



Tanzania

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

Vendor: 000007453
JOHN FRANCIS KESSY
PO BOX 3226
SUA
MOROGORO
Tanzania

Ship To:

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

Bill To:

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

| | |
|-------------------|--------------------|
| PO Number | TZA10-0000012489 |
| Date | 22/04/2013 |
| Revision | |
| Page | 1 |
| Payment Terms | Immediate |
| Freight/INCOTERMS | DRS |
| Ship Via | Common |
| Buyer | Severina Kwakiluma |
| Phone | Tel: 22 2112576 |
| Currency | TZS |
| Approver | Titus OSUNDINA |

Dispatch via Print

Purchase Order

| Ln-Sch Item | Description | Quantity | UOM | Due Date | Unit Price | Line Total |
|-------------|-------------|----------|-----|----------|------------|------------|
|-------------|-------------|----------|-----|----------|------------|------------|

| | | | | | | |
|-----|-----------|---------------------------|------|----|------------|--------------|
| 1-1 | 80161905E | At contract signing (10%) | 1.00 | EA | 22/04/2013 | 1,846,800.00 |
|-----|-----------|---------------------------|------|----|------------|--------------|

| | | | | | | |
|-----|-----------|---|------|----|------------|--------------|
| 2-1 | 80161905E | Submission and Approval of the 1st Draft Report (40%) | 1.00 | EA | 22/04/2013 | 7,387,200.00 |
|-----|-----------|---|------|----|------------|--------------|

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|-----|-----------|--|------|----|------------|--------------|
| 3-1 | 80161905E | Submission and Approval of the Final Evaluation Report (50%) | 1.00 | EA | 22/04/2013 | 9,234,000.00 |
|-----|-----------|--|------|----|------------|--------------|

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|-----|-----------|---|------|----|------------|--------------|
| 4-1 | 80161905E | DSA for 14 nights | 1.00 | EA | 22/04/2013 | 3,402,000.00 |
| 5-1 | 80161905E | Transport Costs (Air Ticket and Car Hire) | 1.00 | EA | 22/04/2013 | 5,346,000.00 |

| | | | | | | |
|-----|-----------|--|------|----|------------|--------------|
| 6-1 | 80161905E | Stationary, Communication, Report Production and Local Level Facilitation (Assistants) | 1.00 | EA | 22/04/2013 | 1,782,000.00 |
|-----|-----------|--|------|----|------------|--------------|

Total PO Amount TZS 28,998,000.00

This PO is subject to UNDP General terms and conditions.

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

Authorized Signature



1. For Personnel use only

Name: John Francis Kessy
 Project Number: 0077042
 Project Title: Training of Staffing Needs for Cons. Practices
 Starting Date: 4/4/2013
 Expiry date: 6/6/2013
 Expected number of work days per week: 5
 30w.d.
 Vendor No.: 0000007453
 Index no.: 024/2013

Certification of Payment

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 | 24/4/2013 | 6/6/2013 | | TZS. 12,376,800.00 |
| | | | | for signing of contract, DSA, Transport & stationary |

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 payments made. Bank charges related to payment will be borne by the subscriber.

Please make payment as indicated below:
 Name of Bank: CRDB PLC
 Address: P.O. Box 3226, Morogoro

Account title: John Francis Kessy
 Account number: 0112075032300
 Social Security or Tax Identification No.: (if applicable)
 Currency of Account: TZS
 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: _____
 Name: Gertrude Lyallu
 Title: Certifying Officer

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

Date: 25/4/2013

PQ# 12489

[Handwritten Signature]

UNITED NATIONS DEVELOPMENT PROGRAMME



No. 02/2013

Contract for the Services of an Individual Contractor
 ASSESSMENT OF TRAINING AND STAFFING NEEDS AT ALL LEVELS OF
 CONSERVATION PRACTICE DIRECTS CAPACITY BUILDING INTERVENTIONS

This Contract is entered into on 19th April 2013 between the United Nations Development Programme (Contractor) referred to as "UNDP" and Prof. John Francis Kessy (Contractor referred to as "the Individual Contractor") whose address is:

Kenya University of Agriculture
 Faculty of Forestry and Range Management,
 Department of Forest Resources,
 Kericho,
 Kenya
 Email: jfkessy@kenyauniversity.ac.ke
 Phone No. 011 254 51938

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 any attached hereto as Annex I in the following Duty Stations: Kitmanjaro.

2. Duration

This Individual Contract shall commence on 24th April 2013, and shall expire upon satisfactory completion of the services described in the Terms of Reference mentioned above, but not later than 6th June 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.un.org/development/dcpd 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 travel expenses specified, the Contractor shall pay the Individual Contractor a fee of TZS 18,998,000.00 in accordance with the table set forth below. Payment shall be made upon certification by the Government of Tanzania 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 (TZS) |
|---|-------|--------------|
| At Contract Signing | (10%) | 1,898,800 |
| Submission and Approval of the 1 st Draft Report | (10%) | 7,397,200 |
| Submission and Approval of the Final Evaluation Report | (10%) | 9,314,000 |
| DSA for the NGOs | | 3,102,000 |
| Transfer of Cash (Air Ticket and Car Hire) | | 3,116,000 |
| Stationery, Commission, Report Production and Local Level Facilitation (Assistants) | | 1,782,000 |
| Total Amount (for 30 Working Days) | | 37,998,000 |

[Handwritten Signature]

[Handwritten signature]

Date: 19/11/13

Prof. Dr. Ernest Keya
Consultant

[Handwritten signature]

INDIVIDUAL CONTRACTOR

Mr. John Mwangi
Republic Country Director (C)

Date: 19/11/13

[Handwritten signature]

United Nations Development Programme (UNDP)
Authorizing Officer

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

The Individual Contractor, at knowledge and agree that I have read and accept the terms of this Contract, including the General Conditions of Contract for Individual Contractors available on UNDP website at www.un.org/development/dcpd/contracts 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 Bulletin 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 Concerning the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Experts on Mission".

BY SIGNING BELOW, THE INDIVIDUAL CONTRACTOR, HEREBY ACCEPTS AND AGREES TO EXECUTE THIS CONTRACT.

Mailing address, email address and phone number of beneficiary:
Box 2226, Njiruro, Email: erkeya2013@un.org, Phone No. 0754948789

The Individual Contractor certifies that Mr. Ernest Keya is the sole and exclusive contractor for the provision of the services described in the contract. This includes the payment of any service-indebted liability incurred by the contractor to the performance of the services by UNDP.

The rights and obligations of the Individual Contractor are strictly limited to the terms and conditions of this Contract. The Individual Contractor shall not be entitled to any benefit, payment, subsidy, including its taxes. Accordingly, the Individual Contractor shall not be entitled to any benefit, payment, subsidy, compensation or emolument, 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 shall be held liable for such claims by third parties.

4. Rights and Obligations of the Individual Contractor
The Individual Contractor shall be held liable for such claims by third parties.
The Individual Contractor shall be held liable for such claims by third parties.
The Individual Contractor shall be held liable for such claims by third parties.

Requisition Details

Requisition Name Requisition ID Unit Date Status Total

0000010724 0000010724 TZA10 28/03/2013 Pending 20,000.00

| LineItem | Description | Source | Amount | Qty | Price | Status | Total |
|----------|------------------------------|-------------|----------|------|-----------|---------|-----------|
| 1 E) | Local Consultants-Technic... | Not Sourced | N 1.0000 | Each | 20,000.00 | Pending | 20,000.00 |

Line Comments:

<< Recruitment of a consultant to undertake staffing needs assessment for Conservation practices >>

approved
Blaise



UNITED NATIONS DEVELOPMENT PROGRAMME

UNDP

Dar Es Salaam, Tanzania

ATLAS REQUISITION NUMBER

15724

ADMIN CODE

REQUISITION DATE

27th March, 2013

PROJECT NUMBER : 00074207

PAGE 1 de 1

Project : SUSTAINABLE LAND MANAGEMENT - KILIMANJARO

CONTACT REQUISITIONER/PERSON IN CHARGE : Gertrude Lyatuu

ESTIMATED AMOUNT OF CONTRACT : US\$20,000

AVAILABLE BUDGET (Available/Reserved budget for this specific activity) : US\$20,000

CHART OF ACCOUNT : UNDP1-71305-TZA-38205-62000-001459-10003-ACTIVITY3

DELIVERY PLACE : RAS KILIMANJARO

Account : 71305

CONTACT: RAS KILIMANJARO

Department ID : 38205

PHONE NUMBER :

Fund : 62000

ADDRESS : P.O. BOX 3070 - KILIMANJARO

Project : 00077042

CITY / REGION : DAR ES SALAAM

DELIVERY PLACE : RAS KILIMANJARO

Implementing Agency : 001459

EXPECTED DELIVERY TIME: 15 APRIL, 2013

Donor : 10003

REQUIRED ITEMS/SERVICES : CONSULTANCY TO UNDERTAKE

| ITEM N° | QTY | UNIT | ITEM DESCRIPTION (Technical specifications, TOR, BoQ or any other relevant information to be attached) | COMMENTS |
|---------|-----|------|---|----------|
| 1 | 32 | DAYS | NATIONAL CONSULTANT - TRAINING OF STAFFING STAFFING NEEDS FOR CONSERVATION PRACTICES | |
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NAME AND SIGNATURE OF REQUISITIONER : GLORIA KIONDO

Gloria Kiondo

AUTHORIZED BY : GERTRUDE LYATUU

Gertrude Lyatuu

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

011709032300