



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 16 July 2014

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**Country: Indonesia**

**Description of the assignment: Editor for Provincial Human Development Report of East Nusa Tenggara – Bahasa Indonesia**

**Project name: Provincial Governance Strengthening Programme (PGSP)**

**Period of assignment/services (if applicable): 1,5 months**

Proposal should be submitted at the following address by email to [bids.id@undp.org](mailto:bids.id@undp.org) no later than 1 August 2014.

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

- **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

## 3. EVALUATION

**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 points would be considered for the Financial Evaluation*

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<b><u>Technical</u></b>		
<ul style="list-style-type: none"><li>• <b>Criteria A: qualification requirements as per TOR:</b><ol style="list-style-type: none"><li>1. At least 7 years of relevant experience as an Editor</li><li>2. Proven experience in editing and writing</li><li>3. Familiarity with UNDP Style and understanding of publication requirements desirable</li><li>4. Familiarity with Human Interest Issues</li><li>5. The editor has experience in working with statistical data and statistical indicators, and be familiar with the logic and structure of complex statistical tables and concepts</li></ol></li></ul>		60
<ul style="list-style-type: none"><li>• <b>Criteria B: Brief Description of Approach to Assignment</b></li></ul>		40
<ul style="list-style-type: none"><li>• <b>Criteria C: Further Assessment by Interview (if any)</b></li></ul>	-	-
<b><u>Financial</u></b>		30

## **ANNEX**

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

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