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GHANA

INDIVIDUAL CONTRACT (IC) PROPOSAL SUBMISSION FORM

Recruitment of [National](#) Consultant Conduct Survey works for the submission of the HPMP Stage 1 Tranche 6 request and the development of strategies for the implementation of HPMP Stage II

Procurement Notice Ref. No.: [UNDP.GHA.2019.252.IC](#)

Published (Posted on): [SEPTEMBER 16, 2019](#)

Submission Deadline: [SEPTEMBER 25, 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
[SEPTEMBER 16, 2019](#)**



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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Procurement Notice Ref. No.: [UNDP.GHA.2019.252.IC¹](#)

Date: SEPTEMBER 16, 2019

Country: Ghana
Description of the Assignment: Recruitment of National Consultant Conduct Survey works for the submission of the HPMP Stage 1 Tranche 6 request and the development of strategies for the implementation of HPMP Stage II
Project Name/Title: _____
Post Title: National Consultant
Period of Assignment/Services: 45 working days

Proposal should be submitted at the following address or [email](#) no later than **SEPTEMBER 25, 2019 at 4:30 PM in the Afternoon, UTC+00:00 Accra/Monrovia Time Zone.**

Via our secured mail address: 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 **(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

The Montreal Protocol on Substances that Deplete the Ozone Layer of which Ghana is a signatory to was designed to reduce the production and consumption of ozone depleting substances such as Hydrochlorofluorocarbons (HCFCs), to reduce their abundance in the atmosphere, and thereby protect the earth's fragile ozone Layer.

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

II. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION

¹ Served as a **Subject Line** when sending Propels to Procurement Secured Email

The consultant shall undertake desk reviews, relevant data collection activities, stakeholder consultations and data analysis to develop relevant strategies and activities for the implementation of Stage II of the HPMP. These tasks will be undertaken in consultation with the EPA National Ozone Unit (NOU) and in close coordination with responsible officers in UNDP and the international consultants.

Below is the scope of the assignment:

- (a) Preparation of the Progress of Implementation of Tranche 5 and Implementation Plan and Budget for Tranche 6 of the HPMP Stage I

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

III. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

a. Academic Qualifications:

- Master's degree or higher in a relevant field, such as Mechanical Engineering with specialization in Cooling systems and environmental management.

b. Years of experience:

- Minimum 7 years of demonstrable experience in the technical area of mechanical engineering in cooling systems or related fields

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c. Competencies:

- Excellent oral and written communication skills, with analytic capacity and demonstrated ability to synthesize complex information in high quality papers/reports and in effective presentations to different audiences;
- Skills in facilitating meetings effectively and efficiently;

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d. Language and other skills:

- English Language;

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**², 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 (BU) and Individual Consultant, prior to travel and will be reimbursed.

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
Technical Competence (based on CV, Proposal and interview (if required))	70%	70
• Education		10pts
• Experience		45 pts
• Methodology		15 pts

² 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
Financial (Lower Offer/Offer*100)	30%	30
Total Score	Technical Score * 70% + Financial Score * 30%	

Evaluation legend:

Weight per Technical Competence	
Weak: below 70%	The individual consultant/contractor has demonstrated a WEAK capacity for the analyzed competence
Satisfactory: 70-75%	The individual consultant/contractor has demonstrated a SATISFACTORY capacity for the analyzed competence
Good: 76-85%	The individual consultant/contractor has demonstrated a GOOD capacity for the analyzed competence
Very Good: 86-95%	The individual consultant/contractor has demonstrated a VERY GOOD capacity for the analyzed competence
Outstanding: 96-100%	The individual consultant/contractor has demonstrated an OUTSTANDING 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,

Silke Hollander
Deputy Resident Representative

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"/> Local Currency (Ghana Cedis) <input checked="" type="checkbox"/> Reference date for determining UN Operational Exchange Rate: The date on which Technical and Financial Proposals have been submitted to convert to Local Currency (Only Applicable for Ghanaian Nationals)
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 ³	<input checked="" type="checkbox"/> Focal Person in UNDP: Procurement Team <input checked="" type="checkbox"/> E-mail address dedicated for this purpose: procurement.gh@undp.org (only for enquiry/request for clarification) <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 <input checked="" type="checkbox"/> Direct communication to prospective Bidders by email, and Posting on the http://procurement-notice.undp.org/ on which the captioned IC Notice was posted
8	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Electronic submission of Bid (Only)
9	Proposal Submission Address	<input checked="" type="checkbox"/> Via our secured mail address: bids.gh@undp.org
10	No. of copies of Proposal that must be submitted	<input checked="" type="checkbox"/> Copies : One

³ 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: September 25, 2019 @ 4:30 PM in the Afternoon <input checked="" type="checkbox"/> Time Zone: (UTC+00:00) Accra/Monrovia
12	Conditions and Procedures for electronic submission and opening, if allowed	<input checked="" type="checkbox"/> Official Address for e-submission: bids.gh@undp.org <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: PDF files only and Financial Proposal shall be password protected <input checked="" type="checkbox"/> Password for Financial Proposal will be requested from those Proposers whose Technical proposals found to be Technically responsive by respective Technical Panel appraisal. <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 9MB . Thus, if the size of the file is greater than 9MB attach them with two or more email. <input checked="" type="checkbox"/> No. of copies to be transmitted: only One , 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"/> Subject of email (Mandatory): your proposals shall be sent into two separate files but in one email under Subject Line: UNDP.GHA.2019.252.IC <input checked="" type="checkbox"/> Proposals File Name (Mandatory): The File Name for Technical and Financial Proposals MUST BE: <ol style="list-style-type: none"> For Technical – UNDP.GHA.2019.252.IC - TP - [insert your name] For Financial – UNDP.GHA.2019.252.IC - FP - [insert your name] <input checked="" type="checkbox"/> For failing and/or incorrectly state the above subject line 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"/> COMPULSORY: Once you submitted your proposals electronically to designated Secured Email; kindly confirm same (without attaching the proposals for the purpose keeping its integrity) to the Focal Person. The Attn: Procurement Team at procurement.gh@undp.org Your confirmation is important in order to ensure all Proposing Firms' Quotations are not missed and considered for subsequent Technical Evaluation.
13	Evaluation method to be used in selecting the most responsive Proposal	<input checked="" type="checkbox"/> Combined Scoring Method, using the 70%-30% distribution for Technical and Financial proposals, respectively, where the minimum passing score of technical proposal is 70%

No.	Data	Specific Instructions / Requirements
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.