

Tanzania

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

Vendor: 0000007334 STEPHEN NDORE MUTIMBA P O BOX 153 NAIROBI 00100 Tanzania

Purchase Order

		Dispatch	<u>via Print</u>
PO Number TZA10-000001241	Date 8 29/01/2013	Revision	Page 1
Payment Terms Immediate	Freight / INCOTERMS DES		Ship Via Common
Buyer	Phone		Currency
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Approver Titus OSUNDINA		·	

Ship To:

6th Floor

International House

Shaaban Robert St./Garden Avenue

P.O.Box 9182 Dar es Salaam Tanzania

22 2112576 Tel: 22 21111668 Fax:

Bill To:

6th Floor

International House Shaaban Robert St/Garden Avenue

P.O.Box 9182 Dar es Salaam Tanzania

22 2112576 22 21111668 Tel: Fax:

Ln-Sc	h Item	Description	Quantity	UO	M Due Date	Unit Price	Line Total
1-1	80161903E	1st instalment - Upon delivery of acceptable Inception report (15%).	1.00	ea	29/01/2013	8,640.00	8,640.00
2-1	80161903E	2nd instalment - Upon submission of workshop proceedings report (25%)	1.00	EA	29/01/2013	14,400.00	14,400.00
3-1	80161903E	3rd instalment - Upon submission of draft report (30%).	1.00	BA	29/01/2013	17,280.00	17,280.00
,)	80161903E	4th and final payment - Upon submission of final and approved report (30%).	1.00	EA	29/01/2013	17,280.00	17,280.00

As per IC No. 064/2012 - Contract for the services of an Individual Cotractor; CONSULTANCY SERVICES FOR SCALING UP FUEL EFFIENT TECHNOLOGIES (SLM - KILIMANJARO) dated 21 November 2012.

Total PO Amount USD

Authorized Signature

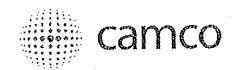
This Purchase Order is Electronically Approved by Titus OSUNDINA and does not require Signature.

This PO is subject to UNDP General terms and conditions.



Certification of Payment

1.	For Personnel use	only	LITIMOA		Contract No.	:	064/2012
	Name:	STEPHEN M	UTIMBA		Fee: (per die	·m)	USD.14,400.0
	Project Number:			T	Duration:	,	4 MONTHS
	Project Title:	SCALING UF	FUEL EFFICIEN GIES FOR SLM	.1			
	Starting Date:	21/11/2012	Expiry date:	20/03/2013	Expected nu	mber of work days per week:	
	Nationality:	KENYAN			Vendor No.:		
	Allotment Number(s):				Index no.:		•
	MOD Number(s):						
<i>)</i> F	o: United Nations Develor Attention: (Finance Of)	all original an ement Program î <i>cer)</i>	id first and secon ime, One United N	rations i local inco	Room No.		
_				Dates worked			
	Countries visite	. -	From		То	No. of days worked	Total Payable
- }	TANZANIA		0/01/2013	10/02	/2013	10	14,400.00
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by P!	ade at the UN operational the subscriber. ease make payment as in Name of Bank:			ime paymoni to .	Account title	arges related to payment will b	
1	Address:				Account nur	nber:	
	Currency of Account:				Social Secu (if applicable	rity or Tax Identification No.: e)	
	Signature:				Date:	30/05/2013	
3	. To be completed	by Area/Re	equesting Off Final report a	icer ccepted		Assessment sheet attack	ned:
			Final report n	ot accepted		Second Assessment to I	pe added:
	Signature: Signature: GERTRU	s satisfactorily posterior in the satisfactorily posterior in	performed during	the above mention	ned dates.	Date	301412013
4	I. To be completed	by the Cer	tifying Office				
	Please process the pay	ment of			subscriber in of Claim receiv	accordance with the payment i	nstructions given above.
	Cedifying Officer		(Certifying Bureau/C	Division		Date



Camco Advisory Services (Kenya) Limited

Muringa road

United Nations Development Programme UNDP - TZ

off Elgeyo marakwet road

Nairobi

Tanzania

Tel +254 20 387 5902

Fax +254 20 387 5902

Email: esda@esda.co.ke

PIN: P051104886D VAT: 0123995B

invoice No. CAMCO00813

Contract No. 064/2012

Product/Description

Project

Net Total \$14,400.00 USD

003755

Scaling Up Fuel Eficient Technologies (Sustainable Land Management Kilimanjaro Region)

Consultancy Fees

25% of Contract fee upon Submission of Workshops Proceedings Report

\$14,400,00

As per contract

USD

14,400.00

VAT @ 0%

USD

0,00

USD

14,400.00

Payment Instruction:

Camco Advisory Services (Kenya) Limited

Barclays Bank of Kenya Ltd

Branch Code: Barclays Plaza-022 Account number: 0227332891

Swift Code: BARCKENXANPB

For: Camco

Stephen Mutimba

Managing Direct

Lavenda Masinde

Accountant

de 03 (102) 1013

PD# 12418

Requisition

JIN DE

Ship To:

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

Business Unit: REQ Number	Date		Page
0000010656	28/01/2013		1
Requester			
Gemma ALITI			•
Tel:			
Fax:	_		
gemma.aliti@und	lp.org		
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·		_ -	
Approver	•		

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Line-Scho	Item	· -	Descripti	on			Quantity UO	vi Due Da	te Unit	Price	Line Total
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١ .	Buyer: Vendor: << 3rd ins	Fina Ma 0000000 stalment u		EN NDORE on of draft re	EMUTIMBA eport (30%) >			• •		••	

						Ī	ine Total:			17,280.00
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	Buver:	Fina Masa	aro							•

Vendor: 000007334 STEPHEN NDORE MUTIMBA

<< 4th and final payment upon submission of final and approved report (30%) >>

Requisition



Ship To:

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

Business Unit: REQ Number 0000010656 Requester Gemma ALITI Tel: Fax: gemma.aliti@und	7ZA10 Date 28/01/2013	Page 2
Approver		

Line-Schd	item		Description				Quantity UON	Due Date	Unit Price	Line Total
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4-1 .	80161903	Cons	ti sultants-Tecl	าก			1.0000 EA	28/01/13	B,640.00 ·	8,640.00
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	Buyer: Vendor: << 1st ins	Fina Masa 00000073 stalment upo		EN NDORE on of inception	MUTIMBA on report (15%	%) >>				•

8,640.00 Line Total:

Total Regulsition Amount:

USD 57,600.00

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

Approval Signature

Confirmation

Requested

Gemma ALITI

Number of

Amount:

4

For:

Requisition

STEPHEN NDORE

Lines: Total

57,600.00USD

Name:

MUTIMBA

Requisition

0000010656

D:

Business Unit:TZA10

Priority:

Medium

Budget Status: Not Checked

UNDP Approval

▼STEPHEN NDORE MUTIMBA:Pending

UNDP Approval

Pending

Multiple Approvers
UNDP Approval

Requisition



Ship To:

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

Business Unit: REQ Number	TZA10 Date	Page
0000010638	18/01/2013	1
Requester		
Nasser NGENZI		
Tel:		
Fax:		
nasser.ngenzi@	undp.org	

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Line-Scho	d Item	Description	n	· · · · ·		Quantity UO	M Due Dat	e Unit Prk	е	Line Total
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2-1	8016190		nti sultants-Tec	hn			1.0000 LS	18/01.	/13 14,40	0.00	14,400.00
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14,400.00 Line Total: 17,280.00 1.0000 LS 18/01/13 17,280.00 80161903E E) Intl 3-1 Consultants-Techn ical Amount. <u>Activity</u> Res Type Percent <u>Project</u> <u>GL Unit</u> Fund <u>Dept</u> Imp Agent Donor <u>0/U</u> Acc No 17,280.00 TZA UNDP1 04000 38205 001459 Vendor: 0000007334 STEPHEN NDORE MUTIMBA << UPON SUBMISSION OF DRAFT REPORT (30%) >> 100 00074207 ACTIVITY3 00012 71205

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Requisition



Ship To:

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

Page 2
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Line-Scho	i Ilem	 Descriptio	ภ			Quantity UC	M D	ue Date	Unit Price	Line Total
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					Ţ	ine Total:				17,280.00

Total Requisition Amount:

USD 57,600.00

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

Approval Signature	_

UNITED NATIONS DEVELOPMENT PROGRAMME



No. 064/2012

Contract for the services of an Individual Contractor CONSULTANCY SERVICES FOR SCALING UP FUEL EXFICIENT TECHNOLOGIES (Sustainable Land Management in Kilimaniaro Region)

This Contract is entered into on 21" November 2012 between the United Nations Development Programme (hereinafter referred to as "UNDP") and Mr. Stephen Mutimba (hereinafter referred to as "the Individual Contractor") whose address is:

C/O CAMCO Advisory Services Kenya Ltd., 78406-00508 Moringa Road Off Elgayo Marakiyet Road Nairobi, Kenya

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:

I. Nature of services

The Individual Contractor shall perform the services as described in the Terms of References which form an integral part of this Continct 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 November 2012, and shall expire upon satisfactory completion of the services described in the Terms of Reference mentioned above, but not later than 20th 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 11.

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 USS 57,600,00 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.

	-
PERIODE PROBLEM	AMOUNTINUS
Upon delivery of acceptable Inception Report (15%)	8,640.00
Upon submission of Workshop Proceedings Report (25%)	14,400.00
Upon submission of Draft Report (30%)	17,280.00
Upon submission of Final and Approved Report (30%)	17,280.00
Total Action 15 yorking days spread over a maximum period of amonths 223	55 (00.00 · · · · · · · · · · · · · · · · ·

If unforeseen travel outside the Duty Station not required ' - the Terms of Reference is requested by UNDP, and upon prior written agreement, such travel shall be at UNDP's exp Le Individual Contractor shall receive a per diem not to exceed United Nations daily subsistence allowance rate

Where two currencies are involved, the rate of exchange the UNDP instructs its bank to effect the payment(s).

~ United Nations on the day

4. Rights and Obligations of the Individual r

The rights and obligations of the Individual Contr including its Annexes. Accordingly, the Individu compensation or entitlement, except as expressly: for claims by third parties arising from the Indivi Contract, and under no circumstances shall UNI

Kindly get the Reg be approved before creation of

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Beneficiary

The Individual Contractor selects Joy Bahr event of death of the Individual Contractor. incurred liability insurance attributable to t

iy service-

Mailing address, email address and phon

P.O. Box 153 00100 GPO Nairobi, Kenya, Eman.

Malling address, email address and phone number of emergency con-

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 bulletius ST/SGB/2003/13 of 9 October 2003, entitled "Special Measures for Protection from Sexual Exploitation and Sexual Abuse" and ST/SCB/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)

Titus Ospindfina. Deputy Country Director Mr. Stephen Mutimba Consultant

HIND THE	SONY INDINCORENTE CONDITION OF HIM	SRAMME	
UNDP Dar Es Salaam, Tanzania		ATLAS REQUISITION NUMBER	ADMIN CODE
REQUISITION DATE	10 אטבע, 2012	PROJECT NUMBER 00074207	PAGE 1 de 1
Project: SUSTAINABLE LAND	SUSTAINABLE LAND MANAGEMENT - KILIMANJARO		
CONTACT REQUISITIONER/PERSON IN CHARGE:	RSON IN CHARGE: GERTRUDE LYATUU		13/7/2
ESTIMATED AMOUNT OF CONTRACT:	RACT: USD 175,000.00		
AVAILABLE BUDGET (Available/	ed bud	75,000.00	
CHART OF ACCOUNT:		DELIVERY PLACE: DAR ES SALAAM	200
Account: 71205		CONTACT: PHONE NUMBER:	SER:
Departement ID: 38205		- ADMINISTRATIVE SECRETARY	
Fund: 04000	a de la companya de l	CITY / REGION: MOSHI, KILIMANJARO	
Project: 00074207			(
Implementing Agency: 001459		EXPECTED DELIVERY TIME: AUGUST, 2012	
Donor: 00012			
REQUIRED ITEMS/SERVICES	CES:		
TEM N° QTY UNIT	(Technical specifications, TOR	ITEM DESCRIPTION (Technical specifications, TOR, BoQ or any other relevant information to be attached)	COMMENTS
	ADVERTISEMENT FOR CONSULTANCIES - SCALING UP EFFICIENT	ES - SCALING UP EFFICIENT FUEL TECHNOLOGIES,	
1 3 EA	KILIMANJARO	XILIMANJARO	
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NAME AND SIGNATURE OF REC	NAME AND SIGNATURE OFFREQUISITIONER: GEORIA KIONDO 人类。		
	PLEASE ATTACH MY USEFI		IONS
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KILIMANJARO REGION		S	$\bigcup l \sim$			
			DNAL	LOWIN	KOIZZ	ER'S OFFICE,
Telegrams: 'REGCOM' KILIMANJAI		MOVISORS		 	P. O.	Box 3070,
Tel. No. 027-2754236/7	ALIEN STATE	JPPORT		 	MO:	•
E-mail: raskilimanjaro@pmoralg.go.tz		NANCE]
Fax Na. 027-2753248/2751381	AFUN	ICTION			ļ	<u> </u>
In reply please quote	YFICE	FINANCE		ļ		
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Ref. No. BF/82/134/01/29		REMENT ERYICES	ļ	-	20	^h June, 2012
	Presidentes		 			1
COUNTRY DIRECTOR UNDP CO-Att Ger	trudeil	3.VRefilli				<u></u>
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RE: RECRUITMENT OF CONSULTANTS

The heading above refers.

Iam in agreement with UNDP to advertise the following Consultancles:

- Scaling up fuel efficient technologies for domestic, institutions and industrial use in Kilimanjaro Region, Tanzania with carbon benefits.
- Policy review, harmonization and traditional institutions for NRM in Kilimanjaro Region, Tanzania and
- Assessing training and staffing needs at all levels of conservation practice and direct capacity building interventions.

Yours sincerely,

:Dr. Palsal.H.H. Issa

Regional Administrative Secretary Kilimanjaro.

ID: 00074207: 8LM

TERMS OF REFERENCE

INTERNATIONAL CONSULTANT

Scaling up fuel efficient technologies for domestic, institutions and industrial use in Kilimanjaro Region, Tanzania, with carbon benefits

A. Background:

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- 1. The Kilimanjaro region, like the rest of Tanzania, relies heavily on biomass for energy, both in homes and in the public institutions such as schools, prisons, hospitals, etc. The region is host to several boarding institutions of higher learning (secondary schools, university campuses), prisons and hospitals. Collectively these institutions consume large quantities of woodfuel and charcoal annually, contributing substantially to deforestation in the region. The charcoal making process is highly inefficient, often using traditional methods with low conversion rates. Replanting for charcoal is rare as is selection of less valuable species or coppicing. At the same time, the vast majority of human waste is discharged untreated into the environment, contributing to methane emissions. Although there are several proven technologies for renewable energies and improving energy efficiency in biomass, wide scale adoption in the region has been very limited due to a combination of interrelated factors, among them: low affordability, poor distribution and marketing outlets and inadequate home-based research and development.
- 2. Under the Kilimanjaro Sustainable Land Management Project, the government is seeking to engage with the public institutions to explore possibility of using the potential for energy switch presented by the Carbon Market, to reduce emissions from both the inefficient use of biomass energy and discharge of human waste into the environment, in a triple-win situation that cleans the environment, reduces deforestation and provides avenues for income/revenue generation. Building on the current drive for "Majiko Banifu", the government, through the project, is also seeking to increase the rate of uptake of efficient energy processes in homesteads, encompassing the broad spectrum of processes from sustainable harvesting, to efficient conversion of wood to energy, and energy saving techniques.
- 3. The overall goal of the project is Sustainable Land Management provides the basis for economic development, food security and sustainable livelihoods while restoring the ecological integrity of the Kilimanjaro region's ecosystems. The project aims to provide land users and managers with the enabling environment (policy, financial, institutional, capacity) for SLM adoption. This will be achieved through three key outcomes:
 - i) The policy, regulatory and institutional environment support sustainable land management, PES and natural resource governance in the Kilimanjaro region and the country:
 - ii) Markets support expansion of livelihood options in Kilimanjaro to reduce pressure on agriculture and natural resources and increase income:
 - iii) Institutions with capacities and skills to undertake knowledge based land use planning and adopt methods and technologies for climate change resilient NR supported development:
- 4. The project's immediate focus is the Kilimanjaro districts. Lessons learnt will be upscaled to the entire region through the national level SLM program, currently under formulation under the guidance of VPO (the UNCCD Focal Points Office), with support from UNDP and the Global Mechanism. The four year project is coordinated by the RAS Kilimanjaro Region in collaboration with the relevant Ministries. Implementation is taking place in the seven Districts of Kilimanjaro (namely Moshi, Moshi Rural, Rombo, Same, Mwanga, Siha and Hai) involving local authorities and stakeholders, as well as the departments of forestry, energy, Climate Change & Meteorological Services, Land Resources Conservation, Extension, Water and Planning. Linkages with the private sector, other development partner programs and NGOs will be actively sort.

- ✓ Undertake the technical design of the PID using the UNDP MDG Carbon Facility guidelines and templates;
- ✓ With assistance from the UNDP MDG Carbon Facility, market the PID to potential carbon credit buyers;
- Supervise the set up of the system in the selected institutions;
- ✓ Build the capacity of the institutions to manage the systems over the long term, in accordance with the technical specifications of the systems;

C. Outputs / deliverables:

- ✓ Inception Report (max. 6 pages), including: An assessment of the ToRs; A strategy and workplan of how to implement the assignment, including division of labor between the consultants; Outline of Final Reports, list of stakeholders to consult; References. Draft Inception Report to be delivered maximum 5 working days after commencement of assignment, and to be finalized including comments of stakeholders within 10 working days after commencement of assignment.
- ✓ Presentation of main findings to the national stakeholder consultation workshop, to be held within 8 weeks after commencement of assignment (for Phase I) and ten weeks after commencement of Phase II:
- ✓ First draft Report to be submitted to PMU , incorporating comments from the Stakeholders workshop, 10 weeks after commencement of assignment (for Phase I), and 12 weeks after commencement of Phase II (for Phase II);
- Final and approved Report, containing all areas addressed as stated above, and with relevant stakeholders comments addressed, to be delivered max. 12 weeks after commencement of assignment (Phase 1) and 15 weeks after commencement of assignment for Phase II.

D. Methodology of assignment

10. The team of consultants shall review all available and relevant background information available, particularly related to energy issues and existing programs addressing the energy sector. The team will undertake field studies and will consult all relevant stakeholders, either individually or in focus group discussions. Consultant team can opt for field visits to ground truth their observations and consult with other institutions working in the sector, land managers and other stakeholders, as they deem necessary.

E. Reporting lines and timeframe:

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- 11. The International Consultant will report and work under the overall supervision of the Regional Administrative Secretary, through the Project Technical Advisor. The International Lead Consultant will work with a local consultant that will be hired separately by the project, who will look into specific issues as guided by the TORs and the International Lead Consultant, and will report to the Lead Consultant.
- 12. Phase I will be conducted over a period of 40 person days spread out over a maximum period of 12 weeks. This includes preparation, inception report, consultations, desk- and field-work, draft report and final report as indicated in the Deliverables above. The International Consultant is responsible for the ultimate delivery of the outputs of the assignment. Phase II will be conducted over a period of 45 person days spread out over a maximum period of 6 months. This includes preparation, inception report, consultations, desk- and field-work, draft report and final report as indicated in the Deliverables above. The International Consultant is responsible for the ultimate delivery of the outputs of the assignment.

F. Qualifications and experience:

13. The international consultant will be the Team Leader should have the following qualifications and Experience:

 Education: Advanced university degree (Masters or higher level) in a discipline relevant to Natural Resources Management such as: Natural Resources Management, Forestry, Energy, Environment, Geography, etc..;

 Experience: Minimum of 7 years professional experience in energy and climate change issues as they relate to carbon credits, natural resources use and sustainable resources management;

Skills in facilitation and coordination, with strong communication and inter-personal skills;

Sound judgment and strong client and results orientation;

Strong analytical and report writing abilities required;

G. Competencies:

 Is up to date with new developments, concepts and theories in the area of Energy and climate debate and actively seeks to stay abreast of these developments

Understands rural development in Tanzania and can communicate in Kiswahili;

 Possesses expert knowledge of advanced concepts in natural resources management, a broad knowledge of related disciplines, as well as an in-depth knowledge of relevant organizational policies and procedures;

Someone who can persuade, convince or influence others in order to have a specific impact or effect;

Good ICT skills;

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- Works with energy and a positive, constructive attitude;
- Demonstrates good oral and written communication skills;
- Results Orientation.