



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 4 January 2021

---

**Country: Indonesia**

**Description of the assignment:** to conduct an expert consultation meeting, to pilot-test the module, develop the training module for trainers and participants (English and Bahasa), and conduct a virtual training to selected participants together with UNODC Indonesia.

**Project name/UN Agency:** *XAPA11*, UNODC Sub-Programme 4

**Period of assignment/services :** January to May 2022 (41 working days within 5 months)

Proposal should be submitted by email to **bids.id@undp.org** no later than **January 19th, 2022** 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 in developing and implementing research and ability to conduct qualitative/quantitative research specific in the issue tele-medicine/tele-counselling/tele-psychiatry
- Proven experience in developing training module of relevant subjects in the field of drug treatment and therapy, counselling, substance and behavioural addiction

- Proven experience in participating Training of Trainers of relevant subjects in the field of drug treatment and therapy, counselling, substance and behavioural addiction

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.**