



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 13.07.2020

**Country:** Belarus

**Description of the assignment:** Consultant on Technical and Advisory Support in Procurement

**Project/Office:** UNDP project, Support to Entrepreneurship Development in the Tourism Industry at the Local Level in the Republic of Belarus No. 00113597/00111682

**Period of services (if applicable):** from 1 August 2020 to 15 June 2021 (maximum 500 working hours within the contract duration)

Proposals for tender should be submitted to e-mail [tenders.by@undp.org](mailto:tenders.by@undp.org) no later than **17:00 24 July 2020 (Minsk time)** (ref. num. **IC/229/2020** of the tender should be indicated in the subject of the letter).

Any request for clarification must be sent by standard electronic communication to the e-mail [anastassia.nesterova@undp.org](mailto:anastassia.nesterova@undp.org) – UNDP will respond by standard electronic mail.

### **1. ORGANIZATIONAL SETTING AND BACKGROUND**

One of the Project component is to create new jobs and employment opportunities in the tourism sector at the local level through the development of new and improvement of the competitiveness of existing tourism products and services at the pilot facilities. For these purposes the project procures works, goods and services for the following pilot facilities:

- State Forestry Institution "Disna Forestry" in Miory district of Vitebsk region;
- District Sports and Physical Training Club "Drivyatich" in the city of Braslav in Vitebsk region;
- Regional Unitary Enterprise "Grodnomeliiovodkhoz", responsible for maintaining Augustow Canal and providing a wide range of tourism services, in Grodno region;
- Additional Liability Company "Center for Rural Entrepreneurship Development "Komarovo" in Myadel district of Minsk region.

### **2. OBJECTIVES OF THE ASSIGNMENT**

Advisory and technical support to the project and its pilot facilities in procurement of works, goods and services. **Please see the detailed Terms of Reference attached.**

### **3. RESPONSIBILITIES**

- Support in conducting market research: search for companies - manufacturers of the goods being procured or providers of the works, services, goods being procured; conducting

comparative analysis of the functional parameters of the goods including quality, life cycle, costs, establishing key evaluation criteria for the tender proposals;

- Advisory and technical support in composing technical specifications/terms of reference for conduction of tenders for procurement of goods, works and services for the project pilot facilities;
- Support in making lists of potential suppliers of goods, works and services to be procured within the project procurement plan;
- Support in drafting technical parts of the tender documents in English and Russian;
- Support in analyzing questions received from potential suppliers of goods, works and services being procured under tender processes; formulation and preparation of draft answers to the received questions on technical aspects of procurement of goods, works and services;
- Support in analyzing of received tender proposals, drafting letters requesting missing information based on the analysis of the proposals;
- Support in evaluation of proposals: assessment of bidders' qualification, analysis of price proposals, and their deviation from the preliminary estimates (when applicable);
- Assistance to the project in the process of accepting goods, works and services, negotiating with contractors, if necessary;
- When needed, support in working with customs authorities on customs clearance of the goods delivered, drafting documents required for customs clearance;
- Providing other technical and advisory assistance to the Project Manager and Administrative and Finance Project Assistant in carrying out Project activities related to procurement of goods, works and services for project's pilot facilities.

#### **4. DELIVERABLES**

Qualitative technical and advisory support for procurement of works, goods and services for project's pilot facilities is provided.

#### **5. REQUIREMENTS FOR QUALIFICATIONS AND COMPETENCIES**

##### **Education and Qualifications:**

- University education related to Economics, Marketing, Trade, Administration or Contract Management. University education in technical or humanitarian field may be accepted in combination with at least 2 years of practical experience in procurement;
  - Fluent English (spoken and written), confirmed by documents on completion of courses or an excerpt from the university diploma or other relevant documents;
  - Russian/Belarussian language native speaker;
  - Additional education in the field of procurement or supply chain management is an advantage (confirmed by diploma or certificate).
- **Competencies:**
- At least 5 years of experience in procurement, including procurement of goods, services or works (confirmed by CV);

- Experience in conducting tender cases for compound goods, works, services, including preparation and analysis of tender documents (confirmed by the list of implemented tender cases);
- At least 3 years of experience in development of technical specifications for procurement of construction works or complex technical equipment (confirmed by CV) is an advantage;
- Experience in procurement as per rules and procedures of UNDP or other international organizations (confirmed by CV) is an advantage;
- Experience in procurement of river/lake or maritime vessels (confirmed by CV) is an advantage.

## **6. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS**

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

1. Offeror's Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment duly signed by a Candidate;
2. Annex to the Offeror's Letter to UNDP;
3. Financial Proposal duly signed by a Candidate;
4. Personal CV including past experience in similar area;
5. Copy of university diploma;
6. Copy of a certificate, diploma or similar document confirming the level of English proficiency;
7. Copy of a certificate, diploma or similar document confirming additional education in the field of procurement or supply chain management, if available;
8. List of implemented tender cases for compound goods, works, services, including preparation and analysis of tender documents

All documents required shall be presented by e-mail, in no more than 3 e-mail transmissions, which should not exceed 7 MB each (please put number for each transmission in the subject line) and should not contain viruses.

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

## **7. FINANCIAL PROPOSAL**

### **Contract based on fixed hourly fee:**

Fixed hourly rate. The payment is made on a monthly basis after providing a Timesheet, reflecting the actual quantity of hours worked and works accomplished, approved by the direct supervisor.

### **Requirement for travel:**

Travel is not required. In the event of unforeseeable travel, payments to cover travel expenses may be reimbursed to the individual contractor upon submission of a travel claim (F-10 form) and all necessary supporting documents.

## 8. EVALUATION

### **Cumulative analysis:**

When using this weighted scoring method, the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

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

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

**Only offers of individual consultants who scored 490 (70% from 700) and more points during the desk review/interview are acceptable for 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

**Only Russian/Belarusian language native speakers are accepted for evaluation.**

| Evaluation Criteria   | Weight, % | Score (max. 1000 points) |
|---|-----------|--------------------------|
| <b>Education and Qualifications</b>   | <b>20</b> | <b>200</b>               |
| <b>University education related to Economics, Marketing, Trade, Administration or Contract Management. University education in technical or humanitarian field may be accepted in combination with at least 2 years of practical experience in procurement*</b> | <b>13</b> | <b>130</b>               |
| <b>Fluent English (spoken and written), confirmed by documents on completion of courses or an excerpt from the university diploma or other relevant documents*</b>  | <b>4</b>  | <b>40</b>                |
| Additional education in the field of procurement or supply chain management (confirmed by diploma or certificate) is an advantage   | 3         | 30                       |
| <b>Competencies</b>   | <b>50</b> | <b>500</b>               |
| <b>At least 5 years of experience in procurement, including procurement of goods, services or works (confirmed by CV)*</b>  | <b>15</b> | <b>150</b>               |
| 10 points per additional years of experience in providing procurement of goods, services and works, but not more than 40 points   | 4         | 40                       |
| <b>Experience in conducting at least 5 tender cases for compound goods, works or services, including preparation and analysis of tender documents (confirmed by the list of implemented tender cases)*</b>  | <b>15</b> | <b>150</b>               |

|  |            |             |
|--|------------|-------------|
| 10 points per each additional tender case for compound goods, works, services, including preparation and analysis of tender documents, but not more than 40 points               | 4          | 40          |
| At least 3 years of experience in development of technical specifications for procurement of construction works or complex technical equipment (confirmed by CV) is an advantage | 4          | 40          |
| Experience in procurement as per rules and procedures of UNDP or other international non-profit organizations (confirmed by CV) is an advantage                                  | 4          | 40          |
| Experience in procurement of river/lake or maritime vessels (confirmed by CV) is an advantage  | 4          | 40          |
| <b>Financial Proposal</b>  | <b>30</b>  | <b>300</b>  |
| All-inclusive hourly fee   | 30         | 300         |
| <b>Total</b>   | <b>100</b> | <b>1000</b> |

**\*The criteria marked by \* are minimally required and are obligatory for the technical compliance of the proposal. Should the proposal NOT meet All these criteria, the proposal is considered as technically not compliant.**

**ANNEX**

ANNEX 1 – TERMS OF REFERENCES (TOR)

ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3 – IC CONTRACT FORM

ANNEX 4 – OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY