



Purchase Order

Dispatch via Print

PO Number TZA10-0000012435	Date 22/02/2013	Revision	Page 1
Payment Terms Immediate	Freight / INCOTERMS DSS	Ship Via Common	
Buyer Severina Mwakiluma severina.mwakiluma@undp.org	Phone Tel: Fax:	Currency USD	
Approver Titus OSUNDINA			

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: 0000007453
JOHN FRANCIS KESSY
PO BOX 3226
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 80161905E	1st installment upon signing of contract (10%)	1.00	EA	22/02/2013	1,020.00	1,020.00
2-1 80161905E	2nd installment upon submission of draft report (40%)	1.00	EA	22/02/2013	4,080.00	4,080.00
3-1 80161905E	3rd installment (50%) upon approval of final report	1.00	EA	22/02/2013	5,100.00	5,100.00
4-1 80161905E	Cost of DSA	1.00	EA	22/02/2013	1,000.00	1,000.00
5-1 80161905E	Transport costs for visits to all sites	1.00	EA	22/02/2013	6,980.00	6,980.00

Handwritten: R# 1508⁹
25/3



IC No. 006/2013

Total PO Amount USD 18,180.00

This PO is subject to UNDP General terms and conditions.

Authorized Signature

This Purchase Order is Electronically Approved by Titus OSUNDINA and does not require Signature.



SOKOINE UNIVERSITY OF AGRICULTURE

FACULTY OF FORESTRY AND NATURE CONSERVATION

P.O. Box 3009, Chuo Kikuu, Morogoro, Tanzania

Tel: and Fax 225 023 2604648 Tel: 255 023 2603511/4 ext 4601

e-mail: jfkessy@yahoo.com

Our Ref: AAP-EVALUATION Your Ref:

Date 20th March 2013

Country Director
UNDP CO
Dar es Salaam

Att. Gloria Kiondo

REQUEST FOR PAYMENT OF 2nd INSTALLMENT: AAP FINAL EVALUATION

Please refer to the heading of this letter.

I served as national consultant for the end of project evaluation for the African Adaptation Project. We submitted draft report on the 18th March 2013. According to my contract, I am eligible for payment of second instalment of my fees worth US Dollars 4080 (four thousand and eighty US Dollars only) upon submission of draft report. A copy of my contract is attached.

The purpose of this letter is to request for payment of the second instalment of my fees as per attached contract. I kindly request that the sum be deposited to my CRDB Bank account No. 0IJ2075032300 in the name of Kessy John Francis with SUA Branch, Morogoro

I look forward to your consideration.

Yours Sincerely

Prof. John F. Kessy

NATIONAL CONSULTANT, AAP EVALUATION

Leticia Kweba

Subject: FW: Request for payment of second installment

Importance: High

From: Gertrude Lyatuu
Sent: Wednesday, March 20, 2013 2:19 PM
To: Yonah Samo; Irene Kajuna
Cc: Yohana Kibhole; Gloria Kiondo; Leticia Kweba
Subject: FW: Request for payment of second installment
Importance: High

Dear Yonah/Irene,
Kindly note that the consultants for the AAP terminal Evaluation have submitted draft report and submitted invoice for payment of the second installment of consultancy fees. I certify for this payment, kindly proceed with payment.
Thanks, Gertrude

From: Gloria Kiondo
Sent: Wednesday, March 20, 2013 9:13 AM
To: Leticia Kweba
Cc: Gertrude Lyatuu
Subject: FW: Request for payment of second installment
Importance: High

Dear Leticia,

Please process the payment of this consultant.

Thanks,
GK

From: John Kessy [<mailto:jfkessy2012@gmail.com>]
Sent: Wednesday, March 20, 2013 8:27 AM
To: Gloria Kiondo
Cc: jfkessy@yahoo.com
Subject: Request for payment of second installment

Dear Gloria
Greetings from Morogoro.
Kindly receive the attached request for payment of the second installment of consultancy fees for the AAP evaluation for processing. Meanwhile, we await for comments on the draft report so that we can finalize the assignment as required.
Best Regards
Prof. John F. Kessy

Severina Mwakiluma

From: Irene Kajuna
Sent: Wednesday, March 20, 2013 2:50 PM
To: Severina Mwakiluma
Subject: FW: Request for payment of second installment

fyi



Irene Kajuna
Procurement Associate
Tel: +255 22 2112576 Cell:+255 685 701 031 Fax: +255 22 2111168



6th Floor, International House
Shaaban Robert /Garden Avenue
Dar es Salaam, Tanzania

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Resilient nations.*

From: Leticia Kweba
Sent: Wednesday, March 20, 2013 2:40 PM
To: Gertrude Lyatuu; Yonah Samo; Irene Kajuna
Cc: Yohana Kibhole; Gloria Kiondo
Subject: RE: Request for payment of second installment

Tks Gertu.

From: Gertrude Lyatuu
Sent: Wednesday, March 20, 2013 2:19 PM
To: Yonah Samo; Irene Kajuna
Cc: Yohana Kibhole; Gloria Kiondo; Leticia Kweba
Subject: FW: Request for payment of second installment
Importance: High

Dear Yonah/Irene,
Kindly note that the consultants for the AAP terminal Evaluation have submitted draft report and submitted invoice for payment of the second installment of consultancy fees. I certify for this payment, kindly proceed with payment.
Thanks, Gertrude

From: Leticia Kweba
Sent: Wednesday, March 20, 2013 9:28 AM
To: Gloria Kiondo
Cc: Gertrude Lyatuu
Subject: RE: Request for payment of second installment
Importance: High

Dear Gertrude,
As per the attached contract under "consideration", please write an email to Yonah Samo (in his absence Irene) and c.c. Yohana Kibhole to certify that the work related to the said deliverable has been satisfactorily performed, then together with your email, I will attach with the request and contract and send it to Procurement for processing payment.
Thank you for your feedback.

To: Leticia Kweba
Cc: Gertrude Lyatuu
Subject: FW: Request for payment of second installment
Importance: High

Dear Leticia,

Please process the payment of this consultant.

Thanks,
GK

From: John Kessy [mailto:jfkessy2012@gmail.com]
Sent: Wednesday, March 20, 2013 8:27 AM
To: Gloria Kiondo
Cc: jfkessy@yahoo.com
Subject: Request for payment of second installment

Dear Gloria

Greetings from Morogoro.

Kindly receive the attached request for payment of the second installment of consultancy fees for the AAP evaluation for processing. Meanwhile, we await for comments on the draft report so that we can finalize the (signment as required.

Best Regards

Prof. John F. Kessy

PO# 12435



Confirmation

Requested For: Gemma ALITI
Requisition Name: PROF. JOHN KESSY
Requisition ID: 0000010682
Business Unit: TZA10
Priority: Medium
Budget Status: Not Checked


Number of Lines: 5
Total Amount: 18,180.00USD

UNDP Approval

▽PROF. JOHN KESSY:Pending

UNDP Approval

Pending

 Multiple Approvers
UNDP Approval



UNITED NATIONS DEVELOPMENT PROGRAMME



No. 006/2013

Contract for the Services of an Individual Contractor
END OF PROJECT EVALUATION OF THE AFRICA ADAPTATION PROGRAMME IN
TANZANIA

This Contract is entered into on 20th February 2013 between the United Nations Development Programme (hereinafter referred to as "UNDP") and Prof. John Francis Kessy (hereinafter referred to as "the Individual Contractor") whose address is:

Sokoine University of Agriculture,
Faculty of Forestry and Nature Conservation,
Department of Forest Economics,
Box 3226,
Morogoro.
Email: jfkessy@yahoo.com/jfkessy2012@gmail.com
Phone No. 0754-948708

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 21st February 2013, and shall expire upon satisfactory completion of the services described in the Terms of Reference mentioned above, but not later than 18th March 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\$ 18,180.00 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\$
10% Upon signing of contract (21 st Feb 2013)	1,020
40% upon submission and Approval of the Draft Report (11 th March 2013)	4,080
50% after approval of final report by both VPO and UNDP (18 th March 2013)	5,100
DSA (21 st Feb 2013)	1,000
Transport Costs (21 st Feb 2013)	6,980
Total Amount for 25 days	18,180

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).

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 Martin F. Kessy 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:

Box 3226, Morogoro. Email jfkessy@yahoo.com/jfkessy2012@gmail.com. Phone No. 0754-948708

Mailing address, email address and phone number of emergency contact (if different from beneficiary): N/A

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".

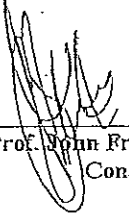
The Individual Contractor has submitted a Statement of Good Health and confirmation of immunization.

AUTHORIZING OFFICER:

INDIVIDUAL CONTRACTOR:

United Nations Development Programme (UNDP)


Mr. Titus Osundina
Deputy Country Director (O)


Prof. John Francis Kessy
Consultant

Date: 20/02/13

Date: 21/2/2013







Vendor /Person Profile Update

SECTION 1 (For Internal Use only)		UN INFORMATION	
Requesting Person:		Date:	Atlas Vendor No:
First Name / Last Name/Extension			UN Index No:
VENDOR TYPE: STAFF SSA SERVICE CONTRACT MEETING PARTICIPANT NGO SUPPLIER OTHER			
VENDOR APPROVER SIGNATURE: _____		DATE: _____	

Complete either Section 2 or Section 3 (not both)

SECTION 2		PERSON INFORMATION (FOR INDIVIDUALS ONLY)	
Last Name	KESSY	First Name	JOHN
Middle Name	FRANCIS		
Nationality	TANZANIAN	Sex:	Male Female MALE
Address P.O.BOX 3226 SOKOINE UNIVERSITY OF AGRICULTURE, MOROGORO, TANZANIA			
City, MOROGORO	State/Province/County MOROGORO	Postal Code (ZIP)	Country TANZANIA
E-mail Address jfkessy@yahoo.com , jfkessy2012@gmail.com ,		Telephone Number +255754948708	Fax Number +255232604648

SECTION 3		SUPPLIER INFORMATION (FOR COMPANIES ONLY)	
Company Name:		Parent Company Name (if applicable)	Web Site URL: (if applicable)
Street Address			
City	State/Province/County	Postal Code	Country
Contact Person (MAIN ADDRESS)		Telephone	Fax
Name:			E-mail Address
Title:			

SECTION 4		BENEFICIARY BANKING INFORMATION	
Bank Name CRDB BANK PLC			
Bank ID:	For US banks only use whether: (9 digits) ACH Fed wire	SWIFT code 8 or 11 characters (required for overboard payments) CORUTZTXXX	
Branch ID: (for Canadian Banks only) 9 digits routing no.		Branch Name: SOKOINE UNIVERSITY OF AGRICULTURE AGENCY, MOROGORO	
Street Address: SOKOINE UNIVERSITY OF AGRICULTURE, MOROGORO			
City MOROGORO	State/Province MOROGORO	Postal Code	Country TANZANIA

SECTION 5		BENEFICIARY BANK ACCOUNT DETAILS	
Account Name: (name as it appears on bank account) KESSY JOHN FRANCIS		Bank Account Currency US\$	Other (TSHS) _____
Bank Account No. : 01J2075032300		Account Type:	Checking Savings SAVINGS
IBAN (European Banks)			
Transit Code (5 digit) Canadian Banks		Sort Code (6 digits) UK Banks	BSB code (6 digit) Australia Banks

Bank information for Intermediary/Correspondent Bank (if applicable)