



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **06 March 2014**

Country: Cape Verde

Description of the assignment: *“Final Evaluation - “Building adaptive capacity and resilience to climate change in the water sector in Cape Verde – national 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 **24 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:

- a. Advance Academic degree (BSc or MSc) and professional background in fields related to Climate Change Adaptation, Agriculture and Integrated Water Resource Management. A minimum of 5 years of working experience in the development sector in Cape Verde is required;
- b. Understanding of climate change adaptation and integrated water resource management in Cape Verde;
- c. Demonstrated skills and knowledge in participatory monitoring and evaluation processes;
- d. Experience in monitoring and evaluation of climate change adaptation and development projects, supported by UN agencies and/or major donor agencies;
- e. Proficient in writing and communicating both in English and in Portuguese. Ability to interpret to the international counterpart if necessary during field mission and also to translate necessary written documents to/from English;
- f. Excellent in human relations, coordination, planning and team work.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

All applications including, CV, and financial proposals should be submitted to the email address, procurement.cv@cv.io.un.org indicating the following reference “national Consultant for “**Final Evaluation - Building adaptive capacity and resilience to climate change in the water sector in Cape Verde**” by 24th March 2014 COB. ***Incomplete applications will be excluded from further consideration.***

Recommended Presentation of Proposal:

- Cover letter and Professional Resume/CV and P11
- 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).
- 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 (15%), experience on similar assignments (55%). The financial proposal will weigh as 30% of the total scoring.

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