



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 29 January 2016

Country: Cape Verde

Description of the assignment: *"Co-Lead consultant to support the development of capacities and institutional frameworks in DRR and Post-Disaster Recovery"*

Project name: *Preparedness for Resilient Recovery in Cabo Verde*

Period of assignment/services (if applicable): *6 months* - Starting in April

Proposal should be submitted to the following email: procurement.cv@cv.jo.un.org no later than **29 February 2015, 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

See attached TOR

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Preference will be given to candidates who have a:

- An advanced university degree (Master's degree or equivalent) in disaster risk reduction and management, environment, geography, development and land use planning, or other relevant fields.
- At least 3 years of relevant experience at international levels within governmental institutions, think tanks, NGOs, in international development, disaster risk reduction and management; recovery planning and management;
- Substantial experience in designing, implementing and/or evaluating post-disaster recovery policies and programs is required (in transitional or developing countries is an advantage);
- Substantial experience in designing, implementing, and/or evaluating Disaster Risk Reduction policies and programs in is required (in transitional or developing countries is an advantage);
- Experience in supporting development and implementation of capacity building plans is required;
- Track record of analysis, research, presentations, project management on disaster risk reduction, and recovery processes strongly preferred;
- Demonstrated GIS services expertise strongly preferred;
- Knowledge of Post-Disaster Needs Assessment methodology is an advantage;
- Demonstrated knowledge and understanding of conventions on Disaster Risk Reduction and institutional partnerships and platforms, such as Sendai Agreement, Sustainable recovery frameworks, UN ISDR, UN SPIDER, Prevention web and other relevant is an advantage.
- Demonstrated interpersonal skills and ability to work effectively with local counterparts;
- Confidence in consensus building skills with senior executives and technical staff as well as strong public speaking, facilitating and presentation skills.
- Must be fluent in English, written and spoken. Must have published research in English.
- Working knowledge of Portuguese, Spanish or French is an advantage.
- Proficiency in current office software applications and corporate IT systems (Office Pack and Internet);
- Knowledge of remote sensing and spatial decision support tools applied to disaster risk reduction and recovery planning is required;
- Knowledge on disaster data integration tools and information systems design is an advantage.

Interested consultants should send their application dossier to procurement.cv@cv.jo.un.org indicating the following reference (**mandatory**) *"International Consultant for Co-Lead consultant to support the development of capacities and institutional frameworks in DRR and Post-Disaster Recovery"* by **29th February COB, 16H00 Cape Verde time.** **Incomplete applications will be excluded from further consideration. Only selected candidate will be notified.**

The application is a two-step process. Failing to comply with the submission process may result in disqualifying the applications:

- ☒ Format: **PDF files only and Financial proposal password protected.** Free from virus and corrupted files
- ☒ For electronically transferred data, the maximum capacity is **9MB**. Thus, if the size of the file is greater than **9MB** attach them with two or more emails. In this case you are kindly advised to label each email as **"Attachment 1 of 3; 2 of 3; and 3 of 3"**.
- ☒ No. of copies to be transmitted: **only One**, do not send the proposals time and again to avoid mistake in identifying the appropriate proposals. UNDP/Procurement Unit will not be liable for failing to locate a right proposal owing to repetitively sending proposals.
- ☒ **Proposals File Name (Mandatory): The File Name for Technical and Financial Proposals MUST BE:**
 1. For **Technical** Document: **Technical - International Consultant for Co-Lead consultant to support the development of capacities and institutional frameworks in DRR and Post-Disaster Recovery**
 2. For **Financial** Document: **Financial - International Consultant for Co-Lead consultant to support the development of capacities and institutional frameworks in DRR and Post-Disaster Recovery**

- For failing and/or incorrectly state the **above subject line** may result in failing to exactly locate your proposals as the Procurement Unit processes several of such type bid process and will not be liable for any consequences thereof

Step 1:

- Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- **Personal CV and P11**, duly signed and indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- **Brief description** of why the Candidate considers him/herself as the most suitable for the assignment, and a brief **methodological proposal** on how the assignment will be approached and completed;
- **Two samples of past publications** in English;

Step2:

- **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. **The Financial Proposal should be submitted separately, if not complied the application will not be considered.** 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.

- Password for Financial Proposal, will be requested from those Proposers whose Technical proposals found to be Technically Qualified by Technical Evaluation Panel**, where minimum passing score of technical proposal is 70 points.

Note:

1) The selected candidate will be required to provide additional personal information i.e. copy of last education certificate, reference check, release letter (for government official employee only)

- **Criteria for Evaluation of Proposal:** Only those applications which are responsive and compliant will be evaluated. Offers will be evaluated according to the Combined Scoring method: *the qualifications and methodology will be weighted a max. of 70 points (Educational background: 5 points, Professional experience and experience in similar assignments: 20 points and quality of technical proposal: 45 points) and combined with the price offer which will be weighted a max of 30 points.*

The applicant receiving the Highest Combined Score that has also accepted UNDP's General Terms and Conditions will be awarded the contract.

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
<u>Technical</u>		70
• <i>Criteria A (Educational background)</i>		5
• <i>Criteria B (Professional experience and experience in similar assignments)</i>		20
• <i>Criteria C (quality of technical proposal)</i>		45
• <i>Criteria D</i>		
<u>Financial</u>		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