



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 9 February 2021

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**Country: Indonesia**

**Description of the assignment: Consultant for UN Indonesia's Socio-Economic Response Plan (SERP) 2021**

**Agency name: Resident Coordinator Office**

**Period of assignment/services: 25 working days within 3 months**

Proposal should be submitted by email to [bids.id@undp.org](mailto:bids.id@undp.org) no later than **23 February 2021** at 17.00 hrs (GMT +7)

Any request for clarification must be sent in writing to: [rida.trisna@undp.org](mailto:rida.trisna@undp.org) cc. [Abriliany.kirana@undp.org](mailto:Abriliany.kirana@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

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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. Technical 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. Filled out and duly signed P11 with min. 3 referees or CV**

**4. Copy of Educational Certificate**

## 2. FINANCIAL PROPOSAL

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, 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

## **ANNEX**

ANNEX I - TERMS OF REFERENCES

ANNEX II - INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX III – 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 65 years old who will be required to travel
- 3) UNDP encourage women and disabled candidates to apply
- 4) Selected candidate must demonstrate commitments to promote gender equality. Behavior demonstrating discrimination (sex, race, national origin, ethnicity etc.), harassment, sexual exploitation and abuse, mobbing, abuse of authority, retaliation, exclusion/isolation and so on **will not be tolerated**