

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: **25 February 2014**

Country: Cape Verde

Description of the assignment: *“Terminal Evaluation - “Building adaptive capacity and resilience to climate change in the water sector in Cape Verde – international consultancy*

Project name:

Period of assignment/services (if applicable): maximum 30 working business day from date of contract signature

Proposal should be submitted at the following address **N/A** or by email to **procurement.cv@cv.jo.un.org** no later than **12 March 2014, 16H00 Cape Verde Time**.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above or by email to **antonio.querido@cv.jo.un.org** will respond in writing or 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. BACKGROUND

See attached TOR

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

[Provide a brief description of the assignment or refer to the Annex covering TOR]

See attached TOR

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Preference will be given to candidates who have a:

- International consultant with advanced academic degree (MSC or PhD) and professional background in fields related to Climate Change Adaptation, Agriculture and Integrated Water Resource Management. A minimum of 5 years of relevant experience is required;
- Substantive experience in reviewing and evaluating similar projects, preferably those involving UNDP/GEF or other United Nations development agencies or major donors;
- Excellent English writing and communication skills. Portuguese, French or Spanish reading and communication skills. The consultant must bring his/her own computing equipment;
- Demonstrate ability to assess complex situations, succinctly distils critical issues, and draw forward-looking conclusions and recommendations;
- Highly knowledgeable of participatory monitoring and evaluation processes, and experience in evaluation of technical assistance projects with major donor agencies;
- Ability and experience to lead multi disciplinary and national teams, and deliver quality reports within the given time;
- Familiarity with the challenges developing countries face in adapting to climate change;
- Familiarity with Cape Verde or similar SIDS (Small Islands Developing States) countries;
- Excellent in human relations, coordination, planning and team work, and
- Excellent feedback-giving skills and culture sensitiveness

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

All applications including P11 form, CV, and technical and financial proposals should be submitted to the email address, procurement.cv@cv.jo.un.org indicating the following reference *“Terminal Evaluation - Building adaptive capacity and resilience to climate change in the water sector in Cape Verde”* by **12th March 2014 COB at 16H00 Cape Verde time**. Incomplete applications will be excluded from further consideration.

Recommended Presentation of Proposal:

- Cover letter and Professional Resume CV and P11;
- Technical proposal, including the proposed evaluation methodology and work plan;
- Financial proposal, including proposed fee for a maximum of 30 working days and all other travel related costs (such as flights tickets¹, living allowance, etc).
- Sample of executive summary of a terminal evaluation or any other type of evaluation report led by the applicant
- Offerror’s Letter to UNDP Confirming interest and availability for Individual Contractor (IC) Assignment

Criteria for Evaluation of Proposal: The selection will be made based on the educational background (10%), experience on similar assignments (25%) and the quality of the technical proposal (35%). The financial proposal will weigh as 30% of the total scoring

UNDP applies a fair and transparent selection process that will take into account the competencies/skills of the applicants as well as their financial proposals. Qualified women and members of social minorities are encouraged to apply.

5. 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).

6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

Criteria	Weight	Max. Point
<i>Technical (educational background and experience on similar assignments)</i>	<i>70%</i>	
• <i>Criteria A</i>		
• <i>Criteria B</i>		
• <i>Criteria C</i>		
• <i>Criteria D (</i>		
<i>Financial</i>	<i>30%</i>	

ANNEXES:

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3 - OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

ANNEX 4 – P11 form