



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 28 February 2019

Country: INDONESIA

Description of the assignment: Mid-Term Review Expert for Climate Change Mitigation – MTRE3 Project (National)

Project name: Market Transformation through Design and Implementation of Appropriate Mitigation Actions in Energy Sector (MTRE3)

Period of assignment/services (if applicable): 24 working days within April - July 2019

Proposal should be submitted at the following email address: **bids.id@undp.org** no later than **14 March 2019 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:

- (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. P11 form completed and at least 3 references

2. FINANCIAL PROPOSAL

- **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

a) Travel plan to project sites as below detail;

No	Indicative Location	Frequency	No. of travel days
1	Jambi	1	4
2	Kupang	1	3

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).