



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: January 30<sup>th</sup>, 2020

<b>Country:</b>	Turkey
<b>Description of the Assignment:</b>	Individual Consultancy for “Training Needs Assessment (TNA) [Junior TNA and Training Expert]”
<b>Reference Code:</b>	UNDP-TUR-IC(LAR3)-2020/03
<b>Related Project Name:</b>	Local Administration Reform Phase III
<b>Expected Period of Assignment/Services:</b>	February 17 <sup>th</sup> , 2020 – May 5 <sup>th</sup> , 2020

Proposals should be submitted by e-mail to [tr.icproposal@undp.org](mailto:tr.icproposal@undp.org) no later than 18:00hrs (GMT + 3) on February 12<sup>th</sup>, 2020.

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 proposers.

### 1 Background

Please see Annex II (Terms of Reference).

### 2 Scope of Work, Responsibilities and Description of the Proposed Analytical Work

Please see Annex II (Terms of Reference).

### 3 Requirements for Experience and Qualifications

Please see Annex II (Terms of Reference).

### 4 Documents to be included when submitting Proposals

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

- Duly signed and complete "Letter to UNDP Confirming Interest and Availability" provided as Annex I.
- Latest Personal CV including experience in similar projects and easily accessible contact details (preferably e-mails and mobile phones) of at least 3 references.

***Failure to submit either one of the above listed documents may result in automatic disqualification of a candidate.***

### 5 Financial Proposal

Financial proposal shall be submitted together with the compulsory documents, in the format provided in “Letter to UNDP Confirming Interest and Availability”. Any deviation from the standard text may lead to disqualification.

## 6 Evaluation

Applicants meeting minimum qualification requirements stipulated within the Terms of Reference will be short-listed for technical 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%.

The Evaluation Committee will interview the candidates who fulfil all the stipulated minimum qualification requirements, prior to conclusion of the technical evaluation.

After conclusion of the technical evaluation upon conduct of the interviews, candidates who have obtained a minimum of 49 points out of a maximum 70 points will be considered for the financial evaluation.

Candidates who could not meet the minimum qualification requirements will be disqualified.

Criteria	Weight	Maximum Attainable Points
<b><u>Technical</u></b>	<b>70%</b>	<b>70 pts</b>
General Qualifications	15%	15 pts
General Professional Experience	19%	19 pts
Specific Professional Experience	36%	36 pts
<b><u>Financial</u></b>	<b>30%</b>	<b>30 pts</b>

## 7 Annexes

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

- Annex I: Template for “Letter to UNDP Confirming Interest and Availability”
- Annex II: Terms of Reference
- Annex III: General Conditions of Contract for the Services of Individual Contractors