

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 12 February 2018

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**Country:** Tunisia

**Description of the assignment:** Procurement Consultant

**Project name:** UNDP Libya executed projects

**Type of Appointment:** Individual Consultant (International)

**Period of assignment:** 06 months with the possibility of extension based on the projects needs

**Number of Position(s):** Two (02)

Proposal should be submitted by email to [tenders.ly@undp.org](mailto:tenders.ly@undp.org) no later than 19 February 2018, 15.00 hours Tunis, Tunisia time ref. [www.greenwichmeantime.com](http://www.greenwichmeantime.com).

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP Libya Procurement Unit 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 who express their interest.

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### 1. BACKGROUND

UNDP 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. We are on the ground in some 170 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 our wide range of partners. 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.

## **2. SCOPE OF WORK, RESPONSIBILITIES**

United Nations Development Programme Libya Country Office is seeking services of a consultant to strengthen the procurement capacity of its office to organize and implement procurement processes involving procurement of goods, works and services.

For detailed information, please refer to Annex 1

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### **I. Academic Qualifications:**

Advanced university degree (or equivalent) in Procurement, Business, Public Administration or related field.

Procurement Certification from International recognized institutions (e.g. CIPS-Chartered Institute of Purchasing & Supply i.e. CIPS level 2 and above or similar) will be considered an advantage.

### **II. Years of experience:**

A minimum of 3 years UN/UNDP/International NGO procurement experience is required, including proven exposure to large value procurement activities, and experience with development of tender documents, management of procurement processes, bid evaluation, CAP/RACP/ACP submission and contract management.

A Minimum of 2 years of experience working on procurement of infrastructure construction/rehabilitation related programmes is an asset.

### **III. Competencies:**

Strong analytical skills;

Familiarity with strategic sourcing methodologies and/or procurement strategy development;

Strong IT skills, including extensive usage of computers and office software packages (MS Word, Excel, PowerPoint etc.);

Ability to perform well under pressure and flexibility in handling unexpected work assignments as and when necessary.

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

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

1. Proposal:
  - (i) Explaining why they are the most suitable for the work
2. Financial proposal
3. P11 and Personal CV including past experience in similar projects and at least 3 references

#### **5. FINANCIAL PROPOSAL**

##### **Contracts based on daily fee;**

Financial Proposal should indicate the all-inclusive daily fee, supported by a breakdown of costs, as per template provided. The term “All inclusive” implies that all costs (professional fees, transportation costs, living allowances, communications, consumables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal.

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

##### **Travel;**

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. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed

## 6. EVALUATION

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:*

- 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.*

*\* Technical Criteria weight; [70%]*

- Criteria 1 Relevance of Education – Max 10 points*
- Criteria 2 Relevance of experience in procurement of good, works and services – Max 40 Points*
- Criteria 3 Relevant professional procurement certification – Max 10 Points*
- Criteria 4 Relevant IT skills – Max 10 Points*

*\* Financial Criteria weight; [30%] - based on the All-inclusive daily fee*

***Incomplete applications will not be considered***

***Only qualified candidates will be contacted.***