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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE / TERMS OF REFERENCE

Description of the assignment: Consultancy for Terminal Evaluation

Project title: Promoting Chemical Safety for Children in Rural Agricultural Communities of Uganda

Period of assignment/services (if applicable): 1 Months (30 working days)

BACKGROUND

The Strategic Approach to International Chemicals Management (SAICM), adopted by the International Conference on Chemicals Management (ICCM) on 6 February 2006 in Dubai, is a policy framework for international action on chemical hazards.

SAICM was developed by a multi-stakeholder and multi-sectoral Preparatory Committee and supports the achievement of the goal agreed at the 2002 Johannesburg World Summit on Sustainable Development of ensuring that, *by the year 2020, chemicals are produced and used in ways that minimize significant adverse impacts on the environment and human health.*

With financial support from the QSP/SAICM, PROBICOU has been implementing a 24 Months, project with an aim of contributing to the goal of the Strategic Approach to International Chemicals Management (SAICM). *The project titled "Promoting Chemical Safety for Children at Work in Rural Agricultural Communities"* is an effort to put in place a minimal programme to prevent ill health arising from pesticides with particular focus on children at work in agricultural setting. The project has been focusing on: - developing an up-to-date information on chemicals in agriculture, their uses, the dangerous processes and end point discharges; developing manpower among the workers, employers and the general public for the dissemination of safety measures in use of toxic chemicals; and building a comprehensive public awareness and education on the alternatives to toxic chemicals and careful use when it is necessary to use them.

Specifically, the project intended to:-

- (i) To train workers, workers' leaders, government officers and communities in the safety measures in the use of chemicals through courses, seminars and workshops.
- (ii) Develop a national inventory of dangerous chemicals dangerous processes and endpoint discharges likely to affect working children in agriculture.
- (iii) Institutionalise chemical safety education motivation and training programmes of the trade unions, employer's federation and government ministries.
- (iv) Raise awareness of workers, workers' leaders, employers and government officers on the safety

measures in use of chemicals through courses, seminars and workshops.

The project was implemented by Pro-biodiversity Conservationists in Uganda (PROBICOU) and executed by United Nations Development Program. Other collaborating partners Ministry of Gender, Labour and Social Development (Occupational Safety and Health Department), UNDP/GEF Small Grants Programme-Uganda, National Environment Management Authority (NEMA), Department of Crop Protection Ministry of Agriculture, Animal Industry and Fisheries, Rural Development Media Communications (RUDMEC), National Organization of Trade Unions (NOTU), National Union of Plantation and Agricultural Workers (NUPAWU), The Federation of Uganda Employers (FUE) and COFTU.

SCOPE OF WORK AND DELIVERABLES

Scope of Work

For this purpose, Pro-biodiversity Conservationists in Uganda requires a National Consultant/ a neutral third party to provide assessment of project implementation, to identify project achievements and challenges, to measure project performance against objectives and to provide indications of progress.

The consultant will:

- a) Study the project background materials, including the project description, work plan.
- b) Study the general national chemicals management information.
- c) Monitor the project activities and outcomes, through contact with the Project Management Unit and/or other relevant stakeholders, in order to regularly gather information and documentation on implementation of planned project activities, including meeting documents, reports and participants' lists, developed public information and training materials, publication and other relevant reports.
- d) Undertake interviews of and/or sending questionnaires to stakeholders involved in the project in preparation of the monitoring and evaluation report (s), using the guidelines and suggested format as shall be advised by UNDP and SAICM secretariat.
- e) Draft evaluation report (s) using all previously obtained information and documents in relation of the project and by filling the specific templates provided by the UNDP and
SAICM secretariat.
- f) Timely submission of the final terminal evaluation report to UNDP on the agreed dates, after upon completion of all project activities.
- g) Provide additional information or correction on the report (s) after submission.

Expected Outputs and Deliverables

- I. The consultant is expected to follow progress, activities and outcomes of the project based on documentation and information provided by the Pro-biodiversity Conservationists in Uganda), stakeholders or other relevant actors involved in chemicals management activities.

II. A Terminal/ Final Evaluation report at the end of the contract.

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
Presentation of acceptable Inception report	5 working days upon signing contract		Team Leaders E&E and MSU; Project Technical Focal Point; UNEP Project Focal Points
Presentation of draft terminal evaluation report	20 working days from signing of contract		Team Leaders E&E and MSU; Project Technical Focal Point; UNEP Project Focal Points
Final draft terminal evaluation report	From 25 to 30 working days from signing of contract		Team Leaders E&E and MSU; Project Technical Focal Point; UNEP Project Focal Points

WORKING ARRANGEMENTS

Institutional Arrangement

- (a) The consultant is expected to work in an interactive fashion with the Energy and Environment Unit of UNDP, the project Management Unit at PROBICOU, and Department of occupation Safety and Health (Ministry of Gender Labour and Social Development) in the in the process of his assignment.
- (b) Pro-biodiversity Conservationists in Uganda (PROBICOU) will ensure access to relevant materials and documents within its responsibility and assist in securing clearance for access to materials and documents from other sources belonging to other ministries, sectors and relevant stakeholders;
- (c) The consultant cannot release nor communicate to anyone any unpublished information made known to them in the conduct of the activity without consent of PROBICOU.
- (d) The consultant shall report to UNDP with a copy to PROBICOU.

Duration of the Work

It is expected that the assignment will be completed within one month (30 working days spread between 21st October to 22nd October 2013, starting from the official date of the contract).

All expected outputs should be submitted to UNDP according to the agreed plan/schedule of activities. Remember to provide of between 3 to 5 days for UNDP, PROBICOU and other partners to review outputs, give comments and certify approvals.

The consultant should immediately inform UNDP in writing in case of delay for completion of the work.

Duty Station

The Consultant will hold office outside but should be available for discussion on the progress of the activities and to address any outstanding issues for the duration of the project and submit the reports as agreed in the plan/schedule.

REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- The consultant or organization should have relevant experience and expertise in project Evaluation, in particular in the field of chemicals.
- The Consultant must be familiar with the various provisions of the Stockholm Convention on POPs, Basel Convention, Montreal Protocol, Rotterdam Convention,
- The consultant or organization should have general knowledge of the national chemicals situation or should have access to such information when available.
- The consultant/organization should demonstrate strong skills and background in the monitoring and evaluation of international projects relating to different sectors, such as agriculture, development, environment, health, industry and labour.
- Language capacities to operate in English.
- Training in any of the fields such as;- chemistry, environment, agriculture, environmental health, public health, biological sciences is an added advantage,

To facilitate the evaluation, the curriculum vitae of the Consultant should highlight the following areas.

- Educational attainment;
- Relevant trainings;
- Relevant experience Monitoring and Evaluation

Years of experience:

The Consultant should have a minimum working experience of at least 7 years

Competencies:

Demonstrated Analytical skills, communications abilities and teamwork are added responsibilities.

Special skills requirements

- Official language is English

PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

The consultant shall obtain a lump sum amount which will be "all-inclusive". The corresponding percentages of the contract price will be paid per milestone are as follows:-

- 20% down payment upon signing of the Contract and submission of a satisfactory inception report;
- 30% upon submission and acceptance of the Interim Report; and
- 50% upon submission of and acceptance of the Final Report

Notes:

- 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.
- Individuals on IC are not UN staffs are therefore not entitled to DSAs. All living allowances required to perform the demands of the TOR must be incorporated in the financial proposal, whether the fees are expressed as daily fees or lump sum amount.

EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodology:

1. Cumulative analysis

The award of the contract shall 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. **Example 70%-30%.***

** Technical Criteria **weight; 70%***

** Financial Criteria **weight; 30%***

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation

Technical Criteria – Maximum 70 points

- **Criteria A. *Relevance of Education – Max 5 points***
- **Criteria B. *Special skills, Language, etc.- Max 5 Points***
- **Criteria C. *Relevance of experience – Max 30 points***
- **Criteria D. *Description of approach/methodology to assignment.(if applicable) – Max 20 Points***
- **Criteria E. *Interview (if applicable) – Max 10 points***

DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications in **one single PDF document**:

- 1) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP (Annex II).
- 2) **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- 3) **Technical proposal:**
 - a. Brief description of why the individual considers him/herself as the most suitable for the assignment
- 4) A methodology, on how they will approach and complete the assignment.
- 5) **Financial proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided (Annex II)

ANNEXES (to be downloaded from UNDP Uganda Website, procurement notices section: www.undp.or.ug):

- ANNEX I - Individual Contractor General Terms and Conditions
- C – Offeror's Letter to UNDP Confirming Interest and Availability for the Individual Contractor Assignment
- ANNEX III Project Document for Promoting Chemical Safety for Children in Rural Agricultural Communities.

This TOR is approved by: **Team Leader-Energy and Environment Programme**