



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 15 September 2017

Country: Indonesia

Description of the assignment: LTA Medicines Pricing Specialist (International Consultant)

Project name: Access and Delivery Partnership (ADP)

Period of assignment/services: maximal 30 working days (October 2017 to October 2018)

Proposal should be submitted at the following email address to bids.id@undp.org no later than 29 September 2017 at 17.00 (GMT+7).

Any request for clarification must be sent by standard electronic communication to the address or e-mail feby.utari@undp.org; cc. rida.trisna@undp.org. which will be responded 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. 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 (if applicable)
- (iii) Provide supporting documents/evidence (if applicable)
- (iv) Education Certificate

2. Financial proposal

3. Completed CV or P11 form and at least 3 referees

2. FINANCIAL PROPOSAL

Daily Fee contracts

Consultant must send a financial proposal based on Daily Fee.

Consultant shall quote an all-inclusive Daily Fee for the contract period. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the assignment are already factored into the daily fee submitted in the proposal. Payments shall be done on submitted timesheet basis based on actual days worked, upon verification of completion of deliverables and approval by the IC’s supervisor of a Time Sheet indicating the days worked in the period.

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

In general, UNDP shall 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.

Travel costs shall be reimbursed at actual but not exceeding the quotation from UNDP approved travel agent. The provided living allowance will not be exceeding UNDP DSA rates. Repatriation travel cost from home to duty station in Indonesia and return shall not be covered by UNDP.

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

Note:

- 1) Only selected candidate will be notified.**
- 2) The selected candidate will be required to provide additional personal information i.e. copy of last education certificate, reference check, release letter (for government official employee only)**