



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

14/09/2018

Reference Code:	UNDP-TUR-IC-SSC
Description of the Assignment:	Salary Survey Consultant
Duty Station:	Home-Based
Estimated Period of Assignment/Services:	22 October 2018 -31 January 2018
<p>Proposal should be submitted by email to tr.icproposal@undp.org no later than 14 October 2018, 23:59 hrs. (GMT+3).</p> <p>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.</p>	

1. Background

Please see Annex I (Terms of Reference)

2. Objectives

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:

1. "Letter to UNDP Confirming Interest and Availability" given in the attachment as Annex 3
2. Latest Personal CV including similar past experience and contact details for references

Failure to submit either one of the above listed documents may result in automatic disqualification of a candidate.

Interested individual consultants may also submit "Motivation Letter and Methodology" in addition to above listed compulsory documents.

5. Financial Proposal

Financial proposal shall be submitted together with the compulsory documents, in the format provided in “**Letter to UNDP Confirming Interest and Availability**”.

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%.

Technical Evaluation shall be conducted in two phases as follows:

i. Shortlisting:

All Candidates shall be evaluated against the “Minimum Qualification Requirements” stipulated in the TOR and the ones meeting or exceeding these criteria shall be shortlisted and invited to “Interview”. Candidates that do not meet the minimum requirements will be disqualified.

The Shortlisting shall be performed on the basis of following criteria and scores:

Criteria	Maximum Points
Technical	70 pts
<i>General Qualifications</i>	<i>15 pts</i>
<i>General Professional Experience</i>	<i>20 pts</i>
<i>Specific Professional Experience</i>	<i>35 pts</i>
<i>Assets</i>	<i>5 pts</i>

ii. Interview:

Candidates who obtain a minimum of 49 pts out of a maximum 70 pts in the interview will be considered technically qualified and subjected to financial evaluation.

The candidate who secures the highest combined score (technical + financial) shall be considered for contract award.

7. Annexes

The following annexes are an integral part of this procurement notice. In case of any conflict between the provisions of the Annex 2 and the procurement notice and/or Annex 1, the provisions of Annex 2 are applicable.

- Annex 1: Terms of Reference
- Annex 2: General Conditions of Contract for Services of Individual Consultants
- Annex 3: Letter to UNDP Confirming Interest and Availability