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GHANA

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

**Recruitment of** an Individual National Consultant to Lead the Development of a Paralegal Framework for the Delivery of Legal Aid by the Ghana Legal Aid Commission in Ghana

**Procurement Notice Ref. No.: UNDP.GHA.2019.368.IC**

**Published (Posted on): November 13<sup>th</sup>, 2019**

**Submission Deadline: November 25<sup>th</sup>, 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  
November 13, 2019**



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## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

**Procurement Notice Ref. No.:** [UNDP.GHA.2019.368.IC](#)<sup>1</sup>

**Date:** November 13, 2019

**Country:** Ghana

**Description of the Assignment:** Consultant to lead the development of a paralegal framework for the delivery of legal aid by the Ghana Legal Aid Commission in Ghana.

**Project Name/Title:** Responsible, Accountable and Peaceful Governance Programme

**Post Title:** [National Consultant](#)

**Period of Assignment/Services:** [25 working days](#)

Proposal should be submitted at the following address or [email](#) no later than **November 25<sup>th</sup>, 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 endeavor 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

Access to justice is a fundamental human right guaranteed under the 1992 Constitution of Ghana. The Constitution of Ghana, 1992 contains very elaborate provisions on access to criminal justice. In particular, it recognizes the complexity of the criminal justice process and the need for assistance from a lawyer right from the outset. With particular reference to the criminal justice process which usually begins with the arrest of a suspect, the Constitution, per article 14 (2), requires that:

“14 (2) A person who is arrested, restricted or detained shall be informed immediately; in the language, he understands, of the reason for his arrest, restriction or detention and of his right to a lawyer of his choice.” .....

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

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

## **II. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION**

### **Specific Tasks**

- i. Conduct a mapping of countries that have developed and are successfully implementing a framework of paralegals for legal aid delivery
- ii. Recommend countries with good practices related to the framework and use of paralegals for legal aid delivery for an experience sharing workshop in Ghana
- iii. Facilitate the experience sharing workshop and produce first draft of paralegal framework for LAC
- iv. Facilitate a validation workshop and finalise the framework for adoption and implementation by the Board of the Legal Aid Commission
- v. Recommend strategies for addressing the gaps.

*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 equivalent in Law, Social Sciences, Governance or related field.

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

- Substantive experience conducting research and analysis as well as making recommendation for adoption in the area of law and access to justice for at least the last seven years;
- Proven ability to develop frameworks and action programmes to facilitate implementation for social change
- Demonstrated understanding of the issues of rule of law access to justice and Legal Aid, particularly for the poor and vulnerable
- Demonstrated experience working on policy and programmatic issues with national and/or local governments as well as civil society organizations;
- Experience or strong familiarity with the work of UNDP and/or other multilateral, bilateral and civil society development partners;
- Documentary evidence of the experience and information on similar assignments undertaken by the consultant including location, nature of services provided details of clients and durations of recent assignments will be required.

### **c. Competencies:**

#### **Functional Competencies:**

- Excellent analytical and organizational skills;
- Excellent facilitation and presentation skills
- 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;
- Exercise the highest level of responsibility and can handle confidential and politically sensitive issues in a responsible and mature manner.

#### **Core Competencies:**

- Ability to manage time effectively and adhere to deadlines
- Must be a computer literate
- A strong team player
- Ability to work with diverse views and opinions.

#### **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**<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:**

- 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:

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<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

- 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>	<b>70</b>
<ul style="list-style-type: none"> <li>▪ <b>Criteria a.</b> - Academic qualification and years of experience in the relevant field</li> </ul>		10 pts
<ul style="list-style-type: none"> <li>▪ <b>Criteria b.</b> <ul style="list-style-type: none"> <li>• Substantive experience conducting research and analysis as well as making recommendation for adoption in the area of law and access to justice for at least the last seven years; (10 marks)</li> <li>• Proven ability to develop frameworks and action programmes to facilitate implementation for social change; (10 marks)</li> <li>• Demonstrated understanding of the issues of rule of law, access to justice and Legal Aid, particularly for the poor and vulnerable; (10 marks)</li> <li>• Documentary evidence of the experience and information on similar assignments undertaken by the consultant including location, nature of services provided details of clients and durations of recent assignments will be required. (15 marks)</li> </ul> </li> </ul>		45 pts
<ul style="list-style-type: none"> <li>• <b>Criteria c.</b> - Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization &amp; completeness of the proposal (15%)</li> </ul>		15 pts
<b>Financial 30 (Lower Offer/Actual Offer)</b>	<b>30%</b>	<b>30</b>
<b>Total Score</b>	<b>Technical Score + Financial Score</b>	

**Evaluation legend:**

Weight per Technical Competence	
Weak: below 49 points	The individual consultant/contractor has demonstrated a <b>WEAK</b> capacity for the analyzed competence
Satisfactory: 49-52 points	The individual consultant/contractor has demonstrated a <b>SATISFACTORY</b> capacity for the analyzed competence
Good: 53-59 points	The individual consultant/contractor has demonstrated a <b>GOOD</b> capacity for the analyzed competence
Very Good: 60-66 points	The individual consultant/contractor has demonstrated a <b>VERY GOOD</b> capacity for the analyzed competence
Outstanding: 67-70 points	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,

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 Birr) <input checked="" type="checkbox"/> <b>Reference date</b> 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 <sup>3</sup>	<input checked="" type="checkbox"/> Focal Person in UNDP: <a href="#">Procurement Team</a> <input checked="" type="checkbox"/> Address: United Nations Development Programme (UNDP) UN House No. 7 Ring Road, near Fire Service HQ; 6th Floor; North Wing; Accra, Ghana <input checked="" type="checkbox"/> Facsimile: +233 302 215 670 / +233 302 773 899 <input checked="" type="checkbox"/> P.O. Box: 1423 <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 <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

<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
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>
10	No. of copies of Proposal that must be submitted	<input checked="" type="checkbox"/> Copies: <b>One</b>
11	Deadline of Submission	<input checked="" type="checkbox"/> Date and Time: <b>November 25, 2019 @ 4:30 PM in the Afternoon</b> <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.2019.368.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.2019.368.IC - TP - <a href="#">[insert your name]</a></li> <li><b>For Financial</b> – UNDP.GHA.2019.368.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; kindly confirm same (without</b>



No.	Data	Specific Instructions / Requirements
		<p><b><u>attaching the proposals for the purpose keeping its integrity</u></b> to the Focal Person. The Attn: <b>Procurement Team</b> at <a href="mailto:procurement.gh@undp.org">procurement.gh@undp.org</a></p> <p><b>Your confirmation is important in order to ensure all Proposing Firms' Quotations are not missed and considered for subsequent Technical Evaluation.</b></p>
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%
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.