



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 1st April 2016

Country: Cape Verde

Description of the assignment: *“International Consultancy for the preparation of Operational Plans for the new Education Policy”*

Project name: “Renforcement de la qualité de l’éducation (project ID 00079874) »

Period of assignment/services (if applicable): 30 working days over a time period of 3 months

Proposal should be submitted at the following address **N/A** or by email to **procurement.cv@cv.jo.un.org** no later than **6 May 2016, 16H00 Cape Verde Time**.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above or by email to **sandra.martins@cv.jo.un.org** and/or **deborasousa@cv.jo.un.org** 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 attached TOR

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

[Provide a brief description of the assignment or refer to the Annex covering TOR]

See attached TOR

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Preference will be given to candidates who have a:

- Advanced Education (Master's degree or higher) in Social Sciences, Educational Sciences, Economics or related field;
- Minimum of 10 years demonstrating proven experience in the field of strategic planning, particularly in Education and/or related fields;
- Proven experience in developing similar works;
- Ability to work in Portuguese and proficiency in French and/or English.

Other competences include:

- Team working abilities and adaptability to cultural diversity, and interaction with diverse groups;
- Clear and effective communication skills;
- Helping to create an open communication environment. Providing oral/written information in a timely, effective and easy manner. Preparing written material in a manner that requires little or no editing or correction by others;
- Expertise in developing programs and policies results-oriented;

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

All applications should be submitted to the email address procurement.cv@cv.jo.un.org indicating the following reference **"Consultoria para elaboração do Plano de Ação e Planos Operacionais no quadro da nova Carta de Política Educativa"** by **6 May 2016 at 16H00** (Cape Verde time) COB.

The application dossier must include the following:

1. The consultant's Curriculum, mentioning detailed qualifications, experience and skills. UN P.11 form filled (*attached*). If the consultant intends to subcontract other elements he/she must also provide their specified curricula vitae for review. References specified in P11 should be available and containing information for reference check;
2. A methodological description that presents in a clear, precise and concise manner the management and organization scheme of this exercise, the process/approach, tools and tasks to be carried on;
3. A financial proposal (*lump sum*) including the fees, travel costs (in particular for missions, living allowance and others) considered inherent to the consulting. The financial proposal shall indicate the overall amount of the proposed all-inclusive (LUMPSUM), and shall be presented according to the breakdown costs as per template provided in Annex. The fees shall be set taking into account the level and degree of consultant's experience according to the United Nations standards and depending on the range they have adopted. The technical proposal must be presented separately from the financial proposal; otherwise the application will not be considered;
4. A letter confirming the interest and availability for the consultancy (Template for Confirmation of Interest and Submission of Financial Proposal), attached.

Incomplete applications and applications sent after the deadlines will be excluded from further consideration.

Only selected candidate will be notified.

Criteria for Evaluation of Proposal:

Applications will be evaluated according to the following scoring criteria:

- **Qualifications and methodology (70 points)**

- **Curriculum analysis (40 points)** divided into: Academic Qualification (**10 points**); Experience in planning areas related to Education (Primary, Secondary), vocational training and higher education (**15 points**); Proven experience in developing similar studies (**15 points**).

- **Quality of Technical Proposal (30 points)**, namely: a) Proposal adequacy including the Terms of Reference (**10 points**); b) Methodological approach, including the work plan (**20 points**).

It is worth stressing that the proposals will be analyzed taking into account the same basic elements compared, namely the integration of the technical tracks in the different domains and subsystems as requested.

- **Financial Proposal - 30 points**

UNDP applies a fair and transparent selection process that will take into account the competencies/skills of the applicants as well as their financial proposals. Qualified women and members of social minorities are encouraged to apply.

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:

Criteria	Weight	Max. Point
<u>Technical</u>		40
<u>Curricular analysis</u>		30
• <i>Criteria A</i>		
• <i>Criteria B</i>		
• <i>Criteria C</i>		
• <i>Criteria D</i>		
<u>Financial</u>		30

ANNEXES:

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3 - OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

ANNEX 4 – P11 form