



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 3 May 2016

Country: Indonesia

Description of the assignment: Event Management Consultant

Project name: Environment Unit/ Sustainable Development Financing (SDF) – SIDA Funding

Period of assignment/services (if applicable): Approx. 66 working days from May to August 2016

Proposal should be submitted at the following address UNDP, Menara Thamrin Building, 8th Floor, Jl. MH. Thamrin Kav. 3, Jakarta Pusat or by email to Bids.id@undp.org no later than 19th May 2016, COB (Jakarta Local Time).

Any request for clarification must be sent in writing to: Yusef.millah@undp.org and teguh.santoso@undp.org which will be responded 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.

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 or CV form completed 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

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

Note:

- 1) Only selected candidate will be notified
- 2) The selected candidate will be required to provide additional personal information i.e. copy of last education certificate, reference check, release letter (for government official employee only)