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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: July 15, 2019

Procurement Notice Reference No.: *ETH0522*

Country: *Ethiopia*

Services/Work Description: Individual Consultant to Prepare Full Sized Projects for Ethiopia

Project/Program Title: Preventing forest loss, promoting restoration and integrating sustainability into Ethiopia's coffee value chains and food system

Post Title: Gender and Stakeholder Engagement Specialist

Consultant Level: Level C (Senior Specialist)

Duty Station: Addis Ababa with travel to regions

Expected Places of Travel: Project sites in Ethiopia: Oromia and SNNP regions

Duration: 6 months

Expected Start Date: Immediately after Signing the Contract

The United Nations Development Programme (UNDP) is currently implementing a project *Preventing forest loss, promoting restoration and integrating sustainability into Ethiopia's coffee value chains and food system* 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 **ETH0522** 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 **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



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GENERAL INFORMATION

Services/Work Description: Individual Consultant to Prepare Full Sized Projects for Ethiopia

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I. BACKGROUND / PROJECT DESCRIPTION

Coffee is Ethiopia's most important agricultural commodity, contributing about a quarter of its total export earnings, grossing about \$US800 million in 2015/2016, based on exports of about 180,000 metric tons. This makes Ethiopia Africa's largest coffee producer and the world's fifth largest exporter of Arabica coffee. Ethiopia is therefore an important player in the global coffee supply chain and would contribute significantly to the global push to stimulate both supply and demand of coffee to become deforestation-free. Ethiopia's remaining forests are in the Oromia and SNNP regional states, in Ethiopia, and these are the reservoir of genetic diversity of *C. Arabica*.

The growing push to increase earnings from agricultural exports is leading to a shift towards commercialization of coffee and crop production and increasing deforestation due conversion of forests into coffee plantations and cropland. Restoring degraded landscapes for food production and adopting good production practices and sustainable supply chains as central to this commercialization drive would significantly contribute to the global goal of transforming food and commodity production systems towards sustainability and generate global environmental benefits associated with forest and landscape restoration.

This Project therefore aims to contribute significantly to the global agenda of transforming coffee production to become deforestation-free. Additionally, the project will support the transformation of maize and wheat cropping systems to become more sustainable and promote restoration of degraded croplands for increased food production associated global environmental benefits.

II. SCOPE OF THE WORK

The National Gender and Stakeholder Engagement Specialist will provide technical expertise and guidance and lead the assessment/analysis of gender dimensions and stakeholder participation in the coffee value chains, land and natural resource management and agricultural production. He/She will also analyse the impacts of land, forest and ecosystem degradation on men, women and youth and their livelihoods, and how these shapes their participation in decision-making process about

land use, landscape management and agricultural production. The assessment will guide the project team to mainstream gender equality and women's and youth empowerment into project implementation, taking into account the differences, needs, roles and responsibilities of men, women and youth.

The gender assessment will at a minimum utilise the UNDP GEF Guide to Gender Mainstreaming in UNDP Supported GEF Financed Projects for conducting gender analysis and will seek to provide guidance for the project to be gender responsive or gender transformative using the following gender results effectiveness scale as outlined in the UNDP evaluation of gender mainstreaming in UNDP:

Gender negative: result have a negative outcome that aggravate or reinforce gender inequalities and norms.

Gender blind: results pay no attention to gender and fail to acknowledge the different needs of men, women, girls and boys, or marginalized populations.

Gender targeted: results focus on the number or equity (50/50) of women, men or marginalized populations that targeted.

Gender responsive: results address differential needs of men or women and equitable distribution of benefits, resources, status and rights but did not address root causes of inequalities in their lives.

Gender transformative: results contribute to changes in norms, cultural values, power structures and the roots of gender inequalities and discriminations. The aim is to redefine systems and institutions where inequalities are created and maintained.

Guidance should facilitate the mainstreaming of gender equality considerations into the Project Strategy and Result Framework through a process of assessing the implications for women and men of any planned action, in all areas and at all levels. The project strategy should ensure that women's, men's, youth and other marginalized groups' concerns and experiences are an integral dimension of the design, implementation, monitoring and evaluation of projects so that all stakeholders benefit equally from the project interventions.

To facilitate the development of an inclusive and gender-transformative project, the expert will at a minimum:

- Lead the stakeholder identification (including identification of indigenous groups) and profiling process, by conducting an analysis existing data demographic profiles of communities in the project sites and consultations and ensure that these are complete and comprehensive. This process should be informed by a review of the PIF Social and Environmental (SESP) pre-screening report, and the existing UNDP guidance on Social and Environmental Standards and other best practice approaches to stakeholder engagement and gender mainstreaming;

- Lead and advise on the stakeholder analysis and consultations and ensure that they are complete and comprehensive;
- Prepare a Stakeholder Engagement Plan and an Indigenous Peoples' Plan based on the outcomes of the stakeholder analysis and consultations;
- Determine the number of men and women, disaggregated by age, in the project site and their roles, responsibilities and priorities in their access, use and utilisation of natural resources, including forests, and other non-timber forest products;
- Conduct a participatory analysis of the differentiated impacts of land, forest, water and ecosystem degradation on women and men, disaggregated by age;
- Conduct a gender analysis to determine the dynamics shaping adoption (or lack thereof) of SFM, SLM and biodiversity management, climate change adaptation and agro-pastoral practices, identifying enabling conditions that have been found to work;
- Based on the findings, prepare a Gender Action Plan for incorporation into the Project Document (PRODOC) to ensure that the project strategy and its implementation are monitored as appropriate in terms of gender-responsiveness;
- Using the findings of the gender analysis exercise, propose gender-disaggregated indicators and targets for integration into the Project Results Framework;
- Provide responses to the UNDP SESP on sections related to gender and women's empowerment and make recommendations for the Gender Marker Rating for the overall project strategy.

III. OBJECTIVE OF THE CONSULTANCY

The main objective of this consultancy work is to provide technical expertise and guidance and lead the assessment/analysis of gender dimensions and stakeholder participation in the coffee value chains, land and natural resource management and agricultural production.

IV. EXPECTED OUTPUTS AND DELIVERABLES

The expected deliverables of the consultant will be:

- A profile of the stakeholders and right-holders in the proposed project areas, the community institutions (norms, rules and procedures) governing access to, control over and use of natural resources, and the mechanisms for sharing the benefits therefrom;
- A gender analysis report outlining the key findings for use in formulating the gender strategy for the project;
- A gender responsive project results framework, including sex disaggregated indicators (also indicating the share of men and women direct beneficiaries).
- A gender action plan (outlining the process to be followed) for incorporation of gender aspects in the project;
- A stakeholder engagement plan;

- An Indigenous Peoples Plan, including a budget and progress indicators as described by UNDP's Guidance Note on SES Standard 6: Indigenous Peoples

V. APPROACH OF THE STUDY

- The NC will work under the close guidance of the International GEF Project Document Specialist, UNDP-Country Office (CO), EFCCC, MOA and the UNDP-Regional Technical Advisor for Ecosystems and Biodiversity.
- The NC will undertake project site visits. The purpose of the site visits may include (a) identification of stakeholder and profiling process (b) assess the existing CSA and SLM technologies and practices, (c) collect baseline land area under climate-smart agriculture practices and SLM and number of beneficiaries (gender disaggregated) (d) assess capacity needs assessment (technical, financial, equipment, knowledge) associated with incorporation of new CSA/SLM practices and technologies;
- The NC will draw from existing reports, overviews and information sources and not conduct primary data collection or analysis. To the extent possible, information that already exists such as from the CRGE, GTP II and Biodiversity Conservation and Financing other international documentation. Where necessary, and in discussion with the UNDP CO and RTA, additional technical assessments may be undertaken.
- The NC is encouraged to maintain a dialogue with the national counterpart, UNDP-CO and RTA as and when problems emerge during the preparation of the work if they affect the scope or perceived importance of the issues.
- The NC will perform his/her duties in Addis Ababa and will travel to the project sites as necessary.

VI. TIME FRAME

The expected duration of this work is 6 months with a start date in late July 2019 and completion by end of January 2020. The timeframe and expected deliverables are shown below:

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Inception report detailing the proposed methodology for conducting the proposed work and presentation to the PPG Inception Workshop	3 Working days	EFCCC, MOA (ECTA), UNDP CO & RSCA, and Key stakeholders

2	First draft package including: a report detailing the profile of stakeholders and right-holders in the proposed project areas; a gender analysis report outlining the key findings for use in formulating the gender strategy for the project; a gender action plan (outlining the process to be followed) for incorporation of gender aspects in the project; a stakeholder engagement plan; an Indigenous Peoples Plan, including a budget and progress indicators as described by UNDP's Guidance Note on SES Standard 6: Indigenous Peoples.	November, 2019	EFCCC, MOA (ECTA), UNDP CO & RSCA, and Key stakeholders
3	Second and final draft incorporating review comments	January 2020	MoEFCCC, MOA (ECTA), UNDP CO & RTARSCA, and Key stakeholders
4	Completion of inputs into the PRODOC (including Project Results Framework) as required by the PPG Team Leader	End of January 2020	EFCCC, MOA (ECTA), UNDP CO & RSCA, and Key stakeholders

VII. QUALIFICATIONS

- Excellent knowledge and minimum 7 years of demonstrable experience in community development or project management;
- Master's degree in Development Studies/ Political Science/ Political Ecology/ Sociology/Anthropology;
- Training on gender issues/ gender studies and participatory development theories
- Excellent understanding of the dynamics around gender and natural resource management;
- Previous work on similar projects;
- Good command of English is a requirement;
- Fluency in one or more of the local languages spoken in the Oromia and SNNP regions is required.

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	Point out of 100
Educational relevance	10
Understanding the scope of work and organization of the proposal	50
Experience of similar assignment	40
Financial (Lower Offer/Offer*100) 30% 30	

Total Score Technical Score * 70% + Financial Score * 30%

IX. PAYMENT MODALITY

Instalments of Payment/ Period Deliverables or Documents to be Delivered Approval should be obtained Percentage of Payment

Payment	Period	Payment (%)
1st instalment	Upon submission of Inception Report	20
2nd instalment	Upon submission of First Report	40
3 rd instalment	Upon submission of Final Report	20
4 th instalment	Completion of inputs into the PRODOC as required and determined by the PPG Team Leader and UNDP	20

X. RECOMMENDED PRESENTATION OF PROPOSAL

For purposes of generating proposals whose contents are uniformly presented and to facilitate their comparative review, you are hereby given a template of the Table of Content. Accordingly; your Technical Proposal document must have at least the following preferred content and shall follow its respective format/sequencing as follows.

Proposed Table of Contents	Page
TECHNICAL PROPOSAL COVER PAGES	
Cover Page	
Cover Letter	
SECTION I. TECHNICAL PROPOSAL SUBMISSION FORM	
1.1 Letter of Motivation	
1.2 Proposed Methodology	
1.3 Past Experience in Similar Consultancy and/or Projects	
1.4 Implementation Timelines	
1.5 List of Personal Referees	

1.6 Bank Reference

SECTION II. ANNEXES

Annex a. Duly Signed Offeror's Letter to UNDP Confirming Interest and Availability (use the template hereto)

Annex b. Duly Signed Personal CV's

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.

XII. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC

1. The Consultant should cover their DSA (Daily subsistence Allowance).

Vehicle or local air ticket will be provided by UNDP.

2. The Consultant will be responsible for providing her/his own working station (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to a reliable internet connection.

XIII. ANNEXES TO THE TOR

Existing literature or documents that will help Offerors gain a better understanding of the project situation and the work required should be provided as annex/es to the TOR, especially if such literature or documents are not confidential.

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 proposal:

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)