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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: July 29, 2019

Procurement Notice Reference No.: *ETH0619*

Country: *Ethiopia*

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

Project/Program Title: Enhancing Adaptive Capacity of communities by up-scaling best Practices and adopting an integrated approach in Ethiopia

Post Title: Climate Change Adaptation and Project Development Specialist
Consultancy assignment (only at an individual level)

Consultant Level: Level C (Senior Specialist),

Duty Station: Addis Ababa, Ethiopia

Expected Places of Travel: Project sites in Ethiopia: Amhara, Tigray Oromia, SNNP, Gambella, Benshangule, Somali, Afar and Harari regions

Duration: 8 months

Number of consultants: Two

Expected Start Date: Immediately after Signing the Contract

The United Nations Development Programme (UNDP) is currently implementing a project *Enhancing Adaptive Capacity of communities by up-scaling best practices and adopting an integrated approach in Ethiopia* 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 **ETH0619** 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

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I. BACKGROUND / PROJECT DESCRIPTION

Climate change is affecting sustainable development in Ethiopia because of the livelihoods of the majority of the population are sensitive to climate-related shocks, including drought and flooding. This is as a result, in part, of the economic reliance on rain-fed agricultural production. Climate change is likely to exacerbate the impacts of degradation of the country's environmental resources – including arable land, water, pasture and forest – with connected impacts on Ethiopia's food and water securities. Consequently, Ethiopian communities in both rural and urban settings will be impacted by this predicted climate change variability. Currently, about 8.2 million people are already considered “chronically” food insecure in Ethiopia, with about 6.7 million people facing food insecurity. Both categories are characterized by a weak resilience to withstand climate-related shocks, such as severe droughts.

The impacts of past droughts and climatic changes have been particularly detrimental to Ethiopia's agricultural sector. For example, seven major droughts have occurred over the past 25 years, five of which have resulted in famine. Furthermore, since 1988 Ethiopia has experienced six major floods. The number of flooding events and associated damages increased between 1996 and 2006. Ethiopia experienced one of the most severe droughts of the last 30 years brought on by El Niño events in 2015. The drought impacted on the livelihoods of about 10 million people, namely through food insecurity where the population has become reliant on humanitarian support through food aid. This has left 2.7 million people with malnutrition and 2.1 million without access to safe drinking water. In addition, the drought is causing losses to livestock and decreased agricultural production owing to crop failure.

The proposed project aims to build community self-reliance so that dependence on the State for adaptation resources is reduced as communities themselves – both men and women – tailor adaptation technologies and techniques to their own needs. Self-reliance will be promoted through training activities that focus on gender-sensitive adaptation specific to the local socio-economic and environmental contexts. Further to this, the proposed project will focus on training of trainers for decision makers within woredas and cities, contributing to the sustainability of adaptation interventions in communities.

Several adaptation projects have provided selected Ethiopian communities with experiences of solutions that work. The scaling up of such adaptation practices and technologies requires the use of innovative models and tools that enable their autonomous uptake at household, community and institutional levels. It also needs adaptation solutions to take on a more integrated approach at the landscape level or ecosystem level. The proposed project will therefore upscale successful project experiences of GEF's community-based adaptation projects in Ethiopia and apply integration and innovation approaches for transformational impact. Integrated planning, application of drones and GIS data based planning, digital technology, private sector business models, micro-finance and community entrepreneurship and risk insurance will be considered in the project. The project will focus on rural areas and also two peri-urban regions to support integrated adaptation in the selected locations.

The project will empower communities and institutions to plan and implement adaptation interventions in a deliberate and proactive manner, reducing reliance on the Government of Ethiopia to provide already scarce resources for climate change adaptation. Building community self-reliance will enable them to tailor adaptation tools and technologies to their specific needs. At the local level, new technologies in combination with traditional technologies will be promoted to ensure that productivity and sustainability of livelihoods are maintained under a range of future climate change scenarios. These adaptation actions and associated technologies or practices will build on the natural resilience and innovativeness of Ethiopian communities to build their self-reliance and capacity to continue the adaptive process iteratively.

II. SCOPE OF THE WORK

Two National Consultants (NCs) with the same TOR will be recruited and will work closely with the International Consultant (IC)/Team leader and will be equally responsible for the preparation of the project document. The NC will perform the following task:

- i) Provide inputs to a detailed methodology and work plan for the PPG phase to the IC.
- ii) Assist and serve as liaison between IC and government partners, and provide inputs to and review technical assessments carried out as part of the project preparation which will be part of the situational analysis of the full size project (FSP).
- iii) Assist the IC to conduct vulnerability assessment.
- iv) With the support of the IC, take the lead in conducting all the consultations in the project sites. Liaise directly with the line agencies in the government for stakeholder meeting, bilateral meeting/focused group discussions etc

- v) In consultation with the IC and sectors, identify additional feasibility/baseline study (if applicable) required during the PPG phase so that the feasibility studies do not have to be taken up during the project implementation. Develop ToRs for all the assessments/feasibility studies to be carried out during the PPG in consultation with the IC, UNDP and EFCCC.
- vi) Provide input to the IC on the project sustainability and exit strategy to ensure replication of project benefit beyond the project duration.
- vii) Provide input on the organogram (of the project document) and ToRs for key project personnel and consultants as per the requirements and guidelines of UNDP/Results Based Management.
- viii) Assist the IC in completing the Climate Change Adaptation (CCA) Core Indicators and the Financial Sustainability Scorecard.
- ix) Support the IC with data and information for the development of project document (preparation of project budget, including detailed co-financing arrangement for each project component, provide input on the indicative project activities).
- x) Assist the IC in conducting gender analysis with stakeholders using appropriate gender analysis tools.

III. OBJECTIVE OF THE CONSULTANCY

The main objective of this consultancy work is to work closely with the Team Leader and perform the above-mentioned detailed activities.

IV. EXPECTED OUTPUTS AND DELIVERABLES

1. Landscape profile – land use aspects
2. A baseline analysis report outlining the institutional, policy, legal and regulatory framework 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 Integrated Land Use Planning and Integrated Landscape Management approaches that promote Sustainable Land management (SLM), Sustainable Forest Management (SFM), Climate Change Mitigation (CCM), and sustainable management of biodiversity, ecosystems and landscapes;
3. A completed UNDP Capacity Scorecard/s outlining the capacities and capacity gaps of the national institutions for Integrated Land Use Planning and Integrated Landscape Management.
4. Coordinated 3 national consultations in support of the IC:
 - a) An inception meeting;
 - b) National consultation meeting on the draft project document; and
 - c) 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. 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:

5.1 The NC will work under the close guidance of the IC, UNDP-Country Office (CO), EFCCC and the UNDP-Regional Technical Advisor.

5.2 Frequent communication, and advisory services with the International Consultant is expected from the NC.

5.3 The NC will undertake project site visits. The purpose of the site visits may include (a) collection of baseline information, (b) verification and finalization of project activities; (c) clarifying monitoring; and (d) evaluation framework, including measurable impact indicators.

5.4 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.

5.5 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.

5.6 The NC will perform his/her duties in Addis Ababa and will travel to the project sites.

VI. TIME FRAME

The expected duration of this work is 8 months with a start date of immediate. 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, 2019	
5	Revisions to comments made by UNDP-GEF and the GEF Secretariat will need to be completed	as required.	

VII. QUALIFICATIONS

Qualifications

- ☐ Master's degree or higher in a relevant field, such as Climate Change Adaptation, Environment, Natural resource management or related fields
 - ☐ Minimum 7 years of demonstrable experience in the technical area of similar assignment.
 - ☐ Fluency in written and spoken English and Amharic;
- [other skills]

Competencies:

- 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.

VII. 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%

Technical Competence (based on CV, Proposal and interview (if required))

Criteria of Evaluation	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*70) 30% 30

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

VI. PAYMENT MODALITY

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

Payment	Deliverables	Payment (%)
1st instalment	Upon submission of Inception Report	30
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]	10

VII. 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	

VIII. 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.

IX. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC (if any)

- 1. All official travels to the regions will be covered by UNDP. DSA (Daily subsistence Allowance) and 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 proposa:

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)