



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 8 August 2016

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**Country: Indonesia**

**Description of the assignment:** Consultant for Gap Analysis Study on UNCAC (National Position)

**Project name: United Nations Office on Drugs and Crime (UNODC) Sub-Programme 2**

**Period of assignment/services :** 55 working days in 5 months period

Proposal should be submitted at the following email address: [Bids.id@undp.org](mailto:Bids.id@undp.org) no later than **Aug 22th 2016 COB (Jakarta Local Time)**

Any request for clarification must be sent in writing, or by standard electronic communication to UNDP: rida.trisna@undp.org. UNDP will respond 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. 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 1 (one) sample of report that has been made

2. Financial proposal

3. Personal CV including past experience in similar projects and at least 3 references

## **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**