



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: April 6, 2015

Country: Indonesia

Description of the assignment: *Consultant for Decentralization and Local Governance (Consultant)*

Project name: Provincial Governance Strengthening Programme (PGSP)

Period of assignment/services (if applicable): 90 days

Should you be interested and decide to submit an offer for this assignment, kindly send them no later than 20 April 2015 at 12:00 hour (Jakarta Time) to: 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. Personal CV including past experience in similar projects and at least 3 references

2. FINANCIAL PROPOSAL

- **Contracts based on daily fee**

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

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 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 a minimum of 70 points would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<u>Technical</u>		100
<ul style="list-style-type: none"> Criteria A: qualification requirements as per TOR: <ul style="list-style-type: none"> For Masters degree: at least 10 (ten) years experience of undertaking policy research on governance sector in Indonesia, including on decentralization issues and on program management in national and/or international organization setting; 10 For PhD degree: at least 5 (five) years experience of undertaking policy research on governance sector in Indonesia, including on decentralization issues and on program management in national and/or international organization setting; 10 Outstanding track record in publishing materials on governance and development sector; 15 Proven experience in participatory planning approaches; 10 Proven leadership and facilitation skills; 5 Proven leadership and facilitation skills; 5 Excellent communication skills including: proven writing skills, inter-personal skills, and public speaking in formal settings; and 5 Experience using computers and office software packages and knowledge of spreadsheet and database packages. 	60%	

<i>Criteria B: Brief Description of Approach to Assignment</i> <ul style="list-style-type: none"> • Programme Concept Note (PCN) on decentralization and local governance; • Analytical Report on policy dialogues and seminar on decentralization and local governance; • Policy analysis on decentralization and local governance submitted to Bappenas; • Review and analysis of DLG knowledge products ready for publication; 	40%	16	
<ul style="list-style-type: none"> • <i>Criteria C: Further Assessment by Interview (if any)</i> 	n/a	-	
<u>Financial</u>		30	

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS