



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 26 June 2020

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**Country: Indonesia**

**Description of the assignment: *Consultant to Support the Revitalization of the Prison Health Information System***

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

**Period of assignment/services (if applicable): 142 working days within the period of June 2020 – February 2021**

Proposal should be submitted by email to bids.id@undp.org no later than **03 July 2020 at 23.59 (GMT+7) Jakarta Time.**

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP Indonesia 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. **DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

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### 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 referees
2. Copy of education certificate

Proposal:

1. Completed financial proposal
2. Completed technical proposal, explaining on:
  - (i) why you are the most suitable for the work
  - (ii) Provide a brief methodology on how they will approach and conduct the work

### 3. 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).

#### **Travel;**

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed

#### **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), 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. Behaviour 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.**