



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 11 November 2022

Country: INDONESIA

Description of the assignment: Mid-term evaluation consultant

Project name: Accelerating Clean Energy Access to Reduce Inequality (ACCESS)

Period of assignment/services (if applicable): 35 working days within 5 months

Proposal should be submitted by email to bids.id@undp.org and cc to: afli.ghazian@undp.org and gitiza.erwitie@undp.org no later than 25 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. 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:

At least Bachelor degree in a field related to Monitoring and Evaluation, Rural Electrification, Environment, Renewable Energy, Climate Change, Sustainable Development, Social Science, or other closely related field from an accredited college or university.

II. Years of experience:

- Relevant experience with results-based management evaluation methodologies;
- Experience applying SMART indicators and reconstructing or validating baseline scenarios;
- Competence in adaptive management, as applied to climate change mitigation, rural development, rural electrification, and/or promotion of sustainable and modern energy services in communities;
- Experience working with Environment, Energy, Climate Change, Community Development, Rural Electrification, or other closely related field projects in Indonesia or Southeast Asia;
- Experience in relevant technical areas for at least 6 years;
- Experience in evaluating rural development projects;

- Demonstrated understanding of issues related to gender and climate change mitigation and/or promotion of sustainable and modern energy services in communities experience in gender responsive evaluation and analysis;
- Experience in conducting interview, stakeholders consultation;
- Demonstrable analytical skills;
- Project evaluation/review experience within United Nations system will be considered an asset.

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).

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.

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

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