



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 22 August 2019

Country: Indonesia

Description of the assignment: Specialist – Clarifying Carbon Rights for REDD+ Results-Based Payments to ensure that Indonesia meets the requirements of the various RBP schemes

Project name: GCF Indonesia

Period of assignment/services (if applicable): 30 working days within September – October 2019

Proposal should be submitted by email to bids.id@undp.org no later than **5th September 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. UNDP Indonesia 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)
- (iii) Provide supporting document/evidence (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;

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.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed

ANNEX**ANNEX 1- TERMS OF REFERENCES (TOR)****ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS****ANNEX 3 – 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 check up for consultant above 65 years' old who will be required to travel.
- 3) UNDP encourage women and disabled candidates to apply.
- 4) Selected candidate must demonstrate commitments to promote gender equality. Behavior demonstrating discrimination (sex, race, national origin, ethnicity etc.), harassment, sexual exploitation and abuse, mobbing, abuse of authority, retaliation, exclusion/isolation and so on **will not be tolerated.**