



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 3 October 2019

Country: INDONESIA

Description of the assignment: LTA for supporting administration of travel arrangement for meeting participants

Project name: N/A

Period of assignment/services (if applicable): 120 working days, starting 01 November 2019 – 31 December 2020

Proposal should be submitted at the following email address: **bids.id@undp.org** no later than **17 October 2019 at 23.59 PM GMT (+7)**.

Any request for clarification must be sent in writing, or by standard electronic communication to Procurement unit: rida.trisna@undp.org cc. Fathia.Shabrina@undp.org and Procurement 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. CV:

(i) Explaining education background

(ii) Detail work experiences

(iii) Education certificate

2. Financial proposal

3. Complete CV/P11 form with at least 3 references

2. FINANCIAL PROPOSAL

- **Contracts based on daily fee**

The financial proposal will specify the daily fee, and payments are made to the Individual Consultant based on the number of days worked.

Travel

a) Travel plan to project sites as below detail;

No	Indicative Location	Frequency	No. of travel days
	Not Applicable		

ANNEX**ANNEX 1- TERMS OF REFERENCES (TOR)****ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS****ANNEX 3- CONFIRMATION OF INTEREST AND FINANCIAL PROPOSAL LETTER****Note:**

- 1) Only selected candidate will be notified.
- 2) The selected candidate will be required to provide additional personal information i.e. reference check, release letter (for government official employee only), full medical check up for consultant above 65 years' old who will be required to travel.
- 3) UNDP encourage women and disabled candidates to apply.
- 4) Selected candidate must demonstrate commitments to promote gender equality. Behavior demonstrating discrimination (sex, race, national origin, ethnicity etc.), harassment, sexual exploitation and abuse, mobbing, abuse of authority, retaliation, exclusion/isolation and so on will not be tolerated.