



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Reference Code:	IC-EEMOTORS-2018/09
Country:	Turkey
Description of the Assignment:	Local Consultancy Services on Website Design and Administration (WDA).
Related Project:	PIMS 5285: Promoting Energy Efficient Motors in Small and Medium Sized Enterprises (EE Motors)
Period of Assignment/Services:	01 June 2018 – 31 January 2019

Proposal should be submitted by email to tr.icproposal@undp.org no later than 7 May 2018, COB by indicating the reference code of the applied position in the subject of the e-mail.

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.

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 should submit the following documents/information to demonstrate their qualifications:

- (i) A one-page Letter of Interest, explaining why they are the most suitable for the work
- (ii) Personal updated CV or UN Personal History Form (P11 Form) including past experience in similar projects and accessible contact details (preferably e-mails and mobile phones) for at least 3 references.

5. FINANCIAL PROPOSAL

The candidates, who are technically qualified will be requested to submit financial proposals as per the template which will be shared with the shortlisted candidates only, after the technical evaluation of the documents indicated in Section 4.

6. EVALUATION

The evaluation will be based on cumulative analysis (i.e. technical qualifications and price proposal). The weight of the technical criteria is 70%; the weight of the financial proposal is 30%. Candidates that obtain a minimum of 49 pts out of a maximum 70 pts will be considered for the financial evaluation. Candidates that do not meet the minimum requirements will be disqualified.

Criteria	Maximum Points
Technical	70 pts
<i>General Qualifications</i>	<i>15 pts</i>
<i>General Professional Experience</i>	<i>20 pts</i>
<i>Specific Professional Experience</i>	<i>35 pts</i>
Financial	30 pts

7. ANNEXES

The following annexes are an integral part of this procurement notice. In case of any conflict between the provisions of the Annex II and the procurement notice and/or Annex I and the provisions of Annex II are applicable.

- Annex I: Terms of Reference
- Annex II: General Conditions of Contract for the Services of Individual Contractors