INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 04 June 2021

Country: INDONESIA

Description of the assignment: Biodiversity Budget and Expenditure Tracking Expert

Project name: Biodiversity Finance Initiative (BIOFIN)

Period of assignment/services (if applicable): 80 working days within 8 months

Proposal should be submitted by email to bids.id@undp.org no later than 27 June 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. fariz.mursyid@undp.org cc: vita.andriana@undp.org 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. 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
4. Education Certificate

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**
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**