# INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 22 November 2019

**Country: Indonesia**

**Description of the assignment:** Consultant for Enhancement of Law Enforcement's Capacity to Combat Wildlife Trafficking in Indonesia

**Project name:** INDW 16, UNODC Sub-Programme 1

**Period of assignment/services : 31 working days within 2 months**

Proposal should be submitted by email to bids.id@undp.org no later than **6 January 2020 at 23.59 (GMT+7) Jakarta Time.**

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

**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).

## 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. reference check, release letter (for government official employee only), full medical check up for consultant above 65 years' old who will be required to travel.
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.**