



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

07.10.2020

<b>Reference Code:</b>	<b>UNDP-TUR-IC-ISG-MF-2020-04</b>
<b>Country:</b>	Turkey
<b>Description of the Assignment:</b>	<i>Framework Based Individual Consultancy Services for Communication Activities</i>
<b>Related Project/Office:</b>	Applied SME Capability Centre (Model Factory) Project
<b>Period of Assignment/Services:</b>	19 October 2020 – 31 December 2021

*Proposal must be submitted by email to [tr.icproposal@undp.org](mailto:tr.icproposal@undp.org) no later than 21.10.2020, 23:59 hrs. 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.

### 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:

1. **Terms of Reference** with initials on each page.
2. **"Offeror's Letter to UNDP Confirming Interest and Availability"** given in the attachment as Annex 2.
3. Latest Personal **CV** including similar experience and contact details for references.

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

Interested individual consultants may also submit **"Motivation Letter and Methodology"** in addition to above listed compulsory documents.

## **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.

After conclusion of the technical evaluation, -candidates that obtain minimum technical points- will be considered for the financial evaluation. *(Please see details in "6. Evaluation Section" below)*

## **6 EVALUATION**

The selection of the consultant will be made in accordance with the quality-cost based selection method. The evaluation of the selection will be based on cumulative analysis (i.e. technical qualifications, interview and financial proposal). The weight of the technical criteria is 70% (which detailed in below table); the weight of the financial proposal is 30%.

Candidates that obtain a minimum of 40 pts out of a maximum 70 pts will be considered for the financial evaluation.

Candidates that do not meet the minimum requirements will be directly disqualified.

Only short-listed candidates will be contacted for Interview.

Criteria	Maximum Points
<b>Technical</b>	<b>70 pts</b>
<i>General Qualifications</i>	<i>10 pts</i>
<i>General Professional Experience</i>	<i>20 pts</i>
<i>Specific Professional Experience</i>	<i>27 pts</i>
<i>Interview</i>	<i>13 pts</i>
<b>Financial</b>	<b>30 pts</b>

## **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: Offeror's Letter to UNDP Confirming Interest and Availability
- Annex 3: General Conditions of Contract for the Services of Individual Contractors.