



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

November 2nd, 2018

Reference Code:	IC-RCO-2018-02
Country:	Turkey
Description of the Assignment:	Consultancy Services to facilitate the 2018 annual review of the UNDCS and to draft the UN Annual Results Report
Related Project:	Support to UN Coordination
Period of Assignment/Services:	21 January 2019 – 15 May 2019

Proposal should be submitted by email to tr.icproposal@undp.org no later than 23:59hrs (GMT+3) on November 18th 2018, COB by indicating the reference code of the applied position in the subject of the e-mail.

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 I (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 as Annex 3

2. Latest Personal CV including similar experience and contact details (preferably mobile phones or e-mails) for at least 3 references along with UN Personal History Form (P11 Form).
3. Sample of analytical work produced in the past in English (ideally a report related to a result-oriented programme review).

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. In addition to this; a list of previous assignments with UN Agencies in Turkey, indicating the name of the relevant contact person should be submitted by interested individual consultants (only if the candidate has previous experience with the UN in Turkey).

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 who obtain a minimum of 49 pts out of a maximum 70 pts from the technical evaluation will be considered for the financial evaluation. Candidates who do not meet the minimum requirements will be disqualified.

Criteria	Maximum Points
Technical	70 pts
<i>General Qualifications</i>	<i>20 pts</i>
<i>General Professional Experience</i>	<i>20 pts</i>
<i>Specific Professional Experience</i>	<i>30 pts</i>
Financial	30 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 the Services of Individual Contractors
- Annex 3: Letter to UNDP Confirming Interest and Availability