



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 20 October 2020

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**Country: Indonesia**

**Description of the assignment:** Expert for the Remote UN Family Therapy Implementation Science Study in Indonesia – (*National Position*)

**Project Name:** GLOK32, UNODC Sub-Programme 4

**Period of assignment/services (if applicable):** November 2020 to March 2021 (40 working days within 5 months)

Proposal should be submitted by email to [bids.id@undp.org](mailto:bids.id@undp.org) no later **than 3 November 2020 at 17.00 hrs** (GMT +7)

Any request for clarification must be sent in writing to: [rida.trisna@undp.org](mailto:rida.trisna@undp.org); cc. [abriliany.kirana@undp.org](mailto:abriliany.kirana@undp.org) , 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.

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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. 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 document/evidence (if applicable)
  - Proven experience in developing and implementing research protocols and ability to perform qualitative and quantitative research, for country settings at local, national or regional level (familiar with the study conducted by UNODC would be an asset);

- Proven ability to identify, compile and systematize scientific and technical materials, as well as demonstrated skills in writing scientific and systematic reports in the field of drug dependence treatment;

2. Financial proposal

3. Filled out and duly signed P11 form with 3 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**

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 62 years old who will be required to travel
- 3) UNDP encourage women and disabled candidates to apply