

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

05.12.2018

|                                       |  |
|---------------------------------------|--|
| <b>Ref:</b>                           | ORKÖY/IC/2018-02   |
| <b>Country:</b>                       | Turkey   |
| <b>Description of the Assignment:</b> | MID-TERM Review Expert FOR UNDP/GEF Project: PIMS 5323: Sustainable Energy Financing Mechanism for Solar Photovoltaic Systems in Forest Villages in Turkey |
| <b>Project Name:</b>                  | <b>Sustainable Energy Financing Mechanism for Solar Photovoltaic Systems in Forest Villages in Turkey</b>  |
| <b>Period of Assignment/Services:</b> | 14 January 2019 – 14 May 2019 (25 working/days throughout the contract validity, non-consecutive)  |

*Proposal should be submitted by email to [tr.icproposal@undp.org](mailto:tr.icproposal@undp.org) no later than 20 December 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).

### 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 4
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 49 pts out of a maximum 70 pts will be considered for the financial evaluation. Candidates that do not meet the minimum requirements will be disqualified.

| Criteria                                | Maximum Points |
|---|----------------|
| <b>Technical</b>                        | <b>70 pts</b>  |
| <i>General Qualifications</i>           | <i>15 pts</i>  |
| <i>General Professional Experience</i>  | <i>20 pts</i>  |
| <i>Specific Professional Experience</i> | <i>35 pts</i>  |
| <b>Financial</b>                        | <b>30 pts</b>  |

## **7. ANNEXES**

The following annexes are an integral part of this procurement notice. In case of any conflict between the provisions of the Annex 3 and the procurement notice and/or Annex 1, Annex 2 and/or Annex 3, the provisions of Annex 3 are applicable.

- Annex 1: Terms of Reference
- Annex 2: Supporting Information to Terms of Reference
- Annex 3: General Conditions of Contract for Services of Individual Consultants
- Annex 4: Letter to UNDP Confirming Interest and Availability