



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

IC Procurement Notice-20-2015

Date: February 18, 2015

Country: Mexico

Description of the assignment: Consultancy services to carry out the Terminal Evaluation of the project “Environmentally Sound Management and Destruction of Poly Chlorinated Bipheniles in Mexico”

Project name: 00059701 Environmentally Sound Management and Destruction of PCBs in Mexico

Period of assignment/services (if applicable): 2 months **Begins:** March 2015 **Ends:** May 2015

Proposal should be submitted at the following address:

UNDP Mexico Country Office
Montes Urales #440, Lomas de Chapultepec,
Delegación Miguel Hidalgo, C.P. 11000, México D.F.

Or by email to rm@undp.org no later than **March 04, 2015**.

Any request for clarification must be sent by standard electronic communication to the e-mail indicated above. The procuring UNDP entity will respond by standard electronic mail and will post a copy of the response, including an explanation of the query without identifying the source of inquiry, in order that all consultants are informed.

1. BACKGROUND

Please see Terms of Reference (TORs) attached.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

Please see Terms of Reference (TORs) attached.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Please see Terms of Reference (TORs) attached.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal:

- (i) Explaining why they are the most suitable for the work
- (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)

2. Financial proposal (on the Format 1. English –attached-)

3. Personal CV including past experience in similar projects and at least 3 references

5. FINANCIAL PROPOSAL

- **Lump sum contracts**

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).

6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

1. Lowest price and technically compliant offer

When using this method, the award of a contract should be made to the individual consultant whose offer has been evaluated and determined as both:

a) responsive/compliant/acceptable, and

b) offering the lowest price/cost

“responsive/compliant/acceptable” can be defined as fully meeting the TOR provided.

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS