

# INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Empowered lives.  
Resilient nations.

Date: April 8, 2015

Reference: ETH/2014/IC/027

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**Country:** Ethiopia

**Description of the assignment:** Consultancy Service to Documenting Promoting Autonomous Adaptation at the local level Project Best Practices

**Post Title:** National Consultant

**Unit:** CRGG

**Duty Station:** Addis Ababa and travel to project sites

**Expected Places of Travel:** Assosa, Gambella, Mekele, Adamitulu, Julu and Kombolcha Woreda

**Period of assignment/services:** 45 working days

**Expected start date:** 1<sup>st</sup> May 2015/Immediate after concluding contract agreement

**Proposal should be submitted** by our secured e-mail: [procurement.et@undp.org](mailto:procurement.et@undp.org) before Monday April 20, 2015 5:00 PM Addis Ababa Local Time.

**OR**

**Contact Person :** Meseret Yehuala – Procurement Unit  
**Name of Office:** [info.procurementet@undp.org](mailto:info.procurementet@undp.org)  
United Nations Development Programme (UNDP)  
ECA Compound Old Bld. 6th floor, North Wing  
Addis Ababa, Ethiopia

**P.O. Box:** 5580

**Fax** +251 11 5514599 / +251 11 5515147

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above *the Procurement specialist or assigned personnel for this task* 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.

## 1. BACKGROUND/PROJECT DESCRIPTION

The United Nations Development Programme (UNDP) Ethiopia Country Office is strengthening its engagement and focus on community level Climate Change Adaptation. As a knowledge organization, it hopes to upscale or replicate the Promoting Autonomous Adaptation at the community level project Best Practice related to Climate Change Adaptation at community level.

The Ministry of Environment and Forest is responsible for the management of project and project activities in four National Regional States: Benshagul Gumuze (Assosa Woreda), Gambella (Gambella Woreda), Oromiya (Adamitulu Julu Kombolcha Woreda) and Tigraye (Enderta Woreda) and in Addis Ababa city Administration (Akaki and Yeka Sub city). As one of its 2015 activities, the project will like to document the best practices of the project in four sites for the replication /upscale such practices outside the current project sites in to other parts of the country.

This assignment is therefore, required to document the four project sites Successful practices and their contribution to community level Climate Change Adaptation and livelihood enhancement

***For detailed information, please refer to the TOR in Annex 1***

## 2. OBJECTIVES OF THE STUDY

The main objective of the study is:

To assist the UNDP country office and MoEF to collect, synthesize and document best practices of the four project sites Benshagul Gumuze (Assosa Woreda), Gambella, (Gambella Woreda), Oromiya (Adamitulu Julu Kombolcha Woreda), Tigraye (Enderta Woreda) and in Addis Ababa City (Akaki and Yeka Sub city) which can be replicated and/or up scaled outside the current project sites for lessons and experience sharing.

***For detailed information, please refer to TOR in Annex 1***

## 3. SCOPE OF THE WORK

The documentation work will:

1. Conduct desk reviews of relevant documents and interview, focused group discussion with MoEF and UNDP Country office.
2. Conduct site visits to the eight villages of the four woredas of the project sites : in ), Adamitulu Julu of Kombolcha Woreda, Kushmengel and in Selga villages of Assosa Woreda, Mesebo and Mesere villages in Enderta Woreda, Pukong and Pumoli villages in Gambella woreda , Akaki and Yeka Sub city in Addis Ababa city interview beneficiary communities, focused group discussion with relevant MoEF and other government officials at the project sites to synthesize and document project best practices.
3. Document the projects best practices and synthesis of project achievements to be replicated and or up scaled outside the current project sites for lessons and experience sharing.
4. Prepare four short “story telling” articles (one story for each region) by interviewing sample project beneficiaries.

***For detailed information, please refer to TOR in Annex 1***

#### 4. EXPECTED OUTPUTS AND DELIVERABLES

The final assessment report should include the following outputs:

1. The consultant will present an inception report outlining understanding of the ToR, the proposed methodology and timeline for comments to the Climate Resilience Green Growth Unit of the UNDP country office and the Promoting Autonomous adaptation project (PAA).
2. Draft synthesized four Best Practices document which will be shared to the Climate Resilience Green Growth Unit of UNDP, PAA and MoEF for comments
3. A final Best Practice document of the four PAA project sites incorporated all comments and inputs both from the presentation and document review, synthesized four short story telling articles (one per region) from sample project beneficiaries' interview, including supporting pictures and video recording.

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required <i>(Indicate designation of person who will review output and confirm acceptance)</i>
1	Inception report	3 days (May 3, 2015)	GEF Program Analyst, CRGG unit
2	Draft synthesized four projects best practices	25 days ( May 28, 2015)	GEF Program Analyst, CRGG unit
3	Draft synthesized five projects best practices presentation to UNDP Co and MoEF	1 day (May 29,2015)	GEF Program Analyst, CRGG unit
4	Final four Project Sites Best Practice documents both in soft and hard copies both in soft and hard copies, four short "story telling" articles (one per region,) by interviewing sample beneficiaries including supporting pictures and video recordings.	16 days (June 15, 2015)	GEF Program Analyst, CRGG unit

***For detailed information, please refer to TOR in Annex 1***

#### 5. INSTITUTIONAL ARRANGEMENT/REPORTING RELATIONSHIPS

- The Consultant will work need to be in the field for a minimum of 15 days in the field (at least 2 days per project site).
- Estimated level of effort: 45 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 and EBI 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.

***For detailed information, please refer to TOR in Annex 1***

## **6. 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.

***For detailed information, please refer to TOR in Annex 1***

## **7. DURATION OF THE WORK**

The duration of the assignment is for 45 days, starting from May 1, 2015/Immediately after concluding contract agreement.

***For detailed information, please refer to TOR in Annex 1***

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

### **a. Academic Qualifications:**

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 Africa
- Proven ability to meet strict deadlines.

### **c. Functional 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.

**Important Note:**

**The Consultant is required to have the following professional and technical qualifications. Only the applicants who hold these qualifications will be shortlisted and contacted.**

***For detailed information, please refer to TOR in Annex 1***

**9. 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 and interview (if required))</b>	<b>70%</b>	100
<ul style="list-style-type: none"><li>▪ Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization &amp; completeness of the proposal</li></ul>	<b>35</b>	50
<ul style="list-style-type: none"><li>▪ Educational background as per the requirement in the ToR</li></ul>	<b>7</b>	10
<ul style="list-style-type: none"><li>▪ Years of experience in similar assignment</li></ul>	<b>28</b>	40
<b>Financial (Lower Offer/Offer*100)</b>	<b>30%</b>	30
<b>Total Score</b>	<b>Technical Score * 70% + Financial Score * 30%</b>	

***For detailed information, please refer to TOR in Annex 1***

**10. PAYMENT MILESTONES AND AUTHORITY**

- 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 upon submission of a certification of payment form, and acceptance and confirmation by the UNDP Country Office on satisfactory delivery of final output.

***For detailed information, please refer to TOR in Annex 1***

## 11. 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.

*For detailed information, please refer to TOR in Annex 1*

## 12. ANNEXES TO THE TOR (Expression of Interest template)

Existing literature or documents that will help Offerors gain a better understanding of the project situation and the work required should be provided as annex/es to the TOR, especially if such literature or documents are not confidential.

*For detailed information, please refer to TOR in Annex 1*

**Note: Submission of Technical and Financial proposal is mandatory. Failing to submit one of the proposals will be automatically disqualified.**

### Submission Through our secured email

- The proposal must be prepared in English. Failing to do so will make the proposal automatically disqualified
- You shall send your proposals through our secured email: **procurement.et@undp.org**
- Your proposals shall be sent in a **separate email** as Technical and Financial proposals under subject line:
  1. For Technical: Technical Proposal – ETH-2015-IC-027 –National Consultancy Service to Documenting Promoting Autonomous Adaptation at the local level project best practices - [\[insert your name\]](#)
  2. For Financial: Financial Proposal – ETH-2015-IC-027 –National Consultancy Service to Documenting Promoting Autonomous Adaptation at the local level project best practices - [\[insert your name\]](#)
- All prices/rates quoted must be in **ETB and exclusive of VAT and all taxes**, since the UNDP is exempt from taxes.

## **ANNEX**

### **ANNEX 1: TERMS OF REFERENCES (TOR)**

### **ANNEX 2: TECHNICAL PROPOSAL COVER PAGE AND SUMISSION FORM**

### **ANNEX 3: FINANCIAL PROPOSAL COVER PAGE AND SUMISSION FORM**

### **ANNEX 4: GENERAL CONDITIONS OF CONTRACT FOR IC**

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# Annex 1

## TERMS OF REFERENCES (TOR)



### Annex 1 – Terms of Reference

#### GENERAL INFORMATION

**Services/Work Description:** Documenting Promoting Autonomous Adaptation at the local level Project Best Practices

**Project/Program Title:** Promoting Autonomous Adaptation at the local level Project

**Post Title:** National Consultant

**Consultant Level:**

**Duty Station:** Addis Ababa with travel to project sites

**Expected Places of Travel:** Assosa, Gambella, Mekele, Adamitulu Julu Kombolcha Woreda

**Duration:** 45 days

**Expected Start Date:** May 1, 2015 / Immediately after Concluding Contract Agreement

#### I. BACKGROUND / PROJECT DESCRIPTION

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#### **IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS**

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#### **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.

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

The duration of the assignment is for 45 days, starting from May 1, 2015.

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

##### **a. Academic Qualifications:**

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:**

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  - 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 Africa
- Proven ability to meet strict deadlines.

##### **c. Functional 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;
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**e. Compliance of the UN Core Values:**

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**VIII. CRITERIA FOR SELECTING THE BEST OFFER**

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  - c. Technical Criteria weight is **70%**
  - d. Financial Criteria weight is **30%**

Criteria	Weight	Max. Point
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<ul style="list-style-type: none"> <li>▪ Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization &amp; completeness of the proposal</li> </ul>	<b>35</b>	50
<ul style="list-style-type: none"> <li>▪ Educational background as per the requirement in the ToR</li> </ul>	<b>7</b>	10
<ul style="list-style-type: none"> <li>▪ Years of experience in similar assignment</li> </ul>	<b>28</b>	40
<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**

- 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 upon submission of a certification of payment form, and acceptance and confirmation by the UNDP Country Office on satisfactory delivery of final output.

**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.

**XII. ANNEXES TO THE TOR (Expression Of Interest template.)**

Existing literature or documents that will help Offerors gain a better understanding of the project situation and the work required should be provided as annex/es to the TOR, especially if such literature or documents are not confidential.

# **Annex 2**

## **TECHNICAL PROPOSAL**

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### **Cover Page**

**IC Reference: Consultancy Service Documenting  
Promoting Autonomous Adaptation  
at the local level project best  
practices**

**Prepared by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

#### **TECHNICAL PROPOSAL SUBMISSION FORM**

**Proposed by:** [\[insert your name\]](#)

**Directions:**

- a. Briefly explain why you are the most suitable for the consultancy service you applied for. It should not be more than four hundred fifty words.
  - b. Provide a detailed approach and/or methodology you plan to apply or conduct the work in due course of offering prescribed consultancy service and/or works.
  - c. Include your proposed work plan which shall be supported by Gantt chart to indicate the timeframe to complete the tasks and/or activities indicated in your proposed methodology above.
  - d. Past experience in similar projects and/or consultancy services and their respective contract person name and address.
  - e. List of three personal referees in terms of their title (position), where they work, email, and telephone address
  - f. It must be prepared in English.
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# Annex 3

## FINANCIAL PROPOSAL

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### Cover Page

**IC Reference: Consultancy Service Documenting  
Promoting Autonomous Adaptation  
at the local level project best  
practices**

**Prepared by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### FINANCIAL PROPOSAL SUBMISSION FORM

**Proposed by:** [insert your name](#)

**Directions:**

- a. The financial proposal shall specify a **total lump sum amount** (including travel, per diems, and number of anticipated working days)
- b. Payments are based upon output, i.e. upon specific and measurable (qualitative and quantitative) deliverables (as indicated in Section II hereunder) of the services specified in the ToR.
- c. Failing to submit one of the two Sections hereunder and/or incomplete information will make the proposal automatically disqualified.
- d. You must send this proposal separately through **our secured email** [procurement.et@undp.org](mailto:procurement.et@undp.org) in a **PDF FORMAT**

## I. BREAKDOWN OF COST BY COMPONENTS:

Cost Components	Unit Cost	Quantity	Total Rate for the Contract Duration
<b>Personnel Costs</b>			
Professional Fees			
Life Insurance [if you find it applicable]			
Medical Insurance [if you find it applicable]			
Communications [if you find it applicable]			
Land Transportation [if you find it applicable]			
Others [pls. specify]			
<b>Travel Expenses to Join duty station</b>			
Round Trip Airfares to and from duty station [if you find it applicable]			
Living Allowance [if you find it applicable]			
Travel Insurance [if you find it applicable]			
Terminal Expenses [if you find it applicable]			
Others [pls. specify]			
<b>Duty Travel</b>			
Round Trip Airfares [if you find it applicable]			
Living Allowance [if you find it applicable]			
Travel Insurance [if you find it applicable]			
Terminal Expenses [if you find it applicable]			
Others [pls. specify]			
<b>AGGREGATE AMOUNT</b>			

**Amount in Words:** [Insert the total amount in words]

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## II. BREAKDOWN OF COST BY DELIVERABLES\*

No.	Deliverables [list them as referred to in the TOR]	Percentage of Total Price (Weight for payment)	Amount (in ETB)
1			
2			
3			
Total		100%	

\*Basis for payment tranches

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

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## **Annex 4**

### **GENERAL CONDITIONS OF CONTRACT For the Services of Individual Contractors (IC)**

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Which are available on UNDP website at [www.undp.org](http://www.undp.org)