



Invitation to Submit an Offer for

Recruitment of Consultant to Conduct Capacity Assessment on the Implementation of Social Environmental Standards for UNDP Ethiopia Country Programme

The United Nations Development Programme (UNDP) is currently implementing a project **Sida-UNDP Programme on Environment and Climate Change in Ethiopia** that requires the services of an individual to perform the work described in this document.

In consideration of your qualifications, we are hereby inviting you to submit an offer for this particular assignment. To assist you in understanding the requirements of this assignment, we have attached hereto the following :

- The Terms of Reference for the assignment described above;
- The standard Letter of Confirmation of Interest and Availability, which you must accomplish and submit to UNDP; and
- The Individual Contract and its General Terms and Conditions, which you would be expected to sign in the event you are the selected Offeror in this procurement process.

Should you be interested and decide to submit an offer for this assignment, kindly send them no later than deadline indicated in the system directly into the UNDP online Supplier Portal.

We look forward to your favorable response, and thank you in advance for your interest in working with UNDP.

Sincerely,



[UNDP Ethiopia Procurement Unit]



Tender Overview

Recruitment of Consultant to Conduct Capacity Assessment on the Implementation of Social Environmental Standards for UNDP Ethiopia Country Programme



Table of Contents

1 Overview.....	5
1.1 General Information.....	5
1.2 Tender Timeline.....	
1.3 Response Rules.....	5
1.4 Terms.....	6
2 Requirements.....	7
2.1 Section 1. Overview of the assignment.....	7
2.2 Section 2. Qualification and experience requirements.....	7
2.3 Section 3. Documents to be included with the proposal;.....	9
2.4 Section 4. Evaluation.....	9
2.5 Section 5. Offer form.....	10
2.6 Section 6. Annexes and attachments.....	13
3 Lines.....	14
3.1 Line Information.....	14



1 Overview

1.1 General Information

Title	Conduct Capacity Assessment on the Implementation of Programme
Contact Point	FT
Outcome	
E-Mail	info.procurementet@undp.org
Reference Number	ETH2850
Beneficiary Country	Ethiopia
Introduction	Country: Ethiopia

Description of the Assignment: UNDP Ethiopian Country Office is seeking the service an International Individual Consultant who can provide task of conducting [Capacity Assessment on the Implementation of Social Environmental Standards for UNDP Ethiopia Country Programme](#) . The details of the assignment are available in the ToR.

Period of assignment/services (if applicable): 60 Working days spread over 3 Months

Proposal should be submitted directly in the portal no later than indicated deadline on the system.

Any request for clarification must be sent in writing via messaging functionality in the portal. UNDP will respond in writing including an explanation of the query without identifying the source of inquiry.

1.2 Tender Timeline

Preview Date	
Open Date	24/09/21 09:26 AM
Close Date	21/10/21 12:00 PM
Time Zone	Coordinated Universal Time

1.3 Response Rules

This negotiation is governed by all the rules displayed below.



	Rule
<input type="checkbox"/>	Negotiation is restricted to invited suppliers
<input type="checkbox"/>	Suppliers are allowed to respond to selected lines
<input type="checkbox"/>	Suppliers are allowed to provide multiple responses
<input checked="" type="checkbox"/>	Suppliers are allowed to revise their submitted response

1.4 Terms

Negotiation Currency USD ()



2 Requirements

**Response is required*

Please review the provisions below and answer to the required questions.

2.1 Section 1. Overview of the assignment

1.

Background

The United Nations Development Programme (UNDP) has operated in Ethiopia since 1981 focusing on providing Ethiopia with strategic support to build capacity and enhance the country's development results in the areas of poverty reduction and economic growth, democratic governance as well as climate-resilient development. With over 110 staff serving the country, UNDP provides support to Ethiopia to overcome its structural challenges as it strives to become a democratic, peaceful and prosperous middle-income country.

..... refer to the ToR for detail

Attachments:

File Name or URL	Type	Description
ETH2850 ToR for SES Consultan	File	ETH2850 ToR

2.2 Section 2. Qualification and experience requirements

*1. Academic Qualifications

Indicate the highest academic qualification that you possess and upload a copy of the certificate.

Minimum of Master's degree in Environmental Studies, Development Studies, Sociology, Social Work, Project Management or relevant fields of study or professional experience equivalent to the required level is required.

Target: Master's Degree

*2. Years of Experience

Do you meet the requirement of having 10 years of work experience in the areas of Environmental Studies, Development Studies, Sociology, Social Work, Project Management or relevant fields of study or professional experience equivalent to the required level is required

Refer to the ToR for the detail.

Target: Yes



*3. Competencies - Experience

Do you have solid experience in the areas of economic development, poverty analysis, development and planning, strategic planning of the projects focused on economic development through providing evidence-based policy advice?

Document this in your cover letter by highlighting your past experience and technical capacity.

- Demonstrated expertise in social and environmental safeguards tools and methodologies in development projects;
- Demonstrable experience in conducting research in similar contexts with the application of qualitative and quantitative research methodologies;
- Practical experience on project management/portfolio management;
- Experience working with government institutions and national/international organizations supporting safeguards implementation;
- Solid analytical and presentation skills;
- Excellent interpersonal, communication and negotiating skills;

*4. Functional Competencies

Do you have the required functional competencies as listed below?

Demonstrate this by highlighting relevant past experience and achievements.

- Skilled environmental and social safeguards practitioner, with demonstrated experience in the application of safeguards and related challenges;
- Computer skills: full command of Microsoft applications (word, excel, PowerPoint) and common internet applications will be required;
- Experience in project design, implementation and evaluation/impact analysis;
- Good knowledge of Ethiopia, including political, economic and social dimensions;
- Good knowledge of institutional mandates, policies and guidelines related to reconstruction and development, and a good knowledge of the United Nations System and the multi/bilateral cooperation.

*5. Core Competencies

Do you have experience in the below listed core competencies?

Demonstrate it by highlighting past experience and achievements.

- § 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;

*6. Competencies - Language

Do you have the below listed language competencies?



Demonstrate this by highlighting your past experience and achievements.

- o Excellent knowledge of English, including the ability to set out a coherent argument in presentations and group interactions;
- o Capacity to communicate fluently with different stakeholders (civil society, government authorities, local communities, project staff)

2.3 Section 3. Documents to be included with the proposal;

***1. Proposal**

Upload a brief proposal highlighting:

1. Why you are the most suitable for the job;
2. a Brief methodology on how you will approach and conduct the work

*2. Provide detailed breakdown of the financial proposal and submit required financial information directly in the system as applicable

***3. Personal CV**

Please provide your personal CV and list at least three references with working contact details.

2.4 Section 4. Evaluation

1.

Evaluation Method

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

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.

** Technical Criteria weight; 70%*

** Financial Criteria weight; 30%*

Only candidates obtaining a minimum of 49 out of 70 or 70 out of 100 point would be considered for the Financial Evaluation

***2. Criteria a.**

Demonstrated expertise in Social and Environmental safeguard (SES) analysis tools and methodologies, mainstreaming SES in projects and programs, especially in an organizational policy and practice context.

Write a brief summary highlighting how you meet this criteria. You can upload an attachment if necessary.
Response attachments are optional.

***3. Criteria b.**

Minimum 10 years of experience in similar consultancy projects and/or IC contracts (Where Years of experiences between 10 to 15 will obtain a maximum of 7 points and above 15 years 10 points).

Write a brief summary highlighting how you meet this criteria. You can upload an attachment if necessary.
Response attachments are optional.

***4. Criteria c.**

Brief submission on the technical proposal include timeline for implementation. Brief summary of how you understand the ToR and the proposed methodology.
Response attachments are optional.

I-1. This is an internal requirement for the evaluation team to provide a score on the overall evaluation of technical proposals.

2.5 Section 5. Offer form

***1. Offeror's Declaration**

I hereby declare that:



- I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of this assignment;
- I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto;
- In compliance with the requirements of the Terms of Reference, 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.

***2. Payment Type and Rates**

I hereby propose to complete the services based on the following payment rate:

***3. Payment Certification Procedures**

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.

***4. Offer Validity**

Please confirm your offer remains valid for a total of 90 days after the submission deadline.

***5. Relatives employed with UN**

Please confirm that you have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN Agency or office.

If such relationship exist, please disclose the name of the relative, the UN office employing the relative, and the relationship. Use the comments box or add an attachment if necessary.

***6. Contract Type**

Select the contract type that you will sign if selected, from the two options below:

1. Sign an Individual Contract with UNDP;
2. Request my employer to sign with UNDP a Reimbursable Loan Agreement (RLA) for and on my behalf. Provide contact persons and details of employer in the comments box or as an attachment.

***7. Other Engagements**



Please indicate whether you have any other engagements at the time of submission. If yes, provide details using the template attached

Attachments:

File Name or URL	Type	Description
Template for IC declaring othe	File	

***8. Acceptance and cost for the proposal**

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.

***9. Former UN Staff Member**

If you are a former staff member of the United Nations recently separated, please confirm hereby that you have complied with the minimum break in service required before you can be eligible for an Individual Contract.

*10. 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

***11. Relatives employed by UN or other Organizations**

Are any of your relatives employed by UNDP, or any other UN organization or any other public international organization?

Attachments:

File Name or URL	Type	Description
Template for IC to declare rel	File	

***12. Enquiries with present employer**

Do you have any objections to us making inquiries of your present employer?

***13. REFERENCES**

List three persons not related to you who are familiar with your character and qualifications. Use template attached and upload.

Attachments:

File Name or URL	Type	Description
Template for IC to provide ref	File	

*14. Are you now or have you ever been a permanent civil servant in your government's employee? If yes, indicate when in the comments box

***15. Criminal Records**

Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? If yes, give full particulars of each case in an attached statement.



- *16. I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

2.6 Section 6. Annexes and attachments

*1. CV and other documents

Have you uploaded your CV including education/qualifications, professional certifications, and employment records/experience?

- *2. Have you provided a brief description of the approach to work?

Attachments:

File Name or URL	Type	Description
ETH2850 Technical Proposal Sub	File	ETH2850 Technical Proposal Template

- *3. Have you provided breakdown of costs supporting the all inclusive financial proposal.

Please ensure there are no mathematical errors and that amounts match with your offer in the system

Attachments:

File Name or URL	Type	Description
Template for IC to provide bre	File	

3 Lines

Instructions

The qualified consultant shall receive his/her lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

In addition, the suppliers need to provide their cost breakdown as per the template provided. Make sure that the totals in the template matches with the totals in the deliverables schedule.

3.1 Line Information

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
1-Submission and approval of inception report	Environmental sciences advisory services						
2-Submission of first draft report	Environmental sciences advisory services						
3-Submission of the final report	Environmental sciences advisory services						