



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 19 July, 2018

Country: Jamaica

Description of the assignment: *Rapporteur Services for UNDP Jamaica under a Long-Term Agreement*

Period of assignment/services (if applicable): One (1) year, with possibility of renewal

The United Nations Development Programme (UNDP) is currently seeking to engage under a Long-Term Agreement the services of two (2) Rapporteurs to record and reproduce the proceedings of the various meetings/sessions/workshops held.

Proposal should be submitted through the online eTendering system

<https://etendering.partneragencies.org> (search for Event ID: **Jam10-28-2018**) as per the deadline indicated in the system itself. Detailed user guide on how to register in the system and submit the proposal are attached to this notice and can also be accessed using the following link:-

<http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

Any request for clarification must be sent in writing, or by standard electronic communication to procurement.jamaica@undp.org. UNDP will provide responses by uploading them in the system.

In consideration of your qualifications, we are hereby inviting you to submit an offer for this particular assignment. To assist you in understanding the requirements of this assignment, we have attached hereto the following:

- a) The Terms of Reference for the assignment described above;
- b) The standard Letter of Confirmation of Interest and Availability, which you must accomplish and submit to UNDP; and
- c) The Individual Contract and its General Terms and Conditions, which you would be expected to sign in the event you are the selected Offeror in this procurement process.

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

- Letter of presentation highlighting main qualifications and experience relevant to this TOR;
- Signed P11 form;

- Sample work relevant to the consultancy;
- Technical Proposal and ;
- Completed financial proposal, using the attached confirmation of interest and financial proposal form

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 must include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days). Consultants are to use the template provided when completing the financial proposal.

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 would 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 would be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.