



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 8 September 2014

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**Country: Indonesia**

**Description of the assignment: Global Fund ATM Policy and Management Advisor**

**Project name: Joint Technical and Management Support for GF ATM grants management project in Indonesia**

**Period of assignment/services (if applicable): August – November 2014**

Proposal should be submitted at the following email address: *Bids.id@undp.org*

no later than 21 September, 2014 at 23.59 PM

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

- **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

Individual consultants will be evaluated based on the following methodology:

**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. Regional Experience</li><li>4. Adequacy of Competencies for the Assignment</li><li>5. Others / Special Skills, Language, etc.</li></ol></li></ul>	55 %	15 15 15 10
<ul style="list-style-type: none"><li>• <b>Criteria B:</b> Brief Description of Approach to Assignment.<ol style="list-style-type: none"><li>1. Submit the progress report to related unit and UNDP in timely manner.</li><li>2. Close monitor the progress activities</li><li>3. High quality final report</li></ol></li></ul>	35%	10 10 10

<b>4. Share UNDP strategic positioning</b>		5	
• <b>Criteria C: Further Assessment by Interview (if any)</b>	10%	10	
<u>Financial</u>		30	

## **ANNEX**

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

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