The Contractor's said follow-up Proposal, although not attached hereto, is made a part hereof by way of reference;
- Consequently, to increase the Contract Price by United States Dollars twelve thousand (USD 12,000.00), therefore from United States Dollars six hundred forty-six thousand nine hundred (USD 646,900.00) to United States Dollars six hundred fifty-eight thousand nine hundred (USD 658,900.00);
- Consequently, to amend the reporting and payment system accordingly;

NOW, THEREFORE, the Parties hereto mutually agree to amend the Contract as follows:

Paragraph 1.01 of the Contract is hereby supplemented with the following provisions of *Paragraph 1.01 – Synopsis*:

1.01 Synopsis

The aim of this Contract Amendment No. 1 is to cover three specific activities in section 2.3 (Additional Tasks), as detailed in the Terms of Reference, attached hereto as Annex A, as follows:

- Collect identified suspected PCB samples from the participating power sector stakeholders to be sent to designated/specified laboratories;
- Organize a workshop with the purpose of raising awareness on the safety aspects of the installed PCB treatment technology;
- Procure essential accessories for project partners involved in the power sector, to enable their utilization during sample collection from transformers;

Paragraph 2.09 of the Contract is hereby replaced in its entirety with the following version of *Paragraph 2.09 – Reports*:

2.09 Reports

All reports shall be submitted in electronic format compatible with MS Word and in PDF, to Mr. Zaki Uz Zaman (Z.Zaman@unido.org), Industrial Development Officer; with copy to: Ms. Alessandra Bravin (A.Bravin@unido.org), Procurement Officer. The Contractor shall submit in English, the reports and documents which are listed below.

a) Progress Report No. 1

The First Progress Report shall be submitted in accordance with Sections "Scope of the Proposed Tasks" and "Reporting and Deliverables with Payment Schedule" of the Terms of Reference (Annex A hereof), no later than end of August 2019.

[ALREADY SUBMITTED]

b) Progress Report No. 2

The Second Progress Report shall be submitted in accordance with Sections "Scope of the Proposed Tasks" and "Reporting and Deliverables with Payment Schedule" of the Terms of Reference (Annex A hereof), no later than end of November 2021.

[ALREADY SUBMITTED]



c) **Progress Report No. 3**

The Third Progress Report shall be submitted in accordance with Sections "Scope of the Proposed Tasks" and "Reporting and Deliverables with Payment Schedule" of the Terms of Reference (Annex A hereof), no later than end of May 2024.

d) **Progress Report No. 4**

The Fourth Progress Report shall be submitted in accordance with Sections "Scope of the Proposed Tasks" and "Reporting and Deliverables with Payment Schedule" of the Terms of Reference (Annex A hereof), no later than end of October 2024.

e) **Progress Report No. 5**

The Fifth Progress Report shall be submitted in accordance with Sections "Scope of the Proposed Tasks" and "Reporting and Deliverables with Payment Schedule" of the Terms of Reference (Annex A hereof), no later than end of March 2025.

f) **Progress Report No. 6**

The Sixth Progress Report shall be submitted in accordance with Sections "Scope of the Proposed Tasks" and "Reporting and Deliverables with Payment Schedule" of the Terms of Reference (Annex A hereof), no later than end of August 2025.

g) **Progress Report No. 7**

The Seventh Progress Report shall be submitted in accordance with Sections "Scope of the Proposed Tasks" and "Reporting and Deliverables with Payment Schedule" of the Terms of Reference (Annex A hereof), no later than end of December 2025.

All reports shall include sufficient information for UNIDO to determine the extent of the work carried out at the Contractor's Home Office by the personnel referred to in paragraph 2.03 a) of the Contract. No invoice submitted for payment pursuant to the stipulations of paragraph 4.01 and 4.04 shall be paid by UNIDO unless the relevant report submitted by the Contractor and/or other information as may be available to UNIDO confirm that satisfactory progress has been achieved also in the performance of the work at the Contractor's Home Office.

Paragraph 6.01 of the Contract is hereby replaced in its entirety with the following version of *Paragraph 6.01 – Contract Price*:

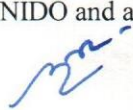
6.01 Contract Price

UNIDO shall pay the Contractor for the full and proper performance of its obligations under this Contract, including the present Amendment, the sum of United States Dollars six hundred fifty-eight thousand nine hundred (USD 658,900.00) (hereinafter referred to as "the Contract Price"). Payment of this sum shall be made in the currency and in the pro-rated amounts hereinafter set forth. This sum shall cover all expenses incurred by the Contractor including, but not limited to: salaries, indemnities, travels, subsistence allowance, indemnities, social charges, overheads, technical assistance and supervision costs.

Paragraph 6.02 of the Contract is hereby replaced in its entirety with the following version of *Paragraph 6.02 – Contract Ceiling*:

6.02 Contract Ceiling

The Contractor shall not do any work, provide any materials or equipment or perform any services which may result in any charges to UNIDO over and above the said sum of United States Dollars six hundred fifty-eight thousand nine hundred (USD 658,900.00) without the prior written consent of UNIDO and a formal amendment to this Contract.



Paragraph 6.03 of the Contract is hereby replaced in its entirety with the following version of *Paragraph 6.03 – Currency of Payment*:

6.03 Currency of Payment

The total Contract Price of United States Dollars six hundred fifty-eight thousand nine hundred (USD 658,900.00) shall be paid in this currency.

Paragraph 6.04 of the Contract is hereby replaced in its entirety with the following version of *Paragraph 6.04 – Progress Payments*:

6.04 Progress Payments

Progress payments on account of the Contract Price set forth in paragraph 4.01 shall be made against the Contractor's invoices rendered as follows:

	USD
a) upon UNIDO's receipt of the Contract duly countersigned, the sum of [ALREADY PAID]	32,345.00
b) upon UNIDO's receipt and acceptance of the Contractor's Progress Report No. 1 referred to in sub-paragraph 2.09 a), the sum of [ALREADY PAID]	86,000.00
c) upon UNIDO's receipt and acceptance of the Contractor's Progress Report No. 2 referred to in sub-paragraph 2.09 b), the sum of [ALREADY PAID]	78,960.00
d) upon UNIDO's receipt of the Amendment No. 1 duly countersigned, the sum of	46,159.50
e) upon UNIDO's receipt and acceptance of the Contractor's Progress Report No. 3 referred to in sub-paragraph 2.09 c), the sum of	92,319.00
f) upon UNIDO's receipt and acceptance of the Contractor's Progress Report No. 4 referred to in sub-paragraph 2.09 d), the sum of	69,239.25
g) upon UNIDO's receipt and acceptance of the Contractor's Progress Report No. 5 referred to in sub-paragraph 2.09 e), the sum of	92,319.00
h) upon UNIDO's receipt and acceptance of the Contractor's Progress Report No. 6 referred to in sub-paragraph 2.09 f), the sum of	92,319.00
i) upon UNIDO's receipt and acceptance of the Contractor's Progress Report No. 7 referred to in sub-paragraph 2.09 g), the sum of	69,239.25

Grand Total:

658,900.00

The making of any payment hereunder by UNIDO shall not be construed as an unconditional acceptance by UNIDO of the work accomplished by the Contractor up to the time of such payment.

This Contract Amendment No. 1, shall be deemed to be effective from the date of its signature by both Parties.

All other terms and conditions of the Contract shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the Parties hereto have executed this Amendment No. 1 to the Contract.

**DEPARTMENT OF ENVIRONMENT OF THE
MINISTRY OF ENVIRONMENT
FOREST AND CLIMATE CHANGE
(MoEFCC)**

**UNITED NATIONS INDUSTRIAL
DEVELOPMENT ORGANIZATION**

By.....

Dr. Abdul Hamid
Director General (Grade-1)
Department of Environment
Ministry of Environment, Forest
and Climate Change

Poribesh Bhaban
Ell 6, Agargaon, Sher-e-Bangl Nagar
Dhaka 1207
BANGLADESH

Date: 05 FEBRUARY, 2024

By.....

Atsushi Isoyama
Chief
Procurement Services
Directorate of Corporate Services
and Operations
Wagramer Strasse 5
A-1220 Vienna
AUSTRIA

Date: 23 January 2024

On



**FULL-SIZED PROJECT TO IMPLEMENT AN ENVIRONMENTALLY SOUND
DEVELOPMENT OF THE POWER SECTOR WITH THE FINAL DISPOSAL OF PCBs
IN THE PEOPLES' REPUBLIC OF BANGLADESH**

**TERMS OF REFERENCE FOR THE PROVISION OF SERVICES RELATED TO THE
PROJECT OPERATIONS AND MONITORING**

UNIDO Project ID: 100310

(version revised on 18 January 2024)

1. Background and Aim of the Project

The Terms of Reference (ToR) describe the roles and responsibilities of the Project Management Unit (PMU) of the National Execution Agency (NEA) as executing partner of the UNIDO project "Environmentally sound development of the power sector with the final disposal of PCBs" (UNIDO ID: 100310 and GEF ID: 4858). The ToR is based on the project document approved by the Global Environmental Facility (GEF) and discussion between UNIDO, Department of Environment (DoE) of the Ministry of Environment, Forest and Climate Change (MoEFCC)¹, and the representatives of the Bangladesh Power Development Board (BPDB).

The overall project outline and details were approved by GEF on 10 May 2016. This project shall be in compliance with the regulations and policies of both UNIDO and GEF. The related documents including the project document, logframe, work plan, budget that are attached as Annex of the ToR shall serve as reference for PMU's management and project staff in carrying out the tasks and preparing the reporting documents.

The overall objective of this Full-Sized Project (FSP) is to protect human health and the environment by reducing and eliminating the releases of and exposure to PCBs through establishment of an environmentally sound PCB management system and final disposal of 500 tons of PCB equipment. The power sector and other PCB equipment owners will be able to better manage their PCB contaminated equipment and implement the PCB disposal plan under which all PCB contaminated equipment shall be disposed of by 2028 at latest to meet the Stockholm Convention's mandate. This project will contribute to strengthening the national capacity for the environmentally sound management of PCBs and setting up the in-country final disposal option for PCB contaminated equipment with low PCB concentrations.

The key partners who were identified during the project preparation phase are Department of Environment (DoE) of the Ministry of Environment, Forest and Climate Change (MoEFCC) and the Ministry of Power, Energy and Mineral Resources (MoPEMR) as lead agencies; Bangladesh Power Development Board (BPDB), Power Grid Company Bangladesh (PGCB), Bangladesh Rural Electrification Board (BREB), Dhaka Power Distribution Company Limited (DPDC), Dhaka Electric Supply Company Limited (DESCO), and Western Zone Power Distribution Company

¹ The Ministry of Environment, Forest and Climate Change is a ministry of the government of the People's Republic of Bangladesh whose role is ensuring the sustainable environment and optimum forest coverage. Previously the ministry was named as Ministry of Environment and Forest (Gazette Notification: Wednesday, June 20, 2018).

A handwritten signature in black ink, located at the bottom left of the page.

A handwritten signature in blue ink, located at the bottom right of the page.

(WZPDCO) as associated agencies. Later, Northern Electricity Supply Company Limited (NESCO) joined as an associated agency in this project during the implementation stage. The initial inventories reported in the original National Implementation Plan revealed the PCB profile of the country. Since then, however, no environmentally sound management system of PCBs has been established. The project will begin with updating the PCB inventory before finalizing the technical specification of the final disposal options suitable for the country's PCB profile.

The activities of the proposed CEO Endorsement project document will have the following:

- (i) Strengthening legal, regulatory and policy framework as well as the institutional capacities for sound PCB management (Outcome 1);
- (ii) Enhancing technical capacities for sound PCB management and its disposal (Outcome 2)
- (iii) Establishing project management and monitoring and evaluation structure (Outcome 3)

2. Scope of the Proposed Tasks

The present ToR contain activities to be carried out by the Department of Environment (DoE) of the Ministry of Environment, Forest and Climate Change (MoEFCC) as described in the CEO Endorsement project document entitled: "Environmentally-sound development of the power sector with the final disposal of PCBs" (UNIDO ID: 100310 and GEF ID: 4858).

2.1 Project Management and Monitoring

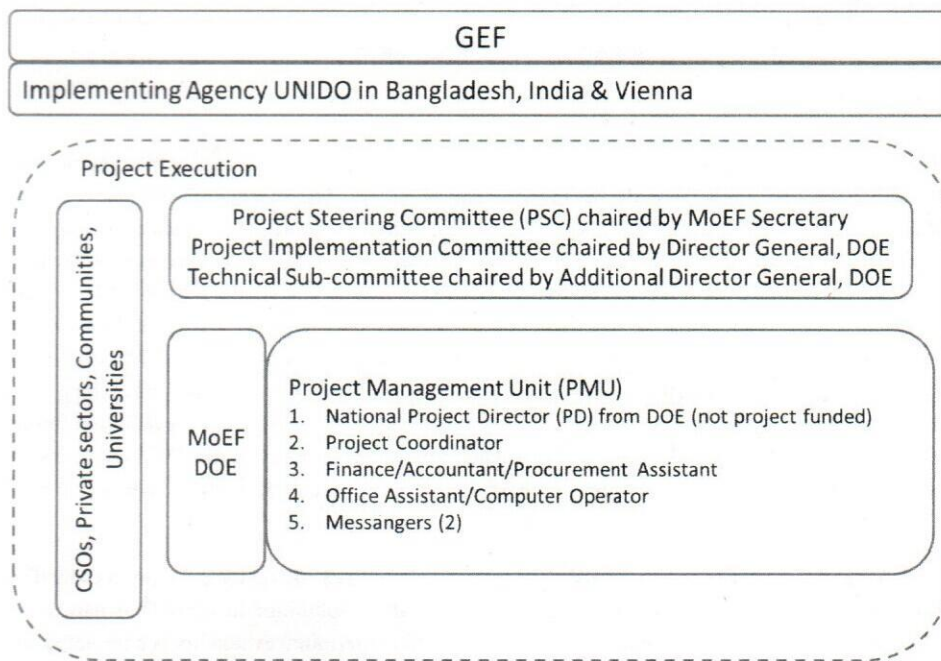
2.1.1 National Executing Agency and Project Management Unit

Department of Environment (DoE) of the Ministry of Environment, Forests and Climate Change (MoEFCC) is designated as National Execution Agency (NEA). NEA established a Project Management Unit (PMU) consisting of NPD from DoE, Project Coordinator, Project Assistants in full time and other technical assistance as needed (such as legal expert and PCB inventory engineers) in consultation with UNIDO nominate respective persons.

The project staff of PMU will receive fees as project staff, except the National Project Director, according to the NEA's fee setting which cannot however exceed the project budget. All project staff will be given office space and communication means (phone, internet connection, etc.) according to the NEA's rule and regulations.

Fig. 1 Overall project management structure





2.1.2. Overall Project Management Modality

Under this UNIDO's contractual agreement, NEA will carry out (a) daily project operations, (b) monitor project results at the national level to ensure smooth delivery of the project results, and (c) assist evaluation assessment to be conducted by evaluators who will be directly recruited by UNIDO. UNIDO will be responsible for the recruitment of the international experts, international travel, as well as procurement larger than (including) EUR 5,000. The project funds for these activities will be retained by the UNIDO Headquarters in Austria. Attention should be given to the fact that there is a lead time of 3-4 weeks for the recruitment of project staff and a few months for a sizable procurement arrangement.

(a) Daily project operations include, but not limited to, recruitment and performance assessment of national project staff, meeting arrangement and reporting, travel arrangement in the country, procurement of service and goods (less than EUR 5,000), and other relevant tasks.

(b) Monitoring of project results should include gathering information on project activities to update the project indicators identified in the logframe. If necessary, new additional indicators should be also considered to be added if such indicators could significantly improve the measurement of the project's impact. Other monitoring activities include reporting in certain format such as GEF's Project Implementation Report (including indicators chosen by UNIDO), UNIDO's Progress Report, updated budget, and updated work plan. Project Steering Committee should be held regularly (at least once a year) to endorse the latest activities and review the planned activities, and the meeting minutes signed by the chair should be sent to UNIDO.

(c) Two evaluations are foreseen during the project period; mid-term review and terminal evaluations. The preparations of Terms of Reference for the evaluations will be led by UNIDO Evaluation Team. UNIDO will also select the candidates and recruit the selected evaluators in consultation with NEA.

Undertaking the tasks in the above (a), NEA shall follow the following procedure of recruitment of national project staff, procurement under EUR 5,000 per service and/or goods, and national travel.

- Recruitment of national project staff

Job descriptions shall be posted on publicly accessible media and other means following the NEA's recruitment process. At least three candidates shall be shortlisted after the application review. The shortlisted candidates will be interviewed by the NEA's recruitment committee following the NEA's recruitment process. At least one of three shortlisted candidates shall be female candidates unless there are no female candidates. The evaluation results shall be sent to UNIDO for endorsement before the final selection is concluded for offers. The gender ratio of PMU project staff shall be seriously considered when choosing the final candidates. The period of initial contract shall be 6 months maximum and 1 year from the second contract on. The fee levels of the project staff will follow the NEA's human resource rules and regulations but cannot exceed the total budgeted amount for the project staff described in the project document. A performance evaluation report for each project staff will be submitted to UNIDO in the evaluation format for consultants for UNIDO's review before the next contract is issued. Should any contract of the PMU members not be extended due to poor performance recorded on the performance evaluation format, the member will be replaced through the same recruitment procedure.

Other recruitment conditions shall be compliant with the NEA's human resource rules and regulations, unless specified in the project document. Job descriptions and copies of signed contracts shall be submitted to UNIDO as part of the NEA's regular reporting exercise. All original documents are to be kept until the terminal evaluation is completed and the project is closed in UNIDO.

- Procurement of service and goods (including meeting venues)



NEA shall undertake procurement for the project in a decentralized manner under EUR 5,000 per service and/or goods at the UN exchange rate of the month which can be obtained from the UNIDO's field office. Terms of Reference for services or technical specifications for goods shall be developed before seeking vendors. NEA shall collect three price quotes for each procurement item and carry out the technical/commercial evaluations. The evaluation results shall be certified by the NPD or the Director General of DoE under the government's existing procurement rules, and copies of the evaluation documents shall be submitted to UNIDO as part of the NEA's regular reporting exercise. The same vendor shall not be chosen exceeding EUR 20,000 per calendar year.

The equipment budget to be disbursed by NEA is for the office IT equipment (computers and printers) that cannot be provided by the co-financing contribution.

The miscellaneous budget code includes photocopying, translating, editing, printing, office suppliers, postage, communication charges less than EUR 2,000.

For procurement larger than (including) EUR 5,000 per service and/or goods, UNIDO will carry out the procurement following its procurement rules and regulations. UNIDO shall retain the project budget for all planned procurement beyond EUR 5,000 per service and/or goods. In cases where unexpected procurement needs arise, upon agreement between UNIDO and NEA, UNIDO will amend the contract and deduct the budget needed for the procurement from the immediately upcoming installment of this contractual agreement.

UNIDO will retain the right to review all the procurement actions at the end of each reporting period and reduce the upcoming installment by the amount equivalent to the total amount of unsolved procurement services or goods for which proper evidence or justifications cannot be given to UNIDO by NEA.



All original documents are to be kept until the terminal evaluation is completed and the project is closed in UNIDO.

- National travel (International travel to be processed by UNIDO)

The mode, class, and expense of national travel by train and airplane (both departure and destination in a travel leg are within the country where NEA is located) shall be determined by following the NEA's travel rules and regulations. Travel evidence (such as tickets and boarding passes), receipts, and mission reports signed by a traveler's direct supervisor will be submitted electronically to UNIDO as part of the NEA's regular reporting exercise. The originals of those travel evidence and receipts shall be kept in NEA until the project is officially terminated or closed and should be submitted upon request for audit and/or evaluation purposes.

The travel of NPD and Project Coordinator by vehicle with a driver will be arranged as needed to facilitate the monitoring and implementation of the project up to USD 1000 per month. Over USD 1,000 per month, the pre-approval of UNIDO for such an expense shall be needed with the purpose and justification of the travel.

The travel fund under the PCB inventory output is specifically allocated for the domestic travel needed to complete the PCB inventories by the participating power sector agencies.

- International travel to be processed by UNIDO

The international travels of the relevant government officials will be processed upon approval of UNIDO. The government will nominate the consent officials who are approved by UNIDO.



UNIDO will retain the right to review all the travel expenses at the end of each reporting period and reduce the upcoming installment by the amount equivalent to the total amount of unsolved travel expenses for which proper evidence or justifications cannot be given to UNIDO by NEA

2.1.3 Project Management Unit (PMU) and project staff

- A Project Management Unit (PMU) will be established and manned by a full-time National Project Director (NPD), Project Coordinator (PC), Project Assistants in full time and other technical assistance as needed (such as legal expert and PCB inventory engineers).
- A National Project Director (NPD), who will not receive fees from the project, will be nominated by DoE and will ensure that the project activities will be smoothly conducted within the government and will also provide overall supervision of the project.
- The Project Coordinator in consultation with NPD, the Director General of DOE, Project Steering Committee (PSC), NEA and UNIDO is expected to be responsible for the project deliverables.
- Finance/Accountant/Procurement Assistant will assist the Project Coordinator to handle the project's daily operations particularly focusing on administrative procedures related to bookkeeping, accounting, banking, procurement and other financial tasks to be performed.
- Office Assistant and Messengers will assist the Project Coordinator to ensure the project office operation is run smoothly including computer settings and communications including official inter-ministerial document deliveries.
- The details of the job descriptions of each project staff position are attached as Annex.

2.1.4 Project Steering Committee (PSC)

As described in the project document, NEA will establish the Project Steering Committee (PSC) which plays a key coordination role within the government. The ToR and member list at the time of the project document drafting is attached as Annex.



- Organize a one-day workshop to raise awareness of the activities of the project on establishing an environmentally sound management system of PCBs in Serbia by extending the invitations to stakeholders such as government institutions, industry, industrial associations, NGOs, universities, women groups, municipalities, etc;
- In the inception workshop, facilitate discussion amongst the project officials and stakeholder participants with support from an international consultant. The agenda will focus on the project workplan, planned activities, and assigning responsibilities and tasks among all relevant project participants and stakeholders. The principal output of the inception workshop is to have the high level participants and stakeholders at this meeting committed to the successful delivery of the project results;
- Ensure that the inception workshop report should include all the presentations, a list of participants with contact details, signatures and gender, workshop conclusions as well as a list of background documents (indicative size of 30 pages is acceptable);
- Organize the first steering committee to discuss the overall project objective, workplan, budget, and any issues to ensure the smooth project execution.

2.2.2 Outcome 1: Legal and institutional framework and capacities established and upgraded for POPs, particularly ESM of PCB contaminated equipment, oil, and waste.

The outline of the project tasks is described in Outcome 1 of the CEO Endorsement Document. The deliverables and target can be found under objectively verifiable indicators and means for verification in the logframe. The tasks listed below are complementary to those described in the narrative Outcome 1 and logframe.

Output 1.1: Legal framework updated and established for the environmentally sound management of PCBs

- Collecting relevant existing laws and regulations;
- Proposing a revised legal framework based on a gap analysis evaluation report on legal mandates and institutional capacities which have recommendations on how to revise the legal framework to strengthen capacities on sound management of PCBs;
- Monitoring the progress of the consultant and evaluating his/her report before its submission to PSC;
- Organizing a national meeting to finalize the draft proposals.
- All 9 institutions (MoEFCC, DOE, MoPEMR, BPDB, PGCB, BREB, DPDC, DESCO and WZPDCO) will adopt the legal framework tailored for each institution.

Deliverables: (1) Copies of existing laws and regulations, (2) Copies of environmental policies, regulations, laws, guidelines, and procedures, (3) Workshop reports on the draft legal framework with gender-segregated participant lists and presented materials

Output 1.2 Implementation and inspection capacities for the key governmental institutes assessed and strengthened

- Form a working group to implement the ESM of PCBs and inspect it once established in the 9 organizations;
- Complete the assessment report on the implementation and inspection capacities applicable for all 9 agencies to support the establishment of the ESM of PCBs;
- Organize the national meeting to review the draft inspection procedure and finalize the draft with the support from an international consultant;
- Prepare inspection report of the visits for the inspection activities on PCBs;
- Ensure the PCB screening test kits to be purchased by UNIDO will be delivered smoothly through the custom clearance

Deliverables: (1) Assessment report on the implementation and inspection capacities, (2) Acceptance certificate of the PCB screening test kits and photos evidence of the delivery, (3) Inspection visit photos and an inspection report

Output 1.3 Awareness and knowledge on POPs/PCBs issues and regulation among key stakeholders and general public enhanced

- Design the awareness raising workshop agenda for senior, mid-level and working officers covering all 9 institutions;
- Organize the awareness raising workshops for the senior, mid-level and working officers inviting all 9 institutions;
- Involve NGOs in the awareness raising program's design and presentations through contractual agreements;
- Produce leaflets, TV awareness raising commercials, posters, and/or newspaper advertisements in a gender sensitive manner within the budget allocated to this activities;
-
-

Deliverables: (1) Workshops' reports with the gender-segregated participant list, (2) Copies of publications and awareness campaigns materials (leaflets, TV commercials, posters, newspaper advertisements) prepared and published, (3) ToRs and contracts issued to the engaged NGOs;

2.2.3 Outcome 2: Assisting the power sector to develop and implement the environmentally sound management and final disposal plan of PCBs

This Outcome will help the government lay out a management plan and execute it by installing the PCB decontamination process and treat 500 tons of the PCB contaminated equipment.

Output 2.1: PCB management plans properly set up at the national level and by key PCB owners

- Define all relevant institutions' roles and responsibilities at the national level through the government official administrative procedure for the establishment of ESM of PCBs;
- Draft and agree on the national PCB management plan with governmental institutions including 9 key partner institutions;
- Host three workshop sessions for 9 key partner institutions.

Deliverables: (1) Official announcement of all relevant institutions' roles and responsibilities (2) 1 PCB National Management Plan prepared by MoEFCC adopted by MoPEMR/Power Division and other key institutions, (3) Reports on the three workshops with gender-segregated participant lists.

Output 2.2: Gender sensitive technical guidelines and tools developed and adopted by governmental institutions and concerned stakeholders

- In consultation with an international consultant to be arranged by UNIDO, draft the technical guidelines and tools;
- Consult with 9 key partner institutions and revise the technical guidelines to meet the partners' realities;
- Assist designated laboratories to acquire enhanced capacities for and adopt sampling and analysis of PCBs in oil officially;
- Organize three training workshops for technical guidelines by making every effort to strike the gender balance (male/female) of the trainees equal;

- Ensure all the co-financing contributions from each agency will be collected and summed up by PMU in order to report the co-financing contributions of the 9 key partner institutions.

Deliverables: (1) Copies of technical guidelines and tools with feedback collected from the key partner institutions, (2) Photos of the installed equipment in the designated laboratories, (3) Report on the three training workshops for technical guidelines with gender-segregated participant lists, (4) Documents indicating the adoption of the analytical standard procedures by the designated and other laboratories, (5) List of co-financing contributions from each agency summarized.

Output 2.3: PCB inventory updated

- Plan the nation-wide PCB inventories prioritizing the power (larger) transformers and equipment in sub-stations as well as the distribution (smaller) transformers in the vicinity of schools and hospitals;
- Organize three training workshops for sampling and analysis standards and protocols of PCBs;
- Assist the 9 key partner institutions to formulate the PCB inventory team and make sampling plans;
- Ensure that the designated laboratories will acquire necessary consumables (through national or UNIDO procurements) such as bottles and personal protective equipment;
- Ensure that all key partner institutions will collect the oil samples and safely transport to their designated laboratories;
- Ensure that all data will be acquired through the chemical analysis following the standard operation procedures meeting the quality control/assurance standard;
- Ensure that all 9 key institutions will have storage constructed or renovated for the safe storage of possibly PCB containing equipment
- Assist that all 9 key institutions will store the identified possibly PCB contaminated equipment in secured designated locations with proper labels both on the equipment and storage facilities;
- Complete the inventory report by referring to the complete data given by all the 9 institutions and circulate the first draft to the 9 institutions for their review and comments;
- Submit the inventory report to UNIDO

Deliverables: (1) Sampling plan and list of equipment for sampling, (2) PCB inventory work group members in all key institutions, (3) Inventory reports on sampling, identification and labeling of PCB-containing equipment, waste, and stockpiles including the list of engineers of the inventory team in a gender-segregated manner, (4) Procurement documents for the construction / renovation of the temporary storage site and safety equipment, (5) Permits for the storages if relevant, (6) Procurement documents for laboratory consumables (7) Photos of the temporary storages with some identified and labeled transformers stored, (7) Report on three training workshops for sampling and analytical procedures of PCBs, (8) Collection report of all suspected PCB samples from the participating power sector stakeholders.

Output 2.4: Technical capacities and sustainable business plan established by the power sector

- Help analyze the PCB inventory reports particularly locations and concentrations of PCB levels in identified PCB contaminated equipment;
- Agree with the 9 key institutions on the technical choice of the PCB decontamination;
- Agree with the 9 key institutions on the business plans as well as the operational and financial mechanisms of PCB decontamination process during and beyond the project's period;
- Process the governmental concession process to formalize the government decision on where the PCB decontamination process unit will be installed;
- Host a technical vendor workshop by inviting all potential bidders in Dhaka with tours to visit project related sites arranged;

- Help draft the Terms of Reference for the international bidding to select the international contractor which will install or operate the PCB decontamination process unit in the country;
- Release an agreed number of MoEFCC/DOE and project staff to participate in the technical and commercial evaluation meeting to be held in the UNIDO Headquarters in Austria;
- Carry out the follow up actions to complete the technical and commercial evaluations;
- Debrief the MoEFCC/DOE and project personnel who did not participate in the technical and commercial evaluation meeting with the results of technical and commercial evaluation meeting;
- Acquire the operational license and permit, if relevant, for the selected PCB decontamination equipment;
- Arrange the logistics of the PCB decontamination equipment to be imported to the country including the performance acceptance, custom clearance, and commissioning of the PCB decontamination equipment;
- Ensure the business plans for the key institutions and financial mechanism in place including the establishment of designated bank accounts and financial flows;
- Assist the selected local operator (if the purchase option is chosen) to select the qualified operation engineers through due diligence for the training programs at the international contractor, while ensuring that the selected operation engineers are legally obligated to work as operators in the local operating organization at least until the project period ends or beyond the period as agreed between the local operating organizations and selected operation engineers;
- Assist the selected operation engineers to receive training at the international contractor's facility as articulated in the contract signed between UNIDO and the selected international contractor.
- Ensure the local operator is ready to assist (in case that the lease option is chosen) or acquire the operational skills (in case that the purchase option is chosen) of the selected PCB decontamination equipment
- Issue official announcements on the location of interim storage as well as final disposal technology installation/operation sites

Deliverables: (1) Technical vendor workshop report, (2) Business plans with the technical strategies, financial mechanism, for local operators agreed with the 9 key institutions (3) Terms of reference draft for the international bidding to acquire/lease the PCB decontamination process unit including lists of vendor-specific potential co-financing requirement by PCB owners and key stakeholders, (4) meeting minutes with the 9 key institutions on the technical strategies as well as financial mechanisms/business plans (5) Official documents on the governmental concession process to finalize by which organization, where and how the PCB decontamination equipment will be operated, (6) Mission reports of the participants of the technical and commercial evaluation meeting, (7) Operational license and/or permit issued for the PCB decontamination equipment, (8) Official communication to MoEFCC on the contract signed with the selected bidder, (9) Performance acceptance document as well as commissioning documents signed by relevant stakeholders, (10) Official documents indicating the establishment of the financial mechanism for PCB decontamination treatment, (11) Official document of the local operators indicating the readiness of accepting the PCB decontamination equipment including the qualifications of the operation staff and photos of the installed equipment, (12) Official announcements on the location of interim storage as well as final disposal technology installation/operation sites

Output 2.5: Final disposal of 500 tons of PCB equipment demonstrated

- Arrange an environmental monitoring assessment (PCB levels, oil spills, etc.) as baseline before the PCB decontamination starts
- Ensure that the 9 key institutions will make available the possibly PCB contaminated equipment identified during the PCB inventory and arrange the logistics of the equipment delivery at the PCB decontamination facility;
- Ensure that the selected international contractor will be able to operate the equipment for the demonstration phase smoothly;

- Ensure that the selected local operator has qualified employees appointed officially and in full operation to assist (for the lease option) or acquire the operation skill (for the purchase option) by the time when the international contractor starts its operation;
- Ensure that the selected local operator / installation site will adopt the emergency prevention and response plan;
- Keep the log of arrival/departure of the PCB contaminated equipment with the PCB decontamination process data including weather, individual information of each PCB contaminated equipment, process temperature, PCB contamination level before and after the treatment in a way that quality control and quality assurance (QA/QC) standards are met;
- In case pure PCB equipment is identified, arrange the export process of the equipment with UNIDO;
- Ensure that a report signed by all relevant stakeholders will be sent to UNIDO at the end of each phase of the PCB decontamination;
- Arrange another environmental monitoring assessment (PCB levels, oil spills, etc.) after the PCB decontamination is completed;
- Prepare the operation completion report at the completion of PCB decontamination of 500 tons of PCB equipment and submit it to UNIDO;
- Monitor the co-financing activities provided by the 9 key institutions;

Deliverables: (1) Meeting minutes with the selected service provider including work plan and co-financing arrangement, (2) ToR for the environmental monitoring (PCB levels, oil spills, etc) before and after the PCB decontamination process, (3) List of local operator's engineers as key operators following the selection criteria set by the technology provider, (4) Training reports of the selected operation engineers of the local operator, (5) Copy of emergency prevention and response plan adopted by the technology installation site, (6) Log records and list of treated/exported PCB equipment and oil by the selected PCB decontamination/export service provider, (7) Acceptance report of the equipment and/or export related documents, (8) Disposal/destruction reports including laboratory results confirming the successfulness of the treatment (in case of export, accompanying notification documents and consents),

2.2.4 Outcome 3: Project progress properly monitored and evaluated

Output 3.1: Project results monitored and reported including the gender dimensions.

- Collect the project result information and regularly update the indicators;
- Issue contracts to project staff members who are selected through due diligence of the NEA's recruitment policy and in consultation with UNIDO
- Evaluate the project staff performance of the project members every 6 month in record and decide the extension/termination of the contracts
- Ensure that the project steering committee will be hosted by MoEFCC at least once a year with meeting minutes taken
- Host the project implementation committee every 6 month with meeting minutes taken
- Host the technical sub-committee every month with meeting minutes taken
- Liaise with the co-financing and other key partner institutions on the project updates
- Submit copies of all the documents including a progress report with the updated work plan/budget and evidence of the budget expenditure every 6 month to be cleared before the next payment will be processed
- Submit GEF required documents such as project implementation reports (PIR) every year or as required
- Ensure all other relevant issues are addressed so that the project will make progress smoothly

Deliverables: (1) Progress report with the updated work plan/budget, (2) updated Logframe indicators, (3) Copies of contracts and ToR, (4) Project Steering Committee establishment announcement and meeting minutes, (5) Project office announcement and contract and ToR for the project staff, (6) GEF's Project Implementation Report, (7) Project Terminal Report, (8) copies of all the evidence of the budget expenditure, and (9) all other relevant documents needed to justify the progress of the project every 6 months as requested by UNIDO.

Output 3.2: Project evaluated meeting the GEF's evaluation criteria

- Review the Terms of Reference for mid-term review and terminal evaluations
- Assist the logistic and travel of the evaluators recruited by UNIDO
- Assist the evaluators to collect relevant information and arrange meetings with stakeholders suggested by the evaluators for interviews
- Assist the evaluators to complete the evaluation reports meeting the requirements of UNIDO and GEF
- Review the evaluation report drafts

Deliverables: (1) Mid-term review report, (2) Terminal external evaluation report.

2.3 Additional Tasks

- Support UNIDO in the collection of identified suspected PCB samples from the participating power sector stakeholders for sending to designated laboratories
- Organize awareness raising workshop on the safety aspects of the installed PCB treatment technology
- Arrange necessary accessories for power sector project partners for their use during sample collection from transformers

Deliverable: (1) Collection report of all suspected PCB samples from the participating power sector stakeholders, (2) Workshop report including safety view point of the installed PCB treatment technology with the gender-segregated participants list, (3) Procurement and distribution reports of accessories, including necessary procurement documents.

3. Time schedule

The Contract will start upon signature of UNIDO and the Contractor. The period of implementation of the contract will be until end of December 2025. An adequate implementation schedule and project work plan for 24 months shall be submitted by the Contractor and described in detail in the proposal.

The work plan needs to be updated at least every 4 months and submitted to UNIDO as part of the project progress reports outlined in the following section.

4. Reporting and Deliverables with Payment Schedule

Additional USD 12,000 will be allocated to Department of Environment (DoE) to conduct additional tasks mentioned in Section 2.3 of this TOR through Amendment No. 1 to Contract No. 3000054797. Thus, the total contract value for DoE will reach to USD 658,900. However, UNIDO already paid DoE USD 197,305 from the initial contract price of USD 646,900 under the Contract No: 3000054797. A revised payment schedule of the remaining USD 461,595 to be paid by UNIDO is provided in below Table.

Reports serve as milestones and indicate that a step has been successfully completed. Successful completion of each step effects payment for the next step. A total of nine (9) payments will be made by UNIDO.



	<p>Output 2.3</p> <p>Monitoring and Evaluations</p>	<ul style="list-style-type: none"> - ToR of the trainer - List of consumables needed for the PCB screening including co-financing contributed list of consumables in all participating institutions - List of consumables to be purchased by the project - List of trainees appointed by all participating institutions to attend the PCB inventory training - Photos of designated laboratories in all participating institutions where the PCB screening test kits are installed - Sampling and analysis plans for PCB inventories - Official decisions of temporary storage locations in all participating institutions including permits where relevant - Project Implementation Committee meeting minutes - Technical sub-committee meeting minutes - Progress Reports with all recruitment (including contracts and project staff evaluation sheet, if any), procurement, and travel documents within the previous reporting periods (6 months)Project Implementation Report in the GEF format with UNIDO indicators 	
January 2024		<p>4th payment :</p> <p>Upon countersignature of Amendment No. 1</p>	USD 46,159.50
May 2024	<p>Output 1.1</p> <p>Output 1.3</p> <p>Output 2.2</p> <p>Output 2.3</p>	<p>5th payment: Upon Contractor's submission and UNIDO's acceptance of (Progress Report No. 3):</p> <ul style="list-style-type: none"> - Workshop report on the preparation or updated of legal framework with gender-segregated participant lists - Copies of two kinds of awareness raising materials delivered - ToR and contracts for the remaining awareness raising materials, if relevant - Report on first PCB management guideline training workshop with a gender segregated participant list - Reports on the three training workshops for sampling and analytical procedures <p>Copies of technical guidelines and tools first version, namely</p> <ul style="list-style-type: none"> - Copies of PCB identification guideline and tools - Copies of PCB management guidelines and tools - - List of the PCB inventory work group members in all key institutions in a gender-segregated manner 	USD 92,319.00

Due dates	Outcome/ Outputs	Deliverables	Amount (US\$)
		Initial payment: Upon countersignature of contract	32,345.00 USD [ALREADY PAID]
August 2019	<p>Inception phase</p> <p>Output 1.1</p> <p>Output 1.3</p> <p>Output 2.1</p> <p>Output 2.3</p> <p>Monitoring and Evaluations</p>	<p>2nd payment: Upon Contractor's submission and UNIDO's acceptance of (Progress Report No. 1):</p> <ul style="list-style-type: none"> - Official communication of the establishment of Project Steering Committee (PSC) and PSC member list with a gender-segregated participant list; - Inception report with gender-segregated participant lists including the presentation files; - Copies of relevant existing laws and regulations; - Awareness raising workshop agenda for senior, mid-level, and working officers covering all 9 institutions; - Government's official announcement defining the roles and responsibilities of the relevant institutions; - Plan the nation-wide PCB inventories prioritizing the power (larger) transformers and equipment in sub-stations as well as the distribution (smaller) transformers in the vicinity of schools and hospitals - Project Steering Committee meeting minutes - Project Implementation Committee meeting minutes - Technical sub-committee meeting minutes - Progress Reports with all recruitment (including contracts and project staff evaluation sheet, if any), procurement, and travel documents within the previous reporting periods (6 months) 	86,000.00 USD [ALREADY PAID]
November 2021	<p>Output 1.2</p> <p>Output 1.3</p> <p>Output 2.1</p> <p>Output 2.2</p>	<p>3rd payment: Upon Contractor's submission and UNIDO's acceptance of (Progress Report No. 2):</p> <ul style="list-style-type: none"> - Assessment report on the implementation and inspection capacities - Acceptance certificate of the PCB screening test kits and photo evidence of the delivery - Awareness raising workshop agenda - Terms of reference for designing leaflets and posters - Contract issued to produce two kinds of awareness raising material - PCB National Management Plan draft for review - Training workshop agenda and schedules 	78,960.00 USD [ALREADY PAID]

	Monitoring and Evaluations	<ul style="list-style-type: none"> - Photos of some sampled transformer oil and updated sampling plan - First sampling report for review by the key institutions - - - Comments given on the Terms of Reference for the mid-term review - Co-financing summary prepared for mid-term review - - Project Steering Committee meeting minutes - Project Implementation Committee meeting minutes - Technical sub-committee meeting minutes - Progress Reports with all recruitment (including contracts and project staff evaluation sheet, if any), procurement, and travel documents within the previous reporting periods (6 months) - Project Implementation Report in the GEF format with UNIDO indicators 	
October 2024	<p>Output 1.2</p> <p>Output 2.2</p>	<p>6th payment: Upon Contractor's submission and UNIDO's acceptance of (Progress Report No. 4):</p> <ul style="list-style-type: none"> - Inspection visit photos and an inspection report - Documents indicating the adoption of the analytical standard procedures by the designated and other laboratories - Copies of technical guidelines and tools reflecting the comments/feedback given by the key institutions - Copies of PCB identification guideline and tools - Copies of PCB management guidelines and tools - Official decisions of temporary storage locations to be upgraded including permits where relevant (this is connected with Output 2.4 in case the treatment technology is acquired) - Photos of the temporary storages with some identified and labeled transformers stored - Support collection of samples of suspected PCBs for sending to designated laboratories - Procurement and distribution reports of accessories, including necessary procurement documents - - Techno-economic feasibility study for the identification and selection of the applicable BAT/BEP disposal options/scenarios/technologies 	USD 69,239.25

✓

③

	Output 2.3	<ul style="list-style-type: none"> - Official announcements on the location of interim storage as well as final disposal technology installation/operation sites - - Prepare terms of reference and support collection of price quotes for the construction/renovation of the temporary storage site and personal protective equipment - - 	
	Output 2.4	<ul style="list-style-type: none"> - Project Implementation Committee meeting minutes - Technical sub-committee meeting minutes - Progress Reports with all recruitment (including contracts and project staff evaluation sheet, if any), procurement, and travel documents within the previous reporting periods (4 months) - Project Implementation Report in the GEF format with UNIDO indicators 	
	Monitoring and Evaluations		
Mar 2025	Output 1.1	<p>7th payment: Upon Contractor's submission and UNIDO's acceptance of (Progress Report No. 5):</p> <ul style="list-style-type: none"> - Revised legal framework including draft proposals of revised regulations and laws - Workshop reports with gender-segregated participant lists 	USD 92,319.00
	Output 1.3	<ul style="list-style-type: none"> - Copies of the last awareness raising materials - - 	

	<p>Output 2.1</p> <ul style="list-style-type: none"> - Report on one workshop with gender-segregated participant list - Reports on other two PCB management guideline training workshops with a gender segregated participant list - Report of collected samples of suspected PCBs for sending to designated laboratories - PCB inventory report final version <p>Output 2.3</p> <ul style="list-style-type: none"> - Permits for the storage, if relevant <p>Output 2.4</p> <ul style="list-style-type: none"> - Official documents on the governmental concession process to finalize by which organization, where and how the PCB decontamination equipment will be operated - Official documents indicating the establishment of the financial mechanism for PCB decontamination treatment - Official document of the local operators indicating the readiness of accepting the PCB decontamination equipment including the qualifications of the operation staff and photos of the installed equipment <p>Output 2.5</p> <ul style="list-style-type: none"> - List of local operator's engineers as key operators following the selection criteria set by the technology provider <p>Monitoring and Evaluations</p> <ul style="list-style-type: none"> - Project Steering Committee meeting minutes - Project Implementation Committee meeting minutes - Technical sub-committee meeting minutes - Progress Reports with all recruitment (including contracts and project staff evaluation sheet, if any), procurement, and travel documents within the previous reporting periods (4 months) 	
August 2025	<p>Output 2.1</p> <p>8th payment: Upon Contractor's submission and UNIDO's acceptance of (Progress Report No. 6):</p> <ul style="list-style-type: none"> - Revised PCB National Management Plan reflecting the comments/feedback received from the review by key institutions - Reports of the other two workshops with gender segregated participant lists - Terms of reference draft for the international bidding to acquire/lease the PCB decontamination process unit including lists of vendor-specific 	USD 92,319.00

		<p>potential co-financing requirement by PCB owners and key stakeholders</p> <ul style="list-style-type: none"> - Technical vendor workshop report with all the presentations and a gender-segregated participant list - Operational license and/or permit issued for the PCB decontamination equipment - Performance acceptance document as well as commissioning documents signed by relevant stakeholders - Mission reports of the participants of the technical and commercial evaluation meeting - Official communication to MoEFCC on the contract signed with the selected bidder - - ToR for Environmental monitoring before the PCB decontamination process 	
	Output 2.4		
	Output 2.5	<ul style="list-style-type: none"> - Training reports of the selected operation engineers of the local operator - Meeting minutes with the selected service provider including work plan and co-financing arrangement - Log records of treated/exported PCB equipment and oil by the selected PCB decontamination/export service provider - Copy of emergency prevention and response plan adopted by the technology installation site - List of the identified PCB contaminated equipment 	
	Monitoring and Evaluations	<ul style="list-style-type: none"> - Project Implementation Committee meeting minutes - Technical sub-committee meeting minutes - Progress Reports with all recruitment (including contracts and project staff evaluation sheet, if any), procurement, and travel documents within the previous reporting periods (6 months) - Project Implementation Report in the GEF format with UNIDO indicators 	
December 2025	Output 2.4	<p>9th payment: Upon Contractor's submission and UNIDO's acceptance of (Progress Report No. 7):</p> <ul style="list-style-type: none"> - Business plan/model prepare with the technical strategies, financial mechanism, local operators agreed with the 9 key institutions - Meeting minutes with the 9 key institutions on the technical strategies as well as financial mechanisms/business plans 	USD 69,239.25
	Output 2.5	<ul style="list-style-type: none"> - List of treated PCB contaminated equipment - Acceptance report of the equipment and/or export related documents - Completion report of all 500 tons of PCB equipment treated/exported - 	

		<ul style="list-style-type: none"> - - <p>Organize awareness raising workshop on the safety aspects of the installed PCB treatment technology</p> <ul style="list-style-type: none"> - Report on awareness raising workshop on the safety aspects of the installed PCB treatment technology <ul style="list-style-type: none"> - Project Steering Committee meeting minutes - Project Implementation Committee meeting minutes - Technical sub-committee meeting minutes - Progress Reports with all recruitment (including contracts and project staff evaluation sheet, if any), procurement, and travel documents within the previous reporting periods (4 months) - Project Implementation Report in the GEF format with UNIDO indicators 	
	Monitoring and Evaluations		
		TOTAL Contract Price, incl. Amendment No. 1	USD 658,900

5. Language Requirements

The working language of the Contract and reports will be English unless another language is specifically requested.

6. Additional Information on the Contractor's proposal submission

The proposal shall be prepared in accordance with the Instructions to Bidders and it shall contain at least the following:

- Administrative supporting documents requested in the "Section I - Instructions to Bidders" and "Section II - Annex A - Qualification Requirements and Evaluation Criteria" (i.e. copy of certificate of registration, etc.);
- Narrative description of the approach/methodology showing a clear understanding of the services and tasks to be executed;
- Detailed work plan, including time frame and responsibilities;
- Financial proposal clearly listing various cost items (e.g. daily expert fee, flight costs, subsistence allowances, security costs, etc.);
- Project References of similar projects to prove Contractor's technical expertise/requirements;
- CVs of the proposed experts;

