

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: July 31, 2019

**Procurement Notice Reference No.:** ETH0632

**Country:** Ethiopia

**Service/Work Description:** Individual Consultant for Documenting GEF projects Best Practices  
For MIBC PROJECT

**Project/Program Title:** Mainstreaming Incentives for Biodiversity Conservation

**Post Title:** International Consultant

**Consultant Level:** Level C (Senior Specialist)

**Duty Station:** Home-based with potential travels

**Expected Places of Travel:** 15 days in Ethiopia to the Debremerkos, Jijjiga, Arbaminch, Nekemet and in Addis Ababa

**Duration:** 25 days

**Expected Start Date:** Immediately after Concluding Contract Agreement

The United Nations Development Programme (UNDP) is currently implementing a project [Mainstreaming Incentives for Biodiversity Conservation](#) that requires the services of an individual to perform the work described in the corresponding TORs.

Proposal should be submitted through the online e-Tendering system <https://etendering.partneragencies.org> search for Event ID **ETH0632** 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: AK. 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.

## TERM OF REFERENCE (ToR) FOR THE RECRUITMENT OF INDIVIDUAL CONSULTANT (IC)

### GENERAL INFORMATION

<b>Service/Work Description:</b>	Individual Consultant for Documenting GEF projects Best Practices For MIBC PROJECT
<b>Project/Program Title:</b>	Mainstreaming Incentives for Biodiversity Conservation
<b>Post Title:</b>	International Consultant
<b>Consultant Level:</b>	<b>Level C</b> (Senior Specialist)
<b>Duty Station:</b>	Home-based with potential travels
<b>Expected Places of Travel:</b>	15 days in Ethiopia to the Debremerkos, Jijjiga, Arbaminch, Nekemet and in Addis Ababa
<b>Duration:</b>	25 days
<b>Expected Start Date:</b>	Immediately after Concluding Contract Agreement

### I. BACKGROUND / PROJECT DESCRIPTION

The United Nations Development Programme (UNDP) Ethiopia Country Office is strengthening its engagement in implementing the Global Environment Facility (GEF) financed projects being as key implementing agent in the country. Currently the office is concluding the implementation of the Mainstreaming Incentive for Biodiversity Conservation (MIBC), one of the GEF funded project being implemented by UNDP. The implementing partners of this project is the Environment, Forest and Climate Change Commission (EFCCC). The Country Office is strengthening its engagement that focus among others on the biodiversity, and ecosystem conservation. As a knowledge organization, it hopes to upscale its contribution and impact on the policy dialogue in order to help ensure that Ethiopia is best informed on the opportunities and challenges open to the country in order to conserve its biodiversity and ecosystem services and meet its Climate Resilience Green Development vision.

This assignment is therefore, required to document the Mainstreaming Incentive for Biodiversity Conservation (MIBC) project successful practices which can be replicated and or up scaled outside the current four pilot areas or in other areas within and outside Ethiopia and for global lessons and experience sharing.

The consultant shall work under the supervision and guidance of the Inclusive Growth and Sustainable Development Unit of the UNDP Country Office (CO).

### II. Objective of the study

The main objective of the study is:

To assist the UNDP country office to collect and document the achievements of the Mainstreaming Incentive for Biodiversity Conservation(MIBC) project and document best practices which can be replicated and or up scaled outside the pilot areas or in other areas within and outside Ethiopia and for global lessons and experience sharing.

### III. SCOPE OF THE WORK

The documentation work will:

1. Conduct desk reviews of relevant documents and interview, focused group discussion with UNDP Country office and implementing partners of the (MIBC) project.
2. Conduct site visits, interview, focused group discussion with beneficiary communities and relevant government officials at the project sites to synthesize and document project best practices.

3. Document the project best practices and synthesis of programme progress to be replicated and or up scaled outside the pilot districts or in other areas within and outside Ethiopia and for global lessons and experience sharing.
4. Prepare at least 8(two for each project sites) short “story telling” article by interviewing sample project beneficiaries.

### III. EXPECTED OUTPUTS AND DELIVERABLES

The finalized assessment report should include (at minimum) the following outputs:

1. An inception report outlining understanding of the ToR, the proposed methodology and timeline
2. Draft synthesized the project best practices which can be replicated and or up scaled within and outside Ethiopia.
3. Presentation of the draft finding on the UNDP Policy Forum for receiving inputs and experience sharing
4. Eight short’’story telling’’ articles (two per project sites) by interviewing sample project beneficiaries including supporting pictures and video recording.
5. Final project Best Practice document both in soft and hard copies which can be replicated and or up scaled within and outside Ethiopia.

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Inception report	3 days	UNDP
2	Draft synthesized project best practices	12 days	UNDP
3	Draft synthesized the project best practices presentation to UNDP Co and government	3 day	UNDP
4	Final projects Best Practice documents both in soft and hard copies and final MIBC project Best Practice document both in soft and hard copies. Eight short’’story telling’’ articles (two per project,) by interviewing sample project beneficiaries including supporting pictures and video recordings.	7 days	UNDP

### IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

- The Consultant will work from home; with a minimum of 15 days in the field and Addis Ababa
- Estimated level of effort: 20 calendar days.
- The Consultant will be given access to relevant information necessary for execution of the tasks under this assignment;
- Given the sensitive nature of pipelining before proposals are approved, the consultant shall not communicate to any person, government, or other entity external to UNDP Country office any unpublished information made known to the incumbent by reason of his or her candidacy or association with UNDP Co except as required by these TOR or upon written authorization from the UNDP CO;
- 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;
- Three payments will be made upon submission of the inception report (20%), upon submission of the draft report (30%) and the final 50% payment will be upon submission

of the final acceptable document will be made upon submission of a certification of payment form, and acceptance and confirmation by the UNDP Country Office on satisfactory delivery of final output.

## **V. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC**

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.

**The consultant is responsible for all his/her official travel expenses EXCEPT for field mission Vehicle/Ticket which will be covered by UNDP.**

## **VI. DURATION OF THE WORK<sup>1</sup>**

The duration of the assignment is for 25 days

## **VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)**

### **A. Academic Qualifications:**

Education:

Master's Degree or equivalent in Agricultural Economics, Ecology, Natural Resources or Environment Management, Natural or Environment Sciences, or development studies with environment specialization;

### **B. Years of experience:**

- At least seven years working experience developmental communication, documenting synthesized storytelling and documenting best practices.
- Proven experience in assessment studies and excellent knowledge of documenting project best practices, programme design, research, policy analysis, policy brief and synthesis
- Able to provide/submit evidence of her/his research or analytical products/sample
- Demonstrated knowledge of report writing, proficiency in English language and computer-literacy (MS Office).
- Proven ability to write in a clear and concise manner and communicate orally; and field experience particularly in Ethiopia is an advantage.
- Proven ability to meet strict deadlines.

### **C. Corporate Competencies:**

Excellent communications and networking skills and the ability to work in a team;

- Strong interpersonal and negotiating skills;
- Ability to work in a multicultural environment; and
- Sound judgment and discretion

### **D. Language and other skills:**

- Excellent knowledge of English, including the ability to set out a coherent argument in presentations and group interactions;
- Computer skills: full command of Microsoft applications (word, excel, PowerPoint) and common internet applications will be required.

### **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;
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

### VIII. CRITERIA FOR SELECTING THE BEST OFFER

From the existing roster, 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	Weight	Max. Point
<b>Technical Competence (based on CV, Proposal ....)</b>	<b>70%</b>	100
▪ Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal	<b>20</b>	
▪ Educational background as per the requirement in the ToR	<b>10</b>	
▪ Years of experience in similar consultancy projects	<b>40</b>	
<b>Financial (Lower Offer/Offer*100)</b>	<b>30%</b>	30
<b>Total Score</b>	<b>Technical Score * 70% + Financial Score * 30%</b>	

### IX. PAYMENT MILESTONES AND AUTHORITY

All-inclusive payment will be made in three instalments:

- (i) 20%, upon submission of the inception report,
- (ii) (ii) 30%, upon submission of the draft report and
- (iii) (iii) 50% upon submission of the final report.

## 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:

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**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)