



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 26 January 2017

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**Country: Indonesia**

**Description of the assignment: Process Manager for Developing the Global-Fund Funding Request on HIV and AIDS Intervention Program (National Consultant)**

**Project name: MTC-ATM**

**Period of assignment/services: 40 working days (February to May 2017)**

Proposal should be submitted to [bids.id@undp.org](mailto:bids.id@undp.org) no later than 9th February 2017 at 17.00 (GMT+7)

Any request for clarification must be sent by standard electronic communication to [feby.utari@undp.org](mailto:feby.utari@undp.org); cc. [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. Technical 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
- (iii) Provide supporting documents/evidence
- (iv) Education Certificate

2. Financial proposal

3. Completed CV or P11 form and at least 3 referees

## **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**

**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)