



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 3 April 2020

Country: INDONESIA

Description of the assignment: Administration Support Consultant

Project name: ASP (Adaptive Social Protection) Project

Period of assignment/services (if applicable): 1 June to 30 November 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 bachelor's degree in Accounting, Finance, Management, Public Administration, Economics, Political Sciences, Social Sciences, international relation, or other relevant fields of study would be desirable.

Years of experience:

- Minimum of 3 (three) years experiences involved in handling administration and procurement process.
- Experience in drafting TOR/Specification/Scope of Work.
- Experience in web-based system.
- Experience with operations system, policies and procedures of any International organization.

Competencies and special skills requirement:

- Ensuring the project administration are done with accurate, objective, clear, constructive and timely.
- Facilitating communication between operation, project and programme staff during the

process.

- Performing related work as assigned by Technical Analyst.
- Experience in working with less supervision.

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 – Confirmation of Interest and Financial Proposal).

3. P11 form completed and at least 3 references.

3. 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