



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date 16th August 2017

Country: Tunis, Tunisia

Description of the assignment: Travel Consultant

Type of Appointment: CONSULTANT (National)

Organizational Unit: UNDP Country Office, Libya at Tunis, Tunisia

Period of assignment/services (if applicable): Five (05) months

Number of Position(s): One (01)

The United Nations Development Programme (UNDP) requires the services of an individual to perform the work described in the corresponding TORs.

Proposal, inclusive of Technical and Financial parts should be submitted by e-mail to procurement.ly@undp.org not later than 23rd August 2017.

Any request for clarification must be sent in writing by standard electronic communication to procurement.ly@undp.org. UNDP Libya will respond in writing and send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

In consideration of your qualifications, we are hereby inviting you to submit an offer for this particular assignment. To assist you in understanding the requirements of this assignment, we have attached hereto the following:

- a) The Terms of Reference for the assignment described above;
- b) The standard Letter of Confirmation of Interest and Availability, which you must accomplish and submit to UNDP; and
- c) The Individual Contract and its General Terms and Conditions, which you would be expected to sign in the event you are the selected Offeror in this procurement process.

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

- Letter of presentation highlighting main qualifications and experience relevant to this TOR;

- Letter of Confirmation of Interest and Availability;
- CV and P11 form;
- Copy of education certificate;
- Completed financial proposal.

FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).



GENERAL INFORMATION

Title: Travel Consultant

Organizational Unit: UNDP Country Office, Libya at Tunis, Tunisia

Reports to: Operations Manager, UNDP Libya

Duty Station: Tunis, Tunisia

Duration of Assignment: five (05) months with possibility of extension

REQUIRED DOCUMENTATION FROM CONTRACTOR

X	Letter of presentation highlighting main qualifications and experience relevant to this TOR CV
X	CV and P11 form
X	Copy of education certificate
X	Completed financial proposal

I. BACKGROUND

UNDP has been working in Libya since 1976. Over the years we have re-aligned our support to meet emerging priorities in the country. Since the outbreak of conflict in 2014 and the deteriorating humanitarian situation, we continue to support Libya's transition to an inclusive political agreement, accountable governance, stabilization, economic recovery and resilience.

UNDP aims to support Libya's transition to an inclusive political agreement through urgent rehabilitation of key public services, expansion of dialogue between different stakeholders, support to constitutional processes underway and national and local capacity building to be able to address the urgent needs of citizens. In Libya UNDP partners with various government actors, non-governmental organizations, civil societies, the private sector, UN agencies and other organization.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

Summary of Key Functions:

Organization of logistical services and travel arrangement;

Organization of travel and purchase of tickets

Support Country Office and Projects in administrative and event management services.

Under the overall supervision of Operations Manager, UNDP Libya Travel Consultant shall perform the following tasks:

Ensures effective and efficient travel, logistics and administrative support services, focusing on achievement of the following results:

Full compliance of Administrative and Travel activities with UN/UNDP rules, regulations, policies and strategies;

Support to the organization of Conference, meeting and workshops;

Hotel reservations for visiting UN/UNDP officials;

Ensures organization of logistical services focusing on achievement of the following results:

Organization of travel including purchase of tickets, DSA calculation, PO preparation;

Arrangement of shipments; conference facilities arrangements;

Timely conducted DSA, Travel Agencies, hotel and conference facilities related services;

Closely work with contracted travel agent to ensure provision of high quality professional service and most competitive price;

Maintain a file for all the travel bookings made with all service providers, settlement of invoices issued by Travel Company and ensure invoices correspond with the bookings approved by the office;

Provision of information to the staff/concerned individual/consultant on travel including entitlements, travel route and hotel arrangements, as required;

Processing travel authorization and travel claims in line with travel entitlements for staff, consultants, UN and visitors, ensuring that the travel arrangement follow the UN rules of most direct route and most competitive prices;

Processing requests for visas, and necessary Identification Card for international staff;

Circulate copies of invoices to the respective Units/Projects for reconciliation and ensure payments are made;

Facilitate office space management including working spaces for the staff and visiting missions;

III. WORKING ARRANGEMENTS

Institutional Arrangement

The consultant will be reporting to Operations Manager, UNDP Libya.

Duration of the Work

The assignment duration is five (05) months with the possibility of extension, subject to satisfactory performance.

Duty Station

Contractor's duty station/location for the contract duration is Tunis, Tunisia.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

Secondary education;

University Degree in Business or Public Administration is desirable.

Years of experience:

Minimum 3 years in administration and travel management support;
 Minimum 1 year experience in ticketing;
 Familiarity with travel booking system (Certification is an asset);
 Experience in event management support;
 Good command of English and Arabic language;
 Proficiency in usage of computers, office software packages;

III. Competencies and special skills requirement:

Corporate Competencies:

- Demonstrates commitment to UNDP's mission, vision and values;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Demonstrate corporate knowledge and sound judgment;

Functional Competencies:

Knowledge Management and Learning

- Shares knowledge and experience;
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills;
- Self-development, initiative-taking.

Development and Operational Effectiveness:

- Understands the main processes and methods of work regarding to the position.

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- responsive/compliant/acceptable, and*
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.*

** Technical Criteria weight; 70 points or 70%*

** Financial Criteria weight; 30 points or 30%*

Only candidates obtaining a minimum of 49 point would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point
-----------------	---------------	----------------------

<u>Technical</u>		
Secondary education	20	20
Minimum 3 years in administration and travel management support	20	20
Minimum 1 year experience in ticketing	15	15
Experience in hotel reservation/event management	10	10
Previous work experience with UNDP agencies and /or international organizations	05	05
<u>Financial (Lower Offer/Offer*100)</u>	30	
		Technical score 70 + 30 Financial

Note

- Applications with **No financial offer or Missing P11 form** will NOT be considered for evaluation;
- Financial proposal should be on provided format (i.e. Annex 3- OFFEROR'S LETTER TO UNDP);
- Incomplete proposals will not be considered.

**OFFEROR'S LETTER TO UNDP
CONFIRMING INTEREST AND AVAILABILITY
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

Annex II

Date _____

***Noura Hamladji,
Country Director
United Nations Development Programme
Libya Country Office***

Dear Sir/Madam:

I hereby declare that:

- a) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- b) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- c) I therefore would like to propose my services and I confirm my interest in performing the assignment through the submission of my Personal History Form (P11) which I have duly signed and attached hereto as **Annex 1**;
- d) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as **Annex 2**;
- e) I hereby propose to complete the services for a total "**all inclusive**" price of _____ [*state amount in words and in numbers, in TND*], payable in the manner described in the Terms of Reference.
- f) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- g) This offer shall remain valid for a total period of _____ days [*minimum of 90 days*] after the submission deadline;
- h) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office [*disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists*];
- i) If I am selected for this assignment, I shall [*pls. check the appropriate box*]:

- ☐ Sign an Individual Contract with UNDP;
- ☐ Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:
-

j) I hereby confirm that *[check all that applies]*:

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work :

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- ☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal :

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

- k) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- l) **If you are a former staff member of the United Nations recently separated, pls. add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
- m) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

Full Name and Signature:

Date Signed :

Annexes *[pls. check all that applies]:*

- ☐ CV or Duly signed P11 Form
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- ☐ Brief summary of experience, qualifications, and skill relevant to this assignment

BREAKDOWN OF COSTS

SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A. Breakdown of Cost by Deliverables*

No	Deliverables/ Outputs	Quantity	UOM	Price in TND	Total in TND
1	All-inclusive monthly fee	05	MONTH		