

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 09 July 2020

Country:	Turkey
Description of the Assignment:	Framework Based Individual Consultancy Services for Communication Activities
Reference Code:	UNDP-TUR-IC-Cov19R-2020-01
Related Project Names:	Covid-19 Response and Resilience Project
Period of Assignment/Services:	15 August 2020 – 31 March 2021
<p>Proposal should be submitted by email to tr.icproposal@undp.org no later than 27 July 2020, 14:00 hrs. (GMT+3).</p> <p>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.</p> <p>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.</p>	

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 candidates must submit the following documents/information to demonstrate their qualifications:

- "Offeror's Letter to UNDP Confirming Interest and Availability" given in the attachment as Annex 3,
- Latest (updated) Personal CV including similar experience and contact details for references,
- Cover letter which includes "*Brief Description of Approach to Work*". This letter shall be in Turkish or English and include information on; which previous experiences make the IC applicant the most suitable candidate for this assignment, details of those experiences and how the candidate will reflect these experiences for this assignment.

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 "**Offeror's Letter to UNDP Confirming Interest and Availability**". Any deviation from the standard text may lead to disqualification.

6 Evaluation

The evaluation will be based on cumulative analysis (i.e. technical qualifications *-including interviews-* and price proposal). The weight of the technical criteria is 70%; the weight of the financial proposal is 30%.

The points that may be obtained for each technical criteria are as follows:

General Qualifications	Professional Experience	Specific Experience
------------------------	-------------------------	---------------------

United Nations Development Programme

General Qualifications	Professional Experience	Specific Experience
<ul style="list-style-type: none"> University degree in Communication, Public Relations, Journalism, Media Studies, Economics, Business Administration, International Relations and/or related fields. (5 pts) Proficiency in Turkish is required. (3 pts) Proficiency in English is required. (2 pts) 	<ul style="list-style-type: none"> At least 10 years of general professional experience is required. (3 pts) 	<ul style="list-style-type: none"> At least 7 years of professional experience in sustainable development communication and other related areas is required. (10 pts) Strong record of developing promotional and visibility materials/content for industry, environment, health and local development projects is required. (<i>will be verified through an interview</i>). (7 pts) Knowledge in developing high quality reports, blogs, press releases, briefing notes and other communication products, including for social media and other online platforms, relating to local economic development, health and environment is required. (<i>will be verified through an interview</i>). (15 pts) At least 5 years of demonstrated experience working with multiple stakeholders from government, civil society and development partners is required. (10 pts) At least 5 years of previous affiliation/experience working in the UNDP, other UN organizations or international organizations such as World Bank, European Union etc. (15 pts)

The candidates who meet above mentioned technical criteria, on the basis of information in their CVs and their cover letters, will be invited for interviews. The interviews will be confirmed or notified to the candidates at least 3 days before interview. If a candidate is unable to participate to an interview by force majeure, a mutually convenient alternative date and time is arranged with the candidate. If the candidate is unable to participate in this second scheduled time, the candidate will be eliminated from the evaluation process. The technical scores will be finalized after conclusion of interviews.

After conclusion of the technical evaluation (*including interviews*), candidates who meet all required technical criteria and obtain a minimum of 49 pts. out of a maximum 70 pts. will be considered for the financial evaluation.

7 Annexes

The following annexes are an integral part of this procurement notice. In case of any conflict between the provisions of the Annex 2 and the procurement notice and/or Annex 1 and/or Annex 3, the provisions of Annex 2 (General Conditions of Contract for Services of Individual Contractors) are applicable.

- Annex 1: Terms of Reference
- Annex 2: General Conditions of Contract for Services of Individual Contractors
- Annex 3: Offeror's Letter to UNDP Confirming Interest and Availability
- Annex 4: Statement of Good Health-Individual Contractor