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GHANA

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

**Recruitment of [International](#) Consultant for the Establishment of  
National Greenhouse Gas Emissions Unit Registry in Ghana**

**Procurement Notice Ref. No.: UNDP.GHA.2019.116**

**Published (Posted on): [July 25, 2019](#)**

**Submission Deadline: [August 8, 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  
[July 25, 2019](#)**



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## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Procurement Notice Ref. No.: [UNDP.GHA.2019.116<sup>1</sup>](#)

Date: July 25, 2019

**Country:** Ghana  
**Description of the Assignment:** Consultancy to for the establishment of National Greenhouse Gas Emissions Unit Registry in Ghana  
**Post Title:** International Consultant  
**Period of Assignment/Services:** 30 working days

Proposal should be submitted to the following [email](#) no later than **August 8, 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

Ghana has committed to a voluntary forty-five per cent greenhouse emission cut below the 2030 business-as-usual emissions of seventy-four million tonnes in its Nationally Determined Contributions (NDCs). The forty-five per cent target translates into two million and two hundred tonnes emissions reduction annually over the 2016-2030 period. Of the forty-five per cent, fifteen per cent is unconditional mitigation target which Ghana is unilaterally seeking to achieve. An additional thirty per cent conditional emission reduction at the instance of international support. Twenty energy, transport, forestry and waste mitigation measures have been prioritised to achieve the overall forty-five per cent mitigation commitments.

...

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

<sup>1</sup> Served as a **Subject Line** when sending Propels to Procurement Secured Email

## II. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION

The EPA/MESTI team will detail out the design and operations of the national emission unit registry and test run the registry with real-life dataset. Typically, emission registry have two interconnected functional components. The component one is the hardware which IT, data storage, security and network infrastructure. Component two is the soft covering the management and operation of the hardware and data flows

...

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

## III. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

### **a. Academic Qualifications:**

- At least a Master's degree in environmental science, environmental management, statistics, or a related field

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

- At least 10 years' experience with developing and auditing GHG accounting systems and in assessing the environmental impacts of climate change in developing countries

### **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:**

- The language for this consultancy is English

### **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>2</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:

- UNDP will take care of the costs of the trips separately and hence should not be part of the financial proposal.

## 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
<ul style="list-style-type: none"><li>▪ Understanding of the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization and completeness of the proposal</li></ul>		15 pts
<ul style="list-style-type: none"><li>▪ At least a Master's degree in a relevant field such as degree in environmental science, environmental management, statistics, biology or related areas.</li></ul>		10 pts
<ul style="list-style-type: none"><li>▪ Proven experience of at least 10 years with GHG accounting systems and in assessing the environmental impacts of climate change in developing countries, involving IT systems (hosting, displaying and data exchange), transactions (different types of emission units), verification protocol etc.</li></ul>		30 pts
<ul style="list-style-type: none"><li>▪ Proven understanding of climate and mitigation outcome reporting procedures, including CDM and Gold Standard to ensure transparent and robust MRV.</li></ul>		25 pts

<sup>2</sup> The term "All inclusive" implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal

Criteria	Weight	Max. Point
▪ Demonstrated ability to develop GHG MRV tools and databases to track mitigation outcomes. (20 Points).		20 pts
<b>Financial (Lower Offer/Offer*100)</b>	<b>30%</b>	
<b>Total Score</b>	<b>Technical Score * 70% + Financial Score * 30%</b>	

**Evaluation legend:**

Weight per Technical Competence	
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)

## INSTRUCTION TO OFFERORS

No.	Data	Specific Instructions / Requirements
1	Country / Region of Work Location:	<input checked="" type="checkbox"/> Please refer to the ToR
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 checked="" type="checkbox"/> United States Dollars (US\$)
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>3</sup>	<input checked="" type="checkbox"/> Focal Person in UNDP: <a href="#">Procurement Team</a> <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, 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 <b>(Only)</b>
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> <b>(Only)</b>
10	No. of copies of Proposal that must be submitted	<input checked="" type="checkbox"/> Copies: <b>One</b>

<sup>3</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	Deadline of Submission	<input checked="" type="checkbox"/> Date and Time: <a href="#">August 8, 2019 @ 4:30 PM in the Afternoon</a> <input checked="" type="checkbox"/> Time Zone: (UTC+00:00) Accra/Monrovia
12	Conditions and Procedures for <b>electronic submission</b> and opening, if allowed	<input checked="" type="checkbox"/> Official Address for e-submission: <a href="mailto:bids.gh@undp.org">bids.gh@undp.org</a> <input checked="" type="checkbox"/> Free from virus and corrupted files <input checked="" type="checkbox"/> Format: PDF files only and password protected <input checked="" type="checkbox"/> Format: <b>PDF files only and Financial Proposal shall be password protected</b> <input checked="" type="checkbox"/> <b>Password for Financial Proposal will be requested from those Proposers whose Technical proposals found to be Technically responsive by respective Technical Panel appraisal.</b> <input checked="" type="checkbox"/> UNDP Ghana Office uses Adobe PDF reader version 9 and Microsoft 2007 & Microsoft 2010 <input checked="" type="checkbox"/> 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. <input checked="" type="checkbox"/> 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. <input checked="" type="checkbox"/> <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.2019.116.IC</b> <input checked="" type="checkbox"/> <b>Proposals File Name (Mandatory): The File Name for Technical and Financial Proposals MUST BE:</b> <ol style="list-style-type: none"> <li><b>For Technical</b> – UNDP.GHA.2019.116.IC - TP - <a href="#">[insert your name]</a></li> <li><b>For Financial</b> – UNDP.GHA.2019.116.IC - FP - <a href="#">[insert your name]</a></li> </ol> <input checked="" type="checkbox"/> 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. <input checked="" type="checkbox"/> <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></b>
13	Evaluation method to be used in selecting the most responsive Proposal	<input checked="" type="checkbox"/> 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>
14	Post-Qualification Actions	<input checked="" type="checkbox"/> Inquiry and background checking with referees or any other entity that may have done business with the offeror.