



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 16/04/2014

Reference: RSCA/IC/2014/006

Country: Ethiopia

Description of the assignment: International Senior Consultant for Regional Agribusiness Value Chain Projects Evaluation and Knowledge Generation work

Project name: UNDP AFIM

Period of assignment/services (if applicable): 70 working days

Proposal should be submitted to *our secured email address* procurement.et@undp.org no later than April 30, 2014

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Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. 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.

1. BACKGROUND

In November 2010, UNDP launched a new regional project, "Private Sector and Inclusive Market Development for Poverty Reduction in Africa: African Facility for Inclusive Markets (AFIM)", to more strongly address private sector development and engagement issues in Africa in support of accelerated achievement of the MDGs. AFIM's particular focus is on the promotion of Inclusive Market Development (IMD) in Africa through the development and expansion of regional value chains in job creating sectors such as agribusiness, tourism, renewable energy, retailing and mining. Currently, AFIM's focus of IMD is centred on agribusiness.

In October 2011, UNDP AFIM in collaboration with the NGO EMRC co-organized the 2011 Agri-Business Forum in Johannesburg and coordinated a Public-Private Dialogue. One of the principal outcomes of the overall initiative was the Johannesburg Declaration on '*Engaging the Private Sector in Furthering Africa's Agribusiness and Food Security Agenda*'. One of the key action items called for in the Declaration was for Public and Private Sectors to jointly:

1. Support the development of the African food industry through inclusive market and value chain development
2. Pool financial and technical resources to establish more finance facilities that support agribusiness

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

AFIM now requires an individual consultant to (1) evaluate the results of the 6 regional value chain projects supported through MCG, (2) prepare a report on key lessons learnt from the MCGs as a catalytic mechanism to foster income generation and poverty reduction at the level of value chain actors, and regional integration, (3) support with the convening, preparation and facilitation of a regional agri-food value chain implementation and knowledge sharing workshop convening the regional value chain promoters and their stakeholders, the Regional Economic Communities, and development partners active and/or interested in the space, and (4) write-up a workshop meeting report and a knowledge product.

The consultant will work closely with the UNDP RSCA in Addis Ababa. S/he will be under the supervision of the AFIM Project Manager, collaborate closely with AFIM staff, and be responsible for the following **tasks**:

1. Inception/briefing meeting in Addis Ababa and preparatory work leading to a detailed work plan (by May 7, 2014)

Meet with AFIM Team in Addis Ababa to get briefed on the work and get all the relevant background material. Review the background material and prepare a detailed work plan with tentative mission timing to be validated with project promoters and UNDP host COs.

2. Evaluate the results of the 6 Agri-Food Value Chain Projects (until 15 September 2014):

Conduct project missions that assess the progress of the project against stated outputs as per the grant agreement submissions, as well as identify challenges, and lessons learnt. The evaluation missions will consult the project promoters, partners and beneficiaries. Email/phone consultations with the RECs will also be expected. The evaluation missions will also gauge the impact of the catalytic fund contribution to project outcomes and impact and discuss the projects vision beyond the catalytic funding phase. The evaluation of the impact of the catalytic fund will look at the following dimensions:

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- At least Master's Degree in international development, economics, business, finance, agricultural economics, agribusiness, marketing or related field

II. Years of experience:

- A minimum of ten years of progressive experience in private sector development and/or private sector engagement or partnerships for development is required
- Experience in project conducting and writing evaluations
- Experience in developing knowledge products
- Experience working with African regional agricultural value chains as well as public and private sector agribusiness sector institutions
- Experience of inclusive business models to engage private sector companies in projects that contribute to the MDGs and poverty reduction
- Hands on work experience in project development and delivery in developing countries in general and Africa in particular
- Facilitation and training experience in the agribusiness field

III. Competencies:

- Knowledge of private sector and pro-poor market development, in particular of agriculture value chain approaches
- Knowledge of regional private sector companies and financial institutions, especially in the agro-food industry
- Knowledge of UNDP and other UN agencies are beneficial
- Strong analytical aptitude, communication and presentation skills
- Outstanding communication skills in English; French an asset
- Computer proficiency: MS Office

Personal Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards
- Strong project management skills
- Positive, constructive attitude and approaches work with energy
- Demonstrates openness to change and ability to receive / integrate feedback
- Good networking skills to engage with both internal and external partners

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

(I). Technical Proposal:

(i) **Proposal Submission Form**

(ii) **Explaining why** they are the most suitable for the work

(iii) Provide a brief **methodology** on how they will approach and conduct the work (if applicable)

(iv) Personal **CV** including past experience in **similar projects** and at least **3 references**

(II). Financial proposal

5. FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, 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 and Individual Consultant, prior to travel and will be reimbursed.

6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

.Cumulative analysis

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.

* Technical Criteria weight; [70%]

* Financial Criteria weight; [30%]

Only candidates obtaining a minimum technical score of 70 points would be considered for the Financial Evaluation.

Criteria	Weight	Max. Point
<u>Technical Competence</u>	70%	100
<ul style="list-style-type: none"> • Minimum educational background 		10
<ul style="list-style-type: none"> • Past experience in similar projects and contracts 		40
<ul style="list-style-type: none"> • Understanding the Scope of Work and Methodology (from the written technical proposal) 		30
<ul style="list-style-type: none"> • Competencies including language 		20
<u>Financial (Lower Offer/Offer*100)</u>	30%	100
<u>Total Score</u>	Technical Score * 0.7 + Financial Score * 0.3	

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

ANNEXES

ANNEX 1- TERMS OF REFERENCES (TOR) –

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3- PROPOSAL SUBMISSION FORM

ANNEX 4- FINANCIAL PROPOSAL

ANNEX 3

PROPOSAL SUBMISSION FORM

Dear Sir / Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, I, the undersigned, offer to provide Individual Consulting services [*profession/activity for project/programme/office*] for the sum as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Proposal.

I undertake, if my Proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

I agree to abide by this Proposal for a period of **120 days** from the date fixed for opening of Proposals in the Invitation for Proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

I understand that you are not bound to accept any Proposal you may receive.

Dated this day / month of year

Signature

FINANCIAL PROPOSAL

The Consultant is asked to prepare the Price Schedule as a separate envelope from the rest of the technical response.

All prices/rates quoted must be in **USD and exclusive of VAT and all taxes**, since the UNDP is exempt from taxes.

The format shown below should be used in preparing the price schedule.

The Price Schedule must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Estimates for cost-reimbursable items, if any, such as travel, and out of pocket expenses should be listed separately.

In addition to the hard copy, if possible please also provide the information in soft copy (on CD).

[Lump Sum Contracts]

Price Schedule:	
Request for Proposals for Services	
Description of Activity/Item	
Lump Sum Price (USD)	
1.	Phase 1:
2.	Phase 2:
3.	Phase 3:
4.	Phase 4:
...
	TOTAL

**Travel expenses including all travel to join duty station/repatriation travel. Travel costs exceeding those of an economy class ticket are not covered by UNDP.*