



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

<b>Country:</b>	Turkey
<b>Description of the Assignment:</b>	Framework-based Consultancy Services on Development and Translation of Technical Specifications for Procurement Tenders and Provision of Technical Assistance During The Tender Processes.
<b>Reference Code:</b>	SCR/IC/2017/01
<b>Project Name:</b>	Various UNDP projects
<b>Period of Assignment/Services:</b>	March 2017 – December 2017

Proposal should be submitted by email to [tr.icproposal@undp.org](mailto:tr.icproposal@undp.org) no later than **1 March 2017, 12:30hrs.**

### 1 BACKGROUND

In order to develop the technical specifications for procurement tenders of various projects that are being/to be implemented by the UNDP and provision of technical assistance during the tender processes in the form of preparation of the responses to the prospective suppliers, UNDP will mobilize an IC on development of technical specifications for procurement tenders on a framework basis. For further details, please see Annex 1 (Terms of Reference).

### 2 SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The scope of the assignment is (i) to develop technical specifications and the requirements of the procurement tenders within UNDP's various projects through assessment of the needs at the local level, conducting thorough market research; (ii) to provide the UNDP with the technical assistance for preparation of responses to the (prospective) clarification requests that might arise during the tender processes; (iii) accurate and complete translation of technical specifications from English to Turkish or vice versa; and (iv) preparation of initial market and supplier research.

The IC will work on a framework contract basis. Specific expectations from the IC will be articulated in the service requests to be made by UNDP during the course of the contract.

For further details, please see Annex 1 (Terms of Reference).

### 3 REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Please see Annex 1 (Terms of Reference).

### 4 DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- Financial Proposal (please see section 5, below and Annex II)
- Personal updated CV, including past experience in similar projects and at least 3 references
- 1 page of Letter of Interest (optional)

### 5 FINANCIAL PROPOSAL

The interested individual consultants must submit their financial proposals by following the guidance and the standard template provided in Annex 2. Any deviation from the standard text may lead to disqualification.

### 6 EVALUATION

The evaluation will be based on cumulative analysis (i.e. technical qualifications and price proposal). The weight of the technical criteria is 70%; the weight of the financial proposal is 30%. Candidates that obtain a minimum of 70 pts out of a maximum 100 pts will be considered for the financial evaluation. Candidates that do not meet the minimum requirements will be disqualified.

Criteria	Weight	Maximum Points	Weighted Score
<b>Technical</b>	<b>70%</b>	<b>100 pts</b>	<b>70</b>
<i>General Qualifications</i>	<i>14%</i>	<i>20 pts</i>	<i>14</i>
<i>General Professional Experience</i>	<i>21%</i>	<i>30 pts</i>	<i>21</i>
<i>Specific Professional Experience</i>	<i>35%</i>	<i>50 pts</i>	<i>35</i>
<b>Financial</b>	<b>30%</b>	<b>100 pts</b>	<b>30</b>

### 7 ANNEXES

The following annexes are an integral part of this procurement notice. In case of any conflict between the provisions of the Annex III and the procurement notice and/or Annex I and/or Annex II, the provisions of Annex III are applicable.

- Annex 1: Terms of Reference
- Annex 2: Price Proposal Guideline and Template
- Annex 3: General Conditions of Contract for Individual Consultants
- Annex 4: P11 Form

## **Annex 1: Terms of Reference for**

### **Framework-based Consultancy Services on Development and Translation of Technical Specifications for Procurement Tenders and Provision of Technical Assistance During the Tender Processes**

#### **BACKGROUND**

UNDP (United Nations Development Programme) is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. UNDP is on the ground in 177 countries and territories, working with them on their own solutions to global and national development challenges. As they develop local capacity, they draw on the people of UNDP and its wide range of partners. UNDP's global focus is helping countries build and share solutions to the challenges of: (a) Democratic Governance; (b) Poverty Reduction; (c) Crisis Prevention and Recovery; (d) Environment and Energy and (e) HIV/AIDS. UNDP helps developing countries attract and use aid effectively. In all its activities, UNDP encourages the protection of human rights and the empowerment of women.

UNDP Turkey aims to find practical solutions to Turkey's development challenges and manages projects together with the Turkish Government and other partners to address them. Since 1986 it has implemented over 80 programs across the country. In addition, the UNDP has played a major role in response to crises and disasters in Turkey and the surrounding region.

UNDP Turkey's strategy for 2011-2015, formulated with and agreed by the Turkish Government, highlights three core areas, through which UNDP supports the implementation of Turkey's development agenda through project implementation and policy advice. These are: 1) capacity building for democratic governance; 2) action and advocacy for poverty reduction; and 3) environment and sustainable development. In addition to these core areas, UNDP Turkey is emphasizing the role of women, private sector, capacity development and information and communication technology in its policies and programmes.

With the latest changes in the global arena and in Turkey, UNDP Turkey has repositioned itself to be in line with the new UNDP Strategic Plan 2014-2017, changing needs of Turkey and Tenth National Development Plan, in order to target development challenges and priorities of the country.

UNDP Turkey has repositioned to contribute through three core areas: 1) Inclusive and Democratic Governance (IDG); 2) Inclusive and Sustainable Growth (ISG); and 3) Climate Change and Environment (CCE); and in addition to these core areas, UNDP Turkey is emphasizing the role of Strategic Partnerships that cut across the entire country programme as well as regionally and globally.

In order to develop the technical specifications for procurement tenders of various projects that are being/to be implemented by the UNDP and provision of technical assistance during the tender

processes in the form of preparation of the responses to the prospective suppliers, UNDP will mobilize an IC on development of technical specifications for procurement tenders on a framework basis.

## 8 OBJECTIVE AND SCOPE

The ultimate purpose of the assignment is (i) to develop technical specifications and the requirements of the procurement tenders within UNDP's various projects through assessment of the needs at the local level, conducting thorough market research and (ii) to provide the UNDP with the technical assistance for preparation of responses to the (prospective) clarification requests that might arise during the tender processes; (iii) accurate and complete translation of technical specifications from English to Turkish or vice versa; and (iv) preparation of market and supplier research when necessary. Framework-based consultancy services include but are not limited to refurbishment of industrial facilities, vocational training centers, purchase of ICT equipment and so on.

## 9 ACCRONYMS AND ABBREVIATIONS

Unless otherwise noted;

- *The Assignment* refers to the present Assignment
- *w/d* refers to working days
- *IC* refers to the Individual Consultant,
- *UNDP* refers to United Nations Development Programme Country Office in Turkey,

## 10 DUTIES AND RESPONSIBILITIES OF THE INDIVIDUAL CONSULTANT (IC)

As noted in Section 2, UNDP will mobilize an individual consultant (IC) on a framework contract basis. The following duties and responsibilities are *indicative* and *subject to further detailing* through specific service requests to be made by UNDP during the course of the contract duration.

Within the scope of the Assignment; the IC is expected to provide consultancy services for the below listed generic activities:

- Identify the project based supply requirements in consultation with the UNDP and the local beneficiaries
- Translation of readily available technical specifications/procurement documents
- Develop the technical specifications of supplies, equipment and machinery based on the final requirement lists
- Assist planning of industrial training facility
- Conduct market research through screening of potential suppliers and assess alternative products
- Provide UNDP with technical advisory services for the finalization of the full fledged supply tender dossiers
- Provide the UNDP with the technical assistance for preparation of responses to the clarification requests that might be raised by prospective suppliers.
- Assist and provide technical support to procurement process in tender evaluation processes
- Provide UNDP with technical assistance during the evaluation of the proposals as needed.
- Provide UNDP with technical assistance, during acceptance of the purchased equipment as needed.

If required by the UNDP and the national implementing partners, the IC could be requested to provide additional consultancy services on topics related to her/his expertise areas.

The IC will report to the assigned managers of the projects at the UNDP in which the IC will be retained.

## **11 DUTIES AND RESPONSIBILITIES OF THE UNDP**

UNDP will provide all relevant background documents. UNDP is not required to provide any physical facility for the work of the IC. UNDP will cover pre-approved *travel and accommodation costs*<sup>1</sup> of the IC when traveling outside of the duty-station and upon submission of relevant documentation.

## **12 DELIVERABLES**

The Assignment will include interim and final deliverables, which will be defined in the specific service requests to be made by UNDP to the IC.

All reports should be submitted in the Turkish and/or English Language.

## **13 ESTIMATED INPUTS BY THE INDIVIDUAL CONSULTANT (IC)**

The IC is expected to invest (*at maximum*) **30** working/days.

## **14 REQUIRED QUALIFICATIONS**

The required qualifications and/or experience are presented below:

### ***General Qualifications***

- University degree in management, economics, engineering, planning or in other relevant discipline
- Asset: Advanced Degrees
- Full computer literacy
- Fluency in English & Turkish

### ***Professional Experience***

- A minimum of 10 years of professional experience is required.
- *Professional experience of more than 15 years is an **asset**.*
- *International professional experience of more than 3 years is an **asset**.*

### ***Specific Experience***

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<sup>1</sup> Travel and accommodation costs for assignment-related travels outside of the duty station will be borne by UNDP and/or reimbursed upon submission of receipts, invoices of the expenses of IC and approval of UNDP which will be subject to limitations as per UN DSA rates.

- Specific experience in development of technical specifications and/or feasibility studies and/or requirements for procurement tenders,
- Specific experience in the procurement activities of programmes, projects and/or initiatives, and/or provision of capacity development activities on procurement
- *Asset: More than 4 years of specific experience in development of technical specifications and/or requirements for procurement tenders,*
- *Asset: Specific experience in the procurement activities of programmes, projects and/or initiatives in international settings including but not limited to the EU, UN, WB etc..*

## **15 TIMING AND DURATION**

The Assignment is expected to be launched in March 2017 and be completed by the end of December 2017.

## **16 PLACE OF WORK**

Place of work for the assignment is Ankara.

## **17 PAYMENTS**

The contract to be signed between UNDP and successful candidate(s) will ***not*** entail a financial commitment from UNDP. UNDP's financial commitment will be established on an *ad-hoc* basis every time as services are officially requested by UNDP.

Payment terms and conditions will be specified in the specific service requests. Payment terms and conditions along with the daily fee rate (indicated in the contract) and number of days invested (***not to exceed maximum number of days in the service request***) will be the basis of payment to the IC. Payments will be made against submission of the deliverable(s) in the specific service requests by the IC and approval of such deliverables by UNDP. UNDP will cover pre-approved travel and accommodation costs of the IC when traveling outside of the duty-station and upon submission of relevant documentation.

## Annex II: Price Proposal Guideline and Template

The prospective IC should take the following explanations into account during submission of his/her price proposal.

- You are asked to propose your professional **daily fee rate**, which will be multiplied by the number of working/days indicated in the Terms of Reference to establish the **total contract amount**.
- The fee rate should be indicated in Turkish Liras (TL).
- The fee rate should be indicated in gross terms and hence should be inclusive of costs related to tax, social security premium, pension, visa (if needed) etc.
- UNDP will not make any further clarification on costs related to tax, social security premium, pension, visa etc. It is the applicants' responsibility to make necessary inquiries on these matters.
- The payments to be made will be calculated on the actual number of working/days to be invested and reported (through timesheets) by the consultant for fulfillment/delivery of corresponding activities/deliverables. The number of working/days to be reported by the consultant cannot be more than the number of working/days, indicated in the service request allocated for the fulfillment/delivery of corresponding activities/deliverables.
- Travel and accommodation costs will be borne by UNDP.
- Once proposed and accepted, **the fee rate cannot be changed**.
- Please (a) copy the below text into a word processor, (b) indicate your daily fee rate as explained above, (c) do not change any part of the standard text (changing the standard text may lead to disqualification), (d) sign the document, (e) scan the signed version of the price proposal, and (f) send it as an attachment back to UNDP by replying to this email.

## Price Proposal Submission Form

**To:** United Nations Development Programme

**Ref:** Framework-based Consultancy Services on Development and Translation of Technical Specifications for Procurement Tenders and Provision of Technical Assistance During the Tender Processes.

Dear Sir / Madam,

I, the undersigned, offer to provide professional consulting services to UNDP within the scope of the referred Assignment.

Having examined, understood and agreed to the Procurement Notice and its annexes, the receipt of which are hereby duly acknowledged, I, the undersigned, offer to deliver professional services, in conformity with Annex I (Terms of Reference) of the Procurement Notice.

My *daily consultancy fee rate* is:  Turkish Lira

I understand that

- My daily fee rate will be multiplied by the applicable number of units to establish the contract amount.
- My services will be received *on a framework basis* and that signature of a contract would *not* establish a financial commitment from UNDP.
- A financial commitment from UNDP will only be established at the time of service request and only for *the number of maximum working/days* indicated in the service request,
- The number of working/days indicated in the service requests, allocated for each payment/deliverable is the *maximum* number of working days, and I agree to fulfill/deliver the relevant activities/deliverables at most within those maximum amounts of working/days.

I confirm that the price (daily fee rate) that I quote is **gross**, and is inclusive of all legal expenses, including but not limited to social security, income tax, pension, visa etc., which shall be required applicable laws.

I agree that my proposal shall remain binding upon me for 50 days.

I understand that you are not bound to accept any proposal you may receive.

[Signature]

Date:

Name:

Address:

Telephone/Fax:

Email: