



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 16 November 2021

REF No.: IC/025/21

Country: Uzbekistan

Description of the assignment: Storekeeper for WFP Termez Hub Manager

Period of assignment/services (if applicable): 6 months

Application Process:

Interested candidates need to apply online at www.jobs.undp.org and upload requested documents in Part 4 of Procurement Notice **no later than end of November 30, 2021** (New York time). Please combine all your documents into one (1) single PDF document as the system only allows to upload maximum one document. Your on-line applications submission will be acknowledged to your email address provided in application. If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received. In such cases, please resubmit the application, if necessary. Link to application at the UNDP Job Site – https://jobs.undp.org/cj_view_job.cfm?cur_job_id=103275 (cut and paste into browser address bar if the link does not work).

Your on-line applications submission will be acknowledged to your email address provided in application. If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received. In such cases, please resubmit the application, if necessary.

You can review detailed Procurement Notice, Terms of Reference and download templates from the UNDP Procurement Notices Site following the link http://procurement-notices.undp.org/view_notice.cfm?notice_id=85749. (cut and paste into browser address bar if the link does not work).

Application submitted via email, incomplete applications or received after the closing date (November 30, 2021) may not be given consideration.

For more detailed information about UNDP Uzbekistan please visit our website at www.uz.undp.org. UNDP is an equal opportunity employer. Qualified female candidates, people with disabilities, and minorities are highly encouraged to apply. UNDP Balance in Manage Policy promotes achievement of gender balance among its staff at all levels.

Requests for clarification must be sent in writing to pu.uz@undp.org, ensuring that the reference number above is included in the subject line. UNDP shall endeavor to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.

1. BACKGROUND

The United Nations World Food Programme (WFP) is the world's largest humanitarian agency, fighting hunger worldwide. WFP has been working in Afghanistan since 1963. WFP food assistance aims to help the most vulnerable, food-insecure Afghans, including women and children, and families affected by conflict and natural disasters. In the approved Country Strategic Plan (2018-2022), WFP Afghanistan is well placed to provide comprehensive support to the country in achieving Zero Hunger by 2030 via its six closely interrelated outcomes, which range from emergency response to livelihoods creation, as well as nutrition Programmes based on a life-cycle approach, and the strengthening of national food systems.

The United Nations World Food Programme (WFP) is the 2020 Nobel Peace Prize Laureate. We are the world's largest humanitarian organization, saving lives in emergencies and using food assistance to build a pathway to peace, stability and prosperity for people recovering from conflict, disasters, and the impact of climate change.

Part of the WFP Afghanistan operation is to ship food through the northern corridor via Uzbekistan into Mazar-e-Sharif. From here it is moved throughout Afghanistan.

To service this need, a WFP hub was opened in Termez. Food arrives and is transshipped at this hub.

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

For detailed information, please refer to Annex 1 – Terms of Reference for Storekeeper

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education:

- Completion of secondary school education. A post-secondary certificate in the related functional area.

Experience:

- At least four years of progressively responsible general storekeeper work experience, including at least one year in the field of accounting, logistics, administrative services or other related field

Skills:

- Ability to work under pressure in a complex environment;
- Training and/or experience utilizing computers, including word processing, spreadsheet and other software packages;

Language requirements:

- Fluency in both oral and written Russian and English enough to express views clearly

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

1. Proposal:

- (i) **Letter of Confirmation of Interest and Availability** using the template provided by UNDP (Annex 3);
- (ii) **CV** with indication of the e-mail and phone contact or Personal History Form (P11 form), but successful consultant will be requested to submit filled in and signed a [Personal History Form \(P11 form\)](#) before contract issuance

2. Financial proposal that indicates the all-inclusive fixed total contract price and all other travel related costs (such as flight ticket, per diem, etc), supported by a breakdown of costs, as per template attached to the Letter of Confirmation of Interest template. If an applicant is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the applicant must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP (Annex 3).

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5. FINANCIAL PROPOSAL

Daily fee contracts

The financial proposal shall specify a daily fee. Payments are based upon timesheet filled by the incumbent. UNDP makes payments based on the actual number of days worked. Payments must be supported by a duly completed time sheet. In order to assist the requesting unit in the comparison of financial proposals, the daily fee in the financial proposal must be all-inclusive and take into account various expenses the candidate expects to incur during the contract, including:

- a. The daily professional fee
- b. The cost of travel from the home base to the duty station and vice versa, where required
- c. Living allowances needed at the duty station
- d. Communications, utilities and consumables
- e. Life, health and any other insurance
- f. Risks and inconveniences related to work under hardship and hazardous conditions (e.g., personal security needs, etc.), when applicable
- g. Any other relevant expenses related to the performance of services under the contract

Travel

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed

6. EVALUATION

Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Lowest evaluated offer of technically qualified candidates.

* Technical Criteria weight; [70 points]

* Only candidates obtaining a minimum of 49 points (70% of technical score) would be considered for the Financial Evaluation.

Criteria	Weight	Max. Point
<u>Technical</u>		
<i>At least four years of progressively responsible general storekeeper work experience.</i> <ul style="list-style-type: none">▪ Less than 4 years in not accepted▪ 4-6 years – 15▪ more than 7 years - 20	20%	20
<i>At least one year in the field of accounting, logistics, administrative services or other related field.</i> <ul style="list-style-type: none">▪ Less than 1 year in not accepted▪ 1-3 years – 15▪ 3 and more – 20	20%	20
<i>Experience in utilizing computers, including word processing, spreadsheet and other software packages.</i> <ul style="list-style-type: none">▪ 1 certificate - 10▪ 2 and more– 15	15%	15
<i>Fluency in written and spoken English. Knowledge of Russian would be an advantage.</i> <ul style="list-style-type: none">▪ English - 10▪ English and Russian – 15	15%	15

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS (available at <http://www.undp.org/content/dam/undp/documents/procurement/documents/IC%20-%20General%20Conditions.pdf>)

ANNEX 3- [OFFEROR'S LETTER TO UNDP](#) CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT AND FINANCIAL SUBMISSION FORM (BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL