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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: January 20, 2012

Country: Montenegro

Description of the assignment: Specialist/Trainer for Community Based Social Services for People with Disabilities – Personal Assistance Service and Promotion and Support of Employment of people with Disabilities Service

Project name: “Social Welfare and Child Care System Reform: Enhancing Social Inclusion”

Period of assignment/services (if applicable): up to 4 working days in March, 2012

Applications should be submitted by email to consultancy.me@undp.org no later than **February 5, 2012**.

Any request for clarification must be sent in writing to the e-mail indicated above.

1. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

1. Cover Letter:

- (i) Explaining why they are the most suitable for the work
- (ii) Providing a brief methodology on how they would approach and conduct the work

2. Personal History Form (P11)

3. Financial proposal – only shortlisted candidates will be required to submit their financial proposals for the work and travel envisaged in the Terms of Reference.



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2. FINANCIAL PROPOSAL

- **Lump sum contracts**

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).

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 Individual contractor 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.



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3. EVALUATION

Individual consultants will be evaluated based on the following methodology.

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) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight - 70%

* Financial Criteria weight – 30%

Only candidates obtaining a minimum of 490 points would be considered for the Financial Evaluation.

Criteria	Weight	Max. Point
<u>Technical</u>	70%	700
• Background and education	10%	100
• Relevant previous experience	20%	200
• Substantial knowledge/required competencies	30%	300
• Required Language/IT/other skills	10%	100
<u>Financial</u>	30%	300

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS