



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: March 2021

Country: INDONESIA

Description of the assignment: International Specialist for UNDP-GEF Project Development (Project Preparation Grant) – Environmental Finance Expert

Project name: Investing in the Komodo Dragon and other globally threatened species in Flores (IN-FLORES)

Period of assignment/services (if applicable): 20 working days within 9 months

Proposal should be submitted by email to bids.id@undp.org no later than 8 April 2021 at 1700 hours (GMT +7).

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above cc: Rifqi.thoriq@undp.org. UNDP Indonesia 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 QUALIFICATION.

I. Academic Qualifications:

Master's degree; environmental economics, environmental finance, business administration, development finance, development studies or related field

II. Years of experience:

- Minimum 5 years of experience in innovative environmental financing
- Experience with the global/country BIOFIN team would be an advantage.
- Strong knowledge of private sector operations in sustainable business such as ecotourism, organic farming, mariculture and seaweed culture, cottage industry, etc
- Prior experience with carrying out business development, business plan feasibility and financial modelling would be an advantage
- Ability to deliver results, while remaining flexible and adaptive in light of challenging circumstances due to the evolving COVID-19 situation
- Work experience in Asia-Pacific region and targeted areas would be an added advantage preferred

- Intercultural communication and networking skills; and
- Strong technical writing skills in English

III. Competencies and special skills requirement:

- Demonstrates integrity by modelling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favouritism
- Able to communicate effectively in writing to a varied and broad audience in a simple and concise manner
- Capable of working in a high- pressure environment with sharp and frequent deadlines, managing many tasks simultaneously
- Excellent analytical and organizational skills
- Exercises the highest level of responsibility and be able to handle confidential and politically sensitive issues in a responsible and mature manner.
- Works well in a team
- Projects a positive image and is ready to take on a wide range of tasks
- Focuses on results for the client
- Welcomes constructive feedback
- Fluent English language (both oral and written) and excellent communication and presentation skills, particularly in the preparation of written documents

2. 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

2. Financial proposal (Annex III – Confirmation of Interest and Financial Proposal).

3. P11 form completed and at least 3 references

Note: Applicants without completed documents mentioned above shall not be considered

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).

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 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3 – CONFIRMATION OF INTEREST AND 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 62 years old who will be required to travel
- 3) UNDP encourage woman and disabled candidates to apply