



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 23 September 2014

Country: UNDP Thailand

Description of the assignment: National Consultant on Mid-Term Review of UNDP-supported, GEF-financed project “Sustainable Management of Biodiversity in Thailand’s Production Landscape”

Duty Station: Bangkok, Thailand with expected travel to Prachinburi, Kanchanaburi, Ranong and Pang Nga.

Project name: Sustainable Management of Biodiversity in Thailand’s Production Landscape

Tentative Period of assignment/services (if applicable): 16 November to 25 December 2014

Proposal should be submitted a by email to rcb.procurement.th@undp.org no later than **6 October 2014**.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP Asia-Pacific Regional Centre 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

See details in ANNEX 2-7 – GEF MID-TERM REVIEW TERMS OF REFERENCE
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2. OBJECTIVE, SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

See details in ANNEX 2-7 – GEF MID-TERM REVIEW TERMS OF REFERENCE
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3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

See details in ANNEX 2-7 – GEF MID-TERM REVIEW TERMS OF REFERENCE
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4. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Contract Duration: 16 November to 25 December 2014

Duty Station and Expected Places of Travel: Bangkok, Thailand with expected travel to Prachinburi, Kanchanaburi, Ranong and Pang Nga (1 combined trip for total of 7 days).

5. FINAL PRODUCTS

The evaluation team is expected to deliver the following:

Deliverable	Content	Timing	Responsibilities
Inception Report	MTR consultant provides clarifications on approach, methodology, and work plan	No later than 2 weeks before the evaluation mission.	MTR consultant submits to UNDP CO
Presentation	Initial Findings	End of MTR mission	To project management, UNDP CO
Draft Final Report	Full report	Within 1 weeks of the mission	Sent to CO, reviewed by RTA, PCU, GEF OFPs
Final Report*	Revised report	Within 1 week of receiving UNDP comments on draft	Sent to CO for uploading to UNDP ERC.

6. PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant's outputs will be overseen by the Environment Programme Analyst of UNDP Thailand and GEF Advisor of the UNDP Asia-Pacific Regional Centre in Bangkok.

7. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultant must submit the following documents/information to demonstrate your qualifications:

1. **Proposal:** Brief proposal with methodological outline (and potentially comments on the TOR), sequencing and timelines to implement the assignment, and initial suggestions on stakeholders to be involved.
2. **Financial proposal:** The financial proposal must indicate lump sum professional fee in THB.
3. **Personal CV and/or P.11¹** including past experience in similar projects and at least 3 references.

¹ UNDP P.11 Form can be downloaded from

http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc

8. FINANCIAL PROPOSAL

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

9. EVALUATION

The award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and*
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.*

** Technical Criteria weight; 70%*

** Financial Criteria weight; 30%*

Only candidates obtaining a minimum of 350 technical points would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<u>Technical</u>	70%	500
• Experience related to services	40	200
• Written proposal/test AND/OR interview result	40	200
• Expertise & Availability	20	100
<u>Financial</u>	30%	100

ANNEXES

ANNEX 1: TEMPLATE FOR SUBMISSION OF FINANCIAL PROPOSAL

ANNEX 2-7: TOR GEF MID-TERM REVIEW

ANNEX 8: INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS