



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 18 November 2014

Country: Indonesia

Description of the assignment: Guide Line Consultant

Project name: Disaster Risk Reduction based Rehabilitation and Reconstruction (DR4)

Period of assignment/services (if applicable): December to April 2014 (80 days)

Should you be interested and decide to submit an offer for this assignment, kindly send them no later than the date and time indicated in the system to: **bids.id@undp.org**.

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 methodologies:

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>		100
Criteria A <ul style="list-style-type: none"> • Demonstrates integrity by modelling the UN's values and ethical standards. • Promotes the vision, mission and strategic goals of the UN. • Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability. • Treats all people fairly without favouritism • Promotes knowledge management among UN and non-UN partners 	40%	8 8 8 8 8
Criteria B <ul style="list-style-type: none"> • <i>Consistently approaches work with energy and a positive, constructive attitude</i> • <i>Demonstrates excellent oral and written communication skills.</i> • <i>Builds strong relationships with clients and external actors.</i> • <i>Manages conflict and stress, remaining composed and working as a mediator in crisis or antagonistic situations.</i> 	30%	7.5 7.5 7.5 7.5
Criteria C <ul style="list-style-type: none"> • <i>Demonstrates openness to change and ability to manage complexities.</i> • <i>Responds positively to critical feedback and differing points of view.</i> • <i>Solicits feedback from staff about the impact of his/her own behavior.</i> • <i>Ability to lead strategic planning, change processes, management and reporting.</i> • <i>Ability to lead formulation, oversight of implementation, monitoring and</i> 	30%	6 6 6 6

<i>evaluation of strategic plans/frameworks.</i>		6
<u>Financial</u>		30

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS