



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 20 April 2021

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**Country: Indonesia**

**Description of the assignment: Support Consultant for West Java Province**

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

**Period of assignment/services: 160 working days within 8 months**

Proposal should be submitted by email to [bids.id@undp.org](mailto:bids.id@undp.org) no later than **5<sup>th</sup> May 2021 at 23.59 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. 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.

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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 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. Filled out and duly signed P11 with referees

3. 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**.