



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 1 October 2021

Country: Indonesia

Description of the assignment: The IC will work closely with the stakeholders of the PROTECT project. In more specific term, the IC will engage and collaborate with the Coordinating Ministry for Human Development and Cultural Affairs; The Coordinating Ministry for Political, Legal and Security Affairs; The National Development Planning Agency; The National Counter-Terrorism Agency; The Ministry of Communication and Informatics, etc., as well as CSOs. To ensure the quality of the content based on UNDP's standard, the IC will also liaise with Communications unit of UNDP Indonesia, and the Digital Communications Analyst from UNDP BRH.

Project name: Preventing Violent Extremism through Promoting Tolerance and Respect for Diversity (PROTECT) Project, Phase II

Period of assignment/services: 100 working days within 13 months

Proposal should be submitted by email to bids.id@undp.org no later than **15 October 2021 at 17.00 hours (GMT +7)**.

Any request for clarification must be sent in writing to: intan.faradila@undp.org; cc: yusef.millah@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.

1. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

1. Technical 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 doc/evidence

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| <ul style="list-style-type: none">2. Financial proposal3. Filled out and duly signed CV or P11 with 3 referees4. Copy of Educational Certificate |
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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).

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3 – CONFIRMATION OF INTEREST AND SUBMISSION OF FINANCIAL PROPOSAL

Note:

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| <ul style="list-style-type: none">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 travel3) UNDP encourage women and disabled candidates to apply |
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