



Purchase Order

Dispatch via Print

PO Number TZA10-0000012396	Date 17/12/2012	Revision	Page 1
Payment Terms Immediate	Freight / INCOTERMS DES	Ship Via Common	
Buyer Severina Mwakiluma severina.mwakiluma@undp.org	Phone Tel: Fax:	Currency USD	
Approver Philippe POINSOT			

Tanzania

6th Floor
International House
Shaaban Robert St./Garden Avenue
P.O.Box 9182
Dar es Salaam
Tanzania
Tel: 22 2112576
Fax: 22 21111668

Vendor: 0000007384
ERICK MATUNGWA KABENDERA
PO BOX 3105 BLOCK G TEGETA
DAR-ES-SALAAM
Tanzania

Ship To: 6th Floor
International House
Shaaban Robert St./Garden Avenue
P.O.Box 9182
Dar es Salaam
Tanzania
Tel: 22 2112576
Fax: 22 21111668

Bill To: 6th Floor
International House
Shaaban Robert St./Garden Avenue
P.O.Box 9182
Dar es Salaam
Tanzania
Tel: 22 2112576
Fax: 22 21111668

Ln-Sch	Item	Description	Quantity	UOM	Due Date	Unit Price	Line Total
1-1	80161904E	Upon delivery of acceptable Inception Report (20%)	1.00	EA	17/12/2012	4,696.00	4,696.00
2-1	80161904E	Upon Receipt of Draft Report (40%)	1.00	EA	17/12/2012	9,392.00	9,392.00
3-1	80161904E	Upon Submission of Final and Approved Report (40%)	1.00	EA	17/12/2012	9,392.00	9,392.00

PAYMENT IS MADE UPON IC NO. 070/2012

Total PO Amount USD

23,480.00

This PO is subject to UNDP General terms and conditions.

Authorized Signature

This Purchase Order is Electronically Approved by Philippe POINSOT and does not require Signature.



Certification of Payment

1. For Personnel use only

Name: ERICK KABENDERA Contract No.: 006/2013
 Project Number: 00073348 Fee: (per diem) USD: 9,392.
 Project Title: AFRICA ADAPTATION PROGRAMME Duration: 21 W/DAYS
 Starting Date: 18/12/2012 Expiry date: 22/01/2013 Expected number of work days per week:
 Nationality: TANZANIAN Vendor No.:
 Allotment Number(s): Index no.:
 MOD Number(s):

2. To be completed by the subscriber

Please type or print and mail original and first and second copies, along with your travel claim upon completion of travel, to: United Nations Development Programme, One United Nations Plaza, New York, NY 10017.

Attention: (Finance Officer)

Room No.:

I certify that the dates indicated below are an accurate account of the services and duties performed under the terms of this contract.

Countries visited	Dates worked		No. of days worked	Total Payable
	From	To		
NONE	18 DECEMBER	22 JANUARY,	21	9,392.00

Please note that payment will be made in the currency of the subscriber's usual residence, unless otherwise indicated in Article 3 of the Special Service Agreement, or paragraph 2 of the Reimbursable Loan Agreement. Payments in other than US dollars will be made at the UN operational rate of exchange in effect at the time payment is made. Bank charges related to payment will be borne by the subscriber.

Please make payment as indicated below:

Name of Bank: Account title: ERICK KABENDERA

Address: Account number:

Currency of Account: USD Social Security or Tax Identification No.: (if applicable)

Signature: Date: 27 MARCH, 2013

3. To be completed by Area/Requesting Officer

Please check appropriate box Final report accepted Assessment sheet attached:
 Final report not accepted Second Assessment to be added:

I certify that the work was satisfactorily performed during the above mentioned dates.

Signature: Gertrude Lyatuu Date:
 Name: GERTRUDE LYATUU

4. To be completed by the Certifying Officer

Please process the payment of to the subscriber in accordance with the payment instructions given above.

Travel Claim received

Certifying Officer

Certifying Bureau/Division

Date



Certification of Payment

1. For Personnel use only

Name: ERICK KABENDERA Contract No.: 070/2012
 Project Number: Fee: (per diem) USD. 4,696.0
 Project Title: DOCUMENTATION OF SUCCESS STORIES FROM AFRICA ADAPTATION PILOT PROJECT IN TANZANIA/LESSONS Duration: 21 W/DAYS
 Starting Date: 18/12/2012 Expiry date: 22/01/2013 Expected number of work days per week:
 Nationality: TANZANIAN Vendor No.:
 Allotment Number(s): Index no.:
 MOD Number(s):

2. To be completed by the subscriber

Please type or print and mail original and first and second copies, along with your travel claim upon completion of travel, to: United Nations Development Programme, One United Nations Plaza, New York, NY 10017.

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	From	To		

Please note that payment will be made in the currency of the subscriber's usual residence, unless otherwise indicated in Article 3 of the Special Service Agreement, or paragraph 2 of the Reimbursable Loan Agreement. Payments in other than US dollars will be made at the UN operational rate of exchange in effect at the time payment is made. Bank charges related to payment will be borne by the subscriber.

Please make payment as indicated below:

Name of Bank: Account title:
 Address: Account number:
 Currency of Account: Social Security or Tax Identification No.: (if applicable)
 Signature: Date:

3. To be completed by Area/Requesting Officer

Please check appropriate box Final report accepted Assessment sheet attached:
 Final report not accepted Second Assessment to be added:

I certify that the work was satisfactorily performed during the above mentioned dates.

Signature: Gertrude Lyatuu Date:
 Name: GERTRUDE LYATUU

4. To be completed by the Certifying Officer

Please process the payment of _____ to the subscriber in accordance with the payment instructions given above.

Travel Claim received

Certifying Officer _____ Certifying Bureau/Division _____ Date _____

PO# 12396

UNITED NATIONS DEVELOPMENT PROGRAMME



No. 070/2012

Contract for the services of an Individual Contractor
DOCUMENTATION OF THE SUCCESS STORIES AND LESSONS LEARNED FROM THE
IMPLEMENTATION OF AFRICA ADAPTION PILOT PROJECTS IN TANZANIA

This Contract is entered into on 17th December 2012 between the United Nations Development Programme (hereinafter referred to as "UNDP") and Mr. Erick kabendera (hereinafter referred to as "the Individual Contractor") whose address is:

Erick Kabendera,
P.O. Box 3105,
Dar es Salaam.
Mobile: +255 684 456796
E-mail: kabsjourn@gmail.com

WHEREAS UNDP desires to engage the services of the Individual Contractor on the terms and conditions hereinafter set forth, and:

WHEREAS the Individual Contractor is ready and willing to accept this Contract with UNDP on the said terms and conditions,

NOW, THEREFORE, the Parties hereby agree as follows:

1. Nature of services

The Individual Contractor shall perform the services as described in the Terms of References which form an integral part of this Contract and are attached hereto as Annex I in the following Duty Station(s): **Dar es Salaam**

2. Duration

This Individual Contract shall commence on December 18th December 2012, and shall expire upon satisfactory completion of the services described in the Terms of Reference mentioned above, but not later than 22nd January 2013, (including travel days) unless sooner terminated in accordance with the terms of this Contract. This Contract is subject to the General Conditions of Contract for Individual contractors which are available on UNDP website at www.undp.org/procurement and are attached hereto as *Annex II*.

3. Consideration

As full consideration for the services performed by the Individual Contractor under the terms of this contract, including, unless otherwise specified, his/her travel to and from the duty station(s), any other travel required in the fulfillment of the Terms of Reference in Annex I, and living expenses in the Duty Station(s), UNDP shall pay the Individual Contractor a total of US\$ 23,480.00 in accordance with the table set forth below. Payments shall be made upon certification by Government/Ministry of Finance and UNDP that the services related to each deliverable, as described below, have been satisfactorily performed and the Deliverables have been achieved by or before the due dates specified below, if any.

DELIVERABLE	AMOUNT IN US\$
Upon delivery of acceptable Inception Report (20%)	4,696.00
Upon Receipt of Draft Report (40%)	9,392.00
Upon submission of Final and Approved Report (40%)	9,392.00
Total Amount for 21 working days	23,480.00

If unforeseen travel outside the Duty Station not required by the Terms of Reference is requested by UNDP, and upon prior written agreement, such travel shall be at UNDP's expense and the Individual Contractor shall receive a *per diem* not to exceed United Nations daily subsistence allowance rate in such other location(s). However, we do not anticipate changes of ToRs, in this short assignment, hence, the price is fixed and shall not change.

Where two currencies are involved, the rate of exchange shall be the official rate applied by the United Nations on the day the UNDP instructs its bank to effect the payment(s).

4. Rights and Obligations of the Individual contractor

The rights and obligations of the Individual Contractor are strictly limited to the terms and conditions of this Contract, including its Annexes. Accordingly, the Individual Contractor shall not be entitled to any benefit, payment, subsidy, compensation or entitlement, except as expressly provided in this Contract. The Individual Contractor shall be solely liable for claims by third parties arising from the Individual Contractor's own acts or omissions in the course of performing this Contract, and under no circumstances shall UNDP be held liable for such claims by third parties.

5. Beneficiary

The Individual Contractor selects **Loyce Philip** as beneficiary of any amounts owed under this Contract in the event of death of the Individual Contractor while performing services hereunder. This includes the payment of any service-incurred liability insurance attributable to the performance of the services for UNDP.

Mailing address, email address and phone number of beneficiary:

P.O. Box 3105 Dar es Salaam. Email: kabsjourn@gmail.com; Mobile: +255 684 456796

Mailing address, email address and phone number of emergency contact (if different from beneficiary): +255788-599 998
Of P.O BOX 3109 Dar-Es-Salaam.

IN WITNESS WHEREOF, the Parties hereto have executed this Contract.

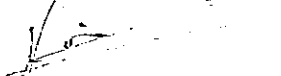
By signing below, I, the Individual Contractor, acknowledge and agree that I have read and accept the terms of this Contract, including the General Conditions of Contracts for Individual contractors available on UNDP website at www.undp.org/procurement and attached hereto in Annex II which form an integral part of this Contract, and that I have read and understood, and agree to abide by the standards of conduct set forth in the Secretary-General's bulletins ST/SGB/2003/13 of 9 October 2003, entitled "Special Measures for Protection from Sexual Exploitation and Sexual Abuse" and ST/SGB/2002/9 of 18 June 2002, entitled "Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Experts on Mission".

The Individual Contractor has submitted a Statement of Good Health and confirmation of immunization.

AUTHORIZING OFFICER:

INDIVIDUAL CONTRACTOR:

United Nations Development Programme (UNDP)



Mr. Philippe Poinot
Country Director



Mr. Erick Kabendera
Consultant

Date: 17/12/12

Date: 17/12/2012



Confirmation

Requested For: Gemma ALITI
Requisition 0000010495
Name:
Requisition ID: 0000010495
Business Unit: TZA10
Priority: Medium
Budget Status: Not Checked


Number of 1
Lines:
Total 47,159,999.99TZS
Amount:

UNDP Approval

▽ Requisition 0000010495: Pending

UNDP Approval

Pending

 Multiple Approvers
UNDP Approval

approved

Shaw 2/10/2012.



UNITED NATIONS DEVELOPMENT PROGRAMME

NDP

Dar Es Salaam, Tanzania

ATLAS REQUISITION NUMBER

ADMIN CODE

REQUISITION DATE 27th September, 2012

PROJECT NUMBER : 00073448

PAGE 1 de 1

Project : African Adaptation Programme (AAP)

CONTACT REQUISITIONER/PERSON IN CHARGE : Gertrude Lyatu

ESTIMATED AMOUNT OF CONTRACT : US\$ 30,000

AVAILABLE BUDGET (Available/Reserved budget for this specific activity) : US\$30,000

CHART OF ACCOUNT : UNDP1-71305-TZA-38205-32045-001459-001441-ACTIVITY3

DELIVERY PLACE : AAP - VPO

PHONE NUMBER : 255 22 2113857

Account : 71305

CONTACT: FARAJA NGERAGEZA

Department ID : 38205

ADDRESS : P.O. BOX 5380

Fund : 32045

CITY / REGION : DAR ES SALAAM

Project : 00073448

DELIVERY PLACE : AAP - VPO

Implementing Agency : 001459

EXPECTED DELIVERY TIME: 10 OCTOBER, 2012

Donor : 00141

DAR ES SALAAM

REQUIRED ITEMS/SERVICES : CONSULTANCY TO FINALIZE TANZANIA CLIMATE CHANGE STRATEGY

ITEM N°	QTY	UNIT	ITEM DESCRIPTION		COMMENTS
			(Technical specifications, TOR, BoQ or any other relevant information to be attached)		
1	21	DAYS	DOCUMENTATION OF SUCCESS STORIES AND LESSONS LEARNED FROM IMPLEMENTATION OF AAP PILOT PROJECTS IN TANZANIA		

NAME AND SIGNATURE OF REQUISITIONER : GLORIA KIONDO *Gloria Kiondo*
 AUTHORIZED BY : GERTRUDE LYATU *Gertrude Lyatu*

PLEASE ATTACH ANY RELEVANT DOCUMENTS, COST ESTIMATES, BOQ and/or TECHNICAL SPECIFICATIONS

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Country Director,
United Nations Development Programme (UNDP)
P.O. Box 9182
Dar-es-Salaam
Tanzania

ATTN: Mr Twinomugisha Ben

Dear SIR/MADAM

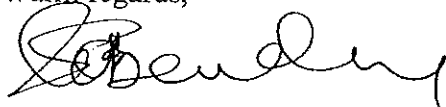
RE: SUBMISSION OF FINAL PROJECT

I hereby submit the final project with a copy of the video documentary and edited article attached.

I therefore request for the final payment (40 percent) as per contract.

Thank you in advance.

Warm regards,

A handwritten signature in black ink, appearing to read 'Erick Kabendera', written in a cursive style.

Erick Kabendera