**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE** 

Date:2 Sept 2020

Reference: ETH1736

**Services/Work Description: Recruitment of National Junior GIS Expert**

**Project/Program Title:** **UN-Habitat Country Programme for Ethiopia (2016-2020)**

**Post Title:** National Consultant

**Duty Station:** Jijiga

**Duration:** 5 Months

**Expected Start Date:** September 2020

The United Nations Development Programme (UNDP) is currently implementing a project **UN-Habitat Country Programme for Ethiopia (2016-2020)** 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** **ETH1736**) 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 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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| ETHIOPIA    **TERM OF REFERENCE (ToR)**  **FOR THE RECRUITMENT OF INDIVIDUAL CONTRACTOR (IC)**  **GENERAL INFORMAION**  **Services/Work Description:** Recruitment of Consultant for UN-Habitat Ethiopia Country Programme Office  **Project/Program Title:** **Junior GIS Expert**  **Post Title:** Individual National Consultant (NC)  **Group of Individuals and/or Firms are not eligible for this consultancy assignment (only at an individual level)**  **Consultant Level: Level 4** (Junior Specialist)- step-1  **Duty Station:** Jijiga, Ethiopia  **Duration:** **five months with possible extension**  **Expected Start Date:** Immediately after Signing the Contract  **I. BACKGROUND / PROJECT DESCRIPTION**  UN-Habitat is the United Nations programme working towards a better urban future with a mission of promoting socially and environmentally sustainable human settlements development and the achievement of adequate shelter for all. It is present in Ethiopia since 1998.  While providing its support to sustainable urban development in Ethiopia, UN-Habitat has developed a guiding document called UN-Habitat Country Programme for Ethiopia (2016-2020). Building on global frameworks such as SDG 11, the New Urban Agenda and Ethiopia’s 2nd Growth and Transformation Plan (GTP II), the country programme is organized around four pillars: (i) Urban Regional Planning, (ii) Urban Resilience, (iii) Housing and Urban Basic Services, (iv) Urban Monitoring and Research Advocacy. It also considers cross cutting issues such as Awareness Raising - Participatory Approach Capacity Development - Technical Advice - Policy Support. Subsequently, UN-Habitat and the Ministry of Urban Development and Construction (MUDCo) have signed a new Memorandum of Understanding in February 2018 which provides the legal framework to implement the UN-Habitat Country Programme.  UN-Habitat Ethiopia is supporting the Government of Ethiopia in strategic regional planning and spatial development of cities and other settlements, promoting inclusive and sustainable development. UN-Habitat is engaged in a collaborative process, alongside several UN agencies, addressing migration and displacement through spatial planning and development of settlements that respond to the needs of displacement affected communities promoting social coexistence and peacebuilding.  The role of the consultant is to support the team in addressing re-development and integration of migratory and displaced communities in urban fabric of already existent settlements, through an integrated approach to strategic spatial planning maximizing implementation of the Sustainable Development Goals through the New Urban Agenda. The consultant will contribute to the development of city-wide strategies, planning city extensions using participatory mapping and planning to coordinate spatial development. The consultant will be based in UN-Habitat technical support team to the Ministry of Urban Development and Construction and will support projects delivery together with the UN-Habitat team leader in who will oversee the spatial planning support and ensure the timely delivery of outputs.  **II. SCOPE OF THE WORK**  The incumbent will work under the direct supervision of the UN-Habitat Ethiopia Programme Manager, and in close collaboration with Urban Crises Response and Preparedness team from the Headquarters in Nairobi. Within delegated authority, the National Consultant will be responsible for the following duties:   * Support development and implementation of project activities; * Support the content, packaging and branding the Ethiopia Lab portfolio; * Perform spatial data documentation, analysis, and give inputs in various publications and relevant documents; * Support and in the collection of relevant spatial data, familiarize herself/ himself with the participatory mapping methodology; * Support the geo-referencing of relevant information for the Spatial Development Framework * Support procurement plan for necessary hardware and software equipment for the Lab ensuring a continuity to the organization of UN-Habitat GIS database * Technical support to participatory mapping workshops with displacement affected communities * Any other tasks requested by the or the team leader and Programme Manager   **III. EXPECTED OUTPUTS AND DELIVERABLES**   * Developed spatial data inclusive of maps and analysis leading to conceptual and spatial development plans; * Organized knowledge platforms and facilitate participatory mapping workshops; * Input to reports, publications and visual representation of analysis and planning components.  |  |  |  |  | | --- | --- | --- | --- | | **No.** | **Deliverables / Outputs** | **Estimated Duration to Complete** | **Review and Approvals Required** | | 1 | Developed spatial data inclusive of maps and analysis leading to conceptual and spatial development plans; | Month 1, 2, 3 | UNIT: UN-Habitat | | 2 | Organized knowledge platforms and facilitate participatory mapping workshops; | Month 2, 3, 4 | | 3 | Input to reports, publications and visual representation of analysis and planning components. | Month 3, 4, 5 | |  |  | \_ |  |   **IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS**   1. The project manager will directly supervise the Contractor and he/she will be directly responsible to, and reporting to, seeking approval/ acceptance of output from Country Programme Manager; 2. The contractor is expected to provide weekly reports via email and monthly narrative reports in format shared by the project manager. The reports must be shared with the project manager, the country program manager and programme support staff as indicated. 3. The Contractor is expected to collaborate with UN organizations and NGOs in Somali region and with different governed bureaus engaged in deployment of durable solutions for IDPs. The consultant will interact with representatives of local administration, local academic institutions, civil society and representatives of internally displace peoples. 4. The entities other than UN-Habitat have a consultative role, while the project implementation is managed solely by UN-Habitat. 5. The project will provide office space, support personnel in Jigjiga and Addis Ababa, and logistical support for missions outside Jigjiga.   **V. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC (if any)**  a. Office Space; Equipment and Secretarial services and Arrangement of workshop(s)  b. The assignment does not require presence on the UNDP premises  c. UN-Habitat Ethiopia will be in-charge for offering both administrative and logistics supports  **VI. DURATION OF THE WORK[[1]](#footnote-1)**   1. The expected duration of work is 5 Months/ 21.75 minimum expected working days per/month 2. 31st December 2020 is the expected date of full completion, if the tasks is not completed on time the contractor should finalize his work with no cost extension. 3. The start and expected completion date of the work is from August – December 2020 4. Feedback on reporting will be given within 5 working days. 5. The project period as agreed with the donor is ending on 31 December 2020, inclusive of reports of all processes and outputs produced within this project. Therefore, the work should be done with the timeframe.   **VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)**  **a. Education:**  Advanced University degree in Geo-Informatic Systems, Land Use Planning or related field, competency in developing regional and city spatial data, proven skills in spatial data analysis and planning are required. A first-level university degree in combination with 4 additional years of qualifying experience may be accepted in lieu of the advanced university degree  **b. Experience:**   * A four solid years of experience in the areas of developing regional and city spatial data, proven skills in spatial data analysis and planning are required   **c. Language:**  English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of Amharic or Somali Language is preferred. Required ability to communicate technical knowledge to non-expert audience using graphic and visual tools.  **d. Functional Competencies:**  **Communication:** speaks and writes clearly and effectively, listens to others, correctly interprets messages from others and responds appropriately, asks questions to clarify, and exhibits interest in having two-way communication, adapts language and format to match the audience and demonstrates openness in sharing information and keeping people informed;  **Teamwork:** works collaboratively with colleagues to achieve organizational goals, solicits input by genuinely valuing others’ ideas and expertise; is willing to learn from others, places team agenda before personal agenda, supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position, and shares credit for team accomplishments and accepts joint responsibility for team shortcomings;  **Client Orientation:** considers all those to whom services are provided to be “clients ” and seeks to see things from clients’ point of view, establishes and maintains productive partnerships with clients by gaining their trust and respect, identifies clients’ needs and matches them to appropriate solutions, monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems, keeps clients informed of progress or setbacks in projects, and meets timeline for delivery of products or services to client;  **Technological Awareness:** keeps abreast of available technology, understands applicability and limitations of technology to the work of the office, actively seeks to apply technology to appropriate tasks and shows willingness to learn new technology…..  **e. Core Competencies:**   * Demonstrates integrity by modelling the UN’s values and ethical standards * Promotes the vision, mission, and strategic goals of UN-Habitat; * Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability * Treats all people fairly without favoritism; * 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%**  |  |  |  |  | | --- | --- | --- | --- | | **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 | | **50%** | 50 pts\* | | * **Criteria b.** Competency-based Interview which allow to evaluate individual competencies in terms of language proficiency; analytical and comprehension skills; presentation skills; confidence; problem solving skills; teamwork ability, managerial ability | | **10%** | 10 pts\*\* | | * **Criteria c.** Advanced University degree in Geo-Informatic Systems, Land Use Planning or related field | | **10%** | 10 pts \*\* | | * **Criteria d.** Competency in use of GIS systems, Adobe Suite and other mapping production and imagery tools | | **10%** | 10 pts\*\* | | **Financial (Lower Offer/Offer\*100)** | | **30%** | 30 | | **Total Score** | **Technical Score \* 70% + Financial Score \* 30%** | | |   **IX. PAYMENT MILESTONES AND AUTHORITY**   * Specify the key outputs or milestone activities for which payments will be made, the corresponding percentage of the contract price that will be paid per milestone/output, including all the conditions/documentations required prior to the release of any tranches of payment.   The prospective consultant will indicate the cost of services for each deliverable in US dollars **all-inclusive[[2]](#footnote-2) lump-sum contract amount** when applying for this consultancy. 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 | Narrative report including methodology and plan for data collection, stakeholder consultations and other meeting reports | Yes | 100 % | | 2nd Installment | Narrative report including data collection progress, stakeholder consultations and support in project implementation | Yes | 100 % | | 3rd Installment | Narrative report including input to stakeholder consultation, visual representation, and analysis of planning components | Yes | 100 % | | 4th Installment | Narrative report including input to stakeholder consultation, visual representation, and analysis of planning components | Yes | 100 % | | 5th Installment | Narrative report including input to reports, publications, dissemination of findings to stakeholders | Yes | 100 % |   **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. |
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Cover Page

**ANNEX II**

**TECHNICAL PROPOSAL**

**Recruitment of National Junior GIS Expert**

**Procurement Ref. No.: ETH1736**

|  |  |
| --- | --- |
| **Prepared by:** | [insert here] |
| **Nationality:** | [insert here] |
| **Date of Birth:** | [insert here] |
| **Gender:** | [insert here] |
| **Date of Preparation:** | [insert here] |
| **Email:** | [insert here] |
| **Address:** | [insert here] |
| **Phone / Fax:** | [insert here] |
| **Skype Account:** | [insert here] |

Table of Contents

**Page**

**TECHNICAL PROPOSAL COVER PAGES**

Cover Page (use the template hereto)

Cover Letter (use the template hereto)

Statement of Declaration (use the template hereto)

**SECTION I. TECHNICAL PROPOSAL SUBMISSION FORM**

* 1. Letter of Motivation
  2. Proposed Methodology
  3. Past Experience in Similar Consultancy and/or Projects along with Contact Details
  4. Implementation Timelines
  5. List of Personal Referees along with contact details
  6. Bank Reference Details

**SECTION II. ANNEXES**

Annex a. Duly Signed Offeror’s Letter to UNDP Confirming Interest and Availability (use the template hereto)

Annex b. Duly Signed Personal CV

**Documentation Checklist** (please refer to the checklist attached hereto)

Cover Letter

Date: [insert date]

To: United Nations Development Programme

Addis Ababa, Ethiopia

Dear Sir/Madam:

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, I, the undersigned, offer to provide Individual Consulting services [insert the description of the profession/activity for project/programme/office] as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Proposal.

I undertake, if my Proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated in the Terms of Reference (ToR).

I agree to abide by this Proposal for a period of **120 days** from the date fixed for opening of Proposals in the Individual Consultant Procurement Notice, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

I understand that you are not bound to accept any Proposal you may receive.

**Full Name:**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Signed:**

Statement of Declaration

Date: [insert date]

To: United Nations Development Programme

Addis Ababa, Ethiopia

Dear Sir/Madam:

I, the undersigned, hereby offer to provide consultancy services for [insert: title of services] in accordance with your IC Procurement Notice dated [insert: Date] and our Proposal. I hereby submitting the Proposal, which includes the Technical Proposal and Financial Proposal sealed under a separate envelope.

In this regard, I hereby declare that:

1. All the information and statements made in this Proposal are true and I accept that any misrepresentation contained in it may lead to our disqualification;
2. I am currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
3. I have no outstanding bankruptcy or pending litigation or any legal action that could impair my consultancy service; and
4. I do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

I undertake, if the Proposal is accepted, to initiate the consultancy services just after contract agreement is duly signed.

I fully understand and recognize that UNDP is not bound to accept this proposal, 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 evaluation.

Yours sincerely,

**Full Name:**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Signed:**

**TECHNICAL PROPOSAL SUBMISSION FORM**

**1.1 Letter of Motivation**

* Briefly explain why you are the most suitable for the consultancy service you applied for.

**1.2 Proposed Methodology for the Completion of Consultancy Services**

The consultant must describe how it will address/deliver:

* A detailed approach and/or methodology you plan to apply or conduct the to meet the demands of the ToR;
* Providing a detailed description of the essential performance characteristics (if any);
* Implementation timeline and/or work plan using the proposed methodology/approach. It shall be supported by Gantt Chart
* Any other information pertinent to it.

**1.3** **Past experience in similar projects and/or consultancy services**

The consultant must describe and indicate:

* Track Record – list of clients for similar consultancy services and/or projects as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references including email address as indicated in the following template:

**Track Record and Experience**

| **No.** | **Client** | **Contact Value in US$** | **Period of activity** | **Types of activities and/or Operations** | **Status or Date Completed** | **References Contact Details (Name, Title – Mr., Mrs., Dr. to properly address, Phone, Email** |
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**\* *Be sure the correct email address is/are indicated***

**1.4 Implementation Timelines:**

* The Proposer shall submit a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

**1.5 List of Personal Referees**

* List of at least three personal referees in terms of their title (position), where they work, email, and telephone address as indicated in the following template:

| **No.** | **Name of Personal Referee** | **Name of the Organization** | **Title and/or Position** | **Email address with alternative (if any)** | **Telephone** |
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| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
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**1.6 Bank Reference Details**

In case of winning the designated IC contract, I hereby authorizes UNDP Ethiopia to effect all payments through the following Bank. I will provide Account Number and further detail for bank wiring upon contract award.

|  |  |
| --- | --- |
| **Name of the Bank:** | [insert here] |
| **Branch Name:** | [insert here] |
| **Bank Address:** | **City:** [insert here]  **State/Province:** [insert here]  **Country:** [insert here]  **Postal Code:** [insert here]  **Bank Contact Email:** [insert here] |
| **Account Type:** | Checking  Savings |

**Note:** *Double click on the respective Check Box and click checked in the dialogue box of your choice.*

**OFFEROR’S LETTER TO UNDP**

**CONFIRMING INTEREST AND AVAILABILITY**

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

Date: [Insert Date Filling the Form]

United Nations Development Programme

Addis Ababa, Ethiopia

Dear Sir/Madam,

I hereby declare that:

1. I have read, understood and hereby accept the Terms of Reference (ToR) 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** attached hereto as **Annex IV**;

1. 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 “b”**;
2. In compliance with the requirements of the Terms of Reference (ToR), 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 “a”**;
3. I hereby propose to complete the services based on the following payment rate on the prescribed format which I have attached hereto as **Annex III**:

A total lump-sum amount as stated in the Financial Proposal which will be payable in the manner described in the Terms of Reference (ToR).

1. For your evaluation, the breakdown of the abovementioned **all-inclusive** amount is attached hereto as **Annex III**;
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 **120 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 [Double click on the Check Box and click checked in the dialogue box]:

Sign an Individual Contract (IC) 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:

|  |  |
| --- | --- |
| **Description** | **Contact Details** |
| **Legal Name of Organization:** |  |
| **Business Address:** |  |
| **Full Name of Official Contract Signatory:** |  |
| **Title/Post:** |  |
| **email address:** |  |
| **Tel.** |  |

1. I hereby confirm that [Double click on the Check Box and click checked in the dialogue box]:

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** |
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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:**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Signed:**

Documentation Checklist

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SN** | **Documentation Requirement** | **Yes** | **No** | **If “No” Reason** |
| **1** | Prepared Technical Proposal as per the prescribed template |  |  |  |
| **2** | Prepared **All-Inclusive[[3]](#footnote-3) Financial Proposal as per the Template** to be sent in a Separate File |  |  |  |
| **3** | Fulfil the Minimum Required Educational Qualification in the Relevant Area of Specialization as indicated in the ToR |  |  |  |
| **4** | Fulfill the **Minimum** Required Relevant Work Experience as requested under Years of Experience in the ToR |  |  |  |
| **5** | Compiled the Bank Reference Details in the Prescribed Table |  |  |  |
| **6** | Annexed the Duly Signed Offeror’s Letter to UNDP Confirming Interest and Availability (use the template hereto) (as part of **Annex a**) |  |  |  |
| **7** | Annexed the Duly Signed Personal CV (as part of **Annex b**) |  |  |  |
| **8** | If I am selected for this assignment, I shall Sign an Individual Contract (IC) with UNDP |  |  |  |
| **9** | I hereby confirm that At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP |  |  |  |
| **10** | Iam a former staff member of the United Nations who recently separated,I hereby confirm that I have complied with the minimum **break in service** required before I can be eligible for this Individual Contract (IC). |  |  |  |
| **11** | I am 62 years old or above thus would like to confirm my willingness to go through a full medical exam including x-rays at my own cost from UN recognized medical Center |  |  |  |
| **12** | Accepted all provisions of Individual Contract (IC) General Terms and Conditions (GTC) attached hereto |  |  |  |

**Note:** *Double click on the respective Check Box and click checked in the dialogue box of your choice.*

*All other information and documentations that we have not provided automatically implies our fully compliance with the requirements, terms and conditions of the IC.*

**Full Name:**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Signed:**      

**ANNEX III**

Cover Page

**FINANCIAL PROPOSAL**

|  |  |
| --- | --- |
| **IC Service Description:** | **Recruitment of National Junior GIS Expert** |
| **Procurement Ref. No.:** | ETH 1736 |
| **Prepared by:** | [insert here] |
| **Nationality:** | [insert here] |
| **Date of Preparation:** | [insert here] |
| **Email:** | [insert here] |
| **Address:** | [insert here] |
| **Phone / Fax:** | [insert here] |

Cover Letter

To: United Nations Development Programme

Addis Ababa, Ethiopia

Dear Sir/Madam:

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, I, the undersigned, offer to provide Individual Consulting services [insert the description of the profession/activity for project/programme/office] for the lump-sum amount of [**insert the lump- sum amount in figures and words including the currency**] as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Proposal.

I undertake, if my Proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated in the Terms of Reference (ToR).

I agree to abide by this Proposal for a period of **120 days** from the date fixed for opening of Proposals in the Individual Consultant Procurement Notice, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

I understand that you are not bound to accept any Proposal you may receive.

**Full Name:**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Signed:**

**FINANCIAL PROPOSAL SUBMISSION FORM[[4]](#footnote-4)**

**Directions:**

1. The financial proposal shall specify a **lump-sum amount** (including professional fee, travel, per diems, and other relevant expenses and/or costs for number of anticipated working days) which **UNDP Ethiopia Country Office will be obligated to pay to Prospect Individual Contractor (IC) upon Contract Award and successful completion of the consultancy assignment.**
2. **Do not** **include** any conditional statement(s) about your financial lump-sum amount and partial financial quotation is also not allowed.
3. Payments are based upon output, i.e. upon specific and measurable (qualitative and quantitative) deliverables (as indicated in Section II hereunder) of the services specified in the ToR.
4. Failing to submit one of the two Sections hereunder and/or incomplete information will make the proposal automatically disqualified.
5. **You must send your duly signed Financial proposal separately** from Technical Proposal in a **PDF FORMAT**

**I. BREAKDOWN OF COST BY COMPONENTS:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cost Components** | **Unit Cost**  **(Rate)** | **Quantity**  **(No. of days)** | **Total**  **(in ETB)** |
| **Personnel Costs** |  |  |  |
| Professional Fees |  |  |  |
| Life Insurance [if you find it applicable] |  |  |  |
| Medical Insurance [if you find it applicable] |  |  |  |
| Communications [if you find it applicable] |  |  |  |
| Land Transportation [if you find it applicable] |  |  |  |
| Others [pls. specify] |  |  |  |
|  |  |  |  |
| **Travel Expenses to Join duty station** |  |  |  |
| Round Trip Airfares to and from duty station [if you find it applicable] |  |  |  |
| Living Allowance [if you find it applicable] |  |  |  |
| Travel Insurance [if you find it applicable] |  |  |  |
| Terminal Expenses [if you find it applicable] |  |  |  |
| Others [pls. specify] |  |  |  |
|  |  |  |  |
| **Duty Travel** |  |  |  |
| Round Trip Airfares [if you find it applicable] |  |  |  |
| Living Allowance [if you find it applicable] |  |  |  |
| Travel Insurance [if you find it applicable] |  |  |  |
| Terminal Expenses [if you find it applicable] |  |  |  |
| Others [pls. specify] |  |  |  |
|  |  |  |  |
| **All-inclusive Lump-sum Contract Amount** |  |  |  |

***\*The above format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.***

***\*Travel expenses including all travel to join duty station/repatriation travel. Travel costs exceeding those of an economy class ticket are not covered by UNDP.***

***\*Perdium /Living Allowance per day shall not exceed UNDP/UN Daily Subsistence Allowance (DSA) Rates for* ETHIOPIA/ADDIS ABABA *as a DUTY STATION. Please refer to the respective Monthly Circulars from the following link:*** [***http://www.ph.undp.org/content/philippines/en/home/operations/undp-un-dsa-rates.html***](http://www.ph.undp.org/content/philippines/en/home/operations/undp-un-dsa-rates.html)

**Amount in Words: [**Insert the total amount in words**]**

**II. BREAKDOWN OF COST BY DELIVERABLES\***

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Deliverables**  ***Payment Milestones*** | **Percentage of Total Price**  ***(Weight for payment)*** | **Amount**  **in ETB** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **All-inclusive Lump-sum Contract Amount** | | **100%** |  |

*\*Basis for payment tranches*

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)
2. *The term “All inclusive” implies that all costs (professional fees, travel costs, living allowances, communications, consummables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal* [↑](#footnote-ref-2)
3. *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* [↑](#footnote-ref-3)
4. ***The Financial Proposal Submission Template must be used with No Conditional Statement*** [↑](#footnote-ref-4)