



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: October 1, 2020

Reference: ETH1802-R

Services/Work Description: Recruitment of Eleven Individual Consultant for business support for the Business Emergency Unit Under JCC (Job Creation)

Project/Program Title: Supporting an Inclusive and Multi-Sectoral Response to COVID-19 and Addressing its Socio-Economic Impact in Ethiopia;

Post Title: National Consultant (IC), Business Support Expert: Business Emergency Unit (BEU);

Duty Station: Addis Ababa at JCC Office;

Duration: Six (6) Months

Expected Start Date: Immediately after Signing the Contract

The United Nations Development Programme (UNDP) is currently implementing a project: **Supporting an Inclusive and Multi-Sectoral Response to COVID-19 and Addressing its Socio-Economic Impact in Ethiopia** that requires the services of **Eleven** individual consultants 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 ETH1802-R**) 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.: **ETH1802-R**

Services/Work Description: **Recruitment of Eleven Individual Consultant for business support for the Business Emergency Unit Under JCC (Job Creation commission);**

Project/Program Title: Supporting an Inclusive and Multi-Sectoral Response to COVID-19 and Addressing its Socio-Economic Impact in Ethiopia;

Post Title: National Consultant (IC), Business Support Expert: Business Emergency Unit (BEU)

Consultant Level: Level: Specialist;

Duty Station: Addis Ababa at JCC Office;

Duration: : 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

II. Background and Context

COVID-19 is now a global pandemic sowing death and causing enormous disruption to lives as well as social and economic systems. Ethiopia like other countries around the globe has also been battling to contain the spread of COVID-19. Following the first case, the government of Ethiopia have adopted a number of measures to reduce the spread including the setting up an inter-ministerial task force chaired by the Prime Minister; the activation Emergency Operations Centre (EOC). It has also prepared a National Emergency Response Plan (NHRP) costed at USD 1.6 billion for 3 months (released on 1 April); imposed a State of Emergency (effective 8 April); expanded testing sites across the country; encouraged local production of essential supplies; and taken a host of policy and budgetary measures to respond to the pandemic.

UNDP has been supporting the government in its responses and has developed offers which is anchored in the core premise of strengthening rather than supplanting country capacity to handle the pandemic in ways addresses immediate needs while generating a stream of benefits beyond current challenges. Within the framework of the broader UN response, UNDP seeks to scale up its ongoing support to government focusing on high priority policy and advisory support for assessment and planning; continuity of critical government functions; mitigation of the social impact of the virus; and the reinforcement of social capital to fight the pandemic. These areas are broadly interlinked in three outputs including: strengthening the health systems; ensuring inclusive and integrated crisis management and responses; and addressing the socio-economic impact of COVID-19 including livelihoods improvement with a major focus on enterprises development (MSMEs) and jobs creation. Addressing these will contribute to containing the spread of COVID-19 and strengthen resilience of communities.

UNDP's approach to support MSMEs and the jobs within is to help the MSMEs in Ethiopia to *prepare, respond and recover*. The overall approach to supporting MSMEs centres around 5 pillars – 1) provide forward-looking market intelligence, 2) facilitate market access and build inclusive markets including with Multinational Corporations - 3) accelerate digital transformation, 4) deploy financing for MSMEs and local govts with UNCDF, and 5) strengthen ecosystems for MSMEs to survive and grow.

Pillars support to MSMEs include response in a short term (6 months) and recovery (6-18 months). Under the response intervention the following outputs are identified: The objectives during the emergency phase are to provide businesses the financial space, keep them out of bankruptcy, reduce the jobs lay-off, and prepare for them to resume their economic activities once the crisis is over. During the emergency phase, the support will be provided to as many

businesses as possible to help firms retain workers, with a prioritisation of strategic industries and strategic firms

- ***Operations and Viability of At-Risk MSMEs Secured:*** Providing businesses, including MSMEs, financial support under different modality and Protecting the health and safety of retained workers
- ***MSMEs Repurposed to Support the Response to COVID-19:*** support in shifting production and supply of materials with high demand in the market for COVID-19 response, support to enter into a new market for MSMEs and cooperatives to retain and perhaps even create jobs and address environmental concerns focusing on management of waste from quarantine and isolation centres with dedicated waste receptacles, incineration mechanisms (where needed), and dedicated training for waste collectors on handling various waste streams such as medical and hazardous wastes, occupational safety and hygiene, as well as support MSMEs to work on social safety nets.

The recovery phase intervention outputs are designed in the following areas: The objective during the recovery phase is to help targeted high-growth firms, for them to quickly recover from the crisis and adjust to the new market dynamics by providing them financial and technical support.

- ***A Single, Empowered, Institutional Champion in Government for MSMEs Established:*** support on establishment of focal institution that can advocate for MSMEs and provide authoritative direction on policy, legal, institutional, financial and development issues,
- ***Strengthening Horizontal and Vertical Integration of MSMEs in Value Chains***
- ***Strengthened Enabling Environment and Operational Capabilities***

The governance arrangement of the support implementation is to have a Macro team, National steering Group (NSG), an Advisory Group, Socio-Economic Response and Recovery Technical Team (SERRTT) and Business Emergency Unit (BEU).

The **Business Emergency Unit (BEU)** - embedded under JCC structures- will report to NSG while regularly interfacing with SERRTT on technical and coordination matters. The core functions of the BEU would be to:

- ⇒ **Service-delivery functions** which include processing businesses application and delivering services through different channels (government, financial institutions, or BDS providers). This includes maintaining a major national portal providing information on support available from the GoE, an application window for support, a central database for delivery management and a reporting and visualization tool on the use of funds.

- ⇒ **Supportive functions** which include communication to businesses and to the public, and budget monitoring.
- ⇒ **Managerial functions** which include the daily monitoring of the processes and their efficiency (notably through KPIs, and a close follow-up of the service delivery functions), a coordination and reporting function (notably to other institutions and committees), and a management function for overall supervision of the BEU.

The **Business Emergency Unit (BEU)** to be established at Job Commission Center (JCC)-serving as a secretariat for the COVID response and recovery measures. In the long run, entities need to set up their own 'implementation teams' to ensure their response and recovery work is properly integrated with the respective institutions plans and programmes. Thus, this position is recruited for the business emergency unit to be part of the team to make the unit a success.

The job holder will be stationed at the JCC BEU and directly accountable to the Project lead who engages with the relevant directorates on a day to day basis.

III. Scope of the work

The business support experts will be responsible for linking with businesses and managing the engagement with the private sector and monitors the businesses' application with the federal level.

Specifically, the business support experts shall have the following duties and responsibilities:

- Managing private sector stakeholders and engaging with business associations to ensure a good knowledge of the support provided, and improve the businesses' outreach
- Provide inputs to the BEU on businesses challenges either in the application process or in receiving the support and recommend corrective measures
- Report to the BEU on the application received at the regional level, and monitor these applications

IV. Expected Deliverables

- Identify business linkage success factors
- Creating linkages with businesses
- Implement, review and correct the engagement with the private sector and monitors the businesses' application with the federal level.

- Identify and engage as many private sector stakeholders as possible and engaging with business associations to ensure a good knowledge of the support provided, and improve the businesses' outreach
- Provide inputs to the BEU on businesses challenges either in the application process or in receiving the support and recommend corrective measures
- Report to the BEU on the application received at the regional level, and monitor these applications
- Identify challenges and implement solutions for making the business support success
- Prepare and submit progress fortnight report of the IC accomplishment

V. Institutional arrangement/ reporting relationships

- JCC will directly supervise the Contractor and will be directly responsible to the Delivery Assurance and Capacity Development Directorate of JCC. The contractor is accountable to the Project lead in the BEU. The contractor will deliver fortnight performance delivery report to the directorate through the project lead and the directorate will send approval letter attaching the progress reports monthly to UNDP CO for payment
- The progress report to be submitted fortnightly should entail planned activities, tasks accomplished as per the plan, additional tasks accomplished, reasons for lagging from the plan if any, problem
- The Contractor is expected to liaise/interact/collaborate/meet with in the course of performing the work with MOTI, Tax offices and other government stakeholders and with donors including UNDP.
- JCC will provide office facilities and necessary support for the efficient delivery of the tasks.

VI. Logistic and administrative support to the prospective IC

Secretarial services and transport service for work related activities will be arranged by JCC as required

VII. Qualification of the successful IC

- Education:
University degree or master's in economics or management from a recognized university
- Experience:
Minimum of 8 years relevant experience in business analysis, business strategy development, business advisory and public relation role
- Language:
Fluency in English and Amharic
- Functional Competencies:
 - Knowledge Management and Learning
 - Shares knowledge and experience

- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills
- Development_and Operational Effectiveness
 - Ability to perform a variety of specialized tasks related to Results Management, including support to design, planning and implementation of project, managing data, reporting
- Self-Management
 - Focuses on result for the client and responds positively to feedback
 - Consistently approaches work with energy and a positive, constructive attitude
 - Remains calm, in control and good humored even under pressure
 - Demonstrates openness to change and ability to manage complexities
- e. Core Competencies:
 - Strong analytical and quantitative skills.
 - Able to work within time constraints
 - Proficient in all Microsoft tools
 - Strong interpersonal skills and team spirit
 - Experience in project monitoring, assisting in project delivery
 - Strong analytical, diagnostic, and problem-solving skills.
 - Excellent team player
 - Ability to communicate clearly and to think strategically
 - Experience in developing and delivering of training targeted to business support
 - Experience in engagement with private sector stakeholders and in building trust relationships
- f. Corporate **Competencies**:
 - Demonstrates commitment to Ethiopian Job Creation Commission mission, vision and values
 - Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

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

Criteria	Weight	Max. Point
Technical Competence (based on CV and Proposal)	70%	100
▪ Criteria a. Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal		50 pts*
▪ Criteria b. Qualification		20
▪ Criteria c. Experience in similar assignments		20
▪ Criteria d. Demonstration of functional and core competencies		10
Financial (Lower Offer/Offer*100)	30%	30
Total Score	Technical Score * 70% + Financial Score * 30%	

IX. Payment milestones and authority

Payments will be made monthly when the fortnights progress reports are submitted and approved and sent to UNDP by the JCC directorate

The prospective consultant will indicate the cost of services for full time monthly service and each deliverable in US dollars **all-inclusive¹ 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 monthly service fees upon certification of the completed tasks satisfactorily.

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.

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	
<p>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.</p>	

Cover Page

TECHNICAL PROPOSAL

Recruitment of Eleven Individual Consultant for business support for the Business Emergency Unit Under JCC (Job Creation)

Procurement Ref. No.: ETH1802

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

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.	

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-Inclusive² 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:

² 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 Eleven Individual Consultant for business support for the Business Emergency Unit Under JCC (Job Creation)
Procurement Ref. No.:	ETH 1802
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 FORM³

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]			

³ 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.*

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>*

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*