

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
IRQ10-IC066/18 – Individual Contractor – Panel Beater/Painter for UNDP IRAQ

Date: 11 October 2018

Description of assignment: Panel Beater/Painter for UNDP- IRAQ
Type of Consultancy: Individual Contractor
Duty Station: Baghdad, Iraq
Period of assignment/services: Twelve months
Estimated Starting Date: 01 November 2018

Proposals should be submitted to the following e-mail address no later than **21 October 2018 , 16:00 hrs (Iraq local Time: +3 GMT) :**

ic1.undp.iq@undp.org. Please note the following:

- *It is a MUST to indicate the Procurement Notice Number in the e-mail subject line).*
- *Any request for clarification must be sent to the following e-mail address: dlr.mohamad@undp.org. The Procurement Unit will respond by e-mail, including an explanation of the query without identifying the source of inquiry, to identified consultants who have notified UNDP of their interest to participate. Kindly be informed that the UN P11 Form ("CV Form," ref: Annex 2) must be completed. It is not permissible to submit a Curriculum Vitae in lieu of this form.*
- *Emails sent to the previously mentioned address shouldn't exceed the limits of 8MB.*

1. Documents to be included when submitting the Proposal:

Interested individual consultants must submit the following documents/information to demonstrate their qualifications and interest.

A. Technical Proposal: (which will include the following):

- Signed **Template Confirmation of Interest and Submission of Financial Proposal –Annex 1 attached.**
- A **letter** explaining why he/she considers him/herself the most suitable candidate for the work.
- **UN P11 Form ("CV Form") – Annex 2 attached.** UNDP-Iraq reserves the right to disqualify any submissions that have omitted this form.
- A language assessment will be conducted [if needed] for the purpose of verifying influence in English;

B. Financial proposal:

The financial proposal will specify a total lump sum amount and payment terms around specific and measurable (qualitative and quantitative) deliverables. Payments are based upon output, i.e. upon delivery of the services specified in the TOR.

Financial Proposal Form, providing a breakdown of this lump sum amount (including travel, per diems) is to be provided by the offeror – **Annex 3 attached**

C. Travel:

All envisaged travel must be included in the financial proposal. This includes all travel to join duty station/ repatriation travel. In general, UNDP does 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 his or her own resources. Furthermore, Individual Consultant who is at the duty station at the time of hire is ineligible for travel to join, and who remain at the duty station after contract completion is ineligible for repatriation travel. In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

2. Selection Criteria:

The award of contract will be made to one individual consultant whose offer has been evaluated and determined as being:

- Responsive/compliant/acceptable, and
- Achieving the highest combined score (financial and technical).
- Passing the practical test

Only candidates obtaining a minimum of 70 points will be considered for the Financial Evaluation.

Criteria		Max. Point 100	Weight
Technical	Criteria A: relevance and responsiveness of candidate's past experience, Qualification based on submitted documents: <u>Education: (Max. Points 30 points)</u> <ul style="list-style-type: none"> High school diploma or equivalent and technical training in Motor Vehicle Technician (National Technician Certificate or equivalent) are an essential requirement . <u>Experience: (Max. Points 40 points)</u> A minimum of four years of relevant work experience in vehicle panel beating and automobile refinishing is required. <ul style="list-style-type: none"> <u>Other Skills/requirements (Max. Points 10 points):</u> Must have physical capacity to lift and carry heavy equipment up to 50kg. <u>Language: (Max. Points 20 points)</u> <ul style="list-style-type: none"> Basic communication skills (oral and basic written English and Arabic) are required. 	100 Points	70%
Financial	<u>Lowest Offer / Offer*100</u>		30%
Total Score = (Technical Score * 0.7 + Financial Score * 0.3)			

Weight Per Technical Competence	
5 (outstanding): 96% - 100%	The individual consultant/contractor has demonstrated an OUTSTANDING capacity for the analyzed competence.
4 (Very good): 86% - 95%	The individual consultant/contractor has demonstrated a VERY GOOD capacity for the analyzed competence.
3 (Good): 76% - 85%	The individual consultant/contractor has demonstrated a GOOD capacity for the analyzed competence.
2 (Satisfactory): 70% - 75%	The individual consultant/contractor has demonstrated a SATISFACTORY capacity for the analyzed competence.
1 (Weak): Below 70%	The individual consultant/contractor has demonstrated a WEAK capacity for the analyzed competence.

Annexes:

Annex 1 – Template Confirmation of Interest

Annex 2 – P11/CV Form.

Annex 3 – Price Schedule Sheet

Annex 4 – Minimum Requirements

Annex 5 – Individual Consultant General Terms and Conditions.