



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 3 April 2014

Country: Indonesia

Description of the assignment: Main Researcher for Participatory Governance Assessment (PGA) Data Collection in West Kalimantan Province

Project name: Participatory Governance Assessment (PGA)

Period of assignment/services (if applicable): 3 Months (60 working days)

Proposal should be submitted at the following address by e-mail to: clara.widyasari@undp.org ; sri.hastutiningsih@undp.org no later than 16 April 2014.

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)

2. Financial proposal

3. Personal CV including past experience in similar projects and at least name of 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).

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 Point*

** Financial Criteria weight; 30 Point*

Only candidates obtaining a minimum of 40 point would be considered for the Financial Evaluation

Criteria		Weight/Max. Point
<u>Technical</u> (Criteria A+B+C = total 100%):		70%
<ul style="list-style-type: none"> Criteria A (Total : 75 point) qualification requirements as per TOR: 		75%
A	Minimum Bachelor degree (preferably Master degree) in relevant fields	15
B	Minimum Five (5) years of experience in forest governance related issues particularly in West Kalimantan Province and research experience in governance related to issues as reflected in the applicant's CV	25
C	Good knowledge on forest policy/forest governance/public administration/Indigenous people and civil society organization/business in forest sector/climate change issues	20
D	Experience in working with government, international organization	15
<ul style="list-style-type: none"> Criteria B: Brief Description of Approach to Assignment 		25%
<ul style="list-style-type: none"> Criteria C: Further Assessment by Interview (if any) 		NA
<u>Financial</u>		30%

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3- PGA DATA COLLECTION INSTRUMENT