



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 16 January 2020

Country: INDONESIA

Title of the assignment: Technical Supports for Enhancing Governance Consultant

Project name: Enhancing the IMDFF-DR Secretariat Support Capacity for Post-Disaster Recovery Governance (ENSURE) Project

Period of assignment/services (if applicable): 50 Working days

Proposal should be submitted at the following address by e-mail to: **bids.id@undp.org**

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

Academic Qualification and years of experience

- Post Graduate in Social Science, Engineering or public administration with a minimum of 3 years professional experience on disaster recovery management; or
- Bachelor's degree in Social Science, Engineering or public administration with a minimum of 10 years professional experience on disaster recovery management;
- Experience working on similar assignment for BAPPENAS and/or BNPB will be an advantage.

Competencies and skill requirements

- Demonstrated ability to complete the assignment and to formulate conclusions/recommendations;
- Proficient familiarity with the government systems and procedures exclusively for grant management.
- Fluency in Bahasa Indonesia and English with proficient written communication skills.
- Fully proficient computer skills and use of word processing, spreadsheets, internet, relevant application.

- Very good interpersonal skills, including ability to establish and maintain effective teamwork a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

2. 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 (Annex III)

3. P11 form completed and at least 3 references

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).

Travel;

All envisaged travel costs must be included in the financial proposal. This includes all travel to joint 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 I – TERMS OF REFERENCES (TOR)

ANNEX II – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX III – CONFIRMATION OF INTEREST AND FINANCIAL PROPOSAL