



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 07 March 2017

Country: Indonesia

Description of the assignment: Independent Project Evaluator/Team Member (National Position)

Project name: United Nations Office on Drugs and Crime Sub-Programme 2 (INDA03)

Period of assignment/services : 34 working days (March to June 2017)

Proposal should be submitted to bids.id@undp.org no later than **March 21st, 2017** at 17.00 (GMT+7)

Any request for clarification must be sent in writing, or by standard electronic communication to feby.utari@undp.org cc. rida.trisna@undp.org. UNDP 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
- (iii) Provide supporting documents/evidence
- (iv) Education Certificate

2. Financial proposal

3. Completed CV or P11 form and at least 3 referees

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).

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ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

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)