



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

PROCESS No. IC-ADQ-22-175121– “International safeguards specialists”

Date: 10/03/2022

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| Country | Ecuador |
| Project No | 124302 |
| Project Name | Financing Agrochemical Reduction and Management (FARM) in Ecuador |
| Objective | International safeguards specialists |
| Contract Type | Individual Contract |
| Duty Station | Home-Based |
| Duration | 90 days of effective work in a period of 12 months |

Proposal should be submitted through E-tendering System <https://etendering.partneragencies.org>
Event ID 11866 no later than 17h00 (UTC-5 Ecuador) **March 29, 2022**

Any request for clarification must be sent in writing no later than March 17, 2022, by standard electronic communication to the e-mail: aplicaciones.ec@undp.org.

The offerors must review the explanatory notes and/or amendments of TORs published through the E-Tendering, each offeror is responsible to review the updates to the process.

1. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested consultants should submit the following documents:

1. Letter from the offeror to UNDP, confirming interest and availability for the assignment of individual contractor (attached)
2. Resume/CV (free format)
3. Technical Offer must describe how it plans to address and meet the requirements of the TORs, and for this purpose will provide a detailed description of the essential characteristics, the conditions of the reports and the quality assurance mechanisms that it has planned, while demonstrating that the proposed methodology will be appropriate considering local conditions and the context of the work.
4. Economic Offer (attached)

2. FINANCIAL PROPOSALS

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items. The fee must be based only on the effective days.

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.

No additional values to those agreed will be recognized.

The offeror must include the cost of medical insurance during the term of the consultancy.

Detail in Annex 1 – Terms of Reference – TDR

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

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

Note: The candidate in the first order of eligibility will obtain references from previous relevant and consulting-related work. In cases where the consultant has had contracts with the United Nations (in any of its modalities), the evaluation of said contract(s) must be satisfactory or excellent to be hired. Eventually, UNDP may conduct an informal interview that will have the purpose of validating full compliance with the requirements established in this process.

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

Evaluation criteria for expert profile

| Resume / CV | Score |
|--|--|
| Master's degree in field related to international development, with specific academic background related to social and environmental sustainability | Compliant/Not Compliant |
| Fluency in written and spoken English | Compliant/Not Compliant |
| At least seven (7) years of experience in social and community development | Less than 3 years: 5 Less than 3 years, more than 7 years: 15 More or equal to 7 years: 25 |
| At least three (3) years of experience related to stakeholder's analysis. | Less than 1 year: 0 More than 1 year, less than 3 years: 15 More or equal to three years: 25 |
| At least three (3) years of experience related to social and environmental standards and impact assessment on agrochemicals in an international development context. | Less than 1 year: 0 More than 1 year, less than 3 years: 15 More or equal to 3 years: 25 |
| At least to (2) years' experience working with GEF funded UNDP project is highly desirable | Less than 1 year: 0 More or equal to 2 years: 25 |
| TOTAL | 75 |

Evaluation criteria for technical proposal

| Technical Proposal | Score |
|--|-------|
| Proper understanding of the nature of work and the terms of reference. | 25 |
| Develops relevant aspects of work with a sufficient level of detail | 25 |

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| Prepares an appropriate conceptual and methodological framework for the work to be performed | 25 |
| Proposes an appropriate sequence of activities and proper planning | 25 |
| TOTAL | 100 |

Only technical offers that meet the minimum score of 49/70 in the profile and technical evaluation will pass to the economic evaluation.

30 points will be assigned to the lowest economic offer and to the others the inversely proportional.

Detail in Annex 1 - Terms of Reference – TDR

Additional Criteria for Adjudication:

Full acceptance of the General Conditions for Service Contracts of Individual Contractors https://www.undp.org/content/dam/undp/library/corporate/Procurement/english/UNDP_GTC_IC_Spanish.pdf

Contract format:

This is a mandatory criterion that cannot be ignored in any case, regardless of the nature of the services requested. The non-acceptance of the conditions will be grounds for rejection of the Proposal.

4. OTHER CONSIDERATIONS

- Public officials must have written authorization from their entities to provide consulting services and in some cases have an unpaid leave, the above when their relationship does not respond to the modality of Reimbursable Expenses Agreement (RLA)
- United Nations pensioners or former staff officials should consult the restrictions to be hired under this modality, for example: a pensioner cannot be hired for more than six months, or exceed the remuneration of 50,000 dollars, a reasonable time must have elapsed since his retirement or separation, he must not have a conflict of interest, the reason for retirement does not prevent him from carrying out the consultancy, etc.
- Parents, children, and siblings of United Nations staff members may not be hired under this modality, unless another person equally qualified cannot be hired. In the case of spouses, they cannot be hired under the same line of supervision in the same Organizational Unit.
- Individuals with other consultancies in force in the UNDP office or 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 staff may not be hired as individual consultants.
- Offers received with the participation of more than one professional will not be considered.
- Incomplete applications or out of date will not be considered.
- UNDP promotes equal opportunities for both women and men.
- UNDP does not publish reference budgets of the services required and promotes free competition among the participants, who must offer their best prices.

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY

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 submitted in separate files)