



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 21 August 2014

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**Country:** Indonesia

**Description of the assignment:** *To take photos from human interest side about UNDP projects at UNDP project sites. The stories should reflect the impact of UNDP services to the local community.*

**Project name:** *Photographer for UNDP Projects*

**Period of assignment/services (if applicable):** Starting from 29 September (the latest) for 260 days

Proposal should be submitted by email to [bids.id@undp.org](mailto:bids.id@undp.org) no later than 12 September 2014 at 23.59 WIB.

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 2 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:**

The Consultant is expected to travel to different UNDP project sites, for example to Aceh, Java, NTT and Papua, on different dates.

For each project site that will be determined later, the Consultant is expected to submit itinerary of work agenda and estimated travel cost. UNDP will reimburse the travel expenses on actual cost basis. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the Consultant wishes to travel on a higher class, he/she should do using their own resources.

In the case of unforeseen travel, payment of travel costs including tickets and lodgings should be agreed upon, between the respective business unit and the Consultant prior to travel. UNDP will reimburse the Consultant upon submission of actual travel costs.

## 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 point 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:</b> qualification requirements as per TOR:<ol style="list-style-type: none"><li>1. Relevance of Education/ Degree</li><li>2. Years of Relevant Experience</li><li>3. Adequacy of Competencies for the Assignment</li><li>4. Fluency in Bahasa Indonesia</li></ol></li></ul>	80 %	10 25 25 20

<ul style="list-style-type: none"> <li>• <b>Criteria B:</b> Brief Description of Approach to Assignment.</li> </ul>	10 %	10	
<ul style="list-style-type: none"> <li>• <b>Criteria C:</b> Further Assessment by Interview (if any)</li> </ul>	10 %	10	
<u>Financial</u>		30	

## **ANNEX**

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

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