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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: February 15, 2017

**Title: 9027 RSC 2017 - International Consultant for Mid-term Evaluation of the project
“National Commodity Platforms to support Sectoral Transformation**

Length of Contract: 40 working days

Expected Start Date: March 1st 2017

Type of Contract: IC

Duty Station: Home-based with missions to Indonesia and Peru

Proposal should be submitted at the following email adquisiciones.rclac@undp.org no later than **February 22, 2017** by **23.59 GMT-5** Time of the Republic of Panama.

Any request for clarification must be sent in writing **no later than 3 working days before the deadline**, or by standard electronic communication to the e-mail indicated above. The responses are going to be published onto the website.

1. BACKGROUND, SUMMARY OF KEY FUNCTIONS, KEY RESULTS EXPECTED, COMPETENCIES AND QUALIFICATIONS.

For detailed information, please refer to Annex 1 – Terms of Reference

2. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents (in PDF format) duly signed to demonstrate their qualifications:

2.1 Financial proposal: (Mandatory) The standard **Letter of Confirmation of Interest and Availability** supported by a breakdown of costs, which you must complete, sign and submit to UNDP (Annex 2).

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR.

Travel:

For detailed information, please refer to Annex 1 – Terms of Reference

2.2 P11 Form Including past experience in similar projects and at least 3 professional references (email, phone number).

2.3 Beneficiary: Personal information as name, address, ID, phone number of a beneficiary in case of death during the consultancy. Documents to certify this info will be required in case you were selected for the consultancy.

2.4 CV (optional)

2.5 Proposed Methodology

Take note: Email size should not exceed 4 MB, please make sure that the names of your files do not exceed 60 characters, and do not use special characters.

4. EVALUATION

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight; 70 %

* Financial Criteria weight; 30%

ANNEXES

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- OFFEROR'S LETTER TO UNDP

ANNEX 3- MODEL OF INDIVIDUAL CONSULTANT CONTRACT & GENERAL CONDITIONS OF CONTRACT

ANNEX 4- EVALUATION CRITERIA



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ANNEX 1



UNITED NATIONS DEVELOPMENT PROGRAMME

REGIONAL CENTER FOR LATIN AMERICA AND THE CARIBBEAN

TERMS OF REFERENCE

I. General Information

Position: International Consultant for Mid-term Evaluation of the project “National Commodity Platforms to support Sectoral Transformation

Area: Sustainable Development & Resilience, Environmental Sustainability, Green Commodities Programme. Regional Center for Latinamerica and the Caribbean

Supervisor: GCP Global Head and GCP Senior Commodities Advisor

Duration: From March 1st to June 15th 2017. **(40 working days)**

Duty Station: Home-based with missions to Indonesia and Peru

II. Background and Context

Agro-commodity sectors such as oil palm in Indonesia and coffee in Peru are affected by poor production practices that lead to increasing pressure on ecosystems and fail to improve the livelihoods of rural communities. Poor production practices lead to negative environmental impacts such as biodiversity loss, increased carbon emissions, soil erosion, depletion of



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peatlands and water resources and contamination of water and soil from chemicals. In fact, in both countries the production of agricultural commodities is one of the largest drivers of deforestation. Social conditions for smallholders and workers are often very poor, and working conditions not in line with basic labor rights.

Yet, there are significant opportunities to turn commodity sectors into drivers of positive rural development. By applying better agricultural practices, most producers can increase both yields and product quality considerably, reduce environmental impact and improve social conditions for themselves and their workers. By diversifying production systems, they can improve income, food security and resilience to climate change and at the same time reduce pressure on deforestation and reduction of peatland.

Over the past two decades, various stakeholders have tried to address commodity sustainability problems with mixed results, partly due to the lack of concertation between the different stakeholder groups. To help enhance concertation, the UNDP established the Green Commodity Programme (GCP) in 2009 to help countries mainstream sustainable commodity production, by building partnerships between stakeholders, by organizing collective action and by strengthening enabling environments for change. GCP focuses on commodity sectors with large environmental and social footprints, and particularly on sectors that are major drivers of deforestation. The GCP supports countries establishing National Commodity Platforms, which are forums where all stakeholder groups in a commodity sector meet, dialogue and establish a consensus on issues that must be solved. Through dialogue the stakeholders agree on priorities and action they must take to make a sector more sustainable, and coordinate roles and responsibilities in the process.

The project “National Commodity Platforms to support Sectoral Transformation” has been operational since September 2015 with a total budget of CHF 2.000.000 for the period of 2015 to 2018. It is a global project with ground activities in Peru and Indonesia, and is funded by the State Secretariat for Economic Affairs, SECO. The project’s **goal** is to mainstream sustainable production practices in Indonesia’s palm oil sector and Peru’s coffee sector, to reduce their environmental and social impact and improve livelihoods of producers, workers and their families. In both countries, it will have specific impact in reducing deforestation and complement REDD+ efforts. To help achieve the goal, UNDP has worked to provide major co-financing resources from the Global Environment Facility, private companies, and others.

To help achieve the project goal, the project’s **objective** is to strengthen the enabling environment for sustainable production in Indonesia’s palm oil sector and in Peru’s coffee sector, and organize collective action through multi-stakeholder partnerships. It will achieve this by strengthening Indonesia’s newly established Palm Oil Platform (INPOP) and establish a National Coffee Platform in Peru. It will also develop the Green Commodity Programme’s platform tools and methodologies and thereby contribute to strengthen other commodity platforms worldwide.

The project has three components (Outcomes):

Outcome 1: Multi-stakeholder dialogue and collective action for palm oil sustainability defined through a strengthened Indonesia Palm Oil Platform (INPOP). This outcome will be achieved through four Outputs: Output 1.1: Institutional support structure defined for smallholders; Output 1.2: Enabling policies for environmentally sustainable palm oil production practices implemented. Output 1.3: Palm oil sector governance strengthened with new tools, including a package of fiscal incentives and streamlining of regulations and permits to be presented for inter-ministerial adoption. Output 1.4: ISPO compliance is promoted to foster palm oil legality and sustainability.

Outcome 2: Multi-stakeholder dialogue and collective action for coffee sustainability defined through development of a National Coffee Platform in Peru. The outcome will be achieved through the following five Outputs: Output 2.1: Peru National Coffee Platform is developed to organize discussion and agreement on action towards coffee sustainability; Output 2.2: Specific measures identified and proposed to strengthen enabling environments, including changes in policy and legislation, effective enforcement systems, incentives for sustainability, effective planning mechanisms and tools; Output 2.3: Program defined to strengthen key government ministries and agencies, particularly MINAGRI, and build their capacity to govern commodity sectors; Output 2.4: National farmer support system established to provide technical assistance for implementation of better production practices; Output 2.5: Farmer credit systems are established/refurbished to meet small farmers' sustainable investment needs.

Outcome 3: Global support system for National Commodity Platforms strengthened. This Outcome will be achieved through four Outputs: Output 3.1. General methodologies and tools developed for country project teams and National Commodity Platforms; Output 3.2: Technical support and supervision provided to national project teams; Output 3.3: Partnerships facilitated with and between governments, international buyers, producer organizations, commodity roundtables, certification institutions, civil society, research institutions and donor agencies, with the aim to coordinate activities, investments and exchange of knowledge between project countries; Output 3.4. Lessons learnt distilled and disseminated.

The project is implemented directly by a global UNDP/Green Commodities Programme team, as well as national platform teams in Peru and Indonesia. The project is in alignment with UNDP's collaboration frameworks with Peru and Indonesia with particular emphasis on an environmentally sustainable and socially equitable development of the countries' main agricultural export sectors.



III. Purpose, Objective and Scope of the Evaluation

Purpose and Objective: The objective of the Mid-term Evaluation of the project “National Commodity Platforms to support Sectoral Transformation” is to determine its progress in implementation, evaluate the effectiveness of its implementation strategy and provide conclusions and recommendations as inputs to adaptive management. The evaluation findings will inform the Project Steering Committee to strengthen its oversight function, and provide guidance to UNDP and project team to optimize project performance and sustainability.

Scope: The Mid-term Evaluation will analyze and assess the following elements:

- Project design and strategy. Review the project design and the assumptions behind it to determine its appropriateness to achieve the projects objectives.
- Project performance and implementation progress at mid-term compared with expectations set out in the project document and identify what factors have contributed to achieving or not intended outcomes.
- Effectiveness of the approach of the project. Assess the effectiveness of working through platforms to deliver concrete results
- Implementation arrangements, including project team structure and capacity, as well as monitoring and oversight mechanisms.
- Implementation capacity. Assess capacity of UNDP to leverage the discussion in the selected value-chain, align them with international discussions on standards and transform the platform into a sustainable initiative, carried and owned by the stakeholders .
- Challenges and barriers and associated risks that can threaten project success and which need additional attention or special action to overcome and identify what factors contributed to effectiveness or not of the project.
- Co-financing strategies and –contributions and consider their synergies with the project.
- Risks related to project institutional and financial sustainability and provide recommendations to enhance project sustainability.

The Evaluation will consider the project, inputs, activities, outputs.

The primary evaluation criteria will be the relevance¹, efficiency², effectiveness³, and sustainability⁴ of the results achieved. As this evaluation is formative in nature, the evaluation criteria for impact will not be utilized. The ratings that will be used for the evaluation criteria are:

Relevance:

- Relevant (R)
- Not relevant (NR)

Effectiveness and Efficiency:

- Highly Satisfactory (HS): The project had no shortcomings in the achievement of its objectives in terms of relevance, effectiveness, or efficiency
- Satisfactory (S): There were only minor shortcomings
- Moderately Satisfactory (MS): there were moderate shortcomings
- Moderately Unsatisfactory (MU): the project had significant shortcomings
- Unsatisfactory (U): there were major shortcomings in the achievement of project objectives in terms of relevance, effectiveness, or efficiency
- Highly Unsatisfactory (HU): The project had severe shortcomings

Sustainability:

- Likely (L): negligible risks to sustainability
- Moderately Likely (ML): moderate risks
- Moderately Unlikely (MU): significant risks
- Unlikely (U): severe risks

¹Relevance concerns the extent to which the project and its intended outputs or outcomes are consistent with national and local policies and priorities and the needs of intended beneficiaries. Relevance also considers the extent to which the initiative is responsive to UNDP Strategic Plan and human development priorities of empowerment and gender equality issues. Relevance concerns the congruency between the perception of what is needed as envisioned by the initiative planners and the reality of what is needed from the perspective of intended beneficiaries. It also incorporates the concept of responsiveness—that is, the extent to which UNDP was able to respond to changing and emerging development priorities and needs in a responsive manner.

² Effectiveness is a measure of the extent to which the initiative's intended results (outputs or outcomes) have been achieved or the extent to which progress toward outputs or outcomes has been achieved in light of the project's Theory of Change.

³ Efficiency measures how economically resources or inputs (such as funds, expertise and time) are converted to results. The project is efficient when it uses resources appropriately and economically to produce the desired outputs. Efficiency is important in ensuring that resources have been used appropriately and in highlighting more effective uses of resources.

⁴ Sustainability measures the extent to which benefits of initiatives continue after external development assistance comes to an end. Assessing sustainability involves evaluating the extent to which relevant social, economic, political, institutional and other conditions are present and, based on that assessment, making projections about the national capacity to maintain, manage and ensure the development results in the future.

The evaluation should provide insights on the successes and weaknesses of the project, identify important lessons that UNDP and the partners can use to inform future interventions in the area of conservation and sustainable development. More specifically, consideration should be given to the effectiveness of the project and the outputs it has produced, as well as the timeliness of implementation.

Considering that the project is only at mid-term, assess if the project appears to be on track to deliver the expected results and impact. Compile lessons learned and recommendations for project adaptive management, as well as recommendations for design of projects following a similar approach.

IV. Evaluation Questions

Following are proposed questions which, when answered, will give intended users of the evaluation the information they seek in order to make decisions, take action or add to knowledge. The evaluation questions will be discussed and agreed or refined in consultation with the evaluation consultant.

- Were stated outcomes or outputs achieved?
- What progress toward the outcomes has been made?
- What factors have contributed to achieving or not achieving intended outcomes?
- To what extent have UNDP outputs and assistance contributed to outcomes?
- Has the UNDP partnership strategy been appropriate and effective?
- What factors contributed to effectiveness or ineffectiveness?

V. Methodology

Final decisions about the specific design and methods for the evaluation will emerge from consultations among the UNDP, the evaluator, SECO and other key stakeholders about what is appropriate and feasible to meet the evaluation purpose and objectives and answer the evaluation questions, given limitations of budget, time and extant data. UNDP expects a detailed and refined evaluation methodology to be presented by the evaluator at the time of the evaluation's inception report.

The proposed **methodology** should include an appropriate mix of the following:

- Desk review of progress reports and project documents;

- Interviews of individuals, groups and key informants using predetermined questions to obtain in-depth information on impressions and experiences; explore opinions about the initiative and their understanding and identify opportunities for new strategic partnerships (financial and other);
- Collection of information on tangible and non-tangible changes wherever possible;
- Missions to Indonesia and Peru, and – if necessary – local field visits;
- Questionnaires;
- Participatory techniques and other approaches for the gathering and analysis of data;
- Participation of stakeholders and/or partners.

This must be supported by an **evaluation matrix** which should address the following considerations:

1. Relevant evaluation criteria
2. Key questions the evaluation will answer for each criteria (and sub-questions, if necessary)
3. Data Sources for each question/criteria
4. Data collection method for each question/criteria
5. Indicators/success standards for each question/criteria
6. Methods for Data Analysis

VI. Expected Outputs/ Deliverables

The consultant will deliver findings, analyses and recommendations in written reports supported by personal presentations when needed. The consultant will deliver the following written products:

- **Product 1:** Evaluation inception report: An inception report should be prepared by the evaluator before going into the full-fledged data collection exercise. It should detail the evaluators' understanding of what is being evaluated and why, showing how each evaluation question will be answered by way of: proposed methods, proposed sources of data and data collection procedures. The inception report should include a proposed schedule of tasks, activities and deliverables. The timetable and mission schedule must be agreed with UNDP and SECO. The Evaluation inception report should contain a maximum of 10 pages and will be due within a week of signing the contract. This include revision of documents, workplan, preparation of mission and consultations with GCP global consultants. Latest by **March 10th**.
- **Product 2:** Country Reports based on information gathered from missions. Latest by **April 14th**.
- **Product 3:** Draft evaluation report. The draft report with preliminary findings for discussion with UNDP, SECO and project team will be due within a week of having completed the missions to Indonesia and Peru and latest by **April 24th**.

- **Product 4:** Final evaluation report and presentation) latest by **May 12th**. The final report, which should be no longer than 25 pages (plus annexes). The Final Report will contain:
 - A. Executive Summary (2-3 pages)
 - B. Methodology
 - C. Agenda and timelines of consultancy
 - D. List of interviewed
 - E. Assessments & findings
 - F. Conclusions and recommendations.

The final report will be presented to the project teams and to SECO, and the consultant will support any clarifications that may arise from this process.

	Deliverables	Estimated Time to complete (Days)	Due Date	Review and Approval
1	Report with detailed work plan with methodology and timeline for the consultancy	5	March 10, 2017	GCP Global Head
2	Country visits and reports	20	April 14 th , 2017	GCP Global Head
3	Draft report for discussion	10	April 24 st , 2017	GCP Global Head
4	Final Report and presentation	5	May 12 th , 2017	GCP Global Head

VII. Ethics

UNDP evaluations will be conducted in accordance with the principles outlined in the UNEG “Ethical Guidelines for Evaluation” available at <http://www.unevaluation.org/>

Consultant Independence:

The consultants cannot have participated in the project preparation, formulation, and/or implementation (including the writing of the Project Document) and should not have a conflict of interest with project's related activities.

VIII. Institutional Arrangements

- Direct supervisor: GCP Global Head UNDP's Green Commodities Program and GCP Senior Commodities Advisor.
- The consultant is required to travel to the two project countries. The project will provide administrative support, airplane tickets and per diem. Reimbursements will be made as per UNDPs guidelines and based on the presentation of an F10- Travel form.
- The project's country teams will assist in setting up meetings as necessary and support travel logistics. The meeting schedule will be determined in collaboration with the Direct Supervisor and country teams.

IX. Duration of the contract:

- Expected duration of work: From March 1st to June 15th 2017. **(40 working days)**

X. Qualifications:

The Consultant is expected to have the following qualifications:

Academic:

- Masters degree or equivalent in economics, public policy, sustainable development, natural resources management, agriculture, or other relevant field.

Experience:

- At least 10 years of experience in project management, project design and/or evaluation in developing countries. Command of logical framework methodologies and tools.
- Experience with concepts like sustainable commodity production. Knowledge of the project's commodity sectors is an advantage.



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- Experience with multi-stakeholder dialogue processes and methodologies. Knowledge of UNDP/Green Commodities Programme's National Commodity Platform concept is an advantage.
- Knowledge of Indonesia and Peru is a plus, particularly on institutional, socio-economic or business issues.

There will be an interview where only the top three (3) scores are going to be invited to participate, this interview represents 10% of the total cumulative score. During this interview we are going to measure your skills in:

- Spoken English. Good command of Spanish is an advantage.
- Strong inter-personal skills and ability to communicate across cultures.

XI. Payments

Payments will be processed upon submission and approval of expected products by GCP Advisor

Estimated lead time for UNDP to review outputs, give comments, certify approval/acceptance of outputs: 30 days after submission of output



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ANNEX 2

OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date _____

(Name of Resident Representative/Bureau Director)
United Nations Development Programme
(Specify complete office address)

Dear Sir/Madam :

I hereby declare that :

- a) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- b) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- c) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV or Personal History Form (P11) which I have duly signed and attached hereto as Annex 1;
- d) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 *[delete this item if the TOR does not require submission of this document]*;
- e) I hereby propose to complete the services based on the following payment rate : *[pls. check the box corresponding to the preferred option]*:

- ☐ An all-inclusive daily fee of *[state amount in words and in numbers indicating currency]*
- ☐ A total lump sum of *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.



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- f) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- g) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- h) This offer shall remain valid for a total period of _____ days [*minimum of 90 days*] after the submission deadline;
- i) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office [*disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists*];
- j) If I am selected for this assignment, I shall [*pls. check the appropriate box*]:

- ☐ Sign an Individual Contract with UNDP;
- ☐ Request my employer [*state name of company/organization/institution*] to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

- k) I hereby confirm that [*check all that applies*]:

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- ☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount



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- l) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- m) **If you are a former staff member of the United Nations recently separated, pls. add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
- n) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

Full Name and Signature:

Date Signed :

Annexes pls. check all that applies:

- ☐ CV or Duly signed P11 Form
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- ☐ Brief Description of Approach to Work (if required by the TOR)



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BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A. Breakdown of Cost by Components:

Cost Components	Unit Cost	Quantity	Total Rate for the Contract Duration
I. Personnel Costs			
Professional Fees			
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
II. Travel Expenses to Join duty station			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
III. Duty Travel			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			



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B. Breakdown of Cost by Deliverables*

Deliverables <i>[list them as referred to in the TOR]</i>	Percentage of Total Price (Weight for payment)	Amount
Deliverable 1		
Deliverable 2		
....		
Total	100%	USD

*Basis for payment tranches

UNITED NATIONS DEVELOPMENT PROGRAMME

Contract for the services of an Individual Contractor

No _____

This Contract is entered into on [insert date] between the United Nations Development Programme (hereinafter referred to as “UNDP”) and _____
(hereinafter referred to as “the Individual Contractor”) whose address is _____.

WHEREAS UNDP desires to engage the services of the Individual Contractor on the terms and conditions hereinafter set forth, and:

WHEREAS the Individual Contractor is ready and willing to accept this Contract with UNDP on the said terms and conditions,

NOW, THEREFORE, the Parties hereby agree as follows:

1. Nature of services

The Individual Contractor shall perform the services as described in the Terms of References which form an integral part of this Contract and are attached hereto as *Annex I* in the following Duty Station(s): _____.

2. Duration

This Individual Contract shall commence on [insert date], and shall expire upon satisfactory completion of the services described in the Terms of Reference mentioned above, but not later than [insert date], unless sooner terminated in accordance with the terms of this Contract. This Contract is subject to the General Conditions of Contract for Individual contractors which are available on UNDP website at www.undp.org/procurement and are attached hereto as [Annex II](#).

3. Consideration

As full consideration for the services performed by the Individual Contractor under the terms of this Contract, including, unless otherwise specified, his/her travel to and from the Duty Station(s), any other travel required in the fulfillment of the Terms of Reference in Annex I, and living expenses in the Duty Station(s), UNDP shall pay the Individual Contractor a total of [currency] ----- in accordance with the table set forth below⁵. Payments shall be made following certification by UNDP that the services related to each Deliverable, as described below, have been satisfactorily performed and the Deliverables have been achieved by or before the due dates specified below, if any.

DELIVERABLE	DUE DATE	AMOUNT IN [CURRENCY]

⁵ For payments which are not output-based lump sum, indicate the maximum number of working days/hours/units, any out of pocket expense (travel, per diem...) and the corresponding fee/cost in the Deliverable (s) table.



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If unforeseen travel outside the Duty Station not required by the Terms of Reference is requested by UNDP, and upon prior written agreement, such travel shall be at UNDP's expense and the Individual Contractor shall receive a *per diem* not to exceed United Nations daily subsistence allowance rate in such other location(s).

Where two currencies are involved, the rate of exchange shall be the official rate applied by the United Nations on the day the UNDP instructs its bank to effect the payment(s).

4. Rights and Obligations of the Individual contractor

The rights and obligations of the Individual Contractor are strictly limited to the terms and conditions of this Contract, including its Annexes. Accordingly, the Individual Contractor shall not be entitled to any benefit, payment, subsidy, compensation or entitlement, except as expressly provided in this Contract. The Individual Contractor shall be solely liable for claims by third parties arising from the Individual Contractor's own acts or omissions in the course of performing this Contract, and under no circumstances shall UNDP be held liable for such claims by third parties.

5. Beneficiary

The Individual Contractor selects _____ as beneficiary of any amounts owed under this Contract in the event of death of the Individual Contractor while performing services hereunder. This includes the payment of any service-incurred liability insurance attributable to the performance of the services for UNDP.

Mailing address, email address and phone number of beneficiary:

Mailing address, email address and phone number of emergency contact (if different from beneficiary):

IN WITNESS WHEREOF, the Parties hereto have executed this Contract.

By signing below, I, the Individual Contractor, acknowledge and agree that I have read and accept the terms of this Contract, including the General Conditions of Contracts for Individual contractors available on UNDP website at www.undp.org/procurement and attached hereto in Annex II which form an integral part of this Contract, and that I have read and understood, and agree to abide by the standards of conduct set forth in the Secretary-General's bulletins ST/SGB/2003/13 of 9 October 2003, entitled "Special Measures for Protection from Sexual Exploitation and Sexual Abuse" and ST/SGB/2002/9 of 18 June 2002, entitled "Regulations



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Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Experts on Mission”.

☐ The Individual Contractor has submitted a Statement of Good Health and confirmation of immunization.

AUTHORIZING OFFICER:
United Nations Development Programme

INDIVIDUAL CONTRACTOR:

Name; _____

Name; _____

Signature; _____

Signature; _____

Date; _____

Date; _____



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UNITED NATIONS DEVELOPMENT PROGRAMME GENERAL CONDITIONS OF CONTRACTS FOR THE SERVICES OF INDIVIDUAL CONTRACTORS

1. LEGAL STATUS

The Individual contractor shall have the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP), and shall not be regarded, for any purposes, as being either a “staff member” of UNDP, under the UN’ Staff Regulations and Rules, or an “official” of UNDP, for purposes of the Convention on the Privileges and Immunities of the United Nations, adopted by the General Assembly of the United Nations on 13 February 1946. Accordingly, nothing within or relating to the Individual Contract shall establish the relationship of employer and employee, or of principal and agent, between UNDP and the Individual contractor. The officials, representatives, employees or subcontractors of UNDP and of the Individual contractor, if any, shall not be considered in any respect as being the employees or agents of the other, and UNDP and the Individual contractor shall be solely responsible for all claims arising out of or relating to its engagement of such persons or entities.

2. STANDARDS OF CONDUCT

In General: The Individual contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its obligations under the Individual Contract. Should any authority external to UNDP seek to impose any instructions on the Individual Contract regarding the Individual contractor’s performance under the Individual Contract, the Individual contractor shall promptly notify UNDP and shall provide all reasonable assistance required by UNDP. The Individual contractor shall not take any action in respect of its performance of the Individual Contract or otherwise related to its obligations under the Individual Contract that may adversely affect the interests of UNDP, and the Individual contractor shall perform its obligations under the Individual Contract with the fullest regard to the interests of UNDP. The Individual contractor warrants that it has not and shall not offer any direct or indirect benefit arising from or related to the performance of the Individual Contract or the award thereof to any representative, official, employee or other agent of UNDP. The Individual contractor shall comply with all laws, ordinances, rules and regulations bearing upon the performance of its obligations under the Individual Contract. In the performance of the Individual Contract the Individual contractor shall comply with the standards of conduct set in the Secretary General’s Bulletin ST/SGB/2002/9 of 18 June 2002, entitled “Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Expert on Mission”. The individual contractor must comply with all Security Directives issued by UNDP. Failure to comply with such security directives is grounds for termination of the Individual contractor for cause. Prohibition of Sexual Exploitation and Abuse: In the performance of the Individual Contract, the Individual contractor shall comply with the standards of conduct set forth in the Secretary-General’s bulletin ST/SGB/2003/13 of 9 October 2003, concerning “Special measures for protection from sexual exploitation and sexual abuse”. In particular, the Individual contractor shall not engage in any conduct that would constitute sexual exploitation or sexual abuse, as defined in that bulletin. The Individual contractor acknowledges and agrees that any breach of any of the provisions hereof shall constitute a breach of an essential term of the Individual Contract, and, in addition to any other legal rights or remedies available to any person, shall give rise to grounds for termination of the Individual Contract. In addition, nothing herein shall limit the right of UNDP to refer any alleged breach of the foregoing standards of conduct to the relevant national authorities for appropriate legal action.



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3. TITLE RIGHTS, COPYRIGHTS, PATENTS AND OTHER PROPRIETARY RIGHTS

Title to any equipment and supplies that may be furnished by UNDP to the Individual contractor for the performance of any obligations under the Individual Contract shall rest with UNDP, and any such equipment shall be returned to UNDP at the conclusion of the Individual Contract or when no longer needed by the Individual contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Individual contractor, subject to normal wear and tear, and the Individual contractor shall be liable to compensate UNDP for any damage or degradation of the equipment that is beyond normal wear and tear. UNDP 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 which the Individual contractor has developed for UNDP under the Individual Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Individual Contract, and the Individual contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for UNDP. However, to the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Individual contractor: (a) that pre-existed the performance by the Individual contractor of its obligations under the Individual Contract, or (b) that the Individual contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Individual Contract, UNDP does not and shall not claim any ownership interest thereto, and the Individual contractor grants to UNDP a perpetual license 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 UNDP, the Individual contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to UNDP in compliance with the requirements of the applicable law and of the Individual Contract. Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents and all other data compiled by or received by the Individual contractor under the Individual Contract shall be the property of UNDP, shall be made available for use or inspection by UNDP at reasonable times and in reasonable places, shall be treated as confidential and shall be delivered only to UNDP authorized officials on completion of work under the Individual Contract.

4. CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION

Information and data that are considered proprietary by either UNDP or the Individual contractor or that are delivered or disclosed by one of them ("Discloser") to the other ("Recipient") during the course of performance of the Individual Contract, and that are 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 otherwise use the Discloser's Information solely for the purpose for which it was disclosed. The Recipient may disclose confidential Information to any other party with the Discloser's prior written consent, as well as to the Recipient's employees, officials, representatives and agents who have a need to know such confidential Information solely for purposes of performing obligations under the Individual Contract. Subject to and without any waiver of the privileges and immunities of UNDP, the Individual contractor may disclose Information to the extent required by law, *provided that* the Individual contractor will give UNDP sufficient prior notice of a request for the disclosure of Information in order to allow UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made. UNDP may disclose Information to the extent as required pursuant to the Charter of the



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United Nations, resolutions or regulations of the General Assembly or its other governing bodies, or rules promulgated by the Secretary-General. 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 at any time is developed by the Recipient completely independently of any disclosures hereunder. These obligations and restrictions of confidentiality shall be effective during the term of the Individual Contract, including any extension thereof, and, unless otherwise provided in the Individual Contract, shall remain effective following any termination of the Individual Contract.

5. TRAVEL, MEDICAL CLEARANCE AND SERVICE-INCURRED DEATH, INJURY OR ILLNESS

If the Individual contractor is required by UNDP to travel beyond commuting distance from the Individual contractor's usual place of residence, and upon prior written agreement, such travel shall be at the expense of UNDP. Such travel shall be at economy class when by air. UNDP may require the Individual contractor to submit a Statement of Good Health from a recognized physician prior to commencement of work in any offices or premises of UNDP or before engaging in any travel required by UNDP or connected with the performance of the Individual Contract. The Individual contractor shall provide such a Statement of Good Health as soon as practicable following such request, and prior to engaging in any such travel, and the Individual contractor warrants the accuracy of any such Statement, including, but not limited to, confirmation that the Individual contractor has been fully informed regarding the requirements for inoculations for the country or countries to which travel may be authorized. In the event of the death, injury or illness of the Individual contractor which is attributable to the performance of services on behalf of UNDP under the terms of the Individual Contract while the Individual contractor is traveling at UNDP expense or is performing any services under the Individual Contract in any offices or premises of UNDP, the Individual contractor or the Individual contractor's dependents, as appropriate, shall be entitled to compensation equivalent to that provided under the UNDP insurance policy, available upon request.

6. PROHIBITION ON ASSIGNMENT; MODIFICATIONS

The Individual contractor may not assign, delegate, transfer, pledge or make any other disposition of the Individual Contract, of any part thereof, or of any of the rights, claims or obligations under the Individual Contract except with the prior written authorization of UNDP, and any attempt to do so shall be null and void. The terms or conditions of any supplemental undertakings, licenses or other forms of Individual Contract concerning any goods or services to be provided under the Individual Contract shall not be valid and enforceable against UNDP nor in any way shall constitute an Individual Contract by UNDP thereto, unless any such undertakings, licenses or other forms of Individual Contract are the subject of a valid written undertaking by UNDP. No modification or change in the Individual Contract shall be valid and enforceable against UNDP unless provided by means of a valid written amendment to the Individual Contract signed by the Individual contractor and an authorized official or appropriate contracting authority of UNDP.

7. SUBCONTRACTORS

In the event that the Individual contractor requires the services of subcontractors to perform any obligations under the Individual Contract, the Individual contractor shall obtain the prior written approval of UNDP for any such subcontractors. UNDP may, in its sole discretion, reject any proposed subcontractor or require such subcontractor's removal without having to give any justification therefore, and such rejection shall not entitle the Individual contractor to claim any delays in the performance, or to assert any excuses for the non-performance, of any of its obligations under the Individual Contract. The Individual contractor shall be solely responsible for all services and obligations performed by its subcontractors. The terms of any subcontract



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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 Individual Contract.

8. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF THE UNITED NATIONS

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

9. INDEMNIFICATION

The Individual contractor shall indemnify, defend, and hold and save harmless UNDP, 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 UNDP of any patented device, any copyrighted material or any other goods or services provided to UNDP for its use under the terms of the Individual 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; or (b) any acts or omissions of the Individual contractor, or of any subcontractor or anyone directly or indirectly employed by them in the performance of the Individual Contract, which give rise to legal liability to anyone not a party to the Individual Contract, including, without limitation, claims and liability in the nature of a claim for workers' compensation.

10. INSURANCE

The Individual contractor shall pay UNDP promptly for all loss, destruction or damage to the property of UNDP caused by the Individual contractor, or of any subcontractor, or anyone directly or indirectly employed by them in the performance of the Individual Contract. The Individual contractor shall be solely responsible for taking out and for maintaining adequate insurance required to meet any of its obligations under the Individual Contract, as well as for arranging, at the Individual contractor's sole expense, such life, health and other forms of insurance as the Individual contractor may consider to be appropriate to cover the period during which the Individual contractor provides services under the Individual Contract. The Individual contractor acknowledges and agrees that none of the insurance arrangements the Individual contractor may make shall, in any way, be construed to limit the Individual contractor's liability arising under or relating to the Individual Contract.

11. ENCUMBRANCES AND LIENS

The Individual 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 UNDP against any monies due to the Individual contractor or to become due for any work done or against any goods supplied or materials furnished under the Individual Contract, or by reason of any other claim or demand against the Individual contractor.

12. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

In the event of and as soon as possible after the occurrence of any cause constituting *force majeure*, the Individual contractor shall give notice and full particulars in writing to UNDP of such occurrence or cause if the Individual contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under the Individual Contract. The Individual contractor shall also notify UNDP of any other



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changes in conditions or the occurrence of any event, which interferes or threatens to interfere with its performance of the Individual Contract. Not more than fifteen (15) days following the provision of such notice of *force majeure* or other changes in conditions or occurrence, the Individual contractor shall also submit a statement to UNDP of estimated expenditures that will likely be incurred for the duration of the change in conditions or the event. On receipt of the notice or notices required hereunder, UNDP shall take such action as it considers, in its sole discretion, to be appropriate or necessary in the circumstances, including the granting to the Individual contractor of a reasonable extension of time in which to perform any obligations under the Individual Contract. If the Individual contractor is rendered permanently unable, wholly or in part, by reason of *force majeure* to perform its obligations and meet its responsibilities under the Individual Contract, UNDP shall have the right to suspend or terminate the Individual Contract on the same terms and conditions as are provided for below, under “Termination”, except that the period of notice shall be five (5) days instead of any other period of notice. In any case, UNDP shall be entitled to consider the Individual contractor permanently unable to perform its obligations under the Individual Contract in the case of the Individual contractor’s suffering any period of suspension in excess of thirty (30) days. *Force majeure* as used herein means any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrection, 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 Individual contractor. The Individual contractor acknowledges and agrees that, with respect to any obligations under the Individual Contract that the Individual contractor must perform in or for any areas in which UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delay or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute *force majeure* under the Individual Contract.

13. TERMINATION

Either party may terminate the Individual Contract, in whole or in part, upon giving written notice to the other party. The period of notice shall be five (5) days in the case of Individual Contracts for a total period of less than two (2) months and fourteen (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 Individual Contract. UNDP may, without prejudice to any other right or remedy available to it, terminate the Individual Contract forthwith in the event that: (a) the Individual contractor is adjudged bankrupt, or is Article II, section 7, of the Convention on the Privileges and Immunities of the United Nations provides, *inter alia*, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the exemptions of the United Nations from such taxes, restrictions, duties or charges, the Individual contractor shall immediately consult with UNDP to determine a mutually acceptable procedure. UNDP shall have no liability for taxes, duties or other similar charges payable by the Individual contractor in respect of any amounts paid to the Individual contractor under this Individual Contract, and the Individual contractor acknowledges that UNDP will not issue any statements of earnings to the Individual contractor in respect of any such payments. liquidated, or becomes insolvent, applies for moratorium or stay on any payment or repayment obligations, or applies to be declared insolvent; (b) the Individual contractor is granted a moratorium or a stay or is declared insolvent; the Individual contractor makes an assignment for the benefit of one or more of its creditors; (c) a Receiver is appointed on account of the insolvency of the Individual contractor; (d) the Individual contractor offers a settlement in lieu of bankruptcy or receivership; or (e) UNDP reasonably determines that the Individual contractor has become



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subject to a materially adverse change in its financial condition that threatens to endanger or otherwise substantially affect the ability of the Individual contractor to perform any of its obligations under the Individual Contract. In the event of any termination of the Individual Contract, upon receipt of notice of termination by UNDP, the Individual contractor shall, except as may be directed by UNDP in the notice of termination or otherwise in writing: (a) take immediate steps to bring the performance of any obligations under the Individual 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 Individual 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 Individual Contract had been completed, would be required to be furnished to UNDP thereunder; (d) complete performance of the work not terminated; and (e) take any other action that may be necessary, or that UNDP may direct in writing, for the protection and preservation of any property, whether tangible or intangible, related to the Individual Contract that is in the possession of the Individual contractor and in which UNDP has or may be reasonably expected to acquire an interest. In the event of any termination of the Individual Contract, UNDP shall only be liable to pay the Individual contractor compensation on a *pro rata* basis for no more than the actual amount of work performed to the satisfaction of UNDP in accordance with the requirements of the Individual Contract. Additional costs incurred by UNDP resulting from the termination of the Individual Contract by the Individual contractor may be withheld from any amount otherwise due to the Individual contractor from UNDP.

14. NON-EXCLUSIVITY

UNDP 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 Individual Contract, from any other source at any time.

15. TAXATION

Article II, section 7, of the Convention on the Privileges and Immunities of the United Nations provides, *inter alia*, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the exemptions of the United Nations from such taxes, restrictions, duties or charges, the Individual contractor shall immediately consult with UNDP to determine a mutually acceptable procedure. UNDP shall have no liability for taxes, duties or other similar charges payable by the Individual contractor in respect of any amounts paid to the Individual contractor under this Contract, and the Individual contractor acknowledges that UNDP will not issue any statements of earnings to the Individual contractor in respect of any such payments.

16. AUDIT AND INVESTIGATION

Each invoice paid by UNDP shall be subject to a post-payment audit by auditors, whether internal or external, of UNDP or by other authorized and qualified agents of UNDP at any time during the term of the Individual Contract and for a period of two (2) years following the expiration or prior termination of the Individual Contract. UNDP shall be entitled to a refund from the Individual contractor for any amounts shown by such audits to have been paid by UNDP other than in accordance with the terms and conditions of the Individual Contract. The Individual contractor acknowledges and agrees that, from time to time, UNDP may conduct investigations relating to any aspect of the Individual Contract or the award thereof, the obligations performed under the Individual Contract, and the operations of the Individual contractor generally relating to



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performance of the Individual Contract. The right of UNDP to conduct an investigation and the Individual contractor's obligation to comply with such an investigation shall not lapse upon expiration or prior termination of the Individual Contract. The Individual contractor shall provide its full and timely cooperation with any such inspections, post-payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Individual contractor's obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to UNDP access to the Individual contractor's premises at reasonable times and on reasonable conditions in connection with such access to the Individual contractor's personnel and relevant documentation. The Individual contractor shall require its agents, including, but not limited to, the Individual contractor's attorneys, accountants or other advisers, to reasonably cooperate with any inspections, post-payment audits or investigations carried out by UNDP hereunder.

17. SETTLEMENT OF DISPUTES

Amicable Settlement: UNDP and the Individual contractor shall use their best efforts to amicably settle any dispute, controversy or claim arising out of the Individual 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 Conciliation Rules then obtaining 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. *Arbitration:* Any dispute, controversy or claim between the parties arising out of the Individual 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 UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Individual Contract, order the termination of the Individual Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Individual Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim Measures of Protection") and Article 32 ("Form and Effect of the Award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Individual Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. 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.

18. LIMITATION ON ACTIONS:

Except with respect to any indemnification obligations in Article 7, above, or as are otherwise set forth in the Individual Contract, any arbitral proceedings in accordance with Article 17 above, arising out of the Individual Contract must be commenced within three years after the cause of action has accrued. The Parties further acknowledge and agree that, for these purposes, a cause of action shall accrue when the breach actually occurs, or, in the case of latent defects, when the injured Party knew or should have known all of the essential elements of the cause of action, or in the case of a breach of warranty, when tender of delivery is made, except that, if a warranty extends to future performance of the goods or any process or system and the



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discovery of the breach consequently must await the time when such goods or other process or system is ready to perform in accordance with the requirements of the Individual Contract, the cause of action accrues when such time of future performance actually begins.

19. PRIVILEGES AND IMMUNITIES

Nothing in or relating to the Individual Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

EVALUATION CRITERIA

TECHNICAL PROPOSAL 70%: Qualifications Reqs. 60% + Interview 10%		Max Points
TECHNICAL CRITERIA	PRELIMINARY REVISION. Required documents verification: <ul style="list-style-type: none"> Financial Proposal and Letter of Interest duly signed, P11 Form Revision and verification of UNDP Vendors Suspended database. Masters degree or equivalent in economics, public policy, sustainable development, natural resources management, agriculture, or other relevant field. 	PASS/FAIL
	Qualifications Requirements	100 points
	<ul style="list-style-type: none"> At least 10 years of experience in project management, project design and/or evaluation in developing countries. Command of logical framework methodologies and tools. 	40
	<ul style="list-style-type: none"> Experience with concepts like sustainable commodity production. Knowledge of the project's commodity sectors is an advantage. 	20
	<ul style="list-style-type: none"> Experience with multi-stakeholder dialogue processes and methodologies. Knowledge of UNDP/Green Commodities Programme's National Commodity Platform concept is an advantage. 	20
	<ul style="list-style-type: none"> Experience working in Indonesia and Peru is a plus, particularly on institutional, socio-economic or business issues 	10
FINANCIAL PROPOSAL 30%		

EVALUATION OF THE FINANCIAL PROPOSAL

In this methodology, the maximum number of points assigned to the financial proposal is allocated to the lowest price proposal. All other price proposals receive points in inverse proportion. A suggested formula is as follows:

$$p = y (\mu/z)$$

Where:

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest priced proposal

z = price of the proposal being evaluated