



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 19/07/2011

---

**Country:** CAPE VERDE

**Description of the assignment:** CONSULTANT FOR THE Health SECTOR PFM Review

**Project name:** PEMFAR

**Period of assignment:** 75 days, beginning September 1, 2011

Proposal should be submitted to the following address: **Joint Office of UNDP, UNFPA and UNICEF, Av. OUA, PO Box 62 - Praia Cape Verde** or by email to [procurement.cv@cv.jo.un.org](mailto:procurement.cv@cv.jo.un.org) no later than **August 10 2011, 16:00Hrs Cape Verde Time**.

Any request for clarification must be sent in writing, or by standard electronic communication to the address indicated above, or email to [nelida.rodriques@cv.jo.un.org](mailto:nelida.rodriques@cv.jo.un.org). UN Cape Verde 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

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**

### **Qualification**

- The consultant should be a senior specialist in public finance with experience in the Health sector, and having taken part in similar exercises
- Fluency in English and Portuguese are compulsory for this mission.

## **4. 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, and P11 Form.

## 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:

### 2. Cumulative analysis

*When using this weighted scoring method, the award of the contract will 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; **70%***

*\* Financial Criteria weight; **30%***

*Only candidates obtaining a minimum of **65 points** would be considered for the Financial Evaluation.*

The technical evaluation includes the following aspects:

- Profile and academic level;
- Level of experience with similar exercises in public finance in other countries;
- Level of experience with previous work on specific themes of Public Expenditure in the health sector;
- Ability to use the Portuguese language in addition to English;

## ANNEX 1- TERMS OF REFERENCES (TOR)

## ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS