

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 6 March 2015

Country: Indonesia

Description of the assignment: Consultant for the “ Post – 2015 Partnership platform for Phiantrophy”

Project name: *Post -2015 Partnership Platform for philanthropy*

Period of assignment/services (if applicable): 60 days within three months

Should you be interested and decide to submit an offer for this assignment, kindly send them no later than **19 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**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 of technical criteria would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point
<u>Technical (70%)</u>		100
<ul style="list-style-type: none">• Criteria A: qualification requirements as per TOR: <ol style="list-style-type: none">1. Master or Bachelor degree in social sciences, international development or international relations, economics with strong academic performance. Extensive experience working with Foundations/Government2. Excellent research, analytic skills, communication and relationship management skills3. Ability to reach out and convene relations between foundations, civil society government and development partners.4. Sound understanding of development situation in Indonesia5. Minimum 3 years for Master and 6 years for Bachelor in the relevant experience in research institute, think tanks, foundations, CSO or international organization experience preferably gained in emerging markets.6. The following would be strong assets: distinctive experience in working in the philanthropic or civil society sectors	60%	<div>10</div> <div>10</div> <div>10</div> <div>5</div> <div>15</div> <div>10</div>

• <i>Criteria B: Brief Description of Approach to Assignment</i>	40%	
Financial Criteria (30%)		

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3 – SUBMISSION FORM