INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: March 20th, 2020

Country:	Turkey
Description of the Assignment:	Short Term Expert on Project Evaluation
Reference Code:	UNDP-TUR-IC(GREEK)-2020/01
Related Project Name:	Border Surveillance Capacity between Turkey and the EU - Phase II Project
Expected Period of Assignment/Services:	April 24th, 2020 – June 19th, 2020 (The Individual Consultant is expected to work for an estimated maximum of 20 non-consecutive person/days throughout the validity of the Contract)

Proposals should be submitted by e-mail to tr.icproposal@undp.org no later than 18:00hrs (GMT + 3) on April 2nd, 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%.

After conclusion of the technical evaluation, 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
Technical	**70%**	**70 pts**
General Qualifications	14%	14 pts
General Professional Experience	21%	21 pts
Specific Professional Experience	35%	35 pts
Financial	**30%**	**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 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