



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 27 February 2019

<b>Country:</b>	Turkey
<b>Description of the Assignment:</b>	Individual Contract for Design and Creative Services for Visibility Materials
<b>Reference Code:</b>	UNDP-TUR-IC(MC2)2019-03
<b>Related Project Names:</b>	Turkey Resilience Project in Response to the Syria Crisis
<b>Period of Assignment/Services:</b>	18 March 2019 – 31 December 2019

Proposal should be submitted by email to [tr.icproposal@undp.org](mailto:tr.icproposal@undp.org) no later than **13 March 2018, 23:59 (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 II (Terms of Reference).

### 2 Scope of Work, Responsibilities and Description of the Proposed Analytical Work

Please see Annex II (Terms of Reference).

### 3 Requirements for Experience and Qualifications

Please see Annex II (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:

- Duly signed and complete "Letter to UNDP Confirming Interest and Availability" given in the attachment as Annex I
- A one-page motivation letter, explaining why they are the most suitable for the work,
- Latest Personal CV including experience in similar projects and easily accessible contact details (preferably mobile phones) and at least 2 references.
- Personal portfolio for previous visibility materials designed by the candidate, portfolio shall comprise followings (as minimum);
  - Branded stage designs, mock – up designs and implementations for at least 10 high level international meetings, symposiums, congress and conferences etc.
  - Branded stage designs, mock-up designs and implementations for at least 5 high level meetings, symposiums, conferences etc. for ministerial, presidential, other public sector bodies and international organizations.
  - Designs of printed and branded materials for at least 20 issues for at least 5 different institutions/stakeholders.

- Corporate brand and identity design for at least 5 international events and/or public institutions
- Social media, web management and design for at least 5 institutions/events/firms

***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”. Any deviation from the standard text may lead to disqualification.

## **6 Evaluation**

Applicants meeting the minimum qualification requirements stipulated by 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%; the weight of the financial proposal is 30%.

The personal portfolio of the candidate will be evaluated to verify the following required qualifications of the candidate, as per the Terms of Reference.

- Demonstrated experience in print and digital design,
- Demonstrated skill set in photography manipulation,
- Demonstrated skill set in preparing print-ready branded materials.

Technical evaluation scoring will be based on the following table;

<b><u>Technical Evaluation</u></b>	
<b>Maximum Allocated Points</b>	<b>700 pts</b>
General Qualifications	14 pts
General Professional Experience	10 pts
Specific Professional Experience	21 pts
Evaluation of personal portfolio	25 pts
<b><u>Financial Evaluation</u></b>	
<b>Maximum Allocated Points</b>	<b>30</b>

After conclusion of the technical evaluation, 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 and will not be considered for the financial evaluation.

## **7 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 the procurement notice and/or Annex I and/or Annex II, the provisions of Annex III are applicable.

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