



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date:

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**Country: Indonesia**

**Description of the assignment: Consultant for Developing The 10th Indian Ocean Tsunami Commemoration Web Portal**

**Project name:** *Safer communities through Disaster Risk Reduction (SC-DRR) Project phase II project*

**Period of assignment/services (if applicable): September 2014 to December 2014**

Proposal should be submitted at the following address by e-mail to [bids.id@undp.org](mailto:bids.id@undp.org) no later than **15 September 2014 23.59 Jakarta time**.

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.

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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
4. P11 including past experience in similar projects and at least name of 3 references
5. Latest education certificated

### 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 70 point would be considered for the Financial Evaluation*

<b>Criteria</b>		<b>Weight/Max. Point</b>
<b><u>Technical</u></b> (Criteria A+B+C = total 100%):		<b>70%</b>
<ul style="list-style-type: none"> <li>Criteria A (Total : 70 point) qualification requirements as per TOR:</li> </ul>		<b>70%</b>
<b>A</b>	Minimum a Bachelor degree in information technology, science, engineering, or an acceptable combination of education and experience.	<b>10</b>
<b>B</b>	Minimum 3 year experience of web development, website support/maintenance, or other related experience	<b>15</b>
<b>C</b>	Must have excellent working knowledge of Adobe Photoshop, InDesign, Coral Draw, Illustrator, Page maker or other web/graphic design software	<b>15</b>
<b>D</b>	Experience in working with government, international organization, and UN/UNDP is preferable.	<b>15</b>
<b>E</b>	Good knowledge MySQL, SQL Server, and MS Access databases	<b>15</b>
<ul style="list-style-type: none"> <li>Criteria B: Brief Description of Approach to Assignment</li> </ul>		<b>30%      30</b>
<ul style="list-style-type: none"> <li>Criteria C: Further Assessment by Interview (if any)</li> </ul>		<b>0%</b>
<b><u>Financial</u></b>		<b>30%</b>

### **ANNEX**

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

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