



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 27 January 2011

Country: CAPE VERDE

Description of the assignment: Electoral Assistance Specialist (EAS)

Project name: Project in Support of the 2010-2012 Electoral Cycles in the PALOP and Timor Leste

Period of assignment/services (if applicable): 6 Months

Proposal should be submitted at the following address: **Escritório de Fundos & Programas das Nações Unidas, Av. OUA, PO Box 62-Praia Cape Verde** or by email to procurement.cv@cv.jo.un.org no later than **10 February 2011, 16:00 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, indicating request for clarification. 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 the Annex Covering TOR.

2. MAIN OBJECTIVES, RESPONSABILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK.

Please refer to the Annex Covering TOR.

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

Please refer to the Annex Covering TOR.

4. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Please refer to the Annex Covering TOR.

5. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

1. Proposal:

(i) Explaining why they are the most suitable for the work

(ii) Provide a brief methodology on how they will approach and conduct the work

2. Financial proposal

3. Personal CV including past experience in similar projects and at least 3 references

6. 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.

7. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight; [80%]

* Financial Criteria weight; [20%]

Only candidates obtaining a minimum of **80%** would be considered for the Financial Evaluation

Criteria	Max. Point
<u>Technical</u>	
Criteria A: Relevant electoral work experience involving programming, formulation, management and advice on electoral assistance activities	28
Criteria B: Experience in planning and formulating election electoral assistance projects for international organizations, in particular UNDP and EU	23
Criteria C: Experience in donor coordination, donor government relations and managing a multi-donor basket fund and in UNDP electoral assistance knowledge products and practice	15
Criteria D: Experience in working with transnational and emerging democracies and post-conflict environment, in particular the PALOP and Timor Leste	12
Criteria E: Bridge Accreditation – Full accreditation level for workshop facilitator; UNDP Programme, Policies and Operations accreditation ; Participation and Certification received out of EU-UNDP-IDEA face-to-face and eLearning trainings on Effective Electoral Assistance; Knowledge of EU EDF procedures	22
Total	100

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS