

EXPRESSION OF INTEREST

ESTABLISHMENT OF A ROSTER¹ OF EXPERTS FOR

Central African Forest Initiative (CAFI)

BPPS, Sustainable Development Cluster (REDD+)

Background

Central Africa is home to the second largest tropical rainforest in the world. Forest loss is accelerating despite ongoing efforts, as government action alone has not been sufficient to establish an effective balance between the interests of the forest and of economic development.

On this basis, a coalition of willing donors together with Central African partner countries – Central African Republic, the Democratic Republic of the Congo, the Republic of Cameroon, the Republic of Congo, the Republic of Equatorial Guinea, and the Republic of Gabon – have decided to enter into a collaborative partnership to establish the Central African Forest Initiative (CAFI). The objective of this initiative is to recognize and preserve the value of the forests in the region to mitigate climate change, reduce poverty, and contribute to sustainable development. This objective will be attained through the implementation of country-led, national scale REDD+ and Low Emissions Development (LED) investment frameworks that include policy reforms and measures to address the drivers of deforestation and forest degradation and promote sustainable development.

The CAFI Trust Fund is the principal means to implement the Central African Forest Initiative.

The CAFI Secretariat has the objective of establishing a roster to have a pool of experts who are ready to provide consultancy services to undertake one or several of the following tasks indicated below, for the benefit of all CAFI's projects]. Upon the establishment of this roster after extensive technical and financial review of all applications, qualified individual consultants will be called upon to be contracted under an Individual Contract valid for 12 months, and deployed to provide specific technical advice and short-term consultancies for deliverables that would require few days of work (mostly home-based). *(Note: the Roster/IC contract is extendable subject to satisfactory performance and procurement rules).*

¹ A roster is a list of experts previously evaluated and from which individual names can be directly sourced for specific consultancies or assignments.

On this note, the CAFI Secretariat invites eligible international individual consultants to indicate their Expression of Interest, for the following:

1. Independent reviews of National Investment Frameworks (NIF)

On the basis of the CAFI Terms of Reference, [Executive Board decision on evaluating NIFs](#) and decisions pertaining to the country at stake, the CAFI results framework, and other relevant documents, the consultant will evaluate the admissibility of the National Investment Plan of Republic of Congo, Cameroun, Equatorial Guinea or the Central African Republic. In addition, the IC will submit options for measures to be discussed between CAFI and the country presenting a NIF in order to support possible negotiations of a Letter of intent.

The IC will have to become familiar with the CAFI programming cycle, criteria for investments, terms of reference and other documents provided by the CAFI Secretariat ahead of the beginning of the task.

The CAFI Secretariat may ask for exchanges ahead of the evaluation report, in order to ensure a common understanding of the expectations of the CAFI executive Board.

The IC may be asked to participate in one or several meetings of the CAFI Executive Board, to present the results of their evaluation, their recommendations, and to act as experts for discussions related to the methodology for assessment, results, or technical questions.

2. Independent reviews of country programmes, reports and strategic documents

The IC will review programmes developed to implement a national investment framework once a Letter of Intent has been agreed.

As agreed in the CAFI TORs, the Secretariat of CAFI will commission assessment reports (double blind process) on the proposed programs submitted by partner countries and implementing agencies by two independent international experts with proven experience and expertise.

Each individual expert selected to review a program should complete his or her review according to the agreed criteria.

The review should:

- Be independent
- Reflect the objectives and investment criteria of CAFI
- Provide knowledge and experience for interested stakeholders, including members and observers of CAFI

The reviewers should:

- Make all efforts to support the development of high quality programs
- work in their personal capacity and perform duties in an objective, neutral and professional manner;
- disclose any potential conflict of interest relating to review activities;
- protect any confidential information provided in the course of the reviews both during and after the term of service

3. Production of working or research papers on specific topics

The IC may be asked to produce papers and briefing notes, based on country knowledge and literature reviews that summarize existing opportunities, research and research gaps on specific topics linked to drivers affecting the loss of forests in its partner countries. Such topics may include but will not be limited to the following areas:

- The impact of forestry, slash-and-burn agriculture, charcoal, industrial agriculture, mining on forest loss
- Forest governance and policy, intersectoral coordination
- The role of land use planning and land tenure in preserving the Central African forests
- The linkages between forests and rainfall in Central Africa
- The links between the Chinese economy and Central Africa (timber, agricultural commodities and mining)
- The linkages between forests, development and economic planning and SDGs' achievement
- Economic and financial schemes to incentivize zero net deforestation activities and to mobilize private sector investments

4. Facilitation and presentations at technical events organized by CAFI

The CAFI Secretariat will organize a technical event or meeting, such as the recently held CAFI Forum (Oslo, 29 June 2018), that the international consultant will be asked to support. This support may include:

- Preparation of the agenda and briefing note
- Entering in a dialogue with participating countries to prepare them
- Facilitation and presentation during the event
- Event report

The topics for these events will be decided by the CAFI Executive Board.

When submitting your Expression of Interest, please indicate your experience in the development or analysis of the following:

For Points 1-2 (Independent evaluation of national investment frameworks and programs

Subject area	Example (title of document, date)	Country
Relevant large-scale program development or assessment (for example FCPF ER program, FIP, GCF) including either land use planning or forest and natural resources monitoring		
Theory of change and/or analysis of drivers of deforestation and forest degradation		
Policy option analysis and prioritization		
Results frameworks and result indicators		
Risk analysis and management		

Governance framework and implementation arrangements for climate change or REDD+		
Socio- environmental safeguards including gender aspects		
Budget analysis		
Participatory approaches to program development, implementation and land use mapping		

For Point 3-4 - Research and analysis & workshop facilitation

Subject area	Example (title of document, workshop date)	Country
Forestry (concession / artisanal / community-based timber and forest monitoring), forest governance and policy		
Agriculture		
Wood energy		
Mining		
Forests & rainfall		
Land use planning		
Land tenure		
Chinese-Central African economic relations		
Economic and development planning		
Other relevant areas in the region		

Qualifications

The prospective experts that will apply for enlisting in this roster should be able to demonstrate the following qualifications.

Academic Background

- Masters in economics, environmental management, development studies or similar, agronomy of forest engineering

General and Specific Experience

- Experience in :
 - development or analysis of national development strategies, low emission development strategies, national REDD+ strategies or action plan
 - theory of change and/or analysis of the drivers of deforestation and forest degradation ;
 - analysis of options and policy priorities, results and indicator frameworks; risk analysis sand management;
- At least 7 years of demonstrated experience in at least one of the following areas, with research or application to at least one country of the Central African region context:
 - Land use planning

- Land tenure
 - Industrial and small-scale agriculture
 - Energy production: Fuelwood, charcoal and alternative sources
 - Forest governance and sustainable forest management
 - Intersectoral coordination and governance
 - Economic and Development planning
- Strong writing skills: Please submit/reference (weblinks) of previous written/published work.
 - Full fluency in French and/or English (written and spoken); Chinese (for the Chinese economic relations analysis)

Competencies

Corporate Competencies

- Demonstrate integrity by modelling the UN's values and ethical standards;
- Displays cultural, gender, religion, race and age sensitivity and adaptability.

Functional Competencies

- Extensive knowledge of evaluation methods
- Strong analytical skills and ability to deliver high quality reports;
- Understanding of REDD+, climate change and the dynamics of sector policies behind drivers of forest loss in Central Africa, land use planning;
- Understanding of central African government systems and policy processes
- Ability to work efficiently and independently under pressure, handle multi-tasking with strong delivery orientation.

Reporting

The reviewer will report to the CAFI Project Manager and submit the final review and the claim for payment to UNDP.

The detailed instructions on how to apply, information on qualifications and competencies along with the supporting documents to be included when submitting an Expression of Interest (EOI), as well as the evaluation and selection criteria are provided in this note and can be downloaded from the UNDP procurement site from **1 October 2018**.

Any proposals received and not conforming to the EOI guidelines will be considered as technically non-responsive and the proposal may be rejected. **The deadline for the submission of Expression of Interest is on or before 15 October 2018 (CET). Any submissions received after this deadline will be rejected. Submission of Expression of Interest must be sent electronically.**

Note: The EOI does not entail any commitment on the part of UNDP, either financial or otherwise. UNDP reserves the right to accept or reject any or all EOI submitted by interested parties, without incurring any obligation to inform the affected applicant/s of the grounds.

PROCUREMENT NOTICE FOR INDIVIDUAL CONSULTANTS

Duty station/Country:	Home-based
Description of Assignment:	Roster of Experts for Central African Forest Initiative (CAFI)
Cluster:	BPPS/Sustainable Development cluster
Focal Point:	CAFI Manager, Sr. Technical Advisor
Validity of Roster:	3 years

Interested candidates should submit their proposal in English to frances.lim@undp.org, quoting reference as follows:

REFERENCE: BPPS/SD/REDD/2018/01
ROSTER OF EXPERTS FOR CENTRAL AFRICAN FOREST INITIATIVE
Email: frances.lim@undp.org

Any request for clarification must be sent in writing, or by standard electronic communication to the address or email indicated above 7 days before deadline, 5:00 p.m. (CET). The CAFI Secretariat will respond in writing, 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.

This Expression of Interest is intended for Individual consultants. Proposals from 2 or more individuals (one proposal from two experts) will be rejected.

Proposals sent using file transfer applications, such as We Transfer, Dropbox or similar, will be rejected.

1. OBJECTIVE OF ESTABLISHING A ROSTER

In compliance with its mandate, it is known that there will be a significant demand of Individual Consultancies on specific thematic areas. Based on this, the CAFI Secretariat wishes to establish a 'Roster' of qualified experts for various thematic areas. This roster, once established, will provide easy access to BPPS/SD and other country offices, to a pool of qualified experts who are potentially suitable and have a demonstrated track record on the required services to be performed. A screening procedure will be applied to select the prospective applicants that will be registered in this Roster. This roster will be maintained for a period of 3 years. Being included in a roster does not entail an obligation to contract any expert.

2. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The prospective experts that will apply for enlisting in this roster should be able to demonstrate the following qualifications.

Academic Background

- Masters in economics, environmental management, development studies or similar, agronomy of forest engineering

General and Specific Experience

- Experience in :
 - development or analysis of national development strategies, low emission development strategies, national REDD+ strategies or action plan
 - theory of change and/or analysis of the drivers of deforestation and forest degradation ;
 - analysis of options and policy priorities, results and indicator frameworks; risk analysis sand management;
- At least 7 years of demonstrated experience in at least one of the following areas, with research or application to at least one country of the Central African region context:
 - Land use planning
 - Land tenure
 - Industrial and small-scale agriculture
 - Energy production: Fuelwood, charcoal and alternative sources
 - Forest governance and sustainable forest management
 - Intersectoral coordination and governance
 - Economic and Development planning
- Strong writing skills: Please submit/reference (weblinks) of previous written/published work.

Languages

- Full fluency in French and/or English (written and spoken);
Chinese (for Chinese economic relations analysis)

3. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE EXPRESSION OF INTEREST

Applicable to any of the two categories of interest, offerors must submit the following documents/ information to demonstrate their qualifications:

3.1 Application Letter: Please provide an application letter explaining why you are a suitable candidate for the Roster, indicating the preferred category (ies), as applicable.

3.2 UNDP Personal History Form (P11): Completed and signed, indicating past experience in similar projects. P11 form is a **mandatory** requirement.

3.3 Copy of proof of education (certificates/diplomas of PhD, Master's, etc.)

3.4 References: Include 3 professional references (please make sure to include email, phone number of each). References are a mandatory requirement. Please make sure the provided contact information is valid. UNDP reserves the right to reject an Expression of Interest if the provided references are not submitted or do not reply.

3.5 Table of tasks/expertise and interest (mandatory)

See Annex IV below. Applicants must complete the table and submit.

3.6 CV (Optional)

4. EVALUATION

Individual consultants will be evaluated based on the following methodology: Cumulative analysis method.

When using this cumulative analysis method or weighted scoring method, the inclusion of an expert in the roster will be made to the individual consultants whose offer has been evaluated and determined as:

- a. responsive/compliant/acceptable, and
- b. Having received the highest score per category, out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.
 - Technical Criteria weight: 70% of the total points
 - Financial Criteria weight: 30% of the total points

The evaluation of each applicant will include 3 stages:

1. a preliminary review,
2. technical evaluation, and
3. financial evaluation

1. Preliminary Evaluation (PASS/FAIL): Each proposal will be reviewed to ensure its validity and that is complete and valid in general terms, and that expert is not included in the UNDP suspended vendors lists and complies with all mandatory requirements and minimum qualifications. Offers that meet the minimum standards of acceptability will be considered as “PASS” and will continue to the Technical Evaluation stage. Offers that fail to meet the minimum standards of acceptability will be immediately be deemed as “FAIL”, and will be rejected at this stage. Offerors are advised then, that any of the following situations will result in rejection of your proposal at this stage:

- Proposals not meeting the minimum requirements of academic background, general or specific experience.
- Proposals not including a financial proposal.

If Expert is found to be included in the consolidated list of Individuals and Entities with Association to Terrorist Organizations or in the List of Vendors Suspended or Removed from the UN Secretariat Procurement Division Vendor Roster or Suspended vendors list of UNDP, the offer will also be immediately rejected.

2. **Technical Evaluation:** Once the preliminary evaluation has been concluded, offers will be evaluated against technical evaluation criteria, as described in Annex 5. Only candidates obtaining a minimum of 70/100 of total score for technical criteria will be considered RESPONSIVE and will continue for the financial evaluation stage. Technical criteria score is broken down as follows:

- Criteria 1: Educational background - Masters in economics, environmental management, development studies or similar, agronomy of forest engineering **(20 points)**
- Criteria 2: Experience in development or analysis of national development strategies, low-emission development strategies, national REDD+ strategies or action plan **(25 points)**
- Criteria 3: Demonstrated experience in analysis of drivers of deforestation and for degradation/Theory of change **(15 points)**
- Criteria 4: At least 7 years experience in at least one of the following areas: LUP, land tenure, industrial & small scale agriculture, energy production, forest governance, intersectoral coordination & governance **(30 points)**
- Criteria 5: Knowledge of and experience in at least of the country of the Central African region or knowledge of Chinese-Central African economic relations **(10 points)**

3. **Financial Evaluation:** The maximum number of points assigned to the financial proposal is allocated to the lowest price proposal (daily rate offered). All other price proposals receive points in inverse proportion.

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

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

UNDP reserves the right to accept or reject any proposal and to end the process and reject all proposals at any time prior to notification of acceptance to the roster, without thereby incurring any liability in connection the Offeror that looked so affected without having the obligation to inform the affected Offeror or Offerors for such action

Notes:

Consultants selected for the Roster will be working with the CAFI Project Manager and reporting directly to relevant focal points and team members. The final nature and scope of each assignment will be defined in a separate TOR for each assignment.

A roster is a list of experts previously evaluated and from which individual names can be directly sourced for specific consultancies or assignments. Being included in a roster does not entail a financial commitment from UNDP.

5. HOW TO APPLY

The application for the Expression of Interest shall contain and include all information required under section 3 above. Please note files must not exceed 4MB each.

To apply please include all relevant information as indicated under section 3 above and email your application to frances.lim@undp.org.

Please include “**REFERENCE: CAFI Roster of Experts**” and **your name** in the subject line of the email.

No hardcopy/printed applications will be accepted.

6. ANNEXES

Annex 1 - Terms of Reference

Annex 2 - General Terms and Conditions for Services of Individual Contractors

Annex 3 - UNDP Personal History Form (P11)

Annex 4 - Table of tasks/expertise and interest

Annex 5 - Evaluation Matrix

Annex 1 – Terms of Reference

The international consultant (IC) will be asked to perform one or several of the following tasks:

1. Independent reviews of National Investment Frameworks (NIF)

On the basis of the CAFI Terms of reference, [Executive Board decision on evaluating NIFs](#) and decisions pertaining to the country at stake, the CAFI results framework, and other relevant documents, the consultant will evaluate the admissibility of the National Investment Plan of Cameroun, Equatorial Guinea or the Central African Republic. In addition, the IC will submit options for measures to be discussed between CAFI and the country presenting a NIF in order to support possible negotiations of a Letter of intent.

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The review should:

- Be independent
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- Make all efforts to support the development of high quality programs
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- The impact of forestry, slash-and-burn agriculture, charcoal, industrial agriculture, mining on forest loss
- Forest governance and policy, intersectoral coordination
- The role of land use planning and land tenure in preserving the Central African forests
- The linkages between forests and rainfall in Central Africa

The links between the Chinese economy and Central Africa (timber, agricultural commodities and mining)

4. Facilitation and presentations at technical events organized by CAFI

The CAFI Secretariat will organize a technical event or meeting, such as the recently held CAFI Forum, that the international consultant will be asked to support. This support may include:

- Preparation of the agenda and briefing note
- Entering in a dialogue with participating countries to prepare them
- Facilitation and presentation during the event
- Event report

The topics of these events will be decided by the CAFI Executive Board.

Skills and experience

- Masters in economics, environmental management, development studies or similar, agronomy of forest engineering
- At least 7 years of demonstrated experience in at least one of the following areas, with research or application to at least one country of the Central African region context:
 - Land use planning
 - Land tenure
 - Industrial and small-scale agriculture
 - Energy production: Fuelwood, charcoal and alternative sources
 - Forest governance and sustainable forest management
 - Intersectoral coordination and governance
- Experience in :
 - development or analysis of national development strategies, low emission development strategies, national REDD+ strategies or action plan
 - theory of change and/or analysis of the drivers of deforestation and forest degradation ;
 - analysis of options and policy priorities, results and indicator frameworks; risk analysis sand management;
- Full fluency in French and/or English (written and spoken); Chinese (for Chinese economic relations analysis)

Competencies

Corporate Competencies:

- Demonstrate integrity by modelling the UN's values and ethical standards;
- Displays cultural, gender, religion, race and age sensitivity and adaptability.

Functional Competencies:

- Extensive knowledge of evaluation methods
- Strong analytical skills and ability to deliver high quality reports;
- Understanding of REDD+, climate change and the dynamics of sector policies behind drivers of forest loss in Central Africa, land use planning;
- Understanding of central African government systems and policy processes
- Ability to work efficiently and independently under pressure, handle multi-tasking with strong delivery orientation.

Reporting

The reviewer will report to the CAFI Project Manager and submit the final review and the claim for payment to UNDP.

Mandatory: Additional information to be completed and included in submission of application

Please indicate your experience in the development or analysis listed in the table(s) below.

For Points 1-2 Independent evaluation of national investment frameworks and programs.

Subject area	Example (title of document, date)	Country
Relevant large-scale program development or assessment (for example FCPF ER program, FIP, GCF) including either land use planning or forest and natural resources monitoring		
(i) Theory of change and/or analysis of drivers of deforestation and forest degradation		
(ii) Policy option analysis and prioritization		
Results frameworks and result indicators		
Risk analysis and management		
Governance framework and implementation arrangements for climate change or REDD+		
Socio- environmental safeguards including gender aspects		
Budget analysis		
Participatory approaches to program development, implementation and land use mapping		

For Points 3-4 Research and analysis & workshop facilitation

Subject area	Example (title of document, workshop date)	Country
Forestry (concession / artisanal / community-based timber and forest monitoring), forest governance and policy		
Agriculture		
Wood energy		
Mining		
Forests & rainfall		
Land use planning		
Land tenure		
Chinese-Central African economic relations		
Other relevant areas in the region		

Annex II – IC General Terms and Conditions for Individual Contracts



(Double Click above icon to download the General Terms and Conditions for contracting)

Annex III – UNDP Personal History Form

INSTRUCTIONS Please answer each question clearly and completely. Type or print in ink. Read carefully and follow all directions.		UNITED NATIONS DEVELOPMENT PROGRAMME PERSONAL HISTORY FORM <i>(for Service Contracts and Individual Contracts)</i>				
1. Family Name		First Name		Middle name		Maiden name, if any
2. Date of Birth	Day	Month	Year	3. Place of Birth	4. Nationality(ies) at birth	5. Present nationality(ies)
						6. Gender
7. Height	8. Weight	9. Marital status				
		Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widow <input type="checkbox"/> Divorced <input type="checkbox"/>				
10. Permanent address			11. Present Address (if different)		12. Office Telephone No. Office Fax No. Office E-mail No.	
			Telephone No. Fax No.			
13. Do you have a spouse and/or children? YES <input type="checkbox"/> NO <input type="checkbox"/> if the answer is "yes", give the following information:						
NAME		Date of birth	Relationship	NAME		Date of birth
14. Have you taken up any legal permanent status in any country other than that of your nationality? YES <input type="checkbox"/> NO <input type="checkbox"/> If the answer is "yes", which country?						
15. Have you taken any legal steps towards changing your present nationality? YES <input type="checkbox"/> NO <input type="checkbox"/> If answer is "yes", explain fully:						
16. Are any of your relatives employed by UNDP, any other UN organization or any other public international organization? YES <input type="checkbox"/> NO <input type="checkbox"/> If the answer is "yes", give the following information:						
NAME		Relationship		Name of International Organization		

17. What is your preferred field of work?								
18. KNOWLEDGE OF LANGUAGES. What is your mother tongue?								
OTHER LANGUAGES	READ		WRITE		SPEAK		UNDERSTAND	
	Easily	Not Easily	Easily	Not Easily	Fluently	Not Fluently	Easily	Not Easily
19. For clerical grades only <i>Indicate speed in words per minute</i>					<i>List any office machines or equipment you can use</i>			
Typing Shorthand	English	French	Other languages					

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20. EDUCATIONAL. Give full details - N.B. Please give exact titles or degree in original language.					
A. UNIVERSITY OR EQUIVALENT Please do not translate or equate to other degrees.					
NAME, PLACE AND COUNTRY	ATTENDED FROM/TO		DEGREES and ACADEMIC DISTINCTIONS OBTAINED	MAIN COURSE OF STUDY	
	Mo./Year	Mo./Year			
B. SCHOOLS OR OTHER FORMAL TRAINING OR EDUCATION FROM AGE 14 (e.g. high school, technical school or apprenticeship)					
NAME, PLACE AND COUNTRY	TYPE	ATTENDED FROM/TO		CERTIFICATES OR DIPLOMAS OBTAINED	
		Mo./Year	Mo./Year		
21. LIST PROFESSIONAL SOCIETIES AND ACTIVITIES IN CIVIC, PUBLIC OR INTERNATIONAL AFFAIRS					
22. LIST ANY SIGNIFICANT PUBLICATIONS YOU HAVE WRITTEN (Do not attach)					
23. EMPLOYMENT RECORD: Starting with your present function, list in reverse order every employment you have had. Use a separate block for each FUNCTION. Include also service in the armed forces and note any period during which you were not gainfully employed. If you need more space, attach additional pages of the same size. Give both gross and net salaries per annum for your last and present FUNCTION.					
A. PRESENT FUNCTION (LAST FUNCTION, IF NOT PRESENTLY IN EMPLOYMENT)					
FROM	TO	SALARY PER ANNUM		EXACT TITLE OF YOUR FUNCTION:	
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL		
NAME OF EMPLOYER:				TYPE OF BUSINESS:	
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:	

				NO AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON LEAVING:	FOR
DESCRIPTION OF YOUR DUTIES						

B. PREVIOUS FUNCTION (IN REVERSE ORDER)

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FROM	TO	SALARY PER ANNUM		EXACT TITLE OF YOUR FUNCTION:		
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL			
NAME OF EMPLOYER:				TYPE OF BUSINESS:		
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:		
				NO AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON LEAVING:	FOR
DESCRIPTION OF YOUR DUTIES						
FROM	TO	SALARY PER ANNUM		EXACT TITLE OF YOUR FUNCTION:		
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL			
NAME OF EMPLOYER:				TYPE OF BUSINESS:		
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:		
				NO AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON LEAVING:	FOR
DESCRIPTION OF YOUR DUTIES						
FROM	TO	SALARY PER ANNUM		EXACT TITLE OF YOUR FUNCTION:		
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL			
NAME OF EMPLOYER:				TYPE OF BUSINESS:		
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:		
				NO AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON LEAVING:	FOR
DESCRIPTION OF YOUR DUTIES						

FROM	TO	SALARY PER ANNUM		EXACT TITLE OF YOUR FUNCTION:
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO AND KIND OF EMPLOYEES SUPERVISED BY YOU:
DESCRIPTION OF YOUR DUTIES				

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FROM	TO	SALARY PER ANNUM		EXACT TITLE OF YOUR FUNCTION:
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO AND KIND OF EMPLOYEES SUPERVISED BY YOU:
DESCRIPTION OF YOUR DUTIES				

FROM	TO	SALARY PER ANNUM		EXACT TITLE OF YOUR FUNCTION:
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO AND KIND OF EMPLOYEES SUPERVISED BY YOU:
DESCRIPTION OF YOUR DUTIES				

FROM	TO	SALARY PER ANNUM		EXACT TITLE OF YOUR FUNCTION:
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO AND KIND OF EMPLOYEES SUPERVISED BY YOU:
DESCRIPTION OF YOUR DUTIES				

FROM	TO	SALARY PER ANNUM		EXACT TITLE OF YOUR FUNCTION:
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO AND KIND OF EMPLOYEES SUPERVISED BY YOU:
DESCRIPTION OF YOUR DUTIES				

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24. DO YOU HAVE ANY OBJECTIONS TO OUR MAKING ENQUIRIES OF YOUR PRESENT EMPLOYER? YES ☐ NO ☐

25. ARE YOU NOW, OR HAVE YOU EVER BEEN A PERMANENT CIVIL SERVANT IN YOUR GOVERNMENT'S EMPLOY? YES ☐ NO ☐
If answer if "yes", WHEN?

26. REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.
Do not repeat names of supervisors listed in item 24.

FULL NAME	FULL ADDRESS	BUSINESS OR OCCUPATION

27. STATE ANY OTHER RELEVANT FACTS IN SUPPORT OF YOUR APPLICATION. INCLUDE INFORMATION REGARDING ANY RESIDENCE OUTSIDE THE COUNTRY OF YOUR NATIONALITY.

28. HAVE YOU BEEN ARRESTED, INDICTED, OR SUMMONED INTO COURT AS A DEFENDANT IN A CRIMINAL PROCEEDING, OR CONVICTED, FINED OR IMPRISONED FOR THE VIOLATION OF ANY LAW (excluding minor traffic violations)? YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.

29. I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: _____ SIGNATURE: _____

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

Annex IV – Table of Tasks/Expertise and Interest

Please mark with a ☒ your subject areas of interest for each of the 4 items/expertise as indicated in the TOR

Subject area/Topic	1. Independent reviews of National Investment Frameworks (NIF)	2. Independent reviews of country programmes	3. Production of research papers on specific topics	4. Facilitation and presentations at technical events organized by CFI
Relevant large-scale program development or assessment (for example FCPF ER program, FIP, GCF) including either land use planning or forest and natural resources monitoring				
Theory of change and/or analysis of drivers of deforestation and forest degradation				
Policy option analysis and prioritization				
Results frameworks and result indicators				
Risk analysis and management				
Governance framework and implementation arrangements for climate change or REDD+				
Socio- environmental safeguards including gender aspects				
Budget analysis				
Participatory approaches to program development, implementation and land use mapping				
Forestry (concession / artisanal / community-based timber and forest monitoring), forest governance and policy				
Agriculture				
Wood energy				
Mining				
Forests & rainfall				
Land use planning				
Land tenure				
Chinese-Central African economic relations				
Other relevant areas in the region				

Annex V – Evaluation Matrix

No.	GENERAL INFORMATION ON OFFERORS			TECHNICAL CRITERIA AS PER Terms of Reference (TOR)					TOTAL SCORE OF OFFERORS (D)	Is offeror Technically Qualified? (70%)	(E) All-inclusive price as per Financial Proposal (30%)	(F) Scoring of Financial Proposals	(H) COMBINED ANALYSIS	RANK	Notes justifying the ratings given highlighting the individual's strengths and weaknesses
	Name	Surname	Nationality	Criteria 1: Educ backgrnd - Masters in econ, envtl mgmt, dev studies or similar, agronomy of forest engineering (20 points)	Criteria 2: Experience in devt or analysis of natl dev strat, low-emission dev start, natl REDD+ strat or action plan (25 points)	Criteria 3: Experience in analysis of drivers of deforestation and for degradation/Th eory of change (15 points)	Criteria 4: At least 7 years experience in at least one of the ff areas: LUP, land tenure, industr & small scale agric, energy prod, forest governance, intersectoral coord & governance (30 points)	Criteria 5: Proficiency in Frn/Eng or Chinese/Eng (10 points)	Min score of 70 points (max 100)			(F)= (Lowest price / price of offer)*30	(H) = (D)+ (F)		
1															
2															
3															
4															
5															
6															
7															

Consultant recommended for award:

Justification for award:

Total amount to be awarded:

The above findings are approved by the UNDP Evaluation Committee composed of the following :

Name:

Date:

Name:

Date:

Name:

Date:

Name:

Date:

Chairperson

Member

Member

Procurement Unit Staff

Example Scoring Guideline for Qualifications (Language, Education, Experience)

Example – for a sub-category with a total score of 10 points.	Scoring Guideline
0	No proven experience in
1-5	Some proven experience inbut below minimum requirements
5-10	Extended proven experience in (above minimum requirements)

Example Scoring Guideline for Methodologies / Approaches

Example – for a sub-category with a total score of 10 points.	valuated Criteria or Sub-criteria	Supporting evidences
10	Excellent	Requirements submitted and supported by excellent evidence of ability to support and exceed contract requirements
9	Good	Requirements submitted and supported by good evidence of ability to support and exceed contract requirements
7	Satisfactory	Requirements submitted and supported by satisfactory evidence of ability to support contract requirements
4	Poor	Requirements submitted and supported by marginally acceptable or weak evidence of ability to support contract requirement (Clarification may be required)
1	Very poor	Requirements submitted but not supported by evidence to demonstrate ability to comply with contract requirements
0	No submission	Information has not been submitted or is unacceptable

Example Scoring Guideline for Methodologies / Approaches

Example – for a sub-category with a total score of 5 points.	valuated Criteria or Sub-criteria	Supporting evidences
5	Outstanding	The IC has demonstrated and outstanding capacity for the analyzed competence
4	Very Good	The IC has demonstrated very good capacity for the analyzed competence
3	Good	The IC has demonstrated good capacity for the analyzed competence
2	Satisfactory	The IC has demonstrated a satisfactory capacity for the analyzed competence
1	Weak	The IC has demonstrated week capacity for the analyzed competence
