

SITE VISIT PROTOCOL

Country: Kenya

Site: Dadaab Sub Office

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 Kenya, 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 authorisation 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 offices while facilitating access to the authorised Contractor.

2. Responsibilities of the Contractor

- 2.1 The Contractor is required to provide written notice to UNHCR of the intention to attend the site visit and request for security clearance authorisation by the date stipulated in the RFP. The Contractor will submit the request for security clearance via email to the designated UNHCR project manager and such email shall include the following information:
- Full Name
 - Nationality
 - Copy of Passport and or Identification document
 - Contact details
- 2.2 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.
- 2.3 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 that the Contractor will be required to comply with for the duration of the site visit.
- 2.4 The Contractor shall not access any restricted areas within the compound without obtaining UNHCR permission.
- 2.5 The Contractor must fully comply with all UNHCR policies and guidelines including on data protection, confidentiality, and ethical standards.
- 2.6 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:

3.1 UNHCR shall provide the necessary entry authorisation and security clearance to the Contractor to enable access for the site visit.

3.2 UNHCR shall organise and conduct pre-visit briefings for Contractors, providing comprehensive information relevant to the site visit including any restricted areas within the compound.

3.3 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 designs. However, the Contractor is strictly prohibited from sharing any recorded footage or photos taken during the site visit with any third parties or for public use without the written consent of UNHCR.

3.4 UNHCR shall avail a staff member(s) to accompany the Contractor during the site visit.

For and on behalf of the Contractor:

Signature: _____

Name: _____

Title: _____

Company: _____

Date: _____