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GHANA

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

**Recruitment of National Consultant to Conduct Technical update  
Ghana's Nationally Determined Contribution.**

**Procurement Notice Ref. No.: UNDP.GHA.2020.81.IC**

**Published (Posted on): May 7, 2020**

**Submission Deadline: May 21, 2020 @ 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  
May 7, 2020**



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## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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**Procurement Notice Ref. No.:** UNDP.GHA.2020.81.IC

**Date:** March 27, 2020

**Country:** Ghana  
**Description of the Assignment:** Recruitment of National Consultant to Conduct Technical update Ghana's Nationally Determined Contribution.  
**Project Name/Title:**  
**Post Title:** National Consultant  
**Period of Assignment/Services:** 90 working days

Proposal should be submitted no later than **May 21, 2020 at 4:30 PM in the Afternoon, UTC+00:00 Accra/Monrovia Time Zone** via the secure email address:

[bids.gh@undp.org](mailto:bids.gh@undp.org)

Your technical and financial proposals shall be sent **into two separate files but in one email** under Subject Line: UNDP.GHA.2020.81.IC

**The File Name for Technical and Financial Proposals MUST BE:**

1. **For Technical:** UNDP.GHA.2020.81.IC- TP - [insert your name]
2. **For Financial** – UNDP.GHA.2020.81.IC- FP - [insert your name]

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 endeavour 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 by standard electronic mail, 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.

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### I. BACKGROUND

The Paris Agreement requires countries to submit an update or new nationally determined contribution (NDC) every five years beginning 2020. Ghana NDC ends in 2030 and intends to update the 2016 NDC. Since 2016 the focus is on implementing the thirty-one climate actions. The new national development framework (2018-2021) has been aligned with the NDC. Sector policies and measures in energy (renewable energy master plan,

scaling up renewable energy penetration investment plan); forestry (REDD+ strategy and plantation development strategy); water (medium-term development for the Ministry of Water and Sanitation); Agriculture (climate-smart action plan) and Transport (revised national transport policy) have all further elaborated concrete programmes to achieve the NDCs.....

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

## **II. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION**

To support the NDC update exercise, the team of consultants will undertake the following tasks:

- Review the progress of implementation of the NDC 2016 to ascertain the level of achievements, challenges, gender mainstreaming, gaps and areas that need to be strengthened in the 2020 NDC updates.
- Evaluate current and future policies informing the present adaptation needs and on-going adaptation efforts, taking into consideration issues of gender.....

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

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

### **Experience of the Lead Consultant**

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

- Advanced Degree (Masters or a PhD) in the fields of development, economics, finance, natural sciences, engineering, environment, geography and related areas.

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

- At least 5 years of relevant professional experience working on NDCs in developing countries, including mitigation and adaptation
- Prior working experience on quantifying mitigation and adaptation targets and accounting of mitigation and adaptation targets.
- Demonstrated skills as a good team player and able to work for long hours without direct supervision.
- Good knowledge and understanding in climate change (domestic and global levels), UNFCCC, adaptation assessment, GHG inventories and low carbon development, impact assessments of policies and measures

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#### **c. Competencies:**

- A track record of delivering successful consultancy service in a timely manner
- Ability to multi-task and have good time management skills
- Strong analytical aptitude, communication and presentation expertise.

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#### **d. Compliance of the UN Core Values:**

- Demonstrates integrity by modeling 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;
- Fulfills 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 as per the prescribed format (see template in Annex II), which includes Duly Signed Offeror's Letter to UNDP Confirming Interest and Availability and Duly Signed Personal CV
- Financial Proposal as per prescribed format (see template in Annex III)

**V. FINANCIAL PROPOSAL****LUMP-SUM CONTRACTS**

The Financial Proposal shall specify a total lump-sum amount **all-inclusive**, 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**

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))	<b>70%</b>	70
1.Understanding of the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organisation and completeness of the proposal		5
2. At least 5 years of relevant professional experience working on NDCs in developing countries, including mitigation and adaptation		25

Criteria	Weight	Max. Point
3. Prior working experience on quantifying mitigation and adaptation targets and accounting of mitigation and adaptation targets		25
4. Good knowledge and understanding in climate change (domestic and global levels), UNFCCC, adaptation assessment, GHG inventories and low carbon development, impact assessments of policies and measures		5
5. Demonstrated experience in a related area in Ghana in particular adaptation, low carbon development assessment and the public policy.		10
<b>Financial (Lower Offer / Offer * 100)</b>	<b>30%</b>	<b>30</b>
<b>Total Score</b>	<b>Technical Score * 70% + Financial Score * 30%</b>	

**Evaluation legend:**

Weight per Technical Competence	
Weak: below 70%	The individual consultant/contractor has demonstrated a <b>WEAK</b> capacity for the analyzed competence
Satisfactory: 70-75%	The individual consultant/contractor has demonstrated a <b>SATISFACTORY</b> capacity for the analyzed competence
Good: 76-85%	The individual consultant/contractor has demonstrated a <b>GOOD</b> capacity for the analyzed competence
Very Good: 86-95%	The individual consultant/contractor has demonstrated a <b>VERY GOOD</b> capacity for the analyzed competence
Outstanding: 96-100%	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)**

**Your Sincerely,**

**Silke Hollander**  
**Deputy Resident Representative**

## INSTRUCTION TO OFFERORS

No.	Data	Specific Instructions / Requirements
1	Location of Work:	<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	<input checked="" type="checkbox"/> GHS
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	<input checked="" type="checkbox"/> Focal Person in UNDP: <a href="#">Procurement Team</a> <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
8	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Electronic submission of Bid
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	Deadline of Submission	<input checked="" type="checkbox"/> Date and Time: <b>May 21, 2020 @ 4:30 PM in the Afternoon</b> <input checked="" type="checkbox"/> Time Zone: (UTC+00:00) Accra/Monrovia
11	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: <b>PDF files only and Financial Proposal shall be password protected</b>

No.	Data	Specific Instructions / Requirements
		<ul style="list-style-type: none"> <li>☒ <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></li> <li>☒ UNDP Ghana Office uses Adobe PDF reader version 9 and Microsoft 2007 &amp; Microsoft 2010</li> <li>☒ 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.</li> <li>☒ 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.</li> <li>☒ <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.2020.81.IC</b></li> <li>☒ <b>Proposals File Name (Mandatory): The File Name for Technical and Financial Proposals MUST BE:</b> <ul style="list-style-type: none"> <li>3. <b>For Technical</b> – UNDP.GHA.2020.81.IC- TP - [insert your name]</li> <li>4. <b>For Financial</b> – UNDP.GHA.2020.81.IC- FP - [insert your name]</li> </ul> </li> <li>☒ 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.</li> <li>☒ <b>COMPULSORY: Once you submitted your proposals electronically to designated Secured Email, kindly confirm same (without 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> Your confirmation is important in order to ensure all Proposing Firms' Quotations are not missed and considered for subsequent Technical Evaluation.</b></li> </ul>
13	Evaluation method to be used in selecting the most responsive Proposal	<ul style="list-style-type: none"> <li>☒ Combined Scoring Method, using the <b>70%-30%</b> distribution for Technical and Financial proposals, respectively, where the minimum passing score of technical proposal is <b>70%</b></li> </ul>
14	Post-Qualification Actions	<ul style="list-style-type: none"> <li>☒ Inquiry and background checking with referees or any other entity that may have done business with the offeror.</li> </ul>