



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 12 February 2019

Country	: Indonesia
Description of the assignment	: Humanitarian Data Advisor (Local Consultant)
Project name	: Pulse Lab Jakarta / UN Global Pulse
Period of assignment/services (if applicable)	: 40 working days (March - April 2019)

Proposal should be submitted at the following email address bids.id@undp.org no later than 25 February 2019 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 yusef.millah@undp.org. UNDP 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:

- (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
- (iii) Provide supporting documents/evidence (if applicable)
- (iv) Education certificate

2. Financial proposal

3. P11 form completed and at least 3 references

2. FINANCIAL PROPOSAL

Lump sum contracts

The financial proposal will specify a total lump sum amount, and payment term 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 comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount.

Travel;

The travel plans will be depending on the request of the clients; hence travel cost will be borne by Pulse Lab Jakarta.

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 checkup for consultant above 65 years old who will be required to travel.**
- 3) UNDP encourage women and disabled candidate to apply**