



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 20 May 2016

Country: Indonesia

Description of the assignment: Episode Studies Consultant

Project name: Pulse Lab Jakarta

Period of assignment/services (if applicable): Jun 2016 – Aug 2016

Proposal should be submitted at the following address bids.id@undp.org no later than **3 June 2016, 17:00 WIB (Jakarta Local Time)**.

Any request for clarification must be sent in writing to: yusef.millah@undp.org and rida.trisna@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 technical proposal as mentioned in ToR
2. Financial proposal

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).

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS