



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 5 December 2018

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**Country: Indonesia**

**Description of the assignment:** Team Leader and Green Industry Expert for the Preparation of the Partnership for Action on Green Economy (PAGE) Indonesia Stocktaking Report

**Project name:** PAGE Indonesia

**Period of assignment/services (if applicable):** 50 working days from December 2018 – March 2019

Proposal should be submitted by email to [bids.id@undp.org](mailto:bids.id@undp.org) no later than **19<sup>th</sup> December 2018 at 23.59 (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 Unit 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.

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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 you are the most suitable for the work
- (ii) Provide a brief methodology on how you will approach and conduct the work
- (iii) Provide supporting doc/evidence

2. Financial proposal

3. P11 form 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).

**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.

## **ANNEX**

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

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