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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 05/03/2018

Country: KYRGYZSTAN

Description of the assignment: ref. PMU IC 18/016, International Consultant for Terminal Evaluation

Project name: "Enabling transboundary cooperation and integrated water resources management in Chu and Talas River Basins" UNDP- GEF project

Period of assignment/services: Estimated 22 working days (within April 2018 – May 2018), including field mission to Bishkek, Astana and Taraz.

Proposal Submission Address	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 18/016: Expert on Terminal Evaluation Incomplete proposals will be rejected at the moment of evaluation!
Deadline of Submission	Date and Time: 20 March 2018, 14:00 (+6 GMT, Bishkek time)
Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Courier/Hand Delivery <input checked="" type="checkbox"/> Electronic submission of Bid ^[1] , please refer to Conditions and Procedures for electronic submission and opening.
Conditions and Procedures for electronic submission and opening	<input checked="" type="checkbox"/> Official Address for e-submission: tender.kgz@undp.org <input checked="" type="checkbox"/> Free from virus and corrupted files <input checked="" type="checkbox"/> Format: PDF files only. The Proposal should be protected with separate password (please see instructions on http://www.images.adobe.com/content/dam/Adobe/en/products/acrobat/pdfs/adobe-acrobat-xi-protect-pdf-file-with-permissions-tutorial-ue.pdf) <input checked="" type="checkbox"/> Password <u>must</u> not be provided to UNDP until the date and time of Bid Opening as indicated in Section "Instruction for Electronic Submission" below <input checked="" type="checkbox"/> Max. File Size per transmission: 5 MB; <input checked="" type="checkbox"/> Max. No. of transmission: 10 <input checked="" type="checkbox"/> Mandatory subject of email for the Technical proposal: "Tender for International consultant to develop a GEF-project document"; <input checked="" type="checkbox"/> Virus Scanning Software to be Used prior to transmission; <input checked="" type="checkbox"/> Time Zone to be Recognized: Kyrgyzstan (GMT+6); <u>Instruction for Electronic Submission</u> The Proposer may choose to submit the proposal by e-mail to tender.kgz@undp.org . 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 password to secure your Proposal which the Proposer should provide via e-mail on 20 March 2018, from 14:05 to 14:30 local time (GMT+6).

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

Date, time and venue for opening of Proposals	Date and Time: 20 March 2018, 14:10 (+6 GMT, Bishkek time) Venue: UNDP Country office / UN House; 160, Chui avenue, Bishkek, Kyrgyzstan.
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Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above 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.

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 the “Enabling Transboundary Cooperation and Integrated Water Resources Management in Chu and Talas River Basins” project

1. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK

Please refer to Terms of Reference attached as Annex 1

2. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- A Master’s degree in natural science;
- Minimum 7 years of professional experience in the fields of International Waters;
- Proven track record of evaluation of projects focusing on International Waters, 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.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

- Completed Letter of Confirmation of Interest and Availability using the template provided by UNDP;
- Personal CV and P11 Personal History form, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate;
- Copy of ID card;
- Copy of diploma/certificate on higher education;
- 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)
- 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 template for financial proposal template.

Documents with a subject “PMU IC 18/016 **“Expert on Terminal Evaluation”**” should be submitted no later than 14:00pm (local time), 20 March 2018 by the address indicated above.

NOTE: Incomplete proposals will be rejected at the moment of evaluation

5. 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 proposal: USD

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 and daily allowance exceeding UNDP rates. Should the IC wish to travel on a higher class he/she should do so using his/her own resources.

The Individual Contractor under the terms of this Contract includes his/her travel:

Within the framework of this Terms of Reference, there is one visit envisaged to Bishkek, Kyrgyz Republic and Astana, Taraz, Kazakhstan – 8 days.

Please include all travel-related costs while preparing your financial proposal.

1. 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 points 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:

$$P=Y*(L/Z), \text{ where}$$

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	Master's degree in natural science;
2	At least one project evaluation with GEF M&E policies and procedures;

2nd stage: Technical Evaluation/Interview

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

Criteria	Weight	Max. Point
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Technical:	70%	700
Education, including:		Maximum 100 points:
PhD degree in natural science;		100
Experience, including:		Maximum 550 points, including:
For every year of experience in the field of International Waters - 25 points per year, but not more than 250 points in total		250
For experience in evaluation of projects focusing on International Waters of more than two projects/contracts - 25 points per every project, but not more than 200 points in total		200
Experience in working in Central Asian or CIS countries will be an asset		100
Skills/competencies, including:		Maximum 50 points, including:
English language 11 - 20 points - fluent 0 – 10 points– not fluent		20
Russian language 16 – 30 points - fluent 0 – 15 points– not fluent		30

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

Only candidates obtaining a minimum of 490 points from 700 points at the Technical Evaluation/Interview would be considered for the Financial Evaluation.		
Financial	30%	300

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

ANNEXES

ANNEX 1 - INDIVIDUAL CONSULTANT TERMS OF REFERENCES

ANNEX 2 – CONFIRMATION OF INTEREST AND SUBMISSION OF FINANCIAL PROPOSAL

ANNEX 3 – SAMPLE CONTRACT FOR THE SERVICES OF AN INDIVIDUAL CONTRACTOR

ANNEX 4 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS