**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE** 

Date: 13th January 2020

Reference: ETH1223

**Country: Ethiopia**

**Description of the assignment:** Recruitment of international Consultant for Trainer on Handloom Machinery (ETH1223)

**Project name:** Supporting Indian Trade and Investment for Africa” (SITA)

**Post Title:** International Consultant (IC)

**Consultant Level: Level B** (Specialist)

**Duty Station:** Bahir Dar

**Duration:** 60 working days distributed over 3 months

**Expected Start Date:** Immediately after Signing the Contract and/or indicate range of months the consultancy assignment supposed to be commenced

Supporting Indian Trade and Investment for Africa (SITA) is a project financed by the United Kingdoms’ Department for International Development (DFID) and runs from 2015-2020, that requires the services of an individual consultant 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 ETH1223**) 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 FT through [info.procurementet@undp.org](mailto:info.procurementet@undp.org) . 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:

1. The Terms of Reference for the assignment described above;
2. The standard Letter of Confirmation of Interest and Availability, which you must accomplish and submit to UNDP; and
3. Breakdown of Costs template, to be filled to show the detail cost breakdown;
4. P11 templet to be filled by the individual applicant;
5. 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:

* Letter of presentation highlighting main qualifications and experience relevant to this TOR;
* CV;
* Copy of education certificate;
* Completed technical proposal.
* Completed financial proposal.

**FINANCIAL PROPOSAL**

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| * **Lump sum contracts**   The financial proposal shall specify a total lump sum amount of fee, 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). |

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| Terms of reference  **Annex I** |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **TERM OF REFERENCE (ToR)**  **FOR THE RECRUITMENT OF INDIVIDUAL CONTRACTOR (IC)**  **GENERAL INFORMAION**  **Services/Work Description:** Recruitment of Consultant for Trainer on Handloom Machinery (ETH1223)  **Project/Program Title:** Supporting Indian Trade and Investment for Africa” (SITA)  **Post Title:** International Consultant (IC)  **Consultant Level:** Level B (Specialist)  **Duty Station:** Bahir Dar  **Expected Places of Travel:** Addis Ababa  **Duration:** 60 working days distributed over 3 months  **Expected Start Date:** January 2020  REQUIRED DOCUMENTATION FROM CONTRACTOR   |  |  | | --- | --- | |  | Letter of presentation highlighting main qualifications and experience relevant to this TOR | |  | CV /P11 | |  | Copy of education certificate | |  | Completed technical proposal  Completed Financial proposal | |
|  |

**I. BACKGROUND / PROJECT DESCRIPTION**

Supporting Indian Trade and Investment for Africa (SITA) is a project financed by the United Kingdoms’ Department for International Development (DFID) and runs from 2015-2020.

SITA’s outcome is to improve the competitiveness of select value chains: textiles and apparel, pulses, spices, sunflower oil, leather, and emerging sectors of five East African countries: Ethiopia, Kenya, Uganda, Rwanda and the United Republic of Tanzania through the provisions of partnerships from institutions and business from India. In Tanzania, SITA’s activities focus on textiles and apparel, leather, pulses, sunflower oil and spices.

The fifth year (April 2019- March 2020) of SITA’s implementation will see a continuation and deepening of trade and investment promotion activities as well as of pilot projects which were launched during year 4, including in Tanzania.

**Handloom project in Ethiopia**

The project aims at transferring of best practices, technologies and business models from India to Ethiopia. One aspect of the project is to set up a weaving and garmenting unit (using handwoven fabric to make modern, everyday wear clothing). The overall set up and management of the units will incorporate best practices from India.

The project is looking for an international consultant with good knowledge of handloom and garmenting machinery. The consultant should be in a position to work with the Indian machine makers and be able to train Ethiopian weavers and textile workers on the set up, usage and maintenance of the machines.

**II. SCOPE OF THE WORK**

The Consultant will perform the following duties as mentioned below:

* Setting up Indian handlooms & sundry equipment such as cone and hank winding. This includes:
  + Writing up SOPs for the handling of the equipment.
  + Communicating with machinery makers in India for back-stopping and advisory on product specific handling.
* Setting up dyeing unit with the support of local experts. This includes:
  + Support in the selection of operators of the unit
  + Writing up SOPs for the handling of the dyeing unit
  + Communicating with machinery makers in India for back-stopping and advisory on product specific handling.
* Ensure the linkage of dyeing unit to effluent disposal system and identifying solutions for handling of waste water. This includes close collaboration with institutional partners and local experts to find the right solution given the volume and kind of effluent produced.
* Support partner institutions in the replication of select equipment / spare parts e.g. simplified looms, shuttles, spinning wheels amongst other items.
* In collaboration with Indian partner institution, develop a training programme on set up and usage of the Indian Handlooms, the Dyeing Facility and related equipment.
* Provide on-site problem solving on existing flying 8 looms and find solutions for addressing maintenance of loom parts e.g. heddles.
* Setting up spinning system with new equipment (i.e. Amber Charkha) in Bahir Dar and for pilot testing in Arba Minch
* Support master weaver and technicians on the actual implementation of trainings of artisans on the usage of the new set up
* Advise Weaving and Garmenting Unit on technical and procedural challenges and liaise with Indian partner institutions on identifying solutions
* Identifying trainers and technicians for future trainings, maintenance and replication work.
* Delivering a Training of Trainers on SOPs and compliance issues
* Writing up SOPs for procurement actions - specifically for spare parts and maintenance of the equipment
* Mapping and identifying a vendor base for local procurement of inputs and spare parts (e.g. chemicals for dyeing etc)
* Support activities around product development – e.g. by advising on optimal usage of equipment for particular designs, productivity and efficiency gains.
* Construction of drying unit for natural fibre products as per requirements of international buyers.
* Setting up of embroidery/ screen printing equipment for trial runs

**III. EXPECTED OUTPUTS AND DELIVERABLES**

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| --- | --- | --- | --- |
| **No.** | **Deliverables / Outputs** | **Estimated Duration to Complete** | **Review and Approvals Required** |
| 1 | Output 1: Indian Handlooms Set up | 4 Working days | Project Implementation Adviser |
| 2 | Output 2: Dyeing Unit Set up and linked to effluent disposal system | 5 Working days | Project Implementation Adviser |
| 3 | Output 3: Establishing reliable domestic suppliers for inputs and spare parts | 4 Working days | Project Implementation Adviser |
| 4 | Output 4: Replication of equipment / spare parts in collaboration with local institutions and experts | 7 Working days | Project Implementation Adviser |
| 5 | Output 5: Spinning operations in Arba Minch and Bahir Dar set up | 5 Working days | Project Implementation Adviser |
| 6 | Output 6: SOPs for handling of new equipment and systems in place | 5 Working days | Project Implementation Adviser |
| 7 | Output 7: Training of Trainers implemented and support provided to training of artisans on the new equipment | 14 Working Days | Project Implementation Adviser |
| 8 | Output 8: Setting up of Drying Unit for natural fibres | 4 Working Days | Project Implementation Adviser |
| 9 | Output 9: Technical advisory provided to garmenting unit and product developers | 4 Working Days | Project Implementation Adviser |
| 10 | Output 10: Advisory support to weaving and garmenting unit on dealing with technical and procedural challenges | 5 Working days | Project Implementation Adviser |
| 11 | Output 11: Ensure smooth running of the yarn bank | 2 Working days | Project Implementation Adviser |
| 12 | Output 12: Short Report on deliverables, challenges and solutions at the end of each month | 1 Working Day | Project Implementation Adviser |

**IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS**

The consultant will work under the overall supervision of the SITA Coordinator based in Geneva and in daily communication with the Implementation Adviser based in Addis Ababa and the International Handloom Consultant based in Bahir Dar. The consultant will submit monthly reports as outlined under III.

The consultant will interact closely with the Ethiopian Institute of Textile and Fashion Technology (EiTEX), University of Bahir Dar and the Amhara National Regional State Technical Vocational Enterprise Development Bureau (TVEDB).

The consultant will work in close coordination with the Administrative Support, SITA office Ethiopia.

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

The consultant will be based in the SITA project office, located at Bahir Dar University, Selam Campus, Bahir Dar, Ethiopia. The assignment is a full time assignment and requires regular presence at the office. Office space will be provided to the Consultant. Any official travel will be facilitated by the project.

**VI. DURATION OF THE WORK[[1]](#footnote-1)**

Expected duration: 3 months, starting on January 2020 until 31 March 2020

**VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)**

**a. Education:**

* A minimum of Bachelor degree in Commerce, Economics, Textile Engineering, or a related subject

**b. Experience:**

* A minimum of 10 years work experience in relevant area.
* Experience of working with handloom related machinery
* Experience of working with artisans – especially textile and handloom

**c. Language:**

* Very good command of spoken and written English
* Very good command of spoken and written Hindi and South Indian Languages is desirable

**d. Functional Competencies:**

* Knowledge of giving trainings
* Experience in implementing project activities
* Computer skills: full command of Microsoft applications

**e. Core Competencies:**

* Demonstrates integrity by modelling the UN’s values and ethical standards
* Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
* Treats all people fairly without favouritism;
* Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

**Important Note:**

The Consultant is required to have the abovementioned professional and technical qualifications**. Only the applicants who hold these qualifications** will be shortlisted and contacted.

**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:
  1. Technical Criteria weight is **70%**
  2. Financial Criteria weight is **30%**

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| **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 |  | 35 pts\* |
| * **Criteria b.** [Professionalism]\* Provides an example where he/she shows pride in work and achievements, persistence when faced with difficult problems or challenges. To be covered through Interview |  | 15 pts\*\* |
| * **Criteria c.** [Integrity]\* Provides an example where he/she demonstrates the values of the United Nations in daily activities and behaviors, do not abuse power or authority, stands by decisions that are in Organization’s interest. To be covered through Interview |  | 10 pts \*\* |
| * **Criteria d.** [Planning and Organizing]\* Provides examples of where he/she was able to plan and organize trainings or events – with minimal supervision and in close coordination with partners. To be covered through Interview |  | 10 pts\*\* |
| **Financial (Lower Offer/Offer\*100)** | **30%** | 30 |

**IX. PAYMENT MILESTONES AND AUTHORITY**

The prospective consultant will be paid after 20 days of work and upon submission of outputs. The consultant will be paid based on the effective UN exchange rate (where applicable), and only after approving authority confirms the successful completion of each deliverable as stipulated hereunder.

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** |
| --- | --- | --- | --- |
| 1st Installment | Submission of Outputs 1, 2, 3, 11 and 12 (monthly reporting) | Yes through submission of attendance sheet | 20%  After completion of 20 working days |
| 2nd Installment | Submission of Outputs 4, 5, 6 and 12 | “ | 20% |
| 3rd Installment | Submission of Outputs 7, 8, 9, 10, 11 and 12 | “ | 20% |
| 4th Installment | Submission of Outputs 7, 9, 10, 11 and 12 |  | 20% |

**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.

**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.

**XII. ANNEXES TO THE TOR (if any otherwise cancel it out)**

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.

**OFFEROR’S LETTER TO UNDP**

**CONFIRMING INTEREST AND AVAILABILITY**

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

**Annex II**

Date

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 Expert on Information Technology under the Establishing Long Term Agreements for Data Centers project;
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 or Personal History Form (P11) 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;
5. I hereby propose to complete the services based on the following payment rate:

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. 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;
2. This offer shall remain valid for a total period of \_\_\_\_\_\_\_\_\_\_\_ days [*minimum of 90 days*] after the submission deadline;
3. 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];*
4. 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:

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 :

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| --- | --- | --- | --- | --- |
| **Assignment** | **Contract Type** | **UNDP Business Unit / Name of Institution/Company** | **Contract Duration** | **Contract Amount** |
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* I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal :

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

Full Name and Signature: Date Signed :

**Annexes:**

* CV
* Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
* Brief summary of experience, qualifications, and skill relevant to this assignment

**BREAKDOWN OF COSTS**

**SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

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

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| --- | --- | --- | --- |
| **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 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) |  |  |  |
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1. **Breakdown of Cost by Deliverables\***

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| --- | --- | --- | --- | --- |
| **No** | **Deliverables/ Outputs** | **% of payment** | **Total Contract Amount in USD** | **Total Payment in USD** |
|  |  |  |  |  |
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1. *The IC modality is expected to be used only for short-term consultancy engagements. If the duration of the IC for the same TOR exceeds twelve (12) months, the duration must be justified and be subjected to the approval of the Director of the Regional Bureau, or a different contract modality must be considered. This policy applies regardless of the delegated procurement authority of the Head of the Business Unit.*  [↑](#footnote-ref-1)