



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 8 July 2021

Country Office: INDONESIA

- ❖ **Title of the assignment: Terminal Evaluation (National Consultant)**
- ❖ **Project name: 6th Operational Phase of Small Grant Programme GEF in Indonesia**
- ❖ **Period of assignment/services (Total Days / Months if applicable): July – September 2021 (35 working days)**

Proposal should be submitted by email to bids.id@undp.org no later than 22 July 2021 at 17.00 hours (GMT +7).

Any request for clarification must be sent in writing to: vita.andriana@undp.org ; cc: fariz.mursyid@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.

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.

1. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

❖ Education

Bachelor's degree in environment, sustainable development, and community-based development or other closely related field;

❖ Experience

- Relevant experience with results-based management evaluation methodologies;
- Experience applying SMART indicators and reconstructing or validating baseline scenarios;
- Competence in adaptive management, as applied to biodiversity, climate change, and land degradation;
- Experience in evaluating projects;
- Experience working in developing countries in Asia;
- Experience in relevant technical areas for at least 7 years;
- Demonstrated understanding of issues related to gender and biodiversity, climate change, and land degradation; experience in gender responsive evaluation and analysis;
- Excellent communication skills;
- Demonstrable analytical skills;
- Project evaluation/review experience within United Nations system will be considered an asset.
- Experience with implementing evaluations remotely will be considered an asset.
- Experience with the GEF Small Grants Programme will be considered an asset.

❖ Language

Fluency in written and spoken English.

2. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSAL.

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

- a) **Letter of Confirmation of Interest and Availability** using the [template](#)¹ provided by UNDP;
- b) **CV** and a **Personal History Form** ([P11 form](#)²); 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)

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

⁴http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc

3. FINANCIAL PROPOSAL 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]*

❖ **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.

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.