



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 26 August 2019

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**Country:** Cabo Verde

**Description of the assignment:** *“Avaliação da capacidade institucional das ONG’s, que atuam na área da deficiência, na implementação de projetos financiados com fundos do Tesouro, no período de 2016 a 2018”.*

**Project name:** Social Protection - 114802

**Period of assignment/services (if applicable):** 60 working days

Proposal should be submitted at the following email address: [procurement.cv@cv.jo.un.org](mailto:procurement.cv@cv.jo.un.org) no later than **11 September 2019, 23H59 pm 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. Respond will be send 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.

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### 1. BACKGROUND

For detailed information, please refer to Annex 1- Terms of Reference.

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

For detailed information, please refer to Annex 1- Terms of Reference.

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

***Preference will be given to candidates who have a:***

#### **Qualifications**

- *Formação superior em economia, gestão de projetos, sociologia, e/ou outras ciências sociais relevantes.*

#### **Experience and Skills**

- *Mínimo de 5 anos de experiência profissional comprovado em gestão de projetos de desenvolvimento e ou monitorização e avaliação de projetos de desenvolvimento;*
- *Experiência no desenvolvimento e implementação de Sistemas de Monitoria e Avaliação;*
- *Experiência em planificação estratégica em áreas sociais, recolha e tratamento de informações quantitativas e qualitativas.*

#### **Language**

- *Fluência em português;*

#### **Competencies**

- *Competência em Gestão do Ciclo de Projetos, construção de matriz lógica, indicadores e instrumentos de seguimento e avaliação baseado em resultados;*
- *Capacidade para trabalhar em equipa ou de forma autónoma, de gerir equipas de trabalho, e de cumprir os prazos estabelecidos*
- *Capacidade para negociar, trabalhar em equipa e cumprir os prazos estabelecidos;*
- *Fortes aptidões de comunicação escrita e oral em língua portuguesa*
- *Disponibilidade imediata*

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

All applications should be submitted to the email address [procurement.cv@cv.jo.un.org](mailto:procurement.cv@cv.jo.un.org) indicating the following reference: ***“Consultoria para Avaliação da capacidade institucional das ONGs, que atuam na área da deficiência, na implementação de projetos financiados com fundos do Tesouro” by 21 September 2019 at 23H59 pm*** (Cape Verde time).

#### **The application dossier must include the following:**

1. Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by the UNDP;
2. Personal CV and P11 form, duly signed and contact details (email and telephone number) of the candidate and at least three (3) professional references;
3. Technical Proposal, including the planned methodology in accordance with the present ToR;
4. Financial Proposal that indicates the all-inclusive fixed total contract price, as per the ToR.

***Incomplete applications will be excluded from further consideration.***

***Only selected candidate will be notified.***

## 5. FINANCIAL PROPOSAL

Financial Proposal that indicates the all-inclusive fixed total contract price. The term “all-inclusive” means that it has to include all travels, fees, insurance, living allowance, in-town transportation, and others related costs. If an Offeror 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 Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP

## 6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

<b><i>Criteria (as per ToR)</i></b>	<b><i>Weight</i></b>	<b><i>Max. Point</i></b>
<b><u>Technical</u></b>		70
• <i>Formação acadêmica</i>		10
• <i>Experiência profissional</i>		15
• <i>Experiência em assistência técnica similares</i>		15
• <i>Proposta Técnica / metodológica</i>		30
<b><u>Financial</u></b>		30

### 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**