**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE**

 

 Date: 1st November 2019

**Country: Malawi**

**Place of assignment: Lilongwe**

Project name: Cost-Benefit Analysis Climate Adaptation Options supported by the Adapt

Plan Initiative

**Start Date: 25th November 2019**

**Duration 15 days spread over two calendar months**

Proposal should be submitted at the following email address: procurement.mw@undp.org no later than **11th November 2019**

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit 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.

**1. BACKGROUND**

The formulation and implementation of policies, plans and flagship projects that have strong links to the national development agenda is important for catalysing impact on the desired social and economic growth of the country. However, the formulation of national policies and plans does not always lead to their implementation. In the agriculture sector, for example, there exists an implementation gap constraining the extent to which national policies are linking up with ongoing attempts by local governments, local communities and civil society to improve agricultural productivity and natural resource management to reduce poverty and further gender equality. While there are many district and community level interventions supported by government, development partners and NGOs, analyses are seldom conducted to evaluate the project costs versus benefits on the livelihoods of intended beneficiaries. This presents the danger that the design and implementation of policies, programs and projects may take a less effective trajectory that is detrimental to the social and economic development of the country.

Against this backdrop, the Department of Economic Planning and Development in the Ministry of Economic Planning and Development in collaboration with Environmental Affairs Department in the Ministry of Natural Resources, Energy and Mining seek to use part of the proceeds under the Poverty-Environment Action Project to procure consulting services for undertaking a Cost-Benefit Analysis (CBA) of Implementing Urgent Adaptation Priorities Through Strengthened Decentralized and National Development Plans (ADAPT PLAN) project to assess its impact on livelihoods of intended beneficiaries in a gender disaggregated manner. Implemented by Environmental Affairs Department (EAD), ADAPT PLAN seeks to establish and demonstrate the institutional framework required to mainstream adaptation into development planning at national and local levels in the agriculture, water and forestry sectors in three case-study districts of Nkhata-bay, Ntcheu and Zomba. Integration of climate change adaptation is enabled by the establishment of adaptation indicators that will be used by the appropriate parties at local and national level to determine the level of finances to be allocated to planned activities, thereby incentivizing active incorporation of adaptation and climate proofing and enabling implementation of MGDS III. The CBA is envisaged to help planners to minimize risks and maximize gains for intended beneficiaries and supporting institutions.

This assignment is part of a continuous undertaking within the Poverty-Environment Action for Sustainable Development Goals (Poverty-Environment Action) project to assess gaps, achievements and effectiveness of projects through targeted gender desegregated data generation and analyses. Envisaged is that the results of the CBA will inform the formulation and/or revision of guidelines for formulating and executing community-based ENRM projects. With CBA, interventions deliver best value for money

The Poverty-Environment Action for Sustainable Development Goals (Poverty-Environment Action) is a joint UNDP-UN Environment, FAO, and UN Women initiative that seeks to deliver technical advice, advocacy and knowledge products (KP) for supporting the Government of Malawi in the implementation of core government businesses, policies and plans in the environment, natural resources (ENR) and related sectors. It seeks to leverage agricultural production and gender equality to help build resilience of households to shocks and to address food security and poverty alleviation through the sustainable management of the environment and natural resources of the country. The Project is being implemented by the Department of Economic Planning and Development (EPD) in the Ministry of Economic Planning and Development (MoEPD), which is Malawi Government's main planning agency responsible for national economic and development planning and monitoring and evaluation of socio-economic issues in the country.

**2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

The objective of the assignment is to carry out a cost - benefit analysis (CBA) of ADAPT PLAN to assess its impacts on the livelihoods of communities.

The main tasks are as follows:

1. Collect and analyse data at national and district levels including at selected project sites using appropriate methods and approaches;
2. Prepare analytical framework outlining the methodology for CBA to assess best value for money for climate adaptation interventions
3. Compile and present at a validation workshop, a draft report of the results including recommendations for improved design and implementation of ENRM projects based on the results; and
4. Revise the draft report incorporating key inputs from the validation workshop and submit a final report.

# Methodological Approach

The Consultant will use methodologies and techniques as determined by the specific information needs, available best practices and experience to meet the scope of work set out in these Terms of Reference and within the availability of resources and the priorities of stakeholders. The Consultant is expected to:

1. Review all relevant documentation including ADAPT Plan ~~and Poverty-Environment Action~~ projects and any other documents relevant to the assignment;
2. Work closely with national and district level professionals and community members to capture relevant information and experience;
3. Provide a set of practical recommendations for improving the design and implementation of projects in Malawi to maximise climate adaptation.

# Expected Deliverables and Time Frames

The Consultant shall submit the following deliverables to the Resilience and Sustainable Growth Portfolio Manager at UNDP.

1. An Inception Report with a detailed methodology, analytical framework; sources of information and procedures to be used for carrying out the assignment. It should also include a proposed timeline of activities and submission of deliverables;
2. Draft cost-benefit analysis report with recommendations;
3. Validation workshop at which to present the findings and get client and stakeholder input;
4. A final CBA Report.

**Implementation Arrangements**

The consultant will report to the RSG Portfolio Manager at UNDP. He will work directly with the Director of Economic Planning Department through the Project Manager for Poverty-Environment Action Project. Technical support will be provided through the Poverty-Environment Action Technical Advisor. In carrying out this assignment EPD and EAD will provide the necessary background documents such as annual reports and financial documents. The successful consultant is expected to carry out the following functions in liaison with EPD, EAD and other relevant stakeholders:

**3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

I. Academic Qualifications:

At least a master’s degree in economics;

II. Years of experience:

At least five years of practical experience in carrying out such analyses and implementing the recommendations arising from such reviews;

III. Competencies:

Analytical skills, communications abilities, ability to work in teams.

A 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;

Successfully worked with national governments and international organizations

Excellent report-writing and human relations skills.

**4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

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

1. Proposal:

(i) Explaining why they are the most suitable for the work

(ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)

(iii) fill annex 1 Offeror’s Letter to UNDP attached

2. Financial proposal

3. Personal CV including past experience in similar projects and at least 3 reference**s**

**5. 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]*

* **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).

* **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 and Individual Consultant, prior to travel and will be reimbursed

**6. EVALUATION**

*[The procuring UNDP entities will choose among one of these two evaluation methods prior to submit the have the Individual Consultant Procurement Notice. Once the evaluation method has been selected the other one shall be deleted to avoid any misunderstanding]*

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%

Please note that the Office might choose desk review or/and interview to assess candidates. If interview the committee will draft questions that fall under evaluation criteria below. Only candidates obtaining a minimum of 49 point would be considered for the Financial Evaluation

CRITERIA

**TECHNICAL 70 POINTS**

***Criteria A (Educational qualifications) ---10 points***

At least a master’s degree in economics.

***Criteria B: (experience) --25 Points***

At least five years of experience in carrying out cost benefit analyses and implementing the recommendations arising from such reviews;

Successful work experience with national governments and /or international organizations

Excellent report-writing and human relations skills.

***Criteria C (Specific expertise) – 20 Point***

Understanding of the task and sound knowledge of climate change, poverty and agriculture dynamics.

***Criteria D: Methodology 15***

Soundness of methodology proposed

Incorporation of gender in the methodology

**FINANCIAL 30 POINTS**

**ANNEX**

**ANNEX 1-OFFEROR’S LETTER TO UNDP**

**ANNEX 2 - TERMS OF REFERENCES (TOR)**

**ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**

**ANNEX 1**

**OFFEROR’S LETTER TO UNDP**

**CONFIRMING INTEREST AND AVAILABILITY**

**FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

Date

Mr. Shigeki Komatsubara

United Nations Development Programme

Lilongwe, Malawi

Dear Sir/Madam:

I hereby declare that:

1. 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*];
2. I have also read, understood and hereby accept UNDP’s General Conditions of Contract for the Services of the Individual Contractors;
3. 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 as Annex 1;
4. 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];
5. I hereby propose to complete the services based on the following payment rate: *[please 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.
1. For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
2. 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;
3. This offer shall remain valid for a total period of \_\_\_\_\_\_\_\_\_\_\_ days [*minimum of 90 days*] after the submission deadline;
4. 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];*
5. If I am selected for this assignment, I shall *[please 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:

1. 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 proposal:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assignment** | **Contract Type**  | **Name of Institution/ Company** | **Contract Duration** | **Contract Amount** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. 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.
2. ***If you are a former staff member of the United Nations recently separated, please 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.
3. 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.
4. Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

 YES  NO If the answer is "yes", give the following information:

|  |  |  |
| --- | --- | --- |
| **Name** | **Relationship** | **Name of International Organization** |
|  |  |  |
|  |  |  |
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1. Do you have any objections to our making enquiries of your present employer?

 YES  NO 

1. Are you now, or have you ever been a permanent civil servant in your government’s employ?

 YES  NO  If answer is "yes", WHEN?

1. REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

|  |  |  |
| --- | --- | --- |
| **Full Name** | **Full Address** | **Business or Occupation** |
|  |  |  |
|  |  |  |
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1. 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)?

 YES  NO  If "yes", give full particulars of each case in an attached statement.

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.

 DATE: SIGNATURE:

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.

**Annexes** *[please check all that applies]***:**

* CV shall include Education/Qualification, Processional Certification, Employment Records /Experience
* Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
* Brief Description of Approach to Work (if required by the TOR)

**ANNEX 1.1**

**BREAKDOWN OF COSTS[[1]](#footnote-1)**

**SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

1. **Breakdown of Cost by Components:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cost Components** | **Unit Cost** | **Quantity** | **Total Rate for the Contract Duration** |
| 1. **Personnel Costs**
 |  |  |  |
| Professional Fees |  |  |  |
| Life Insurance |  |  |  |
| Medical Insurance  |  |  |  |
| Communications |  |  |  |
| Land Transportation |  |  |  |
| Others (pls. specify) |  |  |  |
|   |  |  |  |
| 1. **Travel[[2]](#footnote-2) Expenses to Join duty station**
 |  |  |  |
| Round Trip Airfares to and from duty station |  |  |  |
| Living Allowance |  |  |  |
| Travel Insurance |  |  |  |
| Terminal Expenses |  |  |  |
| Others (pls. specify) |  |  |  |
|  |  |  |  |
| 1. **Duty Travel**
 |  |  |  |
| Round Trip Airfares |  |  |  |
| Living Allowance |  |  |  |
| Travel Insurance |  |  |  |
| Terminal Expenses |  |  |  |
| Others (pls. specify) |  |  |  |

1. **Breakdown of Cost by Deliverables\***

|  |  |  |
| --- | --- | --- |
| **Deliverables***[list them as referred to in the TOR]* | **Percentage of Total Price (Weight for payment)** | **Amount** |
| Deliverable 1 |  |  |
| Deliverable 2 |  |  |
| …. |  |  |
| Total  | 100% | USD …… |

*\*Basis for payment tranches*

**Terms of Reference**

COST-BENEFIT ANALYSIS OF IMPLEMENTING URGENT ADAPTATION PRIORITIES THROUGH STRENGTHENED DECENTRALIZED AND NATIONAL DEVELOPMENT PLANS (ADAPT PLAN) PROJECT

**Location:** Malawi (Lilongwe)

**Application Deadline:** 11th November 2019

**Category:** Environment and Sustainable Development (ESD)

**Type of contract:** Short-Term Individual National Consultant

**Reporting Language:** English

**Starting Date:** 25th November 2019

**Expected duration of Assignment:** 15-person days (Spread over two calendar months)

**Project Title:** Poverty-Environment Action for the SDGs

# BACKGROUND

The formulation and implementation of policies plans and flagship projects that have strong links to the national development agenda is important for catalysing impact on the desired social and economic growth of the country. However, the formulation of national policies and plans does not always lead to their implementation. In the agriculture sector, for example, there exists an implementation gap constraining the extent to which national policies are linking up with ongoing attempts by local governments, local communities and civil society to improve agricultural productivity and natural resource management to reduce poverty and further gender equality. While there are many district and community level interventions supported by government, development partners and NGOs, analyses are seldom conducted to evaluate the project costs versus benefits on the livelihoods of intended beneficiaries. This presents the danger that the design and implementation of policies, programs and projects may take a less effective trajectory that is detrimental to the social and economic development of the country.

Against this backdrop, the Department of Economic Planning and Development in the Ministry of Economic Planning and Development in collaboration with Environmental Affairs Department in the Ministry of Natural Resources, Energy and Mining seek to use part of the proceeds under the Poverty-Environment Action Project to procure consulting services for undertaking a Cost-Benefit Analysis (CBA) of Implementing Urgent Adaptation Priorities Through Strengthened Decentralized and National Development Plans (ADAPT PLAN) Project to assess its impact of on livelihoods of intended beneficiaries in a gender disaggregated manner. Implemented by Environmental Affairs Department (EAD), ADAPT PLAN Project seeks to establish and demonstrate the institutional framework required to mainstream adaptation into development planning at national and local levels in the agriculture, water and forestry sectors in three case-study districts of Nkhata-bay, Ntcheu and Zomba. Integration of climate change adaptation is enabled by the establishment of adaptation indicators that will be used by the appropriate parties at local and national level to determine the level of finances to be allocated to planned activities, thereby incentivizing active incorporation of adaptation and climate proofing and enabling implementation of MGDS III. The CBA is envisaged to help planners to minimize risks and maximize gains for intended beneficiaries and supporting institutions. Performed for community-based projects, CBA would provide the scope for effective coordination and linkages to inform national and district level policies, plans and investments.

This assignment is part of a continuous undertaking within the Poverty-Environment Action for Sustainable Development Goals (Poverty-Environment Action) Project to assess gaps, achievements and effectiveness of projects through targeted gender desegregated data generation and analyses. Envisaged is that the results of the CBA will inform the formulation and/or revision of guidelines for formulating and executing community-based ENRM projects. Ultimately, the guidelines shall be used to build the capacity of line government officers and CSOs at both national and district levels to effectively manage community-based ENR projects by increasing awareness, policy discourse and government-community dialogue for addressing social inequity and accountability challenges in the management and use of ENRs in the country. The Poverty-Environment Action for Sustainable Development Goals (Poverty-Environment Action) is a joint UNDP-UN Environment, FAO, and UN Women initiative that seeks to deliver technical advice, advocacy and knowledge products (KP) for supporting the Government of Malawi in the implementation of core government businesses, policies and plans in the environment, natural resources (ENR) and related sectors. It seeks to leverage agricultural production and gender equality to help build resilience of households to shocks and to address food security and poverty alleviation through the sustainable management of the environment and natural resources of the country. The Project is being implemented by the Department of Economic Planning and Development (EPD) in the Ministry of Economic Planning and Development (MoEPD), which is Malawi Government's main planning agency responsible for national economic and development planning and monitoring and evaluation of socio-economic issues in the country.

# SCOPE OF THE ASSIGNMENT AND SPECIFIC TASKS

The objective of the assignment is to carry out a cost /benefit analysis of ADAPT PLAN Project to assess its impacts on the livelihoods of communities. Ultimately, results of this analysis shall be used to develop and/or improve guidelines for formulating and effective implementation of community-based Environment and Natural Resources Management (ENRM) projects to ensure improvement of livelihoods.

The successful consultant is expected to carry out the following functions in liaison with EPD, EAD and other relevant stakeholders:

1. Collect and analyse data at national and district levels including at selected project sites using appropriate methods and approaches;
2. Compile and present at a validation workshop, a draft report of the results including recommendations for improved design and implementation of ENRM projects based on the results; and
3. Revise the draft report incorporating key inputs from the validation workshop and submit a final report.

# METHODOLOGICAL APPROACH

The Consultant will use methodologies and techniques as determined by the specific information needs, available best practices and experience to meet the scope of work set out in these Terms of Reference and within the availability of resources and the priorities of stakeholders. The Consultant is expected to:

1. Review all relevant documentation including ADAPT Plan and Poverty-Environment Action projects and any other documents relevant to the assignment;
2. Work closely with national and district level professionals and community members to capture relevant information and experience;
3. Provide a set of practical recommendations for improving the design and implementation of ENRM projects in Malawi.

# EXPECTED DELIVERABLES

The Consultant shall submit the following deliverables to the RSG Portfolio Manager.

1. An Inception Report with a detailed methodology, sources of information and procedures to be used for carrying out the assignment. It should also include a proposed timeline of activities and submission of deliverables;
2. Draft cost-benefit analysis report with recommendations;
3. Validation workshop at which to present the findings and get Client and stakeholder input;
4. A final CBA Report.

# QUALIFICATIONS REQUIREMENTS

The ideal consultant should meet the following qualifications, experience and attributes:

1. At least a master’s degree in economics;
2. At least five years of experience in carrying out such analyses and implementing the recommendations arising from such reviews;
3. Successfully worked with national governments and international organizations
4. Excellent report-writing and human relations skills.

# OBJECTIVE OF THE CONSULTANCY

The objective of the assignment is to carry out a cost /benefit analysis of ADAPT PLAN Project to assess its impacts on the livelihoods of communities. Ultimately, results of this analysis shall be used to develop and/or improve guidelines for formulating and effective implementation of community-based Environment and Natural Resources Management (ENRM) projects to ensure improvement of livelihoods.

# EVALUATION

The award of the contract shall be made to the consultant who has received the highest score out of pre-determined technical and financial criteria specific to the solicitation.

1. Technical criteria weight – 70 %
2. Financial criteria weight – 30 %

|  |  |
| --- | --- |
| **Criteria** | **Weight** |
| **Technical** | **70** |
| **Criteria A:** **Educational qualifications** At least a master’s degree in economics. | 10 |
| **Criteria B: Experience** At least five years of experience in carrying out cost benefit analyses and implementing the recommendations arising from such reviews;Successful work experience with national governments and /or international organizationsExcellent report-writing and human relations skills. | 25 |
| ***Criteria C (Specific expertise) – 20 Point*** Understanding of the task and sound knowledge of climate change, poverty and agriculture dynamics. | 20 |
| **Criteria C: Methodology** Soundness of methodology proposed Incorporation of gender in the methodology  | 15 |
| **Financial** | **30** |
| **TOTAL** | **100** |

# SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

A *Lump Sum Amount* payable modality is envisaged upon submission of deliverables and acceptance/approval by EPD for each identified task (reflected in the agreed and signed specific ToR). The lump sum amount is inclusive of all the costs related to the assignment. Payments are based upon output, i.e. upon delivery of the services specified in the ToR. All planned costs related to this consultancy must be specified in the proposal by the consultant.

# SUBMISSION OF PROPOSALS

Interested and qualified Individual Consultants are invited to apply. The applicants must submit the following documents/information to demonstrate their qualifications:

1. A technical proposal detailing applicants’ understanding of the ToRs, proposed methodology, and an updated CV;
2. Contacts (email and phone) of 3 former clients who will act as referees.
3. A detailed list of similar assignments (copies of these may be requested as necessary) that the consultant has conducted in the past.
4. A financial proposal breaking down cost for each operational line in the following three main categories: Professional Fees; Travel Expenses; and Communication and other expenses.

Interested Individuals that meet the above specifications should submit Technical and Financial proposals to procurement.mw@undp.org by 11th November 2019. Late proposals and those that do not meet the specified requirements will not be considered.

1. The costs should only cover the requirements identified in the Terms of Reference (TOR) [↑](#footnote-ref-1)
2. Travel expenses are not required if the consultant will be working from home. [↑](#footnote-ref-2)