



INDIVIDUAL CONSULTANCY PROCUREMENT NOTICE

30 October 2019

Country: Turkey

Description of the Assignment: Terms of Reference for Junior Consultant regarding Job Creation Syrians under Temporary Protection Activity for Applied SME Capability Center (a.k.a. Model Factory) Project in Kayseri

Reference Code: UNDP-TUR-IC-AD-ISG-2019-02

Portfolio: Inclusive and Sustainable Growth

Project: Applied SME Capability Center (a.k.a. Model Factory) Project

Period of Assignment/Services: 30 November 2019 – 30 June 2020

Expected total maximum person/days for the assignment: 120 working/days throughout Contract Validity

Proposal should be submitted by email to tr.icproposal@undp.org no later than **15 November 2019, 23:59 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.

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:

United Nations Development Programme

1. "Letter to UNDP Confirming Interest and Availability" given in the attachment as Annex 3

2. Latest Personal CV including similar past experience and contact details for references

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"**.

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 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.

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 are applicable.

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