



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 30 May 2016

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### REVISED VERSION

**Country:** Indonesia

**Description of the assignment:** Episode Studies Consultant

**Project name:** Pulse Lab Jakarta

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

Proposal should be submitted at the following address [bids.id@undp.org](mailto:bids.id@undp.org) no later than **6 June 2016**.

Any request for clarification must be sent in writing to: [yusef.millah@undp.org](mailto:yusef.millah@undp.org) and [rida.trisna@undp.org](mailto: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.

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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 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.

## **ANNEX**

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

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