



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 15 June 2021

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**Country Office: INDONESIA**

- ❖ **Title of the assignment: Terminal Evaluation (International Consultant)**
- ❖ **Project name: Transforming Effectiveness of Biodiversity Conservation in Priority Sumatran Landscapes Project**
- ❖ **Period of assignment/services (Total Days / Months if applicable): August – October 2021 (40 working days)**

Proposal should be submitted in a sealed envelope indicating the following reference “Consultant for Terminal Evaluation of “Transforming Effectiveness of Biodiversity Conservation in Priority Sumatran Landscapes” at the following address:

UNDP Indonesia, Procurement Office, 8<sup>th</sup> Floor Menara Thamrin Building, Jl. H.M.Thamrin Kav 3, Jakarta, Indonesia;

Or

By email to:

[bids.id@undp.org](mailto:bids.id@undp.org)

- ❖ NO later than: **6 July 2021**, 11.59pm (2359 hrs) Jakarta time.

*Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. The procuring UNDP entity 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. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

❖ I. Academic Qualifications:

Master's degree in the fields related to Environment, Natural resources, Biodiversity, Forestry, or other closely related field from an accredited college or university

❖ II. Years of experience:

At least 15 years of practical experience in the field of Biodiversity Conservation and experience working in developing countries in Asia

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- a) **Letter of Confirmation of Interest and Availability** using the [template](#)<sup>1</sup> provided by UNDP;
- b) **CV** and a **Personal History Form** ([P11 form](#))<sup>2</sup>; Including experiences that mentioned in the Required Skills and Experiences;
- c) Brief description **of approach to work/technical proposal** of why the individual considers him/herself as the most suitable for the assignment, and a proposed methodology on how they will approach and complete the assignment, including approach of issues related to gender and Multi focal area of "Transforming Effectiveness of Biodiversity Conservation in Priority Sumatran Landscapes", sustainable development and/or biodiversity; (maximum of 1 page)

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<sup>1</sup><https://intranet.undp.org/unit/bom/psa/Support%20documents%20on%20IC%20Guidelines/Template%20for%20Confirmation%20of%20Interest%20and%20Submission%20of%20Financial%20Proposal.docx>

<sup>4</sup>[http://www.undp.org/content/dam/undp/library/corporate/Careers/P11\\_Personal\\_history\\_form.doc](http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc)

### 3. 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:**

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, in relation to airfares, UNDP should not accept travel costs exceeding those of an economy class ticket; the most direct route, full economy class ticket will be used for calculation of airfares when appropriate. Should the IC wish to travel on a higher class he/she should do so using their own resources.

Due to the ongoing COVID19 pandemic travel restrictions, the International Consultant will work with a National Consultant and the International Consultant will operate remotely using tools to conduct virtual interviews and consultations.

*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.*

Description	Fee
Daily / Monthly Rate (Consultancy fee ONLY) <i>(strike out non applicable)</i>	
• Basic living expenses (such as meals and accommodation whilst working away from your country of residence)	
• Health / Medical and Other Evacuation Insurance costs as applicable (please state)	
• Risks and inconveniences related to work under hardship and hazardous conditions (please state)	
• Any other relevant expenses related to the performance of services under the IC (please state)	
(a) Daily / Monthly Rate (Including Consultancy fee and other related expenses) <i>(strike out non applicable)</i>	

Description	Fee
(b) Total number of Days / Months ( <i>strike out non applicable</i> )	
(c) Travel related expenses for travelling to and from Duty Station and place of residence.	
(d) Total Contract Costs = (a) Daily / Monthly Rate x (b) Number of Days / Months + (c) Travel Related Expenses	

#### **4. EVALUATION ANNEX TO PROCUREMENT NOTICE**

- ❖ **ANNEX 1- TERMS OF REFERENCES (TOR)** – [*to be provided by requesting unit with the individual consultant procurement notice*]
- ❖ **ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS** – [*to be provided by procuring unit with the individual consultant procurement notice*]
- ❖ **ANNEX 3 – EVALUATION CRITERIA** - [*to be provided by requesting unit with the individual consultant procurement notice*]