



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 29.04.2021

**Country:** Belarus

**Description of the assignment:** Consultant on Support to Project Development and Approval.

**Project/Office:** UNDP Country Office.

**Period of services (if applicable):** 1 June 2021 to 31 December 2021 (approximately 16 working days).

Proposals for tender ref. num. IC/152/2021 should be submitted to e-mail [tenders.by@undp.org](mailto:tenders.by@undp.org) no later than **23:59 13 May 2021 (Minsk time)** (ref. num. IC/152/2021 of the tender should be indicated in the e-mail subject line).

Any request for clarification must be sent by standard electronic communication to the e-mail: [hanna.harbachova@undp.org](mailto:hanna.harbachova@undp.org). The response will be provided by standard electronic mail.

### **1. BACKGROUND**

The United Nations Development Programme (UNDP) in cooperation with the Belarusian Ministry of Emergency developed a technical assistance project "Adaptation of emergency response system of Belarus to functioning in unfavorable global epidemiological situation caused by COVID-19". The project aims to assist the Government of the Republic of Belarus to effectively fight COVID-19 pandemic through enhancing capacity of the Ministry of Emergency Situations of the Republic of Belarus (MES) in the area of medical emergency operations during unfavorable epidemiological situations and disasters, providing professional psychological counselling support, and distant education, and awareness raising.

### **2. SCOPE, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

Under the guidance and direct supervision of the Environment Programme Officer at UNDP Belarus, the Consultant on Support to Project Development and Approval (hereinafter referred as Consultant) will assist the Belarus CO in correcting the "Adaptation of emergency response system of Belarus to functioning in unfavorable global epidemiological situation caused by COVID-19" Project Document and facilitate the process of stakeholder approval and registration of the project. **Please see the detailed Terms of Reference.**

### **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

#### **I. Academic Qualifications:**

- University degree in Management and Administration, Economics, Development Studies or another closely related field; Master's degree or higher will be considered as an advantage.

#### **II. Experience:**

- Minimum 5 years of demonstrable experience in technical assistance projects development and/or implementation;
- Previous demonstrated experience in formulation of UNDP projects confirmed by at least 2 successful projects approved by a donor.

#### **III. Competencies:**

- Working level of English;
- Excellent communication skills;
- Excellent coordination skills;
- Knowledge of the national procedures related to international technical assistance project registration is an advantage.

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

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

- a) **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **CV** including at least 3 references (or contact information of at least 3 people who could provide a reference upon request);
- c) **Financial Proposal** as per template attached to the Letter of Confirmation of Interest and Availability template;
- d) Copy of relevant **University Diploma(s)**;

All documents required shall be presented altogether in e-mail transmission.

### **5. FINANCIAL PROPOSAL**

Lump sum of the contract shall include various expenses incurred during the contract period (e.g. fee, health insurance, office costs and any other relevant expenses related to the performance of services).

The lump sum contract amount will be paid in four installments as follows:

- 40% of the contract amount will be paid upon satisfactory completion of Deliverable 1, confirmed by the respective UNDP Belarus Programme Officer;
- 40% of the contract amount will be paid upon satisfactory completion of Deliverable 2, confirmed by the respective UNDP Belarus Programme Officer
- The remaining 20% of the contract amount will be paid upon satisfactory completion of Deliverable 3 confirmed by the respective UNDP Belarus Programme Officer.

## 6. EVALUATION

Individual consultants will be evaluated based on cumulative analysis.

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer received the highest score out of a pre-determined set of weighted technical and financial criteria:

Total score = Technical Score + Financial Score

Example

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

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

**All the 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**

Evaluation Criteria	Weight, %	Score (max. 1000 points)
<b>Education</b>	<b>21</b>	<b>210</b>
<b>University degree in Management and Administration, Economics, Development Studies or another closely related field - 180 points</b>	<b>18</b>	<b>180</b>
Additional 30 points for Master's degree in social sciences, or related area of studies	3	30
<b>Experience</b>	<b>25</b>	<b>250</b>
<b>Minimum 5 years of demonstrable experience in technical assistance projects development and/or implementation – 100 points</b>	<b>13</b>	<b>130</b>
Additional 10 points for every year of experience in in technical assistance projects development and/or implementation, but not more than 50 points in total.	5	50

<b>Previous demonstrated experience in formulation of UNDP projects confirmed by at least 2 successful projects approved by a donor - 70 points</b>	<b>7</b>	<b>70</b>
<b>Competencies</b>	<b>24</b>	<b>240</b>
<b>Working level of English – 70 points</b>	<b>7</b>	<b>70</b>
<b>Excellent communication skills – 60 points</b>	<b>6</b>	<b>60</b>
<b>Excellent coordination skills – 60 points</b>	<b>6</b>	<b>60</b>
Knowledge of the national procedures related to international technical assistance project registration is an advantage - 50 points	5	50
<b>Financial Proposal</b>	<b>30</b>	<b>300</b>
Total	100	1000

#### **Annexes:**

Annex I – Terms of Reference

Annex II – Letter to UNDP Confirming Interest and Availability including Finance Proposal

Annex III – Individual Consultant contract form

Annex IV – Individual Consultant General Terms and Conditions