



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

24.09.2018

Ref:	UNDP-TUR-Demining-PPR-IC-10
Country:	Turkey
Description of the Assignment:	Individual Consultancy for the Post-Project Review of the Socioeconomic Development through Demining and Increasing the Border Surveillance Capacity at the Eastern Borders of Turkey Phase-II
Related Project:	Socioeconomic Development through Demining and Increasing the Border Surveillance Capacity at the Eastern Borders of Turkey Phase-II
Period of Assignment/Services:	15 th of October 2018– 15 th of December 2018

Proposal should be submitted by email to tr.icproposal@undp.org no later than **8 October 2018 COB**.

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).

United Nations Development Programme

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%.

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

Candidates that do not meet the minimum requirements will be disqualified.

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

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 and/or Annex 3, 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