



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 10 September 2014

Country: Indonesia

Description of the assignment: Formulating and Writing of Country Programme Document (CPD)

Project name: CPD

Period of assignment/services (if applicable): Approximately 25 Days between September 2014 and February 2015

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

no later than 24 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.

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

Criteria	Weight	Max. Point
<u>Technical: 70%</u>		100
<ul style="list-style-type: none"> Criteria A: qualification requirements as per TOR: <ol style="list-style-type: none"> Relevance of Education/ Degree Years of relevant experience on development issues and research. Years of experience on one or more thematic development issue within UNDP's areas of work (Governance, Environment, Poverty and Crisis Prevention) Adequacy of Competencies for the Assignment Criteria B: Brief Description of Approach to Assignment. Criteria C: Further Assessment by Interview (if any) 	<p>60 %</p> <p>40%</p> <p>n/a</p>	<p>15</p> <p>15</p> <p>15</p> <p>15</p> <p>40</p> <p>-</p>
<u>Financial: 30%</u>		30

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS