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ETHIOPIA

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

**Recruitment of National Consultant to undertake biodiversity score card to enable Ethiopia's development investments do not negatively impact on biodiversity are in place and under implementation**

**(FOR ETHIOPIAN NATIONAL ONLY)**

**Procurement Notice Ref. No.: ETH/IC/2016/056**

**Published (Posted on): 21 July, 2016**

**Submission Deadline: 4 August 2016 @ 5:30 PM in the Afternoon  
(UTC+03:00) Addis Ababa/Nairobi Time  
Zone**

*Note: those who submit afterwards will automatically be rejected. Proposers are strongly advised to meet the submission deadline and avoid IT related glitch while sending to secured email at last hour.*

**United Nations Development Programme (UNDP)  
Addis Ababa, Ethiopia  
July 2016**



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## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Procurement Notice Ref. No.: **ETH/IC/2016/056**

Date: **21 July, 2016**

**Services/Work Description:** Individual Consultant to undertake a biodiversity score card  
**Project/Program Title:** Mainstreaming Incentives for Biodiversity Conservation in CRGE  
**Post Title:** National Consultant to undertake biodiversity score card to enable Ethiopia's development investments do not negatively impact on biodiversity are in place and under implementation  
**Consultant Level:** Level C (Senior Specialist)  
**Duty Station:** Addis Ababa with some travel to regional states  
**Expected Places of Travel:** SNNP, Somali, Amhara and Oromia (if any)  
**Duration:** 45 days  
**Expected Start Date:** 15 August, 2016 / Immediately after Concluding Contract Agreement

Proposal should be submitted at the following address or email no later than **4<sup>th</sup> August, 2016 at 5:30 PM in the Afternoon, UTC+03:00 Addis Ababa/Nairobi Time Zone.**

Contact Person : STAFF Ms. MH  
Name of Office: UNDP Ethiopia  
United Nations Development Programme (UNDP)  
ECA Compound, Old Bld. 6<sup>th</sup> 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](mailto: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](mailto:info.procurementet@undp.org) **(please note that it is only dedicated for enquiry and confirmation for proposal submission. Do not submit both Technical and Financial proposals to this account. If you do so, your proposals will be rejected and UNDP will not be accountable for it).** While the Procurement Unit would endeavour to provide clarification expeditiously, only requests receiving **at least 5 days** period to the submission deadline will be entertained. The procuring UNDP entity will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants. Any delay in providing such information will not be considered as a reason for extending the submission deadline.

### I. BACKGROUND

Ethiopian Biodiversity resource has high global and national significances for the ecosystem service. As far as national significance is concerned, Ethiopia's economy and the wellbeing of its people are highly dependent on biodiversity, particularly for the provision of food, fuel wood and construction materials. Furthermore, about 70% of the human population and 90% of the livestock population are dependent on herbal medicine and some 49,000 tons of medicinal plants per annum are gathered from the wild for their primary health care. The biodiversity sector however is constrained by multifaceted and interlocked challenges such as lack of capacity and decision support tools to check adverse development and its impacts on biodiversity, lack of a coherent incentive framework to curtail habitat loss and lack of biodiversity investment framework. Sufficient assessments have been undertaken as to what strategic constraints are there in the environmental sector in general and that of biodiversity in particular, and opportunities to leverage towards environmental resources conservation and development. The country has prompted its commitment in its Climate Resilient Green Economy Strategy and the Growth and Transformation Plan to bring a paradigm shift on enhancing resilience of the natural capital.

In order to achieve the ambitious goals set forth by the Growth and Transformation Plan (GTPII) and the Climate Resilient Green Economy (CRGE) Strategy of transforming Ethiopia to the status of middle-income country by 2025, the annual growth rate must be sustained at over 10%. This will inevitably have an impact on biodiversity since most of the envisaged investments involve land conversion for agriculture. The National Biodiversity Strategy and Action Plan (NBSAP) is a sectoral strategic document of Ethiopia. The NBSAP notes that it will address interlinked issues comprising biodiversity protection and management for food security (poverty reduction), health and livelihood improvement of the Ethiopian population especially the rural communities (farmers and pastoralists) whose survival depends on the use of natural resources

The main objective of the National Biodiversity Strategy and Action Plan is “Effective systems are established that ensure the conservation and sustainable use of Ethiopia's biodiversity, that provide for the equitable sharing of the costs and benefits of biodiversity resources.

The vision of the present National Biodiversity Strategy and Action Plan is “by 2050, Ethiopia's biodiversity and ecosystems are conserved and sustainably utilized by all sectors providing food security and contributing to poverty eradication and improved quality of life of the Ethiopian people”.

### **1.1 Institutional Framework:**

Institutional framework for the management of natural resources in Ethiopia is shared between the federal government and regional states. The Federal Government has the power to enact laws governing the utilization and conservation of land and other natural resources (art 51(5)), and regional states the power to administer natural resources in accordance with the laws issued by the federal parliament (art 52(2/d)).

The MoEFCC is responsible for coordinating measures to ensure that the environmental objectives provided under the Constitution and the basic principles set out in the environmental policy of Ethiopia are realized. Of particular relevance to biodiversity and this project, MoEFCC has the

mandate to propose incentives or disincentives to discourage practices that may hamper the sustainable use of natural resources and the environment; cooperate with competent agencies in the protection and rehabilitation of the environment and degraded areas; and integrate environmental concerns in the regular education curricula.

The EBI is the lead institution responsible for the conservation and sustainable utilization of the country's biodiversity resources. In line with this, EBI initiates policy and legislative proposals on the conservation of biodiversity; explores and surveys the diversity and distribution of the country's biodiversity resources; ensure the conservation of the country's biodiversity using in situ and ex situ methods; develops a strategy for the conservation of species threatened by extinction; formulates policy ideas that promote processes that enhance the existence of biodiversity and control processes that threaten biodiversity; develop systems and technical standards for the conservation of the country's biodiversity; issue directives on the collection, dispatch, and export of genetic materials from the country; and give permits for those who need to access genetic materials from the country.

The MoFEC with the MoEFCC are responsible for technical aspects of planning and implementation of the CRGE strategy. The CRGE sector-led development planning process is already underway in 8 key line ministries, and is expected to be integrated into the preparation of the GTP-2 for 2015/16-2019/2020. Also, a CRGE Funding Facility has been created. The facility, managed by MoFEC, will centralise the various sources of finance for implementing priority projects including mainstreaming incentives for biodiversity conservation.

The MoANR has the overall responsibility to promote the expansion of rapid and sustainable agricultural and rural development in the country. Though its major mission is agricultural development, MoANR has important natural resources conservation and management responsibilities. It has the power to prepare land use and administration policy.

Regional Environmental Agencies have the responsibility to coordinate the formulation, implementation, review and revision of regional conservation strategies; ensure the implementation of federal environmental standards and issue regional standards; and prepare report on the state of the environment and sustainable development of their respective regions.

## **1.2 Mainstreaming Incentives for Biodiversity conservation in CRGE project**

The project entitled ‘Mainstreaming Incentives for Biodiversity Conservation in the Climate Resilient Green Economy Strategy (CRGE) (MIBC)’ is designed to address challenges in the Ethiopian biodiversity sector by putting in place safeguards to ensure that the current high growth and planned investments do not impact negatively on biodiversity. The project (MIBC) is well aligned to the United Nations Development Framework( UNDAF) pillar 5 for Ethiopia , which is , the governance systems, use of technologies and practices, and financing mechanisms that promote a low carbon climate resilient economy and society are improved at all levels. The project is a four years project implemented by federal ministry of Environment, Forest and Climate change in four pilot project sites in four national regional states of Ethiopia; namely Choke mountain biodiversity site in East Gojjam zone of Amhara, Arjo Diga biodiversity site in East Wollega of Oromia, Kulfo forest in Gamogofa zone of SNNP and Hadew site around Jigjiga in Somali regional state.

The project will support a Biodiversity Expenditure Review (BDER) to ensure that the often neglected but very high value of biodiversity resource to the national economy and the livelihoods of the majority of the people of Ethiopia and the costs of degradation are reflected in national accounts. The BDER will examine CRGE facility allocations within and among sectors, and/or at national and sub national levels of government, and assess the efficiency and effectiveness of those allocations in the context of biodiversity management and conservation of threatened species. The Biodiversity PER will also examine whether CRGE spending priorities are effectively matched to biodiversity priorities, identify areas of inconsistency, and identify reforms needed to improve the effectiveness, efficiency and sustainability. The expected outcome of the BDER inter alia the redistribution of spending towards biodiversity priorities, and towards longer-term goals rather than short-term ones that could result in biodiversity loss and undermine long term economic growth. This will ensure that investments that could result in the degradation of biodiversity are discouraged. The review will look closely at the linkages between the CRGE and national biodiversity policy; and the resource allocation and expenditure processes as they relate to programmes and policies that support biodiversity management. This will result in the values and costs of biodiversity resource depletion to be better reflected in the national accounts, which provide the essential data, based on which most economic policy decisions are made. To achieve this Output, the project will recruit a national consultant to undertake the national public expenditure review of the biodiversity sector.

## **2. Objective of the Assignment**

The objective of the assignment is to develop a biodiversity score card to contribute to the project output that is “decision support tools to ensure infrastructure placement and other investments do not negatively impact on biodiversity are in place and under implementation”. The output of this task enables policy designers and decision makers to ensure that investment projects do not negatively impact biodiversity resources and to determine a) no go areas (b) areas where developments may be allowed but with certain minimum conditions and develop Biodiversity mainstreaming Frame work

## **3. SCOPE OF THE WORK**

Scope of the biodiversity conservation score card is based on the identified plant and animal species including those identified during the project assessment (available on the project document). The consultant should make sure that the biodiversity score card relies on current state-of-the-scientific techniques employed around the world, uses indicators that are selective enough to provide precision, but broad enough to draw key ecosystem relationships and including the effects of human actions and the benefits we derive from the natural environment per the specific pilot site

The following description provides detailed elements of the tasks to develop the biodiversity score card

- Quick review of relevant documents to generate overview of the conservation status in project sites;
- Conduct in-depth assessment on biodiversity threats and the state of biodiversity and ecosystem functions in the project landscape;

- Collect a range of necessary information and data for biodiversity scorecard development across project pilot sites;
- Coordinate with MEFCC, regional MEFCC replica work units, project pilot sites to obtain information and solicit their inputs for the development of biodiversity scorecard;
- Organize and facilitate meetings with pilot sites environmental protection offices to discuss and validate data/information gathered during the process of data collection;
- The consultant has to clearly select, identify and assess the current stock and trend of biodiversity.
- Four interrelated indicators that will be used to help assess the status of the project site's biodiversity should include mainly the Elements of Biodiversity, interaction process among the biodiversity, Human Activities and Ecosystem Services
- Engage to conservation level assessment of the biodiversity pilot sites to generate overview of the state of threat to identify threat status towards the biodiversity resources( fauna, flora and other microorganism
- Capture measurable attributes which quantify viability and conservation status of the biodiversity(abundance status of biodiversity resources) including trend analysis
- Analyze protection management status and produce summary score card for biodiversity conservation management
- Analyze number of biodiversity occurrences with good viability in a short and long term trends
- Scope, severity and immediacy of threats towards the existing biodiversity under different conservation scenario
- Analyze landscape integrity layers of the biodiversity resources in the pilot biodiversity sites ( patterns of land use, fragmentation and integrity
- Undertake critical conservation status to reveal conservation efforts of plants and animal lives harbored in the pilot sites
- Includes the effects of human actions and the benefits we derive from the natural environment per the specific pilot site.
- Offers a snapshot in time and serves as a baseline to chart trends.
- Mirror the state of national biodiversity conservation Strategy and Action Plan in the findings of the biodiversity score card undertaken for the selected project pilot sites
- Indicate the possibility of scaling up recommended pilot sites biodiversity conservation framework to apply decision tools for the efforts of materializing biodiversity policy framework at the national level.
- Develop a checklist incorporating the mitigation hierarchy to avoid mitigate-offset impacts on biodiversity
- Provides an overall index of the biodiversity resource and build indicator around major categories such as; elements of biodiversity, ecological process, human activities and ecological services

## 4. Methodology

4.1 Providing timely information and support in desk review of relevant documents

4.2 Arrange meetings/interview/discussions with relevant stakeholders at all levels (UN/UNDP, federal level implementing partners, line ministries, institutions, project staff

4.3 Undertake field visits to some regional states to study trends of investments on biodiversity

conservation among relevant work units

## 5. EXPECTED OUTPUTS AND DELIVERABLES

The main deliverables are:

- Biodiversity baseline of the project pilot sites is clearly assessed and summarized
- Tracking tool and biodiversity indicator development analysis is well captured in the report
- Summarized score of abundant and threatened biodiversity is well indicated in the draft and final report in the way it depicts biodiversity resource and threat summary statistics
- Strong biodiversity situation analysis comprehended with (sufficient score methods graphs, diagrams and/ matrices) Ecological system summary scores in the final report whereby resource name, biodiversity status, threat status, protection/conservation status and historic trend are analytically expressed.
- Enriched final report that depicts elements of the biological resources, the services they provide to the ecosystem, human activities that threaten/develops the biodiversity resources, threat trends over time and commendable conservation framework to avoid negative consequences of human activities and development investment
- The final report exhaustively explores the challenges, opportunities and leveraging methods to conserve biodiversity resources in the project pilot sites, together with recommendable national biodiversity conservation framework.

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	First draft due: after contract signature	5 days	Program specialist and PM
2	Final Draft	35 <sup>th</sup> day	Program specialist, PM and CRGG team
3	Final Report	45 <sup>th</sup> day	Project executing agency, Program specialist, PM and CRGG team

## 6. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

- The Consultant will work in close collaboration with UNDP CO, particularly with GEF program specialist and MIBC PMU team;
- 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 the report is approved, the consultant shall not communicate to any person, government, or other entity external to UNDP Country office and UNDP -GEF RTA, any unpublished information made known to the incumbent by reason of his or her candidacy or association with UNDP-GEF except as required by these TOR or upon written authorization from the UNDP CO and UNDP-GEF;
- 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;



## **7. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC (if any)**

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.

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

The duration of the assignment is for 45 days, starting from 15, August 2016. The delay of submission will have serious implication both on the submission of the biodiversity score card document and the availability of the budget for the consultancy service after September 25, 2016.

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

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

- Advanced Degree with specialization in relevant field(s) related to the biodiversity (e.g. Environmental economics, ecology, environmental management, NRM economics, agronomy, forestry, but not restricted to these) with consistent academic and professional specialization in issues of biodiversity management, conservation, land use management.

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

- At least seven years working experience in the area of environmental protection, ecosystem service, quantifying the values ecosystem goods and services such as biodiversity or natural resources management related field;
- Extensive experience and proven track record with policy advice and/or GEF project development, preferably in protected area management, biodiversity mainstreaming and ecosystem-based adaptation;
- Demonstrated experience in developing with GEF projects, with particular focus on design of biodiversity projects with a long track record of approvals;
- A good understanding of the biodiversity and land management sectors, as well as, the climate change stakes for the sector's development;
- Up-to-date knowledge of GEF eligibility criteria under GEF 6 is desirable.

### **C. Competencies:**

#### **Corporate**

- 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 favoritism;
- 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.

**10. 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
▪ <b>Criteria a.</b> Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal	<b>35</b>	50
▪ <b>Criteria b.</b> Previous experience with similar assignment	<b>25</b>	35
▪ <b>Criteria c.</b> Years of experience	<b>5</b>	7.5
▪ <b>Criteria d.</b> Individual competence	<b>5</b>	7.5
<b>Financial (Lower Offer/Offer*100)</b>	<b>30%</b>	30
<b>Total Score</b>	<b>Technical Score * 70% + Financial Score * 30%</b>	

**Evaluation legend:**

Weight per Technical Competence	
Weak: below 70%	The individual consultant/contractor has demonstrated a <b>WEAK</b> capacity for the analyzed competence
Satisfactory: 70-75%	The individual consultant/contractor has demonstrated a <b>SATISFACTORY</b> capacity for the analyzed competence
Good: 76-85%	The individual consultant/contractor has demonstrated a <b>GOOD</b> capacity for the analyzed competence

Weight per Technical Competence	
Very Good: 86-95%	The individual consultant/contractor has demonstrated a <b>VERY GOOD</b> capacity for the analyzed competence
Outstanding: 96-100%	The individual consultant/contractor has demonstrated an <b>OUTSTANDING</b> capacity for the analyzed competence.

**\* It is mandatory criteria and shall have a minimum of 70 points out of 100 to be considered “qualified”**

**\*\*Regarding the rest criteria, you may select from the following or include which is/are relevant evaluation criteria as per the ToR and fix allocated weightage corresponding to each criterion. Examples:**

- Minimum educational background as per the requirement in the ToR
- Minimum 7 years of experience in similar consultancy projects and/or IC contracts
- Ability to discharge the consultancy service within the timeframe as per the ToR
- In case of Interview** - individual competencies in terms of language proficiency; analytical and comprehension skills; presentation skills; confidence; . . .
- Other criteria that help to objectively evaluate the required knowledge, skills, behaviors, of prospective consultants

## 11. PAYMENT MILESTONES AND AUTHORITY

- 20% of the total payment up on submission of inception report,
- 30% up on submission of draft report and
- 50 % up on submission of final report.

## 12. 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.

## 13. 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.

## X. RECOMMENDED PRESENTATION OF TECHNICAL 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
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## SECTION I. 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 Offer'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)

## 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.

## IV. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE TECHNICAL PROPOSALS

Interested offeror/Individual Consultant (IC) must submit the following documents before the deadline stipulated in the IC Procurement Notice. Such documents are:

- Technical Proposal which includes but not limited to explaining why they are the most suitable for the work; Provide a brief **methodology** on how they will approach and conduct the work; past experience in **similar projects** and at least **three (3) references**; . . .
- Financial Proposal as per prescribed format
- Duly Signed Offeror's Letter to UNDP Confirming Interest and Availability as "**annex a**"
- Duly Signed Personal CV as "**annex b**"

## V. FINANCIAL PROPOSAL

*[The procuring UNDP entities will choose among one of these two mechanisms. The lump sum approach is the preferred method, as it clearly links deliverables and payments transferring any unforeseen risks for the completion of the deliverable to the consultant. Once the mechanism has been selected, the other one shall be deleted to avoid any misunderstanding]*

### Alternative 1. LUMP-SUM CONTRACTS

- The Financial Proposal shall specify a total lump-sum amount **all-inclusive**<sup>2</sup>, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump-sum amount

<sup>2</sup> The term "All inclusive" implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal

(including travel, per diems, and number of anticipated working days).

#### **Alternative 2. CONTRACTS BASED ON DAILY FEE**

- The Financial Proposal will specify the **daily fee, travel expenses** and **per diems** quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

#### **Travel:**

- All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, **UNDP should not accept travel costs exceeding those of an economy class ticket.** Should the IC wish to travel on a higher class he/she should do so using their own resources.
- In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective Business Unit (BU) and Individual Consultant, prior to travel and will be reimbursed.

### **VI. EVALUATION**

Individual Contractor (IC) will be evaluated based on **Cumulative Analysis** as per the following scenario:

- When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:
  - a. Responsive/compliant/acceptable, and
  - b. Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.
- The respective weight of the proposals are:
  - I. Technical Criteria weight; **[70%]**
  - II. Financial Criteria weight; **[30%]**

### **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"/> Please refer to the ToR <input type="checkbox"/> At Contractor's location with travel to _____ for case studies
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"/> United States Dollars (US\$) <input type="checkbox"/> Local Currency (Ethiopian Birr) <input checked="" type="checkbox"/> <b>Reference date</b> for determining UN Operational Exchange Rate: The date on which Technical and Financial Proposals have been submitted to convert to Local Currency (Only Applicable for Ethiopian Nationals)
5	Deadline for submitting requests for clarifications/ questions	<input checked="" type="checkbox"/> Five (5) days before the submission date
6	Contact Details for submitting clarifications/questions <sup>3</sup>	<input checked="" type="checkbox"/> Focal Person in UNDP: <b>STAFF Ms. MH</b> <input checked="" type="checkbox"/> Address: United Nations Development Programme (UNDP) ECA Compound; Congo Bld.; 6th Floor; North Wing 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: <a href="mailto:info.procurementet@undp.org">info.procurementet@undp.org</a> <b>(only for enquiry/request for clarification)</b> <input checked="" type="checkbox"/> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
7	Manner of Disseminating Supplemental Information to the IC and responses/clarifications to queries	<input checked="" type="checkbox"/> Direct communication to prospective Bidders by email <input checked="" type="checkbox"/> Direct communication to prospective Bidders by email, and Posting on the <a href="http://procurement-notice.undp.org/">http://procurement-notice.undp.org/</a> on which the captioned <b>IC Notice</b> was posted

<sup>3</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was officially received.

No.	Data	Specific Instructions / Requirements
8	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Courier/Hand Delivery <input checked="" type="checkbox"/> Electronic submission of Bid ( <b>most preferred</b> )
9	<b>Proposal Submission Address</b>	<input checked="" type="checkbox"/> Via Courier/Hand Delivery: ECA Compound; Congo Building, 6 <sup>th</sup> Fl.; North Wing P.O. Box 5580 Addis Ababa; Ethiopia <b>OR</b> <input checked="" type="checkbox"/> Via our secured mail address: <a href="mailto:procurement.et@undp.org">procurement.et@undp.org</a> ( <b>most preferred</b> )
10	No. of copies of Proposal that must be submitted [if transmitted by <b>courier and/or in person</b> ]	<input checked="" type="checkbox"/> Original: <b>One</b> with CD Copy <input checked="" type="checkbox"/> Copies : <b>One</b>
11	Deadline of Submission	<input checked="" type="checkbox"/> Date and Time: <b>4 August, 2016 @ 5:30 PM in the Afternoon</b> <input checked="" type="checkbox"/> Time Zone: (UTC+03:00) Addis Ababa/Nairobi
12	Conditions and Procedures for <b>electronic submission</b> and opening, if allowed	<input checked="" type="checkbox"/> Official Address for e-submission: <a href="mailto:procurement.et@undp.org">procurement.et@undp.org</a> <input checked="" type="checkbox"/> Free from virus and corrupted files <input checked="" type="checkbox"/> Format: PDF files only and password protected <input checked="" type="checkbox"/> Format: <b>PDF files only and password protected</b> <input checked="" type="checkbox"/> <b>Password</b> for <b>Technical Proposal must not</b> be provided to UNDP until the date and time of Bid Opening as indicated in the <b>following row (Row No. 13 hereunder)</b> . <b>Password for Financial Proposal</b> , however, <b>will be requested from those Proposers whose Technical proposals found to be Technically Qualified by Technical Panel</b> . <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 <b>9MB</b> . Thus, if the size of the file is greater than <b>9MB</b> attach them with two or more email. <input checked="" type="checkbox"/> No. of copies to be transmitted: <b>only One</b> , do not send the proposals time and again to avoid confusion in locating the right proposals. UNDP/Procurement Unit will not be liable for failing to locate a right proposal owing to repetitively sending revised proposals. <input checked="" type="checkbox"/> <b>Subject of email (Mandatory)</b> : your proposals shall be sent <b>into two separate files but in one email</b> under <b>Subject Line</b> : <b>ETH-IC-2016-56</b> <input checked="" type="checkbox"/> <b>Proposals File Name (Mandatory)</b> : <b>The File Name for Technical and Financial Proposals MUST BE</b> : 1. <b>For Technical</b> – <a href="#">-ETH-IC-2016-56</a> - TP - <a href="#">[insert your name]</a>

No.	Data	Specific Instructions / Requirements
		<p>2. <b>For Financial</b> – <a href="#">ETH-IC-2016-056</a>- FP - <a href="#">[insert your name]</a></p> <p><input checked="" type="checkbox"/> For failing and/or incorrectly state the <b>above subject line</b> may result in failing to exactly locate your proposals as the Procurement Unit processes several of such type proposal invitations at a time and will not be liable for any consequences thereof.</p> <p><input checked="" type="checkbox"/> <b>COMPULSORY:</b> Once you submitted your proposals electronically to designated Secured Email and/or using Courier/Mail physically; kindly confirm same <b>(without attaching the proposals for the purpose keeping its integrity)</b> to the Focal Person (<b>STAFF xx</b>) the submission of the proposals at <a href="mailto:info.procurementet@undp.org">info.procurementet@undp.org</a> <b>Your confirmation is important in order to ensure your proposals are not missed and considered for subsequent Technical Evaluation.</b></p> <p><input type="checkbox"/> Other conditions: <a href="#">[pls. specify]</a></p>
13	Date and time for sending Password for <a href="#">Technical</a> Proposal	<p><input checked="" type="checkbox"/> Date and Time: <a href="#">4 August, 2016 @ 10:00 AM in the Morning</a></p> <p><input checked="" type="checkbox"/> Time Zone: <b>(UTC+03:00) Addis Ababa/Nairobi Time</b></p>
14	Evaluation method to be used in selecting the most responsive Proposal	<p><input checked="" type="checkbox"/> Combined Scoring Method, using the <a href="#">70%-30%</a> distribution for Technical and Financial proposals, respectively, where the minimum passing score of technical proposal is <a href="#">70%</a></p>
15	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>



Cover Page

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**TECHNICAL PROPOSAL**

**Recruitment of **International** Consultant .....**

**Procurement Ref. No: **ETH/IC/2016/056****

**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]

**Skype Account:** [insert here]

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# Cover Letter

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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

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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

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## 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 US\$	Period of activity	Types of activities and/or Operations	Status or Date Completed	References Contact Details (Name, Title – Mr., Mrs., Dr. to properly address, Phone, Email
1						
2						
3						
4						
5						

*\* Be sure the correct email address is/are indicated*

## 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 to effect all payments through the following Bank. I will provide Account Number and further detail for bank wiring upon contract award.

<b>Name of the Bank:</b>	[insert here]
<b>Branch Name:</b>	[insert here]
<b>Bank Address:</b>	<b>City:</b> [insert here] <b>State/Province:</b> [insert here] <b>Country:</b> [insert here] <b>Postal Code:</b> [insert here] <b>Bank Contact Email:</b> [insert here]
<b>Account Type:</b>	<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

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Date: [\[Insert Date Filling the Form\]](#)

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

Dear Mr. Wussin,

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 (IC) 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:

Description	Contact Details
<b>Legal Name of Organization:</b>	
<b>Business Address:</b>	
<b>Full Name of Official Contract Signatory:</b>	
<b>Title/Post:</b>	
<b>email address:</b>	
<b>Tel.</b>	

- 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 <b>All-Inclusive<sup>4</sup> Financial Proposal as per the Template</b> 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	Fulfill the <b>Minimum</b> 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 <b>Annex a</b> )	<input type="checkbox"/>	<input type="checkbox"/>	
7	Annexed the Duly Signed Personal CV (as part of <b>Annex b</b> )	<input type="checkbox"/>	<input type="checkbox"/>	
8	If I am selected for this assignment, I shall Sign an Individual Contract (IC) with UNDP			
9	I hereby confirm that At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP	<input type="checkbox"/>	<input type="checkbox"/>	
10	I am a former staff member of the United Nations who recently separated, I hereby confirm that I have complied with the minimum <b>break in service</b> required before I can be eligible for this Individual Contract (IC).	<input type="checkbox"/>	<input type="checkbox"/>	
11	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"/>	
12	Accepted all provisions of Individual Contract (IC) General Terms and Conditions (GTC) attached hereto	<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:**

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

**Date Signed:**

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<sup>4</sup> The term "All inclusive" implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal

## Cover Page

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### FINANCIAL PROPOSAL

**IC Service Description:** International Consultant to xxxx

**Procurement Ref. No.:** /ETH/IC/2016/056

**Prepared by:** [insert here]

**Nationality:** [insert here]

**Date of Preparation:** [insert here]

**Email:** [insert here]

**Address:** [insert here]

**Phone / Fax:** [insert here]

# Cover Letter

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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 FORM<sup>5</sup>

### Directions:

- a. The financial proposal shall specify a **lump-sum amount** (including professional fee, travel, per diems, and other relevant expenses and/or costs for number of anticipated working days) which **UNDP Ethiopia Country Office will be obligated to pay to Prospect Individual Contractor (IC) upon Contract Award and successful completion of the consultancy assignment.**
- b. **Do not include** any conditional statement(s) about your financial lump-sum amount and partial financial quotation is also not allowed.
- c. 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.
- d. Failing to submit one of the two Sections hereunder and/or incomplete information will make the proposal automatically disqualified.
- e. **You must send your duly signed Financial proposal separately** from Technical Proposal through **UNDP 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 (Rate)	Quantity (No. of days)	Total (in US\$)
<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>			

<sup>5</sup> 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]			
<b>All-inclusive Lump-sum Contract Amount</b>			

*\*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 /Living Allowance per day **shall not exceed** UNDP/UN Daily Subsistence Allowance (DSA) Rates for ETHIOPIA/ADDIS ABABA as a DUTY STATION. Please refer to the respective Monthly Circulars from the following link: <http://www.ph.undp.org/content/philippines/en/home/operations/undp-un-dsa-rates.html>*

**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.

<b>No.</b>	<b>Deliverables</b> <i>Payment Milestones</i>	<b>Percentage of Total Price</b> <i>(Weight for payment)</i>	<b>Amount in US\$</b>
1		%	
2		%	
3		%	
<b>All-inclusive Lump-sum Contract Amount</b>		<b>100%</b>	

*\*Basis for payment tranches*

**This contract is subject to UNDP GENERAL TERMS AND CONDITONS OF CONTACT:-**

**<http://www.undp.org/content/dam/undp/documents/procurement/documents/IC%20-%20General%20Conditions.pdf>**