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INDIVIDUAL CONTRACT (IC) PROPOSAL SUBMISSION FORM

Recruitment of **National Consultant to Programme Associate for the
UNPRPD - African Disability Forum (ADF) Programme Phase II
(Open for Ethiopian Nationals)**

Procurement Notice Ref. No.: RSC/IC/2017/004

Published (Posted on): 21 March 2017

**Submission Deadline: 11 April 2017 @ 5:30 PM in the Afternoon
(UTC+03:00) Addis Ababa/Nairobi Time
Zone**

*Note: those who submit afterwards will
automatically be rejected. Proposers are strongly
advised to meet the submission deadline and avoid
IT related glitch while sending to secured email at
last hour.*

**United Nations Development Programme (UNDP)
Addis Ababa, Ethiopia
March 2017**



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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Procurement Notice Ref. No.: [RSC/IC/2017/004](#)

Date: 22nd March 2017

Project/Program Title: African Disability Forum (ADF)
Post Title: Programme Associate
Type of Contract: Individual Contract
Post Level: National Consultant
Duty Station: Addis Ababa, Ethiopia
Languages Required: Amharic, English
Duration: 1 year and 6 months
Expected Start Date: Immediately after Concluding Contract Agreement

Proposal should be submitted at the following address or [email](#) no later than **11 April 2017 at 5:30 PM in the Afternoon, UTC+03:00 Addis Ababa/Nairobi Time Zone.**

Contact Person : [STAFF Ms. MH](#)
Name of Office: UNDP Ethiopia
United Nations Development Programme (UNDP)
ECA Compound, Old Bld. 6th floor
[Addis Ababa, Ethiopia](#)
P.O. Box: 5580
Telephone: +251 11 5 44-44-45
Fax: +251 11 5 51-45-99 / +251 11 5 51-51-47
Via our secured mail address: procurement.et@undp.org (**MOST PREFERRED**)

Any request for clarification and/or additional information on this Procurement Notice shall be sent in writing to UNDP Ethiopian Country Office or send standard electronic communication to the Contact Person e-mail at info.procurementet@undp.org (**please note that it is only dedicated for enquiry and confirmation for proposal submission. Do not submit both Technical and Financial proposals to this account. If you do so, your proposals will be rejected and UNDP will not be accountable for it**). While the Procurement Unit would endeavour to provide clarification expeditiously, only requests receiving **at least 5 days** period to the submission deadline will be entertained. The procuring UNDP entity will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants. Any delay in providing such information will not be considered as a reason for extending the submission deadline.

I. BACKGROUND

The African Disability Forum (ADF), formally established in November 2015, is the inclusive, democratic, independent, representative Pan-African membership organization of currently 8 continental, 4 sub-regional and 34 national federations of organizations of persons with disabilities

(DPOs). ADF was formed to unify and amplify the voice of persons with disabilities, their families and organizations in Africa at national, regional and international levels, and to strengthen the capacity of DPOs in Africa to promote the rights and inclusion of persons with disabilities and their families. ADF works in partnership with all organisations that share the ADF objectives and is a full member organization of the International Disability Alliance (IDA). ADF works to promote the rights and inclusion of persons with disabilities in Africa through and with the African Union Commission (AUC) and the Regional Economic Communities (RECs), the UN Economic Commission for Africa (UNECA), UNDP and UN specialized agencies, multi- and bilateral donor agencies, international development NGOs and academic institutions.

II. SCOPE OF THE WORK

The ADF received initial funding from the UN Partnership Fund for Promoting the Rights of Persons with Disabilities (UNPRPD) for its establishment. The ADF-UNPRPD Phase II Programme will enable ADF to further its organizational development through a strategic planning process, and to continue to increase the capacity of its member DPOs through training of DPO leaders and members. In order to continue to support ADF and its programme of activities, a continuation of the ADF Programme Associate is required. The Programme Associate will continue to work under the direct supervision of the UNDP Programme Specialist for Justice and Human Rights, Governing and Peace-building in Africa Section, of the Regional Service Centre for Africa (RSCA) in Addis Ababa, in close consultation with the officers and members of the ADF Executive Council, and in collaboration with the ADF Advisor based in Ethiopia.

The Programme Associate's functions and duties will be as follows:

1. Follow-up and liaise with Government of Ethiopia and different government offices on issues of ADF including MoU signing, registration, taxation, international staff resident permits and any required official representation on behalf of ADF.
2. Assist ADF to open a bank account and to set up a provisional ADF office in Addis Ababa: identify office space, purchase office furniture/equipment, arrange utilities, Internet connection, etc.
3. Coordinate the implementation of all ADF activities according to the ADF annual work plan and budget, until the employment of an ADF Office Director.
4. Coordinate the implementation of the ADF Internship Programme, in cooperation with IDA.
5. Coordinate the implementation of all activities of the ADF-UNPRPD Phase II Programme and budget, including all formal reporting requirements.
6. Support the Coordinator of the ADF Strategic Planning (SP) exercise, including transportation arrangements for participants in the SP sub-regional workshops and SP validation workshop.
7. Support the implementation of the IDA-IDDC sponsored BRIDGE CRPD and SDGs training program for DPOs in Africa at regional and national level, including acting as facilitator/trainer for the BRIDGE program.
8. Assist in organizing ADF Executive Council and other meetings: invitations, accessible venues, flights and per diem payments, interpretation and local transport services, etc.
9. Participate in and support Executive Council meetings, meetings of the IDA Board of Directors and other IDA meetings as requested.
10. Maintain the ADF website, and prepare and send a regular e-mail newsletter to update and inform ADF members and partners about ADF activities.

11. Participate, as assigned, as a representative of ADF in various meetings in Ethiopia, in Africa and internationally.
12. Initiate an exchange of information and experience between ADF and regional disability forums in other parts of the world.
13. Liaise with AUC and UNDP to sign MoU for collaboration on Regional disability projects, ratification of UN CRPD and AU Protocol on Persons with Disabilities.
14. Support the UNDP JPO assigned to work with ADF, in the planning and implementation of the proposed UNDP Africa regional disability mainstreaming initiative.
15. Undertake such other activities as may be assigned by the ADF Advisor and/or the UNDP RSCA Programme Specialist for Justice and Human Rights.

III. EXPECTED OUTPUTS AND DELIVERABLES

- Functional ADF Office opened in Addis Ababa
- ADF Executive Council meetings (4) organized, Minutes prepared
- ADF Strategic Planning sub-regional workshops (4) and validation workshop organized, Reports prepared
- ADF Internship Programme organized with IDA support
- Capacity-building training courses (SDGs, Data) for ADF member DPOs organized

The expected deliverables with corresponding time frame is listed below :

No.	Deliverables / Outputs	Estimated Date of Completion	Review and Approvals Required by:
1	Functional ADF Office in Addis Ababa opened		UNDP Programme Specialist for Justice and Human Rights, Governing and Peace-building in Africa, RSCA
2	ADF Executive Council meetings (3) organized	September 2017, March 2018, September 2018	
3	ADF Strategic Planning sub-regional workshops (4) and validation workshop organized	June 2017, September 2017	
4	ADF Internship Programme organized with IDA support	June-December 2017 (round II) and January - December 2018 (Round III)	
5	Capacity-building training courses (SDGs, Data) for ADF member DPOs organized	2017, 2018	
6	MoU signed between AUC and UNDP	2017, 2018 respectively	ADF Executive Council

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The UNDP Programme Associate will be located in the RSCA and report administratively to the UNDP Programme Specialist for Justice and Human Rights, Governing and Peace-building in Africa Section, of the Regional Service Centre for Africa (RSCA).

V. LOGISTICS AND ADMINISTRATIVE SUPPORT

The UNDP Programme Associate will be provided with administrative and logistical support by both the RSCA and UNDP Ethiopia country office for the fulfillment of his duties and responsibilities.

VI. DURATION OF THE WORK

The Programme Associate will be engaged for 18 consecutive months starting from June 2017.

VII. QUALIFICATIONS

The Programme Associate must have the following expertise and qualifications:

Education:

- BA Degree in Social Sciences

Experience:

- Minimum 2-years work experience
- Work experience in disability-related field highly desirable
- Work experience in other countries desirable
- Basic computer software and web application skills

Language:

- Fluency in English, both oral and written, is required
- Fluency in Amharic, both oral and written, is required
- Knowledge of French is desirable

Competencies

- Demonstrates and promotes the highest standards of integrity, impartiality, non-discrimination, fairness and incorruptibility in all matters involving his/her work and status
- Actively promotes rights and inclusion of persons with disabilities
- Demonstrates effective interpersonal relations and team work
- Working knowledge of UN Agencies and AUC is desirable

VIII. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified Individual Consultant is expected to submit both the Technical and Financial Proposals. Accordingly; Individual Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
 - a. Technical Criteria weight is **70%**
 - b. Financial Criteria weight is **30%**

Criteria	Weight	Max. Point
Technical Competence (based on CV, Proposal and interview (if required))	70%	100
Criteria a. Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal		30 pts*

Criteria b. BA Degree in Social Sciences <ul style="list-style-type: none"> • Demonstrates and promotes the highest standards of integrity, impartiality, non-discrimination, fairness and incorruptibility in all matters involving his/her work and status • Actively promotes rights and inclusion of persons with disabilities • Demonstrates effective interpersonal relations and team work • Working knowledge of UN Agencies and AUC is desirable 		20_ pts**
Criteria c. Minimum 2-years work experience Work experience in disability-related field highly desirable Work experience in other countries desirable Basic computer software and web application skills		20 pts **
Financial (Lower Offer/Offer*100)		30% 30
Total Score	Technical Score * 70% + Financial Score * 30%	

ANNEXES

ANNEX I - - Technical Proposal along with Offeror's Letter to UNDP Confirming Interest and Availability

ANNEX II - Financial Proposal

ANNEX III - General Conditions of Contract: For the Services of Individual Contractors (IC) that could be accessed from : http://procurement-notices.undp.org/view_file.cfm?doc_id=100512

INSTRUCTION TO OFFERORS

No.	Data	Specific Instructions / Requirements
1	Country / Region of Work Location:	<input checked="" type="checkbox"/> Please refer to the ToR <input type="checkbox"/> At Contractor's location with travel to _____ for case studies
2	Language of the Proposal:	<input checked="" type="checkbox"/> English
3	Period of Proposal Validity commencing on the submission date	<input checked="" type="checkbox"/> 120 days
4	Preferred Currency of Proposal and Method for Currency conversion	<input type="checkbox"/> Local Currency (Ethiopian Birr)
5	Deadline for submitting requests for clarifications/ questions	<input checked="" type="checkbox"/> Five (5) days before the submission date
6	Contact Details for submitting clarifications/questions ¹	<input checked="" type="checkbox"/> Focal Person in UNDP: STAFF Ms. MH <input checked="" type="checkbox"/> Address: United Nations Development Programme (UNDP) ECA Compound; Congo Bld.; 6th Floor; North Wing Addis Ababa, Ethiopia <input checked="" type="checkbox"/> Facsimile: +251 11 5514599 / +251 11 5515147 <input checked="" type="checkbox"/> P.O. Box: 5580 <input checked="" type="checkbox"/> E-mail address dedicated for this purpose: info.procurementet@undp.org (only for enquiry/request for clarification) <input checked="" type="checkbox"/> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
7	Manner of Disseminating Supplemental Information to the IC and responses/clarifications to queries	<input checked="" type="checkbox"/> Direct communication to prospective Bidders by email, and Posting on the http://procurement-notice.undp.org/ on which the captioned IC Notice was posted

¹ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was officially received.

No.	Data	Specific Instructions / Requirements
8	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Electronic submission of Bid (most preferred)
9	Proposal Submission Address	<input checked="" type="checkbox"/> Via our secured mail address: procurement.et@undp.org (most preferred)
11	Deadline of Submission	<input checked="" type="checkbox"/> Date and Time: 11 April 2017 @ 5:30 PM in the Afternoon <input checked="" type="checkbox"/> Time Zone: (UTC+03:00) Addis Ababa/Nairobi
12	Conditions and Procedures for electronic submission and opening, if allowed	<input checked="" type="checkbox"/> Official Address for e-submission: procurement.et@undp.org <input checked="" type="checkbox"/> Free from virus and corrupted files <input checked="" type="checkbox"/> Format: PDF files only and password protected <input checked="" type="checkbox"/> Password for Financial Proposal , however, will be requested from those Proposers whose Technical proposals found to be Technically Qualified by Technical Panel. <input checked="" type="checkbox"/> UNDP Ethiopia Office uses Adobe PDF reader version 9 and Microsoft 2007 & Microsoft 2010 <input checked="" type="checkbox"/> For electronically transferred data, the maximum capacity is 9MB . Thus, if the size of the file is greater than 9MB attach them with two or more email. <input checked="" type="checkbox"/> No. of copies to be transmitted: only One , <input checked="" type="checkbox"/> Subject of email (Mandatory) : your proposals shall be sent into two separate files but in one email under Subject Line : RSC-IC-2017-004 <input checked="" type="checkbox"/> Proposals File Name (Mandatory) : The File Name for Technical and Financial Proposals MUST BE: <ol style="list-style-type: none"> For Technical – RSC-IC-2017-004 - TP - [insert your name] For Financial – RSC-IC-2017-004 - FP - [insert your name]
14	Evaluation method to be used in selecting the most responsive Proposal	<input checked="" type="checkbox"/> Combined Scoring Method, using the 70%-30% distribution for Technical and Financial proposals, respectively, where the minimum passing score of technical proposal is 70%
15	Post-Qualification Actions	<input checked="" type="checkbox"/> Inquiry and background checking with referees or any other entity that may have done business with the offeror.

Cover Page

TECHNICAL PROPOSAL

Recruitment of **National Consultant to **xxxx****

Procurement Ref. No.: **RSC/IC/2017/004**

Prepared by: [insert here]

Nationality: [insert here]

Date of Birth: [insert here]

Gender: [insert here]

Date of Preparation: [insert here]

Email: [insert here]

Address: [insert here]

Phone / Fax: [insert here]

Skype Account: [insert here]

Table of Contents

	Page
TECHNICAL PROPOSAL COVER PAGES	
Cover Page (use the template hereto)	
Cover Letter (use the template hereto)	
Statement of Declaration (use the template hereto)	
SECTION I. TECHNICAL PROPOSAL SUBMISSION FORM	
1.1 Letter of Motivation	
1.2 Proposed Methodology	
1.3 Past Experience in Similar Consultancy and/or Projects along with Contact Details	
1.4 Implementation Timelines	
1.5 List of Personal Referees along with contact details	
1.6 Bank Reference Details	
SECTION II. ANNEXES	
Annex a. Duly Signed Offeror's Letter to UNDP Confirming Interest and Availability (use the template hereto)	
Annex b. Duly Signed Personal CV	
Documentation Checklist (please refer to the checklist attached hereto)	

Cover Letter

Date: [\[insert date\]](#)

To: Janvier Wussinu
Deputy Country Director (Operations)
United Nations Development Programme
Addis Ababa, Ethiopia

Dear Mr. Wussinu:

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, I, the undersigned, offer to provide Individual Consulting services [\[insert the description of the profession/activity for project/programme/office\]](#) as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Proposal.

I undertake, if my Proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated in the Terms of Reference (ToR).

I agree to abide by this Proposal for a period of **120 days** from the date fixed for opening of Proposals in the Individual Consultant Procurement Notice, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

I understand that you are not bound to accept any Proposal you may receive.

Full Name:

Signature: _____

Date Signed:

Statement of Declaration

Date: [\[insert date\]](#)

To: Janvier Wussinu
Deputy Country Director (Operations)
United Nations Development Programme
Addis Ababa, Ethiopia

Dear Mr. Wussinu:

I, the undersigned, hereby offer to provide consultancy services for [\[insert: title of services\]](#) in accordance with your IC Procurement Notice dated [\[insert: Date\]](#) and our Proposal. I hereby submitting the Proposal, which includes the Technical Proposal and Financial Proposal sealed under a separate envelope.

In this regard, I hereby declare that:

- i. All the information and statements made in this Proposal are true and I accept that any misrepresentation contained in it may lead to our disqualification;
- ii. I am currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- iii. I have no outstanding bankruptcy or pending litigation or any legal action that could impair my consultancy service; and
- iv. I do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

I undertake, if the Proposal is accepted, to initiate the consultancy services just after contract agreement is duly signed.

I fully understand and recognize that UNDP is not bound to accept this proposal, 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 evaluation.

Yours sincerely,

Full Name:

Signature: _____

Date Signed:

TECHNICAL PROPOSAL SUBMISSION FORM

1.1 Letter of Motivation

- Briefly explain why you are the most suitable for the consultancy service you applied for.

1.2 Proposed Methodology for the Completion of Consultancy Services

The consultant must describe how it will address/deliver:

- A detailed approach and/or methodology you plan to apply or conduct the to meet the demands of the ToR;
- Providing a detailed description of the essential performance characteristics (if any);
- Implementation timeline and/or work plan using the proposed methodology/approach. It shall be supported by Gantt Chart
- Any other information pertinent to it.

1.3 Past experience in similar projects and/or consultancy services

The consultant must describe and indicate:

- Track Record – list of clients for similar consultancy services and/or projects as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references including email address as indicated in the following template:

Track Record and Experience

No.	Client	Contact Value in US\$	Period of activity	Types of activities and/or Operations	Status or Date Completed	References Contact Details (Name, Title – Mr., Mrs., Dr. to properly address, Phone, Email
1						
2						
3						
4						
5						

** Be sure the correct email address is/are indicated*

1.4 Implementation Timelines:

- The Proposer shall submit a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

1.5 List of Personal Referees

- List of at least three personal referees in terms of their title (position), where they work, email, and telephone address as indicated in the following template:

No.	Name of Personal Referee	Name of the Organization	Title and/or Position	Email address with alternative (if any)	Telephone
1					
2					
3					

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

Date: [\[Insert Date Filling the Form\]](#)

Janvier Wussinu
Deputy Country Director (Operations)
United Nations Development Programme
Addis Ababa, Ethiopia

Dear Mr. Wussinu,

I hereby declare that:

- a) I have read, understood and hereby accept the Terms of Reference (ToR) 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** attached hereto as **Annex IV**;
- 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 "b"**;
- d) In compliance with the requirements of the Terms of Reference (ToR), 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 "a"**;
- e) I hereby propose to complete the services based on the following payment rate on the prescribed format which I have attached hereto as **Annex III**:

☐ A total lump-sum amount as stated in the Financial Proposal which will be payable in the manner described in the Terms of Reference (ToR).
- f) For your evaluation, the breakdown of the abovementioned **all-inclusive** amount is attached hereto as **Annex III**;
- 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 **120 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 [\[Double click on the Check Box and click checked in the dialogue box\]](#):

☐ Sign an Individual Contract (IC) 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:

Description	Contact Details
Legal Name of Organization:	
Business Address:	
Full Name of Official Contract Signatory:	
Title/Post:	
email address:	
Tel.	

- k) I hereby confirm that [Double click on the Check Box and click checked in the dialogue box]:

- ☐ 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

- 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:

Signature: _____

Date Signed:

Documentation Checklist

SN	Documentation Requirement	Yes	No	If "No" Reason
1	Prepared Technical Proposal as per the prescribed template	<input type="checkbox"/>	<input type="checkbox"/>	
2	Prepared All-Inclusive² Financial Proposal as per the Template to be sent in a Separate File	<input type="checkbox"/>	<input type="checkbox"/>	
3	Fulfil the Minimum Required Educational Qualification in the Relevant Area of Specialization as indicated in the ToR	<input type="checkbox"/>	<input type="checkbox"/>	
4	Fulfill the Minimum Required Relevant Work Experience as requested under Years of Experience in the ToR	<input type="checkbox"/>	<input type="checkbox"/>	
5	Compiled the Bank Reference Details in the Prescribed Table	<input type="checkbox"/>	<input type="checkbox"/>	
6	Annexed the Duly Signed Offeror's Letter to UNDP Confirming Interest and Availability (use the template hereto) (as part of Annex a)	<input type="checkbox"/>	<input type="checkbox"/>	
7	Annexed the Duly Signed Personal CV (as part of Annex b)	<input type="checkbox"/>	<input type="checkbox"/>	
8	If I am selected for this assignment, I shall Sign an Individual Contract (IC) with UNDP			
9	I hereby confirm that At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP	<input type="checkbox"/>	<input type="checkbox"/>	
10	I am a former staff member of the United Nations who recently separated, I hereby confirm that I have complied with the minimum break in service required before I can be eligible for this Individual Contract (IC).	<input type="checkbox"/>	<input type="checkbox"/>	
11	I am 62 years old or above thus would like to confirm my willingness to go through a full medical exam including x-rays at my own cost from UN recognized medical Center	<input type="checkbox"/>	<input type="checkbox"/>	
12	Accepted all provisions of Individual Contract (IC) General Terms and Conditions (GTC) attached hereto	<input type="checkbox"/>	<input type="checkbox"/>	

Note: Double click on the respective **Check Box** and click **checked** in the dialogue box of your choice.

All other information and documentations that we have not provided automatically implies our fully compliance with the requirements, terms and conditions of the IC.

Full Name:

Signature: _____

Date Signed:

² The term "All inclusive" implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal

Cover Page

FINANCIAL PROPOSAL

To: Janvier Wussinu
Deputy Country Director (Operations)
United Nations Development Programme
Addis Ababa, Ethiopia

Dear Mr. Wussinu:

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, I, the undersigned, offer to provide Individual Consulting services [\[insert the description of the profession/activity for project/programme/office\]](#) for the lump-sum amount of [\[insert the lump- sum amount in figures and words including the currency\]](#) as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Proposal.

I undertake, if my Proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated in the Terms of Reference (ToR).

I agree to abide by this Proposal for a period of **120 days** from the date fixed for opening of Proposals in the Individual Consultant Procurement Notice, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

I understand that you are not bound to accept any Proposal you may receive.

Full Name:

Signature: _____

Date Signed:

FINANCIAL PROPOSAL SUBMISSION FORM³

Directions:

- a. The financial proposal shall specify a **lump-sum amount** (including professional fee, travel, per diems, and other relevant expenses and/or costs for number of anticipated working days) which **UNDP Ethiopia Country Office will be obligated to pay to Prospect Individual Contractor (IC) upon Contract Award and successful completion of the consultancy assignment.**
- b. **Do not include** any conditional statement(s) about your financial lump-sum amount and partial financial quotation is also not allowed.
- c. Payments are based upon output, i.e. upon specific and measurable (qualitative and quantitative) deliverables (as indicated in Section II hereunder) of the services specified in the ToR.
- d. Failing to submit one of the two Sections hereunder and/or incomplete information will make the proposal automatically disqualified.
- e. **You must send your duly signed Financial proposal separately** from Technical Proposal through **UNDP secured email** procurement.et@undp.org in a **PDF FORMAT**

I. BREAKDOWN OF COST BY COMPONENTS:

Cost Components	Unit Cost (Rate)	Quantity (No. of days)	Total (in US\$)
Personnel Costs			
Professional Fees			
Life Insurance [if you find it applicable]			
Medical Insurance [if you find it applicable]			
Communications [if you find it applicable]			
Land Transportation [if you find it applicable]			
Others [pls. specify]			
Travel Insurance [if you find it applicable]			
Terminal Expenses [if you find it applicable]			
Others [pls. specify]			
All-inclusive Lump-sum Contract Amount			

**The above format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.*

Travel expenses including all travel to join duty station/repatriation travel. Travel costs exceeding those of an **economy class ticket are not covered by UNDP.*

Perdium /Living Allowance per day **shall not exceed UNDP/UN Daily Subsistence Allowance (DSA) Rates for ETHIOPIA/ADDIS ABABA as a DUTY STATION. Please refer to the respective Monthly Circulars from the following link: <http://www.ph.undp.org/content/philippines/en/home/operations/undp-un-dsa-rates.html>*

Amount in Words: [Insert the total amount in words]

³ The Financial Proposal Submission Template must be used with **No Conditional Statement**

II. BREAKDOWN OF COST BY DELIVERABLES*

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

No.	Deliverables <i>Payment Milestones</i>	Percentage of Total Price <i>(Weight for payment)</i>	Amount in US\$
1		%	
2		%	
3		%	
All-inclusive Lump-sum Contract Amount		100%	

**Basis for payment tranches*