INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 09 October 2020

Country: Indonesia

Description of the assignment: Field Supervision Consultant for School Facilities (North, West and East Lombok)

Project name: Programme for Earthquake and Tsunami Infrastructure Reconstruction Assistance (PETRA) Project

Period of assignment/services: 275 working days within November 2020 – September 2021

Proposal should be submitted by email to bids.id@undp.org no later than **23 October 2020 at 23.59 GMT +7 (Jakarta Time).**

Any request for clarification must be sent in writing to: **feby.utari@undp.org**; cc: **galang.wijaya@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.

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 they are the most suitable for the work
   (ii) Provide a brief methodology on how they will approach and conduct the work
   (iii) Provide supporting doc/evidence

2. Financial proposal

3. Filled out and duly signed P11 with referees

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 from the origin city of consultant to Jakarta and return, travel from Jakarta to project pilot areas 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 check, 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 disabled candidates to apply