



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

17/01/2019

Reference Code:	UNDP-TUR-PN-IC(LEGALAID)-2019-01
Description of the Assignment:	Feasibility Expert
Related Project Name:	Support to the Improvement of Legal Aid Practices for Access to Justice for All in Turkey
Period of Assignment/Services:	12 February 2019 – 29 March 2019

Proposal should be submitted by email to tr.icproposal@undp.org no later than **05 February 2019, 23 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.

■ BACKGROUND

Please see Annex 1 (Terms of Reference)

■ OBJECTIVES

Please see Annex I (Terms of Reference)

■ REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Please see Annex I (Terms of Reference)

■ DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants **MUST** submit the following documents/information to demonstrate their qualifications:

- Duly signed and complete "Letter to UNDP Confirming Interest and Availability" given in the attachment as Annex II.
- A one-page motivation letter, explaining why they are the most suitable for the work,

- Latest Personal updated CV including experience in similar projects and easily accessible contact details (preferably mobile phones) and at least 2 references.

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

- **FINANCIAL PROPOSAL**

Financial proposal shall be submitted together with the compulsory documents, in the format provided in "Letter to UNDP Confirming Interest and Availability". Any deviation from the standard text may lead to disqualification.

- **EVALUATION**

Applicants meeting the minimum qualification requirements stipulated by the Terms of Reference will be short-listed for technical evaluation. The evaluation will be based on cumulative analysis (i.e. technical qualifications and price proposal). The weight of the technical criteria is 70% (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); the weight of the financial proposal is 30%.

The Evaluation Committee shall interview the candidates who obtain a minimum of 49 points (minimum requirements) out of technical score 70 pts, during the technical evaluation.

The interview will be confirmed or notified to the tenderer at least two days in advance. 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 (including interview), 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.

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Criteria	Maximum Points
Technical	70 pts
<i>Minimum Requirements</i>	<i>49 pts</i>
<i>Assets</i>	<i>10 pts</i>
<i>Interview</i>	<i>11 pts</i>
Financial	30 pts

- **ANNEXES**

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

- **Annex I:** Terms of Reference
- **Annex II:** Template for “Letter to UNDP Confirming Interest and Availability”
- **Annex III:** General Conditions of Contract for the Services of Individual Contractor