



# Purchase Order

Dispatch via Print

PO Number TZA10-0000012727	Date 04/03/2014	Revision	Page 1
Payment Terms Immediate	Freight / INCOTERMS DES	Ship Via Common	
Buyer Fina Masaro fina.masaro@undp.org	Phone Tel: Fax:	Currency TZS	
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: 0000007899  
ALEX WILBARD KISINGO  
COLLEGE OF AFRICAN WILDLIFE MAN  
P O BOX 3031  
MOSHI  
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	Consultancy fee upon submission of acceptable inception report (20%) - 18 march 2014 and other expenses (DSA, Travel, Workshop, printing etc)	1.00	LS	04/03/2014	7,202,000.00	7,202,000.00
2-1	80161905E	Consultancy fee upon submission of acceptable draft report (30%) - 17 may 2014	1.00	EA	04/03/2014	8,088,000.00	8,088,000.00
	80161905E	Consultancy fee upon submission of acceptable final report (50%) - 23 June 2014	1.00	EA	04/03/2014	13,480,000.00	13,480,000.00

Please note, actual costs to be known once the recruitment is completed

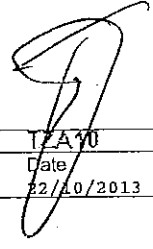
Total PO Amount      TZS      28,770,000.00

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.

#12727



Requisition



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

Business Unit:	T/A10	
REQ Number	Date	Page
0000010908	22/10/2013	2
Requester	Leticia Kweba	
Tel:		
Fax:	leticia.kweba@undp.org	
Approver		

Line-Schd	Item	Description	Quantity	UOM	Due Date	Unit Price	Line Total
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This order is subject to UN General Terms and Conditions available at WWW.UNDP.ORG, which can also be provided upon request.

Approval Signature *Jamal*

Approved  
22/10/2013

## Create Requisition

1. Define Requisition    2. Add Items and Services    3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit:  Tanzania   \*Currency:  TZS  
 \*Requester:  Leticia Kweba   Priority:  Medium  
 Requisition Name:

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Local Consultants-Technical		1.0000	Lump Sum	34,281,000.0000	34,281,000.00
2	Print advertising		1.0000	Lump Sum	8,000,000.0000	8,000,000.00
Total Amount:						42,281,000.00 TZS

Add to Favorites    Add to Emploies    Add to Shipping/Accounting    Delete  
 Justification/Comments:

Please note, actual costs to be known once the recruitment is completed

Send to Vendor    Show at Receipt    Show at Voucher    Find more items  
 Bug Check    Save & submit    Save & preview approvals    Cancel requisition

Ac Fund 38205   No 77072   Ad 2   001459   10003  
 21305   62000



**UNDP**

**Dar Es Salaam, Tanzania**

REQUISITION DATE: 22/10/2013

ATLAS REQUISITION NUMBER  
10908

ADMIN CODE

PROJECT NUMBER: 00077042

PAGE 1 de 1

Project : 00077042

CONTACT REQUISITIONER/PERSON IN CHARGE : Gertrude Lyatuu

ESTIMATED AMOUNT OF CONTRACT : TZS.42,281,000.00

AVAILABLE BUDGET (Available/Reserved budget for this specific activity) :

CHART OF ACCOUNT :

Account : 7130574225

Department ID : 38205

Fund : 62000

Project : 00077042

Implementing Agency : 0001459

Donor : 10003\_Activity2

DELIVERY PLACE : Dar es Salaam, Tanzania

CONTACT: Gertrude Lyatuu

ADDRESS : P.O.Box 9182, UNDP Tanzania

CITY / REGION : Dar es Salaam, Tanzania

EXPECTED DELIVERY TIME: November 2013

PHONE NUMBER : +255 -784 622 088

*Gertrude Lyatuu*

**REQUIRED ITEMS/SERVICES :**

ITEM N°	QTY	UNIT	ITEM DESCRIPTION	COMMENTS
1	1		(Technical specifications, TOR, BoQ or any other relevant information to be attached)	
1	1		1 Recruitment of Local Individual Consultant to review governance systems	
			1 Advertisement costs	

NAME AND SIGNATURE OF REQUISITIONER : Gloria Kiindoo, Programme Analyst/USU Head

AUTHORIZED BY : Gertrude Lyatuu, Practice Specialist

*Gertrude Lyatuu*

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



UNITED NATIONS DEVELOPMENT PROGRAMME

No. 018/2014

**Contract for the services of an Individual Contractor  
NATIONAL CONSULTANT FOR REVIEW OF GOVERNANCE SYSTEMS AND OPERATIONAL PRACTICES IN  
GRL & GKKL LANDSCAPES: SOUTHERN CIRCUIT OF TANZANIA**

This Contract is entered into on 28 February 2014 between the United Nations Development Programme (hereinafter referred to as "UNDP") and Dr. Alex Wilbard Kisingo (hereinafter referred to as "the Individual Contractor") whose address is:

Dr. Alex Wilbard Kisingo,  
P. O. Box 3031,  
Dar es Salaam.

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): Ruaha National Park, Tanzania

**2. Duration**

This Individual Contract shall commence on 03 March 2014, and shall expire upon satisfactory completion of the services described in the Terms of Reference mentioned above, but not later than 30 June 2014, (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 TZS 28,770,000.00 in accordance with the table set forth below. The payments shall be made upon certification by 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/PAYMENTS	AMOUNT (TZS)
Upon submission of acceptable inception report (20%) – 18 March 2014	5,392,000.00
Other expenses (DSA, Travel, Workshop, printing etc) – 05/03/2014	1,810,000.00
	<b>7,202,000.00</b>
Upon submission of acceptable draft report (30%) - 17 May 2014	8,088,000.00
Upon submission of acceptable final report (50%) – 23 June 2014	13,480,000.00
<b>Total Amount for 35 working days</b>	<b>28,770,000.00</b>

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 Juliana Jonasi Shirima 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:

E-mail: [akisingo@mwekawildlife.org](mailto:akisingo@mwekawildlife.org) Tel: +255-784 328 469

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

E-mail: [bahatishirima588@yahoo.com](mailto:bahatishirima588@yahoo.com) Tel: + 255-789 950 044

*Shirima*

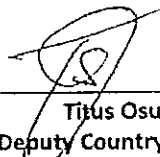
IN WITNESS WHEREOF, the Parties hereto have executed this Contract.

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)

  
\_\_\_\_\_  
Titus Osundina  
Deputy Country Director (O)

Date: 28/02/14

INDIVIDUAL CONTRACTOR:

  
\_\_\_\_\_  
Dr. Alex Wilbard Kisingo  
Consultant

Date: 24/03/2014

*Osundina*