

United Nations Development Programme
Regional Centre for Latin America and the Caribbean

Clarification # 1

REFERENCE: 033 RSC 2014

Long Term Agreement – UNDG LAC Associate Expert Network on UNDAF

Date: July 31, 2014

We notify all interested bidders the following queries:

Question 1:

“Should I submit one application for each sub-area or should I send only one application for both?”

Answer to Question 1:

You may submit only one application specifying in the Application letter requested the sub-areas of interest. (Please refer to point 4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS of the bidding document).

Question 2:

“Do you think it is possible to apply and have then a delayed contract?”

Answer to Question 2:

As this is a competitive process, all interested and qualified bidders are invited to apply, hereby UNDP will complete the process following UNDP guidelines.

Question 3:

“My PhD is in Sciences and my Master Degree is in Environmental Engineer. My application, will be taken into consideration for this position? (I have proven experience in the required areas)”

Answer to Question 3:

Please refer to page 7 of the bidding document, VII. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS.

Question 4:

"The publications that I will list should be related to the experience requirements, too. Should I include planning tools of projects, in which I worked, , like PEP (plan execution Project, Microsoft Project ®), the Annual Operating Plan, Cash Flow and the Purchase Plan, the Procurement Plan, Procurement Manual, Milestones, Risk and mitigation measures or the Project Status Report for the Project."

Answer to Question 4:

Publications refer to any publication or relevant contribution. As stated in the bidding document, page 3, Section 4, point 4.4 as follows:

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

4.4 Publications and relevant contributions: Detailed list of publications: books, monographs, articles, research, methodological guides, etc. that were produced either individually or collectively. The included publications must be in the area and sub-area specified in these Terms of Reference and/or related to the experience requirements. **Publications must mention the candidate's name and display the candidate's authorship, co-authorship, or significant participation.** The products or reports that were produced in any of **the candidate's previous consulting positions may not be included unless they have been published for collective use and display the candidate's authorship, co-authorship, or significant participation**

Question 5:

"If I will be selected, during the present individual contract, may I work simultaneously, as individual consultant, for another position in the UN?"

Answer to Question 5:

Please note that this is a competitive tender for a Long Term Agreement. A Long Term Agreement (LTA) – is a written agreement between UNDP and a supplier that is established for specific goods or services at prescribed prices or pricing provisions for a defined period of time, against which specific orders (call-offs) can be placed at any time during the defined period and with no legal obligation to order any minimum or maximum quantity.

And, Individual Contracts are intended for output-based engagements and do not usually require Individual Contractors to report for work on a daily basis. One person could potentially hold more than one (1) IC from various Business Units within UNDP and not have conflicts in terms of time and/or workload management.

End of Document.