



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 10 May 2018

Country:	Turkey
Description of the Assignment:	Technical Consultancy Services for Establishment of Solid Waste Mechanical Biological Treatment Facility (MBT)
Reference Code:	UNDP-TUR-IC-MC2-2018-01
Related Project Names:	EU-UNDP Turkey Resilience Project-Component 2: Municipal Service Delivery
Period of Assignment/Services:	29 May 2018 – 31 December 2019

Proposal should be submitted by email to tr.icproposal@undp.org no later than **24 May 2018, 23:59 (GMT +3)**.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. 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

Please see Annex I (Terms of Reference).

2 Scope of Work, Responsibilities and Description of the Proposed Analytical Work

Please see Annex I (Terms of Reference).

3 Requirements for Experience and Qualifications

Please see Annex I (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:

- A one-page Letter of Interest, explaining why they are the most suitable for the work,
- Personal updated CV and/or UN Personal History Form (P11 Form) including experience in similar projects and easily accessible contact details (preferably mobile phones) and at least 3 references.
- Financial Proposal (please see section 5, below and Annex II)

5 Financial Proposal

The interested individual consultants must submit their financial proposals by following the guidance and the standard template provided in Annex II. 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
<u>Technical</u>	70%	100 pts
General Qualifications	14%	20 pts
General Professional Experience	14%	20 pts
Specific Professional Experience	42%	60 pts
<u>Financial</u>	30%	100 pts

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 I: Terms of Reference
- Annex II: Price Proposal Guideline and Template
- Annex III: General Conditions of Contract for the Services of Individual Contractor
- Annex IV: Personal History Form (P11 Form)