

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

**Date: 22 May 2019**

<b>Country:</b>	Turkey
<b>Description of the Assignment:</b>	Individual Consultant for Employment of Syrians and Syrian Entrepreneurs
<b>Reference Code:</b>	UNDP-TUR-IC-MC1-2019-1
<b>Related Project Names:</b>	Turkey Resilience Project in Response to the Syria Crisis: Job Creation (C1)
<b>Period of Assignment/Services:</b>	1 July 2019 – 31 January 2020
<p>Proposal should be submitted by email to <a href="mailto:tr.icproposal@undp.org">tr.icproposal@undp.org</a> no later than <b>7 June 2019, 23:59 hrs. (GMT+3)</b>.</p> <p>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.</p>	

### 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 candidates must submit the following documents/information to demonstrate their qualifications:

## United Nations Development Programme

- 1) "Offeror's Letter to UNDP Confirming Interest and Availability" given in the attachment as Annex 3,
- 2) Latest (updated) Personal CV including similar 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 information on; which previous experiences make the IC applicant the most suitable candidate for this assignment, details of those experiences and how the candidate will reflect these experiences for this assignment.

**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 "**Offeror's Letter to UNDP Confirming Interest and Availability**". Any deviation from the standard text may lead to disqualification.

## 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:

General Qualifications (15 pts. maximum)	General Professional Experience (5 pts. Maximum)	Specific Professional Experience (50 pts. maximum)
<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) is required. (5 pts.)</li><li>• Proficiency in Arabic and English is required. (10 pts. To be verified through interviews in addition to information mentioned in CVs)</li></ul>	<ul style="list-style-type: none"><li>• At least five (5) years of general professional experience is required. (5 pts.)</li></ul>	<ul style="list-style-type: none"><li>• Two (2) years of relevant experience in the last 5 years as a trainer/consultant/expert and knowledge on refugee employment, and/or working with private sector companies for refugee employment are required. (30 pts. To be verified through interviews in addition to information mentioned in CVs and cover letters)</li><li>• Two (2) years of relevant experience in the last 5 years as a trainer/consultant/expert and knowledge on establishment of business and/or entrepreneurship in Turkey are required. (20 pts. To be verified through interviews in addition to information mentioned in CVs and cover letters)</li></ul>

The candidates who meet above mentioned technical criteria, on the basis of information in their CVs and their cover letters, will be invited for interviews. The interviews will be confirmed or notified to the candidates at least 3 days before interview. If a candidate is

unable to participate to 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. The technical scores will be finalized after conclusion of interviews.

After conclusion of the technical evaluation (including interviews), candidates who obtain a minimum of 49 pts. out of a maximum 70 pts. will 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 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