



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 27 June 2018

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**Country: Indonesia**

**Description of the assignment: Support Specialist on District Facilitator – Kuansing and Indragiri Hulu districts, Riau Province**

**Project name: SDGs Localization in Riau Province**

**Reports Period of assignment/services (if applicable): 120 working days (July 2018 - January 2019)**

Proposal should be submitted at the following email address to [bids.id@undp.org](mailto:bids.id@undp.org) no later than 11 July 2018 at 17.00 (GMT+7).

Any request for clarification must be sent by standard electronic communication to the address or e-mail [teguh.santoso@undp.org](mailto:teguh.santoso@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. 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 P11 form and at least 3 referees

## **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 I- TERMS OF REFERENCES (TOR)**

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

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

#### **Note:**

- 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 check up for consultant above 62 years old who will be required to travel**
- 3) UNDP encourage women and disabled candidates to apply**