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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: August 20, 2019

Procurement Notice Reference No.: *ETH0681*

Country: *Ethiopia*

Services/Work Description: Recruitment of Consultant for the preparation of Sustainable Development Goals (SDGs) Progress Report for Ethiopia

Project/Program Title: NPC Institutional Capacity building project

Post Title: International Consultant

Group of Individuals and/or Firms are not eligible for this consultancy assignment (only at an individual level)

Consultant Level: Level C (Senior Specialist)

Duty Station: Addis Ababa

Duration: 40 working days distributed over 2 months

Expected Start Date: Immediately after Signing the Contract

The United Nations Development Programme (UNDP) is currently implementing a project *NPC Institutional Capacity Building Project* that requires the services of an individual to perform the work described in the corresponding TORs.

Proposal should be submitted through the online eTendering system

<https://etendering.partneragencies.org> search for Event ID **ETH0681** as per the deadline indicated in the system itself. Detailed user guide on how to register in the system and submit the proposal are attached to this notice.

Any request for clarification must be sent in writing, or by standard electronic communication to info.procurement@undp.org **Attn: MY**. UNDP will provide responses by uploading them in the system.

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:

- a) The Terms of Reference for the assignment described above;
- b) The standard Letter of Confirmation of Interest and Availability, which you must accomplish and submit to UNDP; and
- c) 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.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- **Brief Description of Approach to Work (if required by the TOR)**
- **Letter of presentation highlighting main qualifications and experience relevant to this TOR;**
- **CV;**
- **Copy of education certificate;**
- **Completed financial proposal – using the Format (Breakdown of Costs Template)**
- **Any other as relevant**

FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, 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.

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.

Terms of reference



GENERAL INFORMATION

Services/Work Description:	Recruitment of Consultant for the preparation of Sustainable Development Goals (SDGs) Progress Report for Ethiopia
Project/Program Title:	NPC Institutional Capacity building project
Post Title:	International Consultant
	Group of Individuals and/or Firms are not eligible for this consultancy assignment (only at an individual level)
Consultant Level:	Level C (Senior Specialist)
Duty Station:	Addis Ababa
Duration:	40 working days distributed over 2 months
Expected Start Date:	Immediately after Signing the Contract

I. BACKGROUND / PROJECT DESCRIPTION

Ethiopia has extensive experience in mainstreaming regional and global development agendas into its national development plans - Ethiopia has mainstreamed sustainable development goals (SDGs) into its national development plan (GTP-II) and is committed to fully mainstream them into its long-term perspective development plan (2019/20-2029/30) which is currently on progress. The Sustainable Development Goals (SDGs), which frame international development and co-operation over 15 years, would be an interesting agenda to take Ethiopia's remarkable progress into its next level. Therefore, the Government, the United Nations Country Team and development partners in Ethiopia are working in partnership to enable Ethiopia to achieve the SDGs. A set of concrete measures have already been taken, ranging from the contextualization of the SDGs to make them appropriate to national realities; enhancing awareness on mainstreaming the SDGs into the national medium and long-term development plans; and conducting SDGs needs assessment, baseline and costing and financing needs studies. The SDGs Needs Assessment informs the formulation of the national long-term perspective plan, identifying the full range of policies and institutions needed to meet SDGs, which will subsequently inform allocation, tracking and reporting on resource use for poverty alleviation.

In accordance with the 2030 Agenda, paragraph 72, Ethiopia is committed to not only implementation of the SDGs but also to back the implementation with "robust, voluntary, effective, participatory, transparent, integrated review of progress". Regular, robust, inclusive, country led reviews are fundamental to achieving the SDGs, given their complexity and breadth. The 2030 Agenda thus includes a comprehensive, integrated follow-up and review framework, covering reviews at national, regional and global levels. With this premise, Ethiopia enrolled in the 2017 Voluntary National Review.

The 2030 Agenda encourages regular and inclusive country led progress reviews of the implementation of sustainable development goals. The experience with MDGs implementation underscores that more frequent reviews supported the concerted national engagement needed to achieve goals and targets. National reporting is the most significant level of the SDGs review process, given national ownership of the 2030 Agenda and its core principle of leaving no one

behind. The process can strengthen national ownership, ensure transparency and inclusiveness, and back deeper, more effective implementation.

National reporting is expected to build on existing platforms and processes, while taking into consideration emerging methodologies; rigorous and evidence based, informed by country led evaluations and data that is high quality, accessible, timely, reliable, and disaggregated by income, sex, age, race, ethnicity, migration status, disability and geographic location, and other characteristics relevant in national contexts.

The United Nations Country Team is embarking to support the development of national progress report of the SDGs. The report is expected to identify gaps in implementation, including in data and strategies, as well as policy challenges, trade-offs, and emerging global, regional and national issues. Report should not just describe trends in indicators; it is expected to analyse underlying causes behind the trends and offer policy suggestions to overcome obstacles and deal with emerging challenges. With this premise, UNCT is interested to commission an international consultant who will be working with an international consultant to undertake the national SDGs progress report for Ethiopia. The detailed methodology, scope, deliverables, qualifications of consultants and timeline are detailed in the sections below.

The overall objective of the assignment is to prepare National SDGs Progress Report on Sustainable Development Goals for Ethiopia in order to identify gaps in SDGs implementation, policy challenges, as well as emerging global, regional and national issues affecting the implementation of SDGs.

II. SCOPE OF THE WORK

The consultant will closely work with the Planning and Development Commission (PDC), UNCT, UNDP and the relevant sectors to review and understand the progress of SDGs implementation in Ethiopia. The report should cover the following:

- SDGs and Ethiopia's Development Context: The Commonalities
- Tracking Progress: Status, Issues and Challenges of Tracking/Monitoring
- Implementation: Opportunities and Challenges- Means of Implementation
- Policy and Enabling Environment
- Status of SDGs Integration in the National Development Plan
- Recommendation on the Way Forward

The consultants will be required to develop a clear and rigorous methodology to deliver on the key tasks. They are expected to undertake desk review which include: policy documents, MDGs reports, previous SDGs Needs Assessment reports and guidelines and models used to undertake the needs assessment, GTP II and Sector Development Programmes, Strategies and Plans, and various reports of SDGs reports from other parts of the world as well as review relevant research materials from donors, CSOs, think tanks etc., that may serve as useful reference materials.

The consultant is expected to ensure synergy among the various sectors and ensure the principles of the 2030 Agenda (leave no one behind, integrated approach, inclusive and participatory approach, human rights-based approach) are reflected in the outcome of the needs assessment

and the methodology to be developed for the assignment. The consulting firm should ensure cross cutting issues (Population, Environment, Gender and youth, good governance, Monitoring and Evaluation capacity) are taken into consideration.

The consultant should review, contextualize and adopt the methodology employed to prepare Ethiopia's Voluntary National Review 2017 Report on the implementation of Sustainable Development Goals. Consultations shall be made with CSOs, private sectors, and major groups on implementing and preparing reports will be in the report. The report will have space for various public consultation that is going to be held to sensitize and engage whole of government and whole society towards implementing Sustainable Development Goals. The report should also emphasize Ethiopia's fundamental path towards sustainable development. In addition, the report needs to capture issue and challenges in the implementation of Sustainable Development Goals.

The following structure is suggested for the national SDG report¹:

- Introduction: This can set the context, state the purpose, describe the structure and provide a summary overview.
- Baseline and Tracking progress: This can identify where the country is on track, slow or falling behind in achieving national targets; compare national progress with that of countries at a similar stage of development and circumstances; and assess national progress in light of the global targets.
- Assessing means of implementation: This section can assess means of implementation—such as domestic Resource mobilization, external resource flows of different kinds, access to external markets, access to technology and lifesaving medicines, etc.—as well as the overall domestic and global economic environment. In particular, the section can examine how integrated the means of implementation are, relate them to the extent of progress, and discuss impacts from the domestic and external economic environment.
- Analyzing thematic issues: In light of the integrated and indivisible nature of the SDGs, this section can cover thematic issues with cross-cutting implications—such as inequality and discrimination, gender equality, the situation of children and youth, peace, climate change, food security, the data revolution, people's participation, poverty, etc.—and relate global/regional issues to the national context.
- Evaluating policies and strategies: This section can scrutinize policy gaps and deficits in national strategies, especially in terms of their integration of different elements of the 2030 Agenda and Emphasis on targeting those furthest behind. It may draw on lessons from other countries facing similar development stages and circumstances.
- Concluding with recommendations: This final section can synthesize findings and offer possible policy options and strategies to accelerate progress.

¹ Guidelines to support country reporting on the sustainable development goals, UNDG

Statistical annexes: These can include basic data, their sources and definitions (metadata), as well as discussions of methodologies. A section assessing data availability and discussing plans to work on data gaps can also be optionally included.

III. EXPECTED OUTPUTS AND DELIVERABLES

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Inception report, which contains detailed methodology and work plan and annotated outline of the final report, to be submitted within one week of signing contract	5 Working days	PDC/UNCT/UNDP
2	Draft Report: National SDGs Progress Report, to be submitted within eight weeks of signing contract;	25 Working days	PDC/UNCT/UNDP/SDGs Technical Committee
3	Validation workshops, which would be organized by UNCT and PDC, 10 weeks of signing contract	5 Working days	PDC/UNCT/UNDP/SDGs Technical Committee
4	Final National SDGs Progress Report containing all the data and information needed, to all appropriate stakeholders to take the necessary actions to meet all the SDGs, within 12 weeks of signing contract.	5 Working days	PDC/UNCT/UNDP

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

This consultancy assignment will be managed by PDC, UNDP and members representing UN Country Team. The contract administration, coordination, and technical follow-up will be managed by UNDP. UNDP and PDC will provide technical advice and support at each stage of the report, appraise methodology and technical approaches, review draft results, and appraise and approve the final results of the study. The study will also be enriched by comments from the SDGs national technical committee, experts and others.

The consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy or the Government 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. This assignment will be administrated by the United Nations Development Programme (UNDP), and all relevant UNDP rules, policies and procedures will apply.

V. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC

UNDP and Planning and Development Commission (PDC) can provide office space, arrange workshops for consultation and validation of the SDGs report

The consultant is responsible to all costs including TKT to join the duty station, land transportation, per diem, Visa Fee, terminal expenses and any other related costs.

VI. DURATION OF THE WORK

The study is expected to be undertaken for the duration of 40 working days or 8 weeks from the date of signing the contract. It is envisaged that implementation of this assignment commences as soon as possible.

VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

a. Education:

- Advanced university degree (preferably a PhD level) in Economics, Development Studies, and related fields

b. Experience:

- At least 10 years of solid and relevant experience working in the academia, international organization or research institutions with proven experience in quality report writing.
- He or She must have a strong focus on socio-economic analysis preferably in the areas of industrialization, urban development, poverty analysis, environmental impact assessment, development of composite indices, and social impact assessment including gender analysis and partnership.
- Knowledge and demonstrated experience of evaluation on Ethiopian economy or other similar developing countries, including undertaking production of MDGs/SDGs Report, will be an added advantage

c. Language:

- Excellent knowledge of English, including the ability to set out a coherent argument in presentations and group interactions;
- Capacity to work together with the national consultant
- Capacity to communicate fluently with different stakeholders (civil society, government authorities, development partners, academia, local communities, etc.)

d. Functional Competencies:

- Practical experience in national programme/project evaluation,
- Experience in evaluating MDGs, SDGs, or similar plans and policies;
- Excellent public speaking and presentation skills
- Computer skills: full command of Microsoft applications (word, excel, PowerPoint) and common internet applications will be required.

e. Core Competencies:

- 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.

VIII. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified Individual Consultant is expected to submit both the Technical and Financial Proposals. Accordingly; 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
Technical Competence (based on CV, Proposal and interview (if required))	70%	100
Criteria a. Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal		50 pts
Criteria b. Minimum educational background as per the requirement in the ToR		20 pts
Criteria c. Individual competence and relevant work experience in programme/plan evaluation		30 pts
Financial (Lower Offer/Offer*100)	30%	30
Total Score	Technical Score * 70% + Financial Score * 30%	

IX. PAYMENT MILESTONES AND AUTHORITY

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	Submission of Inception Report	PDC/UNDP	20%
2 nd Installment	Submission of Draft Report: National SDGs Progress Report	PDC/UNDP	40%
3 rd Installment	Submission of Final Draft Report: National SDGs Progress Report containing all the data and information needed	PDC/UNDP	40%

X. 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.

Proposed Table of Contents

Page

TECHNICAL PROPOSAL COVER PAGES

Cover Page

Cover Letter

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

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.

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

Date _____

(Name of Resident Representative/Bureau Director)
United Nations Development Programme
(Specify complete office address)

Dear Sir/Madam:

I hereby declare that:

- a) I have read, understood and hereby accept the Terms of Reference 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;
- 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 1;
- d) 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 as Annex 3 [*delete this item if the TOR does not require submission of this document*];
- e) I hereby propose to complete the services based on the following payment rate: *[pls. check the box corresponding to the preferred option]*:
 - An all-inclusive daily fee of [*state amount in words and in numbers indicating currency*]
 - A total lump sum of [*state amount in words and in numbers, indicating exact currency*], payable in the manner described in the Terms of Reference.
- f) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- 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 _____ days [*minimum of 90 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 *[pls. check the appropriate 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 *[check all that applies]:*

- 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 proposa:

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 and Signature:

Date Signed:

Annexes *[pls. check all that applies]:*

- CV
- Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- Brief Description of Approach to Work (if required by the TOR)