



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 10 July 2014

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**Country: Indonesia**

**Description of the assignment: PGA Expert Panel for Legal Aspects of Good Forest Governance**

**Project name: Participatory Governance Assessment (PGA)**

**Period of assignment/services (if applicable): 4 Months (25 working days)**

Proposal should be submitted at the following email address: [Bids.id@undp.org](mailto:Bids.id@undp.org) no later than **24 July 2014 (16:00)**

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. 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.

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### 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 (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%*

*\* Financial Criteria weight; 30%*

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

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<u>Technical</u>		
<ul style="list-style-type: none"><li>• <b>Criteria A:</b> qualification requirements as per TOR:<ol style="list-style-type: none"><li>1. Education: Master degree in relevant fields;</li><li>2. Experience: Eight (8) years of experience in Legal Aspects of Good Forest Governance as reflected in the applicant's CV;</li><li>3. Competency: Good knowledge on policy analysis and forest governance issues;</li><li>4. Experience in working multi stakeholder forum</li></ol></li></ul>	40%	40
<ul style="list-style-type: none"><li>• <b>Criteria B:</b> Brief Description of Approach to Assignment.</li></ul>	60%	60
<ul style="list-style-type: none"><li>• <b>Criteria C:</b> Further Assessment by Interview (if any)</li></ul>	-	-
<u>Financial</u>	30%	30

## ANNEX

### ANNEX 1- TERMS OF REFERENCES (TOR)

### ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS