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## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: July 15, 2019

**Procurement Notice Reference No.:** *ETH0521*

**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:** Land Governance/Land Use Planning 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 **ETH0521** 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



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## GENERAL INFORMATION

**Services/Work Description:** Individual National 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:** National Land Governance/Land Use Planning 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

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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 Land Governance/Land Use Planning/Natural Resource Planning will be the overall lead expert for project preparation at the national level, working closely with the International GEF Project Development Specialist, and coordinating the national consultants/experts.

1) Preparatory Technical Studies and Reviews (Component A): Prepare inputs and support the required analyses/studies, as agreed with the PPG Team Leader, including:

The expert will:

- Assess existing land tenure arrangements and their influence and impact on current and future land use practices;
- Review past studies on agriculture land resources and related sectors, the status of their recommendations, and their implications on the land use sector and policy;
- Identify the technical, financial, policy, regulatory and other constraints, incentives and disincentives for the sustainable adoption of SLM in the agriculture (including coffee), livestock production, water and agro-forestry sectors;
- Document and assess current customary land conservation practices which should be considered in promoting sustainable land use;
- Identify sustainable land use practices (such as farming systems and practices) that will increase the sustainable productivity of agricultural land while avoiding any form of further degradation and over-exploitation of natural resources;
- Review the current responsibilities and capacities of the relevant Government departments, non-government and private institutions, and make appropriate recommendations in their role for the implementation of the proposed land use policy
- Support the Landscape Restoration Expert in the identification of the most degraded landscapes and propose sites and protocols for intervention;
- Conduct institutional and individual capacity gaps and needs analysis for national government institutions, extension officers for identifying, testing and using decision-support tools for land use planning and land management
- Based on capacity assessments, propose a preliminary policy, institutional and capacity development strategy and action plan to be further refined and implemented by the project;

### **III. OBJECTIVE OF THE CONSULTANCY**

The main objective of this consultancy work is to lead the national experts for project preparation at the national level, working closely with the International GEF Project Development Specialist, and coordinating the national consultants/experts and under the over guidance of the International Consultant and draft the land use and land governance part of the project document.

### **IV. EXPECTED OUTPUTS AND DELIVERABLES**

1. Landscape profile – Description of land uses in the Oromia and SNNP regions
2. A baseline analysis report outlining the institutional, policy, legal and regulatory framework for land use planning, land management and overall natural resources management in the

country; and the gaps in these, as well as recommendations for policy reviews and legal reform to facilitate implementation of Integrated Land Use Planning and Integrated Landscape Management approaches that promote sustainable land management (SLM), sustainable forest management (SFM), climate change adaptation and mitigation , and sustainable management of biodiversity, ecosystems and landscapes;

3. A completed UNDP Capacity Scorecard/s outlining the existing capacities, gaps and capacity-building needs of the national institutions for Integrated Land Use Planning and Integrated Landscape Management.

4. Coordinate at least 4 national consultations:

- a) An inception meeting;
- b) A national workshop on land use planning
- c) National consultation meeting on the draft project document; and
- d) Final project validation meeting/consultation

The work will also entail assisting the International GEF Project Development Specialist in preparing the Project Document (PRODOC) and CEO Endorsement Request package. The local lead consultant will also ensure the completeness of the required annexes to the CEO Endorsement Request, i.e. Institutional Capacity scorecards; co-financing letters, and support the preparation of responses to UNDP, STAP, GEF Secretariat and GEF Council comments as applicable.

## **V. APPROACH OF THE STUDY**

The approach of the study will be:

- a. The NC will work under the close guidance of the International GEF Project Development Specialist, UNDP-Country Office (CO), EFCCC and the UNDP-Regional Technical Advisor for Ecosystems and Biodiversity.
- b. Frequent communication, and advisory services with the International Consultant is expected from the NC.
- c. The NC will undertake project site visits. The purpose of the site visits may include (a) verification and finalization of proposed project activities; (b) clarifying monitoring; and (c) evaluation framework, including measurable impact indicators.
- d. 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, GTPII 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.

e. 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.

f. 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 of July 15, 2019, and the completion of the final study 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	3 Working days	MoEFCC, UNDP & RTA, Key stakeholders
2	First draft of the full-size project document including logical framework and financing plan by with in three months of the signing of the contract;	November 2019	MoEFCC, UNDP & RTA, Key stakeholders
3	Second draft will be produced within two months after the acceptance of the first draft;	December 2019	MEF, UNDP & RTA, Key stakeholders
4	Final document;	January 15, 2020	
5	Revisions to comments made by UNDP-GEF and the GEF Secretariat will need to be completed	as required.	

## VII. QUALIFICATIONS

### Qualifications:

Interested candidates should possess a high-level of experience in conducting Land Use Policy research and analysis and/or designing, managing or evaluating projects in the land, water, forestry and/or agricultural sectors in Ethiopia. This should include proven ability to verify, critically analyze data and information and to present finished work with a high degree of accuracy and technical quality in a relatively short time.

The minimum qualifications are as follows:

- An advanced degree (i.e. Master's or equivalent) in Environmental Science, Natural Resource Management, Land Use/Environment Planning or Development Studies – Environment

Development; Environmental Planning, or related work. Specific training in land and natural resources management is highly desired;

- Training and experience in applying Results Based Management concepts to project development, management and evaluations;
- Minimum 10 years' experience in preparation and review of policies and legal and regulatory frameworks for land use and natural resources management;
- Experience in preparing/developing donor funded projects on sustainable management of natural resources;
- Experience in designing and GEF-financed projects is an added advantage;
- Ability to communicate effectively orally and in writing, to communicate complex, technical information to both technical, policy and general audiences, including strong policy advice skills;
- Full command of and fluency in English, with a high degree of proficiency in writing in this language is a requirement;
- Fluency in one of the other official languages spoken in Ethiopia, especially the Oromia and SNNP region, will be an added advantage;
- Proven national experience in preparing strategic programmes, with at least some experience in designing sustainable land management or land use planning, forestry and/or natural resources management projects.
- Proven real experience, in producing similar assignment in other developing countries.
- Proven Experience in Project Preparatory Grant (PPG) Project Document for the GEF
- Policy and institutional knowledge in climate change adaptation and ecosystem project.
- Good knowledge of the national planning context (culture, politics, line ministries) is essential.
- Excellent oral and written communication skills in English; knowledge of Amharic is an asset.
- Experience in international best practices in Integrated Landscape Management to Enhance Food Security and Ecosystem Resilience Project,
- Solid analytical and conceptual skills, ability to do quick but robust Integrated Landscape Management to Enhance Food Security and Ecosystem Resilience Project.
- Willing to do field visits to source data as necessary

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); and
- ☐ Computer skills: full command of Microsoft applications (word, excel, PowerPoint) and common internet applications will be 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%

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	30
3rd instalment	Upon submission of Final Report	30
4th instalment	Up on the [project clearance by the GEF Sec)	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
<b>TECHNICAL PROPOSAL COVER PAGES</b>	
Cover Page (use the template hereto)	
Cover Letter (use the template hereto)	
<b>SECTION I. TECHNICAL PROPOSAL SUBMISSION FORM</b>	
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 (if any)**

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.

# 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)