

**Call for Expression of Interest for International/Local Consultants (Senior/Junior) for
Local Administration Reform Phase III Project (LAR III)**

(REF: 2019/LARIII/EOI)

INSTRUCTIONS TO APPLICANTS

General		
1.	Eligibility	This “Call for Expression of Interest” is open for Individual Consultants.
2.	Purpose	<p>The aim of the Call is to establish a qualified pool of consultants who can deliver professional services on a short-term basis for the conduct of various activities including but not limited to provision of consultancy services on local administration/governance related topics, capacity building and awareness raising activities within the scope of Local Administration Reform Phase III Project.</p> <p>Thematic areas to be covered, are listed in Attachment 1 (Generic Terms of Reference).</p>
3.	Deadline	<p>The Call for Expression of Interest will be open until 30 September 2021 (subject to extension, as needed by UNDP), since the project will need to deploy several short-term consultancies on various topics throughout the project duration. Applications will be collected throughout the announcement period of EOI and evaluated on a monthly basis.</p> <p>Initial Application Deadline: 23:59hrs (GMT + 3) on 30 November 2019</p> <p>Monthly Application Deadline: 23:59hrs (GMT + 3) on the last day of each calendar-month</p>
4.	Evaluation Process	<p>UNDP will evaluate the applications received in a particular month, within the first 10 calendar days of the following month.</p> <p>The successful candidates identified in this evaluation shall be listed in UNDP’s roster.</p>
Preparation and Submission of Applications (Expression of Interest)		
5.	Language	All applications should be made in English. Applications in languages other than English may be automatically eliminated by UNDP without a further request for clarification and/or completion.
6.	Submissions	<p>All submissions and enquiries shall be sent by e-mail to tr.lar.eoi@undp.org</p> <p>IMPORTANT NOTE: The subject line of the application e-mails to be sent to the above e-mail account MUST contain the reference of the applied position(s). (e.g. 2019/LARIII/EOI/01, 2019/LARIII/EOI/17, etc.) Application e-mails which do not contain the reference of the applied position(s) may not be taken into consideration.</p> <p>Applicants may apply to as many positions as they wish.</p>

7.	Documents that <u>MUST</u> be Submitted in the Application	<ol style="list-style-type: none"> 1. Application Form (Attachment 3) 2. CV in English. (CV Format which shall be used has been provided as Attachment 4) <p>IMPORTANT NOTE: All applicants must present in their CVs, how they fit for the consultancy position they would like to be considered for; in terms of qualification, education and professional experience.</p>
8.	Validity period	All applications will be assumed to be valid until 28 October 2021 .
Evaluation and Award of Contracts		
9.	Step 1: Expression of Interest & Long-listing	<p>The applications (Expression of Interest) will be reviewed by an evaluation committee against the minimum qualification requirements, defined in the attached generic terms of reference.</p> <p>Applicants meeting the minimum qualification requirements (pass/fail) will be included in the roster. Screening process will be repeated on a monthly basis to review the incoming applications and expand the roster accordingly.</p> <p>The outcome of the long-listing process is to establish a roster of consultants meeting the minimum requirements of the generic terms of reference, categorized in accordance with the level, type and area(s) of expertise of the consultants. The identified consultants will be listed on the relevant roster.</p>
10.	Step 2: Specific Terms of Reference & Short-listing	<p>The project management unit will prepare specific Terms of Reference (ToR) for each assignment. Assignment-based specific Terms of Reference will include the level, type and area(s) of expertise, required for fulfillment of the assignment.</p> <p>Assignment-based specific Terms of Reference will be sent (e-mailed) to the long-listed consultants, qualifications of whom meet the level, type and area(s) of expertise, identified in the relevant specific ToR.</p> <p>The invitees will be provided with the opportunity to update their CVs with a view to highlight their qualifications and experiences that are most relevant to the requirements of the specific Terms of Reference. Invitees may also prefer not to update their CVs, in which case the CVs submitted during the expression of interest will be taken into account.</p> <p>A short-listing committee will review and score CVs of the candidates, based on the requirements stipulated in the specific Terms of Reference. The outcome of the short-listing process is a list of consultants that meet the minimum requirements in the assignment-based specific Terms of Reference, scored in accordance with the technical evaluation criteria indicated in the relevant ToR.</p> <p>An applicant who has been listed on a roster for a specific position will be provided with the specific Terms of Reference along with the “Offeror’s Letter to UNDP” document in order to receive her/his Price Proposal. UNDP has the right to not request price proposal of an applicant even if she/he has been listed on a roster. UNDP may request price proposals from other prospective Individual Consultants. UNDP does not warrant that any consultancy services will be procured as a result of this Call for</p>

		Expression of Interest. Applicants may be considered for position(s) and/or Individual Consultancy Assignments, other than the position(s) they have expressed interest, at the sole discretion of UNDP.
11.	Award Criteria	To be specified in the specific Terms of Reference, who will only be provided to applicants listed on the respective roster. Only successful applicants, who have been listed on a roster will be notified.
12.	Attachments	Attachment 1: Generic Terms of Reference Attachment 2: List of Required Fields of Consultancy Attachment 3: Application Form Attachment 4: CV Format Attachment 5: General Terms and Conditions for the Services of Individual Contractors
<p>* All the applications will be received through the e-mail address stipulated above. UNDP will not be held responsible for any failure regarding transmission and/or receipt of e-mails. UNDP will not accept any liability and/or cannot be kept liable for not receiving e-mail submissions that are rejected by its servers due to the excessive size of the e-mail (e.g. larger than 35 MB), virus, spam etc. No phone enquiries will be accepted regarding receipt of applications.</p> <p>** UNDP reserves the right to cancel the application, evaluation and/or the award process and reject all applications at any time prior to award of a Contract without incurring any liability to the applicants. Only shortlisted candidates will be contacted.</p> <p>*** UNDP implements several projects and programmes. Applications to this Call for Expression of Interest will only be considered for the Local Administration Reform Phase III Project. Candidates to be long-listed may not be automatically considered for other opportunities.</p>		