



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 07 October 2015

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**Country: Turkey**

**Description of the assignment: International Consultant on Improvement of Legal Aid Practices for Syrian Population and Host Communities in Turkey**

**REF: (IC-LA-2015)**

**Project name: Support to the Improvement of Legal Aid Practices for Access to Justice for All in Turkey**

**Period of assignment/services: 85 DAYS UPON CONTRACT SIGNATURE**

Proposal should be emailed to [ic.proposal@undp.org.tr](mailto:ic.proposal@undp.org.tr) no later than **18 October 2015**.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP 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. **Only short-listed candidates will be contacted.**

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### 1. BACKGROUND

Please see Annex 1(Terms of Reference).

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

Please see Annex 1(Terms of Reference).

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Please see Annex 1(Terms of Reference).

#### **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) A one-page Letter of Interest, explaining why they are the most suitable for the work
- (ii) Personal CV including past experience in similar projects and at least 3 references

#### **5. FINANCIAL PROPOSAL**

The candidates will be requested to submit 'Financial Proposals' upon completion of technical evaluation.

The financial proposals shall be submitted in UNDP's standard format which will be communicated to successful candidates. The financial proposal shall specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

#### **6. EVALUATION**

Applicants meeting the minimum requirements listed in the Terms of Reference will be short-listed and asked for price proposals. The selection of the Consultant will be made in accordance with the quality-cost based selection method (70 % technical component and 30% price component). Only short-listed candidates will be contacted.

#### **ANNEX**

##### **ANNEX 1- TERMS OF REFERENCES (ToR)**

##### **ANNEX 2- P11 FORM**