



*Empowered lives.
Resilient nations.*

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 5 March 2015

Country: Indonesia

Description of the assignment: Lead Writer for Updating Indonesia Biodiversity Strategy and Action Plan (IBSAP)

Project name: The National Biodiversity Planning to Support the Implementation of the CBD 2011-2020 Strategic Plan in Indonesia (NBSAP)

Period of assignment/services (if applicable): 50 working days within 5 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**.

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.

3. EVALUATION

Individual consultants will be evaluated based on the following methodology:

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 technical criteria, a minimum of 70 point, would be considered for the Financial Evaluation

| Criteria | Weight | Max. Point |
|--|-------------|---|
| <u>Technical: 70%</u> | | 100 |
| <ul style="list-style-type: none">• Criteria A: qualification requirements as per TOR:<ul style="list-style-type: none">• Doctoral degree in forestry, environment, biodiversity management, sustainable development or related field• A minimum of 15 years' relevant experience on environmental protection and natural resources management, scientific research, or environmental program design and implementation;• Strong knowledge on biodiversity/ecosystem conservation and relevant UN conventions;• Good understanding on sustainable development related policies and biodiversity management issues in Indonesia;• Experience on public policy development and program design;• Proven track record on participatory action plan development and stakeholder engagement; | 70 % | 70 15 15 10 10 10 10 |

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|---|------------|-----------|--|
| <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) | 0% | - | |
| <u>Financial: 30%</u> | | | |

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3 – SUBMISSION FORM