



**REQUEST FOR PROPOSAL (RFP)
(For Low-Valued Services)**

To:	DATE: October 28, 2022
	RFP/UNDPKE/013/2022 (Research Initiative: The Case for Building Drought Resilience in the Horn of Africa)

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Research Initiative: The Case for Building Drought Resilience in the Horn of Africa**.

Please be guided by the form attached hereto as Annex 3 & 4, in preparing your Proposal. **Technical and Financial Proposals should be submitted in separate PDF Files.**

Annex 1 – Description of Requirements

Annex 2 – Terms of Reference

Annex 3 – Form for submitting service provider's Technical proposal

Annex 4 – Form for submitting service provider's Financial proposal

Annex 5 – General Terms and Conditions of the Contract

Proposals should be submitted to; bids.ke@undp.org on or before 5.00 P.M (Kenyan Time EAT+3.00) on Wednesday, 9th November 2022.

Your Proposal must be expressed in the English, and valid for a minimum period of 120 days.

The Technical Proposal and the Financial Proposal files **MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address bids.ke@undp.org**

The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 5

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:
<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :
https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscoc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

DocuSigned by:

Margaret Mbugua
Procurement Analyst
28-Oct-2022

Annex 1

Description of Requirements

Context of the Requirement	<p>Over the last year, moderate to severe drought conditions have been experienced in the Horn of Africa leading to severe impacts on food security. These acute impacts are expected to worsen as the region stands on the brink of a fifth consecutive failed rainy season and at least 12-14 million people (mainly agro-pastoralists and pastoralists in the southern and easter regions of Ethiopia, northwest Kenya, and large parts of south-central Somalia) are directly affected. Responses to the drought crises over the past few decades have addressed the acute humanitarian conditions but have not paid adequate attention to addressing the underlying causes of the crisis and the vulnerability of communities.</p> <p>Levels of funding for humanitarian responses have remained relatively high in the region, approximately \$2bn USD for these events over the last decade¹. Recent analysis of the profile of funding in Ethiopia, Kenya and Somalia² to address these issues shows the benefits of investing in resilience building in relation to funding for humanitarian work, purporting that 30% of humanitarian aid could have been saved over the last 15 years prior to 2018. Funding for resilience building initiatives in the region is increasing although there is insufficient analysis to gauge overall impact and efficacy. In response to these recurring situations UNDP is developing a drought resilience building programme with the objective to work with communities, countries, and relevant international stakeholders to break the vicious cycle of drought (and climate) related impacts on communities in the Horn of Africa. To support the design of this programme, UNDP, with the Intergovernmental Authority on Development (IGAD), is undertaking research³ on the need for and lessons learned for building resilience in the Horn of Africa. This will be used to better inform programming and financing of humanitarian action and resilience building in the region and — ultimately — build long-term resilience.</p> <p>The objective of this assignment is to work closely with UNDP to support the overall design of the drought resilience programme through the production of a research/discussion paper on the economic case for resilience building in the HoA region, based on —among other components— a desktop situation analysis, and key-informant interviews. This discussion paper will form the basis of advocacy and communications content that will be used by UNDP senior management and partners to help sensitize and shape the new programme design around drought resilience building in the HoA region.</p>
Implementing Partner of UNDP	UNDP

¹ <https://fts.unocha.org>

² USAID 2018. Economics of resilience to drought in Ethiopia, Kenya and Somalia. USAID Centre for Resilience.

See also, DFID 2013. The economics of early response and resilience: approach and methodology. Study commissioned by DFID

³ Including the use of primary and secondary sources, i.e., collection and analysis of primary data such as key informant interviews, as well as desktop secondary sources.

Brief Description of the Required Services ⁴	UNDP is seeking the services of research organisation who will perform the following key activities:		
	Deliverable	Description	Activities
	Situation analysis	An assessment of finance flows and past and ongoing approaches to drought resilience building in the HoA region to better understand what worked well to be able to build on, and what did not work; where did the bulk for the funding and financing go and have these investments produced results. The review of lessons learned and past investments will also look at investments and initiatives on water and food security.	<ul style="list-style-type: none"> ▪ Desk-based literature search and synthesis of financing approaches to address drought and related vulnerabilities in the region ▪ Desk-based literature search focused on water- and food-related drivers of vulnerability, complemented by the collection of primary data on these topics through key informant interviews and other sources of primary data ▪ Collate and analyse past and ongoing initiatives to identify lessons learned and profile good practice in resilience building for replication and upscaling ▪ Identification of underlying drivers and chronic impacts of vulnerability patterns with the potential use of 'systems lens' to help identify more effective financing approaches ▪ Assess (and synthesise) governance arrangements and capabilities for financing (both domestic and international / public and private) to address drought vulnerability of regional and national agencies.
	Research report	A research report aimed at policy- and decision-makers that outlines the case for a shift in resilience financing/investments, policy and programming	<ul style="list-style-type: none"> ▪ Consultations with UNDP, IGAD, ICPAC, and other relevant regional and national stakeholders ▪ Assess the extent to which past and existing approaches to financing are working to address the underlying vulnerabilities to drought in the region and sustainability of the current approaches considering future socio-

⁴ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

			<p>economic and environmental (including climatic) dynamics</p> <ul style="list-style-type: none"> ▪ Identification of funding and implementation entry-points for respective partners (UNDP, FAO and others)
	Advocacy & communications content	To support key messaging and outreach relating to financing for drought resilience in the region.	<ul style="list-style-type: none"> ▪ Generate content based on the discussion paper relating to the need for and the approaches proposed in the planned UNDP programme ▪ Draft talking points and key messages for UNDP senior management and partners ▪ Contribute to content for communications outreach activities including via social media.
List and Description of Expected Outputs to be Delivered	Expected outputs & deliverables <ol style="list-style-type: none"> 1. Inception report outlining a proposed approach/parameters, work-plan and timeframes for this assignment 2. Research report on the economics of resilience building in the HoA region 3. Content as inputs for UNDP senior management advocacy and communications. 		
Person to Supervise the Work/Performance of the Service Provider	Overall supervision by the Manager for the UNDP Resilience Hub for Africa and day-to-day management by the Technical Adviser (DRR team). The consultant is also expected to work with IGAD (DRR team) and other international development partners who have expressed interest in this research e.g. EU, AfDB		
Frequency of Reporting	Monthly schedule		
Progress Reporting Requirements	<p>Monthly meetings and scheduled reports</p> <p>All reports are to be submitted in a confidential and timely fashion: monthly analysis reports should be submitted at the latest 3 days after the end of each month, and quarterly reports should be submitted at the latest 5 days after the end of each reporting quarter.</p>		
Location of work	The consultancy will be home-based with the possibility of travel in relation to stakeholder consultations and validation of the research report.		
Estimated Duration of Assignment	Sixty (60) working days spread over a period of Four (4) Month(s)		
Target start date	1 st December 2022		
Latest completion date	31 st March 2023		
Travels Expected	Not Applicable		
Special Security Requirements	<p>The responsibility for the safety and security of the Contractor, its personnel and property, and project's property in the Contractor's custody, rests with the Contractor. The Contractor shall:</p> <ol style="list-style-type: none"> a) Put in place an appropriate security plan and maintain the security plan, considering the security situation in the county where the services are being provided. 		

	<p>b) Assume all risks and liabilities related to the Contractor's security, and the full implementation of the security plan.</p> <p>c) The project and the implementing agency reserve the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary.</p> <p>d) Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this contract.</p> <p>e) Notwithstanding the foregoing, the Contractor shall remain solely responsible for the security of its personnel and for the project's property in its custody.</p>
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	Not Applicable
Implementation Schedule indicating breakdown and timing of activities/sub-activities	Refer to TOR (Annex 2) for full scope.
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input type="checkbox"/> Kenya Shillings (Kes)
Value Added Tax on Price Proposal ⁵	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> 120 days <p>In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.</p>
Partial Quotes	<input checked="" type="checkbox"/> Not permitted

⁵ VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

Payment Terms ⁶	<p>The organization will indicate the cost of services for each deliverable in US Dollars (USD) all-inclusive lump sum contract amount when applying for this consultancy. The firm will be paid only after approving authority confirms the successful completion of each deliverable as stipulated hereunder. The organization shall receive the lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:</p> <ol style="list-style-type: none"> 1) Payment milestone 1: Inception Report – 20% 2) Payment milestone 2: Research report (first draft) – 30% 3) Payment milestone 3: Research report (final draft) – 30% 4) Payment milestone 4: Advocacy & communications content – 20%
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP
Type of Contract to be Signed	<p> <input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement⁷ (if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Other Type of Contract [pls. specify] </p>
Criteria for Contract Award	<p> <input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <i>Submissions will be reviewed and rated based on both technical and financial evaluations, providing a weight of 70% to the technical component and 30% to the financial component. Only contractor(s) achieving at least 70% from the technical evaluation shall be considered for financial evaluation.</i> <input type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal. </p>
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <p> <input checked="" type="checkbox"/> Bidder's qualification, capacity, and experience (30%) <input checked="" type="checkbox"/> Proposed Methodology, Approach, and Implementation Plan (40%) <input checked="" type="checkbox"/> Management Structure and Key Personnel (30%) </p>

⁶ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

⁷ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$200,000.00.

	Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors:
Contract General Terms and Conditions ⁸	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁹	Annex 1 – Description of Requirements Annex 2 – Terms of Reference Annex 3 – Form for submitting service provider's Technical proposal Annex 4 – Form for submitting service provider's Financial proposal Annex 5 – General Terms and Conditions of the Contract
Contact Person for Inquiries (Written inquiries only) ¹⁰	UNDP Kenya Procurement E-mail address: undp.kenya.procurement@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information	None

⁸ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁹ Where the information is available in the web, a URL for the information may simply be provided.

¹⁰ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

Technical Evaluation Criteria**Summary**

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity, and experience	300
2.	Proposed Methodology, Approach, and Implementation Plan	400
3.	Management Structure and Key Personnel	300
Total		1000

Section 1. Bidder's qualification, capacity, and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	50
1.2	General Organizational Capability which is likely to affect implementation: Management structure, Financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted	90
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country	70
1.4	Quality assurance procedures and risk mitigation measures	60
1.5	Organizational Commitment to Sustainability (mandatory weight) -Organization demonstrates significant commitment to sustainability through some other means- 5 points, for example internal company policy documents on women empowerment, sexual harassment, child labor, renewable energies or membership of trade institutions promoting such issues	30
Total Section 1		300

Section 2. Proposed Methodology, Approach, and Implementation Plan		Points obtainable
2.1	Understanding of the requirements: Have the important aspects of the task been addressed in sufficient detail?	60
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference. Has the offeror clearly described the method to be undertaken.	80
2.3	Details on how the different service elements shall be organized, controlled and delivered. Has the offeror developed a clear timeline for delivery of services.	50
2.4	Description of available performance monitoring and evaluation mechanisms and tools; How will the approach ensure quality assurance?	50
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic.	60

Section 2. Proposed Methodology, Approach, and Implementation Plan		Points obtainable
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	40
2.7	Assessment of materials and tools used by the contractor's personnel for performing the services	60
	Total Section 2	400

Section 3. Management Structure and Key Personnel		Points obtainable
3.1	Composition and structure of the team proposed. Are the proposed roles of the project management and the implementation team of key personnel suitable for the provision of the necessary services?	120
3.2	Qualifications of key personnel proposed	
3.2.1	Technical Manager/Supervisor	50
	- General Experience	10
	- Specific experience relevant to the assignment: media, public relations, and communication	15
	- Relevant work experience in media, public relations, and communication	15
	- Language Qualifications: English is required	10
3.2.2	Technical Team/Supervisors	70
	General Qualification	20
	Relevant experience in media, public relations, and communication	25
	Technical capacity in media, advocacy and communication and content production	25
3.2.3	Specialists for film and photography documentary	60
	General Qualification	10
	Relevant experience in the area and understanding of the subject matter	20
	Technical capacity for undertaking task and ability to provide professional guidance that is contextualized or has local perspective	20
	Proficiency in English and any local languages	10
Total Section 3		300
Offerors MUST Provide links of previous work demonstrate scope of experience and relevant expertise in Film and photography documentary production		

TERMS OF REFERENCE (TOR)

RESEARCH INITIATIVE: THE CASE FOR BUILDING DROUGHT RESILIENCE IN THE HORN OF AFRICA

Background

Over the last year, moderate to severe drought conditions have been experienced in the Horn of Africa leading to severe impacts on food security. These acute impacts are expected to worsen as the region stands on the brink of a fifth consecutive failed rainy season and at least 12-14 million people (mainly agro-pastoralists and pastoralists in the southern and easter regions of Ethiopia, northwest Kenya, and large parts of south-central Somalia) are directly affected. Responses to the drought crises over the past few decades have addressed the acute humanitarian conditions but have not paid adequate attention to addressing the underlying causes of the crisis and the vulnerability of communities.

Levels of funding for humanitarian responses have remained relatively high in the region, approximately \$2bn USD for these events over the last decade¹¹. Recent analysis of the profile of funding in Ethiopia, Kenya and Somalia¹² to address these issues shows the benefits of investing in resilience building in relation to funding for humanitarian work, purporting that 30% of humanitarian aid could have been saved over the last 15 years prior to 2018. Funding for resilience building initiatives in the region is increasing although there is insufficient analysis to gauge overall impact and efficacy.

In response to these recurring situations UNDP is developing a drought resilience building programme with the objective to work with communities, countries, and relevant international stakeholders to break the vicious cycle of drought (and climate) related impacts on communities in the Horn of Africa. To support the design of this programme, UNDP, with the Intergovernmental Authority on Development (IGAD), is undertaking research¹³ on the need for and lessons learned for building resilience in the Horn of Africa. This will be used to better inform programming and financing of humanitarian action and resilience building in the region and — ultimately — build long-term resilience.

The objective of this assignment is to work closely with UNDP to support the overall design of the drought resilience programme through the production of a research/discussion paper on the economic case for resilience building in the HoA region, based on —among other components— a desktop situation analysis, and key-informant interviews. This discussion paper will form the basis of advocacy and communications content that will be used by UNDP senior management and partners to help sensitize and shape the new programme design around drought resilience building in the HoA region.

¹¹ <https://fts.unocha.org>

¹² USAID 2018. Economics of resilience to drought in Ethiopia, Kenya and Somalia. USAID Centre for Resilience.

See also, DFID 2013. The economics of early response and resilience: approach and methodology. Study commissioned by DFID

¹³ Including the use of primary and secondary sources, i.e., collection and analysis of primary data such as key informant interviews, as well as desktop secondary sources.

Scope of work, responsibilities, and description of the proposed work

UNDP is seeking the services of research organisation who will perform the following key activities:

Deliverable	Description	Activities
Situation analysis	An assessment of finance flows and past and ongoing approaches to drought resilience building in the HoA region to better understand what worked well to be able to build on, and what did not work; where did the bulk for the funding and financing go and have these investments produced results. The review of lessons learned and past investments will also look at investments and initiatives on water and food security.	<ul style="list-style-type: none"> ▪ Desk-based literature search and synthesis of financing approaches to address drought and related vulnerabilities in the region ▪ Desk-based literature search focused on water- and food-related drivers of vulnerability, complemented by the collection of primary data on these topics through key informant interviews and other sources of primary data ▪ Collate and analyse past and ongoing initiatives to identify lessons learned and profile good practice in resilience building for replication and upscaling ▪ Identification of underlying drivers and chronic impacts of vulnerability patterns with the potential use of 'systems lens' to help identify more effective financing approaches ▪ Assess (and synthesise) governance arrangements and capabilities for financing (both domestic and international / public and private) to address drought vulnerability of regional and national agencies.
Research paper	A research paper aimed at policy- and decision-makers that outlines the case for a shift in resilience financing/investments, policy and programming	<ul style="list-style-type: none"> ▪ Consultations with UNDP, IGAD, ICPAC, and other relevant regional and national stakeholders ▪ Assess the extent to which past and existing approaches to financing are working to address the underlying vulnerabilities to drought in the region and sustainability of the current approaches considering future socio-economic and environmental (including climatic) dynamics ▪ Identification of funding and implementation entry-points for respective partners (UNDP, FAO and others)
Advocacy & communications content	To support key messaging and outreach relating to financing for drought resilience in the region.	<ul style="list-style-type: none"> ▪ Generate content based on the discussion paper relating to the need for and the approaches proposed in the planned UNDP programme ▪ Draft talking points and key messages for UNDP senior management and partners ▪ Contribute to content for communications outreach activities including via social media.

Expected outputs & deliverables

1. Inception report outlining a proposed approach/parameters, work-plan and timeframes
2. Research paper on the economics of resilience building in the HoA region
3. Content as inputs for UNDP senior management advocacy and communications.
4. Contract duration & reporting lines

Contract duration

The total duration of this consultancy is 80 days over a period of four months. The consultancy will be home-based with the possibility of travel in relation to stakeholder consultations and validation of the discussion paper.

Supervisors

Overall supervision by the Manager for the UNDP Resilience Hub for Africa and day-to-day management by the Technical Adviser (DRR team). The consultant is also expected to work with IGAD (DRR team) and other international development partners who have expressed interest in this research e.g. EU, AfDB.

Experience & Qualifications

Requirements
<p>Company (Firm) Profile:</p> <ul style="list-style-type: none"> • A minimum of 7 years' experience in conducting research using primary and secondary data in the fields of drought resilience, socioeconomic drivers of vulnerability, political economy, and water and food issues in the Horn of Africa region • Experience in quantitative, qualitative, and mixed data collection and analysis methodologies • Experience interviewing cross-sectoral stakeholders to inform research and policy • Experience in producing knowledge products such as policy briefs, thought pieces, opinion editorials, or peer-reviewed research articles • Experience in producing advocacy and communications content to support key messaging and outreach to diverse audiences • Ability to present a suitably qualified multi-disciplinary team (comprising a Team Leader with expertise in International Development, Economics, Climate Change, or other related and relevant disciplines, as well as a Communications & Advocacy Expert). • Prior experience working in the Horn of Africa and/or Kenya, Ethiopia, and Somalia is essential. • Previous experience of working with a UN agency or with any other international and multilateral agencies is an asset. <p>Profiles of Project Team Members:</p> <p>Team Leader:</p> <p>Academic Qualifications: Advanced degree (Master's or Doctorate level) in Climate Change, International Development Studies, Governance, or other related and relevant disciplines.</p> <p>Experience:</p> <ul style="list-style-type: none"> • At least fifteen (15) years of research and programming experience in the economics of resilience building and related disciplines/thematic areas • Technical knowledge of the implications of extreme events (i.e., drought), climate change and governance for resilience, financing resilience, environment and other relevant fields is critical • Excellent knowledge on innovation for development and preferably food systems transformation through training and/or education • Good knowledge and practical experience at country and regional level in the Horn of Africa region • Practical experience in other African regions is an advantage • Excellent analytical and drafting skills are required with proven experience in report writing in English • Previous experience with the UN, National and Regional entities, as well as with donors is required. Multi-agency coordination experience is an advantage.

Competencies:

- Integrity and professionalism: demonstrated expertise in area of specialty and ability to apply good judgment; high degree of autonomy and ability to take ownership; willingness to accept responsibilities and ability to work independently; ability to manage information objectively, accurately and confidentially; work in responsive and client-oriented manner.
- Accountability: ability to operate in compliance with organizational rules and regulations.
- Planning, effective organizational and problem-solving skills: ability to manage a large volume of work in an efficient and timely manner; ability to establish priorities and to plan, coordinate and monitor (own) work.
- Teamwork and respect for diversity: ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural environment with sensitivity and respect for diversity.
- Communication: excellent oral and written communication skills, including ability to prepare clear and concise reports; ability to make and defend recommendations; ability to communicate and empathize with staff (including national staff), military personnel, volunteers, counterparts and local interlocutors coming from very diverse backgrounds; ability to maintain composure and remain helpful towards colleagues, but objective, without showing personal interest.

Economist / Development Finance expert

Academic Qualifications: University degree in economics, environmental economics, development economics or related field.

Experience:

- A minimum of 7 years' experience in providing economic analysis and policy advice, in the context of international development finance and preferably relating to resilience
- Practical experience in tracking and analysing funding flows relating to international development and/or resilience
- Proven working experience in conceptualizing and designing knowledge products, with special emphasis on drought, water, and food issues.
- Familiarity with the development context and dynamics of the Horn of Africa region.

Competencies:

- Expert knowledge and experience in transforming complex narratives into compelling and accessible content
- Excellent creative writing and visuals skills, deployed to innovative and strategic thinking
- Proven working experience in facilitating advocacy and policy work
- Excellent writing and communication skills in English.

Payment modality

Milestones:	Percentage
Payment milestone 1: Inception Report	20%
Payment milestone 2: Research paper (first draft)	30%
Payment milestone 3: Research paper (final draft)	30%
Payment milestone 4: Advocacy & communications content	20%
Total	100%

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹⁴
TECHNICAL PROPOSAL

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹⁵)

The Technical Proposal and the Financial Proposal files **MUST BE COMPLETELY SEPARATE**. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address bids.ke@undp.org

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date] , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations.*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references.*
- d) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- e) *Written Self-Declaration that the firm is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

¹⁴ This serves as a guide to the Service Provider in preparing the Proposal.

¹⁵ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel

Required by the RFP, the Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.*
- b) CVs demonstrating qualifications must be submitted; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

Annex 4

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹⁶
FINANCIAL PROPOSAL

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹⁷)

The Technical Proposal and the Financial Proposal files **MUST BE COMPLETELY SEPARATE**. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address bids.ke@undp.org

The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.

A. Cost Breakdown per Deliverable*

Payment Modality:

Contractor must submit a financial proposal based in **US Dollars (USD)** for elements related to the outlined methodology.

Payment terms:

Payment schedule for this assignment will be remitted in accordance with the following schedule:

No.	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price - USD <i>(Lump Sum, All Inclusive)</i>
1	Payment milestone 1: Inception Report	20%	
2	Payment milestone 2: Research paper (first draft)	30%	
3	Payment milestone 3: Research paper (final draft)	30%	
4	Payment milestone 4: Advocacy & communications content	20%	
	Total	100%	

**This shall be the basis of the payment tranches*

B. Cost Breakdown by Cost Component *[This is only an Example]:*

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				

¹⁶ This serves as a guide to the Service Provider in preparing the Proposal.

¹⁷ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

b. Expertise 2				
2. Services from Field Offices				
a . Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

*[Name and Signature of the Service Provider's
Authorized Person]
[Designation]
[Date]*