



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: March 5, 2019

Procurement Notice Reference No.: **ETH0091**

Country: **Ethiopia**

Description of the assignment: **National Consultant for Translation of the Civic Engagement Policy to Amharic Language**

Project name: **Governance and Democratic Participation Programme**

Duty Station: **Home Based**

Period of assignment/services (if applicable): **20 days**

The United Nations Development Programme (UNDP) is currently implementing a project **Governance and Democratic Participation Programme** that requires the services of an individual to perform the work described in the corresponding TORs.

Proposal should be submitted through the online eTendering system

<https://etendering.partneragencies.org> search for Event ID **ETH91** as per the deadline indicated in the system itself. Detailed user guide on how to register in the system and submit the proposal are attached to this notice.

Any request for clarification must be sent in writing, or by standard electronic communication to [info.procurement@undp.org](mailto:info.procurement@undp.org) **Attn: MY**. UNDP will provide responses by uploading them in the system.

In consideration of your qualifications, we are hereby inviting you to submit an offer for this particular assignment. To assist you in understanding the requirements of this assignment, we have attached hereto the following:

- a) The Terms of Reference for the assignment described above;
- b) The standard Letter of Confirmation of Interest and Availability, which you must accomplish and submit to UNDP; and
- c) The Individual Contract and its General Terms and Conditions, which you would be expected to sign in the event you are the selected Offeror in this procurement process.

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

- Letter of presentation highlighting main qualifications and experience relevant to this TOR;
- CV or P11 form;
- Copy of education certificate;

- Completed financial proposal.
- Any other as relevant

## **FINANCIAL PROPOSAL**

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, 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 and Individual Consultant, prior to travel and will be reimbursed.

# Terms of reference



Empowered lives.  
Resilient nations.

**Country:** Ethiopia

**Description of the Assignment:** Consultancy Services for Translation of the Civic Engagement Policy to Amharic Language

**Project Name:** Governance and Democratic Participation Programme

**Duration of Assignment:** 20 days

**Starting Date:** as soon as the contract is signed

**Duty Station:** Home Based

## 1. BACKGROUND

In support of Government of Ethiopia's national development plan (GTP II) and the global agenda (SDG), UNDP Ethiopia has launched in June 2017 a new multi-stakeholder, multi-year Governance and Democratic Participation Programme (GDPP). The main objective of the programme is to support the country sustain efforts towards enhancing institutional capacities and frameworks for strengthening good governance and deepening democratic participation in line with the Constitution and International Human Rights Conventions to which Ethiopia is a signatory.

Civic engagement and participation is one of the characteristics of a functioning democracy and a prerequisite for all-inclusive and sustainable development. The role of civic organizations in policy discourse and facilitating is paramount important for widening democratic space and active participation of citizens in development endeavors affecting their life.

Cognizant to the urgency and importance of engaging civic organizations in development endeavors- the Democratic System Building Center in the Prime Minister Office in collaboration with UNDP launched a one-year project named 'Building National Consensus for Sustainable Peace and Development'. It comprises two major pillars: (1) Broader consensus built on key thematic issues for sustainable peace and development; and (2) Improved policy environment for civic engagement which include reviewing policy gaps pertinent to civic engagement and development and developed a roadmap on civic engagement strategies. In other words, the GoE and UNDP jointly initiated a project that creates conducive environments for the strengthening of civic engagement in the democratization and development process.

Accordingly, Democratic System Building Center in the Prime Minister Office & UNDP developed a national civic engagement policy which is an indispensable tool that ensures promoting the role of citizens' [individuals, NGOs/CSOs, private sectors, Communities, etc] in development and democratization process in the country. It seeks to bring about a fundamental shift in the relationship, geared towards recognizing the evolving nature and growing influence of citizens'

participation, drawing on its strengths and capacities, and maximizing the potential of civic engagement for development.

In view of this, the Democratic System Building Center in the Prime Minister Office has delegated UNDP to outsource the consultancy assignment and hire one competent national consultant to carry out the translation of the Civic Engagement Policy which has been prepared in English.

## **2. OBJECTIVE OF THE CONSULTANCY**

The objective of translating the Civic Engagement Policy into Amharic language is to ensure access to the GoE and relevant stakeholders.

## **3. DUTIES AND RESPONSIBILITIES**

In order to achieve the objective mentioned above, the consultants would be expected to perform the following tasks and responsibilities:

- Translate the Civic Engagement Policy from English into Amharic version within the specified timeframe;
- Present draft translation to the Reference Group established by the GoE for review;
- Make necessary amendments to the draft in accordance with the comments received from reference group and submit a completed translation;
- Do the necessary editing, fine-tuning and make the Civic Engagement Policy document ready for publication.

## **4. EXPECTED DELIVERABLES**

The consultants will submit the draft translated document of the Amharic version. This draft will be subjected to comments by the Reference Group, UNDP and other stakeholders within 5 working days. While incorporating feedbacks and comments, the consultants will continue working on the final version, which should be delivered over a period of **20 days**, maximum. The consultants will be expected to make presentation of the translation to the Reference Group and other stakeholders.

Key deliverables of this assignment are summarized as follows:

- Draft Civic Engagement Policy of the Amharic version;
- Presentation of draft translated Amharic version to the Reference Group;
- Submission of the final translated Civic Engagement Policy (Amharic version) incorporating comments and inputs;

## **5. REPORTING RELATIONSHIP**

The successful consultants will work under the guidance of UNDP. They shall submit the required reports to the Reference Group and UNDP. They shall also cooperate and closely work with concerned staffs of the Democratization Center, PMO

## **6. CONTRACTUAL ARRANGEMENTS**

One national consultant will be engaged for the entire assignment and closely work with the National Consultant hired to develop the Civic Engagement Policy Document.

UNDP's Democratic Governance and Capacity Development Unit will be the primary focal point and as such it will manage the overall financial and contractual arrangements with the consultants.

## **7. DURATION OF THE ASSIGNMENT**

The assignment will be implemented over a period of **20** days; and this will be the total number of days required for completion of the assignment. Yet, the contractual fee will deliberate only the required working days for submission of deliverables. The date for the start of this assignment is immediately after concluding Contract Agreement

## **8. REQUIRED QUALIFICATION AND EXPERTISE**

### **a. Academic Qualification and Years of Experience**

#### **Education:**

- Minimum of university degree in law and/ public policy;

#### **Years of experience:**

- At least 7 years of relevant work experience in public policy and/policy drafting; working experience with one of the executive branches of the Ethiopian government is desirable
- At least two years of experience in translating or editing English government documents or legal drafts into Amharic language; or experience of drafting;

### **b. Required Skills and Competencies**

- Strong analytical, and writing skills;
- Strong knowledge of Ethiopian national policies and strategies, legal research and analysis;
- Working knowledge of the Ethiopian governance context;
- Ability to work autonomously and in a team setting;
- Good organizational skills and ability to work under pressure and to meet tight deadlines;

## **9. LANGUAGE**

Applicants must be proficient both in Amharic and English languages.

## **10. CRITERIA FOR SELECTING THE BEST OFFER**

Qualified Individual Consultant (IC) is expected to submit both the **Technical** and **Financial Proposals**. Only applicants who fulfil the qualifications will be shortlisted and contacted.

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 is:
  - a. Technical Criteria weight is **70%**;
  - b. Financial Criteria weight is **30%**;

## Evaluation Criteria:

Criteria	Weight	Max. Point
<b>Technical Competence (based on CV, Proposal and Interview (as required))</b>	70%	100
<b>Criteria (a): Educational relevance: close fit to post:</b> Minimum Bachelor's degree in law		20
<b>Criteria (b): Understanding the scope of work and organization of the proposal:</b> In-depth understanding of the Scope of Work (SoW); comprehensiveness and completeness of the proposal		40
<b>Criteria (c): Individual competencies (experience in similar assignments):</b> Minimum of 7 years of relevant working experience in the area of public policy/ law and at least two years of experience in translating or editing English government documents or policy/legal drafts into Amharic language;		40
<b>Financial (Lower Offer/Offer*100)</b>	30%	30
<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.

## 11. PAYMENT MILESTONES AND AUTHORITY

The successful consultant shall receive his/her payments upon certification of the completed tasks satisfactorily, as per the following schedule:

Payment tranche	Deliverables	Approval should be obtained	Portion
1 <sup>st</sup> tranche	Upon submission of draft translation	UNDP/ Reference Group/ IC who developed the Policy	20%
2 <sup>nd</sup> tranche	Upon presentation of draft translated document	UNDP/ Reference Group/ IC who developed the Policy	40%
3 <sup>rd</sup> tranche	Upon submission and endorsement of final translated document	UNDP/ Reference Group/ IC who developed the Policy	40%

## 12. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Individual Consultants shall not, either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under this assignment shall become and remain properties of UNDP.

**OFFEROR'S LETTER TO UNDP  
CONFIRMING INTEREST AND AVAILABILITY  
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

Date \_\_\_\_\_

*(Name of Resident Representative/Bureau Director)*  
United Nations Development Programme  
*(Specify complete office address)*

Dear Sir/Madam:

I hereby declare that:

- a) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [ *indicate title of assignment* ] under the [ *state project title* ];
- b) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- c) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV or Personal History Form (P11) which I have duly signed and attached hereto as Annex 1;
- d) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [ *delete this item if the TOR does not require submission of this document* ];
- e) I hereby propose to complete the services based on the following payment rate: *[pls. check the box corresponding to the preferred option]*:
  - An all-inclusive daily fee of [ *state amount in words and in numbers indicating currency* ]
  - A total lump sum of [ *state amount in words and in numbers, indicating exact currency* ], payable in the manner described in the Terms of Reference.
- f) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- g) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- h) This offer shall remain valid for a total period of \_\_\_\_\_ days [ *minimum of 90 days* ] after the submission deadline;
- i) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office [ *disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists* ];
- j) If I am selected for this assignment, I shall *[pls. check the appropriate box]*:
  - Sign an Individual Contract with UNDP;

- Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

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k) I hereby confirm that *[check all that applies]:*

- At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposa:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

- l) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- m) ***If you are a former staff member of the United Nations recently separated, pls. add this section to your letter:*** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
- n) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

Full Name and Signature:

Date Signed:

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**Annexes *[pls. check all that applies]:***

- CV or Duly signed P11 Form
- Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- Brief Description of Approach to Work (if required by the TOR)



## BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A. **Breakdown of Cost by Components:**

Cost Components	Unit Cost	Quantity	Total Rate for the Contract Duration
<b>I. Personnel Costs</b>			
Professional Fees			
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
<b>II. Travel Expenses to Join duty station (if Applicable ONLY)</b>			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
<b>III. Duty Travel (if Applicable ONLY)</b>			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			

**B. Breakdown of Cost by Deliverables\***

<b>Deliverables</b> <i>[list them as referred to in the TOR]</i>	<b>Percentage of Total Price (Weight for payment)</b>	<b>Amount in ETB</b>
Deliverable 1-upon submission of draft translation	20%	
Deliverable 2-upon presentation of draft translated document	40%	
Deliverable 3-upon submission and endorsement of final translated document	40%	
<b>Total</b>	<b>100%</b>	<b>ETB</b>

*\*Basis for payment tranches*