



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: October 1, 2020

Reference: ETH1802

Services/Work Description: Recruitment of Two Individual Consultants to Build the capacity of Agricultural and Forest Sectors in integrating current and future climate change adaptation and mitigation measures in their respective development plan;

Project/Program Title: Deepening Efforts to Implement NDC in Ethiopia;

Post Title: National Individual Consultants (ICs);

Duty Station: Addis Ababa;

Duration: Ninety Working Days;

Expected Start Date: Immediately after Signing the Contract

The United Nations Development Programme (UNDP) is currently implementing a project Deepening Efforts to Implement NDC in Ethiopia **that** require the services of **Two individual** consultants to perform and Build the capacity of Agricultural and Forest Sectors in integrating current and future climate change adaptation and mitigation measures in their respective development plan work as described in the TOR.

Proposal should be submitted through the online eTendering system <https://etendering.partneragencies.org> (search for **Event ID ETH1803**) 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.: **ETH1803**

Services/Work Description: Recruitment of Two Individual Consultants to Build the capacity of Agricultural and Forest Sectors in integrating current and future climate change adaptation and mitigation measures in their respective development plan;

Project/Program Title: Deepening Efforts to Implement NDC in Ethiopia;

Post Title: National Individual Consultants (ICs);

Consultant Level: Level C: S. Specialist;

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

I. BACKGROUND / PROJECT DESCRIPTION

In 2011, well before countries undertook obligations to reduce greenhouse gas (GHG) emissions and enhance climate resilience under the Paris Agreement, Ethiopia launched the Climate Resilient Green Economy Strategy (CRGE) which is an ambitious national blueprint towards reducing its emissions by 64% from a business-as-usual trajectory by 2030. The CRGE strategy anchors on five development sectors (Agriculture, Forest, Industry, Transport, and Energy). The Ethiopian NDCs is fully anchored on the CRGE and GTP2 targets and reaffirms Ethiopia's continued commitment to strengthening the resilience of other economic sectors by strengthening forest development for wider environment and community benefits. And hence, the Ethiopian NDCs is considered as an implementing mechanism of the CRGE strategy. The 2015 NDC¹ has specific aims to limit its net greenhouse gas (GHG) emissions in 2030 to 145 Mt CO₂e or lower and also to undertake adaptation initiatives to reduce the vulnerability of its population, environment and economy to the adverse effects of climate change.

The agriculture and forest sectors are key to meet the targets of NDCs and CRGE, and their roles and relevant projects are highlighted as follows.

Component 1: The agriculture sector with its key sub sectors (livestock, crop, soil etc.) are considered as one of the four pillars in the CRGE strategy and is key for meeting the targets of NDCs. The agriculture sector alone accounts for about 51% of the national emission with 42% (65 Mt CO₂e) from the livestock and 9% (12 Mt CO₂e) from crop cultivation. In order to mitigate climate change and increase resilience to adverse impacts of predicted climate change, over 93 projects initiated principally focused on the agriculture sector (i.e. 22 projects for livestock and 71 projects for crop and soil) for the period 2011-2019.

With regards to the implementation of Ethiopian NDCs, the agriculture sector NDC roadmap² was developed for implementation period between 2020 and 2030 by identifying actions prioritized in the CRGE Strategy. For the 2020-2030 agriculture NDC road map more than 16

¹ Ethiopia's National Climate Change Policy and Strategy, 2015

² Ethiopia's National Climate Change Policy and Strategy, 2015

project actions were planned for implementation and these include among others: small and largescale irrigation, Enhance lower-emitting techniques for agriculture, Improved manure management, Rangeland and pastureland management, Value chain efficiency improvement, Agricultural mechanization.

The agriculture sector has several FLAGSHIP projects/programs such as Sustainable Land Management (SLM), Agriculture Development Program (ADP), Livestock Master Plan (LMP), Productive Safety Net Program (PSNP), Livestock and Fisheries Sector Development Project (LSFDP) etc., which enable the sector to discharge its responsibilities in meeting the targets of Ethiopia's NDC ROAD MAP 2020-2030.

Component 2: The forest sector is also considered as one of the four pillars in the CRGE strategy and is key for meeting the targets of NDCs. The forest sector alone accounts for about 37% of national emissions in 2010³ and is recognized as second largest contributor of GHG emissions. Nearly half of all forestry emissions were tied to deforestation to expand agricultural land, and the other half to deforestation due to mainly fuelwood collection and agricultural expansion. In order to mitigate climate change and increase resilience to adverse impacts of predicted climate change, over 22 projects initiated principally focused on halting, reducing and reversing the degradation of forests, rangeland or cultivated land, and may lead to an increase in terrestrial carbon stocks, while improving the resilience of water services and crop and fodder production to predicted climate change.

However, currently existing MRV capacity at organization level, individual level and enabling environment level and largely existing dryland forests and shrub vegetation types make difficulties for the quantifying and tracking of emission reduction of the forest sector over time difficult.

With regards to the implementation of Ethiopian NDCs, the forest sector NDC roadmap⁴ was also developed for implementation period between 2020 and 2030 by identifying actions prioritized in the CRGE Strategy. For the 2020-2030 forest NDC road map 7 project actions were planned for implementation and these include among others: reduce deforestation through

⁴ Ethiopia's NDC Roadmap: 2020 - 2030

substituting fuel wood with other renewable energy sources (biogas, fuel efficient stoves etc.), large- and small-scale commercial afforestation/reforestation, forest and woodland management.

Furthermore, Ethiopia prepared its 10 Years National Forest Sector Development Program (2018-2028). The Pillars of the program are: 1) Enabling Environment and Institutional Development 2) Sustainable Forest Productions and value chains 3) Forest Environmental Functions 4) Forest and Rural Livelihoods 5) Urban Greenery and Urban Forests and cross cutting components.

Recently the government of Ethiopia has launched a 10-Years Perspective Development Plan (PDP-10), which is aligned with SDGs and aims at building prosperous community by 2030 and beyond. Institutional Capacity Building specific for NDCs need to be anchored on meeting the targets of PDP-10. Towards meeting the targeted objectives of Ethiopia's NDCs as well as PDP-10, development sectors need to integrate current and future climate change adaptation and mitigation measures in their respective development plan as part of NDC implementation to ensure that development is "climate proofed". In this regard, the agriculture and forest sectors, which are currently key to CRGE implementation, need to be strengthened to overcome the capacity constraints at systemic, institutional and individual levels for achieving the targets of NDCs set by the Ethiopian government to make sure the current and future economic development is sustainably climate proofed and resilient.

In order to support the implementation of the updated NDC of Ethiopia, UNDP developed Deepening the efforts to implement NDC in Ethiopia (DEEP DIVE). The objective of the project is to assess progress and to identify technical and capacity challenges in implementing the updated NDC and to effectively contribute to the enhancement of the 2020 NDC ambition.

II. SCOPE OF THE WORK

The assignment shall be undertaken within the agriculture and forest sectors and their agencies and stakeholders. In order to effectively conduct institutional capacity need assessment and to plan institutional capacity building that will enable the agriculture and forest sectors and their agencies to integrate current and future climate change adaptation and mitigation measures in their PDP-10 action plans as part of the updated NDC implementation and ensure that outcomes of updated NDCs interventions and PDP-10 actions are sustainably climate proofed and resilient.

Component 1: Agriculture:

The consultant needs to:

- ✓ Conduct in depth review and analyses of project documents, policies, strategies dedicated to CRGE/NDC and these may include but not limited to: Ethiopia's NDC Roadmap: 2020 – 2030; CRGE, NDC, CRGE Strategy (2011-2019) implementation progress report, and FLAGSHIP projects/programs such as Sustainable Land Management (SLM), Agriculture Development Program (ADP), Livestock Master Plan (LMP), Productive Safety Net Program (PSNP), Livestock and Fisheries Sector Development Project (LSFDP).
- ✓ Provide situational analyses of agriculture sectors in view of achieving the targets of NDC agriculture roadmap;
- ✓ Undertake analyses on the progress of capacity building through 2011-2019 CRGE project initiatives as compared to the capacity status during pre-CRGE in terms of organizational level, enabling level and individual level capacity in the agriculture subsectors, indicate the existing and the required capacity for NDC agriculture roadmap.
- ✓ Produce alignment of NDC-agriculture roadmap project actions with PDP-10 and determine level of the contribution of NDC road map to PDP-10;

- ✓ The consultant also expected to conduct field visits to selected cases study areas, for Crop sector in Oromia region around Bishoftu area and for the livestock sector, Afar region.
- ✓ Identify capacity gaps continued existing through 2011-2019 CRGE implementation project and draw actionable recommendations to bridge the gaps for meeting targets set for NDC roadmap and PDP-10;
- ✓ Prepare Institutional Capacity Development Plan for NDCs project implementation and for supporting PDP-10 implementation in each of the agriculture subsectors and their agencies;

Component 2: Forest Sector:

The consultant needs to:

- ✓ Conduct in depth review and analyses of project documents, policies, strategies dedicated to CRGE/NDC, and these may include but not limited to: **Ethiopia's NDC Roadmap: 2020 – 2030, CRGE, NDC, CRGE Strategy (2011-2019) implementation progress report, and FLAGSHIP projects/programs** such as Sustainable Land Management (SLM), Agriculture Development Program (ADP), Livestock Master Plan (LMP), Productive Safety Net Program (PSNP), *REDD+ Programme, the REDD+ Investment Program*, National Forest Sector Development Program etc.
- ✓ The consultant also expected to conduct field visits to selected UN REDD+ plantation cases study areas, in Amhara region around Wollo area
- ✓ Provide situational analyses of the forest sector in view of achieving the targets of NDC forest roadmap and PDP-10 actions;
- ✓ Undertake analyses on the progress of capacity building particularly on MRV, policy, institutions, finance and knowledge management through 2011-2019 CRGE project initiatives as compared to the capacity status during pre-CRGE in terms of

organizational level, enabling level and individual level capacity in the forest and its subsectors.

- ✓ Produce alignment of NDC-forest roadmap project actions with PDP-10 actions of the forest and other sectors and determine level of the contribution of NDC forest road map to PDP-10 targets and SDGs;
- ✓ Identify capacity gaps continued existing through 2011-2019 CRGE implementation project and draw actionable recommendations to bridge the gaps for meeting targets set for NDC roadmap and PDP-10 actions;
- ✓ Prepare Institutional Capacity Development Plan for NDCs roadmap project implementation and for supporting PDP-10 implementation in each of the forest sector programs.

III. EXPECTED DELIVERABLES

Table 1. Deliverables and expected time duration to complete the Tasks

No	Deliverables/outputs	Estimated duration to complete the Tasks (effective working days)	Review and approvals required
1	Inception report	10	UNDP and EFCCC
2	Capacity Gaps Analyses and Data compilation	20	UNDP and EFCCC
3	Institutional Capacity Building Action Plan	15	UNDP and EFCCC

4	Draft report on Institutional Capacity Gaps and Institutional Capacity building action plans for agriculture and forestry sectors to implement updated NDC	30	UNDP and EFCC
5	Final report on Institutional Capacity Gaps and Institutional Capacity building action plans for agriculture and forestry sectors to implement updated NDC	15	UNDP and EFCCC
		90	

V. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The consultant will work under close supervision of the Director General for Climate Change and Biodiversity General Directorate of EFCCC and UNDP. The following inputs and services will be provided by UNDP to the consultant to perform the tasks of this work.

- a. Arrangement of **skype or zoom conference** for validation to minimize risk of COVID 19;
- b. **UNDP** will facilitate arranging vehicle to the field only. Other related costs such as workshop/meetings will be covered by the NC and need to make sure that these costs are considered in the financial proposal.

VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

Required qualifications and Requirements: Educational and years of experience requirements of the different expertise that would perform the institutional capacity gaps assessment and capacity building plan for NDCs in Agriculture and Forest sectors are shown below:

a. Academic qualifications:

PhD in Agriculture (livestock, crop, soil, natural resources) with specialized trainings in climate change and MRV; OR

PhD in forestry (forest management, forest inventory, silviculture, forest ecology, forest soils, natural resources and land use). Specialized trainings and or background in agriculture,

natural resources, agroforestry, climate change, GHG-MRV, ecosystem service and climate change co-benefits.

b. Years of Experiences:

10 years and above in this field and relevant consultancy engagement in similar works.

C)Functional Competencies:

- I. Practical experience in forest and natural resource management, crop and livestock husbandry;
- II. Knowledge on different projects/ programs such as the SLMP; REDD+, NFSDP, CRGE; GTP-2; 10-Years Perspective Development Plan, NAP, NAMA, AGP; PSNP, LMP etc.;
- III. Experience in capacity gap and needs assessment and capacity building plans.

e. Language and other skills:

- Excellent communication skill including the ability to set out a coherent argument in presentations and group interactions;
- Capacity to communicate fluently with different stakeholders (civil society, government authorities, local communities, project staff); and
- Computer skills: full command of Microsoft applications (word, excel, PowerPoint) and common internet applications will be required.

f. Compliance of the UN Core Values:

- Demonstrates integrity by modelling 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;
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

. IIX. PAYMENT MILESTONES AND AUTHORITY

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Percentage of Payment
1 st Installment	First instalment payment to the consultant upon submission of Inception Report	20%
2 nd Installment	Second instalment payment to the consultant upon submission of Draft Technical Report	40%
3 rd Installment	Third/Final instalment payment to the consultant upon submission of Final Technical Report	40%

IX 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 is:
 - a. Technical Criteria weight is **70%**
 - b. Financial Criteria weight is **30%**

Criteria	Weight	Max. Point
	70%	100
Understanding the Scope of Work (Sow); comprehensiveness of the methodology/approach; and organization & completeness of the proposal		57
Minimum educational background as per the requirement in the ToR		14

Minimum 10 years of experience in similar consultancy projects		29
Financial (Lower Offer/Offer*100)	30%	
Total Score	Technical Score * 70% + Financial Score * 30%	

X CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP.

XII. ANNEXES TO THE TOR

- ❖ Existing literature or documents that will help Offerors gain a better understanding of the project situation and the work required should be provided as annex/es to the TOR, especially if such literature or documents are not confidential.
- ❖ Specific project locations per implementing sectors at regions and districts.

Sector	Region	Woreda (Specific Location)
Agriculture - Crop	Oromia	Adea
Agriculture -Livestock	Afar	Kuneba
Forest	Amhara	Meket

Proposed Table of Contents	Page
TECHNICAL PROPOSAL COVER PAGES	
Cover Page	
Cover Letter	
SECTION I. TECHNICAL PROPOSAL SUBMISSION FORM	
1.1. Letter of Motivation;	
1.2. Past Experience in Similar Consultancy and/or Projects	
1.3. List of Personal Referees	
SECTION II. ANNEXES	
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 Two Individual Consultants to Build the capacity of Agricultural and Forest Sectors in integrating current and future climate change adaptation and mitigation measures in their respective development plan;

Procurement Ref. No.: ETH1803;

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	
1.1 Letter of Motivation	
1.2 Proposed Methodology	
1.3 Past Experience in Similar Consultancy and/or Projects along with Contact Details	
1.4 Implementation Timelines	
1.5 List of Personal Referees along with contact details	
1.6 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:

- 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-Inclusive⁵ 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:

⁵ 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 Two Individual Consultants to Build the capacity of Agricultural and Forest Sectors in integrating current and future climate change adaptation and mitigation measures in their respective development plan;
Procurement Ref. No.:	ETH 1803;
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 FORM⁶

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]			

⁶ 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*