



# Purchase Order

Dispatch via Print

## Tanzania

6th Floor  
 International House  
 Shaaban Robert St./Garden Avenue  
 P.O.Box 9182  
 Dar es Salaam  
 Tanzania  
 Tel: 22 2112576  
 Fax: 22 2111668

Vendor: 0000007260  
 FRANCIS XAVIER MKANDA  
 C/O NATIONAL PARKS AND WILDLIFE  
 P O BOX 498  
 MZUZU  
 Malawi

PO Number TZA10-0000012414	Date 24/01/2013	Revision	Page 1
Payment Terms Immediate	Freight / INCOTERMS DES	Ship Via Common	
Buyer Alphonse Kisesebe alphonse.kisesebe@undp.org	Phone Tel: Fax:	Currency USD	
Approver Titus OSUNDINA			

Ship To: 6th Floor  
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Bill To: 6th Floor  
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 Fax: 22 2111668

Ln-Sch Item	Description	Quantity	UOM	Due Date	Unit Price	Line Total
1-1 80161903E	Salary for February 2013	1.00	MON	24/01/2013	10,000.00	10,000.00
2-1 80161903E	Salary for March 2013	1.00	MON	24/01/2013	10,000.00	10,000.00
3-1 80161903E	Salary for April 2013	1.00	MON	24/01/2013	10,000.00	10,000.00

Receipt # 150974

As per Amendment to the Individual Contract (IC No. 051/2012); Amendment #01 dated 17 September 2012.

Total PO Amount - USD 30,000.00

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.



**Certification of Payment**

**1. For Personnel use only**

Name: FRANCIS X. MKANDA  
 Project Number: 00074207  
 Project Title: Reducing Land Degradation in Kilimanjaro - SLM  
 Starting Date: 20/09/2012 Expiry date: 30/04/2013  
 Nationality: Malawian  
 Allotment Number(s):  
 MOD Number(s):

Contract No.: 051/2012  
 Fee: (per diem)  
 Duration: 3 months  
 Expected number of work days per week: 22 days  
 Vendor No.: 00007260  
 Index no.:

**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) Yohana Kibhole

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		
Tanzania	1 March	31 March	21 w/days	10,000.0

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:  
 Address:  
 Currency of Account: USD  
 Signature:

Account title:  
 Account number:  
 Social Security or Tax Identification No.: (if applicable)  
 Date: 2/04/013

**3. To be completed by Area/Requesting Officer**

Please check appropriate box  
 Final report accepted   
 Final report not accepted

Assessment sheet attached:   
 Second Assessment to be added:

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

Signature: Gertrude Lyatuu  
 Name: GERTRUDE LYATUU

Date: 2/4/2013

**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 GERTRUDE LYATUU Certifying Bureau/Division \_\_\_\_\_ Date \_\_\_\_\_

**STRICTLY PERSONAL & CONFIDENTIAL**

**CONTRACT INVOICE**

Ref. No: 051/2012

Date: 2013-03-30

The Country Director-UNDP  
Plot 134-149 Kingsway/Mafinga St.  
P.O. Box 9182  
Dar es Salaam  
Tanzania

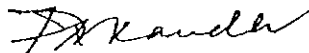
Dear Sir:

TECHNICAL ADVISER, SUSTAINABLE LAND MANAGEMENT -  
KILIMANJARO PROJECT

For consultancy services during the period 1<sup>st</sup> to 29<sup>th</sup> March 2013, I claim as follows:

- i) Contract Rate: US\$ 500 per day;
- ii) Number of days worked: 20 out of 20; and
- iii) Amount Due US\$ 10,000.00

This invoice is in accordance with the terms and conditions of the Individual Contract entered into between UNDP-Tanzania and the undersigned on 17<sup>th</sup> September 2012. I submit the invoice with compliments.



Francis Xavier Mkanda, PhD  
TECHNICAL ADVISER



## Amendment to the Individual Contract

IC No.: 051/2012  
Amendment #01

Reference is hereby made to the Individual Contract Number (hereinafter referred to as "the Contract") signed on 17<sup>th</sup> September 2012 by and between the UNITED NATIONS DEVELOPMENT PROGRAMME (hereinafter referred to as "UNDP"), and Mr. Francis X. Mkanda (hereinafter referred to as "the Individual Contractor"), UNDP and the Individual Contractor collectively referred to as the "Parties", with respect to the performance of the assignment of providing driving services to the UNDP.

WHEREAS Mr. Francis Mkanda and UNDP now wish to amend the said Contract.

NOW THEREFORE, the relevant Contract is hereby being amended to read as follows:

**Section 2. Duration:**

*Duration of contract is extended for (60 working days) 3 months up to 30<sup>th</sup> April 2013.*

**Section 3. Consideration:**

*Amount payable for the above extended period will be: 3 months (60days) x USD.500.00 = USD. 30,000.00 payable monthly upon satisfactory performance.*

All other terms and conditions of the Contract, except as amended herein, shall remain unchanged and shall continue to be in effect.

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

Mr. Titus Osundina  
Deputy Country Director (O)  
United Nations Development Programme

Mr. Francis X. Mkanda  
CONTRACTOR

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

09/01/13

Date: \_\_\_\_\_

COA: UNDP- 71305-TZA-04000-38205-001459-00012-00074207- ACT 1

SM/TK



**Certification of Payment**

**1. For Personnel use only**

Name: Dr. Francis Xavier Mkanda  
 Project Number: 00074072  
 Project Title: Sustainable Land Management Kilimanjaro  
 Starting Date: 01/02/2013 Expiry date: 28/02/2013  
 Nationality: TANZANIAN  
 Allotment Number(s):  
 MOD Number(s):

Contract No.: 051/2012  
 Fee: (per diem) USD10,000  
 Duration: 20 DAYS  
 Expected number of work days per week: 7  
 Vendor No.: 00000072602  
 Index no.:

**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		
TANZANIA	01 February 2013	28 February 2013	20	USD10000

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: Standard Chartered Bank

Account title: Francis Xavier Mkanda

Address:

Account number: 8700170338200

Currency of Account: USD

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   
 Final report not accepted

Assessment sheet attached:

Second Assessment to be added:

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

Signature: Francis Xavier Mkanda  
 Name:

Date: 6/3/2013

**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

**STRICTLY PERSONAL & CONFIDENTIAL**

**CONTRACT INVOICE**

Ref. No: 051/2012

Date: 2013-03-04

The Country Director-UNDP  
Plot 134-149 Kingsway/Mafinga St.  
P.O. Box 9182  
Dar es Salaam  
Tanzania

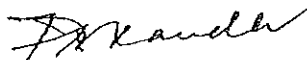
Dear Sir:

TECHNICAL ADVISOR, SUSTAINABLE LAND MANAGEMENT -  
KILIMANJARO PROJECT

For consultancy services during the period 1<sup>st</sup> to 28<sup>th</sup> February 2013, I claim as follows:

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- iii) Amount Due US\$ 10,000.00

This invoice is in accordance with the terms and conditions of the Individual Contract entered into between UNDP-Tanzania and the undersigned on 17<sup>th</sup> September 2012. I submit the invoice with compliments.



Francis Xavier Mkanda, PhD  
TECHNICAL ADVISER

PO # 12414



Not found Requisition

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

Business Unit: TZA10	
REQ Number	Date
0000010647	23/01/2013
Page 1	
Requester	
Nasser NGENZI	
Tel:	
Fax:	
nasser.ngenzi@undp.org	
Approver	

Line-Schd	Item	Description	Quantity	UOM	Due Date	Unit Price	Line Total																																																								
1-1	80161903E	E) Intl Consultants-Technical	1.0000	MON	23/01/13	10,000.00	10,000.00																																																								
<table border="0"> <tr> <td>Acc No</td> <td>OIU</td> <td>GL Unit</td> <td>Fund</td> <td>Dept</td> <td>Imp Agent</td> <td>Donor</td> <td>Project</td> <td>Activity</td> <td>Res Type</td> <td>Percent</td> <td>Amount</td> </tr> <tr> <td>71205</td> <td>TZA</td> <td>UNDP1</td> <td>04000</td> <td>38205</td> <td>001459</td> <td>00012</td> <td>00074207</td> <td>ACTIVITY1</td> <td></td> <td>100</td> <td>10,000.00</td> </tr> <tr> <td colspan="12">Vendor: 0000007260 FRANCIS XAVIER MKANDA</td> </tr> <tr> <td colspan="12">&lt;&lt; SALARY FEB 2013 &gt;&gt;</td> </tr> </table>			Acc No	OIU	GL Unit	Fund	Dept	Imp Agent	Donor	Project	Activity	Res Type	Percent	Amount	71205	TZA	UNDP1	04000	38205	001459	00012	00074207	ACTIVITY1		100	10,000.00	Vendor: 0000007260 FRANCIS XAVIER MKANDA												<< SALARY FEB 2013 >>												<table border="0"> <tr> <td colspan="10">Line Total:</td> <td>10,000.00</td> </tr> </table>		Line Total:										10,000.00
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# Requisition

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

Business Unit: TZA10		
REQ Number	Date	Page
0000010647	23/01/2013	2
Requester		
Nasser NGENZI		
Tel:		
Fax:		
nasser.ngenzi@undp.org		
Approver		

Line	Schd	Item	Description	Quantity	UOM	Due Date	Unit Price	Line Total
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Total Requisition Amount: USD 30,000.00

This order is subject to UN General Terms and Conditions available at WWW.UNDP.ORG, which can also be provided upon request.

*Request approved  
 subject to amendment  
 indicated in Atlas*

Approval Signature



UNITED NATIONS DEVELOPMENT PROGRAMME



No. 051/2012

Contract for the services of an Individual Contractor  
 Technical Advisor for Sustainable Land Management Project in  
 Kilimanjaro, Tanzania (initial 3 months recruitment).

This Contract is entered into on 17 September 2012 between the United Nations Development Programme (hereinafter referred to as "UNDP") and Dr. Francis Mkanda (hereinafter referred to as "the Individual Contractor") whose address is:

C/O Department of National Parks and Wildlife  
 P.O.Box 498, Mzuzu, Malawi  
 Tel: +265 994 753 287; Email: mkandafrancis@yahoo.ca

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 Reference which form an integral part of this Contract and are attached hereto as Annex I in the following Duty Station(s): Kilimanjaro

2. Duration

This Individual Contract shall commence on 20 September 2012, and shall expire upon satisfactory completion of the services described in the Terms of Reference mentioned above, but not later than 31 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](http://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\$ 54,333.90 in accordance with the table set forth below. The amount includes consultancy fee (US\$ 45,000), DSA (for 60 days = US\$ 6,300, for 30 days = US\$ 2,373.90) and air fare plus terminal expenses (US\$ 660.00). 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\$
DSA + Travel Expenses - Upon arrival	9,333.90 ✓
Consultancy fee, end of Sept 2012 (7 working days)	3,500.00
Consultancy fee, end of Oct 2012 (21 working days)	10,500.00
Consultancy fee, end of Nov 2012 (21 working days)	10,500.00

FXM

Consultancy fee, end of Dec 2012 ( 20 working days)	10,000.00 ✓
Consultancy fee, end of Jan 2013 (21 working days)	10,500.00
Total	54,333.90

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 Mrs. Elube Thokozani Mkanda (wife) 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:

127-179 Allegheny Drive, Winnipeg Manitoba, Canada R3T 3A1.  
Tel: +1204 269 2213. Cell: +1204 227 0093. Email: emkanda@yahoo.com

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

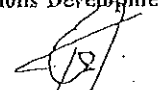
IN WITNESS WHEREOF, the Parties hereto have executed this Contract.

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](http://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:

United Nations Development Programme (UNDP)

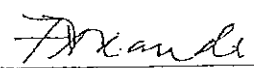
  
Mr. Tifus Osundina  
Deputy Country Director (O)

Date: 12/09/12

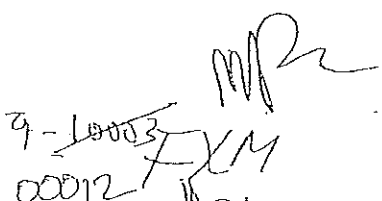
Project: 00074207 (AUSTRIA I)

UNDP - 71305-72A - 62009 - 38205 - 001459 - 10003  
04000

INDIVIDUAL CONTRACTOR:

  
Dr. Francis Mkanda  
TA, SLM Project in Kilimanjaro

Date: 17/09/12

  
00012