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GHANA

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

**Recruitment of** an Individual National Consultant to Assess UNDP Ghana's previous and Current Programmatic work with the Private Sector, Learning Concrete Lessons and Repositioning itself in Partnership for Delivering the Sustainable Development Goals

**Procurement Notice Ref. No.:** **UNDP.GHA.2019.340.IC**

**Published (Posted on):** **October 31, 2019**

**Submission Deadline:** **November 13, 2019 @ 4:30 PM in the  
Afternoon (UTC+00:00)  
Accra/Monrovia 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 due to File size limitation, internet down.*

**United Nations Development Programme (UNDP)  
Accra, Ghana  
October 31, 2019**



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## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

**Procurement Notice Ref. No.:** [UNDP.GHA.2019.340.IC](#)<sup>1</sup>

**Date:** October 31, 2019

**Country:** Ghana

**Description of the Assignment:** [Assessment of UNDP Ghana's previous and current programmatic work with the Private Sector, learning Concrete Lessons and Repositioning itself in partnership for delivering the Sustainable Development Goals](#)

**Project Name/Title:** UNDP Ghana Country Office Strategic Repositioning Reforms

**Post Title:** [National Consultant](#)

**Period of Assignment/Services:** [20 working days](#)

Proposal should be submitted at the following address or [email](#) no later than **November 13, 2019 at 4:30 PM in the Afternoon, UTC+00:00 Accra/Monrovia Time Zone.**

**Via our secured mail address:** [bids.gh@undp.org](mailto:bids.gh@undp.org)

Any request for clarification and/or additional information on this Procurement Notice shall be sent in writing to UNDP Ghana Country Office or send standard electronic communication to the Contact Person e-mail at [procurement.gh@undp.org](mailto:procurement.gh@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 endeavor 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

The role of the private sector to drive sustainable economic growth, create jobs, develop and provide needed goods and services and to innovate for more sustainable solutions cannot be underestimated. Most businesses are aware of the SDGs, and a majority are keen on playing their part in the achievement of the goals. However, few businesses have yet identified means and ways of engagement. To bridge this gap UNDP has renewed its commitment and expanded its policies to fully embrace partnership with the private sector to unlock development potential for people and planet through the Financial Sector Hub (FSH), which combines the private and public sector sides of delivering the SDGs.

<sup>1</sup> Served as a **Subject Line** when sending Propels to Procurement Secured Email

The strategic focus of UNDP on the private sector collaboration center around 1) aligning business strategies and operations with SDGs and 2) unlocking private finance for the SDGs. On the latter, SDG Impact (<https://sdgimpact.undp.org/>) is an already existing flagship project of the FSH that helps private investors identify and realize opportunities through impact management (standards and seal), impact intelligence (opportunity maps) and impact facilitation (convenings and match-making).

*For detailed information, please refer to Annex I- Terms of Reference (ToR)*

## II. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION

### **Specific Tasks**

1. Develop an inception report, outline of the report, indicating sources of information to interrogate, interview instruments, and other relevant materials for the development of the private sector assessment report within three days of signing contract;
2. Share and receive inputs on the outline of the report, the interview instruments, etc. within two days after submission;
3. Conduct necessary interviews, assessments and analysis
4. Develop and share draft private sector assessment report
5. Receive technical inputs UNDP Ghana Private Sector Team, SMT, and UNDP FSH with the aim of fine tuning and finalizing the report;
6. Provide final private sector assessment report including brief knowledge product such as primers

*For detailed information, please refer to Annex I- Terms of Reference (ToR)*

## III. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

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

Advanced University Degree in business administration, banking, finance, economics, development studies, economics, sustainable development, or related field

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

- Minimum 10 years relevant working experience in sustainable development, private sector assessment and financing, resource mobilization, development of signature development solutions
- Good understanding and experience in development context of developing countries and the role of private sector engagement and mobilization is an asset
- Good understanding of the SDGs, Ghana's development context and the global trends in private sector engagement and catalyzing private sector partnerships and resources for achievement of the SDGs.
- Good knowledge and understanding of the private sector ecosystem regionally and globally in relation to achievement of the SDGs

### **c. Competencies:**

- Knowledge of Ghana's development context, challenges and prospects for the achievement of the SDGs is an advantage;
- Good publication record in the field of private sector work, finance, development, economics is statistics, sustainable development, climate change, green economy, is an added advantage.
- A track record of delivering successful consultancy service in a timely manner
- Ability to multi-task and have good time management skills

### **d. Language and other skills:**

- **English Language;**

### **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 favouritism; and
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

**Important Note:**

The Consultant is required to have the above mentioned professional and technical qualifications. **Only the applicants who hold these qualifications** are advised to submit their respective bid proposals.

#### 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

##### 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 (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 (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%]**

<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

Criteria	Weight	Max. Point
<b>Technical Competence (based on CV, Proposal and interview (if required))</b>	<b>70%</b>	70
<ul style="list-style-type: none"> <li>▪ <b>Criteria a.</b> • Academic qualification and years of experience in the relevant field</li> </ul>		15 pts
<ul style="list-style-type: none"> <li>▪ <b>Criteria b.</b> • Relevant Knowledge and experience on private sector assessments, private sector engagement and partnerships, development of signature solutions - (20 points) <ul style="list-style-type: none"> <li>▪ o Knowledge of and experience of the private sector ecosystem regionally and globally in relation to achievement of the SDGs (5 points)</li> <li>▪ o Knowledge of and experience on Ghana's development context, SDGs (5 points)</li> <li>▪ o Relevant research experience (Publication and report writing record) (5 points)</li> </ul> </li> </ul>		35 pts
<ul style="list-style-type: none"> <li>• <b>Criteria c.</b> • Proposed approach and understanding of assignment <ul style="list-style-type: none"> <li>• o Inclusion of implementation plan</li> <li>• o Detailed approach for each deliverable</li> </ul> </li> </ul>		20 pts
<b>Financial 30 (Lower Offer/Actual Offer)</b>	<b>30%</b>	30
<b>Total Score</b>	<b>Technical Score + Financial Score</b>	

**Evaluation legend:**

Weight per Technical Competence	
Weak: below 49 Points	The individual consultant/contractor has demonstrated a <b>WEAK</b> capacity for the analyzed competence
Satisfactory: 49-52 Points	The individual consultant/contractor has demonstrated a <b>SATISFACTORY</b> capacity for the analyzed competence
Good: 53-59 points	The individual consultant/contractor has demonstrated a <b>GOOD</b> capacity for the analyzed competence
Very Good: 60-66 points	The individual consultant/contractor has demonstrated a <b>VERY GOOD</b> capacity for the analyzed competence
Outstanding: 67-70 points	The individual consultant/contractor has demonstrated an <b>OUTSTANDING</b> capacity for the analyzed competence.

**ANNEXES**

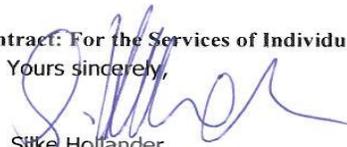
ANNEX I - Terms of References (ToR)

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)

Yours sincerely,



Silke Hollander  
Deputy Resident Representative

## INSTRUCTION TO OFFERORS

No.	Data	Specific Instructions / Requirements
1	Country / Region of Work Location:	<input checked="" type="checkbox"/> Please refer to the ToR
2	Language of the Proposal:	<input checked="" type="checkbox"/> English
3	Period of Proposal Validity commencing on the submission date	<input checked="" type="checkbox"/> 120 days
4	Preferred Currency of Proposal and Method for Currency conversion	<input checked="" type="checkbox"/> Local Currency (Ghana Birr) <input checked="" type="checkbox"/> <i>Reference date 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 Ghanaian Nationals)</i>
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: <a href="#">Procurement Team</a> <input checked="" type="checkbox"/> Address: United Nations Development Programme (UNDP) UN House No. 7 Ring Road, near Fire Service HQ; 6th Floor; North Wing; Accra, Ghana <input checked="" type="checkbox"/> Facsimile: +233 302 215 670 / +233 302 773 899 <input checked="" type="checkbox"/> P.O. Box: 1423 <input checked="" type="checkbox"/> E-mail address dedicated for this purpose: <a href="mailto:procurement.gh@undp.org">procurement.gh@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"/> Electronic submission of Bid ( <b>Only</b> )
9	<b>Proposal Submission Address</b>	<input checked="" type="checkbox"/> Via our secured mail address: <a href="mailto:bids.gh@undp.org">bids.gh@undp.org</a>
10	No. of copies of Proposal that must be submitted	<input checked="" type="checkbox"/> Copies : <b>One</b>
11	Deadline of Submission	<input checked="" type="checkbox"/> Date and Time: <a href="#">November 13, 2019 @ 4:30 PM in the Afternoon</a> <input checked="" type="checkbox"/> Time Zone: (UTC+00:00) Accra/Monrovia
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:bids.gh@undp.org">bids.gh@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 Financial Proposal shall be password protected</b> <input checked="" type="checkbox"/> <b>Password for Financial Proposal will be requested from those Proposers whose Technical proposals found to be Technically responsive by respective Technical Panel appraisal.</b> <input checked="" type="checkbox"/> UNDP Ghana 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: UNDP.GHA.2019.340.IC</b> <input checked="" type="checkbox"/> <b>Proposals File Name (Mandatory): The File Name for Technical and Financial Proposals MUST BE:</b> <ol style="list-style-type: none"> <li>1. <b>For Technical</b> – <a href="#">UNDP.GHA.2019.340.IC - TP - [insert your name]</a></li> <li>2. <b>For Financial</b> – <a href="#">UNDP.GHA.2019.340.IC - FP - [insert your name]</a></li> </ol> <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. <input checked="" type="checkbox"/> <b>COMPULSORY: Once you submitted your proposals electronically to designated Secured Email; kindly confirm same (without</b>

No.	Data	Specific Instructions / Requirements
		<p><b><u>attaching the proposals for the purpose keeping its integrity) to the Focal Person. The Attn: Procurement Team at <a href="mailto:procurement.gh@undp.org">procurement.gh@undp.org</a></u></b>  <b>Your confirmation is important in order to ensure all Proposing Firms' Quotations are not missed and considered for subsequent Technical Evaluation.</b></p>
13	Evaluation method to be used in selecting the most responsive Proposal	<input checked="" type="checkbox"/> Combined Scoring Method, using the 70%-30% distribution for Technical and Financial proposals, respectively, where the minimum passing score of technical proposal is 70%
14	Post-Qualification Actions	<input checked="" type="checkbox"/> Inquiry and background checking with referees or any other entity that may have done business with the offeror.