



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: October 10, 2020

Reference: ETH1805

Services/Work Description: Recruitment of an International Individual Consultant for Production of Six Short Animated Videos on African Union Treaties;

Project/Program Title: Accelerating the Ratification and Domestication of AU Treaties;

Post Title: International Individual Consultant (IC);

Duty Station: Home-base with possible travel to Addis Ababa, Ethiopia

Duration: Ninety (90) Working days;

Expected Start Date: Immediately after Signing the Contract

The United Nations Development Programme (UNDP) is currently implementing a project: Accelerating the Ratification and Domestication of AU Treaties that requires An International Individual Consultant for production of Six Short Animated Videos on African Treaties as described in the TOR.

Proposal should be submitted through the online eTendering system <https://etendering.partneragencies.org> (search for **Event ID ETH1805**) 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 . 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:

- a) The Terms of Reference for the assignment described above;
- b) The standard Letter of Confirmation of Interest and Availability, which you must accomplish and submit to UNDP; and
- c) Breakdown of Costs template, to be filled to show the detail cost breakdown;
- d) P11 templet to be filled by the individual applicant;

- e) 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

- **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).



TERMS OF REFERENCE (TOR)

i. GENERAL INFORMATION

Procurement Notice Ref. No.: **ETH1805;**

Services/Work Description: Recruitment of an International Individual Consultant for
Production of Six Short Animated Videos on African Union
Treaties;

Project/Program Title: Accelerating the Ratification and Domestication of AU Treaties ;

Post Title: International Individual Consultant (IC);

Duty Station: Addis Ababa;

Duration: : Ninety (90) working days;6 months;

Expected Start Date: Immediately after concluding Contract Agreement

REQUIRED DOCUMENTATION FROM CONTRACTOR

| | |
|--------------------------|---|
| <input type="checkbox"/> | Letter of presentation highlighting main qualifications and experience relevant to this TOR |
| <input type="checkbox"/> | CV |
| <input type="checkbox"/> | Completed technical proposal |
| <input type="checkbox"/> | Completed financial proposal |

1. Background

AU treaties provide the normative and legal mechanism through which Member States can foster greater political and economic integration, while simultaneously enhancing peace and security, poverty reduction and Sustainable Development Goals (SDGs). Since the creation of the Organization of African Unity (OAU) in 1963 and the AU in 2001, Member States have adopted a total of 56 treaties.

Despite broad recognition of the benefits that can be accrued to the AU and its Member States through the implementation of these treaties, the general public's awareness and understanding of the role of the AU in terms of creating norms, furthering development, promoting peace and security remains low. Greater awareness of AU treaties amongst the public would create a much-needed link between treaty ratification, domestication, implementation and improvement in the lives of ordinary Africans. The recent study carried out by this project on alignment between the AU treaties and interventions of development partners in 6 countriesⁱ also confirmed a low level of awareness amongst development partners. Development cooperation amongst donors and multilateral partners could be better aligned at the national and regional levels with AU treaties with increased awareness and demand for compliance by citizens.

The project, 'Accelerating the Ratification and Domestication of African Union Treaties', is designed to address the challenges and bottlenecks associated with ratification and domestication, and to help enhance the capacity of the AU over the medium- to long-term to be able to manage the ratification process, and to provide tailored support to Member states with domestication and implementation-related challenges. It is anchored in a multi-dimensional approach to development, which draws upon the inherent link between peace, security and economic development.

2. Rationale

In order to communicate the utility of African Union treaties more effectively and reach the largest population, the use of animation has become a potent tool. Animation can be accessed on the go – through the internet, television and mobile phones. It has a strong appeal to both the young and old – women and men. The main target audience for the development of the videos on the AU treaties includes African youth between 25- 35, civil society organizations and the media. People remember pictures or images more than text. It is educative as well as entertaining and can be watched repeatedly.

3. Objective

The main objective of this assignment is to enhance awareness of the public on African Union treaties. The task is to develop 6 short animated videos to raise awareness and interest in African Union treaties which address the following key concerns:

- what do the treaties mean?*
- What purpose do they serve?*
- How do citizens benefit from their implementation?*
- How do they contribute to the achievement of the SDGs and the AU Agenda 2063?*
- Call on member states to ratify, domesticate and implement all African Union treaties for the achievement of the Africa We Want.*

4. Outputs/Expected deliverables

Develop two minutes animated videosⁱⁱ on **each** of the following 6 treaties:

- (1) African Charter on Human and Peoples' Rights
- (2) Protocol to the African Charter on Human and Peoples' Rights on the Rights of Women in Africa (Maputo Protocol)
- (3) African Youth Charter
- (4) African Charter on the Rights and Welfare of the Child
- (5) African Charter on Democracy, Elections and Governance and
- (6) AU Convention on Preventing and Combating Corruption.

Suggested Scripts

The scripts will be built on the updated status of the treaties as at time of producing the videos. Below is a brief description of the 6 treaties and current ratification status (as at 10 September 2020)ⁱⁱⁱ.

1. African Charter on Human and Peoples' Rights (ACHPR)

The ACHPR is the main instrument that seeks to promote and protect human rights on the African continent. The Charter outlines the duties of individuals towards family and society, the State and other legally recognized communities and the international community. The importance of the Charter is in the civil and political rights, economic, social and cultural rights, as well as the recognition of group rights, besides individual rights, enshrined in the Charter.

- **Date of Adoption:** June 01, 1981
- **Date of last signature:** May 19, 2016
- **Date entry into force:** October 21, 1986
- **Total countries:** 55 **No. of signature:** 45 **No. of ratification:** 54 **No. of deposit:** 54

2. Protocol to the African Charter on Human and Peoples' Rights on the Rights of Women in Africa (Maputo Protocol)

The Maputo protocol supplements the African Charter on Human and Peoples' Rights and is the principal regional legal instrument that ensures respect for rights of women, including the right to participate in the political and decision-making process, economic and social welfare rights, sexual and reproductive health, an end to harmful practices such as female genital mutilation, as well as emphasizes equality of men and women in marriage, separation, divorce and annulment of marriage.

- **Date of Adoption:** July 01, 2003
- **Date of last update:** September 18, 2019
- **Date entry into force:** November 25, 2005
- **Total countries:** 55 **No. of signature:** 49 **No. of ratification:** 39 **No. of deposit:** 39

3. African Youth Charter (AYC)

The AYC is significant because it acknowledges the important role that youth can play in promoting Africa's development agenda, especially considering that youth population in Africa

is projected to double by 2050. The Charter provides a legal and political framework for the rights, freedoms and obligations of African youth (defined as every person between the ages of 15 and 35 years) as well as strategic direction for States in areas of youth empowerment and development.

- **Date of Adoption:** July 02, 2006
- **Date of last signature:** June 27, 2019
- **Date entry into force:** August 08, 2009
- **Total countries 55, No. of signature: 43, No. of ratification: 39, No. of deposit: 39**

4. African Charter on the Rights and Welfare of the Child

The Charter outlines the standards and norms of status of children, defined as human beings under 18 years old. It outlines and guarantees the rights and freedoms of children, which are to be respected by Member States without discrimination and with best interest of the child in mind. The Charter also includes provisions on responsibilities of parents or other persons responsible for the child, as well as the responsibilities of children themselves.

- **Date of Adoption:** July 01, 1990
- **Date of last signature:** June 27, 2019
- **Date entry into force:** November 29, 1999
- **Total countries: 55 No. of signature: 44 No. of ratification: 49 No. of deposit: 49**

5. African Charter on Democracy, Elections and Governance (ACDEG)

The ACDEG is crucial for development on the continent because it promotes and aims to enhance adherence by State Parties to the principles of rule of law, democracy and human rights, and regular free and fair elections. The Charter also prohibits, rejects and condemns unconstitutional change of governments, and promotes and protects the independence of the judiciary. Furthermore, the Charter encourages effective coordination and harmonization of governance policies amongst State Parties with the aim of promoting regional and continental integration, as well as promotion of State Parties' sustainable development and human security and fight against corruption.

- **Date of Adoption:** January 30, 2007
- **Date of last signature:** July 29, 2019
- **Date entry into force:** February 15, 2012
- **Total countries: 55; No. of signature: 46 No. of ratification: 34 No. of deposit: 34**

6. AU Convention on Preventing and Combating Corruption

The AU anti-corruption convention aims to promote, facilitate and regulate cooperation among the State Parties to ensure the effectiveness of measures and actions to prevent, detect, punish and eradicate corruption and related offences in Africa. It also promotes coordination and harmonization of policies and legislation between State Parties for the purposes of prevention, detection, punishment and eradication of corruption on the continent as well as establish the necessary conditions to foster transparency and accountability in the management of public affairs.

- **Date of Adoption:** July 01, 2003

- **Date of last signature:** February 10, 2020
- **Date entry into force:** August 05, 2006
- **Total countries: 55 No. of signature: 49 No of ratification: 44 No. of deposit: 44**

Deliverables:

The contractor will create 6 final animated videos including concept, script development, storyboard, style, design, animation editing and sound. Hereunder:

- Develop script, timeline and storyboard;
- Create graphics (animatics);
- Animate the graphics and record sound to digital recording media;
- Ensure the produced video is technically sound (properly exposed, processed and framed);
- Perform video post-processing;
- Copyright of all footage and music in the video and all voices;
- Submit draft of edited video clip to UNDP for provision of feedback and inputs;
- Finalize the video clip according to feedback provided by UNDP;
- Once English version is approved, provide translation and narration in French, Portuguese and Arabic;
- Deliver raw video and edited video files via transfer links for downloads;
- Deliver raw video and edited video files via transfer links for downloads.

| Outputs | Target Due Dates | Review and Approvals Required |
|---|-------------------------|---|
| 1. Develop a script based on extensive inputs and direction from UNDP | 1 Oct. 2020 | Running dialogue between consultant, UNDP and OLC |
| 2. Create the storyboard | 15 Oct. 2020 | Running dialogue between consultant, UNDP and OLC |
| 3. Record voice over | 20 Oct. 2020 | UNDP and OLC review and approve |
| 4. Illustrate characters, animation and other elements | 30 Oct. 2020 | Running dialogue between consultant, UNDP and OLC |
| 5. Post-production (editing, music, sound effects and subtitles) | 10 Nov. 2020 | UNDP and OLC review and approve |
| 6. English version ready for dissemination | 30 Nov. 2020 | UNDP and OLC review and approve |
| 7. Finalized script and animation translated into Arabic, French and Portuguese | 31 Dec. 2020 | UNDP and OLC review and approve |

5. Duration of the contract

The consultancy is expected to take 90 working days after signing the contract.

6. Institutional arrangement

UNDP will recruit and contract the individual consultant who will be selected through a competitive process to undertake the assignment as described in the ToR. The consultant will report to the Project Manager, Accelerating the Ratification and Domestication of AU Treaties Project.

7. Duty station

The assignment is home based with possible travel to Addis Ababa.

8. Required expertise and qualification

Education:

Master's degree in a field relevant to the assignment, including development studies, mass communications, journalism, information technology etc.

A first degree with 10 years of experience relevant to the assignment will suffice/be accepted.

Required skills and Experience: *Prospective consultants should demonstrate:*

- 1. Experience in developing creative video clips;*
- 2. Experience in working with international development organizations and/or or government agencies (i.e. government ministries, local governments, etc.);*
- 3. Ability to produce high quality video animation on tight deadlines;*
- 4. Excellent planning and organizational skills;*
- 5. Ability to work in a culturally diverse environment.*

Language and Communication Competencies: *Highly developed communication skills, including ability to draft/edit texts and to articulate ideas in a clear, concise style to a variety of audiences, as well as excellent written and verbal communication skills in English.*

9. Payment modalities

The consultant will be paid the consultancy fee upon completion of the following milestones:

| Expected Outputs and Deliverables Target | Due date | Payment % |
|---|-----------------|------------------|
| <i>1. Submission of script</i> | <i>10 days</i> | <i>20%</i> |
| <i>2. Submission of draft animation</i> | <i>80 days</i> | <i>80%</i> |
| <i>3. Submission of draft animation video with voice over</i> | | |
| <i>4. Submission of final animation video</i> | | |

10. Application procedure

Qualified and interested candidates are hereby requested to apply. The Application should contain the following:

- Personal CV or P11, indicating education background/professional qualifications, all experience, as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references;*
- Brief description of why the individual considers him/herself as the most suitable for the assignment and a methodology on how he/she will approach and complete the assignment;*

- *Proposed methodology to undertake the assignment;*
- *Financial proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided.*

11. Evaluation criteria

The expert will be evaluated against a combination of technical and financial criteria (combined scoring method). Maximum score is 100% out of which technical criteria equals 70% and financial criteria equals 30%. The technical evaluation criteria will include the following:

| Criteria | Weight | Max.point |
|---|---------------|------------------|
| <i>Master's degree in a field relevant to the assignment, for example in development studies, mass communications, journalism, information technology</i> | 10% | 10 |
| <i>First degree or equivalent with 10 years of experience relevant</i> | 10% | 10 |
| <i>Proven experience in developing creative video clips</i> | 35% | 35 |
| <i>Demonstrate successful track record of producing engaging content for digital platform as well as knowledge of Agenda 2063 and SDG'S,</i> | 35% | 35 |
| <i>Fluency in English</i> | 10% | 10 |
| Total 100% 100 | 100% | 100 |

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and person with disabilities are equality encouraged to apply. All applicants will be treated with the strictest confidence.

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| Annex a. Duly Signed Offeror's Letter to UNDP confirming Interest and availability (use the template hereto). | |
| Annex b. Duly Signed CV | |
| 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/JCC. | |
| | |

Cover Page

TECHNICAL PROPOSAL

Recruitment of an International Individual Consultant for Production of Six Short Animated Videos on African Union Treaties;

Procurement Ref. No.: ETH1805;

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]

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| SECTION I. TECHNICAL PROPOSAL SUBMISSION FORM | |
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| 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:

- i. 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;
- ii. 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;
- iii. I have no outstanding bankruptcy or pending litigation or any legal action that could impair my consultancy service; and
- iv. 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 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) |
|-----|--------|-----------------------|--------------------|---------------------------------------|--------------------------|---|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| | | | | | | |

** 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 |
|-----|--------------------------|--------------------------|-----------------------|---|-----------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| | | | | | |

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: | <input type="checkbox"/> Checking <input type="checkbox"/> Savings |

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

Annex "a"

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:

- a) I have read, understood and hereby accept the Terms of Reference (ToR) describing the duties and responsibilities of [\[indicate title of assignment\]](#) under the [\[state project title\]](#);
- b) 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**;
- c) 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"**;
- d) 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"**;
- e) 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).
- f) For your evaluation, the breakdown of the abovementioned **all-inclusive** amount is attached hereto as **Annex III**;
- g) 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;
- h) This offer shall remain valid for a total period of **120 days** after the submission deadline;
- i) 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];
- j) 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 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. | |

k) 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 |
|------------|---------------|--|-------------------|-----------------|
| | | | | |
| | | | | |
| | | | | |

☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

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

l) 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.

m) **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.

n) 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 | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2 | Prepared All-Inclusive¹ Financial Proposal as per the Template to be sent in a Separate File | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3 | Fulfil the Minimum Required Educational Qualification in the Relevant Area of Specialization as indicated in the ToR | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4 | Fulfill the Minimum Required Relevant Work Experience as requested under Years of Experience in the ToR | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5 | Compiled the Bank Reference Details in the Prescribed Table | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6 | Annexed the Duly Signed Offeror's Letter to UNDP Confirming Interest and Availability (use the template hereto) (as part of Annex a) | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7 | Annexed the Duly Signed Personal CV (as part of Annex b) | <input type="checkbox"/> | <input type="checkbox"/> | |
| 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 | <input type="checkbox"/> | <input type="checkbox"/> | |
| 10 | I am 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). | <input type="checkbox"/> | <input type="checkbox"/> | |
| 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 | <input type="checkbox"/> | <input type="checkbox"/> | |
| 12 | Accepted all provisions of Individual Contract (IC) General Terms and Conditions (GTC) attached hereto | <input type="checkbox"/> | <input type="checkbox"/> | |

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:

¹ 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

FINANCIAL PROPOSAL

| | |
|--------------------------------|--|
| IC Service Description: | Recruitment of an International Individual Consultant for Production of Six Short Animated Videos on African Union Treaties; |
| Procurement Ref. No.: | ETH 1805; |
| 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 FORM²

Directions:

- a. 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.**
- b. **Do not include** any conditional statement(s) about your financial lump-sum amount and partial financial quotation is also not allowed.
- c. 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.
- d. Failing to submit one of the two Sections hereunder and/or incomplete information will make the proposal automatically disqualified.
- e. **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] | | | |

² The Financial Proposal Submission Template must be used with **No Conditional Statement**

| | | | |
|---|--|--|--|
| 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.**

*Per diem /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>

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

ⁱ Kenya, Tunisia, Senegal, Burkina Faso, Mozambique and Sao Tome and Principe

ⁱⁱ Infor-graphic timeline illustration of the treaty (From consultation to ratification. This digital banner will be used on digital platforms to further popularize the treaty and drive traffic to the treaty webpage.

Story telling elements include are, Infographics illustration, live videos if possible

ⁱⁱⁱ <https://au.int/en/treaties>
<https://treaties.au.int>