



# UNODC

United Nations Office on Drugs and Crime

Regional Office for  
Southeast Asia and the Pacific



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 9 February 2021

**Country: Indonesia**

**Description of the assignment:** Consultant to Support Strengthen the Disease Surveillance System at the Correctional Health Facility

**Project name:** United Nations Office on Drugs and Crime Sub-Programme 4 (XAPA10)

**Period of assignment/services (if applicable):** 107 working day, within February 2021 –July 2022

Proposal should be submitted by email to [bids.id@undp.org](mailto:bids.id@undp.org) no later than 16 February 2021 at 16.00 hrs (GMT +7)

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

### 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 you are the most suitable for the work
- (ii) Provide a brief methodology on how they will approach and conduct the work

2. Financial proposal

3. Filled out and duly signed P11 with min. 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. For travels, all travel related cost (ticket, perdiem, accommodation, terminal transport) should be excluded from your lumpsum financial proposal since this will be paid directly by the project,

## **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 checkup 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**