



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 17 July 2019

Country: Indonesia

Description of the assignment: Consultant for the Development of Critical Incident Management for Criminal Justice System

Project name: United Nations Office on Drugs and Crime Sub-Programme 3

Period of assignment/services (if applicable): 72 working days, August 2019 – March 2020

Proposal should be submitted by email to **bids.id@undp.org** no later than **31 July 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. Technical 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 doc/evidence
 2. Financial proposal
 3. Filled out and duly signed P11 with referees
 4. Copy of Educational Certificate
 1. Personal CV including past experience in similar projects and at least 3 references
 2. Copy of education certificate
 3. Completed financial proposal
- Completed technical proposal (if applicable)

2. NEED PRESENCE OF THE INDIVIDUAL CONSULTANT IN THE OFFICE

- **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

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
- 4) Selected candidate must demonstrate commitments to promote gender equality. Behavior demonstrating discrimination (sex, race, national origin, ethnicity etc.), harassment, sexual exploitation and abuse, mobbing, abuse of authority, retaliation, exclusion/isolation and so on **will not be tolerated.**