

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

REFERENCE No. IC-ADQ-21-139334 - Terminal Evaluation of the Project: Global Sustainable Supply Chains for Marine Commodities Project (GMC)

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|---------------------------------------|---|
| Country | Ecuador |
| Project No. | 0096079 |
| Project name | Global Sustainable Supply Chains for Marine Commodities Project (GMC) |
| Description of the assignment | Terminal Evaluation of the Project: Global Sustainable Supply Chains for Marine Commodities Project (GMC) |
| Contract Type | Individual Contract |
| Location | Quito, Ecuador |
| Period of assignment/services: | 30 working days) over a time period of 10 weeks |

Proposal should be submitted on the E-tendering Platform <https://etendering.partneragencies.org>
Event ID: 9098, no later than **17H00 (UTC-5 Ecuador) May 12th 2021**.

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail: aplicaciones.ec@undp.org until May 3, 2021. Procurement Unit 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. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The Terminal Evaluation - TE will assess project performance against expectations set out in the project's Logical Framework/Results Framework (see ToR Annex 1). The TE will assess results according to the criteria outlined in the Guidance for TEs of UNDP-supported GEF-financed Projects (http://web.undp.org/evaluation/guideline/documents/GEF/TE_GuidanceforUNDP-supportedGEFfinancedProjects.pdf).

For detailed information, please refer to Annex 1

2. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested consultants must submit the following documents:

1. Letter from the offerer to UNDP, confirming interest and availability for the assignment of individual contractor (attached format)
2. Resume/CV (free format)
3. Technical Offer, it should describe how it plans to address and comply with the requirements of the DRRs, and for this purpose will provide a detailed description of the essential characteristics, reporting conditions and quality assurance mechanisms envisaged, while demonstrating that the proposed methodology will be appropriate taking into account local conditions and the context of the work.
4. Economic Offer (attached format)

3. FINANCIAL PROPOSAL

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

For detailed information, please refer to Annex 1

4. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

Combined weighting: CV (30%), methodology (40%) (*desk review* 70%) and economic proposal 30%.

Note: The candidate in the first order of eligibility will be obtained references from previous work relevant and related to consulting. In cases where the consultant has had contracts with the United Nations (in any of its modalities), the evaluation of such contract(s) must be satisfactory or excellent in order to be contracted. UnDP may eventually conduct an informal interview which will be intended to validate full compliance with the requirements set out in this call.

This is part of the selection process to confirm the order of eligibility or not.

| Rating parameter | Criteria | Score | Percentage |
|------------------|---|-------|------------|
| CV | Education: | | 30% |
| | <ul style="list-style-type: none"> Undergraduate degree in science, economics, administration, or similar fields | 10 | |

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|--|--|--------------|-------------------|
| | <ul style="list-style-type: none"> Master's or PhD. degree in marine biology, fisheries management, marine economics or policy, oceanography, natural resource management, environmental sciences or another related field. | 10 | |
| | <ul style="list-style-type: none"> Fluency in reading, speaking and writing English | 7 | |
| | <ul style="list-style-type: none"> Working proficiency in either Spanish, Bahasa or Filipino | 3 | |
| | General experience: | | |
| | <ul style="list-style-type: none"> Has carried out 5 project/program evaluations utilizing a result-based management methodology | 20 | |
| | Specific experience: | | |
| | <ul style="list-style-type: none"> 6 years of experience in fisheries or marine/ocean policy in either Latin America or Asia, with preference for both regions. | 20 | |
| | <ul style="list-style-type: none"> Verifiable experience of participation in two (2) UNDP or GEF project evaluation processes, either midterm or final reviews, in the last five years. | 20 | |
| | <ul style="list-style-type: none"> Experience in one (1) process applying SMART indicators and reconstructing and validating baseline scenarios in the last five years. | 7 | |
| | <ul style="list-style-type: none"> Experience in one (1) project evaluation processes with gender considerations | 3 | |
| | TOTAL | 100 | |
| Technical Proposal | Methodology, agenda, and implementation schedule: | | |
| | <ul style="list-style-type: none"> Appropriate understanding the nature of work and understanding of the ToR. | 25 | |
| | <ul style="list-style-type: none"> Development of the relevant aspects of the work with a sufficient level of detail. | 25 | |
| | <ul style="list-style-type: none"> Development of appropriate conceptual and methodological framework for the work to be performed. | 25 | |
| | <ul style="list-style-type: none"> Appropriate sequence of activities and planning. | 25 | |
| | TOTAL | 100 | 40% |
| Economical proposal | | Score | Percentage |
| The highest score (30%) will be awarded to the most economical offer and the inverse proportional to the other offers. | | 100 | 30% |
| Only the technical proposals that achieve a score of at least 49/70 will proceed to the economic proposal review stage. | | | |
| <p>Additional Award Criterion:</p> <p>Full acceptance of the General Conditions for Individual Contractor Service Contracts https://www.undp.org/content/dam/undp/library/corporate/Procurement/english/UNDP_GTC_IC_Spanish.pdf</p> | | | |

5. OTHER CONSIDERATIONS

- Public officials must have written authorization from their entities to provide consulting services and in some cases have an unpaid license, the above when their linkage does not meet the modality of The Reimbursable Expense Agreement (RLA)
- United Nations pensioners or former staff members should consult the restrictions to be hired under this modality, for example: a pensioner cannot be hired for more than six months, nor exceed the remuneration of \$50,000, a reasonable period of time must have elapsed since his retirement or separation, must not have conflict of interest, the reason for withdrawal does not prevent him from carrying out the consultancy, etc.
- Parents, children and siblings of United Nations staff officials may not be hired under this modality unless no other person equally qualified can be hired. For wives, it cannot be contracted under the same monitoring line in the same Organizational Unit.
- Individuals with other consultancies in force in the office or other UNDP offices should report this situation in order to analyze whether the burden of a new contract interferes with the expected results in all contracts.
- United Nations officials may not be hired as individual consultants.
- Offers received with the participation of more than one professional will not be taken into account.
- Applications that are incomplete or out of the deadline will not be considered.
- UNDP promotes equal opportunities for both women and men.
- UNDP does not publish reference values for competitions and promotes free competition among participants, who must do their best to offer their best prices

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- LETTER FROM THE OFFERER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE ASSIGNMENT OF INDIVIDUAL CONSULTANT

ANNEX 3- 3.1 TECHNICAL REQUIREMENTS FORM AND 3.2 FINANCIAL PROPOSAL FORM, breakdown of costs, which support the final price for all items. (These forms must be uploaded in separate files)