



*Empowered lives.  
Resilient nations.*

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 3rd Aug 2015

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**Duty Station:** UNDP Samoa – International or National Consultant

**Description of the assignment:** Consultancy Services – UNDP is recruiting a consultant to work on the designs of trainings on Sustainable Agriculture Practices (SAP) refer more details in the TOR.

**Period of assignment/services:** 30 working days

**Effective Date of Contract:** September 2015

**Application deadline:** 14<sup>th</sup> August 2015

Please apply online and submit relevant documents to: [jobs.undp.org](http://jobs.undp.org). **When uploading proposal on undp jobsite, always upload them as 1 document altogether.**

- **CV** or P11 form addressing the evaluation criteria and why you consider yourself the most suitable for this assignment. The selected candidate must submit a signed P11 prior to contract award.
- **3 professional references most recent**
- **A brief methodology** on how you will approach and conduct the work,
- **Financial Proposal** specifying the daily rate and other expenses, if any
- **Letter of interest and availability** specifying the available date to start and other details

**Please visit the procurement website to download copy of the TOR and relevant templates to assist with your proposal:** <http://procurement-notices.undp.org>

**Evaluation:** Selection will be based on a combination of the applicant's qualifications and financial proposals. (Technical criteria weight – 70%; financial criteria weight –30%)

Any request for clarification must be sent in writing, or by standard electronic communication to this email; [procurement.ws@undp.org](mailto:procurement.ws@undp.org)