



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 05 August 2020

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**Country: Indonesia**

**Description of the assignment: National IC – Consultant for Microgrant Facilitation Specialist**

**Project name: Global Opportunities for Long-term Development - Integrated Sound Management of Mercury in Indonesia's Artisanal (GOLD – ISMIA)**

**Period of assignment/services (if applicable): 48 working days (September 2020 to January 2021)**

Proposal should be submitted by email to [bids.id@undp.org](mailto:bids.id@undp.org) no later than **19<sup>th</sup> August 2020 at 1800 hours (GMT+7)**.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit 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.

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### 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 you are the most suitable for the work
  - (ii) Provide a brief methodology on how you will approach and conduct the work
  - (iii) Provide supporting doc/evidence
2. Financial proposal
3. P11 form completed and at least 3 references
4. Copy of Education 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, 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 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 checkup for consultant above 65 years' old who will be required to travel.
- 3) UNDP encourage women and disabled candidates to apply.
- 4) Selected candidate must demonstrate commitments to promote gender equality. Behavior demonstrating discrimination (sex, race, national origin, ethnicity etc.), harassment, sexual exploitation and abuse, mobbing, abuse of authority, retaliation, exclusion/isolation and so on will not be tolerated.