



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 8 September 2014

Country: Indonesia

Description of the assignment: Administrative Support (Parliamentary)

Project name: Women's Participation and Representation in Governance in Indonesia (SWARGA)

Period of assignment/services (if applicable):

Proposal should be submitted by email to 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. Sri Hastutiningsih 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.

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).

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

1. 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

Criteria	Weight	Max. Point
<u>Technical</u>		
<ul style="list-style-type: none">• Criteria A: qualification requirements as per TOR:<ol style="list-style-type: none">1. Relevance of Education/ Degree2. Years of Relevant Experience3. Adequacy of Competencies for the Assignment4. Others / Special Skills, Language, etc.	70%	10 20 20 20
<ul style="list-style-type: none">• Criteria B: Brief Description of Approach to Assignment	30%	30
<ul style="list-style-type: none">• Criteria C: Further Assessment by Interview (if any)	n/a	
<u>Financial</u>		30

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS