



GHANA

# **INDIVIDUAL CONTRACT (IC) PROPOSAL SUBMISSION FORM**

## **Recruitment of Individual Consultant For MIS**

**Procurement Notice Ref. No.: UNDP.GHA.2021.460.IC**

**Published (Posted on): November 24, 2021**

**Submission Deadline: December 1, 2021 @ 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  
Nov 24, 2021**



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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**Procurement Notice Ref. No.:** UNDP.GHA.2021.460.IC

**Date:** Nov 24, 2021

**Country:** Ghana  
**Description of the Assignment:** Recruitment of Individual Consultant For MIS  
**Project Name/Title:**  
  
**Post Title:** National Consultant  
  
**Period of Assignment/Services:** 25 working days distributed over 3 months

Proposal should be submitted no later than **Dec 1, 2021 at 4:30 PM in the Afternoon, UTC+00:00 Accra/Monrovia Time Zone** via the secure email address:

**[bids.gh@undp.org](mailto: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.2021.460.IC**

**The File Name for Technical and Financial Proposals MUST BE:**

- 1. For Technical:** UNDP.GHA.2021.460.IC- TP - [insert your name]
- 2. For Financial –** UNDP.GHA.2021.460.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](mailto: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.

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### I. BACKGROUND

UNCDF works with local and central government institutions to improve the capacity of local governance institutions. It provides support in planning, budgeting, public expenditure management, procurement and delivery management alongside other areas of work related to the application of development capital and resources.

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

## **II. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION**

The objective of the assignment is to produce a set of guiding documents on the effective utilization of the GrEn E-DASH platform to partners, hosted by MLGRD's Productive Safety Net Project.

The MIS Specialist will work under the direct supervision of the Local Facility Manager and in close collaboration with UNCDF's Data Management Analyst (DMA) and with the technical and country teams. The Specialist will work towards the following deliverables:

### **Trainings**

- Produce a sample training plan required for all staff and other users of the E-DASH platform on the developed MIS modules with appropriately developed implementation plan to ensure successful, efficient, and effective roll-out of the solutions

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

## **III. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### **Education:**

A Postgraduate degree in information systems, computer science, data science, or other related fields.

### **Experience:**

- At least 10 years of professional experience in the fields MIS design and management, GIS and data analysis and management, web-based database design and development, implementation and management, preferably for (local) development, adaptation projects.
- Experience in software and application design based on users output requirements.
- Ability to operate within multi-sectoral, multi-cultural, multi-skilled teams and demonstrate flexibility in working style. Must possess excellent communication and transfer of knowledge skills (for capacity building activities).
- Must have experience in Ghana, working with national and subnational stakeholders in the development of similar assignments. Experience working with MLGDRD is a strong asset

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

### **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%	70
▪ Criteria a. Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal		35 pts
▪ Criteria b. ▪ Postgraduate degree in ICT, computer science, data science, or other related fields. A first-level university degree in combination with 8		35 pts

additional years of qualifying experience may be accepted in lieu of the advanced university degree will be accepted for the national consultant .....		
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 <b>WEAK</b> capacity for the analyzed competence
Satisfactory: 70-75%	The individual consultant/contractor has demonstrated a <b>SATISFACTORY</b> capacity for the analyzed competence
Good: 76-85%	The individual consultant/contractor has demonstrated a <b>GOOD</b> 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,

Sukhrob Khoshmukhamedov

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"/> Two (2) days before the submission date
6	Contact Details for submitting clarifications/questions	<input checked="" type="checkbox"/> Focal Person in UNDP: <a href="#">Procurement Team</a> <input checked="" type="checkbox"/> E-mail address dedicated for this purpose: <a href="mailto:procurement.gh@undp.org">procurement.gh@undp.org</a> ( <b>only for enquiry/request for clarification</b> ) <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	<b>Proposal Submission Address</b>	<input checked="" type="checkbox"/> Via our secured mail address: <a href="mailto:bids.gh@undp.org">bids.gh@undp.org</a>
10	Deadline of Submission	<input checked="" type="checkbox"/> Date and Time: <a href="#">Dec 01, 2021 @ 4:30 PM in the Afternoon</a> <input checked="" type="checkbox"/> Time Zone: (UTC+00:00) Accra/Monrovia
11	Conditions and Procedures for <b>electronic submission</b> and opening, if allowed	<input checked="" type="checkbox"/> Official Address for e-submission: <a href="mailto:bids.gh@undp.org">bids.gh@undp.org</a> <input checked="" type="checkbox"/> Free from virus and corrupted files <input checked="" type="checkbox"/> Format: <b>PDF files only</b>

No.	Data	Specific Instructions / Requirements
		<ul style="list-style-type: none"> <li>☒ UNDP Ghana Office uses Adobe PDF reader version 9 and Microsoft 2007 &amp; Microsoft 2010</li> <li>☒ For electronically transferred data, the maximum capacity is <b>9MB</b>. Thus, if the size of the file is greater than <b>9MB</b> attach them with two or more email.</li> <li>☒ No. of copies to be transmitted: <b>only One</b>, 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.</li> <li>☒ <b>Subject of email (Mandatory):</b> your proposals shall be sent <b>into two separate files but in one email</b> under <b>Subject Line: UNDP.GHA.2021.460.IC</b></li> <li>☒ <b>Proposals File Name (Mandatory):</b> <b>The File Name for Technical and Financial Proposals MUST BE:</b> <ul style="list-style-type: none"> <li>3. <b>For Technical</b> – UNDP.GHA.2021.460.IC- TP - [insert your name]</li> <li>4. <b>For Financial</b> – UNDP.GHA.2021.460.IC- FP - [insert your name]</li> </ul> </li> <li>☒ For failing and/or incorrectly state the <b>above subject line</b> 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.</li> <li>☒ <b>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 <a href="mailto:procurement.gh@undp.org">procurement.gh@undp.org</a></b>  <b>Your confirmation is important in order to ensure all Proposing Firms' Quotations are not missed and considered for subsequent Technical Evaluation.</b></li> </ul>
13	Evaluation method to be used in selecting the most responsive Proposal	<ul style="list-style-type: none"> <li>☒ Combined Scoring Method, using the <b>70%-30%</b> distribution for Technical and Financial proposals, respectively, where the minimum passing score of technical proposal is <b>70%</b></li> </ul>
14	Post-Qualification Actions	<ul style="list-style-type: none"> <li>☒ Inquiry and background checking with referees or any other entity that may have done business with the offeror.</li> </ul>