

CONTRACT FOR CONSULTANT SERVICES

Division/Region/Unit: P&I	Contract No: P&I/15/043
Budget Code: 3107 DDGP1 CORE 01.5 GBL079	
Contract entered between the International Centre for Research in Agroforestry (ICRAF) (herein referred to as Centre) and Griffin Muteti (herein referred to as the Consultant).	
Name of Consultant: Griffin Muteti Address: P.O Box 1009 90200 Nairobi PIN: A009067747C	Telephone: +254 702 990800 Nationality: Kenyan Email: <u>g.muteti@cgiar.org</u>
BRIEF DESCRIPTION OF WORK ASSIGNMENT Under the supervision of Hellen Ochieng and Solomon Mwangi the consultant shall carry out the following tasks: <ol style="list-style-type: none"> 1. Convert the country select field to a select field from a radio button 2. Increase the font for legibility 3. Convert the GRPs to SDs 4. MOUs to be ordered by date 5. New dates for MOUs to apply only on new documents 6. Add a new category of partnership" Host country Agreements" 7. Merge similar typologies in the database 8. Improve the look and feel of the database 9. Add possibility to export data to an excel sheet 10. Modify the list of countries to improve consistency 11. Adding a slider to the blog 12. Adding alerts 13. Adding recently renew MoUs on the admin page 	
This Contract shall commence on 21 February 2015 and shall expire on the satisfactory completion of service as described in the Terms of Reference, but not later than 20 March 2015 unless sooner terminated under the terms of this Contract. This Agreement incorporates the terms of the Policy and Procedures on the engagement of consultants, ICRAF Travel Policy (where applicable) and the requirements of the Terms of Reference (ToR) by reference. (Please find copies attached). If any provision of this Agreement conflicts with a provision in the Policies and ToR mentioned hereinabove, the provision of this Agreement shall prevail	
This Agreement may also be terminated by either party giving 7 day written notice of intent to terminate the Agreement. Upon making or receiving a termination notice, the Consultant must take immediate action to cease all expenditures other than those reasonably necessary to effect the close out of this Agreement.	
Consideration: As full consideration for the services performed by the Consultant under the terms of this Contract, the Centre shall pay the consultant upon certification that the services have been satisfactorily performed.	
Currency: USD Total Fees: 500	
The fee is payable upon completion of the assignment, certification of satisfactory performance, submission of deliverables and an invoice approved by the supervisor	
Proposed by Director <div style="text-align: center;">  (Signature) </div> <div style="text-align: center;"> (Date) <u>24/2/2015</u> </div>	Certification of Funds(Finance Unit) <div style="text-align: center;">  20/2 </div>

<p>Authorized/Human Resources Unit</p> <p>23/2/15</p> <p>(Signature) (Date)</p>	<p>I acknowledge that I have read and accept all the conditions in relation to this consultancy</p> <p>(Signature of consultant) (Date)</p>
<p>Completion of Assignment</p> <p>(Signature of Director) (Date)</p>	<p>Banking details of Consultant</p> <p>PAYEE: BANK NAME: ACCOUNT NO: BANK CODE: BANK ADDRESS:</p>

Requirements	•Demonstrates the following skills; critical thinking and problem solving skills, planning and organizing, decision-making, Communication skills, teamwork.
Payment Schedule <i>(All payments are based on deliverables/outputs. As per policy there should be no request for advance payment.)</i>	One off payment on completion of the assignment
Signature of Supervisor:..... <i>Phiang</i> Dated10/02/15.....	



TERMS OF REFERENCE

Organizational Setting <i>(Division/SD Hosted Institution or programme)</i>	Partnerships and Impact Directorate
Supervisor(s)	Solomon Mwangi (Knowledge Management Unit) and Hellen Ochieng
Duration Of Assignment <i>(Not to exceed 6 Months)</i>	1 Month; February 21-March 20, 2015
Duty Station(s) <i>(Indicate if campus ID is required)</i>	Nairobi
Term of Reference And Deliverables <i>(Full description of the work to be done)</i>	<ul style="list-style-type: none"> • convert the country select field to a select field from a radio button • increase the font for legibility • convert the GRPs to SDs • add China region • MOUs to be ordered by date • New dates for MOUs to apply only on new documents • add a new category of partnership "Host country Agreements" • Merge similar typologies in the database • Improve the look and feel of the database • add possibility to export data to an excel sheet • modify the list of countries to improve consistency • Adding a slider to the blog • Adding alerts • Adding recently renewed MoUs on the admin page.
Additional	•English fluency.

