**SITE VISIT PROTOCOL AGREEMENT**

**Country: UNHCR South Africa Office**

**Site: Pretoria Regional Bureau**

# 1. Purpose

UNHCR intends to reduce its carbon footprint and transition its operations from fossil fuels to renewable energy. As part of the procurement process for the solarisation of its office in South Africa, Pretoria Regional Bureau Office, the Contractor is required to undertake a site visit as part of the solarisation procurement process.

This Site Visit Protocol (‘Protocol’) provides guidelines to the Contractor on the procedures to be followed to gain authorization for entry into the UNHCR compound and the expected code of conduct while inside the compound. The purpose of this Protocol is to ensure the safety, security, and continued operation of UNHCR office while facilitating access to the authorized Contractor.

# 2. Responsibilities of the Contractor

1. The Contractor is required to provide written notice to UNHCR of the proposed date for the site visit and request for security clearance authorization at least five (5) days prior to such proposed date. The Contractor will submit the request for security clearance via email to the designated UNHCR project manager and such email shall include the name(s) of the Contractor requesting entry into the compound and copy of identification documents, such as national identification cards or passport.
2. The Contractor is required to present the identification document to UNHCR security during the site visit and will undergo necessary security checks prior to entering the compound.
3. The Contractor shall attend a briefing conducted by UNHCR staff at the beginning of the site visit which will cover UNHCR security guidelines, emergency procedures, and any other relevant protocols which the Contractor will be required to comply with for the duration of the site visit.
4. The Contractor shall not access any restricted areas within the compound without obtaining UNHCR permission.
5. The Contractor must fully comply with all UNHCR policies and guidelines including on data protection, confidentiality, and ethical standards.
6. Upon completion of the site visit, the Contractor shall return any issued badges or access cards and sign out at the designated check-out point, if applicable.

# 3. Responsibilities of UNHCR:

1. UNHCR shall provide the necessary entry authorization and security clearance to the Contractor to enable access for the site visit.
2. UNHCR shall organize and conduct a pre-visit briefing for Contractors, providing comprehensive information relevant to the site visit including any restricted areas within the compound.
3. Where requested, and exercising its discretion to do so, UNHCR will grant permission to the Contractor to take all measurements and photos required to undertake system design. However, the Contractor is strictly prohibited from sharing of any recorded footage or photos taken during the site visit with any third parties or for public use without the written consent of UNHCR.
4. UNHCR shall avail a staff member(s) to accompany the Contractor during the site visit.

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| --- |
| **For and on behalf of the Contractor:** |
|  |
| Signature |
| Name: |
| Title: |
| Date: |

**SITE ACCESS PROTOCOL AGREEMENT**

Site: South Africa, Regional Bureau Office

[Date]

As part of efforts to reduce its carbon footprint and transition its operations from fossil fuels to renewable energy, UNHCR has entered into an EPC and O&M contract (the **Agreement**) with [Contractor name] (the **Contractor**) on [Insert date] for the solarisation of UNHCR Pretoria Regional Bureau Office (the **Compound**) in South Africa.

The Contractor will require access to the Compound during the the supply, installation, testing, commissioning, and operations and maintenance of the solar PV with battery storage system (the **System**) and this Site Access Protocol Agreement provides guidelines to the Contractor and its employees, agents and/or sub-contractors on the procedures to be followed to gain authorization for entry into the Compound and the expected code of conduct while in the Compound.

This Site Access Protocol Agreement will take effect on the date when the Agreements become effective and remain in effect for the term of the Agreements, unless terminated earlier.

1. **SITE DESCRIPTION**

The UNHCR Regional Bureau Pretoria is situated in the Waterkloof House in Pretoria at the following coordinates.:

|  |  |  |
| --- | --- | --- |
| Waterkloof House | 25.7539100° S | 28.2104200°E |

1. **RESPONSIBILITIES OF THE CONTRACTOR**

2.1 The Contractor will provide written notice to UNHCR of the proposed date for the installation, testing and commissioning or operations and maintenance of the System and request for security clearance authorization for its employees, agents and/or sub-contractors for entry into the Compound at least one (1) week prior to such proposed date.

2.1 The Contractor will submit the request for security clearance via email to UNHCR site focal point [contact person email address will be provided following award of bid] and copied to Ms. Wangeci Wanyahoro (wanyahor@unhcr.org) and such email shall include:

1. names of all employees, agents and/or sub-contractors requesting entry into the Compound substantially in the form set out in Schedule 1;
2. copy of identification documents of its employees, agents and/or sub-contractors, including national identification cards or passport;
3. details of all equipment, supplies, materials, and tools to be brought into the Compound; and
4. any other document or identification required by UNHCR security office.

2.2 The Contractor is responsible for notifying UNHCR where there is a change of employees, agents and/or sub-contractors already authorized by UNHCR security office and request for the cancellation of such individual’s security pass.

2.3 The Contractor will further ensure that its employees, agents and/or sub-contractors:

1. adhere to the check-in and check-out procedures carried out by UNHCR security when entering or exiting the Compound;
2. adhere to the stipulated official working days and hours within the Compound
3. activities are limited to the Site and that there is no movement into non-authorised areas of the Compound;
4. wear uniforms and identification badges visibly at all times when inside the Compound;
5. perform their obligations in a way which minimises inconvenience to, and interference with, UNHCR and UNHCR’s invitees to the extent reasonably practicable;
6. inform via written notice at least 24 hours in advance, and get authorization from the Head of Sub-Office where any works are to be carried out outside of official working hours; and
7. ensure that UNHCR power supply is not interrupted during Site hand over.

**3. RESPONSIBILITIES OF UNHCR**

3.1 Prior to the installation of the System, UNHCR will provide to the Contractor and its employees, agents and/or sub-contractors:

* a security briefing and clearance authorization once all the required security checks have been carried out and approved; and
* storage facilities for any equipment, supplies, materials, or tools, as may be required, to the extent available. Where storage is available, and UNHCR agrees to provide it, the Contractor shall bear all the risk and UNHCR shall bear no liability for any loss or damage to any equipment, supplies, materials, or tools stored under a UNHCR facility.

3.2 Following completion of the security briefing and clearance authorization process, and subject to the terms and conditions of the Agreement, UNHCR will grant to the Contractor and its employees, agents and/or sub-contractors a non-exclusive right for the term of the Agreement to the Site for the purposes of:

a) supply and installation of the System; and

b) operations and maintenance of the System.

**Acknowledged by:**

**Contractor**

Name:

Title:

Date:

**UNHCR:**

Name:

Title:

Date:

**Schedule 1**

**Contractor Access Request Form for UNHCR Regional Bureau Compound**

|  |  |
| --- | --- |
| **Date of visit** |  |
|  |
| **Time of visit (from-to)** | **8am-5pm** |
| **Reason for visit (explain)** | **CONSTRUCTION WORKS** |
| **Contractor’s name** | **XXXXX** |

**Visitors Details**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **NAME** | **NATIONALITY** | **ID NO. (national ID #, passport #, manifest #)** |
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**Vehicle Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Driver’s Full Name** | **Plate Number** | **Make/Model** | **Color** | **Reason for access** |
| **1,** |  |  |  |  |  |
| **2.** |  |  |  |  |  |
| **3.** |  |  |  |  |  |