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GHANA

## **INDIVIDUAL CONTRACT (IC) PROPOSAL SUBMISSION FORM**

**Recruitment of Individual Consultant to undertake development of a metadata for mainstream SDGs in planning process (Medium Term Development Plans of Metropolitan Municipal and District Assemblies (MMDAs))**

**Procurement Notice Ref. No.: UNDP.GHA.2018.271-IC**

**Published (Posted on): November 22, 2018**

**Submission Deadline: December 3, 2018 @ 4:30 PM in the Afternoon (UTC+00:00) Accra/Monrovia Time Zone**

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

**United Nations Development Programme (UNDP)  
Accra, Ghana  
November 22, 2018**



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## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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**Procurement Notice Ref. No.:** UNDP.GHA.2018.271-IC

**Date:** November 22, 2018

**Country:** Ghana

**Description of the Assignment:** Recruitment of Individual Consultant to undertake development of a metadata for mainstream SDGs in planning process (Medium Term Development Plans of Metropolitan Municipal and District Assemblies (MMDAs).

**Project Name/Title:** Partnership Action on Green Economy (PAGE) in Ghana

**Post Title:** National Consultant

**Period of Assignment/Services:** 25 working days

Proposal should be submitted no later than **December 3, 2018 at 4:30 PM in the Afternoon, UTC+00:00 Accra/Monrovia Time Zone** via the secure email address:

**[bids.gh@undp.org](mailto:bids.gh@undp.org)**

Your technical and financial proposals shall be sent **into two separate files but in one email** under Subject Line: UNDP.GHA.2018.271-IC

**The File Name for Technical and Financial Proposals MUST BE:**

1. **For Technical:** UNDP.GHA.2018.271-IC - TP - [insert your name]
2. **For Financial** – UNDP.GHA.2018.271-IC - FP - [insert your name]

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

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### I. BACKGROUND

The Sustainable Development Goals (SDGs) were adopted in 2015 to end poverty, protect the environment and ensure that all people enjoy peace and prosperity by 2030. The achievement of the SDGs requires countries to
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mainstream them into their national development plans in accordance with local challenges, capacities and available resources.

The Partnership for Action on Green Economy (PAGE) which is a global push towards a greener and more inclusive growth trajectory serves as a platform to catalyze national action to operationalize sustainable development in the context of the SDGs. PAGE brings the combined mandate, expertise and networks of five UN agencies. The combined effort offers integrated and holistic support to countries on inclusive green economy, ensuring coherence and avoiding duplication.

PAGE is supporting Ghana's efforts to fully integrate SDGs and internalize Ghana's commitment to the global climate change agenda through Nationally Determined Contributions (Gh-NDCs) in development planning processes using the decentralized governance system in the country within the context of [Ghana National Climate Change Policy](#) (2012) and its medium-term national development policy framework for 2018-2021, "[Agenda for Jobs: Creating Prosperity and Equal Opportunity for All](#)"

*For detailed information, please refer to Annex I- Terms of Reference (ToR)*

## II. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION

The document will cover all the relevant climate change, green economy relevant SDG targets and indicators<sup>1</sup>, their definitions, means of computing, sources of information/data for computing and the limitations. The metadata should heavily rely on the manual developed for mainstreaming climate change and green economy related SDGs in the development plans of MMDAs.

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*For detailed information, please refer to Annex I- Terms of Reference (ToR)*

## III. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

### **a. Academic Qualifications:**

- Advanced University Degree in statistics, demography, development studies, economics, sustainable development, or related field.

### **b. Years of experience:**

- Minimum 15 years relevant working experience in sustainable development, statistics production, data analysis and report, statistics instruction.

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### **c. Competencies:**

- Strong analytical skills with conceptual understanding;
- Strong, proven functional skills in analytical writing, and producing reports and, research and assessments;
- Excellent demonstrated ability to be flexible and work under tight deadlines in an independent working environment;
- High level of communication and interpersonal skills and experience in working effectively in a multi-cultural environment;
- Good understanding of UN common system and policies, including Delivering as One principles and functioning;

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### **d. Compliance of the UN Core Values:**

<sup>1</sup> Substantial part of climate change and green economy related SDG indicators and targets were identified in the manual and has been further refined by the Technical Working Group set up to support the development of the metadata. We expect the work of this consultancy to conclude the refining of the identification of the indicators and targets as basis for the development of the metadata.

- 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 favouritism; and
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

**Important Note:**

The Consultant is required to have the above mentioned professional and technical qualifications. **Only the applicants who hold these qualifications** are advised to submit their respective bid proposals.

#### IV. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE TECHNICAL PROPOSALS

Interested offeror/Individual Consultant (IC) must submit the following documents before the deadline stipulated in the IC Procurement Notice. Such documents are:

- Technical Proposal as per the prescribed format (see template in Annex II), which includes Duly Signed Offeror's Letter to UNDP Confirming Interest and Availability and Duly Signed Personal CV **and academic certificates as indicated on your CV.**
- Financial Proposal as per prescribed format (see template in Annex III)

#### V. FINANCIAL PROPOSAL

##### LUMP-SUM CONTRACTS

The Financial Proposal shall specify a total lump-sum amount **all-inclusive**, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump-sum amount (including travel, per diems, and number of anticipated working days).

**Travel:**

- All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective Business Unit (BU) and Individual Consultant, prior to travel and will be reimbursed.

#### VI. EVALUATION

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

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

Criteria	Weight	Max. Point
Technical Competence	70%	100

Educational qualifications and years of experience in the relevant field		20
Knowledge and experience on the global SDG indicator framework, metadata requirements and SDGs monitoring framework in Ghana		30
Knowledge of and experience on climate change agenda, data quality assurance		10
Knowledge of and experience on Ghana's development planning processes		10
Publication record and statistical instruction experience		10
Methodology/Approach		20
<b>Financial (Lower Offer/Offer*100)</b>	<b>30%</b>	<b>100</b>
<b>Total Score</b>	<b>Technical Score * 70% + Financial Score * 30%</b>	

**Evaluation legend:**

Weight per Technical Competence	
Weak: below 70%	The individual consultant/contractor has demonstrated a <b>WEAK</b> capacity for the analyzed competence
Satisfactory: 70-75%	The individual consultant/contractor has demonstrated a <b>SATISFACTORY</b> capacity for the analyzed competence
Good: 76-85%	The individual consultant/contractor has demonstrated a <b>GOOD</b> capacity for the analyzed competence
Very Good: 86-95%	The individual consultant/contractor has demonstrated a <b>VERY GOOD</b> capacity for the analyzed competence
Outstanding: 96-100%	The individual consultant/contractor has demonstrated an <b>OUTSTANDING</b> capacity for the analyzed competence.

**ANNEXES**

ANNEX I - Terms of References (ToR)

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

ANNEX III - Financial Proposal

ANNEX IV - General Conditions of Contract: For the Services of Individual Contractors (IC)

Your Sincerely

Rokya Ye Dieng

Deputy Country Director - Operations

## INSTRUCTION TO OFFERORS

No.	Data	Specific Instructions / Requirements
1	Location of Work:	<input checked="" type="checkbox"/> Please refer to the ToR
2	Language of the Proposal:	<input checked="" type="checkbox"/> English
3	Period of Proposal Validity commencing on the submission date	<input checked="" type="checkbox"/> 120 days
4	Preferred Currency of Proposal and Method for Currency conversion	<input checked="" type="checkbox"/> Local Currency (Ghana Cedis) <input checked="" type="checkbox"/> <i>Reference date for determining UN Operational Exchange Rate: The date on which Technical and Financial Proposals have been submitted to convert to Local Currency (Only Applicable for Ghanaian Nationals)</i>
5	Deadline for submitting requests for clarifications/questions	<input checked="" type="checkbox"/> Five (5) days before the submission date
6	Contact Details for submitting clarifications/questions	<input checked="" type="checkbox"/> Focal Person in UNDP: Procurement Team <input checked="" type="checkbox"/> E-mail address dedicated for this purpose: <a href="mailto:procurement.gh@undp.org">procurement.gh@undp.org</a> ( <b>only for enquiry/request for clarification</b> ) <input checked="" type="checkbox"/> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
7	Manner of Disseminating Supplemental Information to the IC and responses/clarifications to queries	<input checked="" type="checkbox"/> Direct communication to prospective Bidders by email <input checked="" type="checkbox"/> Direct communication to prospective Bidders by email, and Posting on the <a href="http://procurement-notice.undp.org/">http://procurement-notice.undp.org/</a> on which the captioned <b>IC Notice</b> was posted
8	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Electronic submission of Bid
9	<b>Proposal Submission Address</b>	<input checked="" type="checkbox"/> Via our secured mail address: <a href="mailto:bids.gh@undp.org">bids.gh@undp.org</a>
10	Deadline of Submission	<input checked="" type="checkbox"/> Date and Time: December 3, 2018 @ 4:30 PM in the Afternoon <input checked="" type="checkbox"/> Time Zone: (UTC+00:00) Accra/Monrovia
11	Conditions and Procedures for <b>electronic submission</b> and opening, if allowed	<input checked="" type="checkbox"/> Official Address for e-submission: <a href="mailto:bids.gh@undp.org">bids.gh@undp.org</a> <input checked="" type="checkbox"/> Free from virus and corrupted files

No.	Data	Specific Instructions / Requirements
		<ul style="list-style-type: none"> <li>☒ Format: <b>PDF files only and Financial Proposal shall be password protected</b></li> <li>☒ <b>Password for Financial Proposal will be requested from those Proposers whose Technical proposals found to be Technically responsive by respective Technical Panel appraisal.</b></li> <li>☒ UNDP Ghana Office uses Adobe PDF reader version 9 and Microsoft 2007 &amp; Microsoft 2010</li> <li>☒ For electronically transferred data, the maximum capacity is <b>9MB</b>. Thus, if the size of the file is greater than <b>9MB</b> attach them with two or more email.</li> <li>☒ No. of copies to be transmitted: <b>only One</b>, do not send the proposals time and again to avoid confusion in locating the right proposals. UNDP/Procurement Unit will not be liable for failing to locate a right proposal owing to repetitively sending revised proposals.</li> <li>☒ <b>Subject of email (Mandatory):</b> your proposals shall be sent <b>into two separate files but in one email</b> under <b>Subject Line: UNDP.GHA.2018.271.IC</b></li> <li>☒ <b>Proposals File Name (Mandatory):</b> <b>The File Name for Technical and Financial Proposals MUST BE:</b> <ul style="list-style-type: none"> <li>3. <b>For Technical</b> – UNDP.GHA.2018.271.IC - TP - <a href="#">[insert your name]</a></li> <li>4. <b>For Financial</b> – UNDP.GHA.2018.271.IC - FP - <a href="#">[insert your name]</a></li> </ul> </li> <li>☒ For failing and/or incorrectly state the <b>above subject line</b> may result in failing to exactly locate your proposals as the Procurement Unit processes several of such type proposal invitations at a time and will not be liable for any consequences thereof.</li> <li>☒ <b>COMPULSORY: Once you submitted your proposals electronically to designated Secured Email, kindly confirm same (without attaching the proposals for the purpose keeping its integrity) to the Focal Person. The Attn: Procurement Team at <a href="mailto:procurement.gh@undp.org">procurement.gh@undp.org</a></b>  <b>Your confirmation is important in order to ensure all Proposing Firms' Quotations are not missed and considered for subsequent Technical Evaluation.</b></li> </ul>
13	Evaluation method to be used in selecting the most responsive Proposal	<ul style="list-style-type: none"> <li>☒ Combined Scoring Method, using the <b>70%-30%</b> distribution for Technical and Financial proposals, respectively, where the minimum passing score of technical proposal is <b>70%</b></li> </ul>
14	Post-Qualification Actions	<ul style="list-style-type: none"> <li>☒ Inquiry and background checking with referees or any other entity that may have done business with the offeror.</li> </ul>