Individual Consultancy Assignment

Request for Proposal


07 April 2021

Request to submit a written proposal for a work assignment with UNESCO

UNESCO is inviting written proposals from Contractors (Individual Consultant) for the work assignment described in attachment A.

To enable you to prepare a proposal for this assignment, please find attached the following documents:

(a) Terms of Reference with background of the project (see attachments A, A1 and A2);

(b) UNESCO’s contract template for ‘Individual Consultant, the contracting modality to be used for the assignment (attachment B);

Interested applicants are invited to submit their written proposal that includes:

(a) The CV of the Consultant;
(b) Links to examples of previous projects;
(c) An overall approach and proposed timeline for delivering the output specified in Attachment A;
(d) A lump sum cost estimate, expressed in USD or EUR.

Your proposal and any supporting documentation must be provided in English.

UNESCO places great emphasis on ensuring that the objectives of the work assignment, as described in the Terms of Reference, are met. Accordingly, in evaluating the proposals for the assignment, attention will focus first and foremost on the technical elements.
From those proposals deemed suitable in terms of the criteria in the Terms of Reference, UNESCO shall select the proposal that offers the Organisation best value for money.

Your proposal should be submitted by e-mail no later than 17:00 CET on 20 April 2021.

The e-mail address is: ka.barrientos@unesco.org

Thank you for your interest in this UNESCO assignment; and we look forward to receiving your proposal.