INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 1 May 2020

Country: INDONESIA

Description of the assignment: Procurement and Contract Management - Jakarta

Project name: PETRA Project

Period of assignment/services (if applicable): June 2020 to May 2021

Proposal and required supporting documents should be submitted at the following address by e-mail to: bids.id@unep.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.

<table>
<thead>
<tr>
<th>Academic Qualification and years of experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Minimum Bachelor degree from reputable university with any study, Preferably in Business Administration, Management, Supply Chain or a related field of study.</td>
</tr>
<tr>
<td>• Minimum 3 years of working experience in dealing with procurement process from solicitation to contract issuance from any background.</td>
</tr>
<tr>
<td>• Experience in managing vendor database, registration and negotiation.</td>
</tr>
<tr>
<td>• Experience in web-based management / ERP system, such as ATLAS or SAP.</td>
</tr>
</tbody>
</table>

Competencies and skill requirements

1. Specific Skills:
   - Familiarity with Microsoft office (Excel, Word, Power Point, Pivot Table, etc)
   - Familiarity with Web-based procurement system would be an advantage
2. **Communications and Networking**
   - Proven networking, team building, organizational and communication skills and ability to build strong relationships with government and other external actors.
   - Has excellent oral communication skills and conflict resolution competency to mediate inter-group dynamics and mediate conflict of interests.
   - Has excellent written communication skill, with analytic capacity and ability to provide policy advice, recommendations and strategy.

3. **Knowledge Management and Learning**
   - Shares knowledge and experience.
   - Ability to provide a strong analysis, policy advice, recommendations and strategy.

4. **Management and Leadership**
   - Demonstrates ability to work in a team.
   - Demonstrates ability to accept critics and constructive inputs/opinions.
   - Demonstrates strong analytical skills.
   - Good time management to meet deadlines with quality outputs.
   - Highly creative attitude and self-starter mindset.
   - Consistently approaches work with energy and positive/constructive attitude.

---

**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).

3. P11 form completed and at least 3 references.

Note: applicants without completed documents mentioned above shall not be considered.

---

**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