INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 26 August 2020

Country: INDONESIA

Description of the assignment: Biodiversity and Community-based participatory landscape planning and management Specialist (Lead National Consultant)

Project name: 7th Operational Phase of the GEF Small Grant Programme in Indonesia

Period of assignment/services (if applicable): October 2020 – July 2021

Proposal should be submitted at the following address by e-mail to: **bids.id@undp.org** no later than **9th September 2020 at 1700 hour (GMT +7)**.

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. 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 you are the most suitable for the work
(ii) Provide a brief methodology on how they will approach and conduct the work

2. Financial proposal

3. CV/P11 form completed and at least 3 reference**s**

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