INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 15 May 2019

Country: Indonesia

Description of the assignment: Consultant to develop version 2.0 software of database management system for drug treatment provider

Project name: United Nations Office on Drugs and Crime Sub-Programme 4

Period of assignment/services (if applicable): 56 working days, within June – September 2019

Proposal should be submitted at the following address Menara Thamrin 8th Floor, Jl. MH. Thamrin Kav. 3, Jakarta Pusat or by email to Bids.id@undp.org no later than 29 May 2019, at 23.59 (GMT +7).

Any request for clarification must be sent in writing to the above email address which will be responded 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. Personal CV including past experience in similar projects and at least 3 reference**s**
2. Copy of education certificate

Proposal:
1. Completed financial proposal
2. Completed technical proposal (if applicable)

2. NEED PRESENCE OF THE INDIVIDUAL CONSULTANT IN THE OFFICE

The consultant will be homebased during his/her consultancy. No requirement to attend daily to the office, however to be available for meeting requests by the supervisor.

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