



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 10 May 2021

**Country:** INDONESIA

**Description of the assignment:** National Project Coordinator for PPG Support

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

**Period of assignment/services (if applicable):** 50 working days within 9 months

Proposal should be submitted by email to [bids.id@undp.org](mailto:bids.id@undp.org) no later than **May 24, 2021 at 1700 hours (GMT +7)**.

Any request for clarification must be sent in writing to: [vita.andriana@undp.org](mailto:vita.andriana@undp.org) ; cc [sestyo.wicaksono@undp.org](mailto:sestyo.wicaksono@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. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATION.

#### I. Academic Qualifications:

Bachelor's Degree or higher in a relevant field, such as natural sciences, environmental studies.

#### II. Years of experience:

- Minimum 3 years of demonstrable experience in relevant fields;
- Demonstrable communication and relationship management skills;
- Fluency in written and spoken English;
- Familiarity with Indonesia's institutions e.g., Ministry of Environment and Forestry, Ministry of Tourism and Creative Economy and stakeholders in the field of Forestry, Environment, Agriculture, Biodiversity Conservation, etc.
- Good knowledge on Komodo Dragon and other globally threatened species in Flores would be an added advantage

#### 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**

### **ANEEX 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