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GHANA

INDIVIDUAL CONTRACT (IC) PROPOSAL SUBMISSION FORM

**Recruitment of National Consultant to develop Joint Result Group
Workplans for 2019 UN Sustainable Development Partnership
(UNSDP) 2018-2022 in Ghana**

Procurement Notice Ref. No.: UNDP.GHA.2019.038.IC

Published (Posted on): March 15, 2019

**Submission Deadline: March 22, 2019 @ 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
March 15, 2019**



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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Procurement Notice Ref. No.: UNDP.GHA.2019.038.IC

Date: March 22, 2019

Country: Ghana
Description of the Assignment: Recruitment of Consultant to develop Joint Result Group Workplans for 2019 UN Sustainable Development Partnership (UNSDP) 2018-2022 in Ghana
Project Name/Title: UNSDP implementation
Post Title: National Consultant
Period of Assignment/Services: 12 working days

Proposal should be submitted at the following email no later than **March 22, 2019 at 4:30 PM in the Afternoon, UTC+00:00 Accra/Monrovia Time Zone.**

bids.gh@undp.org

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 **(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 3 days period to the submission deadline will be entertained. The procuring UNDP entity 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. Any delay in providing such information will not be considered as a reason for extending the submission deadline.

I. BACKGROUND

The UNCT in Ghana seeks to engage a consultant to support the development of joint workplans (JWPs) for 2019, towards the implementation of the *UN Sustainable Development Partnership (UNSDP)*. Individual agency plans have been articulated in four results groups and captured in already existing excel spread sheets. The consultant is to work with results groups chairs, pens and membership to establish and align strategic activities to develop four JWPs aligned with the UNSDP thematic areas and outcomes. These JWPs will serve as instruments to operationalise the UNSDP, thus translating its outcomes into concrete measurable and timebound outputs and activities for 2019. The JWPs will also enable the UNCT to coordinate work and monitor progress around the delivery of the UNSDP outcomes in a coherent manner, as well as promote transparency and accountability. Based on the final JWPs, the consultant will also help consolidate key UN priorities for 2019 across the four result areas.

...

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

II. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION

The selected contractor shall review UNSDP Result Group spreadsheets, meet with the UNRC and the four Results Group Chairs and prepare four Result Group Joint Workplans for 2019. All meeting will be internal UN meetings. Consultant will identify key UN priorities across the four groups and use as a basis for preparing a vision document for 2019. Drawing from the joint workplans and the vision document, the consultant will interact with the six Inter - agency Groups (namely Operations, Gender, Communications, Data, Emergencies and Youth to help them finalize their workplans for 2019. All products for this consultancy will then be validated with the groups and the UNCT.

...

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

III. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

a. Academic Qualifications:

☐ A minimum of Master's degree /Advance university degree in international development, economics, evaluation, social sciences or related field

b. Years of experience:

- A minimum of 5 years of professional experience specifically in the area of international development initiatives and UN development organizations; with a proven track record in any of the following areas (Project management, Project development, Monitoring, Evaluations and reporting). **c.**

Competencies:

- Special skills / experience and other qualifications such as analytical skills, communications abilities, teamwork ... which will prove to be advantageous and vital to the success of the work implementation, especially if the assignment's setting/situation is unique or has peculiarities (e.g., experience in working with indigenous people, familiarity with the key issues confronting a certain region, understanding of and ability to relate with a specific culture/religion, knowledge of a local dialect, etc.)

d. Language and other skills:

- Fluency in spoken and written English

e. 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 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 which includes but not limited to explaining why they are the most suitable for the work; Provide a brief **methodology** on how they will approach and conduct the work; past experience in **similar projects** and at least **three (3) references**; ...
- Financial Proposal as per prescribed format

- Duly Signed Offeror's Letter to UNDP Confirming Interest and Availability as "**annex a**"
- Duly Signed Personal CV as "**annex b**"

V. FINANCIAL PROPOSAL

Alternative 1. LUMP-SUM CONTRACTS

- The Financial Proposal shall specify a total lump-sum amount **all-inclusive**¹, 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

Individual Contractor (IC) will be evaluated based on **Cumulative Analysis** as per the following scenario:

- When using this weighted scoring method, the award of the contract should 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.
- The respective weight of the proposals are:
 - I. Technical Criteria weight; **[70%]**
 - II. Financial Criteria weight; **[30%]**

Criteria	Weight
Technical Competence (based on CV, Proposal and interview (if required))	70%
Criteria a. Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal	35%
Criteria b. Writing and Editing experience Proven experience in writing and editing material for the international development industry. Experience with the UN system is an advantage	17.5%
Criteria c. Professional experience of consultant At least five years of relevant professional experience in developing Project management, Project development, Monitoring, Evaluations and reporting).	10.5%

¹ The term "All inclusive" implies that all costs (professional fees, travel costs, living allowances, communications, consummables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal

Criteria	Weight
Criteria d. Other competencies Good computer skills in Word and Excel / Ability to work with minimum supervision under own initiative; Excellent interpersonal skills and ability to work harmoniously with people of different nationalities and cultural backgrounds; and good negotiation skills.	7%
Financial (Lower Offer/Offer*100)	30%
Total Score	

Evaluation legend:

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

Yours Sincerely,

Rokya Ye Dieng

Deputy Resident Representative - Operations

INSTRUCTION TO OFFERORS

No.	Data	Specific Instructions / Requirements
1	Country / Region of Work Location:	<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 Birr)
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 ²	<input checked="" type="checkbox"/> E-mail address dedicated for this purpose: procurement.gh@undp.org (only for enquiry/request for clarification) <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 http://procurement-notice.undp.org/ on which the captioned IC Notice was posted
8	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Electronic submission of Bid (Only)
9	Proposal Submission Address	<input checked="" type="checkbox"/> Via our secured mail address: bids.gh@undp.org (only)
10	No. of copies of Proposal that must be submitted.	<input checked="" type="checkbox"/> Copies: One

² This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was officially received.

No.	Data	Specific Instructions / Requirements
11	Deadline of Submission	<input checked="" type="checkbox"/> Date and Time: March 22, 2019 @ 4:30 PM in the Afternoon <input checked="" type="checkbox"/> Time Zone: (UTC+00:00) Accra/Monrovia
12	Conditions and Procedures for electronic submission and opening, if allowed	<input checked="" type="checkbox"/> Official Address for e-submission: bids.gh@undp.org <input checked="" type="checkbox"/> Free from virus and corrupted files <input checked="" type="checkbox"/> Format: PDF files only and password protected <input checked="" type="checkbox"/> Format: PDF files only and Financial Proposal shall be password protected <input checked="" type="checkbox"/> Password for Financial Proposal will be requested from those Proposers whose Technical proposals found to be Technically responsive by respective Technical Panel appraisal. <input checked="" type="checkbox"/> UNDP Ghana Office uses Adobe PDF reader version 9 and Microsoft 2007 & Microsoft 2010 <input checked="" type="checkbox"/> For electronically transferred data, the maximum capacity is 9MB . Thus, if the size of the file is greater than 9MB attach them with two or more email. <input checked="" type="checkbox"/> No. of copies to be transmitted: only One , 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. <input checked="" type="checkbox"/> Subject of email (Mandatory): your proposals shall be sent into two separate files but in one email under Subject Line: UNDP.GHA.2019.038.IC <input checked="" type="checkbox"/> Proposals File Name (Mandatory): The File Name for Technical and Financial Proposals MUST BE: For Technical – UNDP.GHA.2019.038.IC - TP - [insert your name] For Financial – UNDP.GHA.2019.038.IC - FP - [insert your name] <input checked="" type="checkbox"/> For failing and/or incorrectly state the above subject line 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. <input checked="" type="checkbox"/> COMPULSORY: Once you submitted your proposals electronically to designated Secured Email and/or using Courier/Mail physically; kindly confirm same (without attaching the proposals for the purpose keeping its integrity) to the Focal Person. The Attn: Procurement Team at procurement.gh@undp.org Your confirmation is important in order to ensure all Proposing Firms' Quotations are not missed and considered for subsequent Technical Evaluation. ***
13	Evaluation method to be used in selecting the most responsive Proposal	<input checked="" type="checkbox"/> Combined Scoring Method, using the 70%-30% distribution for Technical and Financial proposals, respectively, where the minimum passing score of technical proposal is 70%

No.	Data	Specific Instructions / Requirements
14	Post-Qualification Actions	<input checked="" type="checkbox"/> Inquiry and background checking with referees or any other entity that may have done business with the offeror.