



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

02 November 2018

**Country:** Turkey

**Description of the Assignment:** Key Expert on Effective Local Service Delivery

**Reference Code:** **UNDP-TUR-IC-KE-2018-8**

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

**Period of Assignment/Services:** December 2018 – November 2019

Proposal should be submitted by email to [tr.icproposal@undp.org](mailto:tr.icproposal@undp.org) no later than **16 November 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:

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.**

# United Nations Development Programme

## 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

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 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