



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: May 13th, 2019

Country:	Turkey
Description of the Assignment:	Design and Development of Business Operations Strategy (BOS) Document
Reference:	IC/2019/BOS
Project Name:	Business Operations Strategy (BOS)
Period of Assignment/Services:	60 person/days between 31 May 2019 and 31 December 2019

Proposal should be submitted by email to tr.icproposal@undp.org no later than 27 May 2019 14:00hrs (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:

- Duly signed and complete "Letter to UNDP Confirming Interest and Availability" provided as Annex 2.
- Personal updated CV including past experience in similar projects and easily accessible contact details (preferably e-mails) for at least 3 references

5. FINANCIAL PROPOSAL

Financial Proposals 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. The interested individual consultants shall submit two separate Financial Proposals, i.e. one all-inclusive proposal for the whole assignment and one proposal demonstrating the breakdown of the daily fee of the individual consultant.

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 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.

Criteria	Maximum Points	Weight	Weighted Score
Technical	100 pts	70%	70 pts
<i>General Qualifications</i>	<i>20 pts</i>	<i>14%</i>	<i>14</i>
<i>General Professional Experience</i>	<i>20 pts</i>	<i>14%</i>	<i>14</i>
<i>Specific Professional Experience</i>	<i>40 pts</i>	<i>28%</i>	<i>28</i>
<i>Interview</i>	<i>20 pts</i>	<i>14%</i>	<i>14</i>
Financial	100 pts	30%	30 pts

Only successful candidate(s) will be contacted as a result of the 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 3 and the procurement notice and/or Annex 1 and/or Annex 2, the provisions of Annex 3 are applicable.

- Annex 1: Terms of Reference
- Annex 2: Template for “Letter to UNDP Confirming Interest and Availability”
- Annex 3: General Conditions of Contract for the Services of Individual Contractors