



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 03 June 2021

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**Country: Indonesia**

**Description of the assignment:** Support Specialist for Activities Facilitation of the Climate Promise Initiative

**Project name:** Climate Promise Project

**Period of assignment/services (if applicable):** June – October 2021

Proposal should be submitted by email [bids.id@undp.org](mailto:bids.id@undp.org) no later than **18 June 2021 at 17.00 GMT +7 (Jakarta Time)**.

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.

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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
- (iii) Provide supporting document/evidence

2. Financial proposal

3. P11 form completed and at least 3 references

### 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).

- **Contracts based on daily fee**

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

**Travel;**

N/a

**ANNEX**

**ANNEX 1- TERMS OF REFERENCES (TOR)**

**ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**

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)