



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 17 Nov 2020

Country Office: INDONESIA

- ❖ **Title of the assignment: Procurement Specialist**
- ❖ **Project name: Accelerating Clean Energy Access to Reduce Inequality (ACCESS)**
- ❖ **Period of assignment/services (Total Days / Months if applicable): Dec 2020 – March 2021 (60 working days)**

Proposal should be submitted at the following address:

UNDP Indonesia, Procurement Office, 8th Floor Menara Thamrin Building, Jl. H.M.Thamrin Kav 3, Jakarta, Indonesia;

Or

By email to:

bids.id@undp.org

- ❖ NO later than: **26 November 2020**, 5.00pm (17.00 hrs) Jakarta time.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. The procuring UNDP entity 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. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

❖ I. Academic Qualifications:

- Minimum Bachelor's Degree in finance, Economics, Science, Engineering or a closely related field.

❖ II. Years of experience:

- Master's degree with minimum 2 years of relevant work in construction procurement or Bachelor's degree with minimum 6 years of relevant work in construction procurement.

2. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSAL.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal:

- (i) Explaining why they are the most suitable for the work (*Limit of 2,000 characters*)

(ii) Provide a brief methodology on how they will approach and conduct the work (if applicable) *(Limit of 2,000 characters)*

Interested individual consultants must indicate their first available date to begin the consultancy / assignment:

(i) Date Available to begin:

4. 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).

❖ **Contracts based on daily fee:**

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

• **Travel:**

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, in relation to airfares, UNDP should not accept travel costs exceeding those of an economy class ticket; the most direct route, full economy class ticket will be used for calculation of airfares when appropriate. 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.

Description	Fee
Daily / Monthly Rate (Consultancy fee ONLY) <i>(strike out non applicable)</i>	
• Basic living expenses (such as meals and accommodation whilst working away from your country of residence)	
• Health / Medical and Other Evacuation Insurance costs as applicable (please state)	
• Risks and inconveniences related to work under hardship and hazardous conditions (please state)	
• Any other relevant expenses related to the performance of services under the IC (please state)	
(a) Daily / Monthly Rate (Including Consultancy fee and other related expenses) <i>(strike out non applicable)</i>	
(b) Total number of Days / Months <i>(strike out non applicable)</i>	
(c) Travel related expenses for travelling to and from Duty Station and place of residence.	
(d) Total Contract Costs = (a) Daily / Monthly Rate x (b) Number of Days / Months + (c) Travel Related	

- ❖ **ANNEX 1- TERMS OF REFERENCES (TOR)** – *[to be provided by requesting unit with the individual consultant procurement notice]*

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS – *[to be provided by procuring unit with the individual consultant procurement notice]*

- ❖ **ANNEX 3 – EVALUATION CRITERIA** - *[to be provided by requesting unit with the individual consultant procurement notice]*