



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

08.09.2020

Reference Code:	UNDP-TUR-IC-POPs-2020-39
Country:	Turkey
Description of the Assignment:	Framework-Based Consultancy Services as Chief Technical Advisor
Portfolio:	Climate Change and Environment Portfolio
Related Projects:	Identification and Remediation of Contaminated Sites with POPs
Period of Assignment/Services:	September 2020– September 2023
Duration:	360 working days

Proposal shall be submitted through the online eTendering system <https://etendering.partneragencies.org> (search for Event ID IC-2020-39) as per the deadline indicated in the system itself. Detailed user guide on how to register in the system and submit the proposal are attached to this notice.

Any request for clarification must be sent in writing, or by standard electronic communication to tr.icproposal@undp.org. UNDP will respond 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.

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
3. 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.

****"Letter to UNDP Confirming Interest and Availability" (including Annex-2 All-inclusive Financial Proposal) must be submitted as a separate file encrypted with a password. None of the financial proposal data is disclosed in other documents of the submission. UNDP shall request password for opening the financial Proposal only from the Candidates who meet the minimum requirements. The Candidates shall assume the responsibility for not encrypting the financial proposal. The password must not be provided to UNDP until requested by UNDP.***

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"**. The financial proposal shall be submitted as password protected document through eTendering. The password must not be provided to UNDP until requested by UNDP. Any financial information provided in Technical Proposal shall lead to Candidate's disqualification.

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 50 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.

The Evaluation Committee will interview the candidates who fulfil all the stipulated minimum qualification requirements, prior to conclusion of the technical evaluation. The interview will be notified to the candidates at least two days in advance. If a candidate is unable to participate in an interview by force majeure, a mutually convenient alternative date and time may be 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.

UNDP shall request password for opening the financial Proposal only from the Candidates who meet the minimum requirements. The password must not be provided to UNDP until requested by UNDP.

<u>Criteria</u>	<u>Maximum Points</u>
Technical <ul style="list-style-type: none"> - <i>Minimum Requirements (50 Points)</i> - <i>Assets (10 Points)</i> - <i>Interview (10 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
- 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
- Annex 5: UNDP eTendering User Guide for Bidders