



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: April 10th 2015

Country: Indonesia

Description of the assignment: Consultant to conduct assessment on national drug policy legal framework

Project name: United Nations Office on Drugs and Crime (UNODC) Sub-Programme 5 – Re-advertisement

Period of assignment/services (if applicable): 30 working days

Proposal should be submitted at the following email address: Bids.id@undp.org no later than **April 30th 2015**

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. 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 (if applicable)
- (iii) Provide 1 (one) sample of report that has been made

2. Financial proposal

3. Personal CV including past experience in similar projects and at least 3 references

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).

3. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

** Technical Criteria weight; 70%*

** Financial Criteria weight; 30%*

Only candidates obtaining a minimum of 70 point would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<u>Technical</u>		
Criteria A: qualification requirements as per TOR:	40%	40
1. Master degree in law or other related field	10	10
2. At least 8 (eight) years of experience in law and legal field, preferably with a UN Agency.	10	10
3. Experience providing legal aid support to drug dependent people	5	5
4. Strong knowledge on national and global drugs policies and regulations	5	5
5. Knowledge on conduct legal assessment and legal review.	5	5
6. Excellent report writing, communication and presentation skills.	5	5
• Criteria B: Brief Description of Approach to Assignment.	60%	60
• Criteria C: Further Assessment by Interview (if any)	-	-
<u>Financial</u>	30%	30

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS