



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 7 November 2022

Country: Indonesia

Description of the assignment: National Consultant for Advancing the disability inclusion agenda targeting youth

Project name: Disability Inclusion Project

Period of assignment/services (if applicable): 30 working days within 2 months

Proposal should be submitted by email to bids.id@undp.org no later than **21 November 2022** at 17.00 hours (GMT +7).

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above and cc to: rida.trisna@undp.org and afli.ghazian@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.

1. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATION.

I. Academic Qualifications:

- Bachelor's degree qualifications in Social Sciences, Political Studies, Human Rights, Social Justice, or other relevant studies with quantitative and qualitative underpinning. Master's degree in the relevant studies is an advantage.
- Previous experience in designing and delivering training/workshop. Experience in delivering youth and/or disability related trainings/workshops is an advantage.
- Experience in setting up a user-friendly database with search functionalities.
- Proven track record in statistical data analysis and familiarity in analysing surveys will be an advantage. Preferably with youth and/or disability statistical data analysis and surveys.
- Ability to operate under strict time limits and apply high production and technical standards for the purpose of maintaining prominent level of professionalism.
- Excellent command of written and spoken English and Bahasa Indonesia.

II. Years of experience:

- Minimum 2 years of relevant work experience in the areas of disability inclusion and youth organizations after graduating Master's. Minimum 3 years of relevant work experience after graduating Bachelor's.
- Proven experience in similar work setting, preferably with UN agencies; youth and/or disability organizations; Government policy making and participatory or consultation processes.

III. Competencies and special skills requirement:

- A solid experience in the areas of data base management; strong organizational skills; ability to use online/digital tools analysis, development, and planning in the field of disability inclusion.
- Understanding and experience working in the field of policy making especially with the social inclusion at local and national level in Indonesia. Preferably with youth and/or disability inclusion.
- Practical experience with youth organizations with focus on the disability youth organizations at the local and national level.
- Being a member of a disability inclusion networks is a strong asset
- Excellent public speaking and presentation skills.
- Excellent written communication skills, and strong experience drafting reports and action plans.

2. 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

2. Financial proposal (Annex III – Confirmation of Interest and Financial Proposal).

3. P11 form completed and at least 3 references

Note: Applicants without completed documents mentioned above shall not be considered

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

ANEEX 3 – CONFIRMATION OF INTEREST AND FINANCIAL PROPOSAL

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 check up for consultant above 62 years old who will be required to travel
- 3) UNDP encourage woman and disabled candidates to apply