INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 09 March 2022

Country: Indonesia

Description of the assignment: Expert for the Development of Environmental, Social and Governance Framework

Project name: MPTF JOINT SDG FUND (ASSIST)

Period of assignment/services (if applicable): 7 Months (March – Sept 2022)

If offers received via mail or email:

Proposal should be submitted at the following address or by email to bids.id@undp.org no later than [March 24 2022 ] at 17.00 GMT+7

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. r.nopiar@undp.org & fathia.shabrina@undp.org 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 (if applicable)
   (iii) Provide supporting document/evidence (if applicable)

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).

- 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.

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:
1) Only selected candidate will be notified.
2) The selected candidate will be required to provide additional personal information i.e. copy of last education certificate, reference check, release letter (for government official employee only)
3) UNDP encourage women and disabled candidates to apply.
4) Selected candidate must demonstrate commitments to promote gender equality. Behavior demonstrating discrimination (sex, race, national origin, ethnicity etc.), harassment, sexual exploitation and abuse, mobbing, abuse of authority, retaliation, exclusion/isolation and so on will not be tolerated.