



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date:

Country: Indonesia

Description of the assignment: National Gender Specialist for DRR-CCA Convergence Initiatives

Project name: *Safer communities through Disaster Risk Reduction (SC-DRR) Project phase II project*

Period of assignment/services (if applicable): 50 working days (January to May 2015)

Proposal should be submitted at the following address by e-mail to bids.id@undp.org no later than **16 December 2014**.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP Indonesia 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
4. P11 including past experience in similar projects and at least name of 3 references
5. Latest education certificated

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).

3. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

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 Point*

** Financial Criteria weight; 30 Point*

Criteria		Weight/Max. Point
<u>Technical</u> (Criteria A+B+C = total 100%):		70%
Criteria A (Total : 65 point) qualification requirements as per TOR:		65
A	Minimum a Bachelor degree in gender studies, development studies and/or any other relevant field, or an acceptable combination of education and experience	10
B	Specialist with in-depth country-level experiences (over 7 years) in analyzing gender mainstreaming into development process, disaster risk reduction initiatives and climate change adaptation in Indonesia.	20
C	Excellent skills on reporting that could demonstrated by 2-3 publications from previous related assignment.	20
D	Experience in working with government, international organization, and UN/UNDP is preferable	15
Criteria B: Brief Description of Approach to Assignment		25
Criteria C: Further Assessment by Interview (if any)		10
<u>Financial</u>		30%

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS