INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 27 January 2020

Country: Indonesia

Description of the assignment: NTT Government Liaison Support Specialist – National position

Project name: PIID-ISSTC

Period of assignment/services: From February 2020 to June 2020 (84 working days)

Proposal should be submitted by email to **bids.id@undp.org** no later than **February 9, 2020 at 17.00 GMT (+7).**

Any request for clarification must be sent in writing to: bela.kelvian@undp.org ; cc feby.utari@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. 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 (maximum 6 pages, including the methods and methodology to be adopted/ applied).
   (iii) Provide supporting doc/evidence (Writing sample of Evaluation Report is recommended)

2. Financial proposal

3. Filled out and duly signed P11 with referees

4. Copy of Educational Certificate

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 from the origin country of consultant to Jakarta and return, travel from Jakarta to project pilot areas and return, per diems, and number of anticipated working days).

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3 – CONFIRMATION OF INTEREST AND SUBMISSION OF FINANCIAL PROPOSAL

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 62 years old who will be required to travel
3) UNDP encourage women and disabled candidates to apply