



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 27 September 2017

Country: Indonesia

Description of the assignment: *Support Specialist – Consultant for Complaint Handling Mechanism (Riau) – national position*

Project name: BRG (Badan Restorasi Gambut)

Period of assignment/services (if applicable): *155 working days within 8 months (October 2017 – May 2018)*

Proposal should be submitted by email to bids.id@undp.org no later than 11 October 2017 at 16.00 WIB (Jakarta Time).

Any request for clarification must be sent in writing to: rani.rahmania@undp.org and stella.leonardo@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. Technical 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
 - (iii) Provide supporting document/evidence (if any)
2. Financial proposal
3. P11 form completed and Reference Check (at least 3 references)
4. Copy of Education Certificate

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 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

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3 – Confirmation of Interest and Financial Proposal

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)