INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
Recruitment of an International Consultant for providing technical expert services of a Livelihoods Expert
Référence du dossier : RFP/UNDP/DHR/SRP/006/2022

Date: 24 August 2022

Country: NIGERIA

Duty Station: Home-based, with travel to Abuja, Nigeria and other ECOWAS member states as required

Contract type: Recruitment of an International Consultant for providing technical expert services of a Livelihoods Expert

DURATION: 100 days for a period of eight months September 2022 – April 2023

Please send your proposals (technical and financial proposals) duly signed to the e-mail address Rcd.soumissions@undp.org with mention of the reference and title of the file. Your proposal must be received no later than September 08, 2022 at 11:30 AM (UTC)

1. Background & Project Description:

The Economic Community of West African States (ECOWAS) was established on 28 May 1975 with the goal of promoting economic integration of its fifteen Member States: Benin, Burkina Faso, Cape Verde, Côte d’Ivoire, The Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Niger, Nigeria, Senegal, Sierra Leone and Togo. For promoting this regional economic integration, the development goals in the ECOWAS region include accelerating growth, achieving optimum utilization of human, natural and mineral resources, creating wealth, reducing poverty, improving quality of life, and deepening regional trade, business and integration. Through achieving these developmental goals, the ECOWAS Commission aims to fulfil its vision of creating an integrated and borderless region where its population can move freely, access education and healthcare, and access and effectively utilize its abundant resources through economic and commercial opportunities under a sustainable environment where principles of democracy, rule of law and good governance are respected. For achieving this vision, the ECOWAS Commission supports its Member States through interventions in 10 major sectors: Agriculture and Environment, Energy, Health and Social Affairs, Telecommunication, Water, Trade, Infrastructure, Civil societies, Information and Communications Technology (ICT) and Political affairs.

Among these, agriculture, forestry and fishing – the largest sector in every other country in the West African region barring The Gambia, Cape Verde and Niger – account for 20–50 percent of Gross Domestic Product (GDP), and are at present affected acutely by climate fluctuations and other hazards they are exposed to. As these sectors form the basis for food security, employment and development, impacts of climate change and disasters make dependent populations highly vulnerable. For example, recurrent disasters have caused persistent deterioration of livelihoods, pushing people deeper into
poverty and food insecurity and undermining their resilience to future shocks and stresses, with varying impacts on different social groups such as women, children, older persons, persons with disabilities and other vulnerable groups. This is exacerbated by rapid and unplanned urbanization, environmental degradation, deepening poverty levels, gender inequalities, governance challenges, low socio-economic development, and chronic humanitarian crises due to recurrent drought, flooding, food insecurity, epidemics and violent conflict and high population growth. Furthering this context of fragility and vulnerability of communities are a number of other key issues: the West African population is young and growing wherein more than 64 percent of the region’s population is under the age of 25 years, and the population is projected to reach approximately 900 million by 2050. This, in addition to limited access to basic service and strained government capacity, creates a complex security context affected by violent extremism, criminality and terrorism. The cumulative impacts of these events have been eroding hard-earned development gains, while undermining recovery from various crises as well as resilience to future ones.

To strengthen developmental progress within this complex context, the ECOWAS Commission has undertaken substantial efforts in addressing risks and building resilience of the region to shocks and stresses. These efforts include the ECOWAS Disaster Risk Reduction (DRR) Plan of Action (2015–2030), that aims to strengthen relevant institutions at regional and national levels for addressing the evolving and challenging risk scenarios that often present competing and complex priorities. Further, it aims to mobilize a broad coalition of partners to build resilience to hazards and for integrating disaster risk reduction into sustainable development. In addition to the Plan of Action, other initiatives include the ECOWAS Regional Strategy on Reduction of Vulnerability and Adaptation to Climate Change in West Africa, the Plan of Action of The ECOWAS Humanitarian Policy (2012 – 2017), the ECOWAS Policy for Disaster Risk Reduction (2006), and the ECOWAS Disaster Risk Reduction Gender Strategy and Action Plan (2020 – 2030).

Notwithstanding these efforts and instruments for risk reduction and recovery, the COVID-19 pandemic has revealed the vulnerabilities of socio-economic sectors and spotlighted the need for strengthening its resilience. This is evidenced by its macroeconomic impacts, which included a decline in demand from the main export partners of the West African countries, a growing budget deficit, weak external financial flows, and lower commodity prices. These factors have amplified deficit in the national accounts and exceeded public finance projections. Likewise, income sources of a significant proportion of West African households have declined due to the pandemic and other disasters, with households owning non-farm enterprises most affected. This highlights the need to further strengthen resilience of communities, countries and the region to manage these risks and reduce the vulnerabilities through region-specific measures that reflect risks varying by country, geographic area, scale and demographic.

This context and the ongoing efforts by ECOWAS Commission and its Member States present a unique opportunity for adopting an integrated approach for ensuring regional resilience, whereby individuals, communities and States can better prepare, manage and recover from crises by further developing capacities and systems. This is essential for ECOWAS and its Member States for achieving the Sustainable Development Goals (SDGs) and the targets of Agenda 2063. In this context, the ECOWAS Commission proposes the need for developing a Regional Resilience Strategy for West Africa. The overarching objective of developing the Regional Resilience Strategy for West Africa is to provide guidance to ECOWAS Commission, its Member States and other stakeholders for strengthening institutional and community resilience to shocks and stresses in the region. With a focus on vulnerable populations, the Regional Resilience Strategy for West Africa aims to provide a short, medium- and long-term strategic and programmatic framework that suggests prioritized needs and mechanisms for
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Coordinating action that can anticipate, prepare for, respond to, recover from and withstand shocks and stresses at regional, national and community level.

The Regional Resilience Strategy for West Africa will align with the broader 2030 Agenda on Sustainable Development that has set 17 Sustainable Development Goals (SDGs). In addition, it will also be in line with other global agreements including the Sendai Framework for Disaster Risk Reduction (SFDRR) (2015-2030) and the Paris Agreement. It will aim to achieve substantial reduction of disaster risk and losses in lives, livelihoods and health and in the economic, physical, social, cultural and environmental assets of persons, businesses, communities and countries within the region. At the continental level, it will contribute directly to the implementation of the Agenda 2063. At the regional level, it will be aligned with the ECOWAS Policy for Disaster Risk Reduction (2006) that aims at a region with resilient countries and communities, the ECOWAS Disaster Risk Reduction Plan of Action (2015 – 2030), which puts forth prioritized and specific activities to support the implementation of the ECOWAS Policy for Disaster Risk Reduction from 2015 to 2030 through the ECOWAS Commission, its specialized agencies, regional partners and Member States and the ECOWAS Disaster Risk Reduction Gender Strategy and Action Plan (2020 – 2030), which aims to guide Member States build resilience to natural hazards, inclusive of all segments of the society through a gender responsive approach.

Aligned with the above key policies, the Regional Resilience Strategy for West Africa will be developed by a multidisciplinary Task Force consisting of six thematic experts, identified by the United Nations Development Programme (UNDP) on behalf of the ECOWAS Commission. The thematic experts must have capacity and experience in engaging with ECOWAS Member States. Developing the Regional Resilience Strategy for West Africa will include a comprehensive situation analysis of the key thematic areas, based on which the strategy will be developed and endorsed by ECOWAS statutory entities. The thematic areas, based on a preliminary analysis of the nature of diverse risks in the region, for the Regional Resilience Strategy for West Africa are proposed below:

- **Good governance, peace and security:** To address the context of risks of regional impact from internal conflicts and transnational security challenges, the strategy will provide guidance to the Members States to develop, review and implement policies, strategies and legislation sensitive to risks, including that for cross-border and regional initiatives, that are essential for ensuring sustainable and resilient national and regional development.

- **Macroeconomic resilience:** Considering the urgent need to reduce economic dependency and improve the resilience to domestic and external shocks across West Africa, the strategy will provide guidance on attaining meaningful economic integration in the region by capitalizing on opportunities presented via the Africa Continental Free Trade Agreement to strengthen cross border trade, promote predictable and sustainable macroeconomic policy frameworks and enhance domestic resource mobilization.

- **Sustainable livelihoods:** For the West African context, where agriculture remains the major source of food, income and livelihood for 70–80 percent of the ECOWAS population, and where over 80 percent of its employment and 90 percent of its jobs are accounted by the informal sector, the strategy will provide guidance for ensuring sustainable economic opportunities that are inclusive, accessible, and resilient to climate change, disasters and insecurity, especially for women, youth and marginalized groups.

- **Social protection and resilience:** Considering the significance of social protection for resilience building, the strategy will focus on suggesting ways in which social protection can be used to build resilience in the region. It will explore opportunities for social protection to strengthen institutional,
community and household resilience to shocks and stresses. In doing so, the strategy will suggest ways for strengthening national and regional coordination mechanisms related to social protection for resilience building. Further, given the regional context of fragility, conflict, and natural hazards, the strategy will also explore ways in which social protection can be extended to refugees and internally displaced people (IDPs), which is otherwise widely overlooked.

- **Gender sensitivity and social inclusion:** Despite adoptions of gender policies and strategies, large gender disparities seem to persist, for example in access to basic services, property rights and in the labour market. In addition, disasters, including the COVID-19 pandemic, have revealed the disproportionate impact that women and girls endure including an increase in gender-based violence. To address this critical issue, the strategy will ground itself on gender responsiveness and social inclusion as a key guiding principle and in proposed strategies across all themes. The strategy will build on work already undertaken by the ECOWAS Commission including the ECOWAS Disaster Risk Reduction Gender Strategy and Action Plan 2020-2030, and preliminary reports prepared under the office of the Vice President on Gender Transformative Human Capital Deep Dive Study on Burkina Faso, Nigeria and Senegal, which are complete and on Ghana, Guinea Bissau and Sierra Leone, which are forthcoming.

- **Climate change and disaster risk reduction:** Since 2009, the region has been affected particularly by hydrometeorological hazards, epidemics, pandemics, political instability and conflicts. Moreover, the Intergovernmental Panel on Climate Change (IPCC) Sixth Assessment Report projects for the West African region, increases in meteorological droughts, heavy precipitation and pluvial flooding. Accounting for this along with rising vulnerability of communities and economies in the region, the strategy will suggest ways for enhancing resilience for addressing possible effects of hydrometeorological disasters and of climate change on multiple sectors and aspects including health, livelihoods disruptions, conflicts around natural resources, migration, displacement and food insecurity.

The above proposed themes, detailed in the ToR for the Task Force for the Regional Resilience Strategy for West Africa, requires confirmation with relevant stakeholders and Member States for arriving at a final set of key thematic areas.

**The structure of the strategy document** will include a contextually relevant vision, guiding principles, brief situational assessment on the finalized thematic areas, recommendations across all relevant sectors for a risk-informed and resilient development at the regional and national levels, institutional arrangements and financial mechanism including a monitoring and evaluation system for the implementation of the strategy. It is proposed that the strategy be developed based on an analysis of the risks (resilience against what), types of resilience capacities (preventive, adaptive and absorptive), and the stakeholders. It is important to note that relevant stakeholders must agree to the structure of this document.

**The intended users** of the Regional Resilience Strategy for West Africa include the ECOWAS Commission, its Member States, and other regional and national stakeholders. In addition, it will be useful for UN Agencies, development partners, and institutions working on resilience across different thematic areas. It is expected that the donor community will actively support the process and will align its efforts towards the Regional Resilience Strategy for West Africa when finalized. It is intended that the endorsement of the strategy by ECOWAS Commission and its Member States will take place in May/June 2023.
In this regard, and as a leading partner organization to the ECOWAS Commission, the UNDP seeks the services of a livelihoods expert who will be responsible for contributing to the Regional Resilience Strategy for West Africa on issues related to sustainable economic opportunities and livelihoods for building resilience against multiple threats the countries and the communities in west Africa are exposed to.

**Scope of work**

Sustainable economic opportunities that are inclusive and accessible, especially to marginalized groups, are critical for resilience building. In addition, in 2015, the informal sector in West Africa accounted for over 80 percent of its employment and 90 percent of its jobs.¹ This means that livelihoods – formal and informal – beyond being environmentally sustainable, require being resilient to climate change, disasters and insecurity. This is critical for the West African region given its heavy reliance on agriculture, which remains the major source of food, income and livelihood for 70–80 percent of the ECOWAS population,² its large youth population, and its vulnerability to climate change, and to disruptions resulting from insecurity.

The steps of developing this strategy will tentatively include producing an inception report with detailed workplan and annotated chapter structure, a thematic situational analysis, thematic stakeholder consultation, validation of the strategy by the technical oversight group,³ and a revised strategy document incorporating feedback from the technical oversight group, which will then be presented for ministerial adoption. For this, the expert will work under the overall guidance of the team leader for the Regional Resilience Strategy for West Africa and as a part of the task force consisting of five other thematic experts (governance, macroeconomics, social protection, gender, and DRR and climate change). The expert’s scope of work will include, but will not be limited to the following responsibilities:

1. **Technical support**
   - Prepare an inception report with detailed workplan, methodology and annotated outline for the chapter on sustainable livelihoods.
   - Prepare a situational analysis on the status of systems related to livelihoods and economic opportunities. This must identify the critical gaps and priority areas and must include a review of relevant existing mechanisms for implementation, monitoring and evaluation, strategies, schemes, and regulatory and policy frameworks for livelihoods and economic recovery. This includes collecting, collating and analyzing relevant to sustainable livelihoods and economic opportunities at both national and regional as listed below:
     - key value chains analysis at the national and regional levels (for example for agriculture, livestock and tourism) selected on consensual criteria
     - exploring the African Continental Free Trade Area (AfCFTA) agreement and identifying countries that have experienced value addition.
     - analyzing market opportunities including jobs and income creation opportunities for women and youth at national and regional levels
     - analyzing existing and prominent funding mechanisms of livelihood, small and medium enterprises and explore innovative solution and digitization opportunities
     - risk analysis on sustainable livelihood with due considerations for systemic and multidimensional aspects of risks for regional resilience including climate
change and disaster risk reduction, issues related to peace and security and gender responsiveness and social inclusion.

- Undertake key stakeholder consultations including with sectoral ministries and agencies, non-governmental organizations, private sector, development and humanitarian partners, including UN agencies, academia and civil society and community-based organizations working on livelihoods in ECOWAS Member States, soliciting their full participation.
- Explore ways in which sustainable livelihoods, can build and strengthen institutional and community resilience to shocks and stresses in the region to address humanitarian and development needs, including outlining key elements for strengthening an enabling environment at the national and regional levels. This exploration must evaluate the potential of job and income opportunities for women and youth, and explore innovative solutions and digitization opportunities for funding for SME/I.
- Prepare a draft and revised chapter, and relevant section in the final executive summary on sustainable livelihoods and economic opportunities in the document on the Regional Resilience Strategy for West Africa, which consolidates the findings from the tasks above. This draft and revised chapter must:
  - Include an overall stakeholder analysis including the ecosystem of livelihoods and SME/I development and outline the role of and technical gaps to be bridged in ECOWAS Commission, other sub-regional organizations and regional partners for supporting countries and communities in resilience building.
  - Ensure that the strategy is risk-informed accounting for systemic and multidimensional aspects of risks, acknowledges varying vulnerabilities and risk exposure of communities in ECOWAS member states, and adequately captures the transboundary dimensions of resilience, shocks and stresses. This may include strategies for livelihoods diversification, enhancing access to markets, strengthening food value chains, gender-sensitive and weather contingent insurance products, and socially inclusive opportunities for the youth.
  - Recommend strategic sequencing and timing of programmatic interventions and prioritization of resources and capacities for developing shock responsive, inclusive, and sustainable livelihoods and economic opportunities.

2. Support on coordination, consultation, and validation

- Coordinate with other thematic experts in the task force to ensure consideration of sectoral cross-linkages across all the thematic areas of the strategy.
- Support the team Leader and the task force in defining the vision, guiding principles, scale, scope and objectives for the Regional Resilience Strategy for West Africa.
- Support the team leader and the task force in outlining the overall technical and strategic oversight mechanism that will be used for the process of developing the Regional Resilience Strategy for West Africa.
- Coordinate with and consult the ECOWAS Commission, Directorate of Humanitarian and Social Affairs and other relevant Directorates regional and national teams in UN agencies and humanitarian and development partners dealing with livelihoods for their inputs in developing the strategy.
- Support team leader and the task force in facilitating and preparing relevant parts of documents and PowerPoint presentations for virtual and in-person meetings and workshops.
with the technical oversight group as necessary through the course of developing the strategy
document. This may include meetings for presenting the inception report, any reports on
progress, situational analysis, key results from stakeholder consultations, identified priority
areas and programmatic components, and the draft and final strategy document. These
workshops/meetings, as agreed with the task force, must be indicated in the detailed
workplan in the inception report.

• Ensure a consultative and inclusive process of developing the strategy specific for sustainable
livelihoods and economic opportunities.
• Provide progress reports to the team leader as per the detailed work plan in the inception
report.

Any other task related to the development of the Regional Resilience Strategy for West Africa

COMPETENCIES
Professional Competencies

• **Professionalism:** Ability to plan own work and manage conflicting priorities. Shows
  persistence when faced with difficult problems or challenges and remains calm in stressful
  situations. Takes responsibility for incorporating gender perspectives and ensuring the equal
  participation of women and men in all areas of work.

• **Communication:** Speaks and writes clearly and effectively and demonstrates openness in
  sharing information and keeping people informed.

• **Teamwork:** Works collaboratively with colleagues and partners to achieve deliverables for
  assessment.

• **Planning and organizing:** Develops clear goals that are consistent with agreed work
  deliverables for the assignment; identifies priority activities and allocates appropriate
  amount of time and resources for completing work; uses time efficiently.

• **Accountability:** Takes ownership of all responsibilities and honours commitments; delivers
  outputs for which one has responsibility within prescribed time, cost and quality standards;
  operates in compliance with organizational regulations and rules.

Managerial Competencies

• **Leadership:** establishes and maintains relationships with a wide range of people to
  understand perspectives and gain their support.

• **Conflict resolution:** anticipates and resolves conflicts by pursuing mutually agreeable
  solutions.

• **Working with multiple partners:** Ability to establish effective working relations in a
  multicultural team environment and cultivate productive relationships with Government
  partners and other stakeholders.

Other skills

• Knowledge of technical cooperation and development issues is an advantage.
• Fully proficient in Word, Excel, PowerPoint, Email and internet

QUALIFICATIONS
Recruitment Qualifications
Academic qualifications

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• Advanced university degree (Master’s degree or equivalent) relevant to business development, development studies, agronomy, development economics, or relevant discipline
• A PhD or equivalent in the above field is desirable.

Experience

• Minimum of 10 years of demonstrable experience in policy development and programming on livelihoods, social science, development economics and poverty reduction at theoretical and practical level in the field.
• Experience and proven track record in providing technical advisory to national governments and inter-governmental bodies on policy and programme development and policy change related to livelihoods. This includes experience in policies and programmes related to livelihoods diversification to deal with environmental and climatic stresses including variability in context of low and middle-income countries and in effective stakeholder engagement and multistakeholder consultative processes.
• A strong research experience in livelihoods, poverty reduction, and poverty and vulnerability analysis.
• Experience working in international organizations, bilateral development organizations, CSOs or the private sector.
• Experience in working with Regional Economic Communities in Africa, especially with ECOWAS Commission, is an added advantage.
• Robust knowledge of and demonstrable experience in data collection methods, data management methods and data analysis using a range of methods (quantitative, qualitative and mixed methods).

Language

• Excellent written and verbal skills in English; proficiency in another ECOWAS language is desirable.

Scope of the price proposal and timing of payments

Payment to the individual contractor will be made based on the actual number of days worked, and deliverables approved by the Director of the Humanitarian and Social Affairs Directorate, ECOWAS Commission and by the UNDP Sahel Resilience Project manager.

When applying for this consultancy, the prospective consultant will indicate the cost of services that could possibly be incurred by the Contractor, factored into an all-inclusive daily fee in US dollars. The consultant will be paid based on the effective UN exchange rate (where applicable), and only after approving authority confirms the successful completion of each deliverable as stipulated hereunder. The qualified consultant shall receive his/her lump sum during the contract period, upon certification of the completed tasks satisfactorily, as per the following payment schedule:

<table>
<thead>
<tr>
<th>DELIVERABLES</th>
<th>Percentage of total amount for each deliverable (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Chapter/sections on livelihoods in the <strong>inception report</strong>.</td>
<td>10%</td>
</tr>
<tr>
<td>2 Chapter/section on livelihoods in the <strong>situational analysis</strong> including.</td>
<td>10%</td>
</tr>
<tr>
<td>3 Chapter/section on livelihoods in the report on key findings and highlights from <strong>stakeholder consultation</strong>.</td>
<td>20%</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th></th>
<th>Draft chapter/section on livelihoods in the report on the findings from an exploration of ways in which it can be used to build and strengthen institutional and community resilience to shocks and stresses in the region.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Draft chapter/sections on sustainable livelihoods in the draft of Regional Resilience Strategy for West Africa.</td>
<td>30%</td>
</tr>
<tr>
<td>6</td>
<td>Final revised version of the chapter/sections on sustainable livelihoods in the executive summary and in the final version of the Regional Resilience Strategy for West Africa.</td>
<td>30%</td>
</tr>
<tr>
<td>7</td>
<td>Relevant sections in PowerPoint presentations as necessary for at least deliverables 1 – 6. (Included in respective deliverables 1 – 6)</td>
<td>100% (approximately 100 days)</td>
</tr>
</tbody>
</table>

Submission of proposals:

With reference to the TOR, the consultancy candidate should submit a proposal containing the following:

**The technical proposal to:**

✓ Clearly demonstrate the consultant’s understanding of the assignment and experience supported by verifiable evidence of having undertaken assignments of similar scope (provide a minimum of one sample of similar work done for other organizations in the last three years)

✓ Detailed Curriculum Vitae including three references

**Required documents:**

<table>
<thead>
<tr>
<th>Document</th>
<th>Description</th>
<th>Forme</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curriculum Vitae</td>
<td>Especially highlighting your experience on similar assignments and indicating at least 3 (three) references.</td>
<td>Annexe 3 :</td>
</tr>
<tr>
<td>Diplômes</td>
<td>Send copies of your diplomas</td>
<td></td>
</tr>
</tbody>
</table>

**N.B.**

Applicants are required to obtain information on the General Conditions [annexe 2].

**General conditions.docx**

**The financial proposal to:**

✓ Be in US Dollars

✓ Be password protected and sent as a separate document from the technical proposal. Password’s will be requested from those who attain the set minimum technical score

✓ Include a clear breakdown of all costs as follows:

Consultancy fees, all inclusive, and proposed payment instalment per deliverable.

**Documents:**

<table>
<thead>
<tr>
<th>Document</th>
<th>Description</th>
<th>Forme</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tableau des coûts</td>
<td>Fill in the financial offer template (tableau des couts)</td>
<td>Annexe 4</td>
</tr>
</tbody>
</table>

**Evaluation**

The evaluation of the bids takes place in two stages. The evaluation of the technical proposals is completed before the opening and comparison of the financial proposals.

The contract will be awarded to the Consultant with the best combined score (70/30 percent price/quality ratio, based on cumulative evaluation).
A. **Technical evaluation**

Proposals will be evaluated as table below:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Max. Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Competence (based on CV and Technical Proposal)</td>
<td>70%</td>
<td>100</td>
</tr>
<tr>
<td>▪ Criterion a. Technical proposal demonstrates an understanding of the scope of work, comprehensive methodology/approach appropriate for developing a regional strategy through a multistakeholder participatory/consultative approach, and organization and completeness of the technical proposal.</td>
<td>50 pts</td>
<td></td>
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<tr>
<td>▪ Criterion b. Advanced university degree (Master’s degree or equivalent or higher, e.g. PhD) relevant to business development, development studies, agronomy, development economics or relevant discipline</td>
<td>10 pts</td>
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<tr>
<td>▪ Criterion c. Minimum of 10 years of demonstrable experience in policy development and programming on livelihoods, social science, development economics and poverty reduction at theoretical and practical level in the field.</td>
<td>10 pts</td>
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<tr>
<td>▪ Criterion d. Experience and proven track record in providing technical advisory to national governments and inter-governmental bodies on policy and programme development and policy change related to livelihoods. This includes experience in policies and programmes related to livelihoods diversification to deal with environmental and climatic stresses including variability in context of low- and middle-income countries and in effective stakeholder engagement and multistakeholder consultative processes</td>
<td>15 pts</td>
<td></td>
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<tr>
<td>▪ Criterion e. Strong research experience livelihoods, poverty reduction, and poverty and vulnerability analysis. This includes robust knowledge of and demonstrable experience in data collection methods, data management methods and data analysis using a range of methods (quantitative, qualitative and mixed methods).</td>
<td>5 pts</td>
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<tr>
<td>▪ Criterion f. Experience working with an international, regional or multilateral organization, CSOs; experience working with Regional Economic Communities in Africa, especially with ECOWAS Commission is an added advantage.</td>
<td>5 pts</td>
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<tr>
<td>▪ Criterion g. Fluency in written and verbal English</td>
<td>3 pts</td>
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<tr>
<td>▪ Criterion h. Fluency in another ECOWAS language</td>
<td>2 pts</td>
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<tr>
<td>Financial (Lower Offer/Offer*100)</td>
<td>30%</td>
<td>30</td>
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</table>

Minimum required to be technically qualified is 70 points

**Financial offer:**
Financial proposal of technically qualified candidate will be weighted at 30% for the lowest offer and other will be calculated in pro rata to this score.

**Awarding contract:**
The contract will be awarded to highest combined scores (technical and financial) 70:30 ratio.

**Clarification Request**
Clarity on any item in the TOR can be sought by sending an email with subject line “Request for clarification: to rsc.info@undp.org before 06 September 2022.
Required documents for the submission:
To demonstrate their qualifications, applicants will be required to submit an offer that includes the following documents:

1. Letter of confirmation of interest and availability duly completed using the template provided by UNDP

2. Technical proposal: (i) Explaining why they are the most suitable for the work (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)

3. Financial proposal that indicates the fixed total price of the all-inclusive contract, supported by a breakdown of costs, according to the model provided.

4. Personal CV or P11 including all past experience in similar projects and at least 3 references.

ANNEXES
Annexe 1 - Terms of Reference (see above)
TOR_Livelihoods_EC
OWAS Regional Resilience Strategy.docx

Annexe 2 - General Conditions of Individual Contracts
Conditions générales
des contrats prestataires

Annexe 3 - Tableau des coûts
Tableau des Coûts.docx

Annexe 4 – P11 (SC & IC)
P11 modified for SCs
and SSAs-Draft.doc

Annexe 5- Type de contrat
modèle de contrat.doc
OFFEROR'S LETTER TO UNDP
CONFIRMING INTEREST AND AVAILABILITY
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date ______________________

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 Expert on Information Technology under the Establishing Long Term Agreements for Data Centers project;

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 or Personal History Form (P11) which I have duly signed and attached hereto as Annex 1;

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;

e) I hereby propose to complete the services based on the following payment rate:

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) 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;

g) This offer shall remain valid for a total period of ___________ days [minimum of 90 days] after the submission deadline;

h) 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];

i) If I am selected for this assignment, I shall [pls. 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:

j) 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:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Contract Type</th>
<th>UNDP Business Unit / Name of Institution/Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
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☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

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<thead>
<tr>
<th>Assignment</th>
<th>Contract Type</th>
<th>Name of Institution/Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
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k) 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.

l) 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.

m) 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 and Signature: ___________________________ Date Signed: ____________

Recruitment of an International Consultant for providing technical expert services of a Livelihoods Expert