



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 29th July 2022

Country: UGANDA

Description of the assignment: Consultant to conduct a diagnostic study on the digital transformation programme to support the mid-term-review of Uganda's third national development plan (NDPIII) and evaluation of NDPII

Post Level: National Consultant (Only Ugandan nationals) – Individual Consultant

Period of assignment/services: within 90- days (3 months)

Proposal should be submitted to the UNDP jobs website no later than **Sunday 14th August 2022**.

Any request for clarification must be sent in writing, or by standard electronic communication to ug.procurement@undp.org. UNDP will respond by standard electronic mail with an explanation of the query without identifying the source of inquiry, to all candidates.

1. BACKGROUND

The National Planning Authority (NPA) has kick started the process of conducting a Mid-Term Review (MTR) of NDP III (FY2020/21 – FY2024/25) as provided for within the Plan, and as required under the Comprehensive National Development Planning Framework (CNDPF) and the Uganda Vision 2040. The MTR is structured along six thematic areas of: i) Policy and Strategic Direction; ii) Programme Design and Institutional framework; iii) Economic Management; iv) M&E Framework; v) Partnerships; and vi) Local Economic Development. The NDPs are designed to achieve the Uganda's Vision 2040 aspiration of ***“transforming Ugandans from peasantry to modernity and prosperity within 30 years”***. As such, the implementation of the NDPIII marks a half year journey to realise the Vision 2040 targets.

The Digital Transformation Programme is among the 20 programmes that were identified in the NDPIII. It aims to increase ICT penetration and use of ICT services for social and economic development by: Increasing the national ICT infrastructure coverage; Enhancing usage of ICT in national development and service delivery; Promoting ICT research, innovation and commercialization of indigenous knowledge products; Increasing the ICT human resource capital and strengthening the policy, legal and regulatory framework. In addition, Digitalization was identified as an NDP focus area which was mainstreamed across all NDP programmes, with support from the United Nations Capital Development Fund (UNCDF).

Whereas the MTR will cover these key focus areas, there is need to comprehensively assess the extent of integration of digital technology across the economy for purposes of identifying challenges and emerging issues, generating recommendations and possible reforms that could be addressed in the remaining period of the NDP III implementation, as well as inform the design of NDP IV (2025/26-

2029/30).

UNCDF therefore seeks to support the Authority to undertake an in-depth diagnostic study on the Digital Transformation Programme that will provide additional and complementary analysis and insights for the MTR of the NDP III, and the end evaluation of the NDP II with regards to the digital transformation of the country.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

For detailed information, please refer to Annex 1

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic qualifications:

A minimum of a Master's degree or equivalent in ICT engineering or related fields.

Skills & Experience:

- At least 10 years of successful national and or international working experience in the area of technical consulting support in the ICT sector.
- Profound working experience in the design, review and/or evaluation of medium –term ICT sector strategic plans and/or ICT sector investment plans.
- Profound knowledge about how ICT can foster and catalyze sustainable development and improve lives through enhanced education-, health-, innovation and infrastructure development.
- Profound knowledge of ICT infrastructure and ICT governance in Uganda.
- Extensive experience in research and policy-related analysis.
- Fluency in both spoken and written English is mandatory

Competencies

Personal Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards.
- Advocates and promotes the vision, mission, and strategic goals of the UN.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Treats all people fairly without favoritism.
- Demonstrates and promotes the values of the UN in actions and decisions and acts in accordance with the standard of conduct for international civil servants.
- Shows willingness to work without bias with all persons regardless of gender, nationality, religion, or culture.
- Contributes effectively to team-based activities, working collaboratively and sharing information openly; works effectively with colleagues inside the UN as well as its partners and other stakeholders to pursue common goals.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

- a) **Letter of Interest**
- b) **Personal CV** indicating all past experience from similar projects, as well as the contact details (email and telephone number) and at least three (3) professional references.
- c) **Brief description** of why the Consultant considers her/himself as the most suitable for the assignment, **and a methodology** on how to approach and accomplish the assignment.
- d) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs.

5. FINANCIAL PROPOSAL

Financial proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided (Annex 2).

The lump sum amount is all inclusive of subsistence allowance, health insurance and all other expenses

The contract price is fixed regardless of changes in the cost of the components of the Contract,

Travel to and from OHCHR Offices or any other venues for scheduled review meetings should be factored in the Lump Sum Amount by the IC.

Travel costs to the region, including the payment of the UN's applicable Daily Subsistence Allowance (DSA) rates will be borne by OHCHR.

6. EVALUATION

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis: The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

- 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. 70%-30%.

Technical Criteria weight; [70%]; Financial Criteria weight; [30%]

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

Technical Criteria – Maximum 70 points:

Criteria	scoring
1. Academic qualifications of the consultant	10 points
<ul style="list-style-type: none"> • A minimum of a Master's degree or equivalent in ICT engineering or 	

related fields.	
<p>2. Experience of the consultant</p> <ul style="list-style-type: none"> • At least 10 years of successful national and or international working experience in the area of technical consulting support in the ICT sector. (5 Points) • Profound working experience in the design, review and/or evaluation of medium –term ICT sector strategic plans and/or ICT sector investment plans. (5 Points) • Profound knowledge about how ICT can foster and catalyze sustainable development and improve lives through enhanced education-, health-, innovation and infrastructure development. (5 Points) • Profound knowledge of ICT infrastructure and ICT governance in Uganda. (5 Points) • Extensive experience in research and policy-related analysis (5 Points) 	25 points
<p>3. Quality of the technical proposal - (35 Points)</p> <ul style="list-style-type: none"> • The proposed approach and methodology to the study • The proposed workplan 	35 points

Financial proposal (Maximum 30 points): appropriateness shall be computed as a ratio of the proposal's offer to the lowest price among the proposals received by UNDP.

Financial assessment: A lump sum amount approach shall be used with the following expectations:

- The lump sum amount must be “all-inclusive”
- The contract price is fixed regardless of changes in the cost of components.
- For duty travels, UN's Daily Subsistence Allowance (DSA) rates prevailing at the time of sourcing, for the duty station and all other cities indicated in the TOR as part of duty travel destinations will be used. This will give offerors an indication of the cost of living in a duty station/destination, to aid their determination of the appropriate fees and financial proposal amount, but it does not imply that Offerors are entitled to DSA payment; and

The initial payment includes the actual cost of the IC's travel to arrive at the designated Duty Station.

This implies that the completion of the journey can be considered as one of the deliverables payable upon arrival.

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2 – LETTER OF CONFIRMATION OF INTEREST TEMPLATE

ANNEX 3- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

Annex 1

TERMS OF REFERENCE

Place of Assignment: Kampala, Uganda
Agency: UNCDF
Assignment Description: **Consultant to conduct a diagnostic study on the digital transformation programme to support the mid-term-review of Uganda's third national development plan (NDPIII) and evaluation of NDPII**

Post level: National Consultant
Type of Contract: Individual Consultant
Languages Required: English
Starting date: September 1, 2022
Expected Duration of Assignment: 90 days

Project Description

UNCDF is the UN's capital investment agency for the world's 47 least developed countries. With its capital mandate and instruments, UNCDF offers "last mile" finance models that unlock public and private resources, especially at the domestic level, to reduce poverty and support local economic development. UNCDF has been active in the area of financial inclusion over the past 25 years, through a market development approach combining support to governments and regulators, as well as to the private sector in order to develop scalable products and services for under-served and un-banked populations.

UNCDF mission 2030 is to accelerate the development of services leveraging digital finance & innovation by providing the right balance of technical expertise and financial support to government, private & non-profit sectors & academia. UNCDF 2024 goal is to empower millions of people to use services leveraging innovation and technology that contribute to achieving the Sustainable Development Goals.

Recently, UNCDF strategy 'Leaving no one behind in the digital era' is based on over a decade of experience in digital finance in Africa, Asia and the Pacific. UNCDF recognizes that reaching the full potential of digital financial inclusion in support of the Sustainable Development Goals aligns with the vision of promoting digital economies that leave no one behind. The vision of UNCDF is to empower millions of people by 2024 to use services daily that leverage innovation and technology and contribute to the Sustainable Development Goals. Please refer to the link for further information: <https://www.uncdf.org/article/4931/global-strategy-leaving-no-onebehind-in-the-digital-era>.

UNCDF in Uganda

UNCDF has been present in Uganda since 1982, supporting the Government to create a functional planning and financial system for sustainable and inclusive local development. Today, together with the larger UN Country Team, UNCDF in Uganda has supported the Government to mainstream digitization

and to effectively implement the Third National Development Plan and realize its vision of a Ugandan society transformed from a peasant to a modern and prosperous country within 30 years and achieve the Sustainable Development Goals by 2030.

UNCDF uses its financial tools and technical expertise in public financial management, SME development, and financial services development to incentivize actors across different economic value chains to think differently, break from their silos, and incubate new ways of serving the “last-mile”. Together we look for and invest in high-impact opportunities that can boost productivity, economies of scale, and above all development impact especially for women and youth.

Background of the Assignment

The National Planning Authority (NPA) has kick started the process of conducting a Mid-Term Review (MTR) of NDP III (FY2020/21 – FY2024/25) as provided for within the Plan, and as required under the Comprehensive National Development Planning Framework (CNDPF) and the Uganda Vision 2040. The MTR is structured along six thematic areas of: i) Policy and Strategic Direction; ii) Programme Design and Institutional framework; iii) Economic Management; iv) M&E Framework; v) Partnerships; and vi) Local Economic Development. The NDPs are designed to achieve the Uganda’s Vision 2040 aspiration of ***“transforming Ugandans from peasantry to modernity and prosperity within 30 years”***. As such, the implementation of the NDPIII marks a half year journey to realise the Vision 2040 targets.

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Whereas the MTR will cover these key focus areas, there is need to comprehensively assess the extent of integration of digital technology across the economy for purposes of identifying challenges and emerging issues, generating recommendations and possible reforms that could be addressed in the remaining period of the NDP III implementation, as well as inform the design of NDP IV (2025/26-2029/30).

UNCDF therefore seeks to support the Authority to undertake an in-depth diagnostic study on the Digital Transformation Programme that will provide additional and complementary analysis and insights for the MTR of the NDP III, and the end evaluation of the NDP II with regards to the digital transformation of the country.

SCOPE OF WORK

The primary objective of the diagnostic study is to contribute to the successful completion of the MTR of the NDPIII and the end evaluation of the NDPII.

The specific objectives are follows:

- i. To assess progress made against the results of the NDPII and NDPIII under the Digital Transformation Programme and to identify the corresponding lessons learned.
 - Analyze the current situation, progress made against the DTP targets and public and private financing against the plan projections.
 - Assess community-level experiences and perceptions.
 - Analyze the main drivers and opportunities therein.
 - Identify the factors that have proved critical or hindered progress with regards to the digital transformation in both NDP II and NDP III.
 - Assess the extent to which the NDP II and NDP III have guided policies, strategic planning, budgeting and actions.
 - Assess the impacts (positive and negative) of policy, planning and budget actions under the NDPII and NDPIII periods.
 - Assess the institutional functions under programme-based planning and budgeting approach and provide the necessary adjustments to facilitate and enhance compliance between the plan and the programme-based approaches.
- ii. To identify evidence-based, justified and detailed short-term (NDPIII), medium-term (NDPIV) and long-term adjustments and actions.
 - Assess the efficiency, effectiveness and sustainability of the implementation mechanisms for both the NDPII and NDPIII and outline the necessary improvements.
 - Analyze lessons learned during the implementation of the DTP.
 - Identify international best practices in ICT implementation and digitalization relevant to Uganda.
 - Identify and justify priority lessons learned and recommendations in ICT implementation and digitalization for the medium- term (NDPIV).
 - Provide evidence/ best practices-based guidance on alternative policies, strategic priorities and actions in furthering ICT use and penetration to achieve better results within Uganda's setting.
 - Assess the NDPII and NDPIII governance and make recommendations for greater efficiency and effectiveness.

Expected Outputs and Deliverables

Activities	Deliverables	Payments percentage of the total contract price
Finalize and validate the specific methodology to be utilized, including workplan, during the inception phase. Identify, review and analyze reference documents that are relevant to the NDPIII MTR and the NDPII end evaluation	Inception report and workplan approved	20%
Undertake fieldwork to collect data and carry out data analysis to inform the respective assessment.	Data Analysis Report highlighting the findings and recommendations	40%

Hold consultations and validation workshops with key stakeholders	Minutes (including presentations, discussions recaps, list of participants) of stakeholder consultations and validation workshop Book of Annexes containing report on fieldwork activities, utilized data, list of references, list of consulted stakeholders, minutes of stakeholder workshops. Final report approved	40%
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Institutional Arrangement

Provision of Monitoring, Progress Controls & Payments:

- The Consultant will work under the supervision of the UNCDF Digital Country Lead
- Close coordination and communication with the Executive Director and the Head of ICT of the National Planning Authority (NPA) shall be required at all stages of the assignment.
- Bi-weekly progress meetings will be held
- Payments shall be made only upon satisfactory completion and UNCDF's written acceptance of each deliverable duly approved by the Executive Director and the Head of ICT of the National Planning Authority (NPA) and Digital Lead at UNCDF
- Disbursement of the final payment shall require a signed performance evaluation of the consultant.

Duration of the Work

90 days over a period of 3 months

Duty Station

The Consultant will be based in Kampala, Uganda – National Planning Authority Office

Travel

There is no travel required for this assignment

EXPERIENCE, COMPETENCE AND QUALIFICATIONS

Academic qualifications:

A minimum of a Master's degree or equivalent in ICT engineering or related fields.

Skills & Experience:

- At least 10 years of successful national and or international working experience in the area of technical consulting support in the ICT sector.
- Profound working experience in the design, review and/or evaluation of medium –term ICT sector strategic plans and/or ICT sector investment plans.
- Profound knowledge about how ICT can foster and catalyze sustainable development and improve lives through enhanced education-, health-, innovation and infrastructure development.
- Profound knowledge of ICT infrastructure and ICT governance in Uganda.

- Extensive experience in research and policy-related analysis.
- Fluency in both spoken and written English is mandatory

Competencies

Personal Competencies:

Demonstrates integrity by modeling the UN's values and ethical standards.

- Advocates and promotes the vision, mission, and strategic goals of the UN.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Treats all people fairly without favoritism.
- Demonstrates and promotes the values of the UN in actions and decisions and acts in accordance with the standard of conduct for international civil servants.
- Shows willingness to work without bias with all persons regardless of gender, nationality, religion, or culture.
- Contributes effectively to team-based activities, working collaboratively and sharing information openly; works effectively with colleagues inside the UN as well as its partners and other stakeholders to pursue common goals.

Language requirements

Fluent command of written and spoken English is mandatory.

APPLICATION PROCESS AND EVALUATION METHOD

Interested individuals must submit the following documents as proposals to demonstrate their qualifications.

Application Procedure

Interested consultants are required to submit an electronic application via <http://jobs.undp.org>.

The application should include the following documents/information:

- Letter of Interest**
- Personal CV** indicating all past experience from similar projects, as well as the contact details (email and telephone number) and at least three (3) professional references.
- Brief description** of why the Consultant considers her/himself as the most suitable for the assignment, and a methodology on how to approach and accomplish the assignment.
- Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs.

Financial proposal (in template provided in Annex 2) stating **an all-inclusive fixed lump-sum fee** for this assignment in **Ugandan Shillings, supported by a breakdown of costs/ fee per working day**.

Such total lump sum price must include professional fee, and costs necessary to conduct the assignment such as communication costs, etc. The consultant will be paid against the completion of specific, measurable deliverables as identified in this TOR.

Qualified women and members of social minorities are encouraged to apply. Interested applicants for any inquiries should send an email to: ug.procurement@undp.org

EVALUATION METHOD

Cumulative Analysis

Applications will be scored based on technical and financial submissions. The following selection method will be used: Highest rated proposal using the combined scoring method, which assigns the weight distribution between the technical and financial proposals. The weight distribution shall be 70% technical and 30% financial

Only candidates obtaining a minimum of 49 points (70% of the total technical points) will be considered as technically qualified and will be reviewed further for the Financial Evaluation

Technical Criteria –70 %

The technical criteria will comprise of two parts:

Part 1 - will contribute 50% to the technical evaluation. Candidates scoring a minimum of 70 points will be considered for the oral interview. The following will be considered:

Criteria	scoring
4. Academic qualifications of the consultant <ul style="list-style-type: none">A minimum of a Master's degree or equivalent in ICT engineering or related fields.	10 points
5. Experience of the consultant <ul style="list-style-type: none">At least 10 years of successful national and or international working experience in the area of technical consulting support in the ICT sector.Profound working experience in the design, review and/or evaluation of medium –term ICT sector strategic plans and/or ICT sector investment plans.Profound knowledge about how ICT can foster and catalyze sustainable development and improve lives through enhanced education-, health-, innovation and infrastructure development.Profound knowledge of ICT infrastructure and ICT governance in Uganda.Extensive experience in research and policy-related analysis	25 points
6. Quality of the technical proposal <ul style="list-style-type: none">The proposed approach and methodology to the studyThe proposed workplan	35 points

Part 2 – the oral interview will contribute 50% to the technical evaluation. Candidates that pass the technical assessment will be invited to the oral interview.

Financial Criteria – 30%

The following formula will be used to evaluate financial proposal:

- Lowest priced proposal/price of the proposal being evaluated x 30. All financial proposals shall be submitted along with the applications, and no modification shall be made on the proposals

unless requested by UNCDF

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. Example 70%-30%.

Individual consultants and persons employed by a company or institution are invited to apply. Any individual employed by a company or institution who would like to submit an offer in response to a Procurement Notice for individual consultant must do so in their individual capacity by providing a CV so that their qualifications may be judged accordingly.

Women candidates or women-owned businesses are strongly encouraged to apply.

UNCDF is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or email Uncdf.procurement@uncdf.org. UNCDF will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

References

UNDP's Individual Consultant's General Terms and Conditions are provided here:

<http://www.undp.org/content/dam/undp/documents/procurement/documents/IC%20-%20General%20Conditions.pdf>

**OFFEROR'S LETTER TO UNDP
CONFIRMING INTEREST AND AVAILABILITY
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

Date _____

**Elsie G Attafuah
Resident Representative,
United Nations Development Programme,
11 Yusuf Lule Road, Nakasero,
Kampala, Uganda**

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference 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.
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex I;
- D) In compliance with the requirements of the Terms of Reference, 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 III
- E) I hereby propose to complete the services based on the following payment rate: [*please check the box corresponding to the preferred option*]:
 - ☐ An all-inclusive daily fee of [*state amount in words and in numbers indicating currency*]
 - ☐ A total lump sum of [*state amount in words and in numbers, indicating exact currency*], payable in the manner described in the Terms of Reference.
- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex II.
- 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 _____ days [*minimum of 90 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 *[please check the appropriate box]*:

- ☐ Sign an Individual Contract 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:

K) I hereby confirm that *[check all that applies]*:

- ☐ 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, please 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.

O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES ☐ NO ☐ If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

P) Do you have any objections to our making enquiries of your present employer?

YES ☐ NO ☐

Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES ☐ NO ☐ If answer is "yes", WHEN?

R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Address	Business or Occupation

S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete, and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: _____

SIGNATURE: _____

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

Annexes *[please check all that applies]:*

- ☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- ☐ Brief Description of Approach to Work

**BREAKDOWN OF COSTS
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

A) Breakdown of Cost by Components:

Cost Components	Unit Cost	Quantity	Total Rate for the Contract Duration
I. Personnel Costs			
Professional Fees			
Life Insurance			
Medical Insurance			
Communications			
Others (pls. specify)			
Overall total			

B) Breakdown of Cost by Deliverables*

Deliverables <i>[list them as referred to in the TOR]</i>	Percentage of Total Price (Weight for payment)	Amount
Deliverable 1		
Deliverable 2		
Deliverable 3		
Total	100%	UGX.....

**Basis for payment tranches*

GENERAL CONDITIONS OF CONTRACT FOR THE SERVICES OF INDIVIDUAL CONTRACTORS

1. **LEGAL STATUS:** The Individual Contractor shall have the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP), and shall not be regarded, for any purposes, as being either a “staff member” of UNDP, under the UN Staff Regulations and Rules, or an “official” of UNDP, for purposes of the Convention on the Privileges and Immunities of the United Nations, adopted by the General Assembly of the United Nations on 13 February 1946. Accordingly, nothing within or relating to the Contract shall establish the relationship of employer and employee, or of principal and agent, between UNDP and the Individual Contractor. The officials, representatives, employees or subcontractors of UNDP and of the Individual Contractor, if any, shall not be considered in any respect as being the employees or agents of the other, and UNDP and the Individual Contractor shall be solely responsible for all claims arising out of or relating to their engagement of such persons or entities.

2. **STANDARDS OF CONDUCT:**

(a) **General:** The Individual Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of his or her obligations under the Contract. Should any authority external to UNDP seek to impose any instructions regarding the Individual Contractor’s performance under the Contract, the Individual Contractor shall promptly notify UNDP and shall provide all reasonable assistance required by UNDP. The Individual Contractor shall not take any action in respect of his or her performance of the Contract or otherwise related to his or her obligations under the Contract that may adversely affect the interests of UNDP. The Individual Contractor shall perform his or her obligations under the Contract with the fullest regard to the interests of UNDP. The Individual Contractor warrants that she or he has not and shall not offer any direct or indirect benefit arising from or related to the performance of the Contract or the award thereof to any representative, official, employee or other agent of UNDP. The Individual Contractor shall comply with all laws, ordinances, rules and regulations bearing upon the performance of his or her obligations under the Contract. In the performance of the Contract the Individual Contractor shall comply with the standards of conduct set in the Secretary General’s Bulletin ST/SGB/2002/9 of 18 June 2002, entitled “Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Expert on Mission”. The Individual Contractor must comply with all security directives issued by UNDP.

(b) Prohibition of Sexual Exploitation and Abuse, and Sexual Harassment: Without limitation to the terms set forth in (a) above, in the performance of the Contract, the Individual Contractor shall comply with the standards of conduct set forth in the Secretary-General's bulletin ST/SGB/2003/13 of 9 October 2003, concerning "Special measures for protection from sexual exploitation and sexual abuse". In particular, the Individual Contractor shall not engage in any conduct that would constitute sexual exploitation or sexual abuse ("SEA"), as defined in that bulletin. Moreover, and without limitation to the application of other regulations, rules, policies and procedures, bearing upon the performance of the activities under the Contract, the Individual Contractor shall comply with the standards of conduct stated in UNDP's policy on "Harassment, Sexual Harassment, Discrimination, and Abuse of Authority" set forth in the Programme and Operations Policies and Procedures.

In the performance of the Contract, should sufficient information of prohibited conduct including but not limited to sexual harassment ("SH"), and/or SEA, against the Individual Contractor be brought to UNDP's attention, UNDP shall commence an investigation into the Individual Contractor's conduct in this regard in accordance with UNDP regulations, rules, policies and procedures. Should the allegations (i) be found to have been substantiated and (ii) should they constitute grounds for termination of this Individual Contract, even after the expiry or termination of the Individual Contract, where such prohibited conduct involves SH or SEA, the Individual Contractor's name will be placed into an internal United Nations' database which may affect the Individual Contractor's ability to work with/for the United Nations System in any capacity in the future.

(c) The Individual Contractor acknowledges and agrees that any breach of any of the provisions set forth in Article 2 (a) and (b) shall constitute a breach of an essential term of the Contract, and, in addition to any other legal rights or remedies available to any person, shall give rise to grounds for suspension or termination of the Contract. In addition, nothing herein shall limit the right of UNDP to refer any alleged breach of the foregoing standards of conduct or any other terms of the Contract to the relevant national authorities for appropriate legal action.

3. TITLE RIGHTS, COPYRIGHTS, PATENTS AND OTHER PROPRIETARY RIGHTS: Title to any equipment and supplies that may be furnished by UNDP to the Individual Contractor for the performance of any obligations under the Contract shall rest with UNDP, and any such equipment and supplies shall be returned to UNDP at the conclusion of the Contract or when no longer needed by the Individual Contractor. Such equipment and supplies, when returned to UNDP, shall be in the same condition as when delivered to the Individual Contractor, subject to normal wear and tear, and the Individual Contractor shall be liable to compensate UNDP for any damage or degradation of the equipment and supplies that is beyond normal wear and tear.

UNDP shall be entitled to all intellectual property and other proprietary rights, including, but not limited to, patents, copyrights and trademarks, with regard to products, processes, inventions, ideas, know-how or documents and other materials which the Individual Contractor has developed for UNDP under the Contract and which bear a direct relation to, or are produced or prepared or collected in consequence

of, or during the course of, the performance of the Contract, and the Individual Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for UNDP. However, to the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Individual Contractor: (a) that pre-existed the performance by the Individual Contractor of his or her obligations under the Contract, or (b) that the Individual Contractor may develop or acquire, or may have developed or acquired, independently of the performance of his or her obligations under the Contract, UNDP does not and shall not claim any ownership interest thereto, and the Individual Contractor grants to UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract. At the request of UNDP, the Individual Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to UNDP in compliance with the requirements of the applicable law and of the Contract. Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents and all other data compiled by or received by the Individual Contractor under the Contract shall be the property of UNDP, shall be made available for use or inspection by UNDP at reasonable times and in reasonable places, shall be treated as confidential and shall be delivered only to UNDP authorized officials on completion of services under the Contract

4. **CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:** Information and data that are considered proprietary by either UNDP or the Individual Contractor or that are delivered or disclosed by one of them ("Discloser") to the other ("Recipient") during the course of performance of the Contract, and that are designated as confidential ("Information"), shall be held in confidence and shall be handled as follows. The Recipient of such Information shall use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate, and the Recipient may otherwise use the Discloser's Information solely for the purpose for which it was disclosed. The Recipient may disclose confidential Information to any other party with the Discloser's prior written consent, as well as to the Recipient's officials, representatives, employees, subcontractors and agents who have a need to know such confidential Information solely for purposes of performing obligations under the Contract. Subject to and without any waiver of the privileges and immunities of UNDP, the Individual Contractor may disclose Information to the extent required by law, *provided that* the Individual Contractor will give UNDP sufficient prior notice of a request for the disclosure of Information in order to allow UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made. UNDP may disclose Information to the extent required pursuant to the Charter of the United Nations, resolutions or regulations of the General Assembly or its other governing bodies, or rules promulgated by the Secretary-General. The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder. These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract. Notwithstanding the foregoing, the Individual Contractor acknowledges that UNDP may, in its sole discretion, disclose the purpose, type, scope, duration and value of the Contract, the name of the Individual Contractor, and any relevant information related to the award of the Contract.

5. TRAVEL, MEDICAL CLEARANCE AND SERVICE INCURRED DEATH, INJURY OR

ILLNESS: If the Individual Contractor is required by UNDP to travel beyond commuting distance from the Individual Contractor's usual place of residence, and upon prior written agreement, such travel shall be at the expense of UNDP. Such travel shall be at economy fare when by air.

UNDP may require the Individual Contractor to submit a "statement of good health" from a recognized physician prior to commencement of services in any offices or premises of UNDP, or before engaging in any travel required by UNDP, or connected with the performance of the Contract. The Individual Contractor shall provide such a statement as soon as practicable following such request, and prior to engaging in any such travel, and the Individual Contractor warrants the accuracy of any such statement, including, but not limited to, confirmation that the Individual Contractor has been fully informed regarding the requirements for inoculations for the country or countries to which travel may be authorized.

In the event of death, injury or illness of the Individual Contractor which is attributable to the performance of services on behalf of UNDP under the terms of the Contract while the Individual Contractor is traveling at UNDP expense or is performing any services under the Contract in any offices or premises of UNDP, the Individual Contractor or the Individual Contractor's dependents, as appropriate, shall be entitled to compensation equivalent to that provided under the UNDP insurance policy, available upon request.

6. PROHIBITION ON ASSIGNMENT; MODIFICATIONS: The Individual Contractor may not assign, delegate, transfer, pledge or make any other disposition of the Contract, of any part thereof, or of any of the rights, claims or obligations under the Contract except with the prior written authorization of UNDP, and any attempt to do so shall be null and void. The terms or conditions of any supplemental undertakings, licenses or other forms of Contract concerning any goods or services to be provided under the Contract shall not be valid and enforceable against UNDP nor in any way shall constitute a contract by UNDP thereto, unless any such undertakings, licenses or other forms of contract are the subject of a valid written undertaking by UNDP. No modification or change in the Contract shall be valid and enforceable against UNDP unless provided by means of a valid written amendment to the Contract signed by the Individual Contractor and an authorized official or appropriate contracting authority of UNDP.

7. SUBCONTRACTORS: In the event that the Individual Contractor requires the services of subcontractors to perform any obligations under the Contract, the Individual Contractor shall obtain the prior written approval of UNDP for any such subcontractors. UNDP may, in its sole discretion, reject any proposed subcontractor or require such subcontractor's removal without having to give any justification therefore, and such rejection shall not entitle the Individual Contractor to claim any delays in the performance, or to assert any excuses for the non-performance, of any of his or her obligations under the Contract. The Individual Contractor shall be solely responsible for all services and obligations performed by his or her subcontractors. The terms of any subcontract shall be subject to and shall be construed in a manner that is fully in accordance with, all of the terms and conditions of the Contract.

8. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF THE UNITED NATIONS: The Individual

Contractor shall not advertise or otherwise make public for purposes of commercial advantage or goodwill that it has a contractual relationship with UNDP, nor shall the Individual Contractor, in any manner whatsoever, use the name, emblem or official seal of UNDP, or any abbreviation of the name of UNDP, in connection with his or her business or otherwise without the written permission of UNDP.

9. **INDEMNIFICATION:** The Individual Contractor shall indemnify, defend, and hold and save harmless UNDP, and its officials, agents and employees, from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature, including, but not limited to, all litigation costs and expenses, attorney's fees, settlement payments and damages, based on, arising from, or relating to: (a) allegations or claims that the use by UNDP of any patented device, any copyrighted material or any other goods or services provided to UNDP for its use under the terms of the Contract, in whole or in part, separately or in combination, constitutes an infringement of any patent, copyright, trademark or other intellectual property right of any third party; or (b) any acts or omissions of the Individual Contractor, or of any subcontractor or anyone directly or indirectly employed by them in the performance of the Contract, which give rise to legal liability to anyone not a party to the Contract, including, without limitation, claims and liability in the nature of a claim for workers' compensation.
10. **INSURANCE:** The Individual Contractor shall pay UNDP promptly for all loss, destruction or damage to the property of UNDP caused by the Individual Contractor, or of any subcontractor, or anyone directly or indirectly employed by them in the performance of the Contract. The Individual Contractor shall be solely responsible for taking out and for maintaining adequate insurance required to meet any of his or her obligations under the Contract, as well as for arranging, at the Individual Contractor's sole expense, such life, health and other forms of insurance as the Individual Contractor may consider to be appropriate to cover the period during which the Individual Contractor provides services under the Contract. The Individual Contractor acknowledges and agrees that none of the insurance arrangements the Individual Contractor shall, in any way, be construed to limit the Individual Contractor's liability arising under or relating to the Contract.
11. **ENCUMBRANCES AND LIENS:** The Individual Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with UNDP against any monies due to the Individual Contractor or to become due for any work donor or against any goods supplied or materials furnished under the Contract, or by reason of any other claim or demand against the Individual Contractor.
12. **FORCE MAJEURE; OTHER CHANGES IN CONDITIONS:** In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Individual Contractor shall give notice and full particulars in writing to UNDP of such occurrence or cause if the Individual Contractor is thereby rendered unable, wholly or in part, to perform his or her obligations and meet his or her responsibilities under the Contract. The Individual Contractor shall also notify UNDP of any other changes in conditions or the occurrence of any event, which interferes or threatens to interfere with the performance of the Contract. Not more than fifteen (15) days following the provision of such notice of force majeure or other changes in conditions or occurrence, the Individual Contractor shall also submit a statement to UNDP of estimated expenditures that will likely be incurred for the duration of the change in conditions or the event. On receipt of the notice or notices required hereunder, UNDP shall take such action as it considers, in its sole discretion, to be appropriate or necessary in the circumstances, including the granting to the Individual Contractor of a reasonable extension of time in which to perform any obligations under the Contract or suspension thereof.
- Force majeure as used herein means any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrection, or any other acts of a similar nature or force, provided that such acts arise from causes beyond the control and without the fault or negligence of the Individual Contractor. The Individual Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Individual Contractor must perform in or for any areas in which UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delay or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract

13. **TERMINATION:** Either party may terminate the Contract, in whole or in part, upon giving written notice to the other party. The period of notice shall be five (5) days in the case of contracts for a total period of less than two (2) months and fourteen (14) days in the case of contracts for a longer period. The initiation of conciliation or arbitral proceedings, as provided below, shall not be deemed to be a "cause" for or otherwise to be in itself a termination of the Contract. UNDP may, without prejudice to any other right or remedy available to it, terminate the Contract forthwith in the event that: (a) the Individual Contractor is adjudged bankrupt, or is liquidated, or becomes insolvent, applies for moratorium or stay on any payment or repayment obligations, or applies to be declared insolvent; (b) the Individual Contractor is granted a moratorium or a stay or is declared insolvent; (c) the Individual Contractor makes an assignment for the benefit of one or more of his or her creditors; (d) a Receiver is appointed on account of the insolvency of the Individual Contractor; (e) the Individual Contractor offers a settlement in lieu of bankruptcy or receivership; or (f) UNDP reasonably determines that the Individual Contractor has become subject to a materially adverse change in financial condition that threatens to endanger or otherwise substantially affect the ability of the Individual Contractor to perform any of the obligations under the Contract.

In the event of any termination of the Contract, upon receipt of notice of termination by UNDP, the Individual Contractor shall, except as may be directed by UNDP in the notice of termination or otherwise in writing: (a) take immediate steps to bring the performance of any obligations under the Contract to a close in a prompt and orderly manner, and in doing so, reduce expenses to a minimum; (b) refrain from undertaking any further or additional commitments under the Contract as of and following the date of receipt of such notice; (c) deliver all completed or partially completed plans, drawings, information and other property that, if the Contract had been completed, would be required to be furnished to UNDP thereunder; (d) complete performance of the services not terminated; and (e) take any other action that may be necessary, or that UNDP may direct in writing, for the protection and preservation of any property, whether tangible or intangible, related to the Contract that is in the possession of the Individual Contractor and in which UNDP has or may be reasonably expected to acquire an interest.

In the event of any termination of the Contract, UNDP shall only be liable to pay the Individual Contractor compensation on a pro rata basis for no more than the actual amount of work performed to the satisfaction of UNDP in accordance with the requirements of the Contract. Additional costs incurred by UNDP as a result of termination of the Contract by the Individual Contractor may be withheld from any amount otherwise due to the Individual Contractor by UNDP.

14. **NON-EXCLUSIVITY:** UNDP shall have no obligation respecting, and no limitations on, its right to obtain goods of the same kind, quality and quantity, or to obtain any services of the kind described in the Contract, from any other source at any time.

15. **TAXATION:** Article II, section 7, of the Convention on the Privileges and Immunities of the United Nations provides, inter alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the exemptions of the United Nations from such taxes, restrictions, duties or charges, the Individual Contractor shall immediately consult with UNDP to determine a mutually acceptable procedure. UNDP shall have no liability for taxes, duties or other similar charges payable by the Individual Contractor in respect of any amounts paid to the Individual Contractor under this Contract, and the Individual Contractor acknowledges that UNDP will not issue any statements of earnings to the Individual Contractor in respect of any such payments

16. AUDITS AND INVESTIGATIONS: Each invoice paid by UNDP shall be subject to a post-payment audit by auditors, whether internal or external, of UNDP or by other authorized and qualified agents of UNDP. The Individual Contractor acknowledges and agrees that UNDP may conduct investigations relating to any aspect of the Contract or the award thereof, and the obligations performed thereunder.

The Individual Contractor shall provide full and timely cooperation with any post-payment audits or investigations hereunder. Such cooperation shall include, but shall not be limited to, the Individual Contractor's obligation to make available any relevant documentation and information for the purposes of a post-payment audit or an investigation at reasonable times and on reasonable conditions. The Individual Contractor shall require his or her employees, subcontractors and agents, if any, including, but not limited to, the Individual Contractor's attorneys, accountants or other advisers, to reasonably cooperate with any post-payment audits or investigations carried out by UNDP hereunder.

If the findings or circumstances of a post-payment audit or investigation so warrant, UNDP may, in its sole discretion, take any measures that may be appropriate or necessary, including, but not limited to, suspension of the Contract, with no liability whatsoever to UNDP.

The Individual Contractor shall refund to UNDP any amounts shown by a post-payment audit or investigation to have been paid by UNDP other than in accordance with the terms and conditions of the Contract. Such amount may be deducted by UNDP from any payment due to the Individual Contractor under the Contract.

The right of UNDP to conduct a post-payment audit or an investigation and the Individual Contractor's obligation to comply with such shall not lapse upon expiration or prior termination of the Contract.

17. SETTLEMENT OF DISPUTES:

AMICABLE SETTLEMENT: UNDP and the Individual Contractor shall use their best efforts to amicably settle any dispute, controversy or claim arising out of the Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the Conciliation Rules then obtaining of the United Nations Commission on International Trade Law ("UNCITRAL"), or according to such other procedure as may be agreed between the parties in writing.

ARBITRATION: Any dispute, controversy or claim between the parties arising out of the Contract, or the breach, termination, or invalidity thereof, unless settled amicably, as provided above, shall be referred by either of the parties to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim Measures of Protection") and Article 32 ("Form and Effect of the Award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy or claim.

18. **LIMITATION ON ACTIONS:** Except with respect to any indemnification obligations in Article 9, above, or as are otherwise set forth in the Contract, any arbitral proceedings in accordance with Article 17, above, arising out of the Contract must be commenced within three (3) years after the cause of action has accrued.

The Parties further acknowledge and agree that, for these purposes, a cause of action shall accrue when the breach actually occurs, or, in the case of latent defects, when the injured Party knew or should have known all of the essential elements of the cause of action.

19. **PRIVILEGES AND IMMUNITIES:** Nothing in or relating to the Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.