



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 10 September 2020

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**Country: Indonesia**

**Description of the assignment:** Senior Specialist for PBDEs & UPOPs Project Terminal Evaluation (International Post)

**Project name:** Reducing Releases of Polybromodiphenyl Ethers (PBDE) and Unintentional Persistent Organic Pollutants (UPOPs) Originating from Unsound Waste Management and Recycling Practices and the Manufacturing of Plastics in Indonesia

**Period of assignment/services (if applicable):** 25 working days (October to December 2020)

Proposal should be submitted by email to [bids.id@undp.org](mailto:bids.id@undp.org) no later than **24<sup>th</sup> September 2020 at 17.00 GMT +7 (Jakarta Time)**.

Any request for clarification must be sent in writing to [intan.faradila@undp.org](mailto:intan.faradila@undp.org), cc: [fathia.sabrina@undp.org](mailto:fathia.sabrina@undp.org); which will be responded 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. 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. Filled out and duly signed P11 with referees or CV with 3 referee

4. Copy of Educational 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).

**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.

## **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**