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ETHIOPIA

INDIVIDUAL CONTRACT (IC) BID DOCUMENT

**Recruitment of International Consultant to provide prioritized support to the
CRGE Facility**

Procurement Notice Ref. No.: ETH/IC/2016/027

Published (Posted on): 21 April 2016

**Submission Deadline: 2nd May 2016 by CoB i.e., @ 5:30 PM in the evening
(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/2016/027](#)

Date: 21 April 2016

TERM OF REFERENCE (ToR)

FOR THE RECRUITMENT OF INTERNATIONAL CONSULTANT

GENERAL INFORMATION

Services/Work Description: Recruitment of International Consultant to provide prioritized support to the CRGE Facility

Project/Program Title: CRGE GCF Proposal Preparation and Capacity Building

Post Title: International Consultant

Consultant Level: TBD

Duty Station: Home office plus Addis Ababa

Expected Places of Travel: Addis Ababa (4 missions, first scheduled for 9th to 17th June, 2016)

Duration: Phase 1 (Support to GCF Proposal Preparation) - 20 working days
(April to June 30, 2016)

Phase 2 (Support to CRGE Facility Capacity Building) – 40
working days

Expected Start Date: May, 2016

Expected Start Date: Immediately after Signing the Contract and/or indicate range of
months the consultancy assignment will commence

Proposal should be submitted at the following address or [email](#) no later than **2nd May 2016 at 5:30 PM in the Afternoon, UTC+03:00 Addis Ababa/Nairobi Time Zone.**

Contact Person : [Mrs. MH](#)

Name of Office: UNDP Ethiopia
United Nations Development Programme (UNDP)
ECA Compound, Old Bld. 6th floor
[Addis Ababa, Ethiopia](#)

P.O. Box: 5580
Telephone +251 11 5 44-44-45
Fax +251 11 5 51-45-99 / +251 11 5 51-51-47
Via our secured mail address: procurement.et@undp.org

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 / PROJECT DESCRIPTION

The government of Ethiopia is deeply aware of, and striving to manage, the mounting challenges posed by climate change. While committed to continued rapid growth and the attainment of middle income country status by 2025, this is matched by an undertaking to achieve net-zero GHG emission growth while simultaneously building the resilience of the economy to climate shocks. Its Climate Resilient Green Growth (CRGE) initiative is mobilizing the resources needed by organizations and communities to achieve these triple goals. Within this initiative, the CRGE Facility is responsible for helping mobilize and match resources to programmes and projects that Ethiopia has prioritized on a strategic basis.

As part of this responsibility, the CRGE Facility is currently working with sectoral line Ministries to develop proposals for eventual submission to the Green Climate Fund (GCF). As one of the highest priority initiatives, and building off current CRGE fast-track projects, Ethiopia has conceived a climate-smart, landscape-based system that integrates complementary aspects of water resource management, agriculture and forestry to help the most vulnerable communities to adapt to more frequent drought. Intended to address the current mounting crisis, the proposed project is entitled “Responding to the increasing threat of drought: building the resilience of the most vulnerable communities through climate-smart and landscape-based investments.”

This proposal is to be submitted to the GCF through UNDP, which is an Accredited Entity of the GCF and has agreed to act as Implementing Entity.

Initial project design has been undertaken. It is envisaged that the project will be implemented in twenty-two Woredas selected from 10 regions. Districts have been selected based on their vulnerability to drought or increasing variability of rainfall, as well as satisfaction of core feasibility criteria (specifically adequate availability of water and physical access to markets, as well as the commitment of communities and other stakeholders to participate in the proposed initiatives). Target districts are located in all regions of the country, with diverse agro-climatic conditions.

The envisaged project has three main components, namely: Component 1) - Technologies and infrastructure solutions for resilient livelihoods; Component 2) - Livelihood Diversification and Protection; and Component 3) - Enabling Environment. Each component comprises a number of sub-components, each of these comprising multiple activities. The project design assumes that implementation will be supported in an average of eight kebeles per Woreda; the exact combination of activities to be implemented in each Woreda will depend on local circumstances and needs.

To validate and help finalize the project design, a detailed feasibility study is to be undertaken (the bulk of this work to be conducted during April and May 2016, so that the proposal can be submitted to the GCF by the end of June 2016 at the latest). A team of specialists is being assembled to perform the study, according to the following timeline:

- 4 May: national consultants provide draft feasibility reports;
- 10 May: national consultants provide second-iteration feasibility reports;
- 20 May: national consultants provide final feasibility reports;
- 20 May – 1 June: GIS mapping, obtaining co-finance letters, national stakeholder consultations (ministries etc.);
- 1-15 June: final preparation of consolidated feasibility study and full GCF proposal document;
- 15 June: LPAC meeting;

- 16-30 June: Government of Ethiopia and internal UNDP quality control and review process; and
- 30 June: submission to GCF.

This terms of reference addresses the need for an International Specialist to undertake the following work:

- Phase 1 - guide the work of the feasibility study and to take responsibility for preparing the final consolidated feasibility report together with an updated proposal document for submission to the GCF; and
- Phase 2 – by among other things drawing lessons from the GCF proposal preparation process, identify and support the implementation of the most important CRGE Facility capacity building initiatives.

II. SCOPE OF THE WORK

The International Consultant is required to work intermittently throughout the duration of the assignment. The specific objectives of Phase 1 are to:

- Ensure the feasibility study is conducted according to a structured methodology, and that all the underlying thematic studies comply with this format, adapted as needed;
- Using the conclusions and materials of the thematic studies, produce a high quality overall feasibility study document that will satisfy the anticipated scrutiny of the GCF; and
- Produce a high quality proposal for the natural resources sectors that reflects the findings and conclusions of the feasibility study, and satisfies the needs and has a high probability of gaining the approval of the GCF.

The specific objectives of Phase 2 are to:

- Ensure all the lessons learned from the GCF proposal preparation process are captured and used to help develop the capacity of the CRGE Facility;
- Review and, as necessary, re-define the Facility's functional scope and organizational design, so that it can best fulfil its evolving priorities;

- Based on this functional scope, review and, as necessary, update prioritized parts of the Facility's operations manual as well as related policies and procedures;
- As a priority initiative, support the development and initiation of a robust resource mobilization strategy; and
- Develop plans for and support the implementation of staff development plans, aligning these with the redesign of the organization.

III. EXPECTED OUTPUTS AND DELIVERABLES

The required deliverables are detailed below.

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
Phase 1:			
1	Preliminary outline of consolidated feasibility report	8 working days	CRGE Facility Coordinator and UNDP Project Manager
2	Draft consolidated report on feasibility study plus identification of main changes required to full GCF proposal	7 working days	CRGE Facility Coordinator and UNDP Project Manager
3	Final consolidated report on the feasibility study and final GCF proposal for natural resources sectors	5 working days	CRGE Facility Coordinator and UNDP Project Manager
Phase 2:			
1	Recommendations on changes to CRGE Facility functional scope and organizational design	10 working days	CRGE Facility Coordinator
2	Recommendations on improvements to CRGE Facility policies, procedures and	8 working days	CRGE Facility Coordinator

	tools		
3	Delivery of fully updated and validated Operations Manual	5 working days	CRGE Facility Coordinator
4	Definition of staff development programmes	7 working days	CRGE Facility Coordinator
5	Creation of resource mobilization strategy	10 working days	CRGE Facility Coordinator

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

During Phase 1, the international consultant will report duly to the UNDP Project Manager and the CRGE Facility Coordinator; during Phase 2 the consultant will report directly to CRGE Facility Coordinator.

V DURATION OF THE WORK

The duration of the consultancy service will be nine months. The inputs will be provided on an intermittent basis, according to a schedule to be agreed in advance with the UNDP Project Manager and/or the CRGE Facility Coordinator.

VI. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

Academic Qualifications:

Postgraduate qualification in management, organizational development/business analysis, business systems, economics, or similar.

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.

a. Years of experience:

- A minimum of 10 years' relevant professional experience in the field of organizational change and development;

- A minimum of three years' experience in climate finance; and
- A minimum of seven years' experience involving work in Africa or similar environments.
- Experiences in the development of project proposal for Green Climate Fund (GCF) and familiarity with the CRGE Strategy of the country and previous work related to the implementation of the Strategy

b. Functional competencies:

- Demonstrable experience in participative approaches to organizational development and change, and in successfully bringing about complex organizational transformations, including in the context of climate change/environmental protection;
- Successful completion of functional reviews, including the implementation of their findings;
- Demonstrable experience in leading the design and feasibility appraisal of complex, inter-disciplinary programmes;
- Prior experience of working in Ethiopia would be a distinct advantage;
- Familiarity with the CRGE Facility and/or the CRGE strategy would be a distinct advantage;
- Good inter-personal communication skills;
- Flexible working methods;
- Demonstrable experience in climate adaptation and mitigation;
- Excellent report writing skills; and
- Proven capability to meet deadlines and work under pressure.

c. Language and other skills:

- Fluency in English, both written and oral.

d. Compliance with 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.

VII PAYMENT MILESTONES AND AUTHORITY

For Phase 1, 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 st Installment	Upon submission of the preliminary outline of consolidated feasibility report	CRGE Facility Coordinator and UNDP Project Manager	30%
2 nd Installment	Upon submission of the Final consolidated report on the feasibility study and final GCF proposal for natural resources sectors	CRGE Facility Coordinator and UNDP Project Manager	70%

For Phase 2, the qualified consultant shall receive payment on the basis of actual inputs provided, according to schedules agreed by CRGE Facility Coordinator, and upon certification of the CRGE Facility Coordinator that scheduled tasks have been satisfactorily completed/scheduled outputs have been delivered to an approved standard.

VII.CRITERIA FOR SELECTING THE BEST OFFER

Criteria	Weight	Max. Point
Technical Competence (based on CV, Proposal and interview (if required))	70%	100
Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal		40
Minimum educational back ground		20
Minimum years of experience		20
Competency based interview / desk review		20
Financial (Lower Offer/Offer*100)	30%	30

Total Score	Technical Score * 70% + Financial Score * 30%
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IX. RECOMMENDED PRESENTATION OF PROPOSAL

For purposes of generating proposals whose contents are uniformly presented and to facilitate their comparative review, you are hereby given a template of the Table of Content. Accordingly; your Technical Proposal document must have at least the following preferred content and shall follow its respective format/sequencing as follows.

Proposed 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	
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	
Documentation Checklist (please refer to the checklist attached hereto)	

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.

LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC (if any)

- Detail list of all inputs and services which will be provided to the prospect IC including but not limited to Office Space; Equipment; Secretarial services; Local transport service; Arrangement of workshop(s) (if validation is required), . . .

- b. Whether the assignment requires partial, intermittent or full time presence on the UNDP premises. If it prerequisite full presence of the IC, it requires **strong** justification.
- c. Who will be in-charge for offering both administrative and logistics supports

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.

ANNEXES TO THE TOR

(if any otherwise cancel it out)

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.

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**"

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 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.

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

- 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.

EVALUATOR ETHICS

Evaluation consultants will be held to the highest ethical standards and are required to sign a Code of Conduct (Annex E) upon acceptance of the assignment. UNDP evaluations are conducted in accordance with the principles outlined in the [UNEG 'Ethical Guidelines for Evaluations'](#).

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"/> indicated in 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"/> USD
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: Mrs. MH <input checked="" type="checkbox"/> Designation: Procurement Associate <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 (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.

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
7	Manner of Disseminating Supplemental Information to the IC and responses/clarifications to queries	<input checked="" type="checkbox"/> Advertised Internationally
8	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Courier/Hand Delivery <input checked="" type="checkbox"/> Electronic submission of Bid (most preferred)
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 <input checked="" type="checkbox"/> Copies : One
11	Deadline of Submission	<input checked="" type="checkbox"/> Date and Time: 2nd May 2016 @ 5:30 PM in the Afternoon <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*** : 1. For Technical – ETH/IC/2016/027 - Technical Proposal -

No.	Data	Specific Instructions / Requirements
		<p>[Support to CRGG Facility]</p> <p>2. For Financial – ETH/IC/2016/027- Financial Proposal - [Support to CRGG Facility]</p> <p><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.</p> <p><input checked="" type="checkbox"/> Once you submitted your proposals electronically to designated Secured Email and/or using Courier; kindly confirm same (<u>without attaching the proposals for the purpose keeping its integrity</u>) 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. ***</p> <p><input type="checkbox"/> Other conditions: [pls. specify]</p> <p>*** Compulsory</p>
13	Evaluation method to be used in selecting the most responsive Proposal	<p><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%</p>
14	Post-Qualification Actions	<p><input checked="" type="checkbox"/> Inquiry and background checking with referees or any other entity that may have done business with the offeror;</p>

ANNEX II

Cover Page

TECHNICAL PROPOSAL

Recruitment of International Consultant to provide prioritized support to the CRGE Facility

Procurement Ref. No.: ETH/IC/2016/027

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	
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1.2 Proposed Methodology	
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1.6 Bank Reference Details	
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Cover Letter

Date: [insert date]

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

Dear Mr. Wussinu:

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

Dear Mr. Wussinu:

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 the 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					
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 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-Inclusive ³ 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 IC.

Full Name: _____

Designation: _____

Signature: _____

Date Signed: _____

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 International Consultant to provide prioritized support to the CRGE Facility

Procurement Ref. No.: ETH/IC/2016/27

Prepared by: [insert here]

Nationality: [insert here]

Date of Preparation: [insert here]

Email: [insert here]

Address: [insert here]

Phone / Fax: [insert here]

Cover Letter

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

Dear Mr. Wussinu:

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 FORM⁴

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 – <i>all inclusive</i>)
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]			

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

Duty Travel			
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.*

**Perdium 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		%	
2		%	
3		%	
Total		100%	

**Basis for payment tranches*

Full Name: _____

Signature: _____

Date & Signed: _____

ANNEX IV



*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