



## **CALL FOR PROPOSAL FOR CONSULTANCY 2023/EOSG/011**

### **CONSULTANCY TO SUPPORT THE DEVELOPMENT AND ESTABLISHMENT OF THE SEABED MINING REGISTER OF THE INTERNATIONAL SEABED AUTHORITY**

Deadline for submission: 17 October 2023

#### **BACKGROUND**

1. The International Seabed Authority (ISA) is an autonomous international organization established under the 1982 United Nations Convention on the Law of the Sea (UNCLOS) and the 1994 Agreement relating to the Implementation of Part XI of the United Nations Convention on the Law of the Sea (1994 Agreement). ISA is the organization through which States Parties to UNCLOS organize and control all mineral-resources-related activities in the Area for the benefit of mankind. In so doing, ISA has the mandate to ensure the effective protection of the marine environment from harmful effects that may arise from deep-seabed related activities. Effective protection and sustainable use of the ocean rely on a thorough understanding of the state of the marine environment and ISA provides a critical platform for knowledge generation on the deep-sea ecosystems.
2. ISA headquarter is located at Jamaica Conference Centre (JCC), Kingston, Jamaica.
3. Part of the ISA's mandate is to regulate the activities of exploration and exploration contractors in the international seabed beyond national jurisdiction (the Area). To enhance transparency, accountability, and effective management of the contractors' activities, the development of the ISA Seabed Mining Register (SMR) using international best practices is a key component to fulfilling the role of the ISA. This register will serve as a comprehensive and standardized database, ensuring all data and information relating to prospecting, exploration and exploitation contracts issued by the ISA to Contractors are administered in a transparent and efficient manner.
4. Additionally, Regulation 92 of the draft Exploitation Regulations provides for the setting up of the SMR by the Secretary-General and will hold data and information associated with contractors and the contract areas they manage. In alignment with the Council's decision at the 28th Session, the Exploitation Regulations is expected to be finalised in 2025 and the SMR will be aligned to relevant provisions of the regulations.

5. ISA is seeking a consultant with requisite experience and expertise in software / website development and maintenance, and database development and management.
6. Proposals must be expressed in English and should be valid for a minimum period of 60 days.
7. A detailed financial proposal must be submitted, and all fees associated with the proposal must be quoted in United States dollars (USD).
8. Proposals must be in line with the scope of work in the appended Terms of Reference (Annex 1) clearly outlining the methodology that will be used to achieve the desired results.
9. Proposals must be concise and sufficiently demonstrate the competence and expertise of the applicant to meet the requirements of the Terms of Reference.
10. Each applicant must submit a copy of his/her Curriculum Vitae. In the case of an entity submitting a proposal, the Curriculum Vitae of each expert who will be involved in the project must be submitted.
11. Provide a summary of at least three successful projects with evidence.
12. Submission of a proposal shall be deemed to constitute an acknowledgment by the applicant of the General Conditions of Contracts for the services of Consultants and Individual Contractors (Annex 2).
13. ISA requests all applicants to declare any potential conflict of interest in the preparation of their respective proposal.
14. It is the responsibility of the applicant to ensure that the proposal is submitted via email to [rfp@isa.org.jm](mailto:rfp@isa.org.jm) by 17 October 2023 at 11.59pm Jamaica Time. Any questions and/or requests for clarification must be directed to this email address.

## **GENERAL INSTRUCTIONS**

### **15. Unethical practices**

ISA implements a zero-tolerance policy on fraud, corruption, and other prescribed unethical practices. ISA is committed to identifying, preventing, and addressing all such acts and practices against ISA and third parties involved in its activities.

### **16. Location of delivery of Services**

The Parties agree that the services shall be delivered in hybrid mode. Depending on the nature of the work, the consultant may be required to travel to the ISA headquarters to attend meetings, inspect the existing infrastructure, and perform several activities that are listed above. Additionally, the consultant shall undertake some activities remotely. The details of the work plan including the duration of service will be provided in the ISA-Consultant contract agreement.

**17. Change requirements**

The consultant shall be flexible and adaptable in carrying out this service in relations to travel arrangement, location of the action, engagement time with key stakeholders, and other matters related to this service. If any change is required, sufficient notice will be given to allow the consultant to adequately prepare and continue to provide quality services.

**18. ICT Infrastructure**

The ISA shall provide the required ICT infrastructure including internet connectivity when the consultant is working onsite. When the consultant is working remotely, he/she will be responsible for providing the necessary infrastructure to be able to undertake and complete the assigned tasks.

**19. Performance of Services**

The consultant shall introduce and adopt specific techniques and tools in line with Best Industry Standards and Practices should there be any deviation from agreed techniques, tools, and scenarios. Any exception from such standards will have to be agreed with ISA's Project Manager.

**20. Confidential Nature of Documents and Information**

The consultant and its employees shall sign the Confidentiality Obligation Agreement to ensure ISA's "Confidential Information" (see in Definitions) and its Intellectual Property which may come to the knowledge of the consultant or its employees in connection with this service.

**21. Security Policies**

The consultant and its employees shall comply with the ISA's IT security policies and regulations, as amended, and updated from time to time. The version in effect at the date of the project shall be attached to the Statement of Work.

**22. Reputation**

The consultant must be well established, very knowledgeable and experienced in providing the above-mentioned service and must have conducted at least some successful projects of a similar nature.

**23. Service Delivery and Acceptance**

Delivery of service will be supervised by the Chief of CARMU, and successful and satisfactory service delivery shall be signed off by the Chief of CARMU. ISA reserves the right to either deduct or complete waive any pending payment for any unsatisfactory delivery of services.

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**CONSULTANCY TO SUPPORT THE DEVELOPMENT AND ESTABLISHMENT OF THE SEABED  
MINING REGISTER OF THE INTERNATIONAL SEABED AUTHORITY**

**ANNEX A – POTENTIAL CONSULTANT/INDIVIDUAL CONTRACTOR INFORMATION FORM**

Date: (day, month, year)

Page \_\_\_ of \_\_\_

1. Full name:
2. Legal address:
3. E-mail address:
4. Provide detail on project management experience in the past five years relevant to the services required:
5. Provide any additional information considered key in meeting/exceeding the requirements, including but not limited to experience with software database development and project management in complex projects and intergovernmental/international organizations:
6. Attach a copy of the Project Management certification or other certification related to the deliverables:
7. Are there any indicting circumstances of which the ISA should be aware?  Please provide details:
8. Signature:

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### CONSULTANCY TO SUPPORT THE DEVELOPMENT AND ESTABLISHMENT OF THE SEABED MINING REGISTER OF THE INTERNATIONAL SEABED AUTHORITY

#### ANNEX B – TERMS OF REFERENCE

##### INTRODUCTION

The development of the SMR will require specialised expertise in software / website development, database administration, GIS, and data security. Through its procurement policy, ISA will select and recruit a consultant (i.e. an individual or an entity) to undertake the development of the SMR. In alignment with UN policy for the engagement of a short-term consultant, the terms and conditions of this consultancy are articulated in this Terms of Reference (ToR) and the contract agreement between the ISA and the consultant.

**Organization:** International Seabed Authority (ISA)

**Position type:** Consultancy

**Duration:** 50 working days

**Reporting to:** Chief of Compliance Assurance and Regulatory Monitoring Unit (CARMU)

**Starting date:** Immediate

##### OBJECTIVE

To engage a competent software / website development Consultant to develop, quality assure, and complete the establishment of the ISA Seabed Mining Register (SMR), and ensure it is successfully integrated to the ISA website.

##### SCOPE OF WORK

In consultation with the Chief of CARMU and other relevant staff of the ISA Secretariat, the consultant will undertake the following activities:

##### Needs Assessment:

- Identify the specific requirements of the SMR. Determine what data and information need to be stored, how they will be organized, and the desired functionalities.

##### Software Selection and Customization:

- Identify suitable software that aligns with the core functionalities required for the SMR, and customize the software's user interface, terminology, and workflows to match the context of seabed mineral activities prescribed by the ISA.

**Database Management System (DBMS):**

- Use the existing ISA IT or DeepData server and storage system to store and manage the data.

**User Interface (UI) Development:**

- Use a suitable web-based UI for easy access across different devices. Consider using HTML, CSS, and JavaScript along with a web framework like React, Angular, or Vue.js.

**User Roles and Access Control:**

- Define user roles, such as administrators, ISA Secretariat, contractors, LTC members, and the public.
- Implement role-based access control to restrict access to specific functionalities and data based on user roles.

**License Management:**

- Configure the software to handle the application, approval, renewal, and expiration of exploration and exploitation contracts.
- Customize workflows for contract reviews and approvals by relevant organs of the ISA.

**Data Capture and Reporting:**

- Set up data entry forms for contractors to report their activities, including locations, name of the vessel, cruise ID, period of activity, ports of embarkation and debarkation, activity summary, samples collected, extraction volumes and environmental data.
- Enable standardized reporting templates (i.e. templates for annual report, periodic report, plans of work, LTC report) to ensure consistent data collection.

**GIS Integration:**

- Choose a software solution that supports geographic information system (GIS) integration enabling interactive maps that display the contract boundaries, name of contractors, type of activity, mineral type, APEI, sampling points, etc.

**Compliance Monitoring:**

- Design workflows or rules within the software to monitor compliance with regulations, contract conditions, and standard operating procedures.
- Configure automated alerts and notifications for potential compliance violations.

**Data Storage and Retrieval:**

- Customize data storage structures to accommodate information about contracts, prospecting, exploration and exploitation activities.
- Customise data access through Quick Links to access regulations, DeepData, and capacity development and training.
- Implement search and filtering features to enable users to retrieve specific data.

**Notifications and Alerts:**

- Configure the software to send automated notifications and alerts to users about important events (e.g. annual contractors' meetings, conferences, workshops, etc), changes (e.g. status of contracts), and deadlines (e.g. expiry dates of contracts, report due dates, etc)

**Data Security and Privacy:**

- Ensure that the selected software meets ISA security and privacy standards.
- Customize security settings, encryption methods, and user authentication mechanisms that satisfy ISA's prescribed categories of access.

**Integration with Other Systems:**

- Choose software with integration capabilities to connect with databases (DeepData), contractors, and other relevant systems.

**User Training and Support:**

- Develop user training materials and resources to familiarize users with the software's features and workflows.
- Conduct training sessions for selected users and provide ongoing technical support for users who encounter issues or have questions.

**Data Archival and Backup:**

- Set up regular data backups and establish protocols for long-term data archival.

**Compliance with Regulations:**

- Ensure that the chosen software aligns with the ISA prospecting, exploration and exploitation regulations, data privacy laws, and other relevant requirements.
- Implement features to track and display compliance-related information.

**Scalability and Performance:**

- Ensure the selected software solution can handle the expected data volume and user load while maintaining good performance.

**Testing and Quality Assurance:**

- Perform thorough testing, including unit testing, integration testing, and user acceptance testing, to identify and fix bugs and ensure the system's reliability.

**Vendor Support and Updates:**

- Set up a deployment process to easily update the application with new features.
- Establish a maintenance plan and provide regular updates, bug fixes, and technical support as and when required by the ISA.

**Final Report:**

- Prepare and submit the final report on the development of the SMR.

**REQUIRED TECHNICAL INFRASTRUCTURE AND RESOURCES**

The required Technical Infrastructure and Resources for the development of the SMR are provided in an internal document that will be shared with the selected consultant. The Consultant must be familiar with those requirements and parameters.

## QUALIFICATIONS AND SKILLS

The Consultant should possess the following qualifications/skills:

- A master’s degree in computer science, software / website development and/or related discipline is required.
- A minimum of 10 years working experience in software development, website development and maintenance, and database development and management is required.
- Familiarity with the work of the ISA is required.
- Ability to deliver outputs on time is required.
- Excellent written and oral communication skills in English is required.
- Project management experience is desirable.
- Experience in writing technical reports for international organizations is desirable.
- Experience in stakeholder engagement is desirable.

## DURATION OF THE CONSULTANCY

This consultancy is estimated to take 50 working days. This includes planning meetings, completion of the scope of work provided above, training on how to use the SMR, and preparation and submission of the final report including the maintenance plan.

A tentative calendar of activities is provided in the table below.

	Activities	Timeline										number of days
		Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8	Wk 9	Wk 10	
	<b>Phase 1: Consultation, Design and Development</b>											
1	Needs Assessment	■	■									2
2	Software Selection and Customisation	■	■									3
3	Database Management System		■	■								2
4	User Interface Development		■	■								3
5	User Roles and Access Control		■	■	■							1
6	Contract Management	■	■	■	■	■						3
7	Data Capture and Reporting	■	■	■	■	■	■					5
8	GIS Integration				■	■	■	■				4
9	Compliance Monitoring				■	■	■	■				1
10	Data Storage and Retrieval				■	■	■	■				4
11	Notifications and Alerts						■	■	■			1
12	Data Security and Privacy						■	■	■			3
13	Integration with other Systems						■	■	■			3
	<b>Phase 2: Pilot testing, training and full implementation</b>											
14	User Training and Support								■	■	■	2
15	Data Archival and Backup								■	■	■	2



16	Compliance with Regulations											1
17	Scalability and Performance											2
18	Testing and Quality Assurance											5
19	Vendor Support and Updates											2
20	Final Report											1
	<b>Total number of days</b>											<b>50</b>

## TERMS OF PAYMENTS

The remuneration for this consultancy will be provided in the consultancy contract to be signed between the ISA Secretariat and the Consultant. The agreed fees will be paid in monthly instalments.

## SELECTION/EVALUATION

All proposals received before the deadline will be reviewed by a committee. Selection will be based on the following:

- skills and experience
- qualification
- financial proposal

Only shortlisted applicants will be contacted for interview.

## MODALITIES OF WORK

All the activities under this consultancy shall be performed in accordance with the ISA terms and conditions of service and delivered in hybrid mode. Depending on the nature of the work, the consultant may be expected to travel to the ISA headquarters in Kingston, Jamaica, to attend meetings, inspect the existing infrastructure, and perform relevant activities outlined in the scope of work above. Additionally, the consultant shall undertake some activities remotely. The details of the work plan including the duration of service will be provided in the consultancy contract signed with the ISA.

A return economy airline ticket to Kingston, Jamaica (in accordance with general ISA policies on official travel) and a daily subsistence allowance for the duration of the return trip and the consultancy will be paid to the consultant at the applicable rates established by the International Civil Service Commission. The Secretariat will make reasonable and practical efforts to facilitate the production of timely, accurate and useful outcomes by promptly responding to the consultant's queries and providing the necessary reference material to the Consultant.

<sup>1</sup> [The 2019 version of the draft Exploitation Regulations](#)

## **REPORTING & MONITORING**

The consultant will report to the Chief CARMU. Further, the consultant will be working closely with the Database Manager and the IT Manager to ensure the tasks are carried out, verified, and completed according to the agreed standard and timeline.

## **CALL FOR PROPOSAL 2023/EOSG/011**

### **Consultancy to support the implementation of the Seabed Mining Register of the International Seabed Authority**

#### **ANNEX C – GENERAL CONDITIONS OF CONTRACTS FOR THE SERVICES OF CONSULTANTS AND INDIVIDUAL CONTRACTORS**

##### **1. Legal status**

1. The consultant or individual contractor shall have the legal status of an independent contractor vis-à-vis the International Seabed Authority. The contractor [Any representative or employee of the contractor]1 shall not be regarded, for any purposes, as being either a staff member of the Authority, under the Staff Regulations and Rules of the Authority, or an official of the Authority, for purposes of the Protocol on the Privileges and Immunities of the International Seabed Authority. Accordingly, nothing within or relating to the contract shall establish the relationship of employer and employee, or of principal and agent, between the Authority and the contractor.

##### **2. Standards of conduct**

2. The contractor shall neither seek nor accept instructions from any authority external to the International Seabed Authority in connection with the performance of the obligations under the contract. Should any authority external to the Authority seek to impose any instructions on the contractor regarding the contractor's performance under the contract, the contractor shall promptly notify the Authority and shall provide all reasonable assistance required by the Authority. The contractor shall not take any action in respect of the performance of the contract or otherwise related to the contractor's obligations under the contract that may adversely affect the interests of the Authority, and the contractor shall perform the obligations under the contract with fullest regard for the interests of the Authority. The contractor warrants that the contractor has not offered and shall not offer any direct or indirect benefit arising from or related to the performance of the contract or the award thereof to any representative, official or employee of the Authority. The contractor shall comply with all applicable laws, ordinances, rules and regulations bearing upon the performance of the obligations under the contract.

3. The contractor acknowledges and agrees that any breach of any of the provisions hereof shall constitute a breach of an essential term of the contract, and, in addition to any other legal rights or remedies available to any person, shall give rise to grounds for termination of the contract. In addition, nothing herein shall limit the right of the Authority to refer any alleged breach of the foregoing standards of conduct to the relevant national authorities for appropriate action.

4. The contractor may not at any time communicate any information to any other person, Government or authority external to the Authority or known to them by reason of their association with the Authority that has not been made public, except in the course of their duties or by authorization of the Secretary-General or any designate by the Secretary-General; nor shall the

contractor at any time use such information to private advantage. These obligations do not lapse upon termination of the contract with the Authority.

### **3. Title rights, copyrights, patents and other proprietary rights**

5. Title to any equipment and supplies that may be furnished by the Authority to the contractor for the performance of any obligations under the contract shall rest with the Authority, and any such equipment shall be returned to the Authority upon completion of work under the contract or when no longer needed by the contractor. Such equipment, when returned to the Authority, shall be in the same condition as when delivered to the contractor, subject to normal wear and tear, and the contractor shall be liable to compensate the Authority for any damage or degradation of the equipment beyond normal wear and tear.

6. The Authority shall be entitled to all intellectual property and other proprietary rights, including but not limited to patents, copyrights and trademarks, with regard to products, processes, inventions, ideas, know-how or documents and other materials that the contractor has developed for the Authority under the contract and that bear a direct relation to or are produced, prepared or collected in consequence of, or during the course of, the performance of the contract, and the contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the Authority. However, to the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the contractor: (a) that pre-existed the performance by the contractor of the obligations under the contract; or (b) that the contractor may develop or acquire, or may have developed or acquired, independently of the performance of the obligations under the contract, the Authority does not and shall not claim any ownership interest thereto, and the contractor grants to the Authority a perpetual licence to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the contract. At the request of the Authority, the contractor shall take all necessary steps, execute all necessary documents and, generally, assist in securing such proprietary rights and transferring or licensing them to the Authority in compliance with the requirements of the applicable law and of the contract. Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents and other data compiled or received by the contractor under the contract shall be the property of the Authority, shall be made available for use or inspection by the Authority at reasonable times and in reasonable places, shall be treated as confidential and shall be delivered only to authorized officials of the Authority upon completion of work under the contract.

### **4. Confidential nature of documents and information**

7. Information and data that are considered proprietary by either the Authority or the contractor or that are delivered or disclosed by one of them ("discloser") to the other ("recipient") during the course of performance of the contract, and that is designated as confidential ("information") shall be held in confidence and shall be handled as follows: the recipient of such information shall use the same care and discretion to avoid disclosure, publication or dissemination of the discloser's information as it uses with its own similar information that it does not wish to disclose, publish or disseminate, and the recipient may use the discloser's information solely for the purpose for which

it was disclosed. The recipient may not disclose confidential information to any other party unless with the discloser's prior written consent. Subject to and without any waiver of the privileges and immunities of the Authority and its officials, the contractor may disclose information to the extent required by law, provided that the contractor will give the Authority sufficient prior notice of a request for the disclosure of information in order to allow the Authority to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made. The Authority may disclose information to the extent required pursuant to the United Nations Convention on the Law of the Sea and the Agreement relating to the Implementation of Part XI of the United Nations Convention on the Law of the Sea of 10 December 1982, and the rules, regulations and procedures of the Authority. The recipient shall not be precluded from disclosing information that is obtained by the recipient from a third party without restriction, is disclosed by the discloser to a third party without any obligation of confidentiality, is previously known by the recipient or is developed at any time by the recipient completely independently of any disclosures hereunder. These obligations and restrictions of confidentiality shall be effective during the term of the contract, including any extension thereof, and, unless otherwise provided in the contract, shall remain effective following any termination of the contract.

8. Confidential information means information that:

- (a) Is by its nature confidential;
- (b) Is designated by the Authority as confidential;
- (c) The contractor knows or ought to know is confidential.

9. Confidential information does not include information that:

- (a) Is or becomes public knowledge by means other than by breach of the contract;
- (b) Is in the possession of the contractor without restriction to disclosure before the date of receipt from the Authority;
- (c) Has been independently developed or acquired by the contractor;
- (d) Was in the possession of the contractor prior to the commencement date of the contract;
- (e) Is obtained by the contractor from a third party that is free to divulge the same.

10. The Authority may at any time require the contractor to give a written undertaking, in a form required by the Authority, relating to the non-disclosure of confidential information. In the written undertaking, the contractor is required to acknowledge that the provisions of article 168 of the United Nations Convention on the Law of the Sea related to the responsibilities of the staff of the Authority apply, *mutatis mutandis*, to the contractor. The contractor shall promptly arrange for all such undertakings to be given.

## **5. Travel, statement of good health and service-incurred death, injury or illness**

11. If the contractor is required by the Authority to travel beyond commuting distance from his or her usual place of residence, such travel shall be at the expense of the Authority and shall be governed by conditions equivalent to the relevant provisions of the administrative instruction of the Authority on official travel. In such cases, the travel expenses borne by the Authority shall not exceed the cost of travel by the least costly economy class regularly available or its equivalent when by air, unless a higher standard is approved in advance by, or on behalf of, the Secretary-General of the Authority.

12. Prior to the commencement of the contractor's services in any offices or premises of the Authority or before engaging in any travel required by the Authority or connected with the performance of the contract, the contractor shall submit a certificate of good health provided by a medical practitioner for himself or herself, or for the representative or employee concerned, and certify that he or she, or the representative or employee concerned, is in possession of medical or health insurance during the period of the contractor's services. The contractor shall provide such a certificate of good health and certification of the medical or health insurance that includes medical treatment as soon as practicable following the signature of the contract. The contractor warrants the accuracy of any such certificate of good health, including but not limited to confirmation that the contractor has been fully informed regarding the requirements for inoculations for the country or countries to which travel may be authorized.

13. The contractor shall be responsible for assuming all costs that may be incurred in relation to the certificate of good health and medical or health insurance.

14. In the event of the death, injury or illness of the contractor that is attributable to the performance of services on behalf of the Authority under the terms of the contract while the contractor is travelling at the Authority's expense or is performing any services under the contract in any offices or premises of the Authority, [the representative or employee of] the contractor or his or her dependants, as appropriate, shall be entitled to compensation equivalent to that provided under appendix B to the Staff Rules of the Authority.

## **6. Prohibition on assignments and modifications**

15. The contractor may not assign, delegate, transfer, pledge or make any other disposition of the contract, of any part thereof, or of any of the rights, claims or obligations under the contract except with the prior written authorization of the Authority, and any attempt to do so shall be null and void. The terms or conditions of any supplemental undertakings, licences or other forms of agreement concerning any goods or services to be provided under the contract shall not be valid and enforceable against the Authority or in any way constitute an agreement by the Authority thereto, unless any such undertakings, licences or other forms of agreement are the subject of a valid written undertaking by the Authority.

16. No modification or change in the contract shall be valid and enforceable against the Authority unless provided by means of a valid written amendment to the contract signed by the contractor or a duly authorized representative thereof and a duly authorized representative of the Authority.

## **7. Subcontractors**

17. In the event that the contractor requires the services of subcontractors to perform any obligations under the contract, the contractor shall obtain the prior written approval of the Authority for any such subcontractors. The Authority may, at its sole discretion, reject any proposed subcontractor or require such subcontractor's removal without having to give any justification therefor, and such rejection shall not entitle the contractor to claim any delays in the performance or to assert any excuses for the non-performance of any of the obligations under the contract. The contractor shall be solely responsible for all services and obligations performed by its subcontractors. The terms of any subcontract shall be subject to, and shall be construed in a manner that is fully in accordance with, all of the terms and conditions of the contract. The contractor shall not assign work to be performed under the contract to any person other than those accepted by the Authority in the form of written notification.

## **8. Use of the name, emblem or official seal of the authority**

18. The contractor shall not advertise or otherwise make public for purposes of commercial advantage or goodwill that the contractor has a contractual relationship with the Authority; nor shall the contractor in any manner whatsoever use the name, emblem or official seal of the Authority or any abbreviation of the name of the Authority in connection with its business or otherwise without the written permission of the Authority.

## **9. Indemnification**

19. The contractor shall indemnify, defend and hold and save harmless the Authority and its officials, agents and employees from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature, including but not limited to all litigation costs and expenses, attorney's fees, settlement payments and damages, based on, arising from or relating to:

(a) Allegations or claims that the use by the Authority of any patented device, any copyrighted material or any other goods or services provided to the Authority for its use under the terms of the contract, in whole or in part, separately or in combination, constitutes an infringement of any patent, copyright, trademark or other intellectual property right of any third party;

(b) Any acts or omissions of the contractor or of any subcontractor or anyone directly or indirectly employed by them in the performance of the contract that give rise to legal liability to anyone not a party to the contract, including, without limitation, claims and liability in the nature of a claim for workers' compensation.

## **10. Insurance**

20. The contractor shall pay the Authority promptly for all loss, destruction or damage to the property of the Authority caused by the contractor or of any subcontractor or anyone directly or indirectly employed by them in the performance of the contract.

21. The contractor shall be solely responsible for taking out and for maintaining adequate liability and property damage insurance required to meet any of the obligations under the contract and in respect of any tort action or tort claim arising out of the contractor's acts or omissions related to the contract, as well as for arranging, at the contractor's sole expense or at that of its representative or employee, such life, health and other forms of insurance as the contractor may consider to be appropriate to cover the period during which the contractor provides services under the contract. The contractor shall, upon request by the Authority, provide proof of such insurance.

22. The contractor acknowledges and agrees that none of the insurance arrangements that the contractor may make shall in any way be construed to limit the contractor's liability arising under or relating to the contract.

### **11. Encumbrances and liens**

23. The contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the Authority against any monies due to the contractor or to become due for any work done or against any goods supplied or materials furnished under the contract or by reason of any other claim or demand against the contractor.

### **12. Force majeure and other changes in conditions**

24. In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the contractor shall give notice and full particulars in writing to the Authority of such occurrence or cause if the contractor is thereby rendered unable, wholly or in part, to perform the obligations and meet the responsibilities under the contract. The contractor shall also notify the Authority of any other changes in condition or the occurrence of any event that interferes or threatens to interfere with the contractor's performance of the contract. Not more than 15 days following the provision of such notice of force majeure or other changes in condition or occurrence, the contractor shall also submit a statement to the Authority of estimated expenditures that will likely be incurred for the duration of the change in condition or the event. Upon receipt of the notice(s) required hereunder, the Authority shall take such action as it considers, at its sole discretion, to be appropriate or necessary in the circumstances, including the granting to the contractor of a reasonable extension of time in which to perform any obligations under the contract.

25. If the contractor is rendered permanently unable, wholly or in part, by reason of force majeure to perform the obligations and meet the responsibilities under the contract, the Authority shall have the right to suspend or terminate the contract on the same terms and conditions as provided for below, under "Termination", except that the period of notice shall be five days instead of any other period of notice. In any case, the Authority shall be entitled to consider the contractor permanently unable to perform the obligations under the contract in the case of the contractor's suffering any period of suspension in excess of 30 days.



26. Force majeure as used herein means any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrection, strikes or other labour disturbances, riots, floods, storms, earthquakes, fires or any other acts of a similar nature or force, provided that such acts arise from causes beyond the control and without the fault or negligence of the contractor.

### **13. Termination**

27. Either party may terminate the contract before the expiry date of the contract, in whole or in part, upon giving written notice to the other party. The period of notice shall be 5 days in the case of contracts for a total period of less than two months and 14 days in the case of contracts for a longer period. The initiation of conciliation or arbitral proceedings, as provided below, shall not be deemed to be a cause for or otherwise to be in itself a termination of the contract.

28. The Authority may, without prejudice to any other right or remedy available to it, terminate the contract forthwith in the event that: (a) the contractor is adjudged bankrupt, is liquidated or becomes insolvent, applies for a moratorium or stay on any payment or repayment obligations, or applies to be declared insolvent; (b) the contractor is granted a moratorium or a stay or is declared insolvent; (c) the contractor makes an assignment for the benefit of one or more of the contractor's creditors; (d) a receiver is appointed on account of the insolvency of the contractor; (e) the contractor offers a settlement in lieu of bankruptcy or receivership; or (f) the Authority reasonably determines that the contractor has become subject to a materially adverse change in the financial condition that threatens to endanger or otherwise substantially affect the ability of the contractor to perform any of the obligations under the contract.

29. In the event of any termination of the contract, upon receipt of notice of termination by the Authority, the contractor shall, except as may be directed by the Authority in the notice of termination or otherwise in writing: (a) take immediate steps to bring the performance of any obligations under the contract to a close in a prompt and orderly manner and, in doing so, reduce expenses to a minimum; (b) refrain from undertaking any further or additional commitments under the contract as of and following the date of receipt of such notice; (c) deliver all completed or partially completed plans, drawings, information and other property that, if the contract had been completed, would have been required to be furnished to the Authority thereunder; (d) complete performance of the work not terminated; and (e) take any other action that may be necessary, or that the Authority may direct in writing, for the protection and preservation of any property, whether tangible or intangible, related to the contract that is in the possession of the contractor and in which the Authority has or may be reasonably expected to acquire an interest.

30. A contractor may terminate the contract if: (a) the Authority is in arrears of any payment due under the contract for more than 30 days; (b) the Authority is in breach of any of the terms or conditions under the contract.

31. In the event of any termination of the contract, the Authority shall only be liable to pay the contractor compensation on a pro rata basis for no more than the actual amount of work performed to the satisfaction of the Authority in accordance with the requirements of the contract. Additional costs incurred by the Authority resulting from the termination of the contract by the contractor may be withheld from any amount otherwise due to the contractor from the Authority.

#### **14. Non-exclusivity**

32. The Authority shall have no obligation respecting, and no limitations on, its right to obtain goods of the same kind, quality and quantity, or to obtain any services of the kind described in the contract, from any other source at any time.

#### **15. Taxation**

33. Article 183 of the United Nations Convention on the Law of the Sea provides, inter alia, that within the scope of its official activities, the Authority, its assets and property, its income, and its operations and transactions, authorized by the Convention, shall be exempt from all direct taxation, and that goods imported or exported for its official use shall be exempt from all customs duties. The Authority shall not claim exemption from taxes that are no more than charges for service rendered.

34. In the event that any governmental authority refuses to recognize the exemptions of the Authority from such taxation and customs duties, the contractor shall immediately consult with the Authority to determine a mutually acceptable procedure. The Authority shall have no liability for taxes, duty or other similar charges payable by the contractor in respect of any amounts paid to the contractor under the contract, and the contractor acknowledges that the Authority will not issue any statements of earnings to the contractor in respect of any such payments.

#### **16. Settlement of disputes**

35. **Amicable settlement.** The Authority and the contractor shall use their best efforts to amicably settle any dispute arising out of the contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the applicable Conciliation Rules of the United Nations Commission on International Trade Law (UNCITRAL), or according to such other procedure as may be agreed between the parties in writing.

36. **Arbitration.** Any dispute between the parties arising out of the contract, or the breach, termination or invalidity thereof, unless settled amicably as provided above, shall be referred by either of the parties to arbitration in accordance with the applicable UNCITRAL Arbitration Rules. The number of arbitrators shall be three. The language to be used in arbitral proceedings shall be English. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. The arbitral tribunal shall have no authority to award punitive damages. The parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy or claim.

## **17. Privileges and immunities**

37. Nothing in or relating to the contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the Authority and its officials.

## **18. Miscellaneous**

38. The contract may be executed by parties with the use of electronic signatures in several counterparts, each of which shall be an original but all of which shall together constitute one and the same instrument.

39. The contract embodies the entire agreement and understanding between the contractor and the Authority and supersedes any and all prior agreements and understandings between parties.