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## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

PMU IC 17/101

Date: 28/11/2017

Country: KYRGYZSTAN

**Description of the assignment:** International Consultant for Terminal Evaluation

**Project name:** "Protect human health and the environment from unintentional releases of POPs and mercury from the unsound disposal of healthcare waste in Kyrgyzstan"

**Period of assignment/services (if applicable):** Estimated 20 working days during April-May 2018, including field mission to Kyrgyzstan: Bishkek and nearby

<b>Proposal Submission Address</b>	United Nations Development House, 160, Chuy Avenue, Bishkek, Kyrgyz Republic Receipt of bids will be made only during working hours from 09.00 – 17.00PM  Subject: PMU IC 17/101: "International Consultant for Terminal Evaluation"  <b>Incomplete proposals will be rejected at the moment of evaluation!</b>
<b>Deadline of Submission</b>	Date and Time : <b>08 December 2017, 15:00 pm (+6 GMT, Bishkek time)</b>
<b>Allowable Manner of Submitting Proposals</b>	<input type="checkbox"/> Courier/Hand Delivery <input type="checkbox"/> Electronic submission of Bid <sup>[1]</sup> , please refer to <b>Conditions and Procedures for electronic submission and opening.</b>
<b>Conditions and Procedures for electronic submission and opening</b>	<input type="checkbox"/> Official Address for e-submission: <a href="mailto:tender.kgz@undp.org">tender.kgz@undp.org</a> <input type="checkbox"/> Free from virus and corrupted files <input type="checkbox"/> Format: PDF files only. The Proposal should be protected with separate password (please see instructions on <a href="http://www.images.adobe.com/content/dam/Adobe/en/products/acrobat/pdfs/adobe-acrobat-xi-protect-pdf-file-with-permissions-tutorial-ue.pdf">http://www.images.adobe.com/content/dam/Adobe/en/products/acrobat/pdfs/adobe-acrobat-xi-protect-pdf-file-with-permissions-tutorial-ue.pdf</a> ) <input type="checkbox"/> Password <u>must</u> not be provided to UNDP until the date and time of Bid Opening as

<sup>[1]</sup> Ssecurity features (e.g., encryption, authentication, digital signatures, etc.) are strictly required and must be enforced to ensure confidentiality and integrity of contents.

	<p>indicated in Section “Instruction for Electronic Submission” below</p> <p>☐ Max. File Size per transmission: 5 MB;</p> <p>☐ Max. No. of transmission: unlimited</p> <p>☐ Mandatory subject of email for the Technical proposal: “Tender for International Consultant for Terminal Evaluation”;</p> <p>☐ Virus Scanning Software to be Used prior to transmission;</p> <p>☐ Time Zone to be Recognized: Kyrgyzstan (GMT+6);</p> <p><b><u>Instruction for Electronic Submission</u></b></p> <p>The Proposer may choose to submit the proposal by e-mail to <a href="mailto:tender.kgz@undp.org">tender.kgz@undp.org</a>. Having prepared the Proposal in paper format the entire Proposal should be scanned into .pdf (Adobe Acrobat) format file and attached to one or more e-mail(s). Please set-up a <b>password</b> to secure your Proposal which the Proposer should provide via e-mail <b>on 08 December 2017, from 15:00 to 15:30 pm local time (GMT+6).</b></p>
Date, time and venue for opening of Proposals	<p>Date and Time: <b>08 December 2017, 15:30 pm (+6 GMT, Bishkek time)</b></p> <p>Venue : United Nations Development House, 160, Chuy Avenue, Bishkek, Kyrgyz Republic</p>

Any request for clarification must be sent in writing, or by standard electronic communication to e-mail [procurement@pmu.undp.kg](mailto:procurement@pmu.undp.kg). UNDP will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

## 1. BACKGROUND

In accordance with UNDP and GEF M&E policies and procedures, all full and medium-sized UNDP support GEF financed projects are required to undergo a terminal evaluation upon completion of implementation. These terms of reference (TOR) sets out the expectations for a Terminal Evaluation (TE) of Protect human health and the environment from unintentional releases of POPs and mercury from the unsound disposal of healthcare waste in Kyrgyzstan (PIMS##5155).

## 2. SCOPE OF WORK:

Please refer to Terms of Refence attached as Annex 1

## 3. QUALIFICATION REQUIREMENTS

- A Master’s degree in natural science;
- Minimum 7 years of professional experience in the fields of chemicals or environmental management;
- Proven track record of evaluation of projects focusing on environmental/ chemical management or persistent organic pollutants management, confirmed with at least two project evaluations;
- At least one project evaluation with GEF M&E policies and procedures;
- Experience in working in Central Asian or CIS countries will be an asset;
- Fluency in English. Knowledge of Russian is an asset.

### 3. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

- a) Completed Letter of confirmation of interest and availability including financial proposal as per UNDP template;
- b) Personal CV and a P11 Personal History form, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate;
- c) Copy of ID card;
- d) Copy of diploma/certificate on higher education;
- e) Brief description of approach to work/technical proposal of why the individual considers him/herself as the most suitable for the assignment, and a proposed methodology on how they will approach and complete the assignment; (max 1 page)
- f) Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an applicant is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the applicant must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP. See Letter of confirmation of interest and availability including financial proposal as per UNDP template

The bid should be submitted no later than **15:00 pm on 07 December 2017** by post/email to the address below: United Nations Development House, 160, Chuy Avenue, Bishkek, Kyrgyz Republic or by electronic submission to [tender.kgz@undp.org](mailto:tender.kgz@undp.org), please refer to **Conditions and Procedures for electronic submission and opening**.

### 4. 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).

**Preferred Currency of Offer: United States Dollars (US\$).**

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket and daily allowance exceeding UNDP rates. Should the IC wish to travel on a higher class he/she should do so using their own resources. In the event of unforeseeable travel, the respective Business Unit and the Individual Contractor should agree upon the manner in which travel costs including tickets, lodging and terminal expenses are to be paid prior to travel.

The Consultant should undertake the Basic Security in the Field (BSIF) training and Advanced Security in the Field (ASIF) tests prior to travelling. These requirements apply for all Consultants, attracted individually or through the Employer

## 5. EVALUATION

Individual consultant will be evaluated based on the methodology of cumulative analysis.

The award of the contract of individual consultant should be made to the person whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

Total score=Technical Score + Financial Score

Technical Criteria weight - 70%, 700 scores maximum

Financial Criteria weight - 30%. 300 scores maximum

*Only candidates obtaining a minimum of 490 from 700 point in the Technical part of evaluation would be considered for the Financial Evaluation*

The lowest technically qualified proposal receives 300 points and all the other technically qualified proposals receive points in inverse proportion according to the formula:

$P=Y*(L/Z)$ , where

P=points for the financial proposal being evaluated

Y=maximum number of points for the financial proposal

L= price of the lowest price proposal

Z=price of the proposal being evaluated

**The selection of candidates will be done in 3 stages:**

**1st stage:** Prior to detailed evaluation, all applications will be thoroughly screened against eligibility criteria (minimum qualification requirements) as set in the present TOR in order to determine whether they are compliant/non-compliant.

Eligibility Criteria	
1	A Master's degree in natural science
2	Minimum 7 years of professional experience in the fields of chemicals or environmental management

**2nd stage:** Technical Evaluation

**Short-listed candidates will be evaluated based on the following criteria:**

Criteria	Weight	Max. Point
Technical:	70%	700
Education, including:	10%	Maximum 100 points, including:

A Master's degree in natural science		100
Experience, including:	50%	Maximum 500 points, including:
For each year of professional experience in the fields of chemicals or environmental management- 20 points		200
Proven track record of evaluation of projects focusing on environmental/ chemical management or persistent organic pollutants management: for each project – 20 points		100
For each project evaluation with GEF M&E policies and procedures – 20 points		100
For each year of experience in working in Central Asian or CIS countries – 20 points		100
Skills, including:	10%	Maximum 100 points, including:
Language skills: Fluency in English <i>50 points- proficient</i> <i>20 points – working knowledge</i> <i>10 points-limited</i>		50
Language skills: Knowledge of Russian <i>50 points- proficient</i> <i>20 points – working knowledge</i> <i>10 points-limited</i>		50
Only candidates obtaining a minimum of 490 points from 700 points at the Technical Evaluation would be considered for the Financial Evaluation.		
Financial	30%	300

3rd stage: Financial evaluation (according to the method described above)

The candidate achieving the highest cumulative score for both Technical and Financial evaluations will be recommended by the Evaluation Committee for contracting.