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PROCUREMENT NOTICE  
NATIONAL INDIVIDUAL CONSULTANT

Ref: IC/UNDP/RWA/2022/065

Date: 13/10/2022

**Country:** Rwanda

**Description of the assignment:** **Recruitment of a National Individual Consultant to undertake a national consultation on loss and damage**

**Post Title and Level:** National Individual Consultant

**Period of assignment:** 15 days

UNDP Rwanda is looking to recruit National Individual Consultant to undertake a national consultation on loss and damage. The objective of the assessment is to develop common understanding on climate induced Loss and Damage in Rwanda, identify gaps and propose policy recommendations to address them. To obtain an objective overview of climate induced loss and damage.

All interested and qualified international individual consultants may download the Individual Consultant Notice, Terms of Reference, and P11, Confirmation Letter and General Terms and conditions documents from UNDP Rwanda website at:

<http://www.rw.undp.org/content/rwanda/en/home/operations/procurement/notices/>

Delivery address: Only by email address at [offers.rw@undp.org](mailto:offers.rw@undp.org) not later than **26 October 2022**, Time: 12h00 PM Kigali Rwanda local time.

**N.B: UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and person with disabilities are equality encouraged to apply.**

Yours sincerely,

Shelagh Rwitare

UNDP Operations Manager

**Terms of reference to hire a national individual consultant to undertake a national consultation on loss and damage**

**NATIONAL INDIVIDUAL CONSULTANT**

<b>Contract type:</b>	<b>National Individual Consultant</b>
<b>Location:</b>	<b>Kigali-Rwanda</b>
<b>Required Language:</b>	<b>English</b>
<b>Application Deadline:</b>	
<b>Expected starting date:</b>	<b>Immediately after signing the contract</b>
<b>Duration</b>	<b>15 days</b>

**A. Project Description**

The United Nations Development Programme (UNDP) Rwanda is looking for an individual consultant to undertake a national consultation on loss and damage associated to climate change impacts in Rwanda. The assessment will generate relevant knowledge on what are loss and damage (both slow onset and extreme events) in Rwanda, their economic, social, and environmental impacts and most importantly informing decision makers in public and private sector on how to address them by formulating long-term solutions to attract climate finance.

Rwanda aspires to be a high-income by 2050, while respecting natural resources use & management and building resilience to climate change impacts. The National Environment and climate change Policy 2019, in alignment with the country's vision, has the goal for "Rwanda to have a clean and healthy environment resilient to climate variability and change that supports a high quality of life for its society".

Inadequate actions on mitigation and adaptation efforts due to limited capacity and funding results in climate-related loss and damage. This is particularly severe in developing countries like Rwanda, which are vulnerable to climate change impacts. Although this is the case, there is need for more data and knowledge to understand loss and damage and the attribution to climate change in the country.

In Rwanda, the frequency and intensity of extreme events such as floods and droughts have increased. Floods and landslides have taken human lives, killed livestock, destroyed crops, roads, and many houses. The loss was intense in rural areas where vulnerability is high, hitting mostly low-income families.

It is against this background that UNDP is hiring an individual consultant to carry a national consultation on loss and damage, produce materials for resource mobilization from various adaptation funds and a policy recommendation paper.

**B. Objective and scope of the assessment**

The objective of the assessment is to develop common understanding on climate induced Loss and Damage in Rwanda, identify gaps and propose policy recommendations to address them. To obtain an objective overview of climate induced loss and damage, the consultant shall perform the following tasks:

Specifically, the study aims to

- i. Conduct a desk review assessment, consult relevant documents and data on past loss and damage that happened in the past in Rwanda and analyze present and future climate induced loss and damage
- ii. Engage relevant key partners in order to understand and gather information on loss and damage in Rwanda
- iii. Organize National consultation workshop with all relevant partners
- iv. Develop a country position paper on loss and damage (refer to African group, LDCs)
- v. Prepare communication materials to increase awareness that could be used for resource mobilization to address loss and damage
- vi. Review the current institutional capacity to address climate induced loss and damage and identify institutional capacity needs
- vii. Prepare policy recommendations to address loss and damage due to climate change impacts.

### C. Deliverables and Schedule of payment

This section presents key deliverables the individual consultant will be accountable to achieve:

- i. A report: containing the outcomes of the national consultation workshop and the desk review assessment of the current state of the climate induced loss and damage in Rwanda. The prepared report should detail how the climate impact events have been increasing, their economic, social, and environmental impacts. The report should include the projections of loss and damage and how it will negatively impact the local communities and the whole country as a whole.
- ii. Communication materials: the consultant shall prepare communication materials like flyers, audio visual materials that show climate induced loss and damage impacts on the Rwandan communities, the government's plans to address them and the needed finances to achieve the plans.
- iii. Policy brief: a policy brief should be prepared for policy makers, summarizing the loss and damage, and provide tangible recommendations towards actionable decision making to address the issue.
- iv. A country's position paper on loss and damage

Set of deliverables	Timeline	% The payment
Draft report (current state of the climate induced loss and damage in Rwanda, their impacts, how much the government of Rwanda spends and how much is needed to them)	10 days	60%
Policy brief and the country's position paper on the subject		
Final report + Communication materials (flyers, audio visual)	5 days	40%

### D. Implementation Arrangement

UNDP will contract the best and most competitive offer according to the proposals submitted and the relevant experience of the consultant. UNDP will also process all payments related to this consultancy based on reports already approved by Rwanda Environment Management Authority (REMA). REMA will supervise the consultant, provide overall coordination, and will set a technical team of experts from relevant sectors to review/validate each deliverable.

REMA will approve and recommend each payment after a report of satisfaction of the quality of the deliverable shared by the consultant. REMA will introduce the consultant and will facilitate him/her

to collect primary data.

#### **E. Duration of the Work & duty station**

The consultancy will be conducted for a period of 15 working days and will be conducted in Kigali, Rwanda.

#### **F. Qualifications of the Successful Individual Contractor**

The individual consultant will be evaluated based on the following criteria:

<b>Required qualifications</b>	<b>Weight (%)</b>
At least master's degree in Environmental management, Environmental Economics, or related field	<b>20</b>
At least 10 years of professional experience in the field of environment, Green Growth and Climate Resilience, climate finance, disaster risk reduction	<b>40</b>
Experience in writing good report of the kind	<b>20</b>
Good methodology and understanding of the ToRs	<b>10</b>
Fluency in spoken and written English	<b>10</b>
<b>Total</b>	<b>100</b>

#### **G. Recommended Presentation of Offer**

Interested candidates should apply by presenting the following documents:

- a) **Letter of Confirmation of Interest and Availability** using the template provided by UNDP
- b) **Personal CV or P11**, indicating all experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references
- c) **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment
- d) **Technical proposal** that demonstrates how the consultant understand the assignment and the Terms of reference, how he/she intends to approach the work
- e) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided.

Technical enquiries can be directed to Ms. Mireille Uwera at [mireille.uwera@undp.org](mailto:mireille.uwera@undp.org), and enquiries related to procurement process to Mr. Mbasu Rugigana at [mbasu.rugigana@undp.org](mailto:mbasu.rugigana@undp.org).

#### **H. Criteria for Selection of the Best Offer**

**Submissions will be evaluated in consideration of the Evaluation Criteria as stated below:**

1. The offer will be evaluated by using the best value for money approach (combined scoring method). Technical proposal will be evaluated on 70%. Whereas the financial one will be evaluated on 30%.
2. A two-stage procedure is utilized in evaluating the proposals, with the technical evaluation being completed prior to any financial proposal being opened and compared. Only proposals that achieve above the minimum of 49 points (i.e., at least 70% of the total 70 points) on the technical proposal shall have their financial proposals reviewed.

3. Evaluation of Financial proposal (30 points)
4. If the technical proposal achieves the minimum of 49 points, the competitiveness of the financial proposal will be considered in the following manner:
5. The total amount of points for the fees' component is 30. The maximum number of points shall be allotted to the lowest fees proposed that is compared among the applicants which obtain the threshold points in the evaluation of the substantive presentation. All other fees proposals shall receive points in inverse proportion to the lowest fees, e.g.
6.  $[30 \text{ Points}] \times [\text{US\$ lowest}] / [\text{US\$ other}] = \text{points for other proposer's fees.}$

**UNDP is committed to achieving workforce diversity in terms of gender, nationality, and culture. Individuals from minority groups, indigenous groups and person with disabilities are equality encouraged to apply. All applicants will be treated with the strictest confidence.**

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

Date \_\_\_\_\_

*(Name of Resident Representative/Bureau Director)*  
United Nations Development Programme  
*(Specify complete office address)*

Dear Sir/Madam :

I hereby declare that :

- a) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [ *indicate title of assignment*] under the [*state project title*];
- b) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;

- c) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV 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, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 **[delete this item if the TOR does not require submission of this document]**;
- e) I hereby propose to complete the services based on the following payment rate : **[pls. check the box corresponding to the preferred option]**:

An all-inclusive daily fee of **[state amount in words and in numbers indicating currency]**  
 A total lump sum of **[state amount in words and in numbers, indicating exact currency]**, payable in the manner described in the Terms of Reference.

- f) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- g) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- h) This offer shall remain valid for a total period of \_\_\_\_\_ days **[minimum of 90 days]** after the submission deadline;
- i) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office **[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists]**;
- j) If I am selected for this assignment, I shall **[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:

\_\_\_\_\_

\_\_\_\_\_

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

At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;  
 I am currently engaged with UNDP and/or other entities for the following work :

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal :

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

- l) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- m) **If you are a former staff member of the United Nations recently separated, 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.
- n) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

Full Name and Signature:

Date Signed :

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**Annexes [pls. check all that applies]:**

CV or Duly signed P11 Form

Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

Brief Description of Approach to Work (if required by the TOR)

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

**A. Breakdown of Cost by Components:**

Cost Components	Unit Cost (RWF)	Quantity	Total Rate for the Contract Duration (RWF)
<b>Personnel Costs</b>			
Professional Fees			
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
<b>Travel Expenses to Join duty station</b>			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
<b>Duty Travel</b>			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			



**B. Breakdown of Cost by Deliverables\***

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

*\*Basis for payment tranches*