



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

05.06.2018

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<b>Country:</b>	Turkey
<b>Description of the Assignment:</b>	Consultancy Services in Quality Assurance of Digital Supply Chain Activities for Ready Made Garments Sector
<b>Ref:</b>	IC/2018/32
<b>Related Project Names:</b>	Support to Development of a Policy Framework on Total Factor Productivity
<b>Period of Assignment/Services:</b>	23 June 2018- 11 November 2018

Proposal should be submitted by email to [tr.icproposal@undp.org](mailto:tr.icproposal@undp.org) no later than 19<sup>th</sup> June 2018, COB by indicating the reference code of the applied position in the subject of the e-mail.

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.

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### 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 UN Personal History Form (P11 Form) including past experience in similar projects and easily accessible contact details (preferably mobile phones) and at least 2 references.

## 5 FINANCIAL PROPOSAL

The candidates, who are technically qualified will be requested to submit financial proposals as per the template which will be shared with the shortlisted candidates only, after the technical evaluation of the documents indicated in Section 4 of Procurement Notice.

## 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 who obtain a minimum of 70 pts out of a maximum 100 pts will be considered for the financial evaluation.

Candidates who do not meet the minimum requirements indicated in Article 7 of the Terms of Reference will be disqualified.

Criteria	Maximum Points	Weight	Weighted Score
<b><u>Technical</u></b>	<b>100 pts</b>	<b>70%</b>	<b>70 pts</b>
General Qualifications	20 pts	14%	14
General Professional Experience	30 pts	21%	21
Specific Professional Experience	50 pts	35%	35
<b><u>Financial</u></b>	<b>100 pts</b>	<b>30 %</b>	<b>30 pts</b>

Only successful candidate will be contacted as a result of the evaluation.

## 7 ANNEXES

The following annexes are an integral part of this procurement notice. In case of any conflict between the provisions of the Annex-II and the procurement notice and/or Annex-I, the provisions of Annex-II are applicable.

**Annex-I:** Terms of Reference

**Annex-II:** General Conditions of Contract for the Services of Individual Contractors