



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: May 20, 2016

---

**Country: Indonesia**

**Description of the assignment: Small Grant Management Support Specialist (National, 1 post)**

**Project name: REDD+**

**Period of assignment/services (if applicable): June-September 2016**

Should you be interested and decide to submit an offer for this assignment, kindly send the proposal by email to [redd-bids.id@undp.org](mailto:red-d-bids.id@undp.org) cc to [wiwik.julianti@undp.org](mailto:wiwik.julianti@undp.org) and [halanson.simanjuntak@undp.org](mailto:halanson.simanjuntak@undp.org) no later than **May 30, 2016**.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP 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.

---

### 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 (if applicable)

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**

### **ANNEX 3 – CONFIRMATION OF INTEREST AND SUBMISSION OF FINANCIAL PROPOSAL**