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Resilient nations.*

PROCUREMENT NOTICE

INTERNATIONAL INDIVIDUAL CONSULTANCY - SUPPORT TO UN-REDD+ PARTNER COUNTRIES

COUNTRY: KENYA

BACKGROUND

Reducing Emissions from Deforestation and forest Degradation, as established by the UN Framework Convention on Climate Change (UNFCCC), is often referred to as “REDD+”. The UNDP REDD+ team is based in UNDP’s Bureau for Policy and Programme Support - BPPS. It is part of the Sustainable Development cluster and works closely with the Climate Change team.

The REDD+ team is responsible for a growing portfolio. The work is primarily concentrated in the UN-REDD Programme, a collaborative partnership with FAO and UNEP. UNDP is also a Delivery Partner for the Forest Carbon Partnership Facility (FCPF) and the REDD+ team hosts the secretariat for the Central African Forests Initiative (CAFI). In addition, the team is responsible for other REDD+ initiatives and ensuring overall quality assurance.

UNDP’s REDD+ Team is spread globally, with management based in Geneva. Regional teams are located in UNDP’s Regional Centres in Bangkok (Asia-Pacific) and Panama (Latin America and the Caribbean), while the regional team for Africa is in Nairobi in order to be co-located with UNEP’s REDD+ Team. The regional teams support UNDP’s country offices and partners in their region. Support to UNDP country offices is coordinated closely with the Regional Bureaux through the regional centres.

OBJECTIVE

In order to advance the implementation of UNDP’s REDD+ activities in Africa, primarily from sources of funds other than UN-REDD, UNDP is seeking an international consultant to provide country support in the form of capacity building, knowledge transfer and advocacy to enable better facilitation of national efforts to drive national REDD+ processes.

The consultant will work with multiple stakeholders to achieve the tasks set out below. The consultant will work closely under the direct supervision of the UNDP Senior Regional Technical Advisor for REDD+ in Africa and country specific Technical Advisors, and under the overall leadership and guidance of the UNDP Principal Policy and Technical Advisor for REDD+.

EVALUATION

1. Evaluation method

Method: cumulative analysis method will be used to evaluate proposals.

The evaluation Criteria as shown below shall be used to evaluate all the proposals received. The award of the Individual Contractors Contract shall be made to the individual contractors whose offer has been evaluated and determined as:

- 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.

Technical Criteria weight - 70 points

Financial Criteria weight - 30 points

The following formula will be used to evaluate financial proposal: $p = y (\mu/z)$,

- 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;

Financial Proposal (30%): Your financial proposal shall include a breakdown of the lump sum indicating fees and any other expenses that consultant might think is required for the assignment.

2. Duration of assignment, duty of station and expected places of travel

The assignment is expected to be carried out for six months from May 2017 to October 2017. UNDP Country Office in Cote D'Ivoire, Uganda and the UNDP REDD+ team will jointly contribute to this consultancy. UNDP will cater for the travel costs out of Nairobi where such trips are deemed necessary.

11: Remuneration

- The successful consultant will be paid on UNDP terms and condition for the relevant contract modality.
- Payment will be done on a lump sum basis against a disbursement schedule as outlined in the contract and based on receipt of clearly defined deliverables with a specific timeline.
- Transport for field work will be provided.
- DSA will be provided to the consultant while in the field.

12.Submission details

Submission must be online following the instruction given on the website Please submit the following to demonstrate your interest and qualifications.

- P11 (required), indicating all experience from similar projects, as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references;
- Personal CV (optional)
- Duly accomplished Letter of Confirmation of Interest and Availability using the template provided [see details on link further down];
- Financial proposal (All-inclusive daily fee): Interested individuals are kindly requested to submit an all-inclusive daily consultancy fee (template provided)
- Travel: All envisaged international travel costs must be included in the financial proposal in a separate line, though not the cost of in-land travel, which will be handled directly by the UNDP Country Office.

Other Information

Due to large number of applications we receive, we are able to inform only the successful candidates about the outcome or status of the selection process.

Incomplete application and applications received after the deadline will not be considered. Only selected candidates will be notified.

Application Evaluation Process: Individual consultants will be evaluated based on the Cumulative Analysis methodology [weighted scoring method], where the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable; and
- Having received the highest score out of a pre-determined set of technical and financial criteria specific to the solicitation. Technical Criteria weight; [70%]. Financial Criteria weight; [30%].

Only Individual Consultants obtaining a minimum of 70% of the obtainable 100 points in technical evaluation would be considered for the Financial Evaluation.

Useful information

*Please note that the **financial proposal is all-inclusive** and shall take into account various expenses incurred by the consultant/contractor during the contract period (e.g. fee, health insurance, vaccination and any other relevant expenses related to the performance of services...). All envisaged **travel costs** must be included in the financial proposal.*

***Payments** will be made only upon confirmation of UNDP on delivering on the contract obligations in a satisfactory manner. Milestones for payment have been suggested in the terms of reference but will be discussed and agreed with the selected candidate.*

*Individual Consultants are responsible for ensuring they have **vaccinations**/inoculations when travelling to certain countries, as designated by the UN Medical Director. Consultants are also required to comply with the **UN security directives** set forth under dss.un.org*

Due to large number of applications we receive, we are able to inform only the successful candidates about the outcome or status of the selection process.

Application process

Interested and qualified candidates should submit their applications which should include the following:

1. UNDP Personal History Form (P11)
2. Detailed Curriculum Vitae
3. Proposal for implementing the assignment
4. Offeror's letter to UNDP

Qualified candidates are requested to email their applications to **consultants.ken@undp.org** to reach us not later than **COB on 02 May 2017.**

Please quote **"Country support to REDD+"** on the subject line.

ANNEXES

ANNEX 1 - TERMS OF REFERENCES (TOR)

ANNEX 2 - IC PROPOSAL FORM

ANNEX 3 - P11 TEMPLATE

ANNEX 4 – OFFERORS LETTER TO UNDP

ANNEX 5 - INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS