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## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: August 26, 2019

**Procurement Notice Reference No.:** *ETH0709*

**Country:** *Ethiopia*

**Services/Work Description:** Recruitment of Consultant for the Preparation of Cross-Border Projects in the Great Lakes Region for Showcasing at the Great Lakes Investment and Trade Conference (GLITC)

**Project/Program Title:** Great Lakes Regional Strategic Framework (GLRSF) and SDG Finance Sector Hub (FSH)

**Post Title:** International Consultant (IC)

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

**Duty Station:** Home-based with field visits

**Expected Places of Travel:** Kigali and Gisenyi, Rwanda as well as projects sites in Great Lakes Region

**Duration:** 30 working days distributed over 1.5 months

**Expected Start Date:** Immediately after concluding the contract agreement

The United Nations Development Programme (UNDP) is currently implementing a project *Great Lakes Regional Strategic Framework (GLRSF) and SDG Finance Sector Hub (FSH)* 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 **ETH0709A** 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

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## I. BACKGROUND / PROJECT DESCRIPTION

On 2018, the Signatory Heads of States and Guarantors of the Peace, Security and Cooperation Framework for the Democratic Republic of Congo and the Region (PSC-F) mandated the UN Special Envoy for the Great Lakes Region (O/SESG) and the Executive Secretary of the International Conference for the Great Lakes Region (ICGLR) to organize a Great Lake Investment and Trade Conference (GLITC), which will be held in Kigali, Rwanda on 18 - 20 November 2019 and will be organized by the O/SESG, ICGLR and the Government of the Republic of Rwanda.

The GLITC represents a follow-up action to the inaugural Private Sector Investment Conference (PSIC), which took place in Kinshasa, Democratic Republic of the Congo (DRC) in February 2016 and where the leaders of the Great Lakes Region recognized that mobilization of private sector investment into the region could be catalytic to take advantage of the rich natural resources endowments, the under-exploitation of economic opportunities, such as generation, transmission and distribution of energy as well as infrastructure.

With a view to further promoting the role of the private sector in support of peace and stability in the region, the GLITC will focus on cross-border trade and investment as catalysts for regional integration. During a Regional Consultation Meeting held in May 2019, stakeholders from the region took ownership of this initiative, validated the planning process and decided to lead and drive the organization of the GLITC, with the active support of the O/SESG, ICGLR and other partners, including the United Nations Development Programme (UNDP).

The GLITC will aim to be a platform for the promotion of cross-border projects in the Great Lakes Region in the energy, mining, agriculture, infrastructure, financial services, trade and ICT sectors of Rwanda, DRC, Uganda, Burundi and Tanzania, which have the potential to contribute to promoting peace and stability through the provision of jobs and livelihood opportunities especially for youth and women.

In order to be results-oriented, a key component of the GLITC is the announcement of cross-border investment and trade deals, which will be identified and prepared by the Conference organizers together with investors for showcasing during the GLITC. These projects build on the Investment Opportunities Brief (IOB) ([Volume 1](#), [Volume 2](#), [Summary](#)) prepared for the 2016 PSIC, which showcased illustrative examples of public-private collaboration opportunities involving multiple countries and illustrating the economic opportunities existent and emerging in the region. The sectoral projects included for example Ruzizi Growth Pole (agriculture), World Bank and Economic Community of the Great Lakes Countries (CEPGL) Ruzizi I and

II Rehabilitation and Ruzizi III (energy), CEPGL One Stop Border Posts (infrastructure), and ICGLR / CEPGL Reestablishment of the Development Bank of the Great Lakes Region.

UNDP, within its co-leadership of the Pillar Two of the [UN Great Lakes Regional Strategic Framework \(GLRSF\)](#), has been supporting the O/SESG and ICGLR in the preparation of the IOBs in 2016 and is now extending its assistance towards the GLITC with the updating of selected investment projects within its recently launched [SDG Finance Sector Hub](#) that provides an integrated and comprehensive service offer to governments on SDG financing.

## **II. SCOPE OF THE WORK**

UNDP – within its support provided to the O/SESG and ICGLR and as a direct contribution to the GLITC – is seeking an experienced international investment expert to prepare investor-oriented updates on four out of the 25 previously developed “business-oriented” cross-border economic opportunities (cross-border projects).

The selection of the four projects will be led by the consultant based on the following criteria with a decision which projects to pursue being taken jointly with O/SESG, ICGLR, CEPGL and UNDP:

- Strong project promoter ownership and leadership
- Bankability and tangible investor(s) demand or potential large interest
- Advanced project preparation stage and readiness for investors
- Significant development impact aligned PCA aspirations

Once the four projects have been identified, the international investment expert will prepare a status update of the selected investment projects, gather and summarize key existing information, clearly delineating for-profit investment opportunities, identify and complete important gaps and recommend concrete next steps and policy actions for each project from an investor standpoint. The international investment expert is also expected to facilitate dialogue with potential investors, undertake project prioritization and contribute to the GLITC planning with representatives of the Government from the Great Lakes Region.

Under the guidance of the O/SESG, ICGLR, CEPGL and UNDP as well as in close collaboration with the project sponsors and the Governments from the Great Lakes Region, the international investment expert will complete the following tasks:

1. Prepare investor-oriented updates on four selected projects through a desk review
2. Develop a friendly format to present the projects focusing on investors decision making including required business market and financial projections
3. Engage potential investors for the projects and facilitate dialogue with them
4. Identify project developers and government country sponsors as “champions” for the projects
5. Prepare support material to define the for-profit components of the projects that should be promoted at the GLITC, through planned investor roadshows and with Governments
6. Contribute to the showcasing of the projects at the GLITC

## **III. EXPECTED OUTPUTS AND DELIVERABLES**

Through this consultancy, the international investment expert is expected to produce the following deliverables:

1. Inception report detailing the expert’s approach to the consultancy, incl. proposed project selection with relevant justification (not exceeding 3 pages)
2. Consultancy overview report (not exceeding 30 pages), including:
  - a. Detailed project sheets with a focus on investors decision-making (project financing- net present value, cost-benefit ratio, internal rate of return and other ratios of the project relevant for private investors)

- b. Review of concrete investment opportunities, their status, public and private investments required, potential investors, key constraints to moving forward and concrete next steps for each project
3. Visually appealing and concise update document for each project (not exceeding three pages per project)
4. Support material defining the for-profit components of the projects
5. Slide deck to present the updated projects primarily at the GLITC (not exceeding 10 slides each)
6. GLITC report (not exceeding 10 pages) documenting the proceedings of the Conference as relevant to the projects, including suggestions of way forward with the projects

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Inception Report	1 working day	UNDP Special Advisor on Private Sector and SDG Financing
2	Consultancy overview report	15 working days	UNDP Special Advisor on Private Sector and SDG Financing
3	Project update document	5 working days	UNDP Special Advisor on Private Sector and SDG Financing
4	Support material	2 working days	UNDP Special Advisor on Private Sector and SDG Financing
5	Project slide deck	2 working days	UNDP Special Advisor on Private Sector and SDG Financing
6	GLITC report	5 working days	UNDP Special Advisor on Private Sector and SDG Financing

#### IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The international investment expert will work closely with O/SESG, ICGLR, CEPGL and UNDP and formally report to the UNDP Special Advisor on Private Sector and SDG Financing.

It will be the responsibility of the consultant to arrange travel to and from relevant project sites. Planned travels will be included in the Inception Report and agreed with UNDP. ***The costs of the travel are to be borne by the consultant and must be included in the proposal (see below).***

#### VI. DURATION OF THE WORK

The consultancy is expected to require an investment of approx. 30 person days over approx. 1.5 months. The deliverables 1 – 5 must be completed well in advance of the GLITC on 18 - 20 November 2019 with the final output following maximum two weeks after the conclusion of the Conference.

**The consultancy will be undertaken by an international investment expert remotely and shall include field visits to the Great Lakes Region to meet with project sponsors, as considered relevant by the consultant, as well as the CEPGL Headquarters in Gisenyi, Rwanda and its projects sites in Burundi and DRC. The international investment expert is expected to travel to Kigali, Rwanda to actively participate in the GLITC.**

The consultant will be responsible to develop and propose its own methodology to carry out the tasks described above. The proposed approach will be discussed through an inception call led by UNDP and with the inputs from the O/SESG, ICGLR and CEPGL and captured in the inception report.

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

##### a. Education:

- Master's Degree in economics, legal or related field

**b. Experience:**

- Have a minimum of 10 years' experience in investment promotion, particularly in advising governments in the developing economies on how to identify, structure and promote specific projects to investors and FDIs

**c. Language:**

- Fluency in English
- French language would be a strong asset

**d. Functional Competencies:**

- Be experienced in designing project finance transactions and sector profiles for investment promotion especially in Emerging Markets especially the sub-region;
- Be experienced in advising on the planning and organization of PPPs, concessions and investor conferences
- Have excellent problem-solving ability, financial projection and related pitch presentation skills
- Ability to work independently and deliver high quality work under tight deadlines

**e. Core Competencies:**

- 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

Important Note: The Consultant is required to have the abovementioned professional and technical qualifications. Only the applicants who hold these qualifications will be shortlisted and contacted.

**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	Weight	Max. Point
<b>Technical Competence (based on CV and Proposal)</b>	<b>70%</b>	100 pts
▪ <b>Criteria a.</b> Reputation and operation capability of consultant		20 pts
▪ <b>Criteria b.</b> Relevant specialized knowledge of consultant and relevant experience		40 pts
▪ <b>Criteria c.</b> Overall understanding of the TORs and completeness of tasks		20 pts
▪ <b>Criteria d.</b> Proposed approach to the assignment in terms of adequacy and timing		20 pts
<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

The prospective consultant will indicate the cost of services for each deliverable in US dollars **all-inclusive<sup>1</sup> lump-sum contract amount** when applying for this consultancy. The consultant will be paid based on the effective UN exchange rate (where applicable), and only after approving authority confirms the successful completion of each deliverable as stipulated hereunder. In accordance with UNDP rules, the lump sum contract amount to be offered should consider the professional fee inclusive of travel, living allowances, communications, taxes, out of pocket expenses, and other ancillary costs.

The qualified consultant shall receive his/her lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1 <sup>st</sup> Installment	Inception Report	UNDP Special Advisor on Private Sector and SDG Financing	20%
2 <sup>nd</sup> Installment	Consultancy overview report Project update document Support material Project slide deck	UNDP Special Advisor on Private Sector and SDG Financing	50%
3 <sup>rd</sup> Installment	GLITC report	UNDP Special Advisor on Private Sector and SDG Financing	30%

## X. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

For purposes of generating quotations whose contents are uniformly presented and to facilitate their comparative review, a prospect Individual Contractor (IC) is given a proposed Table of Contents. Therefore, prospective Consultant Proposal Submission must have at least the preferred contents which are outlined in the IC Proposal Submission Form incorporated hereto.

### Technical Proposal Cover Pages

- Cover Page
- Cover Letter

### Section I. Technical Proposal Submission Form

- Letter of Motivation
- Proposed Methodology
- Past Experience in Similar Consultancy and/or Projects
- Implementation Timelines
- List of Personal Referees
- 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.

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<sup>1</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.

# 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)