



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

1 August 2018

**Country:** Turkey

**Description of the Assignment:** Key Expert on Inclusive Local Governance Processes

**Reference Code:** UNDP-TUR-IC-KE-2018-3

**Related Project Names:** Local Administration Reform Phase III Project

**Period of Assignment/Services:** September 2018 –August 2019

Proposal should be submitted by email to [tr.icproposal@undp.org](mailto:tr.icproposal@undp.org) no later than **14 August 2018, 23:59 hrs. (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 1 (Terms of Reference).

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

Please see Annex 1 (Terms of Reference).

### 3 Requirements for Experience and Qualifications

Please see Annex 1 (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 Letter of Interest, explaining why they are the most suitable for the work, and demonstrating the approach and methods as to how they will conduct the activities detailed in the ToR,
- Personal updated CV and/or UN Personal History Form (P11 Form) including past experience in similar projects, easily accessible contact details (preferably mobile phones) and at least 3 references.

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## 5 Financial Proposal

The candidates, who will be determined as technically qualified during technical evaluation will be requested to submit 'Financial Proposals'. The financial proposals shall be submitted in UNDP's standard format which will be communicated to technically qualified candidates.

## 6 Evaluation

Applicants meeting the minimum requirements listed in the Terms of Reference will be short-listed and asked for price proposals. The selection of the Consultant will be made in accordance with the quality-cost based selection method (70% technical component of which 49% shall consist of the minimum requirements 10% shall consist of the assets and 11% shall consist of the interview score along with a 30% price component). Quantitative analysis skills including data analysis and reporting skills will be assessed in the interview. Only short-listed candidates will be contacted.

## 7 Annexes

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

Annex I: Terms of Reference

Annex II: P11 Modified for SCs and ICs

Annex III: General Conditions of Contract for the Services of Individual Contractor