



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 6 February 2018

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**Country:** Indonesia

**Description of the assignment:** Support Consultant – Administrative for BRG Secretariat (Local Consultant)

**Project name:** BRG Support Facility Programme

**Period of assignment/services:** From March 2018 to 31 May 2018 (62 working days)

Proposal should be submitted by email to [bids.id@undp.org](mailto:bids.id@undp.org) no later than **20 February 2018 at 1600hours (Jakarta Local Time)**.

Any request for clarification must be sent in writing to [rida.trisna@undp.org](mailto:rida.trisna@undp.org) cc. [yusef.millah@undp.org](mailto:yusef.millah@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.

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### 1. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

1. Financial proposal
2. Filled out and duly signed P11 with at least 3 references
3. Copy of Educational 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).

## **ANNEX**

### **ANNEX 1- TERMS OF REFERENCES (TOR)**

### **ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**

### **ANNEX 3 – CONFIRMATION OF INTEREST AND SUBMISSION OF FINANCIAL PROPOSAL**

Note:

- 1) 1) Only selected candidate will be notified.
- 2) The selected candidate will be required to provide additional personal information i.e. reference check,  
release letter (for government official employee only), full medical checkup for consultant above 62 years  
old who will be required to travel
- 3) UNDP encourage women and disabled candidates to apply