



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 29 October 2018

**Country: Indonesia**

**Description of the assignment: Consultant for Interim Review 2018 UN Partnership For Development Framework (UNPDF) 2016-2020**

**Project name: Interim Review of UN Partnership For Development Framework (UNPDF) 2016-2020**

**Period of assignment/services (if applicable):**

**If offers received via mail or email:**

Proposal should be submitted at the following email address to [bids.id@undp.org](mailto:bids.id@undp.org) no later than 9 November 2018 at 23.59 (GMT+7).

Any request for clarification must be sent by standard electronic communication to the address or e-mail [sri.hastutiningsih@undp.org](mailto:sri.hastutiningsih@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 document/evidence (please see TOR)

2. Financial proposal

3. P11 form completed and at least 3 references

### 2. FINANCIAL PROPOSAL

*[The procuring UNDP entities will choose among one of these two mechanisms. The lump sum approach is the preferred method, as it clearly links deliverables and payments transferring any*

*unforeseen risks for the completion of the deliverable to the consultant. Once the mechanism has been selected, the other one shall be deleted to avoid any misunderstanding]*

- **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).

- **Contracts based on daily fee**

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

**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 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 65 years old who will be required to travel.
- 3) UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply.