Instruction to Consultant (ITC)

1. The project assignment is to hire 2 (two) facilitator individual consultants (the Candidate) to help Badan Pengawasan Keuangan dan Pembangunan (BPKP)—government internal auditor, implement Indonesian Government Internal Control System (GICS) on government institution.

2. The location of piloting projects are eight institution (3 line ministry and 5 local governments) and the task for each consultant will be determined by The Procurement Committee based on the experience and qualification of the selected consultant.

3. The Facilitator Individual Consultants will work in the project for 10 months (February 13th to December 14th, 2012).

4. Detail assignments can be read in Term of Reference (TOR) attached (Appendix A-Draft Contract).

5. The Facilitator Individual Consultants will be selected using the Selection of Individual Consultants methodology and procedures in accordance with World Bank Guidelines in Selection and Employment of Consultants by World Bank (May 2004, revised in October 2006 and May 2010) and Perpres No. 54/2010 about Government Procurement of Good/Services.

6. We kindly ask you to submit the proposal with at least but not limited to the following documents (in format specified):
    *   Submission Letter (Attachment 1)
    *   Curriculum Vitae (Attachment 2)

7. The Submission Letter (Letter of Interest) and all related documents should be submitted in English (in PDF format) no later than January 9th, 2012 to the address indicated in Point 7 of this ITC. Detailed schedule of procurement process and consultant work in Appendix A-ITC.

8. Any request for clarification has to be sent electronically to BPKP address proc.worldbank@bpkp.go.id until January 2nd, 2012 and the procurement committee will clarify all the requests at January 4th, 2012.

9. BPKP's Procurement Committee will evaluate all CV's from January 9th to January 13th , 2012. During the evaluation period, the Committee may contact the candidate electronically for clarification.

10. The submission letter (Letter of Interest) should be valid for a period of thirty days from the closing date of your submission as indicated in Point 6.

11. BPKP's Procurement Committee will evaluate the candidate qualification based on criteria as follows:

Criteria*	Score
Qualification Education background and trainings in communication related areas.	400

Criteria*	Score
Experience	400
General Experience General experience in terms of duration and scope of professional activity. Positions held by the candidate (100)	
Specific Experience Relevant experiences include duration and scope in the specific sector, field, subject, etc. directly relevant to the assignment and the proposed position(300)	
Knowledge of the Project Knowledge of the project shown from your comment about our TOR	200

*Detail criteria refer to TOR

12. BPKP's Procurement Committee reserves the right to annul the procurement process and reject all curriculum vitaes at any time prior to the award of contract, without thereby incurring any liability to the affected bidder or bidders on the ground of the Client's action. The Client reserves the right to withdraw this invitation without providing reason(s) at any time before the deadline for submission of curriculum vitae.

13. The facilitator consultant will be evaluating the piloting process of the strategy implemented. The facilitator will visit each pilot institution at least 6 time of visits with each visit 4 days

14. **After the candidate selected as Facilitator 1 or Facilitator 2,** we kindly ask selected candidates for submitting price proposal refer to designed piloting location for each facilitator with at least but not limited in the form of specified format:

    - Price Proposal Letter (Attachment 3)
    - Price Proposal Form (Attachment 4)
    - Copy of the last contract or the last pay cheque (if working for consultant firm).

15. The Price Proposal shall be prepared using attachments 3 and 4, and have to include all costs associated with the assignment.

16. The total cost of this project consist of remuneration cost (Consultant's fee) and reimbursable cost.

Attachment 1

[Location, Date]

To : Procurement Committee   of Individual Consultant
    For Support to BPKP on Pilot Implementation
    of COSO Framework Project (Government
    Regulation No. 60/2008)
    Gd. BPKP Jl. Pramuka No. 33 Jakarta Timur
    Indonesia.
    E-Mail : proc.worldbank@bpkp.go.id

I, the undersigned, offer to provide the consulting services for Support to BPKP on Pilot Implementation of COSO Framework Project (Government Regulation No. 60/2008) in accordance with your invitation through email dated December 27th, 2011. I am hereby submitting my Curriculum Vitae.

I hereby declare that all the information and statements made in this Submission are true and acceptable, that any misinterpretation contained in it may lead to my disqualification.

I obligate, if I have been selected as consultant for this project, I will initiate my consulting services not later than the date indicated in the Terms of Reference.

My Submission Letter shall be binding upon me for period of thirty days.

I remain, (if you have any other explanation)

Yours sincerely,

CURRICULUM VITAE

1	Name	:	
2	Place Date of Birth	:	
3	Nationality	:	
4	Email Address	:	
5	Address	:	
6	Phone	:	
7	Education (please attached copy of certificate)	:	
8	Professional Certification, Licenses and Membership (please attached copy of certificate)	:	
9	Membership of professional Association (please attached copy of the related document)	:	

10   Language (writing and speaking)
-     English   :   No / good / fluently
-     Indonesian   :   Yes / no

11   Working Experience   :   [If not enough you can add in separate pages]

    1)   Employer
       Period
       Position
       Description of duties
    2)   Employer
       Period
       Position
       Description of duties
    3)   …

12 Project Experience   :
    1) Name of assignment or project
        Period
        Position
        Location
        Client
        Activities Performed
        Detailed tasks assigned
        Payment per diem or mandays
    2) Name of assignment or project
        Period
        Position
        Location
        Client
        Activities Performed
        Detailed tasks assigned
        Payment per diem or mandays
    3) …

13 Training/Workshop/Seminar   :
    1) Name of Training/Workshop/Seminar   :
        Position   :   Trainer / Trainee
    2) Name of Training/Workshop/Seminar   :
        Position   :   Trainer / Trainee
    3) …   :

14 Training/Workshop/Seminar in COSO   :
    Materials
    1) Name of Training/Workshop/Seminar   :
        Position   :   Trainer / Trainee
    2) Name of Training/Workshop/Seminar   :
        Position   :   Trainer / Trainee
    3) …   :

15 Training/Workshop/Seminar in Other than   :
    COSO Materials
    Name of Training/Workshop/Seminar   :
    Position   :   Trainer / Trainee
    Name of Training/Workshop/Seminar   :
    Position   :   Trainer / Trainee
    …   :

16   Describe your comment about our TOR   :   (Not more than 6 pages)

I, the undersigned, certify that to the best of my knowledge and belief, this Curriculum Vitae correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____

Date :   /   /

(signature of expert)   Day/Month/Year

Full Name

[Location, Date]

To : Procurement committee ofIndividual Consultant
For Support to BPKP on Pilot Implementation
of COSO Framework Project (Government
Regulation No. 60/2008)
Gd. BPKP Jl. Pramuka No. 33 Jakarta Timur
Indonesia.
E-Mail : proc.worldbank@bpkp.go.id

I, the undersigned, offer to provide the consulting services for Support to BPKP on Pilot Implementation of COSO Framework Project (Government Regulation No. 60/2008) in accordance with your invitation through email dated December 27th, 2011. My attached Price Proposal is for the sum of IDR……….. (see attachment 4 point A Summary of cost).This amount is exclusive of the VAT

My Price Proposal shall be binding upon me subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the submission.

I remain (if you have any other explanation)

Yours sincerely,

Price Proposal

A. Summary of cost

Item	Cost (IDR)
Consultant's Remuneration	
Reimbursable expenses	
Total cost	

B. Consultant's Remuneration:

Item	Unit	Quantity	Rate (IDR)	Total IDR
Consultant's Remuneration	Monthly	10		

C. Reimbursable expenses:

Item	Unit	Quantity	Rate (IDR)	Total IDR
Domestic Flight : Airfares ticket to Pilot Location include airport tax and taxi bandara	Round trips	12		
Hotel in Pilot Location outside Jabodetabek	Daily	36		
Local Transportation For Piloting Location	Daily	96		
Total Reimbursable expenses				

Facilitator Consultant Schedule

Number	Description	December '11				Januari				Febr				March - December									
		1	2	3	4	1	2	3	4	1	2	3	4	Mar	Apr	May	Jun	Jul	Ags	Sept	Okt	Nov	Dec
1	Send Invitation to Candidate, and upload at BPKP web				27																		
2	Received quotation from candidate. Communication by email with candidate if necessary				27-9																		
3	Evaluate Consultant qualification						9-13																
4	Announcement of candidate's rank							16															
5	Negotiation with Candidate							17-20															
	Minutes of negotiation and Draft Contract																						
6	Evaluation report by Proc Committee								23-27														
7	Send evaluation report to WB and Draft Contract								27														
8	Approval from WB									30-9													
9	Contract signed										10												
10	Consultant Working													February 13th - December 14th 2012									
a	Technical tools in implementing strategy in implementing GICS																						
b	The planning document for each 3 line ministry and 5 local governments																						
c	Training materials in delivering facilitation of technical tools in implementing Government Regulation No.60/2008 framework																						
d	Piloting																						
e	Report of trainings needed in the future for BPKP to scale up GICS framework implementation																						
f	Trainings in GICS																						
g	Draft strategies – in comprehensive edition (in Bahasa																						
h	Final report on piloting																						