



*Empowered lives  
Resilient nations*

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 25 October 2018

**Country: Kenya**

**Description of the assignment: INTERNATIONAL INDIVIDUAL CONSULTANT - REVIEW AND UPDATING OF UNDP CLIMATE ACTION IMPACT ASSESSMENT TOOL.**

**Period of assignment/services: Twelve (12) months**

Proposal should be submitted at by email to [consultants.ken@undp.org](mailto:consultants.ken@undp.org) no later than **11.59 p.m. on Wednesday, 07 November 2018**

Please quote **"KEN/IC/2018/033 – Climate Action Impact Assessment Tool"** on the subject line.

Any request for clarification must be sent in writing, or by standard electronic communication to [undp.kenya.procurement@undp.org](mailto:undp.kenya.procurement@undp.org) 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.

### **1. BACKGROUND**

The year 2015 saw the introduction of two important frameworks that are expected to drive the pathway towards a greener and sustainable future, namely the Paris Climate Agreement and the Sustainable Development Goals. The Paris Agreement is built on individual national contributions to tackle mitigation and adaptation actions within their specific country context - termed 'Nationally Determined Contributions' (NDCs). It is expected that countries will measure, and report progress made on their NDCs, which will be reviewed in a 5-years cycle, namely 2020, 2025, 2030 (and subsequent 5-year cycles) to set increasingly ambitious targets to tackle climate change.

As the NDCs are designed and made available by respective governments and are intended to tackle country specific issues, the type of actions undertaken are expected to contribute towards limiting the effects of global warming and ultimately, lead towards sustainable development, thereby aligning the NDCs with the Agenda 2030.

In this context, UNDP has developed a tool to help a broad range of stakeholders dealing with the design, development, implementation, financing, measurement, reporting and verification of the various type of actions to identify significant impacts, define indicators, quantify impacts and set targets and track the progress of the actions towards the NDCs. The tool is a bottom-up tool that can be applied to track 'significant, direct impacts' of actions.

The tool and relevant data is and will remain hosted by UNDP through a Long Term Agreement (LTA) with Microsoft Azure hosting services.

UNDP launched the tool on 26th April 2018 and with a range of UN agencies, non-for-profits and other organizations expressing interest in the tool, user application is expected to pick up rapidly.

The tool was used in Kenya to assess the climate impact and contribution of the BBOX Capital sustainable development goals. Kenya plans to upscale the use of the tool, specifically to track its NDC implementation process by assessing the impact of the climate change actions; as well contribution to the SDGs.

UNDP on behalf of the Government of Kenya is therefore seeking to hire a service provider to support review of the tool based on the Kenya's NDC commitments and thereafter use the results to update the web application.

## 2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The service provider will support the technical aspects of the tool as well as updating tool contents as needed. In particular, the service provider will:

- Provide **help desk support** and address any technical concerns expressed by Kenya's technical team (herein referred to as users) regarding the use of the tool.
- Fix **technical problems** in the tool where/if identified by users.
- Develop **additional content and functionalities and new features** as requested **detailed under Outputs below** in cooperation with the users, UNDP and other parties.

## 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

### I. Academic Qualifications:

Master's Degree in computer science, IT, Information systems or any other relevant field

### II. Years of experience:

Has relevant work experience of at least 10 years.

### III. Competencies:

- i) Has substantial work experience in IT/programming of 5 years minimum with references to relevant tools/outputs.

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|------|---|
| ii)  | Has additional certification in Sustainability Reporting and Global Reporting Initiative (GRI) in particular. |
| iii) | Has worked within UN context and has good understanding of UN working practices.                              |

#### 4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal:

- (i) Explaining why they are the most suitable for the work
- (ii) Provide a brief methodology on how they will approach and conduct the work (IC proposal form template attached)

2. Financial proposal using the provided offerors letter to UNDP form

3. Personal CV including experience in similar projects and at least 3 references

**Note: The successful applicant will be required to complete a UNDP Personal History Form (P11) form prior to contracting.**

#### 5. FINANCIAL PROPOSAL

**Contracts based on lumpsum fee**

The financial proposal will specify the lump sum fee which should include the professional fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

**Travel**

No travel is envisaged during this assignment.

#### 6. PAYMENT SCHEDULE

Payment will be made on delivery of milestones below: -

- 1. 20% on report on the inception report
- 2. 30% on draft updated CAIT tool
- 3. 30% on final updated CAIT tool report
- 4. 20% will be paid after the end of help-desk support (up to 12 months)

## 7. EVALUATION

### Cumulative analysis

*The award of the contract will 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%]*

*Only candidates obtaining a minimum of 70 points would be considered for the Financial Evaluation*

Criteria	Weight 100%	Max. Point 100
Master's Degree in computer science, IT, Information systems or any other relevant field	25%	25
Has relevant work experience of at least 10 years	15%	15
Has substantial work experience in IT/programming of at least 5 years with references to relevant tools/outputs.	25%	25
Has additional certification in Sustainability Reporting and Global Reporting Initiative (GRI) in particular	25%	25
Has worked within UN context and has good understanding of UN working practices	10%	10
<b>Total (Maximum obtainable points)</b>	<b>100%</b>	<b>100</b>

## 8. APPLICATION PROCESS.

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

1. Detailed Curriculum Vitae
2. Proposal for implementing the assignment - template provided
3. Offerors letter to UNDP- template provided

**Note: The successful applicant will be required to complete a UNDP Personal History Form (P11) form prior to contracting.**

Applications should be sent to [consultants.ken@undp.org](mailto:consultants.ken@undp.org) to reach us not later than  
**11.59 p.m. on Wednesday, 07 November 2018**

Please quote **“KEN/IC/2018/033 – Climate Action Impact Assessment Tool”** on the subject line.

Firms are not eligible for this consultancy assignment. Open to individual consultants only.

**DO NOT COPY ANY OTHER RECIPIENT**

**ANNEX**

**ANNEX 1- Terms of Reference (TOR)**

**ANNEX 2 – IC Proposal form**

**Annex 3 – Offerors letter to UNDP**

**ANNEX 4- Individual Consultant General terms and conditions**