

Call for Proposal

under

Sub-programme 1: Illicit Trafficking and Border Management TERMS OF REFERENCE

Title:

Individual Contractor (IC): Drug Supply Reduction. Assisting the processes of Alternatives to Livelihood and promoting the cause of the Triangular Initiative (TI)

Main Task:

The IC assists and provides support to the National Project Coordinator and the project assistant in specific administrative activities directly related to and specified in the Project Document

The United Nations Office on Drugs and Crime (UNODC) under its country programme, IRN/V03 - Sub-programme 1, “Drug Supply Reduction” (Various national authorities and entities implement innovative approaches in drug supply reduction) intends to find alternatives to livelihood and promoting the cause of the Triangular Initiative (TI). The IC is responsibly in aiding the Project Assistance in supporting/promoting the objectives above.

The assignments will be as following:

1. Assisting the process of the works of the Alternatives to livelihood and job creation.
2. Assisting the process of the works of the Triangular Initiative (TI).
3. Assist in the process of procurement of items and accessories under the SP1.
4. Preparing information note, success stories and translated relevant documents if needed for any workshop/seminar held under the Drug Supply Reduction SP1 of the country program.
5. Provide necessary administrative support to IRN/V03 - Sub-programme 1, “Drug Supply Reduction”.



6. Help the Project in planning, organising and supporting the implementation of assessment missions, workshops, seminars, expert missions, consultancies, etc
7. Ensure proper filing and collecting relevant documentation.
8. Supports knowledge building and knowledge sharing within the country office and with other units

Purpose:

The objective of the above mentioned activity under the country programme, TD/IRNV03 - sub-programme 1 “Drug Supply Reduction”, is to aid various national authorities and entities in the implement of innovative approaches in drug supply reduction) intends to find alternatives to livelihood and promoting the cause of the Triangular Initiative (TI). The IC is responsibly in aiding the Project Assistance in supporting/promoting the objectives above.

Eligible applicants:

The implementer of the above mentioned activities will:

- Be an experienced and renowned in the fields of Drug Supply Reduction, and have backgrounds in law and law enforcement.
- Be an innovative and experience in finding alternative method to livelihood and finding new approaches in aiding the cause of the TI

Evaluation Criteria:

Proposals will be judged based on the educational background and work experiences.

Application deadline:

10 December 2015

Submission:

All applicants, who are interested to carry out the activity need to provide UNODC with the following documents in two different sealed envelopes:

Duration of work

15 January 2016 – 15 July 2016, or upon completion of the tasks and delivery of the works to the supervisors of the Project

First Sealed Envelope:

- 1- Cost Estimation

Second Sealed Envelope:

- 1- Proposal;
- 2- CV;
- 3- P11 form;
- 4- Filled Individual/Institutional information sheets.

Meanwhile, it is important to mention that all the document should be sent by post to the following address for attention of Ms. Ninette Haghverdian, Admin/HR Associate.

UNODC Adress: No2, Behesht Dead-end, Eram Street, Vanak Street, Vanak Squer

Postal Code: 1994715311