



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 17 March 2020

Country:	Turkey
Description of the Assignment:	Deliverable-based Individual Contract for Reports and Monitoring Analyst (RMA)
Reference Code:	UNDP-TUR-IC(SYRIA)2020-02
Related Project Names:	UNDP Syria Cross-border Programme
Period of Assignment/Services:	Six months. (06 April 2020 – 05 October 2020)

Proposal should be submitted by email to tr.icproposal@undp.org no later than **31 March 2020, 10:00 AM Turkey Time**.

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 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 the 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" given in the attachment as Annex I
- A one-page motivation letter, explaining why they are the most suitable for the work,
- Latest Personal CV including experience in similar projects and easily accessible contact details (preferably mobile phones) and at least 2 references.
- Personal portfolio for previous visibility materials designed by the candidate, portfolio shall comprise followings (as minimum);

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 the minimum qualification requirements stipulated by 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%.

In addition to the qualification requirements stipulated in the Terms of Reference, shortlisted candidates will also be evaluated based on their writing skills through a test to be taken in Gaziantep Office of UNDP Syria Cross-border Programme.

Technical evaluation scoring will be based on the following table:

<u>Technical Evaluation</u>	Maximum Allocated Points
<u>Total</u>	100 pts
General Qualifications	10 pts
General Professional Experience	10 pts
Specific Professional Experience	15 pts
Test on Writing Skills	65 pts

After conclusion of the technical evaluation, candidates that obtain a minimum of 70 pts out of a maximum 100 pts will be considered for the financial evaluation.

Candidates that do not meet the minimum requirements will be disqualified.

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: Letter to UNDP Confirming Interest and Availability
- Annex II: Terms of Reference
- Annex III: General Conditions of Contract for the Services of Individual Contractor