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ETHIOPIA

REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: November 19, 2018
	REFERENCE: ETH/RFP/2018/15

Dear Sir / Madam:

We kindly request you to submit your Proposal for **National Consultancy firm "The Development and Establishment of Integrated Web-Based and GIS Embedded Information Management System (IWB&GE-IMS) for Ecosystem Services Monitoring"**ational Firm Level Consulting Firm.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **Tuesday, December 18, 2018** and via e-tendering through <https://etendering.partneragencies.org/> - Event ID **000000303084**

Your Proposal must be expressed in the English, and valid for a minimum period of 120 days

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Taye Amsalu
Operations Manger
11/19/2018

Description of Requirements

Context of the Requirement	The Development and Establishment of Integrated Web-Based and GIS Embedded Information Management System (IWB&GE-IMS) for Ecosystem Services Monitoring
Implementing Partner of UNDP	Integrated Landscape Management to Enhance Food Security and Ecosystem Resilience in Ethiopia
Brief Description of the Required Services	<p>Ethiopia is the second largest country in Africa in terms of population size with about 84% of the population living in rural areas that derive their livelihood from agriculture and local environmental resources. Agriculture is dominated by small scale rain-fed household production system which accounts for over 90% of the total cropland and produces over 90% of the total agricultural output in the country. Environmental degradation (deforestation and soil erosion) and climate induced recurrent droughts are major immediate causes to the country's low agricultural productivity, persistent food insecurity, and prevalent rural poverty. Across the country, environmental degradation has led to loss of production capacity, leaving crop cultivation and livestock husbandry struggling to withstand the immediate impacts of climate variability, including recent el-nino events and associated floods and droughts.</p> <p>The assignment focuses in developing automated integrated Web-Based and GIS Embedded Information Management System for Ecosystem Services Monitoring in Ministry of Environment, Forest and Climate Change, and in additional relevant federal and regional Organizations of the project according the recommendation provided in the baseline study report of the monitoring Ecosystem Services and Global Environmental Benefits. The developed system need to have an interface or capacity to monitor and evaluate the undergoing project activities/deliverables in the 12 project sites. In addition, the system need to be developed and established in the way which can collect, transfer, analyze and measure the project's activities through developed automated and manual interface built-in functions or utilities.</p>
List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none"> • Assignment proposal: The proposal should cover background, methodology, work schedule and budget or cost of the consultancy service. • Inception Report: • Presentation on system requirement specification (SRS), design architecture and content and methodology. • Finalization of proposed system development • Submission of training materials/script codes, the overall designed system • Submission of training materials/script codes, the overall designed system and conducting ToT • Testing the system (system functionality report) • Final Report and presentation on Stakeholders workshop and • Handover of final documents
Person to Supervise the Work/Performance of the Service Provider	Project Manager, Food Security

Frequency of Reporting	<i>Please refer the ToR</i>			
Progress Reporting Requirements	<i>Please refer the ToR</i>			
Location of work	<i>Please refer the ToR</i>			
Expected duration of work	<i>Please refer the ToR</i>			
Target start date	Immediately after concluding the Contract			
Travels Expected	<i>YES Please refer the ToR</i>			
Special Security Requirements	<input checked="" type="checkbox"/> Security Clearance from UN prior to travelling <input checked="" type="checkbox"/> Comprehensive Travel Insurance			
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required			
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required			
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency- Ethiopian Birr			
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes			
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.			
Partial Quotes	<input checked="" type="checkbox"/> Not permitted			
Payment Terms	Payment Schedule (Payment trenches)	Deliverables or Documents to be Delivered	Approval should be obtained from:	Percentage of Payment
	1 st Installment	Upon submission of an Inception Report	UNDP	10%
	2 nd Installment	Upon submission of Requirement Analysis Document (RAD)	UNDP and MoEFCC	30%
	3 rd Installment	Upon submission of System Design Document (SDD)	UNDP and MoEFCC	30%
	4 th Installment	Upon Completion of System Implementation and Testing	UNDP and MoEFCC	10%
	5 th Installment	Upon Completion of delivery of Training and Delivery of Final Report	UNDP and MoEFCC	20%
	Grand Total			100%

Person(s) to review/inspect/ approve outputs/completed services	Project Manager, Food Security															
Criteria for Contract Award	<div><input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)</div> <div><input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.</div>															
Criteria for the Assessment of Proposal	<div>Technical Proposal (70%)</div> <div>A firm should obtain a minimum of 70points on technical evaluation to be considered as “qualified” and only qualified firms will be further evaluated for their financial proposal.</div> <table><tr><th>Summary of Technical Proposal Evaluation Forms</th><th>Score Weight</th><th>Points Obtainable</th></tr><tr><td>Expertise of Firm / Organization</td><td>30%</td><td>300</td></tr><tr><td>Proposed Methodology, Approach and Implementation Plan</td><td>40%</td><td>400</td></tr><tr><td>Management Structure and Key Personnel</td><td>30%</td><td>300</td></tr><tr><td>TOTAL</td><td>100%</td><td>1000</td></tr></table> <div>Financial Proposal (30%)</div> <div>To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP.</div>	Summary of Technical Proposal Evaluation Forms	Score Weight	Points Obtainable	Expertise of Firm / Organization	30%	300	Proposed Methodology, Approach and Implementation Plan	40%	400	Management Structure and Key Personnel	30%	300	TOTAL	100%	1000
Summary of Technical Proposal Evaluation Forms	Score Weight	Points Obtainable														
Expertise of Firm / Organization	30%	300														
Proposed Methodology, Approach and Implementation Plan	40%	400														
Management Structure and Key Personnel	30%	300														
TOTAL	100%	1000														
UNDP will award the contract to:	<div><input checked="" type="checkbox"/> One and only one Service Provider</div>															
Type of Contract to be Signed	<div><input checked="" type="checkbox"/> Purchase Order</div> <div><input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP</div>															
Contract General Terms and Conditions	<div><input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)</div> <div>Applicable Terms and Conditions are available at:</div> <div>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</div>															
Annexes to this RFP	<div><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)</div> <div><input checked="" type="checkbox"/> Detailed TOR</div>															
Contact Person for Inquiries (Written inquiries only)	<div>MY</div> <div>Procurement Unit</div> <div>Info.procurementet@undp.org</div> <div>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.</div>															

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery²)

[insert: Location].

[insert: Date]

To: Taye Amsalu, Operations Manager

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide:

- a) *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) *CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) *Written confirmation from each personnel that they are available for the entire duration of the contract.*

¹ This serves as a guide to the Service Provider in preparing the Proposal.

² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

D. **Cost Breakdown per Deliverable***

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3		
	Total	100%	

**This shall be the basis of the payment tranches*

E. **Cost Breakdown by Cost Component [This is only an Example]:**

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a . Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

*[Name and Signature of the Service Provider's
Authorized Person]
[Designation]
[Date*

SECTION 3: TERMS OF REFERENCE (TOR)

GENERAL INFORMATION

Services/Work Description:	Recruitment of National Consultancy firm "The Development and Establishment of Integrated Web-Based and GIS Embedded Information Management System (IWB&GE-IMS) for Ecosystem Services Monitoring"
Project/Program Title:	Integrated Landscape Management to Enhance Food Security and Ecosystem Resilience in Ethiopia
Type of Contract:	National Consultancy Firm
Duty Station:	Addis Ababa with some travel to regional states
Expected Places of Travel:	Amhara, Oromia, SNNPR, Tigray, Somali and Afar
Duration:	120 working days within 6 months
Expected Start Date:	Immediately after Concluding Contract Agreement

I. BACKGROUND / RATIONALE

Ethiopia is the second largest country in Africa in terms of population size with about 84% of the population living in rural areas that derive their livelihood from agriculture and local environmental resources. Agriculture is dominated by small scale rain-fed household production system which accounts for over 90% of the total cropland and produces over 90% of the total agricultural output in the country. Environmental degradation (deforestation and soil erosion) and climate induced recurrent droughts are major immediate causes to the country's low agricultural productivity, persistent food insecurity, and prevalent rural poverty. Across the country, environmental degradation has led to loss of production capacity, leaving crop cultivation and livestock husbandry struggling to withstand the immediate impacts of climate variability, including recent el-nino events and associated floods and droughts.

Ethiopia, like many African countries, has endorsed the sustainable development goals. It has also elaborated a national development strategy which has passed through 4 stages of implementation, each of which has been for 5 years. These are poverty reduction strategy paper (PRSP) (2000/2001 to 2005/2006); plan for accelerated sustainable development to end poverty (PASDEP) (2005/2006 to 2010/11); growth and transformation plan i (GTP i) 2010/11 to 2014/15 and the current growth and transformation plan ii (GTP ii) (2014/15 to 201/20). Environmental sustainability has been given due attention in all the past development programmes and environmental goals have been set within the GTP and its offshoot, the climate resilient green economy (CRGE) vision and strategy. Whereas encouraging results have been achieved with implementation of the different public strategies, land degradation and climate change constitute fundamental challenges to a sustained realization of the full potential of the Ethiopian agriculture. Farming takes place in often highly degraded and vulnerable environments where there is substantial loss of vegetation, associated erosion and declining soil fertility. Huge demand for natural capital including biomass fuels exacerbates environmental degradation and affects food production. Integrated landscape management to enhance food security and ecosystem resilience in Ethiopia project proposes an integrated approach that brings together capacity to achieve food security with the need to restore and sustainably manage key environmental resources. It does this through three interrelated components: component 1 ensures effective multi-stakeholder platforms are in place to support the dissemination and uptake of integrated approaches;

component 2 develops specific approaches and puts in place effective mechanisms to scale up across target sites and, more widely, in the country; and component 3 establishes a systematic monitoring, assessment, learning and knowledge management mechanism that supports influencing at a wider scale in Ethiopia. Infusing all components is a commitment to gender-responsive development, in which women stakeholders within smallholder communities play a central role in economic and environmental transformations.

Integrated Landscape Management to Enhance Food Security and Ecosystem Resilience in Ethiopia Project

As part of the effort to support the most vulnerable community, and to ensure sustainable development in the Country; UNDP in Ethiopia with its implementing Partner, the Ministry of Environment, Forest and Climate Change (MEFCC) are executing the Integrated Landscape Management to Enhance Food Security and Ecosystem Resilience in Ethiopia Project in 12 districts across six regions. The purpose of the project is to enhance long-term sustainability and resilience of food production systems by addressing the environmental drivers of food insecurity in Ethiopia. The overarching focus is on integrated landscape management (ILM) to achieve food production resilience in landscapes under pressure. ILM combines land management choices and Integrated Natural Resources Management (INRM) with water- and climate-smart agriculture, value chain support and gender responsiveness.

The project is a five years project implemented by federal ministry of Environment, Forest and Climate change in six regions and 12 project sites or woredas. The regions and woredas are Oromia (Chiro and Doba), Amhara (Angolela Tera and Menz Gera), SNNPR (Boricha and Duguna Fango), Tigray (Raya Azebo and Tanqua Abregele), Ethiopia Somali (Gursum and Tuliguled), and Afar (Aba'ala and Amibara).

The project's theory of change (TOC) has three complimentary impact pathways: 1) the first directly addresses the institutional frameworks needed for enhancing biodiversity and ecosystem goods and services within food production systems. It builds the right enabling environments for reducing natural resource degradation, whilst contributing to the productivity and sustainability of the agricultural systems; 2) the second addresses ways of scaling up approaches at a landscape level that deliver more resilient and productive landscapes, including alternative livelihoods that reduce pressures on natural systems; and 3) focuses on ensuring monitoring and assessment, and learning and knowledge management, supports realization of the project's interventions and effective impact on the behaviors and approaches of a wider constituency of those involved in developing policy and practice in the region and more widely under the other eleven IAP countries. In the meantime, the project has three broad components in terms of its result framework. 1) Institutional Frameworks for Enhancing biodiversity and ecosystem goods and services within food production systems; 2) Scaling up of Integrated Landscape Management approaches achieves improved productivity of smallholder food production systems and innovative transformations to non-farm livelihoods; and 3) Knowledge Management and Monitoring and Assessment.

To ensure the success of project activities, a number of studies outputs from recruited consultants, composed of value chain, off-and on-farm activities and baseline study on monitoring of ecosystem services and global environmental benefits have been completed yet to support the implementation of the project. Thus, several thematic maps of the land use type and database have developed; indicating the location of technical and social infrastructure from their respective studies outputs. Hence, the objective of this assignment is, a matter of automating the system

recommended in the baseline study report on monitoring of ecosystem services and global environmental benefits i.e. developing and establishing one very simple Integrated Web-Based and GIS Embedded Information Management System (IWB&GE-IMS) for Ecosystem Services Monitoring.

Therefore, MEFCC and UNDP-Country Ethiopia seeks a full services bidder to develop and commission the intended IWB&GE-IMS for Ecosystem Services monitoring which can assist project managers and the project team in the management and undertaking of the project activities. The system will be used as a model in the monitoring of Global Environmental Benefits and Ecosystem Services in the country.

II. OBJECTIVES OF THE SERVICE / WORK

The overall objective of this consultancy assignment is to develop data/information management system and build a comprehensive integrated Web-Based and GIS Embedded Information Management System (IWB&GE-IMS) for Ecosystem Services Monitoring geodatabase and communication feedback system with interactive WEB GIS for change detection, monitoring and evaluation and archive for ease of retrieval.

Thus, the intended IWB&GE-IMS provides information to support management and decision making. The intended IWB&GE-IMS need to be developed in the way that could support to monitor and provide accurate and timely information about our time to time project activities. It is an important input at every level of the project for decision making, planning, implementing, monitoring and controlling. The IWB&GE-IMS need to utilize computers, manual procedures and a database which runs in its own dedicated Virtual Private Network (VPN).

Specific objectives of the task

The assignment focuses in developing automated integrated Web-Based and GIS Embedded Information Management System for Ecosystem Services Monitoring in Ministry of Environment, Forest and Climate Change, and in additional relevant federal and regional Organizations of the project according the recommendation provided in the baseline study report of the monitoring Ecosystem Services and Global Environmental Benefits. The developed system need to have an interface or capacity to monitor and evaluate the undergoing project activities/deliverables in the 12 project sites. In addition, the system need to be developed and established in the way which can collect, transfer, analyze and measure the project's activities through developed automated and manual interface built-in functions or utilities. The service provider is expected to perform the following tasks:

1. Establish a system for Multi scale monitoring of ecosystem services and GEBs and vital signs monitoring landscapes in each six regions and 12 woredas:

- 1.1. Undertake the assessment on the ongoing ICT based system for Ecosystem Services monitoring and database at selected relevant federal level Ministries or Organizations, and across six target regions and make in-depth analysis to come up with successful system, which is web based and automated;
- 1.2. Prepare System Requirements Specification (SRS) document of the IWB&GE-IMS System;
- 1.3. Prepare System Design Document (SDD) of the IWB&GE-IMS system;
- 1.4. Develop the IWB&GE-IMS System having the recommended components as follows:
 - a. An app and web interface, and GIS-Embedded Ecosystem Services Identification and Inventory platform system, that helps to communicate all stakeholders effectively, and lets all

stakeholders to understand the benefits that nature provides and incorporate the value of nature into decision making;

- b. Application architecture designed with SOA (service oriented architecture) that comprises client, web service and the database that keeps the ICT industry standard for developing web based applications;
- c. The proposed application architecture must be a preferred choice in terms of scalability, maintainability and interoperability with other applications. Also, components should allow exposure of the applications programmatic interfaces to other components and application, which enables interoperability with other software applications such as GIS and SMS/USSD Gateway;
- d. The system need to be implemented in such a way that a two-way communication platform is made in place. The client application will track daily, weekly and monthly data functionality with a backend structured query language (SQL) Server of the latest version database;
- e. The system need to maintain land information regular monitoring & indicating records and accessed by user of the system on the central database that may get shared to other stakeholders as well based on the necessity, enabling querying, analysis and reporting. The records that will get feed into the system include geo database and attributed data; like land cove, soil types, weather or climatic data, etc.
- f. The system must able to run on an established dedicated virtual private network (VPN) or internet of its own that can be purchased from the Ethio-Telecom. The system on the other hand also give an advisory feedback to the different sectors as well as end users, such as the policy makers and experts or the public whenever necessary after the indicators or criteria are carefully analyzed by different experts and discussed with decision makers.
- g. Install the developed system at selected federal and regional level organizations proposed by MEFCC and UNDP for this project, and train experts as per the recommendation of the MEFCC.

2. Develop a system where by the Involvement of local academic and research institutions & selected farmers/pastoralists at each site be part of the monitoring system

3. Demonstrate monitoring of vital signs for food security based on the established vital signs framework and protocols is working in the system.

III. SCOPE OF THE SERVICE / WORK

The service provider is expected to perform the following tasks and deliver the outputs.

1. Conduct Assessment of Existing and Requirement Analysis

The firm will work with the project team members and Project Coordinator working group and the ILM centers to ensure that the existing and requirement systems are accurately and completely captured. Detail assessments on existing system need to be conducted at all the relevant organizations in order to understand their respective existing system including data collection and dissemination processes.

The activities under this task include;

- Review of the existing and requirement IT infrastructure system at relevant partners;
- In collaboration with the project staffs, identify and classify different interactive database and maps for the system development; and

- Identify System topology, modeling and Compilation.

2. Preparation of System Design Document

The system Design Document need to be developed on the basis of the outputs of the Requirement Analysis study and this mainly includes:

- User Interface Design (GUI): This is the front end high level and low level design of the system;
- Database design: This is the back end high level and low level design of the system;
- The system Topology: will also be given a clear picture at the SDD stage.

3. System development and networking installation and Testing

The core activities at this phase of the system development stage are:

- System Coding: This is a stage of converting the system design into actual coding using the appropriate programming language;
- Network installation and
- System Testing: Such as, the Unit testing, component and system integration testing as well as user acceptance testing.

4. Preparation of guidelines and delivery of Capacity Building Training

In addition to the testing and demonstration, the service provider needs to provide all the steps or procedures and guideline documents of the whole development process and how to use the system respectively. As well as, trainings to relevant experts and personnel who are selected by MEFCC and the relevant partners of the project.

Language and Type of Documents

All the documents which are going to be produced and submitted under this assignment shall be in English language and submitted both in hard and soft copy (word file).

IV. EXPECTED OUTPUTS / DELIVERABLES

- Assignment proposal: The proposal should cover background, methodology, work schedule and budget or cost of the consultancy service.
- Inception Report:
- Presentation on system requirement specification (SRS), design architecture and content and methodology.
- Finalization of proposed system development
- Submission of training materials/script codes, the overall designed system
- Submission of training materials/script codes, the overall designed system and conducting ToT
- Testing the system (system functionality report)
- Final Report and presentation on Stakeholders workshop and
- Handover of final documents

V. METHODOLOGY / APPROACH OF THE SERVICE (WORK)

The consultancy firm will develop and apply a monitoring system and follow the steps down:

1. Document review and discussion with EFCCC, UNDP Ethiopia or Project Team at Federal, regional and woreda level.
2. ICT based monitoring system development
3. Installation of the ICT based monitoring system at federal and regional level.
4. Integration of tablet or mobile phone reporting mechanisms in to the ICT based monitoring system.
5. Testing the system and training staff at all levels

VI. LOCATION, DURATION AND TIMEFRAME OF THE WORK /DELIVERABLES/OUTPUT

The consultancy assignment will be based in Addis Ababa and will require travel of the firm members to the project regions and woredas for system installation, data collection and training. Travel pout of the duty station will be based on the approval of the project manager. The travel costs will be covered by the project. The commencement date will be the day of the signing of the contract and implementation will 120 days period, to facilitate the integration of outputs from the other inter-linked works of the project in the 12 target woredas and the six regions. The assignment shall be completed in 6 months from the date the contract agreement is signed between the parties. Below is an indicative timeline and same will be discussed, modified and agreed with the selected consultant before signing of the agreement.

No.	Deliverables	Implementin g Partners (IP) if any	Location and Action to be Undertaken	Duration (approx.)
1	Kick-off meeting & initial discussion with UNDP Ethiopia or Project Team at Federal	EFCCC and Regions	Discussions should provide the IC's view and any clarifying questions on: •Specific objectives of the IWB&GE-IMS development; •Major questions/contents to be answered/included in the system development phase (such as feasibility analysis, requirements analysis, software design, software coding, testing and debugging, installation and maintenance); •Partners and stakeholders to be engaged in the system development, and respective roles; and •How to provide the assistance at least for six months.	20 days
2	Inception report	EFCCC and Regional office UNDP	Inception report should cover the Consultants' view of: Specific objectives of the project scope (geographical / timing / technical) and review of the project's study documents produced by previous consultants; Detailed articulation of the architecture of the system; Proposed conceptual framework and methodology for designing the system. System development Cycle (process of defining, designing, testing and implementing of the proposed software application); Work plan with key outputs / milestones and deliverables (which should align with this table); and Consultation on necessary with project teams.	10 days
3	Presentation on system requirement specification(SRS), design architecture and content and methodology	EFCCC and Regional office	This should include two deliverables: Report describing the system design methodology (System design is the process of defining, designing, testing and implementing a software application)and related other countries experiences; and	20 working days

No.	Deliverables	Implementing Partners (IP) if any	Location and Action to be Undertaken	Duration (approx.)
			Submission and Presentation of report.	
4	Finalization of proposed system development	EFCCC and Regional office	The firm should agree with the project team on the timing for testing the system, training experts. The deliverable will be cleaned data inputted into an appropriate database.	40 working days
	Submission of training materials/script codes, the overall designed system		The firm will provide all the scripts/codes and training manuals	10 days
	Facilitation of one ToT		The firm will provide the training based on the developed training materials to select experts	10 days
	Testing the system		After the training, the consultant should test the system at least for one month before the actual piloting of the system	10 days
	Final Report and presentation on Stakeholders workshop and Handover of final documents		<ul style="list-style-type: none"> Facilitate stakeholders workshop and present findings and suggestions Handover of final report after incorporation of inputs from the stakeholders workshop and all materials	20
Total Working Days				120 working days

VII. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

- The service provider work in close collaboration with UNDP CO, particularly with GEF program specialist and IAP Food Security PMU team;
- Estimated level of effort: 120 days and five working days per week to complete the whole assignment.
- The firm will submit progress report every month and final report at the end of 6 month.
- The Consultant will be given access to relevant information necessary for execution of the tasks under this assignment. During travel the project will provide transport service and DSA.
- Given the sensitive nature of pipelining before the report is approved, the consultant shall not communicate to any person, or other entity external to UNDP Country office and UNDP -GEF RTA, any unpublished information made known to the incumbent by reason of his or her candidacy or association with UNDP-GEF except as required by these TOR or upon written authorization from the UNDP CO and UNDP-GEF;
- All the outputs e.g. reports, documents, information etc product by this assessment will be treated as MEFC and UNDP's property and consequently confidential. So the above

mentioned outputs or any part of it can't be sold, used or reproduced in any manner by the assigned individual consultant without prior permission from MEFC and UNDP.

VIII. PAYMENT MILESTONES AND AUTHORITY

Service Provider will indicate the cost of services for each deliverable in US dollars when applying for this consultancy. The Proposer will be paid based on the effective UN exchange rate (in case of other currency denomination), and only after approving authority confirms the successful completion of each deliverable as stipulated hereunder. In accordance with UNDP rules, the lump sum contract amount to be offered should consider the professional fee only excluding travel, living allowances, communications, taxes, out of pocket expenses, and other ancillary costs. A winning Proposer shall then be paid the lump sum contract amount upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Payment Schedule	Deliverables	Approval should be obtained from:	Percentage of Payment (%)
1 st Installment	Upon submission of an Inception Report	UNDP	10
2 nd Installment	Upon submission of Requirement Analysis Document (RAD)	UNDP and MoEFCC	30
3 rd Installment	Upon submission of System Design Document (SDD)	UNDP and MoEFCC	30
4 th Installment	Upon Completion of System Implementation and Testing	UNDP and MoEFCC	10
5 th Installment	Upon Completion of delivery of Training and Delivery of Final Report	UNDP and MoEFCC	20
Total			100

IX. MINIMUM ORGANIZATION AND CONSULTANCY TASK FORCE REQUIREMENTS

9.1 Minimum Organization Requirements

The National consultancy firm must have experience and staff composition with software development, web-based system development and networking with GIS related field and more than five years' experience, having participated in 2 software and systems development projects that has integration with web-based and GIS-based and SMS information systems for integrated landscape management in Ethiopia. Having working experiences of among the relevant project partners (EFCCC, MoA&NR) and in the Ethiopian CRGE strategy and GTPs inventory systems; and Strong and demonstrated knowledge on the principles and concepts of Ecosystem Services and integrate landscape-based management across the six target regions, and across the whole Ethiopia will be an advantage.

9.2 Task Manager / Team Leader Academic Qualification and Experience:

Team leader should have at least MSC in software development, web-based system development and networking with GIS related field and more than five years' experience, having participated in 2 software and systems development projects that has integration with web-based and GIS-based and SMS information systems for integrated landscape management in Ethiopia. Having working experiences of among the relevant project partners (EFCCC, MoA&NR) and in the Ethiopian CRGE strategy and GTPs inventory systems; and Strong and demonstrated knowledge on the principles and concepts of Ecosystem Services and integrate landscape-based management across the six target regions, and across the whole Ethiopia will be an advantage.

Competencies:

- Ability to undertake such assignment covering large area in one country and capacity to lead technical teams.
- Ability to work under pressure and to deliver in a timely manner without compromising quality standards;
- Strong communication skills;
- Strong presentation and facilitation skills and delivering trainings to trainees who are not professionals in remote sensing and geospatial applications.
- Proficiency should be in English and ability to express her/himself to be trainees who are not native English speakers.

9.3. Team members Academic Qualification and Experience

The multi-disciplinary team comprising two members with the following educational qualifications; experience and competencies: 1 with MSC in ICT software and system development and networking and 1 with MSC in GIS, Remote Sensing and geospatial applications. They should have more than 2 years' experience in delivering such assignments and making them applicable at the local context.

Competencies:

- Ability to work under pressure and to deliver in a timely manner without compromising quality standards;
- Strong communication skills;
- Strong presentation and facilitation skills and delivering trainings to trainees who are not professionals in remote sensing and geospatial applications.
- Proficiency should be in English and ability to express her/himself to be trainees who are not native English speakers.

Experience:

The firm for this service need to have the following demonstrated functional skills:

Compliance of the UN Core Values:

Demonstrates integrity by modelling the UN's values and ethical standards

Promotes the vision, mission, and strategic goals of UNDP;

Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Treats all people fairly without favoritism;

Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.

Important Note:

The firm is required to have the following professional and technical qualifications. Only the applicants who hold these qualifications will be shortlisted and contacted.

X. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified Consultancy Firm is expected to submit both the Technical and Financial Proposals. Accordingly; the firm will be evaluated based on Cumulative Analysis as per the following conditions:

- Responsive/compliant/acceptable as per the Instruction to Bidders (ITB) of the Standard Bid Document (SBD), 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%

XI. LOGISTICAL SUPPORT

UNDP will ensure that the Consultancy Firm receives access to the ECA/RSCA Compound in Addis Ababa, Ethiopia. When required, the Firm will be provided with workspace and phone/internet access within UNDP and/or UNECA. The Consultant firm working station will be at the project office however it has use its own laptop.

UNDP Ethiopia shall be responsible for providing planning and technical inputs and suggestions for the system development. Such as:

- All related documents of the project's thematic studies outputs, approved administration digital base maps of the target woredas and regions, and other important documents and databases prepared by the project teams will be available to the consultant in coordination with the project partners;
- Local Services, and Facilities (Software and Hardware) for the actual installation and testing of the developed system to be provided by UNDP Ethiopia; and
- EFCCC and/or UNDP Ethiopia will directly organize (including financial arrangements) all the formal meetings and workshops that needs involvement of multiple stakeholders for consultation and validation of different milestones / deliverables under this assignment and the capacity building trainings and field visit expenses to potential sites.

XII. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

The bidder shall bear all cost associated with preparation and submission of the proposal. The bidder shall submit duly signed one (1) copy of technical and one (1) copy of financial proposal in a **separate** envelope as per guideline provided below. The technical and financial proposals should be marked properly and should include the name and detail contact address of the bidder. The application must be provided using following template:

Topic	Maximum Page Limit
Technical Proposal	
Cover Page	1 Page
Table of Content	1 Page
Understanding of the task (Not just copy and paste from the ToR content)	3 Pages
Proposed Methodology to undertake the study including technological resources	6 Pages
Total duration & detailed Timeline / work plan to carry out the study highlighting key mile stones and deadline	2 pages
CV and credentials (mainly professional certificates.) of person/s involved	
Any other relevant information (if required only)	

XIII. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The consultants shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy or the Government without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP and EFCCC. This assignment will be administrated by the United Nations Development Programme (UNDP), and all relevant UNDP rules, policies and procedures will apply.

PROPOSED STANDARD TECHNICAL PROPOSAL EVALUATION CRITERIA

Herewith please find the **Standard Technical Proposal Evaluation Criteria** along with respective allocated weight template for Requester's subsequent review. As per the relevance of the proposed criteria it can either:

- a. Redistributed the allocated weight;
- b. Delete specific criteria if you find it irrelevant or less relevant; or
- c. Replace with new criteria along with corresponding allocated weight

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1	Expertise of Firm / Organization	30%	300
2	Proposed Methodology, Approach and Implementation Plan	40%	400
3	Management Structure and Key Personnel	30%	300
TOTAL		100%	1000

Technical Proposal Evaluation (FORM I)		
Expertise of the Firm / Organization		Points Obtainable
1.1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing	120
1.2	General Organizational Capability which is likely to affect implementation <ul style="list-style-type: none"> - Financial Stability - Loose consortium, Holding company or One firm - Age/size of the firm - Strength of the Project Management Support - Project Financing Capacity - Project Management Control 	30
1.3	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills.)	15
1.4	Quality assurance procedure, warranty	15
1.5	Relevance of: <ul style="list-style-type: none"> - Specialized Knowledge - Experience on Similar Programme / Projects - Experience on Projects in the Region - Work for UNDP/ major multilateral/ or bilateral programmes 	120
SUB TOTAL		300

Technical Proposal Evaluation (FORM II)		
Proposed Methodology, Approach and Implementation Plan		
2.1	To what degree does the Proposer understand the task?	60
2.2	Have the important aspects of the task been addressed in sufficient detail?	25
2.3	Are the different components of the project adequately weighted relative to one another?	20

2.4	Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal?	55
2.5	Is the conceptual framework adopted appropriate for the task?	65
2.6	Is the scope of task well defined and does it correspond to the TOR?	90
2.7	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	85
SUB TOTAL		400
Technical Proposal Evaluation (FORM III)		
Management Structure and Key Personnel		
3.1	Task/Project Manager / Team Leader / General Qualification Suitability for the Project	
	- International experience	20
	- Training experience	20
	- Professional experience in the area of specialization	50
	- Knowledge of region	30
	- Language qualification	20
SUB TOTAL		140
3.2	Senior Expert (Software and system development and networking Specialist) GIS, Remote Sensing and geospatial applications. General Qualification Suitability for the project	
	- International experience	5
	- Training experience	15
	- Professional experience in the area of specialization	35
	- Knowledge of the region	15
	- Language qualification	10
SUB TOTAL		80
3.3	Project Staff (GIS, Remote Sensing and geospatial applications specialist) General Qualification Suitability for the project	
	- International experience	5
	- Training experience	15
	- Professional experience in the area of specialization	35
	- Knowledge of the region	15
	- Language qualification	10
SUB TOTAL		80
SUB TOTAL - KEY PERSONNEL		300
Aggregate		1000