
INSTRUCTIONS TO APPLICANTS

1. Invitation for Express an Interest (EAI)

- 1.1. These instructions complement the “Invitation for Express an Interest in Possible Consultancies” within the scope of **Support to Further Implementation of Local Administration Reform in Turkey Project (LAR Phase II)** published by UNDP CO Turkey in January 2009 (Ref: LAR/EAI).
- 1.2. The invitation for express an interest is open for both individual consultants and legal entities (Companies, Universities, Institutes, Foundations, Associations etc.) employing more than 3 staff members.
- 1.3. The invitation for express an interest serves as terms of reference for services to be delivered by consultants within the scope of the projects being implemented by UNDP Turkey Country Office. The aim of the Invitation is to establish a qualified pool of international and national consultants who can deliver professional services within the scope of **Support to Further Implementation of Local Administration Reform in Turkey Project (LAR Phase II)**. UNDP will develop specific terms of reference for each specific assignment to be undertaken within the specific projects.

2. Submission of Applications by Individual Consultants

- 2.1. Individual consultants should submit their applications by using the application letter and application forms in Annex I. A concise CV (in English) should be enclosed to the submission. Submissions should be emailed to lar.eai@undp.org.tr. The subject line of the email should read **REF: LAR/EAI**.
- 2.2. Applicants must bear all the costs associated with the preparation and submission of their applications and any further costs incurred prior to award of contract (if any).
- 2.3. Applicants are expected to examine all the invitation documents, which indicate what information must be provided. Incomplete applications may be rejected by UNDP without any request for clarifications and/or completion.

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3. Submission of Applications by Legal Entities

- 3.1. Entities (Companies, Universities, Institutes, Foundations, Associations etc.) should submit their applications by using the application letter and application forms in Annex II. Concise CVs (in English) of all the consultants proposed to be engaged by the concerned entity to the EAI should be enclosed to the submission. Submissions should be emailed to lar.eai@undp.org.tr. The subject line of the email should read **REF: LAR/EAI**.
- 3.2. Applicants must bear all the costs associated with the preparation and submission of their applications and any further costs incurred prior to award of contract (if any).
- 3.3. Applicants are expected to examine all the invitation documents, which indicate what information must be provided. Incomplete applications may be rejected by UNDP without any request for clarifications and/or completion.

4. Validity and Confidentiality of Expression of an Interest

- 4.1. The expressions of an interest shall remain valid until **30.11.2011**.
- 4.2. UNDP may seek applicants' consent to extend the validity period. Applicants may refuse such a request without penalty. If applicants grant the request, they will be permitted to update their applications.
- 4.3. All expressions of an interest will be kept confidential and will not be shared with third parties, other than UNDP's government counterparts.

5. Receipt of Applications

- 5.1. All the applications will be received through email. UNDP will not assume any responsibility for any failure regarding transmission and/or receipt of emails. No phone inquiries will be accepted regarding receipt of applications.

EVALUATION AND AWARD PROCESS

1. Evaluation of Applications (STEP 1)

- 1.1. The application forms and CVs to be submitted by the applicants will be evaluated by a technical evaluation committee (TEC), composed of UNDP staff and the members of the project team. The composition of the evaluation committee shall be governed by applicable rules and regulations of the UNDP.
- 1.2. TEC will evaluate the applications by using the following criteria and scoring system. The maximum score attainable from the technical evaluation is 100 pts. The following table will be used for each of the specific expertise areas defined in the EOI.

#	Criteria	Score (Range)
1	General Qualifications	15 pts – 25 pts
2	General Professional Experience	25 pts – 35 pts
3	Specific Professional Experience	40 pts – 60 pts
4	Specific Requirements	0 pt to 15 pts

- 1.3. The technical evaluations will be based on the application forms and the CVs. Please note that although legal entities can apply the basis of technical evaluations will be the CVs of the proposed consultants and not the qualifications of the legal entities.
- 1.4. The TEC will develop a short-list from the applicants who score 70 pts (out of 100 pts maximum) or higher from the technical evaluation.

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2. Request to submit Price Proposals (STEP 2)

- 2.1. The short-listed applicants will be requested to submit price proposals along with a Personal History Forms (P11). UNDP will provide templates for submission of price proposals and the P11 form.
- 2.2. Prices shall be quoted in USD and shall be valid for the period to be indicated in the price proposal. The applicants will not be permitted to change their price proposals within the validity period.
- 2.3. Detailed guidance on submission of price proposals will be provided by UNDP to the short-listed candidates.
- 2.4. Please do not submit price proposal before being formally asked by UNDP.

3. Collection and Evaluation of Price Proposals (STEP 3)

- 3.1. The designated unit at UNDP (i.e. Programme Support Unit) will collect the price proposals, and ensure that the price proposals are not opened until opening date and time, indicated at the price proposal form.
- 3.2. The price proposals will be opened by a price proposal evaluation committee. This committee will review the price proposal forms. Incomplete applications may be rejected by the committee without any request for clarifications and/or completion.

4. Final Evaluation (STEP 4)

- 4.1. UNDP will establish a final evaluation committee (FEC), composed of UNDP staff and the members of the project team. The composition of the FEC shall be governed by applicable rules and regulations of the UNDP.

4.2. The FEC will follow the cumulative analysis scheme. Under the cumulative analysis scheme, total score is obtained upon the combination of technical (70%) and financial (30%) attributes. In this methodology, the maximum number of points assigned to the financial proposal is allocated to the lowest price proposal. All other price proposals receive points in inverse proportion.

5. Award of Contract (STEP 5)

5.1. The hiring unit will send a non-binding letter of intent (annex III) along with the general terms of reference to the candidate(s) recommended for award of a retainer-based contract.

5.2. Once signed by both parties (i.e. UNDP and the contractor) the retainer contract will allow UNDP to request/receive services from the contractor(s), as and when necessary. Such services will be delivered through the specific terms of reference to be produced for each specific assignment and will come into force upon agreement of UNDP and the contractor(s). The services will be delivered by the contractor(s) on a fixed daily fee rate as indicated in their price proposals (i.e. the daily fee rate will not be changed according to the duration and/or the number of working/days to be invested by the contractor).

5.3. If the selected consultant has applied in his/her individual capacity by filling out and submitting the application form in Annex I, he/she will be hired under Special Service Agreement (SSA). Please see the model SSA and the general conditions (annex IV). The model SSA and its general conditions are not subject to change.

5.4. If the selected consultant has been suggested by a legal entity by filling out and submitting the application form in Annex II, a Reimbursable Loan Agreement (RLA) will be signed between UNDP and the concerned legal entity. The RLA will specify the name of the selected consultant(s). Interested legal entities should note that amount of agreements, if any, to be with UNDP will be solely based on the price proposals of the individual consultants, no additional cost in the form of overhead etc. will be considered reflected in the agreement amount. Please see the model RLA and its annexes (annex V). The model RLA and its annexes are not subject to change.

OTHER CONSIDERATIONS

1. Evaluation Intervals and Deadline of Express an Interest: The Invitation will be kept open until 30.11.2010, and the applications to be made will be evaluated on monthly intervals, as detailed in the following table.

#	Submissions latest by ...	Evaluation Date
1	Last working day of last week of February 2010	First week of March 2010
2	Last working day of last week of March 2010	First week of April 2010
	Last working day of last week of April 2010	First week of May 2010
3

1.1. Any submission that has been made within the preceding intervals shall remain valid until 30.11.2010.

1.2. UNDP may seek applicants' consent to extend the validity period of their interest. Applicants may refuse such a request without penalty. If applicants grant the request they will be permitted to update their applications.

2. Rule of single application: The individuals shall submit only one application within the intervals defined above. Repeat applications will not be taken into consideration. An individual whose CV is submitted by a legal entity shall not submit an individual application and/or another application through another entity unless his/her relation to the concerned legal entity is discontinued.

3. Publicity: Once an agreement is signed with a consultant and/or legal entity, UNDP may make the following information available: (a) name of the contractor; (b) nationality of the contractor; (c) title of the assignment; and (d) amount of the contract.

4. **Right to Reject any or all Applications and/or Price Proposals:** The UNDP reserves the right to cancel the application, evaluation and/or the award process and reject all applications at any time prior to award of an agreement without incurring any liability to the affected applicants.
5. **Standard Terms and Conditions of Contract:** Any agreement will incorporate the UNDP's Terms and Conditions, attached to the invitation. By submitting an application the individuals and legal entities will confirm their agreement with the standard terms and conditions of SSAs and/or RLAs.
6. The applications of the short-listed candidates who propose **a daily fee rate equal to or more than \$750** will need to be cleared by the authorized units of UNDP. Such clearances are provided either by the designated units/personnel at the regional bureaus or headquarters of UNDP.
7. **The scope of terms of reference for specific assignments:** The terms of reference for the specific assignments will specify, *inter alia*, (a) the objectives of the assignment, (b) activities to be rendered by the contractor and outputs to be delivered, (c) facilities to be provided by UNDP, (d) number of working/days to be invested, (e) time plan and deadlines.