



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: October 6<sup>th</sup>, 2021

|  |   |
|--|---|
| <b>Country:</b>                                | Turkey  |
| <b>Description of the Assignment:</b>          | Deliverable Based Individual Consultancy Services for Preparation of a Report on Inclusion of Women Perspective to SME Digitalization Platform Services |
| <b>Reference Code:</b>                         | UNDP-TUR-IC(DW)-2021/07   |
| <b>Related Project Name:</b>                   | Beyond Recovery of SMEs Through Digitalization (Digital Way)  |
| <b>Expected Period of Assignment/Services:</b> | November 1 <sup>st</sup> , 2021 – February 28 <sup>th</sup> , 2022  |

Proposals should be submitted by e-mail to [tr.icproposal@undp.org](mailto:tr.icproposal@undp.org) no later than **23:59 hrs. (GMT+3)** on **October 20<sup>th</sup>, 2021**.

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 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 I.
- Latest Personal CV including experience in similar projects and easily accessible contact details (preferably e-mails and mobile phones) of at least 3 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”. Any deviation from the standard text may lead to disqualification.

## 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%.

Technical evaluation scoring will be based on the following table;

| <b>Technical Evaluation</b>      | <b>Maximum Allocated Points</b> |
|----------------------------------|---------------------------------|
| <b>Total</b>                     | <b>100 pts.</b>                 |
| General Qualifications           | 15 pts.                         |
| General Professional Experience  | 20 pts.                         |
| Specific Professional Experience | 35 pts.                         |
| Interview                        | 30 pts.                         |

Applicants meeting the minimum requirements listed in the Terms of Reference will be short-listed and 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 will be 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 that 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.

## 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 Contractors