



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 3 August 2020

Country: INDONESIA

Description of the assignment: IT Policy Specialist

Project name: RESTORE Project

Period of assignment/services (if applicable): September 2020 to April 2021

Proposal and all required supporting documents should be submitted at the following address by e-mail to: bids.id@undp.org no later than 17th August 2020, 17:00 (GMT+7).

Any request for clarification must be sent in writing to: galang.wijaya@undp.org cc: feby.utari@undp.org, which will be responded in writing or by standard electronic mail and be sent 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

- Master's degree on Information Technology, Science or other relevant disciplines from recognized institution.
- At least 5 years of experience in IT Policy development and IT project management for health or other related sectors.
- Previous working experience on digital health in private or government organization is preferable.
- Experience in facilitating meetings, workshops, regarding to develop collaborative and multi-sectoral platform such as expert working groups, coordinating mechanism body, expert forum.
- Experience in electronic Information System Development.

Competencies and skill requirements

- Sound Information Technology Development skills.
- Experience on advocacy for IT policy and understand Indonesian regulation related to digital health.

Language(s):

- Strong verbal and written English.

2. 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 (if applicable).

2. Financial proposal (Annex III – Confirmation of Interest and Financial Proposal).

3. P11 form completed and provided at least 3 references.

4. Copy of Educational Certificate.

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

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 from the origin city of consultant to Jakarta 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 checks, release letter (for government official employee only), full medical checkup for consultant above 62 years old who will be required to travel.
- 3) UNDP encourage women and candidates with disability to apply.