



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: February 4<sup>th</sup>, 2020

<b>Country:</b>	Turkey
<b>Description of the Assignment:</b>	Key Expert on Individual and Institutional Capacity Building (KE3)
<b>Reference Code:</b>	UNDP-TUR-IC(CO3)-2020/02
<b>Related Project Names:</b>	Strengthening the Civilian Oversight of Internal Security Forces Phase III Project (aka CO III)
<b>Expected Period of Assignment/Services:</b>	March 1 <sup>st</sup> , 2020 – December 20 <sup>th</sup> , 2020

Proposals should be submitted by e-mail to [tr.icproposal@undp.org](mailto:tr.icproposal@undp.org) no later than 23:59hrs (GMT + 3) on February 18<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 contractors 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.

The interview will be notified to the candidates at least two days in advance. If a candidate is unable to participate in an interview by force majeure, a mutually convenient alternative date and time may be arranged with the candidate. If the candidate is unable to participate in this second scheduled time, the candidate will be eliminated from the evaluation process.

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.

<b>Criteria</b>	<b>Weight</b>	<b>Maximum Attainable Points</b>
<b><u>Technical</u></b>	<b>70%</b>	<b>70 pts</b>
General Qualifications	15%	15 pts
General Professional Experience	26%	26 pts
Specific Professional Experience	21%	21 pts
Interview	8%	8 pts
<b><u>Financial</u></b>	<b>30%</b>	<b>30 pts</b>

	<b>Minimum Qualification Requirements</b>	<b>Points</b>	<b>Assets</b>	<b>Points</b>
<b>General Qualifications</b>	Bachelor's Degree in the fields of political sciences, public administration, law, security studies, educational sciences or any other relevant field	8	Advanced degree in the fields of political sciences, public administration, educational sciences and/or communications, law, security studies or public relations	1
	Good command of spoken and written English	3	Good command of spoken and written Turkish	1
	Full computer literacy	2		
<b>General Professional Experience</b>	Minimum 10 (ten) years of professional experience	10	More than 10 (ten) years of professional experience	1
	Minimum 3 (three) years of professional experience in working for/with	8	Former experience in EU funded projects	1

	Minimum Qualification Requirements	Points	Assets	Points
	international institutions/organizations and/or international projects and/or taking part within international projects as staff/personnel of partners (including donors and beneficiaries)			
	Knowledge of international human rights framework	5	Former experience in UN projects	1
<b>Specific Professional Experience</b>	At least 5 (five) years of specific working/academic experience in public administration, human rights and/or security sector	7	Experience in at least 1 (one) project as a senior expert on Turkey's internal security issues and/or fundamental rights	1
	Specific knowledge of functioning of public sector or/and security sector in EU Member States and/or in Turkey	6	Proven experience in design and implementation of capacity building/training programs targeting internal security sector	1
			Proven experience in curriculum development in the field of democratic security governance	1
			Proven experience in development and implementation of awareness raising programs on security/public safety and/or civilian oversight	1
			Proven experience in design and implementation of large-scale opinion polls and design of awareness raising strategies by using its results	1
			Proven experience in development and implementation of tailor-made training programs for civil society and media on public safety	1
			Proven knowledge on the Turkish administrative structure and specifically the security role and functions of Ministry of Interior	1
			Planning and conduct of capacity-building programs for security sector in Turkey	1

## 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