



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 18 February 2021

Country: Indonesia

Description of the assignment: Social Innovation Platform and Covid-19 Recovery Facilitator for West Java Province

Project name: Assistance for Enhanced Innovation for the Achievement of the SDGs in Indonesia (ACHIEVE)

Period of assignment/services: 191 working days within 10 months

Proposal should be submitted by email to bids.id@undp.org no later than **05 March 2021 at 1700 hours (GMT +7)**.

Any request for clarification must be sent in writing to: fariz.mursyid@undp.org; cc: armada.pratama@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 (maximum 6 pages, including the methods and methodology to be adopted/ applied).
- (iii) Provide supporting doc/evidence (Writing sample of Evaluation Report is recommended)

2. Financial Proposal

3. Filled out and duly signed P11 with referees

4. Copy of Educational Certificate

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 check up 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**.