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GHANA

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

**Recruitment of International Consultant to lead the development of a country specific gender mainstreaming toolkit with smart indicators and to train key focal points of NDC related sectors to facilitate mainstreaming of gender into NDCs implementation in Ghana.**

**Procurement Notice Ref. No.: UNDP.GHA.2019.226.IC**

**Published (Posted on): September 6, 2019**

**Submission Deadline: September 16, 2019 @ 4:30 PM in the Afternoon (UTC+00:00) Accra/Monrovia Time Zone**

*Note: those who submit afterwards will automatically be rejected. Proposers are strongly advised to meet the submission deadline and avoid IT related glitch while sending to secured email at last hour due to File size limitation, internet down,..*

**United Nations Development Programme (UNDP)  
Accra, Ghana  
September 6, 2019**



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## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Procurement Notice Ref. No.: [UNDP.GHA.2019.226.IC<sup>1</sup>](#)

Date: September 6, 2019

**Country:** Ghana

**Description of the Assignment:** Recruitment of International Consultant to lead the development of a country specific gender mainstreaming toolkit with smart indicators and to train key focal points of NDC related sectors to facilitate mainstreaming of gender into NDCs implementation in Ghana

**Project Name/Title:** \_\_\_\_\_

**Post Title:** International Consultant

**Period of Assignment/Services:** 32 working Days

Proposal should be submitted at the following address or [email](#) no later than **September 16, 2019 at 4:30 PM in the Afternoon, UTC+00:00 Accra/Monrovia Time Zone.**

**Via our secured mail address:** [bids.gh@undp.org](mailto:bids.gh@undp.org)

Any request for clarification and/or additional information on this Procurement Notice shall be sent in writing to UNDP Ghana Country Office or send standard electronic communication to the Contact Person e-mail at [procurement.gh@undp.org](mailto:procurement.gh@undp.org) (**please note that it is only dedicated for enquiry and confirmation for proposal submission. Do not submit both Technical and Financial proposals to this account. If you do so, your proposals will be rejected and UNDP will not be accountable for it**). While the Procurement Unit would endeavour to provide clarification expeditiously, only requests receiving **at least 5 days** period to the submission deadline will be entertained. The procuring UNDP entity will respond in writing 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. Any delay in providing such information will not be considered as a reason for extending the submission deadline.

### I. BACKGROUND

At the UN climate change conference in Paris in December 2015, 196 countries adopted the Paris Agreement – the first ever, legally binding universal pact that sets out a global action plan for limiting global warming to “well below 2°C” starting from 2020. Ghana is one of the Parties who joined this Paris Agreement and had submitted its Intended Nationally Determined Contributions (INDC) plan containing a set of 31 adaptation and mitigation actions that will be implemented between 2020-2030 with the view first to build resilience to climate change and reduce GHG emissions within the context of sustainable development. These actions cover

<sup>1</sup> Served as a **Subject Line** when sending Propels to Procurement Secured Email

seven sectors (Water, Health, Agriculture, Waste, Energy, Transport and Disaster Risk and Climate Service) to be implemented over a 10 year period.

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

## II. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION

Under the direction of the Lead of the NDC Support Programme at MESTI, the NDC Gender Working Group and other relevant stakeholders, the consultant will perform the following task in coordination with a team of three (3) National Consultants who will be separately hired;

Provide strategic guidance to the national consultants to assist them in accomplishing the task  
Review and provide substantive technical inputs into draft documents related to the assignment  
Provide quality assurance support to facilitate the delivery of quality outputs.

....

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

## III. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

### a. Academic Qualifications:

#### National Lead Consultant

- Advanced University degree in in any of the related areas: gender, climate change, environment, sustainable development. social sciences, human rights, or comparable academic qualifications

### b. Years of experience:

- At least ten (10) years of progressively advanced and relevant professional experience at the international level in mainstreaming gender in development projects and policies; especially in the development of toolkit or manuals and training materials for gender mainstreaming on at least one other related theme, including climate change mitigation and/or adaptation, NDC, environment and/or sustainable development.

### c. Competencies:

- Special skills / experience and other qualifications such as analytical skills, communications abilities, teamwork ... which will prove to be advantageous and vital to the success of the work implementation, especially if the assignment's setting/situation is unique or has peculiarities (e.g., experience in working with indigenous people, familiarity with the key issues confronting a certain region, understanding of and ability to relate with a specific culture/religion, knowledge of a local dialect, etc.)

### d. Language and other skills:

- English Language;

### e. Compliance of the UN Core Values:

- Demonstrates integrity by modelling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favouritism; and
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

**Important Note:**

The Consultant is required to have the above mentioned professional and technical qualifications. **Only the applicants who hold these qualifications** are advised to submit their respective bid proposals.

**IV. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE TECHNICAL PROPOSALS**

Interested offeror/Individual Consultant (IC) must submit the following documents before the deadline stipulated in the IC Procurement Notice. Such documents are:

- Technical Proposal which includes but not limited to explaining why they are the most suitable for the work; Provide a brief **methodology** on how they will approach and conduct the work; past experience in **similar projects** and at least **three (3) references**; . . .
- Financial Proposal as per prescribed format
- Duly Signed Offeror's Letter to UNDP Confirming Interest and Availability as "**annex a**"
- Duly Signed Personal CV as "**annex b**"

**V. FINANCIAL PROPOSAL****LUMP-SUM CONTRACTS**

- The Financial Proposal shall specify a total lump-sum amount **all-inclusive**<sup>2</sup>, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump-sum amount (including travel, per diems, and number of anticipated working days).

**Travel:**

- All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, **UNDP should not accept travel costs exceeding those of an economy class ticket**. Should the IC wish to travel on a higher class he/she should do so using their own resources.
- In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective Business Unit (BU) and Individual Consultant, prior to travel and will be reimbursed.

**VI. EVALUATION**

Individual Contractor (IC) will be evaluated based on **Cumulative Analysis** as per the following scenario:

- When using this weighted scoring method, the award of the contract should 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.
- The respective weight of the proposals are:
  - I. Technical Criteria weight; **[70%]**
  - II. Financial Criteria weight; **[30%]**

<sup>2</sup> The term "All inclusive" implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal

Criteria	Weight	Max. Point
<b>Technical Competence (based on CV, Proposal and interview (if required))</b>	<b>70%</b>	70
<ul style="list-style-type: none"> <li>▪ <b>Criteria a. Academic qualifications</b></li> </ul>		10 pts
<ul style="list-style-type: none"> <li>▪ <b>Professional experience of consultant</b></li> <li>▪ Relevant professional experience at the international level in mainstreaming gender in development projects and policies; especially in the development of toolkit or manuals and training materials for gender mainstreaming on at least one other related theme, including climate change mitigation and/or adaptation, NDC, environment and/or sustainable development (30 marks)</li> <li>▪ Substantive experience conducting research and analysis in gender equality and at least one other related theme, including climate change mitigation and/or adaptation, NDC, environment and/or sustainable development (15 marks);</li> <li>▪ Experience in conducting capacity needs assessments (5 marks)</li> </ul>		50 pts
<ul style="list-style-type: none"> <li>• <b>Methodology</b></li> <li>Understanding of scope of work demonstrated through detailed and comprehensive plan and approach for accomplishing the task</li> </ul>		10 pts
<b>Financial (Lower Offer / Offer*100)</b>	<b>30%</b>	30
<b>Total Score</b>	<b>Technical Score * 70% + Financial Score * 30%</b>	

**Evaluation legend:**

Weight per Technical Competence	
Weak: below 70%	The individual consultant/contractor has demonstrated a <b>WEAK</b> capacity for the analyzed competence
Satisfactory: 70-75%	The individual consultant/contractor has demonstrated a <b>SATISFACTORY</b> capacity for the analyzed competence
Good: 76-85%	The individual consultant/contractor has demonstrated a <b>GOOD</b> capacity for the analyzed competence
Very Good: 86-95%	The individual consultant/contractor has demonstrated a <b>VERY GOOD</b> capacity for the analyzed competence
Outstanding: 96-100%	The individual consultant/contractor has demonstrated an <b>OUTSTANDING</b> capacity for the analyzed competence.

**ANNEXES**

ANNEX I - Terms of References (ToR)

ANNEX II - Technical Proposal along with Offeror's Letter to UNDP Confirming Interest and Availability

ANNEX III - Financial Proposal

ANNEX IV - General Conditions of Contract: For the Services of Individual Contractors (IC)

Yours sincerely,



Silke Hollander  
Deputy Resident Representative

## INSTRUCTION TO OFFERORS

No.	Data	Specific Instructions / Requirements
1	Country / Region of Work Location:	<input checked="" type="checkbox"/> Please refer to the <a href="#">ToR</a>
2	Language of the Proposal:	<input checked="" type="checkbox"/> English
3	Period of Proposal Validity commencing on the submission date	<input checked="" type="checkbox"/> 120 days
4	Preferred Currency of Proposal and Method for Currency conversion	<input checked="" type="checkbox"/> Local Currency (Ghana Cedis) <input checked="" type="checkbox"/> <i>Reference date for determining UN Operational Exchange Rate: The date on which Technical and Financial Proposals have been submitted to convert to Local Currency (Only Applicable for Ghanaian Nationals)</i>
5	Deadline for submitting requests for clarifications/questions	<input checked="" type="checkbox"/> Five (5) days before the submission date
6	Contact Details for submitting clarifications/questions <sup>3</sup>	<input checked="" type="checkbox"/> Focal Person in UNDP: <a href="#">Procurement Team</a> <input checked="" type="checkbox"/> E-mail address dedicated for this purpose: <a href="mailto:procurement.gh@undp.org">procurement.gh@undp.org</a> ( <b>only for enquiry/request for clarification</b> ) <input checked="" type="checkbox"/> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
7	Manner of Disseminating Supplemental Information to the IC and responses/clarifications to queries	<input checked="" type="checkbox"/> Direct communication to prospective Bidders by email <input checked="" type="checkbox"/> Direct communication to prospective Bidders by email, and Posting on the <a href="http://procurement-notice.undp.org/">http://procurement-notice.undp.org/</a> on which the captioned <b>IC Notice</b> was posted
8	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Electronic submission of Bid ( <b>Only</b> )
9	<b>Proposal Submission Address</b>	<input checked="" type="checkbox"/> Via our secured mail address: <a href="mailto:bids.gh@undp.org">bids.gh@undp.org</a>

<sup>3</sup> 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 officially received.

No.	Data	Specific Instructions / Requirements
10	No. of copies of Proposal that must be submitted	☒ Copies : <b>One</b>
11	Deadline of Submission	☒ Date and Time: <b>September 16, 2019 @ 4:30 PM in the Afternoon</b> ☒ Time Zone: (UTC+00:00) Accra/Monorovia
12	Conditions and Procedures for <b>electronic submission</b> and opening, if allowed	☒ Official Address for e-submission: <a href="mailto:bids.gh@undp.org">bids.gh@undp.org</a> ☒ Free from virus and corrupted files ☒ Format: PDF files only and password protected ☒ Format: <b>PDF files only and Financial Proposal shall be password protected</b> ☒ <b>Password for Financial Proposal will be requested from those Proposers whose Technical proposals found to be Technically responsive by respective Technical Panel appraisal.</b> ☒ UNDP Ghana Office uses Adobe PDF reader version 9 and Microsoft 2007 & Microsoft 2010 ☒ For electronically transferred data, the maximum capacity is <b>9MB</b> . Thus, if the size of the file is greater than <b>9MB</b> attach them with two or more email. ☒ No. of copies to be transmitted: <b>only One</b> , do not send the proposals time and again to avoid confusion in locating the right proposals. UNDP/Procurement Unit will not be liable for failing to locate a right proposal owing to repetitively sending revised proposals. ☒ <b>Subject of email (Mandatory):</b> your proposals shall be sent <b>into two separate files but in one email</b> under <b>Subject Line: UNDP.GHA.2019.226.IC</b> ☒ <b>Proposals File Name (Mandatory): The File Name for Technical and Financial Proposals MUST BE:</b> <ol style="list-style-type: none"> <li>1. <b>For Technical</b> – <u>UNDP.GHA.2019.226.IC - TP - [insert your name]</u></li> <li>2. <b>For Financial</b> – <u>UNDP.GHA.2019.226.IC - FP - [insert your name]</u></li> </ol> ☒ For failing and/or incorrectly state the <b>above subject line</b> may result in failing to exactly locate your proposals as the Procurement Unit processes several of such type proposal invitations at a time and will not be liable for any consequences thereof. ☒ <b>COMPULSORY: Once you submitted your proposals electronically to designated Secured Email; kindly confirm same (without attaching the proposals for the purpose keeping its integrity) to the Focal Person. The Attn: Procurement Team at <a href="mailto:procurement.gh@undp.org">procurement.gh@undp.org</a></b> <b>Your confirmation is important in order to ensure all Proposing Firms' Quotations are not missed and considered for subsequent Technical Evaluation.</b>

No.	Data	Specific Instructions / Requirements
13	Evaluation method to be used in selecting the most responsive Proposal	<input checked="" type="checkbox"/> Combined Scoring Method, using the 70%-30% distribution for Technical and Financial proposals, respectively, where the minimum passing score of technical proposal is 70%
14	Post-Qualification Actions	<input checked="" type="checkbox"/> Inquiry and background checking with referees or any other entity that may have done business with the offeror.