

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: April 22, 2019

Procurement Notice Reference No.: **ETH0260**

Country: **Ethiopia**

**Services/Work Description:** Recruitment of an individual consultant to lead the coordination and output of a technical team in the development of a multi-year resilience-focused strategy for Ethiopia

**Project/Program Title:** Support to livelihoods of drought affected households and resilience building of vulnerable groups in warder and Kebredahar woredas of Ethiopia's Somali region

**Post Title:** International Consultant (IC)

**Consultant Level:** **Level C** (Senior Specialist)

**Duty Station:** Addis Ababa, Ethiopia UN RCO office

**Expected Places of Travel:** **Expected to travel to some of the regions, if needs be.**

**Duration:** 63 working days distributed over of 3 months (with possible extension of 42 working days over 2 months)

**Expected Start Date:** Immediately after Signing the Contract

The United Nations Development Programme (UNDP) is currently implementing a project **Accelerating Technical capacity of Ministry** 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 **ETH0260** 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.procurementet@undp.org](mailto:info.procurementet@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:

- Brief Description of Approach to Work (if required by the TOR)
- Letter of presentation highlighting main qualifications and experience relevant to this TOR;
- CV;
- Copy of education certificate;
- Completed financial proposal – using the Format (Breakdown of Costs Template)
- 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.

## GENERAL INFORMATION

<b>Services/Work Description:</b>	Recruitment of an individual consultant to lead the coordination and output of a technical team in the development of a multi-year resilience-focused strategy for Ethiopia
<b>Project/Program Title:</b>	Support to livelihoods of drought affected households and resilience building of vulnerable groups in warder and Kebredahar woredas of Ethiopia's Somali region
<b>Post Title:</b>	International Consultant (IC)
<b>Consultant Level:</b>	<b>Level C</b> (Senior Specialist)
<b>Duty Station:</b>	Addis Ababa, Ethiopia UN RCO office
<b>Expected Places of Travel:</b>	<b>Expected to travel to some of the regions, if needs be.</b>
<b>Duration:</b>	63 working days distributed over of 3 months (with possible extension of 42 working days over 2 months
<b>Expected Start Date:</b>	Immediately after Signing the Contract

## I. BACKGROUND / PROJECT DESCRIPTION

Ethiopia has been prone to various disasters over the past decades. Since 2015, the country has been facing 'exceptional' years of drought – the 2015/16 El Nino induced drought (worst of its kind in 50 years having a devastating impact on nearly 20 million people (under the relief and productive safety net pipelines)) and the 2017 Indian Ocean Dipole induced drought, mainly affecting lowland / pastoral areas (some 8.5 million people by the end of the year). While many of those affected by consecutive droughts were reeling from its impact, at the end of 2017, Ethiopia saw a surge in inter communal conflict that displaced nearly 2.5 million persons. Currently, and in spite of nearly two years of no significant climate hazards, there are still over 8 million persons requiring relief aid of which nearly 2/3 are people affected by previous droughts.

Ethiopia's situation of re-current and protracted drought and prolonged humanitarian needs raises pertinent questions: how development and resilience gains made over the last few years can be sustained amidst recurrent climate driven shocks, and protracted displacement of conflict; and how to design and deliver more integrated national programmes in a more efficient manner, addressing longer term solutions of risks, vulnerabilities, and needs.

While many concrete advances of moving towards resilience-oriented programming have been made in different sectors in recent years, there is at present no shared strategy between humanitarian, development and financing partners which would outline areas of synergies and complementarity in response, focusing on reducing predictable and protracted humanitarian needs over time. In line with the request from the Government of Ethiopia, UN, NGO and Donor partners have therefore started discussions in developing a multi-year joined-up humanitarian and development Strategy for Ethiopia. The aim of this strategy is to influence the ongoing government planning of its national plan, or GTP – III, for 2020-2025.

A consultant is required to: map out the existing coordination forums and thorough overview of existing sector specific initiatives that advance joint humanitarian and development resilience investments, contributing to solutions to food insecurity and displacement, in different geographic areas of the country; drive the coordination of a technical group (consisting of the UN, NGO and Donor partners in the country) in the identification of strategic collective outcomes, and develop a joint in-depth analysis, with

accountability/monitoring framework, using the existing evidence (analysis and studies), country programmes, and platforms.

The main partners leading this strategy are the UN, the DAG and HRDG, and the IFIs (WB and AfDB). This “leading group” is seeking to hire **an international consultant (Individual) who will conduct this coordination process.**

- a. **Analytical evidence to identify thematic areas of focus (outlining programmatic and geographic areas of convergence):** Identification of thematic areas of focus that could articulate measurable strategic collective outcomes aimed at reducing specific vulnerabilities.
- b. **Layout a multi-year resilience focused strategy for Ethiopia:** Bringing together development, humanitarian and financing partners, to outline specific areas of complementary programming guided by an accountability and monitoring framework, or using existing frameworks (WB’s DPL, GEDUP, SDG PF, etc.) that is reflected in ongoing funding instruments and future ones.
- c. **Strengthen evidence-based policy dialogue and planning:** Support development and humanitarian partners to collectively agree key advocacy messages to promote the use of the ‘multi-year joint humanitarian-development strategy’ in its planning processes (GTP-III and other planning processes).
- d. **Strengthen coherence and collaboration between humanitarian and development actors:** To review existing structures and based on this conceptualize / repurpose/ establish an integrated coordination architecture.

## **V. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC**

- a. The consultant is responsible for all logistical requirements, including his/her per-diem (living allowances as per day shall not exceed UNDP/UN Daily Subsistence Allowance (DSA) ETHIOPIA/ADDIS ABABA as a DUTY STATION and OTHER CITIES/TOWNS indicated as expected place of travel), roundtrip to duty station and other miscellaneous expenses.
- b. UN-RCO will provide office space.

## **VI. DURATION OF THE WORK<sup>1</sup>**

- a. 3 months (May to July 2019 with possible extension for 2months).

## **VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)**

### **a. Education:**

- Master’s degree in the social sciences (Sociology, Anthropology, Development studies), Economics/Statistics or related fields relevant for the assignment.

### **b. Experience:**

- Experience of having undertaken/participated previously in resilience analysis in Ethiopia (country analysis, situation analysis, donor mapping exercise or humanitarian appeal process,) will be a major advantage;
- Minimum of 10 years of relevant research and analysis experience at the national or international levels, involving multi-stakeholder actors.

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<sup>1</sup> The IC modality is expected to be used only for short-term consultancy engagements. If the duration of the IC for the same TOR exceeds twelve (12) months, the duration must be justified and be subjected to the approval of the Director of the Regional Bureau, or a different contract modality must be considered. This policy applies regardless of the delegated procurement authority of the Head of the Business Unit.

**c. Language:**

- Excellent command of English, both spoken and written.

**d. Functional Competencies:**

- Excellent knowledge of the recent developments in humanitarian and development operations in general and of nexus issues in particular.
- Proven analytical skills and proficiency in writing in English.
- Proven record demonstrating ability to deliver quality reports/analysis and results in line with established deadlines.

**e. Core Competencies:**

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

**Important Note:**

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

**VIII. CRITERIA FOR SELECTING THE BEST OFFER**

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
<b>Technical Competence (based on CV, Proposal and interview (if required))</b>	<b>70%</b>	100
▪ <b>Criteria a.</b> Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal		50 pts*
▪ <b>Criteria b.</b> Presentation (clarity, conciseness, audience friendly) of the content		25 pts**
▪ <b>Criteria c.</b> Ability to discharge the consultancy service within the timeframe as per the ToR		25 pts **
<b>Financial (Lower Offer/Offer*100)</b>	<b>30%</b>	30
<b>Total Score</b>	<b>Technical Score * 70% + Financial Score * 30%</b>	

## IX. PAYMENT MILESTONES AND AUTHORITY

The prospective consultant will indicate the cost of services for each deliverable in **US dollars all-inclusive<sup>2</sup> lump-sum contract amount** when applying for this consultancy. The consultant will be paid only after **approving authority** confirms the successful completion of each deliverable as stipulated hereunder.

The qualified consultant shall receive his/her lumpsum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1 <sup>st</sup> Installment	Recommendations on specific coordination entry points - thematic plan of action and timelines	Steering committee	33%
2 <sup>nd</sup> Installment	Submission of draft - Multi-year plan	Steering committee	33%
3 <sup>rd</sup> Installment	Final submission of Multi-year plan	Steering committee	34%

## X. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

For purposes of generating quotations whose contents are uniformly presented and to facilitate their comparative review, a prospect Individual Contractor (IC) is given a proposed *Table of Contents*. Therefore, prospective Consultant Proposal Submission must have at least the preferred contents which are outlined in the IC Proposal Submission Form incorporated hereto.

## XI. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Individual Consultant 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 the assignment shall become and remain properties of UNDP.

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<sup>2</sup> 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

# 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:

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:

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

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