



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: November 5, 2020

Reference: ETH11941

Services/Work Description:	Recruitment of an International Consultant for the integration of a multiyear resilience strategy and the durable solutions initiative into Government of Ethiopia
Project/Program Title:	Supporting an Inclusive and Multi-Sectoral Response to COVID-19 and Addressing its Socio-Economic Impact in Ethiopia;
Post Title:	International Individual Consultant;
Consultant Level:	Level C (Senior Specialist);
Duty Station:	Home-Based;
Expected Places of Travel:	Expected to travel to Addis Ababa, Ethiopia,
Duration:	42 working days distributed over a period of 3 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 an International individual consultant to perform the work described in the corresponding TORs.

Proposal should be submitted through the online eTendering system

<https://etendering.partneragencies.org> (search for **Event ID ETH1941-A**) 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.procurement@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)

GENERAL INFORMATION

Procurement Notice Ref. No.: ETH1941-A

Services/Work Description: Recruitment of an International Consultant for the integration of a multiyear resilience strategy and the durable solutions initiative into Government of Ethiopia

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

Post Title: International Individual Consultant (ICs);

Consultant Level: Level C;

Duty Station: Home-Based;

Expected Places of Travel: Expected to travel to Addis Ababa, Ethiopia,

Duration: 42 working days distributed over a period of 3 months;

Expected Start Date: Immediately after signing the contract

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

COVID-19 has spread rapidly to almost every corner of the world. With most countries in pre-surge and surge phase, an urgent global response across the health, development and humanitarian dimensions is needed. As a global pandemic that threatens to deepen inequalities and undo progress made on sustainable development and humanitarian responses more broadly, COVID-19 is already devastating individuals, families, communities, economies and infrastructure. In Ethiopia, the first case of COVID-19 was confirmed on 3rd March 2020, in Addis

Ababa. Since then, figures are rising daily with most of them in the capital city Addis Ababa. As part of the national response, an inter-ministerial task force chaired by the Prime Minister has been established and an Emergency Operations Centre (EOC) activated to coordinate the responses.

The Government of Ethiopia (GoE) with the support of the UN agencies has prepared and responding to the needs of those impacted by the pandemic based on a National Emergency Response Plan (NERP); imposed a State of Emergency; released a socio-economic impact assessment which shows the impact on the economy; and expanded testing sites across the country. The government has also encouraged local production of essential PPE supplies and taken a host of policy and budgetary measures in order to tackle the pandemic spread and curtail its impact. Development partners have reprogrammed funds to complement the government efforts in responding to and seeking to mitigate the impact of the pandemic.

Prior to the COVID-19 outbreak, the UN had supported the GoE to draft a multi-year resilience strategy which was due to be launched by the government, but the period coincided with the restriction on movements to contain the COVID-19 virus. The strategy was designed under the leadership of the RC/HC and included contributions from UN agencies as well as IFIs. Informed by a World Bank study on lowlands in Ethiopia and other strategic documents, the strategy is meant to create a paradigm shift in new ways of working toward reducing humanitarian requests to meet people needs. It adopts a strategic approach that can build peoples resilience and reduce needs, especially those most vulnerable in drylands and lowlands pastoralists.

A Durable Solutions Initiative (DSI), launched by the Federal Government in December 2019, aims to meet the needs of IDPs and host communities as well as laying the foundation for resilience initiatives. It has five major pillars for action, including a “Policy” pillar that aims to ensure solutions are mainstreamed in all policy documents of the GoE. UNDP is well placed to provide leadership under this pillar, to ensure synergies are developed between the durable solutions agenda specific to the internally displaced and the broader efforts to build more resilient communities across the country.

The current response to COVID-19 in the face of floods and desert locust infestation has demonstrated significant lessons including the coordination and information management gaps between federal and regional levels as well as gaps in linking humanitarian-development and to a greater extent, peace. The GoE has commenced the preparation of its ten-year perspective plan in the face of the pandemic and other concomitant disasters. It has signed a new Sustainable Development Cooperation Framework with the UN and included at output level both the issues of resilience and durable solutions. This is therefore a unique period and a great opportunity for the UN to strategically work with the National Planning Department to ensure that the ten-year perspective plan embeds a humanitarian-development-peace (HDP) approach. The multi-year resilience strategy has outlined five collective outcomes to be implemented over a period of five years in some selected regions and thereafter, scale-up in other regions for another five years. The vision overlaps with the GoE ten-year perspective plan. To this end, UNDP is seeking the services of a Senior Specialist (international) who will work with a National Consultant to ensure the integration of the multi-year resilience strategy and the DSI into the ten-year perspective

plan; based on the past and ongoing COVID-19 pandemic lessons learned, desert locust and floods responses and violence erupting in some parts of the country as a result of increased political tensions with the key objective to ensure that the draft guidelines will strengthen the HDP nexus in Ethiopia. The Specialist will also review a draft programme on disaster and climate risk governance and systematically incorporate the guidelines (HDP nexus) into relevant sections of that programme.

I. OBJECTIVE AND SCOPE OF THE CONSULTANCY SERVICE

- The objective of the consultancy is to: integrate a Multi-year Resilience Strategy developed by the UN and other Government development partners and the DSI into relevant sections of the ten-year perspective plan. Based on the ongoing responses to the COVID-19 pandemic, floods and desert locust, the international and local consultants will also analyze lessons learned from the ongoing responses and the extent to which the responses are linking humanitarian needs with the long-term development perspectives for resilience. Building on the analysis and existing literature/ information, the consultants will produce a draft guideline about the HDP nexus.

II. EXPECTED OUTPUTS OF THE ASSIGNMENT

- Inception report outlining how the three deliverables will be undertaken;
- Guidelines for HDP nexus developed and available for consideration;
- Multiyear resilience strategy (MYRS) and DSI incorporated into relevant sections of the GoE Ten-year Perspective Plan;
- Disaster and Climate Risk Governance programme reviewed integrating HDP nexus guidelines.

VI. METHODOLOGY

- **MYRS and DSI incorporation into Ten-year perspective plan:** The two Consultants will liaise with NDRMC who will make available the draft plan. A careful analysis will then be undertaken by the consultants where MYRS and DSI can be incorporated. The consultants will make use of the current COVID-19 pandemic, floods and desert locust responses and where necessary review to ensure that the draft plan is not only responding to current needs but ensuring that it captures the needs of all those left behind and under chronic food insecurity in order to strengthen their resilience against shocks and stresses. The local consultant will make available the draft of the Ten-year perspective plan to the international consultant.
- **HDP nexus guidelines:** The consultants will employ both qualitative and quantitative analyses drawing on the ongoing disaster responses to identify gaps both policies and programming that require review/strengthening for an effective implementation of the HDP nexus for resilience. Key informants will include but not be limited to: Ministry of Finance (Planning Department); Ministry of Peace; Ministry of Agriculture; NDRMC Federal level and in selected regions (i.e. Somali, Oromia, and Amhara); the UN agencies (UNOCHA; UNHRC: UNICEF; UN Women, FAO; WFP); IFIs (WB, AfDB); and bilateral agencies (Japan, UK, South Korea, Canada; Sweden, Denmark, etc.). The consultants will

also make use of existing documents and views from professionals globally to inform preparation of the guidelines.

- **Review of DCRG:** The document will be made available by UNDP to the consultants who will thoroughly review and integrate the HDP guidelines into the plan.
- **Split of the task:** The two consultants will discuss and agree about how the task is to be carried out for effective and timely completion of the work.
- The local consultant is expected to: make available to the international consultant all relevant documents required to accomplish the task; organize meetings; any other task required by the lead consultant to accomplish the tasks.
- The international consultant shall be the designated lead consultant and shall be responsible for quality checks and submission of all reports.

V. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC

a. This is a home-based assignment with a two-week travel to the duty station when international borders are opened.

- Professional fees shall **exclude** DSA and roundtrip ticket to the duty station;
- During travel to the duty station, UNDP CO shall be responsible for his/her per-diem (living allowances as per day and shall not exceed UNDP/UN Daily Subsistence Allowance (DSA) Ethiopia/Addis Ababa as a duty station or equivalent as pertaining in the regions). Roundtrip ticket will be an economy class based on UNDP's procurement rules.

VI. LOCATION AND DURATION OF THE WORK¹

a. This is a home based with possible travel to Ethiopia and selected regions if conditions COVID-19 pandemic improves. Duration is 42 working days spread over a period of 3 months (October - December 2020 with possible extension for 21 working days over a period of 2 months).

VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

a. Education:

- Master's degree in the social sciences (Sociology, Anthropology, Development studies, Disaster Risk Management, Climate Change; Environment, Development studies, Economics/Statistics or related fields relevant for the assignment).

b. Experience:

¹ *The IC modality is expected to be used only for short-term consultancy engagements. If the duration of the IC for the same TOR exceeds twelve (12) months, the duration must be justified and be subjected to the approval of the Director of the Regional Bureau, or a different contract modality must be considered. This policy applies regardless of the delegated procurement authority of the Head of the Business Unit.*

- Experience of having undertaken/participated previously in resilience analysis in Ethiopia (country analysis, situation analysis, or humanitarian-development-peace nexus approaches) will be a major advantage;
- Minimum of 10 years of relevant research and analysis/experience at the national or international levels, with multi-stakeholder actors including government;
- Knowledge of government planning processes.

c. Language:

- Excellent command of English, both spoken and written.

d. Functional Competencies:

- Excellent knowledge of the recent developments on humanitarian and development operations in general and of nexus issues in particular;
- Proven analytical skills and proficiency in English;
- Proven record, demonstrating ability to deliver quality reports/analysis and results in line with established deadlines.

e. Core Competencies:

- 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.

Important Note:The consultant is required to have the above-mentioned professional and technical qualifications. **Only applicants who hold these qualifications** will be contacted.

VIII. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified Individual Consultants (International) are expected to submit both Technical and Financial Proposals. 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 weights of the proposals are:
 - a. Technical criteria weight is **70%**; and
 - b. Financial criteria weight is **30%**

Criteria	Weight	Max. Point
Technical competence (based on CV, proposal and interview (if required))	70%	100

<ul style="list-style-type: none"> ▪ Criteria a. Understanding the scope of work; comprehensiveness of the methodology/approach; and organization & completeness of the proposal 		50 pts*
<ul style="list-style-type: none"> ▪ Criteria b. Presentation (clarity, conciseness, audience friendly) of the content 		25 pts**
<ul style="list-style-type: none"> ▪ Criteria c. Ability to discharge the consultancy service within the timeframe as per the ToR 		25 pts**
Financial (Lower Offer/Offer*100)	30%	30
Total Score	Technical Score * 70% + Financial Score * 30%	

IX. PAYMENT MILESTONES AND AUTHORITY

The prospective consultant will indicate the cost of services for each deliverable in **US dollars all-inclusive² lump-sum contract amount** when applying for this consultancy. The consultant will be paid only after **approving authority** confirms the successful completion of each deliverable as stipulated hereunder.

The qualified consultant shall receive his/her lumpsum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedules:

Instalment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1 st Instalment	Submission of inception report	UNDP, IGSD Unit	30%
2 nd Instalment	<ul style="list-style-type: none"> i. MYRS and DSI incorporated into GoE ten-year perspective plan (<i>Note: evidence will be based on the relevant sections of the ten-year perspective plan where the incorporation has been made.</i>) ii. Finalization of Guidelines on HDP nexus (<i>at most 25 pages or less including Table of Content</i>) 	UNDP, IGSD Unit	40%
3 rd Instalment	Review and incorporation of HDP nexus guidelines into a Disaster and Climate Risk Governance (DCRG) programme.	UNDP, IGSD Unit	30%

X. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

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

For purposes of generating quotations whose contents are uniformly presented and to facilitate their comparative review, a prospect Individual Contractor (IC) is given a proposed **Table of Contents**. Therefore, prospective Consultant Proposal Submission must have at least the preferred contents which are outlined in the IC Proposal Submission Form incorporated hereto.

XI. CONFIDENTIALITY AND PROPRIETARY INTERESTS

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

Cover Page

TECHNICAL PROPOSAL

Recruitment of an International Consultant for the integration of a multiyear resilience strategy and the durable solutions initiative into Government of Ethiopia

Procurement Ref. No.: [ETH1941-A](#);

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:
 - a

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-Inclusive³ 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:

³ The term "All inclusive" implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal

Cover Page

FINANCIAL PROPOSAL

IC Service Description:	Recruitment of an International Consultant for the integration of a multiyear resilience strategy and the durable solutions initiative into Government of Ethiopia
Procurement Ref. No.:	ETH 17941-A
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 FORM⁴

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]			

⁴ 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