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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: July 23, 2019

Procurement Notice Reference No.: **ETH0347**

Country: **Ethiopia**

Services/Work Description: Programme support to the Ethiopian Diaspora Trust Fund Secretariat

Project/Program Title: Engagement Facility to Support the Ethiopian Diaspora

Post Title: National Individual Consultant-Programme Associate

Consultant Level: **Level A** (Junior Specialist)

Duty Station: Addis Ababa

Expected Places of Travel: **N/A**

Duration: 12 months with possibility of extension

Expected Start Date: As soon as possible

The United Nations Development Programme (UNDP) is currently implementing a project **Ethiopian Diaspora Trust Fund** 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 **ETH0347** 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



GENERAL INFORMATION

Services/Work Description: Programme support to the Ethiopian Diaspora Trust Fund Secretariat

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I. BACKGROUND / PROJECT DESCRIPTION

The Ethiopian Diaspora Trust Fund is an organization established by Diaspora Community in response to Prime Minister Dr. Abiy Ahmed's call for a dollar a day to support the poor and disadvantaged in Ethiopia. In his speech at the Parliament he asked the Diaspora community to join hands against poverty and build social and economic infrastructures, increase access to education and health services, create jobs to young men and women and enhance entrepreneurship and innovation. This was the basis for the formation of EDTF, which began mobilizing financial contribution from across the globe where significant number of Ethiopian diasporas are living. Subsequently a Secretariat has been established in Addis Abeba to translate EDTF's development objectives into practical engagement with local partners and stakeholders and implement various social and economic development projects that benefit the poor people in the country. The major activities of the Secretariat include developing partnership with relevant government offices, civil society organizations, NGOs, private sector participants as well as institutions of learning. It will also undertake project appraisal, approval, monitoring and evaluation activities as well as wider communication with donors and other stakeholders for collaboration and increased resource mobilization. The Secretariat consists of the Executive Director and the programme team who would require administrative, logistical, liaising and communication support for which this job is advertised. The incumbent shall be the point of contact with external communication and manages the information flow and the Executive Directors calendar including meetings and travels. UNDP has been requested by the government of Ethiopia to assist in the establishment of EDTF Secretariat and would like to recruit national Programme Associate to facilitate the establishment of the Secretariat and increase its operational capability.

II. SCOPE OF THE WORK

The Programme Associate is expected to perform a variety of administrative tasks and support activities assisting the Executive Director and his team. This include managing partners and liaising with government offices, managing and coordinating information flow between EDTF and its partners and stakeholders, providing administrative and programmatic support to the project. To be successful in this role, the incumbent should be well-organized, have great time management skills to meet deadlines and be able to act without guidance.

III. KEY RESPONSIBILITIES AND DELIVERABLES

Support to formulation of strategies

- Provision of programme and administrative support in the preparation of programme work plans, budgets, proposals on implementation arrangements;
- Support collects, analyses and presents information for monitoring and evaluation of programme implementation against targets;
- Compiles and designs background information for formulation of work plans, draft annual/quarterly budgets, proposals on implementation arrangements, draft of quarterly programme reports to the Director;
- Monitors quality of delivery of inputs provided by internal and external partners and communicates findings and progresses to the Director;
- Maintains timetables for Board meetings and provides support to organizing and holding the meetings, including the preparation and dissemination of information and follow-up.

Support to Programme Management

- Manage information flow in a timely and accurate manner
- Ensure regular reporting, follow up of commitments and update internal databases
- Assist in the in planning, designing, implementing, and documenting of field visits, special events, meetings, conferences, staff missions, and trainings including with the logistics, budgets, reproduction of background documentation, preparation of list of participants, and the drafting of minutes;
- Support in developing progress reports and correspondence as necessary, and provision of inputs to donor reports as per applicable guidelines;
- Support to project monitoring and evaluation;
- Organize, compile and process information from stakeholders, as inputs to various databases and documents;
- Support in the tracking and reporting on mobilized resources.
- In collaboration with project team take lead role in organizing workshop and training venues, invitations, and other logistics arrangements

Administrative and Financial Management support to the Programmes

- Act as the point of contact between EDTF and other external partners

- Manage executive's calendars and set up meetings
- Make travel and accommodation arrangements
- Track daily expenses and prepare weekly, monthly or quarterly reports
- Act as an office manager by keeping up with office supply inventory
- Format information for internal and external communication – memos, emails, presentations, reports
- Take minutes during meetings
- Screen and direct phone calls and distribute correspondence
- Organize and maintain the office filing system
- Assist in drafting correspondence, and translates, as necessary, following and ensuring standard requirements

Support to knowledge building and sharing

- Participates in the trainings for EDTF;
- Provides guidance to project staff in business processes, administrative and other requirements and procedures;
- Contributes to knowledge sharing and learning

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The incumbent:

- reports directly to the EDTF Secretariat Executive Director and works in close collaboration with other EDTF secretariat staffs.
- is required to establish amicable, collaborative and effective relationship with implementing partners, stakeholders, donors, government offices with which EDTF has fundamental interest and working relationship.
- Contractually, the successful candidate will also report to the Governance and Capacity Development Team Leader in UNDP,
- is bound by organizational rules, policies and principles of EDTF.

V. DURATION OF THE WORK

- The Programme Associate will be recruited for twelve (12) months with possibility of future extensions, subject to meeting the required satisfactory performance standards and availability of budget. The duty station is Addis Ababa.
- The Job requires full time presence of five day a week excluding official holidays and weekends.

VI. QUALIFICATIONS AND WORK EXPERIENCE REQUIRED

- BA Degree or above in relevant social sciences fields. With more than 5 years of working experience and Master's degree will be an added advantage.
- Proven work experience as Programme Associate or similar roles;
- Experience in monitoring project performance;
- Strong experience in report writing;

- Solid experience with office management systems, MS Office and Database Management Systems;
- Strong communication skills;
- Fluency in writing and speaking in Amharic and English;
- Excellent organizational skills with an ability to think proactively and prioritize work;
- Knowledge and experience in social and economic development programmes is an advantage;

VII. CRITERIA FOR SELECTING THE BEST OFFER

The consultant will be recruited using the following selection criteria. Qualified Individual Consultant (IC) is expected to submit both the Technical and Financial Proposals. 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 is:
 - a. Technical Criteria weight is 70%;
 - b. Financial Criteria weight is 30%;

Criteria	Weight	Max. Point
Technical Competence (based on CV, Proposal and interview (as required))	70%	100
Criteria (a): Professional capability and experience to perform the services- Competency interview		40
Criteria (b): Educational background as per the requirement in the ToR		15
Criteria (c): Experience and knowledge of the assignment and years of experience		15
Financial (Lower Offer/Offer*100)	30%	30
Total Score	Technical Score * 70% + Financial Score * 30%	

VIII. Payments

Monthly - upon successful completion of assignment and certification form the hiring unit

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)