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Resilient nations.*

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 25 February 2015

Country: Indonesia

Description of the assignment: International Consultant for Project Document (Team Leader)

Project name: Implementation of the Arafura and Timor Seas Regional and National Strategic Action Programs

Period of assignment/services (if applicable): 9 Months (approx.45 working days)

Proposal should be submitted to bids.id@undp.org no later than 10 March 2015 at 16.00 hours

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

2. Financial proposal

3. Personal CV 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. 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).

- **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:

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>	70%	
<ul style="list-style-type: none">• Criteria A: qualification requirements as per TOR:	70%	70
1. Master degree in Fisheries, Environmental Science, Marine Resources and Oceanography, Development		15

<p>Studies or relevant field;</p> <p>2. At least 10 year(s) of working experience in the relevant works is required;</p> <p>3. Substantive experience in developing proposal and/or project document for major donors' funded project;</p> <p>4. An ability to analyse current policies and biodiversity and marine resources area management in Indonesia, Timor-Leste and other countries;</p> <p>5. Good knowledge on capacity needs assessment methodology;</p> <p>6. Experience in team-based, multidisciplinary, international research, and project management is a must;</p> <p>7. Computer literacy (word processing, spreadsheets, PowerPoint) is expected with statistical and or spatial analysis skills a plus;</p> <p>8. Proven track record of experience in community development investment study and stakeholders consultation process.</p>		<p>10</p> <p>10</p> <p>10</p> <p>10</p> <p>5</p> <p>5</p> <p>5</p>	
<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) 	-	-	
<u>Financial</u>	30%		

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3 – SUBMISSION FORM