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GHANA

INDIVIDUAL CONTRACT (IC) PROPOSAL SUBMISSION FORM

Recruitment of National Consultant to Conduct the UNCT UN-SWAP Gender Equality Scorecard Assessment

Procurement Notice Ref. No.: **UNDP.GHA.2020.145.IC**

Published (Posted on): **October 22, 2020**

Submission Deadline: **October 29, 2020@ 4:30 PM in the Afternoon
(UTC+00:00) Accra/Monrovia Time Zone**

*Note: those who submit afterwards will
automatically be rejected. Proposers are strongly
advised to meet the submission deadline and avoid
IT related glitch while sending to secured email at
last hour due to File size limitation, internet down,*

**United Nations Development Programme (UNDP)
Accra, Ghana
October 22, 2020**



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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Procurement Notice Ref. No.: UNDP.GHA.2020.145.IC

Date: October 22, 2020

Country: Ghana
Description of the Assignment: Recruitment of National Consultant to Conduct the UNCT UN-SWAP Gender Equality Scorecard Assessment
Project Name/Title:
Post Title: National Consultant
Period of Assignment/Services: 25 working Days

Proposal should be submitted no later than **October 29, 2020 at 4:30 PM in the Afternoon, UTC+00:00 Accra/Monrovia Time Zone** via the secure email address:

bids.gh@undp.org

Your technical and financial proposals shall be sent **into two separate files but in one email** under Subject Line: **UNDP.GHA.2020.145.IC**

The File Name for Technical and Financial Proposals MUST BE:

- 1. For Technical: UNDP.GHA.2020.145.IC- TP - [insert your name]**
- 2. For Financial – UNDP.GHA.2020.145.IC- FP - [insert your name]**

Any request for clarification and/or additional information on this Procurement Notice shall be sent in writing to UNDP Ghana Country Office or send standard electronic communication to the Contact Person e-mail at procurement.gh@undp.org (**please note that it is only dedicated for enquiry and confirmation for proposal submission. Do not submit both Technical and Financial proposals to this account. If you do so, your proposals will be rejected, and UNDP will not be accountable for it**). While the Procurement Unit would endeavour to provide clarification expeditiously, only requests receiving at least 5 days period to the submission deadline will be entertained. The procuring UNDP entity will respond in writing by standard electronic mail, including an explanation of the query without identifying the source of inquiry, to all consultants. Any delay in providing such information will not be considered as a reason for extending the submission deadline.

I. BACKGROUND

At the 59th Session of the UN General Assembly, Member States, in adopting the Triennial Comprehensive Policy Review (TCPR) of Operational Activities for Development of the UN System called on all UN organizations to: “mainstream gender and to pursue gender equality in their country programmes, planning instruments and sector-wide programmes and to articulate specific country-level goals and targets in this field in accordance with the national development strategies”

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

II. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION

The UNCT SWAP-Scorecard methodology has been designed for in-country self-assessment as a means of fostering deeper understanding and ownership of results. The external gender specialist will facilitate the exercise and apply participatory methods to ensure the required objectives are achieved. He or She will work in close collaboration with an Inter-Agency SWAP-Scorecard Assessment Team (ISSAT) which will be formed with broad representation from UN agencies in Ghana to ensure an adequate knowledge base on joint UN System actions for the ownership of the process.

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

III. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

a. Academic Qualifications:

- Advanced (Masters) degree in social and political sciences, human rights, gender equality etc. A PhD degree is an asset

Experience:

- At least 10 years of practical experience of work on gender mainstreaming in development programmes/projects at national and international levels;
- At least 3 years' experience of work on results-based management, review and/or evaluation;
- Experience in gender data collection and analysis, including interviews, survey and focus groups;
- Previous experience in assessing Institutional Gender Mainstreaming;
- An understanding of the inner workings of the UN system;
- Previous experience in conducting Gender Equality Scorecard, narrative report and follow-up matrix will be an added advantage; and
- Experience working in Ghana/West Africa.

Important Note:

The Consultant is required to have the above mentioned professional and technical qualifications. Only the applicants who hold these qualifications will be shortlisted and contacted.

IV. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE TECHNICAL PROPOSALS

Interested offeror/Individual Consultant (IC) must submit the following documents before the deadline stipulated in the IC Procurement Notice. Such documents are:

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

V. FINANCIAL PROPOSAL

LUMP-SUM CONTRACTS

The Financial Proposal shall specify a total lump-sum amount **all-inclusive**, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump-sum amount (including travel, per diems, and number of anticipated working days).

Travel:

- All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective Business Unit (BU) and Individual Consultant, prior to travel and will be reimbursed.

VI. EVALUATION

Upon the advertisement of the Procurement Notice, qualified Individual Consultant is expected to submit both the Technical and Financial Proposals. Accordingly; Individual Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
 - a. Technical Criteria weight is 70%
 - b. Financial Criteria weight is 30%

Criteria	Weight	Max. Point
Technical Competence (based on CV, Proposal and interview (if required))	70%	100
▪ Advanced (Masters) degree in social and political sciences, human rights, gender equality etc. A PhD degree is an asset		15pts*
▪ Experience in carrying out Gender analysis and assessments		35 pts*

▪ Experience in assessing Institutional Gender Mainstreaming		25 pts *
▪ An understanding of the inner workings of the UN system		10 pts
▪ Review of previous reports submitted		15 pts
Financial (Lower Offer/Offer*100)	30%	30
Total Score	Technical Score * 70% + Financial Score * 30%	

Evaluation legend:

Weight per Technical Competence	
Weak: below 70%	The individual consultant/contractor has demonstrated a WEAK capacity for the analyzed competence
Satisfactory: 70-75%	The individual consultant/contractor has demonstrated a SATISFACTORY capacity for the analyzed competence
Good: 76-85%	The individual consultant/contractor has demonstrated a GOOD capacity for the analyzed competence

ANNEXES

ANNEX I - Terms of References (ToR)

ANNEX II - Technical Proposal along with Offeror's Letter to UNDP Confirming Interest and Availability

ANNEX III - Financial Proposal

ANNEX IV - General Conditions of Contract: For the Services of Individual Contractors (IC)

Yours Sincerely,

Silke Hollander

Deputy Resident Representative.

UNDP, Ghana.

INSTRUCTION TO OFFERORS

No.	Data	Specific Instructions / Requirements
1	Location of Work:	<input checked="" type="checkbox"/> Please refer to the ToR
2	Language of the Proposal:	<input checked="" type="checkbox"/> English
3	Period of Proposal Validity commencing on the submission date	<input checked="" type="checkbox"/> 120 days
4	Preferred Currency of Proposal	<input checked="" type="checkbox"/> Local Currency (Ghana cedis)
5	Deadline for submitting requests for clarifications/questions	<input checked="" type="checkbox"/> Three (3) days before the submission date
6	Contact Details for submitting clarifications/questions	<input checked="" type="checkbox"/> Focal Person in UNDP: Procurement Team <input checked="" type="checkbox"/> E-mail address dedicated for this purpose: procurement.gh@undp.org (only for enquiry/request for clarification) <input checked="" type="checkbox"/> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
7	Manner of Disseminating Supplemental Information to the IC and responses/clarifications to queries	<input checked="" type="checkbox"/> Direct communication to prospective Bidders by email and posting on
8	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Electronic submission of Bid
9	Proposal Submission Address	<input checked="" type="checkbox"/> Via our secured mail address: bids.gh@undp.org
10	Deadline of Submission	<input checked="" type="checkbox"/> Date and Time: October 29, 2020@ 4:30 PM in the Afternoon <input checked="" type="checkbox"/> Time Zone: (UTC+00:00) Accra/Monorovia
11	Conditions and Procedures for electronic submission and opening, if allowed	<input checked="" type="checkbox"/> Official Address for e-submission: bids.gh@undp.org <input checked="" type="checkbox"/> Free from virus and corrupted files <input checked="" type="checkbox"/> Format: PDF files only

No.	Data	Specific Instructions / Requirements
		<ul style="list-style-type: none"> ☒ UNDP Ghana Office uses Adobe PDF reader version 9 and Microsoft 2007 & Microsoft 2010 ☒ For electronically transferred data, the maximum capacity is 9MB. Thus, if the size of the file is greater than 9MB attach them with two or more email. ☒ No. of copies to be transmitted: only One, do not send the proposals time and again to avoid confusion in locating the right proposals. UNDP/Procurement Unit will not be liable for failing to locate a right proposal owing to repetitively sending revised proposals. ☒ Subject of email (Mandatory): your proposals shall be sent into two separate files but in one email under Subject Line: UNDP.GHA.2020.145.IC ☒ Proposals File Name (Mandatory): The File Name for Technical and Financial Proposals MUST BE: <ul style="list-style-type: none"> 3. For Technical – UNDP.GHA.2020.145.IC- TP - [insert your name] 4. For Financial – UNDP.GHA.2020.145.IC- FP - [insert your name] ☒ For failing and/or incorrectly state the above subject line may result in failing to exactly locate your proposals as the Procurement Unit processes several of such type proposal invitations at a time and will not be liable for any consequences thereof. ☒ COMPULSORY: Once you submitted your proposals electronically to designated Secured Email, kindly confirm same (without attaching the proposals for the purpose keeping its integrity) to the Focal Person. The Attn: Procurement Team at procurement.gh@undp.org Your confirmation is important in order to ensure all Proposing Firms' Quotations are not missed and considered for subsequent Technical Evaluation.
13	Evaluation method to be used in selecting the most responsive Proposal	<ul style="list-style-type: none"> ☒ Combined Scoring Method, using the 70%-30% distribution for Technical and Financial proposals, respectively, where the minimum passing score of technical proposal is 70%
14	Post-Qualification Actions	<ul style="list-style-type: none"> ☒ Inquiry and background checking with referees or any other entity that may have done business with the offeror.