



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 10 Dec 2014

Country: Indonesia

Description of the assignment: Capacity Development and Project Design Specialist (International Consultant)

Project name: Capacity Development for Implementing Rio Conventions through Enhancing Incentive Mechanism for Sustainable Watershed/Land Management (Cross Cutting Capacity Development – CCCD)

Period of assignment/services (if applicable): From December 2014 to June 2015

Proposal should be submitted at the following email address: Bids.id@undp.org no later than 24 December 1st 2014

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:**
 - 1.1. Explaining why they are the most suitable for the work.
 - 1.2. Provide a brief methodology on how they will approach and conduct the work (if applicable).
2. **Financial proposal.**
3. **Personal CV (P-11)** including past experience in similar projects, and
4. **2 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. upon completion of the entire contract).
- Payment is 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%*

** 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>		
Criteria A: qualification requirements as per TOR:	40%	40
1. <u>Education/ Technical Knowledge</u> : Technical knowledge on product and manufacturing process		
2. <u>Background</u> : good understanding on procedures for the implementation of Montreal Protocol projects		
3. <u>Experience</u> : 5 year-experience in monitoring and verification activities of sectoral projects (AC, Refrigeration, Foaming, Fire Fighting, Chemicals)		
4. <u>Experience</u> : experience with UN funded projects		
5. <u>Skills</u> : High quality report writing skills		
• Criteria B: Brief Description of Approach to Assignment.	60%	60
• Criteria C: Further Assessment by Interview (if any)	-	-
<u>Financial</u>	30%	30

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS