



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **March 2021**

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**Country:** INDONESIA

**Description of the assignment:** National Consultant (1 position)

**Project name:** Biodiversity Finance Initiative (BIOFIN) Phase 2

**Period of assignment/services (if applicable):** 120 working days within March 2021 – January 2022

Proposal should be submitted by email to [bids.id@undp.org](mailto:bids.id@undp.org) no later than **18 March 2021 GMT (+7)**.

Any request for clarification must be sent in writing to e-mail indicated above, which 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.

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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. 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 (if applicable)

2. Financial proposal

3. P11 form completed and at least 3 references

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, 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. copy of last education certificate, reference check, release letter (for government official employee only)
- 3) UNDP encourage women and disabled candidates to apply