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Resilient nations.*

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

5 March 2015

Country: Indonesia

Description of the assignment: Commodity and Deforestation Specialist

Project name: Sustainable Palm Oil Initiative (SPO)

Period of assignment/services (if applicable): 45 working days within 3 (three) months with possible extension

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.

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:

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	Maximum Point
<u>Technical (70%)</u>		
A. Criteria A: qualification requirements as per TOR:		
1. Master degree or higher in areas relevant of Ecology Study, Science in Forestry, Environmental Engineering, Social Studies, Management and Public Policy	40 %	8
2. A minimum of 10 years of professional experience in conservation and environmental policy or related area, with experience in deforestation and agricultural expansion		7
3. Expertise on sustainable principles of land use		5

4. Experience working with Government and in interdepartmental procedures preferred, especially the ability to understand political/sensitive issues and act accordingly		5
5. Proven experience in working with and establishing working relationships with a broad range of stakeholders (government, private sector, financial institutions, civil society, etc)		3
6. Strong experience in organizing and facilitating meetings, workshops and writing reports		3
7. Fluency in Bahasa Indonesia and proficient in English language, both spoken and written.		4
8. Excellent ability to write project reports particularly for internationally funded projects and deliver presentations to wide audiences (list of project report should be provided).		5
• <i>Criteria B: Brief Description of Approach to Assignment</i>	60 %	60
• <i>Criteria C: Further Assessment by Interview (if any)</i>	N/A	N/A
<u>Financial (30%)</u>		

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3 – SUBMISSION FORM