



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 1 February 2019

Country: Indonesia

Description of the assignment: Individual National Architect for the Development of Work Training Space in Semarang Women's Prison

Project name: United Nations Office on Drugs and Crime Sub-Programme 3

Period of assignment/services (if applicable): 60 Working Days (February – September 2019)

Proposal should be submitted at the following email address to bids.id@undp.org no later than 17 February 2019 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; cc. 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.

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)

2. Financial proposal

3. Personal CV including past experience in similar projects 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 (excluding travel and per diems). Please put in details the number of anticipated working days.

Travel;

All envisaged travel costs will be covered by UNODC under activity budget. This excludes all travel to join duty station/repatriation travel.

3. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

** Technical Criteria weight; [70%]*

** Financial Criteria weight; [30%]*

Only candidates obtaining a minimum of 70 point would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point
<u>Technical</u>	100%	
Criteria A: qualification requirements as per TOR:	50%	
1. Master Degree in Architecture or Civil Engineering.		15
2. Minimum 4 years experience in related areas such as facilities refurbishment, renovation, environmental impact assessment, sustainable eco-development, or bio-waste management.		20
3. Minimum 2 years experience in construction management.		15
• Criteria B: Brief Description of Approach to Assignment.	50%	50

• Criteria C: Further Assessment by Interview (if any)	n/a	
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ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3- CONFIRMATION OF INTEREST AND FINANCIAL PROPOSAL LETTER

Note:

- 1) Only selected candidate will be notified
- 2) The selected candidate will be required to provide additional personal information i.e. copy of last education certificate, reference check, release letter (for government official employee only)