



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 7 July 2015

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**Country: Indonesia**

**Description of the assignment: Consultant for CCM Indonesia Strengthening**

**Project name: Support to the Acceleration of MDGs Achievement in Indonesia - JSGFATM**

**Period of assignment/services (if applicable): 15 August to 31 December 2015**

Proposal should be submitted at the following email address: [bids.id@undp.org](mailto:bids.id@undp.org) no later than 21 July 2015 at 12:00 noon (Jakarta time).

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. The procuring UNDP entity will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

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### 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. P11 form completed 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

## **ANNEX**

### **ANNEX 1- TERMS OF REFERENCES (TOR)**

### **ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**