



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 08.06.2020

Country: Belarus

Description of the assignment: International Consultant on needs assessment of border control points (BCPs) for more efficient combatting illicit trafficking of weapons, ammunition and explosives

Project/Office: 00113052 "Strengthening Capacity of the State Border Committee of the Republic of Belarus in Combatting Illicit Trafficking of Weapons and Ammunition"

Period of services (if applicable): 10 August 2020 – 30 November 2020 (approximately 20 working days including one 8-day fact-finding mission to Belarus)

Proposals for tender ref. num. IC/100/2020 should be submitted to e-mail tenders.by@undp.org no later than **17:00 30 June, 2020 (Minsk time, UTC+3)**.

Any request for clarification must be sent by standard electronic communication to the e-mail: sergei.bobrovskih@undp.org. The response will be provided by standard electronic mail.

1. BACKGROUND

According to the Project Annual Work Plan for 2020 it is required to organize a needs assessment mission to the preselected border crossing points (BCPs) taking into account risk analysis, cost benefit analysis, their mobility and categorization. Based on the findings and recommendations of this in-depth assessment a number of inspection and detection equipment will be later procured by the Project to the selected BCPs.

Within this context, UNDP in Belarus needs to engage international consultant to act as an overall advisor and technical expert to support the State Border Committee of Belarus in taking the appropriate evidence-based measures for improving the technical capacity of the BCPs through the preparation of a detailed list of inspection and detection equipment, including specifications and cost estimates, and the development of recommendations on further improvement of the technical capacities of the State Border Committee to counter illicit trafficking of firearms, ammunition and explosives more efficiently.

2. SCOPE, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The principle overall output of the engagement will be a list of equipment recommended for procurement to the pre-selected BCPs with detailed specifications and cost estimates as well as a final assessment/mission report which shall include an analysis of the current technical capacities used for inspection, detection and control, main gaps and challenges identified, proposals on appropriate

solutions for addressing these challenges and recommendations on key human and technical resources required for more effective inspection and detection of weapons, ammunition and explosives.

Under the guidance of UNDP Belarus Project Manager, the Consultant will be responsible for the development of the recommendation on procurement of inspection and detection equipment to the pre-selected border crossing points within the available funds in order to support successful efforts and measures against illicit firearms, ammunition and explosives.

Please see the detailed Terms of Reference.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University degree (at least Bachelor's level) in any of the following fields: law, governance, border management or any other related area.

II. Experience:

- At least 4 years of international expertise and practical experience in conducting assessments in the area of technical and resource capacities of border and/or other law-enforcement agencies;
- Demonstrated proven experience in performing at least 3 similar assignments in international technical assistance projects or its relevant subcomponents in Belarus and/or EU countries;
- Solid knowledge of best international and European practices in integrated border management; familiar with practical applications of different border control approaches and techniques that is proved by previous successful experience in projects on integrated border management;
- Knowledge of relevant Belarusian regulations and standards in border management development is an asset that is proved by previous relevant experience in the Republic of Belarus.

III. Competencies:

- Working knowledge and spoken English, that is proved by relevant certificates (language courses, university diploma mentioning English studies, training abroad etc.);
- Working knowledge of written and spoken Russian is an asset that is proved by relevant certificates (language courses, university diploma mentioning Russian studies, training abroad etc.).

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

- a) **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **CV** including at least 3 references (or contact information of at least 3 people who could provide a reference upon request);
- c) **Financial Proposal** as per template attached to the Letter of Confirmation of Interest and Availability template;
- d) **Copy of University Diploma**; copies of additional trainings and courses (if available);
- e) **Copies of documents proving language knowledge** for English and Russian (language courses, diplomas etc.);

- f) **Statement of Good Health** using the template provided by UNDP and indicating medical insurance policy number and insurance provider (a copy of insurance policy is to be attached) shall be submitted prior to contract signing.

All documents required shall be presented altogether in one e-mail transmission.

Incomplete applications will not be considered. Please make sure you have provided all requested materials.

5. FINANCIAL PROPOSAL

Lump sum of the contract is all-inclusive and takes into account various expenses incurred by the consultant/contractor during the contract period (e.g. fee, health insurance, vaccination, office costs and any other relevant expenses related to the performance of services). All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station travel.

The lump sum contract amount will be paid in two installments as follows:

- 1) **Milestone I:** (payment without output) travel related costs under the contract are to be transferred to the incumbent's bank account to cover the expenses prior to the mission to Belarus.
- 2) **Milestone II:** after submission of a report on the work conducted and after its approval by the direct supervisor.

Travel

The consultant will undertake one 8-day mission to Belarus (5 nights in Minsk, 2 nights in Brest). All travel expenses related to the mission must be included into the consultant's contract lump sum amount.

6. EVALUATION

Individual consultants will be evaluated based on cumulative analysis.

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer received the highest score out of a pre-determined set of weighted technical and financial criteria:

Total score = Technical Score + Financial Score

Example

* Technical Criteria weight; [70%], maximum 700 points

* Financial Criteria weight; [30%], maximum 300 points

All the offers of individual consultants who scored 490 (70% from 700) and more points during the desk review/interview are acceptable for the financial evaluation. The lowest technically qualified proposal receives 300 points and all the other technically qualified proposals receive points in inverse proportion according to the formula:

$P=Y*(L/Z)$, where

P=points for the financial proposal being evaluated;

Y=maximum number of points for the financial proposal;

L= price of the lowest price proposal;
Z=price of the proposal being evaluated.

Criteria	Weight	Max. Points - 1000
<u>Technical</u>		
• Academic qualifications:	13%	130
University degree (at least Bachelor's level) in any of the following fields: law, governance, border management or any other related fields	10%	100
Higher level than Bachelor's	3%	30
• Professional experience:	45%	450
At least 4 years of international expertise and practical experience in conducting assessments in the area of technical and resource capacities of border and/or other law-enforcement agencies	17%	170
More than 4 years of international expertise and practical experience in conducting assessments in the area of technical and resource capacities of border and/or other law-enforcement agencies - 10 points for each additional year of experience but not more than 30 points	3%	30
Demonstrated proven experience in performing at least 3 similar assignments in international technical assistance projects or its relevant subcomponents in Belarus and/or EU countries	8%	80
Demonstrated proven experience in performing more than 3 similar assignments in international technical assistance projects or its relevant subcomponents in Belarus and/or EU countries – 10 points for each additional similar assignment but not more than 30 points	3%	30
Solid knowledge of best international and European practices in integrated border management; familiar with practical applications of different border control approaches and techniques that is proved by previous successful experience in projects on integrated border management	9%	90
Knowledge of relevant Belarusian regulations and standards in border management development is an asset that is proved by previous relevant experience in the Republic of Belarus	5%	50
• Competencies	12%	120
Working knowledge and spoken English, that is proved by relevant certificates (language courses, university diploma mentioning English studies, training abroad etc.)	6%	60
Working knowledge of written and spoken Russian is an asset that is proved by relevant certificates (language courses, university diploma mentioning Russian studies, training abroad etc.)	6%	60

<u>Financial</u>	30%	300
<i>Unit price as per Financial Proposal</i>		300

Annexes:

Annex I – Terms of Reference

Annex II – Letter to UNDP Confirming Interest and Availability including Finance Proposal

Annex III – Individual Consultant contract form

Annex IV –Individual Consultant General Terms and Conditions

Annex V – Statement of Good Health