

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 18 March 2015

Reference No.: RFQ150401-01

Country: United States of America

Description of the assignments: International Consultant – HACT common operational guideline for UNDP Barbados and the OECS

Project name: Harmonized Approach to Cash Transfers (HACT) Micro Assessment of Rocky Mountain Institute

Period of assignment/services (if applicable): 7 to 12 working days

1. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

- Completed letter as per Annex II – *Offeror's Letter*
- A price proposal quoted in United States dollars, as per Annex III – *Financial Proposal*
- A current and complete CV or UNDP P11 form (preferred) in English, with e-mail and phone contact
- Valid professional certifications (CA; CPA; etc.) from an accredited chartered accountancy institution

1.2. Financial Proposal

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables. 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 diem, and number of anticipated working days).

Please do not state the lump sum total for the quotation in the technical proposal or any other document (other than the Financial Proposal).

2. EVALUATION

Applicants will be evaluated based on cumulative analysis of the offers being 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.

Criteria	Weight	Max. Points
Professional	70%	70
• Academic qualifications	20%	20
• Years of relevant experience	30%	30
• Competencies	20%	20
Financial	30%	30

Only candidates obtaining a minimum of 49 of 70 points (70%) in the professional evaluation will be considered for the financial evaluation.

3. PROVISION FOR TRAVEL AND DAILY ALLOWANCES

The Consultant's price proposal should include all expected costs of the assignment, including travel and allowances, as shown in Annex III. 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 Consultant 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 UNDP and Individual Consultant, prior to travel.

4. SUBMISSION INSTRUCTIONS TO APPLICANTS – IMPORTANT!

4.1. Deadline:

- Proposal should be submitted by email ONLY to procurement.bb@undp.org no later than **01 April 2015 at 4:00pm Eastern Caribbean Time (GMT-4)**

4.2. Applications must include:

- Completed letter as per Annex II – *Offeror's Letter*
- A price proposal quoted in United States dollars, as per Annex III – *Financial Proposal*
- A current and complete CV or UNDP P11 form (preferred) in English, with e-mail and phone contact
- Contact details of three referees, including at least one reference letter
- Valid professional certifications (CA; CPA; etc.) from an accredited chartered accountancy institution

Candidates must fulfil the profile minimum requirements and comply with the application instructions to be evaluated. Interviews will be conducted, if necessary, by UNDP with short-listed candidates.

4.3. Electronic submissions ONLY must be provided by email to procurement.bb@undp.org, as follows:

- Subject line must contain **"Company/person name – RFQ150401-01"**
- Submissions must be one (1) email containing the following: -
 - "Confidential Financial Proposal" – attachment must be password-protected (i.e. requiring password to open file – Word or PDF)
 - Other documents submitted in the email i.e. Cover Letter, *Offeror's Letter*, CV, etc. do not need to be password-protected

The password for the financial proposal must be submitted ONLY if requested

5. CLARIFICATIONS

Any request for clarification must be sent to the email address indicated above by **25 March 2015**. The UNDP Barbados and the OECS Procurement Unit will post responses to questions on the UNDP Procurement website <http://www.bb.undp.org/content/barbados/en/home/operations/procurement/> including an explanation of the query without identifying the source of inquiry.

6. DEADLINE EXTENSIONS AND AMENDMENTS

UNDP may, at its discretion, extend the deadline for the submission of Quotations. UNDP also reserves the right to cancel any Request for Quotation (RFQ) previously published at any time. Potential bidders will be notified of deadline extensions, amendments or cancellations at

<http://www.bb.undp.org/content/barbados/en/home/operations/procurement/>

ANNEXES

ANNEX I: TERMS OF REFERENCE (TOR)

ANNEX II: OFFEROR'S SUBMISSION LETTER TEMPLATE

ANNEX III: FINANCIAL PROPOSAL TEMPLATE

ANNEX IV: INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX V: MICRO ASSESSMENT QUESTIONNAIRE

ANNEX VI: PROGRAMME-SPECIFIC INFORMATION