



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 28 June 2021

Country: INDONESIA

Description of the assignment: Communication and Design Consultant for Fisheries

Project name: Global Sustainable Supply Chain for Marine Commodities (GMC)

Period of assignment/services (if applicable): July - September 2021 (40 working days)

Proposal should be submitted at the following address by e-mail to: **bids.id@undp.org** no later than **16 July 2021 at 1700 hour (GMT +7)**.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail to fariz.mursyid@undp.org cc: vita.andriana@undp.org. UNDP Indonesia 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
 - a. Understand the task and applies the strategy and plan to complete the assignment
 - b. Important aspects of the task addressed clearly and in sufficient detail
 - c. Logical, realistic planning for efficient project implementation

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).

Travel;

All envisaged travel costs must be included in the financial proposal. This includes all travel to joint 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