



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 04 March 2022

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**Country: Indonesia**

**Description of the assignment: Outreach Specialist Jakarta**

**Project name: ATSEA 2 NATIONAL**

**Period of assignment/services (if applicable): 150 working days within March 2022 – January 2023**

Proposal should be submitted by email to [bids.id@undp.org](mailto:bids.id@undp.org) no later than **18<sup>th</sup> March 2022 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 at [fariz.mursyid@undp.org](mailto:fariz.mursyid@undp.org) and cc: [sestyo.wicaksono@undp.org](mailto:sestyo.wicaksono@undp.org). Procurement Unit 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. 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 you are the most suitable for the work
- (ii) Provide a brief methodology on how you will approach and conduct the work
- (iii) Portfolio on outreach and awareness material

2. Financial proposal

3. Filled out and duly signed P11 with referees (3 referees)

4. Copy of Educational Certificate

### 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.

**ANNEX**

**ANNEX 1- TERMS OF REFERENCES (TOR)**

**ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**

**ANNEX 3- THE STANDARD LETTER OF CONFIRMATION OF INTEREST AND AVAILABILITY**

**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 checkup for consultant above 62 years' old who will be required to travel.
- 3) UNDP encourage women and disabled candidates to apply.