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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Country: Montenegro

Any request for clarification on Individual Contract vacancies and selection process must be sent in writing to the e-mail vacancy.me@undp.org

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

1. Motivation Letter explaining why they are the most suitable for the work;
2. Personal History Form (P11);
3. Financial proposal – only shortlisted offerors will be required to submit their financial proposals for the work and travel envisaged in the Terms of Reference.

2. 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 Individual contractor 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 and lodging should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.



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3. EVALUATION

Individual offerors will be evaluated based on the following methodology.

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 - 70%

* Financial Criteria weight – 30%

Only offerors obtaining a minimum of 490 points would be considered for the Financial Evaluation.

Criteria	Weight	Max. Point
<u>Technical</u>	70%	700
• Background and education	10%	100
• Relevant previous experience	20%	200
• Substantial knowledge/required competencies	30%	300
• Required Language/IT/other skills	10%	100
<u>Financial</u>	30%	300

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS