



## **INDIVIDUAL CONSULTANT PROCUREMENT NOTICE**

Date: 5 March 2015

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**Country: Indonesia**

**Description of the assignment: Contingency Planning Consultant for Mt. Kelud**

**Project name: Disaster Risk Reduction based Rehabilitation and Reconstruction (sub-project Early Recovery Initiatives for Kelud and Sinabung-ERIKS)**

**Period of assignment/services: 100 working days within 6 months**

Should you be interested and decide to submit an offer for this assignment, kindly send them no later than **18 March 2015, COB (Jakarta Local time)** to the following email address: **Bids.id@undp.org**.

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### **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 at least 3 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).

### **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*

<b>Criteria</b>	<b>Weight</b>	<b>Maximum Point</b>
<b><u>Technical (70%)</u></b>		<b>100</b>
<ul style="list-style-type: none"><li>• <b>Criteria A: qualification requirements as per TOR:</b><ol style="list-style-type: none"><li>1. <i>Bachelor degree in social sciences, geographic, development, disaster management and other relevant field; OR the equivalent combination of education and the solid/extensive relevant professional experience in a related area</i></li><li>2. <i>A minimum of 5 (five) years experiences in the disaster management in support of disaster risk management</i></li></ol></li></ul>	<b>70%</b>	<div>10</div> <div>10</div>

<i>functions and/or development initiatives</i>		
3. <i>Experience in the developing contingency planning for varied hazard</i>		10
4. <i>Experience in facilitating deliberative processes for formulation of public policy documents in DRR and Disaster Management.</i>		5
5. <i>Experience in conducting field surveys related to hazard and vulnerability mapping as well as conducting risk analysis for various hazards.</i>		10
6. <i>Experience in working with government actors, civil society actors and other stakeholders for DRR and Disaster Management.</i>		10
7. <i>Experience in disaster management and DRR.</i>		10
8. <i>Experience in formulating knowledge management for Contingency Plan implementation processes.</i>		5
• <i>Criteria B: Brief Description of Approach to Assignment</i>	30%	30
<u>Financial (30%)</u>		

## **ANNEX**

### **ANNEX 1- TERMS OF REFERENCES (TOR)**

### **ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**

### **ANNEX 3- SUBMISSION FORM**