United Nations Development Programme

CO Turkey

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

August 5th, 2019

Reference Code:	UNDP-TUR-IC(CO3)-2019/06
Country:	Turkey
Description of the Assignment:	Local Short-Term Senior Expert on Communication
Project Title:	Strengthening the Civilian Oversight of Internal Security Forces Phase III Project (CO III)
Country:	Turkey
Portfolio:	Inclusive and Democratic Governance
Type of Contract:	Individual Contract
Contract Starting Date:	September 2nd, 2019
Expected total maximum person/days for the assignment:	50 person/days throughout 16 months
Duration of the Contract:	September 2nd, 2019 – December 20th, 2020 (16 months)

Proposals should be submitted by e-mail to tr.icproposal@undp.org no later than 10:00hrs (GMT + 3) on August 21st, 2019 by indicating the reference code of the applied position in the subject of the e-mail.

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.

Initial:

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" provided as Annex 3

2. Latest Personal CV including similar experience and contact details (preferably mobile phones and e-mails) for at least 3 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"** 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% (consisting of CV based assessment and interview); 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 Attainable Points
Technical	**70 pts**
Qualifications & Skills	*11 pts*
General Professional Experience	*17 pts*
Specific Professional Experience	*28 pts*
Interview	*14 pts*
Financial	**30 pts**

Initial:

7. ANNEXES

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

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

Initial: