



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Reference Code:	UNDP-TUR-IC-EEM-2020-23
Country:	Turkey
Description of the Assignment:	Deliverable-based Local Consultancy Services for the “Implementation of a Product Testing Programme for Electric Motors”
Portfolio:	Climate Change and Environment Portfolio
Project name:	PIMS 5285: UNDP/GEF Promoting Energy Efficient Motors in Small and Medium Sized Enterprises (EE Motors)
Period of Assignment/Services:	1 July 2020 – 31 March 2022

*Proposal shall be submitted by email to tr.icproposal@undp.org no later than **29 June 2020, 23:59hrs (GMT +3)** by indicating the reference code of the applied position in the subject of the e-mail.*

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.

Important Issues to be Considered by Applicants:

The Applicants are required to review below requirements prior to preparation and submission of their applications and submit their applications with due consideration and factoring below requirements:

1. Prior to contract signature, selected Applicant shall complete and submit “Statement of Good Health” (given as Annex 4) which was introduced as part of the COVID-19 response, as a self-declaration to confirm that she/he is in good health and have the necessary insurance coverage and inoculations. It does not require a doctor to sign.
2. Selected Applicant whose assignment requires travel and who is over 65 years of age is required, at her/his own expense, to undergo a full medical examination, including x-rays, and obtain medical clearance from a UN-approved doctor prior to taking up her/his assignment.
3. Government officials or employees are civil servants of UN Member States. For UNDP to engage them under an individual contract, which they will be signing in their individual capacity, the following conditions must be met prior to contract signature:

a. Selected Applicant shall submit a ‘no-objection’ letter from the Government employing him/her; and;

b. Selected Applicant shall provide an official document from his/her employer formally certifying his or her status as being on ‘official leave without pay’ for the duration of the contract.

In case the selected Applicant cannot provide above mentioned documents (as applicable) on time, UNDP will not sign a contract with the selected Applicant and switch to the next runner up candidate.

1 BACKGROUND

Please see Annex 1 (Terms of Reference).

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

Please see Annex 1 (Terms of Reference).

3 REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Please see Annex 1 (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:

1. "Letter to UNDP Confirming Interest and Availability" given in the attachment as Annex 2
2. Latest Personal CV including similar past experience and contact details for references

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

UNDP is committed to achieving workforce diversity in terms of gender, race, ethnicity, indigenous identity, disability and culture. Individuals from all genders, minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with utmost confidentiality.

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"**.

6 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%.

Candidates that obtain a minimum of 49 pts out of a maximum 70 pts will be considered for the financial evaluation. Candidates that do not meet the minimum requirements will be disqualified.

<u>Criteria</u>	<u>Maximum Points</u>
Technical <ul style="list-style-type: none">- <i>Minimum Requirements (49 Points)</i>- <i>Assets (21 Points)</i>	70 points
Financial	30 Points

7. ANNEXES

The following annexes are an integral part of this procurement notice. In case of any conflict between the provisions of the Annex 3 and the procurement notice and/or Annex 1 and/or Annex 2, the provisions of Annex 3 are applicable.

- Annex 1: Terms of Reference (TOR)
- Annex 2: Letter to UNDP Confirming Interest and Availability
- Annex 3: General Conditions of Contract for Services of Individual Consultants
- Annex 4- Statement of Good Health