



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 29/04/2020

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**Country: Zambia**

**Description of the assignment: Technical Advisor**

**Project name: Strengthening Climate Resilience of Agricultural Livelihoods in Agro ecological regions I and II in Zambia project (SCRALA) ZMB10/00099475**

**Period of assignment/services (if applicable): 10 Months**

Proposal should be submitted by email to [procurement.zm@undp.org](mailto:procurement.zm@undp.org) no later than **5:00pm** **Zambian time on 8<sup>th</sup> May 2020**.

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

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### 1. BACKGROUND

UNDP Zambia is strategically repositioning its country programme implementation based on emerging opportunities and UNDP's comparative advantages that maximizes partnerships, resource mobilization and impact in keeping with UNDP's mandate and its current Country Programme Document (CPD) covering the period 2016- 2021 as well as improving programme delivery, hence, the optimal implementation of key projects.

The cluster of Environment and Energy accounts for more than two-thirds of the country programme portfolio in financial terms while Strengthening Climate Resilience of Agricultural Livelihoods in Agro ecological regions I and II in Zambia project (SCRALA) funded by the Green Climate Fund (GCF) is expected to deliver half of the total amount planned for delivery by the country office in 2020. In order to accelerate the implementation of this critical project, deliver expected results in support of beneficiary population, meet planned ambitious targets while ensuring effective, efficient, transparent and accountable quality project cycle management and strengthen the capacity of the project personnel in the management and implementation of the GCF funded projects, UNDP Zambia is seeking a programme management/technical advisor to strengthen the project management and coordination functions.

This temporal additional technical and advisory support was identified as an immediate and imperative measure to boost the project delivery, mitigate reputational risks associated with the slow implementation progress and respond to the urgent needs of the targeted beneficiaries.

SCRALA project supports the Government of Zambia to strengthen the resilience to climate change risks of vulnerable smallholder farmers in the country Agro-Ecological Regions I and II while enhancing the lives and livelihoods of smallholder farmers adversely affected by increasing climate change risks. The project will meet the objective above by fulfilling the following outputs;

- **Output 1:** Smallholder farmers can plan and manage water resources to support resilient agricultural products
- **Output 2:** Resilient agricultural livelihoods in the face of changing rainfall, increasing drought and occasional droughts
- **Output 3:** increasing farmers access to markets and commercialization of resilient agricultural products

The project takes a value chain approach, addressing risks posed across key stages of the value chain- planning, inputs, production and post-production. The project makes targeted interventions to capitalize on opportunities to strengthen and promote viable chains relating to smallholder agriculture in the target regions, specifically targeting value chains that are gender sensitive and provide viable economic opportunities for women.

The support to strengthen the project implementation and coordination function will be made through the recruitment of an experienced international consultant.

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

For detailed information, please refer to Annex 1.

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### **I. Academic Qualifications:**

- Master's degree in a relevant topic related to the resilient agricultural livelihoods including ecological agriculture forestry, agroforestry, Natural Resource management and Environmental Science, Environmental Science, Environment, Agriculture, Climate Change or related field.

### **II. Years of experience:**

A minimum of 10 years of working experience in areas relevant to issues around climate resilience and adaptation is necessary and work on GEF and GCF project a distinct advantage

A minimum of 10 years of international development experience with a minimum of 5 years in managing or providing management and /or technical and advisory support to large and complex projects in similar contexts including with international organizations, the United Nations and/or public sector

Experience in working and negotiating with government officials at all levels. Extensive experience in the management and coordination of multiple implementing partners

Experience of working across the UN agencies and across Government is a distinct advantage

Define number of years of experience; whether it is an international, regional or local consultancy; and areas.

### III. Competencies:

Analytical skills, communications abilities, teamwork, excellent oral and written skills in English. Proven ability to work or utilize Microsoft office tools

## **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)

2. Financial proposal

3. Personal CV including past experience in similar projects and at least 3 references

## **5. 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

## **6. EVALUATION**

Individual consultants will be evaluated based on the following methodology:

### **Cumulative analysis**

*The award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:*

*a) responsive/compliant/acceptable, and*

*b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.*

*\* Technical Criteria weight; 70%*

*\* Financial Criteria weight; 30%*

*Only candidates obtaining a minimum of 70% would be considered for the Financial Evaluation*

*See evaluation criteria in Annex 1.*

## **ANNEX**

### **ANNEX 1- TERMS OF REFERENCES (TOR)**

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

### **ANNEX 3- OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY**