



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 4 January 2022

---

**Country: Indonesia**

**Description of the assignment:** The national consultant will work with the International Financial Intelligence Institute at PPATK (Pusdiklat PPATK) to assist in the delivery of the Professional Development System (PDS) Road Map and Recommendations report. UNODC and PPATK have conducted a series of technical scoping discussion to capture important aspect on a PDS such as competency standards, accreditation system, coaching/mentoring, and a learning management system. The results of these scoping discussions will be collated in a report for further action on the design and implementation of the PDS framework for Indonesia.

**Project name/UN Agency: UNODC AML/CFT Programme**

**Period of assignment/services : January to March 2022 (20 working days within 2 months)**

Proposal should be submitted by email to **bids.id@undp.org** no later than **January 19th, 2021** at 17.00 (GMT +7).

Any request for clarification must be sent in writing to: **rida.trisna@undp.org** cc. **fathia.shabrina@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 they are the most suitable for the work
- (ii) Provide a brief methodology on how you will approach and conduct the work
- (iii) Provide supporting document/evidence (if applicable)

- Proven experience or engagement with national stakeholders, such as PPATK, KPK, Indonesian National Police, Attorney General Office, Ministry of Manpower, and/or the National Certification Profession Agency (BNSP)

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.**