



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: August 30, 2019

Country: Cabo Verde

Description of the assignment: International Consultant for Developing Cabo Verde's National Recovery

Project name: Building Capacities for Resilient Recovery-Phase II

Period of assignment/services: 65 working days

The Individual Consultant should submit proposal to the following e-mail address:

procurement.cv@cv.jo.un.org no later than **September 15th, 2019 23:59Hrs Cabo Verde Time**. Please write "**Application for IC: - Developing Cabo Verde's National Recovery**" in the subject line of the email.

Any request for clarification must be sent in writing, or by standard electronic communication, to humanresources.cv@cv.jo.un.org. The Procurement unit 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

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

Academic Qualifications:

- Masters' Degree or higher in the field of Disaster Risk Management, Development Studies, Social Science, Geography, or a related field

Years of experience:

- At least 10 years of relevant work experience in Disaster Risk Reduction, with a focus on recovery
- Proven understanding of disaster risk reduction and disaster risk management, with a particular focus on recovery coordination, planning and implementation.
- Experience in drafting guidelines, strategies, toolkits, etc.
- Experience in coordinating with a different range of stakeholders and mostly government counterparts.
- Experience in conducting similar assignments will be considered a strong asset Excellent communication, writing and inter-personal skills
- Previous experience in the region and in Cabo Verde will be considered an asset

Language:

- Proficiency in English or French, working knowledge of written and spoken Portuguese/ Spanish.

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

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

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. Brief description of why the candidate considers him/herself to be the most suitable for the consultancy;
4. Financial Proposal that indicates the all-inclusive fixed total contract price. The term “all-inclusive” means that it has to include the international travels from home to duty station, fees, insurance; living allowance, in-town transportation, and others related costs. The Financial Proposal has to be supported by a breakdown of costs, as per template provided. Preferred Currency of Offer: United States Dollars (US\$). 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.

Incomplete applications will be excluded from further consideration.

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).

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 IC 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

6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

Offers will be evaluated according to the Combined Scoring method: where the technical criteria will be weighted at 70% and the financial offer will be weighted at 30%.

*Applicants obtaining **49 points** or more of the total technical points will be considered for financial evaluation.*

Financial score (max 30 points) shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal of those technically qualified.

Criteria	Weight	Max. Point
<i>Technical</i>	70%	70
<i>Financial</i>	30%	30
Total	100%	100

ANNEXES: ANNEX 1- TERMS OF REFERENCES (ToR)

ANNEX 2 - TEMPLATE FOR CONFIRMATION OF INTEREST AND SUBMISSION OF FINANCIAL PROPOSAL

ANNEX 3- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 4 - P11 MODIFIED FOR SCs AND ICs

ANNEX 5 – IC Contract English