



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 30 November 2018

Country: Indonesia

Description of the assignment: *Expert for the Development of the Regional Partnership Strategy (RPS) of Indonesia's South-South and Triangular Cooperation (SSTC)*

Project name: *Partnership Initiative for Institution Development for Indonesia's South-South and Triangular Cooperation (PIID-ISSTC)*

Period of assignment/services (if applicable): *Dec 2018 to May 2019*

Proposal should be submitted at the following email address: **bids.id@undp.org** no later than **14 Dec 2018 at 23.59 PM GMT (+7)**.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement will respond 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 Explaining why they are the most suitable for the work
2. Financial proposal
3. P11 form or CV completed and at least 3 references

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