



*Empowered lives.
Resilient nations.*

ETHIOPIA

INDIVIDUAL CONTRACT (IC)

BID DOCUMENT

Recruitment of Two National Consultants for the development of Proposal to be submitted for GCF by the Ministry of Agriculture.

Procurement Notice Ref. No.: **ETH/IC/2015/046**

Published (Posted on): **June 16, 2015**

Submission Deadline: **June 29, 2015 @ 10:30 AM in the
Morning (UTC+03:00) Addis
Ababa/Nairobi Time Zone**

United Nations Development Programme (UNDP)

Addis Ababa, Ethiopia



Empowered lives.
Resilient nations.

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Procurement Notice Ref. No.: ETH/IC/2015/046

Date: June 16, 2015

Country: Ethiopia

Description of the Assignment: The National consultants in close consultation with the sector technical team and the international consultants will review the overall sector GTP-II plans, CRGE Strategy document, GCF result framework, appraisal criteria, and investment framework of the fund.

Project Name/Title: Climate Resilient Green Growth

Post Title: National Consultant

Period of Assignment/Services: Sixty (60) working days

Proposal should be submitted at the following address or email no later than **29 June 2015 at 10:30 AM in the Morning, UTC+03:00 Addis Ababa/Nairobi Time Zone.**

Contact Person :	Staff MG
Name of Office:	UNDP Ethiopia United Nations Development Programme (UNDP) ECA Compound, Old Bld. 6 th floor <u>Addis Ababa, Ethiopia</u>
P.O. Box:	5580
Telephone	+251 11 5 44-44-08
Fax	+251 11 5 51-45-99 / +251 11 5 51-51-47
Via our secured mail address:	<u>procurement.et@undp.org</u>

Any request for clarification and/or additional information on this Procurement Notice shall be sent in writing to UNDP Ethiopian Country Office or send standard electronic communication to the Contact Person e-mail at info.procurementet@undp.org While the Procurement Unit would endeavour to provide clarification expeditiously, only requests receiving at least 7 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

Ethiopia's Climate Resilience Green Economy (CRGE) strategy (launched in 2011), aims to contribute to the country attaining middle-income status and a zero growth carbon economy by 2025. The GoE is currently working to fully integrate CRGE into the second GTP (GTP II) providing an opportunity to explore climate compatible development. GTP II is expected to be launched in July 2015. *For detailed information, please refer to Annex I- Terms of Reference (ToR)*

II. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION

The National consultants in close consultation with the sector technical team and the international consultants will review the overall sector GTP-II plans, CRGE Strategy document, GCF result framework, appraisal criteria, investment framework of the fund, etc. They will consult and facilitate consultations with relevant actors and stakeholders as per the guidance with the technical team leader. *For detailed information, please refer to Annex I- Terms of Reference (ToR)*

III. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Advanced university degree in areas such as Natural resource management, livestock, agronomy, agricultural economics/climate finance or related fields with further in-depth financial/economics training. *For detailed information, please refer to Annex I- Terms of Reference (ToR)*

IV. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE TECHNICAL PROPOSALS

Interested 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**¹, 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

¹ 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

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.

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%	100
Criteria a. Educational relevance: close fit to post Advanced university degree in areas such as Natural resource management, livestock, agronomy, agricultural economics/climate finance related fields with further in-depth financial/economics training.		10
Criteria b. Understanding the scope of work and organization of the proposal <ul style="list-style-type: none"> • Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal 		50
Criteria c. Experience in similar assignment <ul style="list-style-type: none"> ▪ 10 years of relevant Experience in environment planning, climate smart agriculture, researches and managing technical co-operation strategies, policies and relevant environment advocacy programs in inclusive low carbon, climate resilient 		40

development and green growth.			
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 analysed competence
Satisfactory: 70-75%	The individual consultant/contractor has demonstrated a SATISFACTORY capacity for the analysed competence
Good: 76-85%	The individual consultant/contractor has demonstrated a GOOD capacity for the analysed competence
Very Good: 86-95%	The individual consultant/contractor has demonstrated a VERY GOOD capacity for the analysed competence
Outstanding: 96-100%	The individual consultant/contractor has demonstrated an OUTSTANDING capacity for the analysed 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)

INSTRUCTION TO OFFERORS

No.	Data	Specific Instructions / Requirements
1	Country / Region of Work Location:	<input checked="" type="checkbox"/> Addis Ababa, Ethiopia At Contractor's location with travel to <u>as indicated in the ToR</u>
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"/> Ethiopian Birr <i>Reference date for determining UN Operational Exchange Rate: UNDP'S June 2015 Exchange Rate.</i>
5	Deadline for submitting requests for clarifications/ questions	<input checked="" type="checkbox"/> Seven days before the submission date.
6	Contact Details for submitting clarifications/questions ²	<input checked="" type="checkbox"/> Focal Person in UNDP: Staff MG <input checked="" type="checkbox"/> Designation: Procurement MG <input checked="" type="checkbox"/> Address: United Nations Development Programme (UNDP) ECA Compound Old Bld. 6th Floor Addis Ababa, Ethiopia <input checked="" type="checkbox"/> Facsimile: +251 11 5514599 / +251 11 5515147 <input checked="" type="checkbox"/> P.O. Box: 5580 <input checked="" type="checkbox"/> E-mail address dedicated for this purpose: info.procurementet@undp.org <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 Proposers by email or fax, and Posting on the website
8	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Courier/Hand Delivery <input checked="" type="checkbox"/> Electronic submission of Bid (most preferred)

² 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
9	Proposal Submission Address	<input checked="" type="checkbox"/> Via Courier/Hand Delivery: ECA Compound Old Bld. 6 th Floor Addis Ababa, Ethiopia OR <input checked="" type="checkbox"/> Via our secured mail address: procurement.et@undp.org
10	No. of copies of Proposal that must be submitted [if transmitted by courier]	<input checked="" type="checkbox"/> Original: One with CD Copy (if Offer submitted by courier) <input checked="" type="checkbox"/> Copies : One
11	Deadline of Submission	<input checked="" type="checkbox"/> Date and Time: 29 June 2015@ 10:30 AM in the Morning <input checked="" type="checkbox"/> Time Zone: (UTC+03:00) Addis Ababa/Nairobi
12	Conditions and Procedures for electronic submission and opening, if allowed	<input checked="" type="checkbox"/> Official Address for e-submission: procurement.et@undp.org <input checked="" type="checkbox"/> Free from virus and corrupted files <input checked="" type="checkbox"/> Format: PDF files only <input checked="" type="checkbox"/> UNDP Ethiopia Office uses Adobe PDF reader version 9 and Microsoft 2007 & Microsoft 2010 <input checked="" type="checkbox"/> For electronically transferred data, the maximum capacity is 10 MB . Thus, if the size of the file is greater than 10MB 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 messes of locating the proposals. UNDP/Procurement Unit will not be liable for failing to locate a right proposal owing to repetitively sending proposals. <input checked="" type="checkbox"/> Mandatory subject of email: your proposals shall be sent in a separate files or envelopes as Technical and Financial under the following subject line*** : <ol style="list-style-type: none"> For Technical – <u>ETH/IC/2015/046</u> - Technical Proposal - [insert your name] For Financial – <u>ETH/IC/2015/046</u>- Financial Proposal - [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"/> Once you submitted your proposals electronically to designated Secured Email and/or using Courier; kindly confirm same (without attaching the proposals for the purpose keeping its integrity) to the Focal Person the submission of the proposals at info.procurementet@undp.org. Your confirmation is important in order to ensure all applicants' proposals are not missed and considered for subsequent Technical Evaluation. *** *** Compulsory

No.	Data	Specific Instructions / Requirements
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 offorer;

Name: **Janvier K. WUSSINU**

Functional Title: **Deputy Country Director, Operations**

Signature: 

Date: 18/06/2024



Cover Page

TECHNICAL PROPOSAL

Recruitment of National Consultant for the development of
Proposal to be submitted for GCF by the Ministry of
Agriculture.

Procurement Ref. No.: **ETH/IC/2015/046**

Prepared by: [insert here]

Nationality: [insert here]

Date of Birth: [insert here]

Gender: [insert here]

Date of Preparation: [insert here]

Email: [insert here]

Address: [insert here]

Phone / Fax: [insert here]

Table of Contents

	Page
TECHNICAL PROPOSAL COVER PAGES	
Cover Page (use the template hereto)	
Cover Letter (use the template hereto)	
Statement of Declaration (use the template hereto)	
SECTION I. TECHNICAL PROPOSAL SUBMISSION FORM	
1.1 Letter of Motivation	
1.2 Proposed Methodology	
1.3 Past Experience in Similar Consultancy and/or Projects	
1.4 Implementation Timelines	
1.5 List of Personal Referees	
1.6 Bank Reference Details	
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	
Documentation Checklist (please refer to the checklist attached hereto)	

Cover Letter

Date: [insert date]

To: Janvier K. WUSSINU
Deputy Country Director, Operations
United Nations Development Programme
Addis Ababa, Ethiopia

Dear Mr. Janvier:

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, I, the undersigned, offer to provide Individual Consulting services [insert the description of the profession/activity for project/programme/office] as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Proposal.

I undertake, if my Proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated in the Terms of Reference (ToR).

I agree to abide by this Proposal for a period of **120 days** from the date fixed for opening of Proposals in the Individual Consultant Procurement Notice, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

I understand that you are not bound to accept any Proposal you may receive.

Full Name: _____

Signature: _____

Date Signed: _____

Statement of Declaration

Date: [insert date]

To: Janvier K. WUSSINU
Deputy Country Director, Operations
United Nations Development Programme
Addis Ababa, Ethiopia

Dear Mr. Janvier:

I, the undersigned, hereby offer to provide consultancy services for [insert: title of services] in accordance with your IC Procurement Notice dated [insert: Date] and our Proposal. I hereby submitting the Proposal, which includes the Technical Proposal and Financial Proposal sealed under a separate envelope.

In this regard, I hereby declare that:

- i. All the information and statements made in this Proposal are true and I accept that any misrepresentation contained in it may lead to our disqualification;
- ii. I am currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- iii. I have no outstanding bankruptcy or pending litigation or any legal action that could impair my consultancy service; and
- iv. I do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

I undertake, if the Proposal is accepted, to initiate the consultancy services just after contract agreement is duly signed.

I fully understand and recognize that UNDP is not bound to accept this proposal, 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 evaluation.

Yours sincerely,

Full Name: _____

Signature: _____

Date Signed: _____

TECHNICAL PROPOSAL SUBMISSION FORM

1.1 Letter of Motivation

- Briefly explain why you are the most suitable for the consultancy service you applied for.

1.2 Proposed Methodology for the Completion of Consultancy Services

The consultant must describe how it will address/deliver:

- A detailed approach and/or methodology you plan to apply or conduct to meet the demands of the ToR;
- Providing a detailed description of the essential performance characteristics (if any);
- Implementation timeline and/or work plan using the proposed methodology/approach. It shall be supported by Gantt Chart
- Any other information pertinent to it.

1.3 Past experience in similar projects and/or consultancy services

The consultant must describe and indicate:

- Track Record – list of clients for similar consultancy services and/or projects as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references including email address as indicated in the following template:

Track Record and Experience

No.	Client	Contact Value in USD or its equivalent	Period of activity	Types of activities and/or Operations	Status or Date Completed	Reference contact details including email
1						
2						
3						
4						
5						

1.4 Implementation Timelines:

- The Proposer shall submit a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

1.5 List of Personal Referees

- List of at least three personal referees in terms of their title (position), where they work, email, and telephone address as indicated in the following template:

No.	Name of Personal Referee	Name of the Organization	Title and/or Position	Email address with alternative (if any)	Telephone
1					

No.	Name of Personal Referee	Name of the Organization	Title and/or Position	Email address with alternative (if any)	Telephone
2					
3					

1.6 Bank Reference Details

- In case of winning the designated IC contract, I hereby authorizes UNDP Ethiopia Country Office to effect all payments to the following Bank account details:

Name of the Bank:	[insert here]
Branch Name:	[insert here]
Bank Address:	City: [insert here] State/Province: [insert here] Country: [insert here] Postal Code: [insert here]
Bank ID Qualifier:	[insert here]
Bank ID/Fed Wire / ABA No. (bank account located in USA)	[insert here]
SWIFT Code:	[insert here]
IBAN (if any)	[insert here]
Bank Account Number:	[insert here]
Account Type:	<input type="checkbox"/> Checking <input type="checkbox"/> Savings

Note: Double click on the respective Check Box and click checked in the dialogue box of your choice.

**OFFEROR'S LETTER TO UNDP
CONFIRMING INTEREST AND AVAILABILITY
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

Date: [Insert Date Filling the Form]

Janvier K. Wussinu
Deputy Country Director (Operations)
United Nations Development Programme
Addis Ababa, Ethiopia

Dear Mr. Wussinu,

I hereby declare that:

- a) I have read, understood and hereby accept the Terms of Reference (ToR) 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** attached hereto as **Annex IV**;
- 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 "b"**;
- d) In compliance with the requirements of the Terms of Reference (ToR), 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 "a"**;
- e) I hereby propose to complete the services based on the following payment rate on the prescribed format which I have attached hereto as **Annex III**:
 - ☐ A total lump sum amount as stated in the Financial Proposal which will be payable in the manner described in the Terms of Reference (ToR).
- f) For your evaluation, the breakdown of the abovementioned **all-inclusive** amount is attached hereto as **Annex III**;
- 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 **120 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 [Double click on the Check Box and click checked in the dialogue 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 [Double click on the Check Box and click checked in the dialogue box]:

- ☐ 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: _____

Signature: _____

Date Signed: _____

Documentation Checklist

SN	Documentation Requirement	Yes	No	If "No" Reason
1	Prepared Technical Proposal as per the prescribed template	<input type="checkbox"/>	<input type="checkbox"/>	
2	Prepared All-Inclusive³ Financial Proposal as per the Template to be sent in a Separate File	<input type="checkbox"/>	<input type="checkbox"/>	
3	Fulfil the Minimum Required Educational Qualification in the Relevant Area of Specialization as Indicated in the ToR	<input type="checkbox"/>	<input type="checkbox"/>	
4	Fulfil the Minimum Required Relevant Work Experience as requested under Years of Experience in the ToR	<input type="checkbox"/>	<input type="checkbox"/>	
5	Compiled the Bank Reference Details in the Prescribed Table	<input type="checkbox"/>	<input type="checkbox"/>	
6	Annexed the Duly Signed Offeror's Letter to UNDP Confirming Interest and Availability (use the template hereto) (as part of Annex a)	<input type="checkbox"/>	<input type="checkbox"/>	
7	Annexed the Duly Signed Personal CV (as part of Annex b)	<input type="checkbox"/>	<input type="checkbox"/>	
8	I am 62 years old or above thus would like to confirm my willingness to go through a full medical exam including x-rays at my own cost from UN recognized medical Center	<input type="checkbox"/>	<input type="checkbox"/>	
9	Accepted the Standard Individual Contract (IC) General Terms and Conditions (GTC)	<input type="checkbox"/>	<input type="checkbox"/>	

Note: Double click on the respective Check Box and click checked in the dialogue box of your choice.

All other information and documentations that we have not provided automatically implies our fully compliance with the requirements, terms and conditions of the ITB.

Full Name: _____

Designation: _____

Signature: _____

Date Signed: _____

Company Seal: _____

³ 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

Cover Page

FINANCIAL PROPOSAL

IC Service Description: Recruitment of National Consultant for the development of Proposal to be submitted for GCF by the Ministry of Agriculture.

Procurement Ref. No.: **ETH/IC/2015/046**

Prepared by: [insert here]

Nationality: [insert here]

Date of Preparation: [insert here]

Email: [insert here]

Address: [insert here]

Phone / Fax: [insert here]

Cover Letter

Janvier K. WUSSINU
Deputy Country Director, Operations
United Nations Development Programme
Addis Ababa, Ethiopia

Dear Mr. Janvier,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, I, the undersigned, offer to provide Individual Consulting services [insert the description of the profession/activity for project/programme/office] for the lump sum amount of [**insert the lump sum amount in figures and words including the currency**] as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Proposal.

I undertake, if my Proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated in the Terms of Reference (ToR).

I agree to abide by this Proposal for a period of **120 days** from the date fixed for opening of Proposals in the Individual Consultant Procurement Notice, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

I understand that you are not bound to accept any Proposal you may receive.

Full Name: _____

Signature: _____

Date Signed: _____

FINANCIAL PROPOSAL SUBMISSION FORM

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 your duly signed proposal separately through our secured email procurement.et@undp.org in a **PDF FORMAT**
- e. **Do not include** any conditional statement(s) about your financial lump sum amount. If there is any, the proposal considered to be **non-responsive**.
- f. Do not forget to indicate the Procurement Reference no. on the Subject Line when sending to the secured email.

I. BREAKDOWN OF COST BY COMPONENTS:

Cost Components	Unit Cost	Quantity	Total Rate for the Contract Duration (in USD) (Lump sum – all inclusive)
Personnel Costs			
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]			
Travel Expenses to Join duty station			
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]			
Duty Travel			

⁴ The Financial Proposal Submission Template must be used with No Conditional Statement

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]			
AGGREGATE AMOUNT			

**The above format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.*

**Travel expenses including all travel to join duty station/repatriation travel. Travel costs exceeding those of an economy class ticket are not covered by UNDP.*

**Per diem cost which includes accommodation shall not exceed UN official rate*

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

II. BREAKDOWN OF COST BY DELIVERABLES*

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

No.	Deliverables [list them as referred to in the TOR]	Percentage of Total Price (Weight for payment)	Amount (in USD) <i>(Lump sum – all inclusive)</i>
1	Inception Report	10%	
2	Report on Financial model, Economic and Financial analysis and Economic and financial costs and benefits using appropriate tools such as BCR, NPV, IRR and Risk identification matrix for financial risks, mitigation strategies	30%	
3	Final report of the above deliverables	30%	
4	submission of a covering the appraisal and evaluation of the proposed Agriculture sector program	30%	
Total		100%	

**Basis for payment tranches*

Full Name: _____

Signature: _____

Date Signed: _____



*Empowered lives.
Resilient nations.*

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

Which are available on UNDP website at www.undp.org