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GHANA

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

**Recruitment of **National** Consultant to Conduct Survey Data  
Collection and Data Entry for National Surveys on Substance Use in  
Secondary Schools in Ghana**

**Procurement Notice Ref. No.: UNDP.GHA.2019.086.IC**

**Published (Posted on): May 14, 2019**

**Submission Deadline: May 23, 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  
May 14, 2019**



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## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Procurement Notice Ref. No.: UNDP.GHA.2019.086.IC

Date: May 14, 2019

**Country:** Ghana  
**Description of the Assignment:**  
**Project Name/Title:** Recruitment of Consultant to Conduct Survey Data Collection and Data Entry for National Surveys on Substance Use in Secondary Schools in Ghana  
**Post Title:** National Consultant  
**Period of Assignment/Services:** 26 working days

Proposal should be submitted at the following address or email no later than **May 23, 2019 at 4:30 PM in the Afternoon, UTC+00:00 Accra/Monrovia Time Zone.**

**Via our secured mail address:** [bids.gh@undp.org](mailto: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](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 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

Drug abuse is major public health problem worldwide. While an estimated 246 million people aged 15 to 64 years used at least one illicit drug in 2013, more than 1 in 10 of the drug users are either injecting drugs or engaging in long duration or regular use of opioids, cocaine and/or amphetamines. In Africa, more than 45,000 people were said to be consuming cannabis, opioids, and opiates annually. Abuse of drugs and substances continues to be a major challenge as the cultivation and supply of illicit drugs increases worldwide. Furthermore, West Africa serves as a transit area for illicit drugs such as heroin bound for Europe and other regions. While communities in West Africa suffer from psychosocial, economic, and health consequences of drug abuse, unavailability of reliable data for monitoring the extent, patterns, and trends of drug abuse constitutes a major setback to prevention, and demand reduction efforts in the region.

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

## II. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION

The consultant(s) will be responsible for conducting the processes and implementation of the substance use research survey among students in selected schools in Ghana. He/she will also be responsible for entry of research data into appropriate electronic templates (Microsoft Excel/Access database).

The consultant will work under the direct supervision of the Programme Officer (Epidemiology) and will closely work with the experts and national focal points in the country of assignment.

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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:**

A minimum of Master's degree qualifications in social sciences or related technical field such as public health, development, psychology, demography, children or social research.

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

- Five years of progressive professional experience in programme design, administration, monitoring and evaluation or research design and management.
- Good qualitative and quantitative research skills including experience in conducting community-based processes and/or research on drug (including alcohol) use and social issues.
- Experience of managing a research team.

### **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:**

- Excellent knowledge of English Language, including the ability to set out a coherent argument in presentations and group interactions;
- Capacity to communicate fluently with different stakeholders (civil society, government authorities, local communities, project staff);
- Ability to speak one or more local languages.

### **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

### LUMP-SUM CONTRACTS

- The Financial Proposal shall specify a total lump-sum amount **all-inclusive**<sup>1</sup>, 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	Max. Point
<b>Technical Competence (based on CV, Proposal and interview (if required))</b>	<b>70%</b>	100
a. Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal		50 pts
b. Minimum educational background as per the requirement in the ToR		5 pts
c. Minimum of 5 years of experience in similar in programme management, monitoring and evaluation, or research design and management.		15 pts
<b>Financial (Lower Offer/Offer*100)</b>	<b>30%</b>	30 pts

<sup>1</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

<b>Total Score</b>	<b>Technical Score * 70% + Financial Score * 30%</b>
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**Evaluation legend:**

<b>Weight per Technical Competence</b>	
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)

Yours Sincerely,

Rokya Ye Dieng  
Deputy Resident Representative – Operations  
UNDP



## INSTRUCTION TO OFFERORS

No.	Data	Specific Instructions / Requirements
1	Country / Region of Work Location:	<input checked="" type="checkbox"/> Please refer to the ToR <input type="checkbox"/> At Contractor's location with travel to _____ for case studies
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 type="checkbox"/> United States Dollars (US\$) <input checked="" type="checkbox"/> Local Currency (Ghana Cedis) <input checked="" type="checkbox"/> <b>Reference date</b> 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)
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 <sup>2</sup>	<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: May 23, 2019 @ 4:30 PM in the Afternoon <input checked="" type="checkbox"/> Time Zone: (UTC+00:00) Accra/Monrovia

<sup>2</sup> 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	Conditions and Procedures for <b>electronic submission</b> and opening, if allowed	<ul style="list-style-type: none"> <li>☒ Official Address for e-submission: <a href="mailto:bids.gh@undp.org">bids.gh@undp.org</a></li> <li>☒ Free from virus and corrupted files</li> <li>☒ Format: PDF files only and password protected</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.2019.086.IC</b></li> <li>☒ <b>Proposals File Name (Mandatory)</b>: <b>The File Name for Technical and Financial Proposals MUST BE:</b> <ol style="list-style-type: none"> <li>1. <b>For Technical</b> – UNDP.GHA.2019.086 - TP - <a href="#">[insert your name]</a></li> <li>2. <b>For Financial</b> – UNDP.GHA.2019.086 - FP - <a href="#">[insert your name]</a></li> </ol> </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 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 <a href="mailto:procurement.gh@undp.org">procurement.gh@undp.org</a> Your confirmation is important in order to ensure all Proposing Firms' Quotations are not missed and considered for subsequent Technical Evaluation.</b></li> </ul>
12	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>
13	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 offorer.</li> </ul>