



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

10.11.2020

<b>Reference Code:</b>	UNDP-TUR-IC-EAAT-2020/65
<b>Country:</b>	Turkey
<b>Description of the Assignment:</b>	Framework Based Consultancy Services for Climate Change Adaptation and Tourism Sector
<b>Related Project:</b>	Enhancing Adaptation Action in Turkey Project
<b>Period of Assignment/Services:</b>	04 December 2020– 31 October 2022

*Proposal shall be submitted by email to [tr.icproposal@undp.org](mailto:tr.icproposal@undp.org) no later than 24 November 2020, 23:59hrs (GMT +3) 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 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

*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**”.

## **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 49 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.

<b><u>Criteria</u></b>	<b><u>Maximum Points</u></b>
<b>Technical</b> <ul style="list-style-type: none"><li>- <i>Minimum Requirements (49 Points)</i></li><li>- <i>Assets (21 Points)</i></li></ul>	70 points
<b>Financial</b>	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 Health