

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 5 March 2015

Country: Indonesia

Description of the assignment: Public Policy and Development Planning Specialist

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

Period of assignment/services (if applicable): 3 Months (50 man days)

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).

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(70%)</u>		100
Criteria A: qualification requirements as per TOR:	55%	
• At least a Master degree in natural science, biology, statistic or relevant fields		10
• A minimum of 4 years' relevant experience is required;		5
• Experience in conducting studies on biodiversity and development plan;		10
• Strong ability to analyze data and information on current biodiversity management and policies related issues in Indonesia;		10
• Experience in the development of national mid-term plan Aichi targets would be an advantage;		5
• Good knowledge on national mid-term development plan and Aichi targets would be an advantage;		5
• Proven experience in data analysis;		5
• Experience in working with statistical data and statistical indicators, and be familiar with the logic and structure of complex statistical tables and concepts;		5
Criteria B: Brief Description of Approach to Assignment.	45%	45
Criteria C: Further Assessment by Interview (if any)	-	-
<u>Financial (30%)</u>	30%	30

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS