



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 06 January 2022

Country: Indonesia

Description of the assignment: Legal Consultant to Support the Forest Crime Programme Implementation

Project name: United Nations Office on Drugs and Crime Sub-Programme 1 (INDW-16)

Period of assignment/services: 120 working days within 7 (Seven) months

Proposal should be submitted by email to bids.id@undp.org no later than **20 January 2022 at 1700 hours GMT +7 (Jakarta Time)**.

Any request for clarification must be sent in writing to: fariz.mursyid@undp.org; cc 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 consultants.

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. Understanding assignment specified in the TOR
 - ii. Proposed approach and methodology
2. Financial proposal
3. Filled out and duly signed P11 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. For travels, all travel related cost (ticket, per diem, 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 check up for consultant above 62 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**