



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 10 December 2020

Country: Indonesia

Description of the assignment: Junior Specialist for Blue Economy Development Index (International Post)

Project name: Archipelagic and Island State Forum (AIS)

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

If offers received via mail or email:

bids.id@undp.org no later than 14 January 2021 at 09.00 GMT +7 (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.

If offers received through eTendering system:

This process is managed through the UNDP online e-Tendering system: <https://etendering.partneragencies.org>. Should you be interested and decide to submit an offer for this assignment, kindly send them no later than the date and time indicated in the system. Detailed user guide on how to register in the system and submit the proposal are attached to this notice.

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 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 document/evidence

2. Financial proposal

3. P11 form completed and at least 3 references

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).

· 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:

N/a

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

Note:

1) Only selected candidate will be notified.

2) The selected candidate will be required to provide additional personal information i.e. copy of last education certificate, reference check, release letter (for government official employee only)