



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 26 January 2020

Country: INDONESIA

Description of the assignment: PETRA Asbestos Advisor

Project name: Programme for Earthquake and Tsunami Infrastructure Reconstructive Assistance

Period of assignment/services (if applicable): 15 February to 30 June 2020

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 Qualifications:

- Minimum Master's degree in Science or Engineering.

Years of experience:

- 10 years of experience in managing the disposal of waste/debris, toxic and hazardous wastes including asbestos/ACMs;
- 5 Years of experience in humanitarian and post-crisis context.

Competencies and special skills requirement:

- Familiarity with UNDP and World Bank standards for the safe handling and disposal of asbestos/ ACM waste;
- Experience in post disaster situations.

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

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 join 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