



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

**Date: 26 November 2018**

<b>Country:</b>	Turkey
<b>Description of the Assignment:</b>	Individual Consultant for Gender Responsive Enterprises Training and Transformation Process
<b>Reference Code:</b>	UNDP-TUR-IC-MC1-2018-4
<b>Related Project Names:</b>	Turkey Resilience Project in Response to the Syria Crisis: Job Creation (C1)
<b>Period of Assignment/Services:</b>	02 January 2019 – 31 December 2019

Proposal should be submitted by email to [tr.icproposal@undp.org](mailto:tr.icproposal@undp.org) no later than **11 December 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:

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- 1) "Offeror's Letter to UNDP Confirming Interest and Availability" given in the attachment as Annex 3,
- 2) Latest (updated) Personal CV including similar past experience and contact details for references,
- 3) Cover letter which includes "Brief Description of Approach to Work". This letter shall be in English and include following information:
  - Which previous experiences make the IC applicant the most suitable candidate for this assignment.
  - Contents, participants, duration and other relevant aspects of any training conducted in the past with business enterprises.
  - Basic outline for gender responsive enterprise training and methodology that will be applied for gender responsive transformation of an enterprise.
  - Estimated number of working days for training and transformation tasks.

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

## 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 *-including interviews-* and price proposal). The weight of the technical criteria is 70%; the weight of the financial proposal is 30%.

The points that may be obtained for each technical criteria are as follows:

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General Qualifications	General Professional Experience	Specific Professional Experience
<i>10 pts.maximum</i>	<i>10 pts. maximum</i>	<i>50 pts.maximum</i>
<ul style="list-style-type: none"> <li>University degree in social sciences (e.g. Sociology, law, economics, international relations, political sciences, business administration, public administration and other related fields). <b>(6 pts.)</b></li> <li>Advanced (masters or higher) degree in social sciences (e.g. Sociology, law, economics, gender/women studies, international relations, political sciences, business administration, public administration and other related fields) <b>(2 pts.)</b></li> <li>Proficiency in Turkish and English is required. <b>(2 pts.)</b></li> </ul>	<ul style="list-style-type: none"> <li>At least eight (8) years of relevant professional experience . <b>(8 pts.)</b></li> <li>Experience more than eight (8) years up to 10 years. <b>(2 pts., 1 pt. for each additional year)</b></li> </ul>	<ul style="list-style-type: none"> <li>Minimum of two (2) years of relevant experience (as a consultant, academic, trainer, manager, expert or similar position at public or private sector organizations or NGOs) in the last 8 years in directly working with private sector and/or SMEs. <b>(15 pts.)</b></li> <li>Minimum two (2) years experience (as a consultant, academic, trainer, manager, expert or similar position at public or private sector organizations or NGOs) in the last 8 years on gender-responsive enterprises. <b>(18 pts.)</b></li> <li>Knowledge on best practices and models applied in the world to promote gender responsive enterprises, <u>as will be verified through an interview.</u> <b>(5 pts.)</b></li> <li>Knowledge on Turkish labor market (institutions, services, laws, regulations etc.), <u>as will be verified through an interview.</u> <b>(5 pts.)</b></li> <li>Experience and knowledge on developing gender code of conduct for enterprises, <u>as will be verified through an interview,</u> is an asset. <b>(7 pts.)</b></li> </ul>

As depicted in the table above, out of 50 points allocated to specific professional experience, 17 points will be obtained through technical criteria verified by interviews. The interviews will be confirmed or notified to the candidates at least three days before interview. If a candidate is unable to participate in an interview by force majeure, a mutually convenient alternative date and time is arranged with the candidate. If the candidate is unable to participate in this second scheduled time, the candidate will be eliminated from the evaluation process.

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

## 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 (General Conditions of Contract for Services of Individual Contractors) are applicable.

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