**INDIVIDUAL CONSULTANT PROCUREMENT**

**NOTICE**

**For Individual Consultant**

**International Consultant**

**Date of issue: 15 .2.2015**

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| **Country/Location:**  | Vientiane, Lao PDR  |
| **Description of assignment:**  | **Junior Advisor on Crime Prevention and Criminal Justice, international**  |
| **Project Title:** | **NA- This IC is to support the Office Criminal Justice portfolio.** |
| **Deadline for submission application** | Friday , 30 January 2015. Late or incomplete proposals will be rejected.  |
| **Type of Contract:**  | Individual Contract (but work as part of the team) |
| **Period of assignment/Duration:** | 3 months (Renewable) |
| **Starting Date :**  | 08 February 2015  |

### **General Background**:

Crime and drug challenges in Southeast Asia are multifaceted, and many are transnational in nature. A combination of threats posed by transnational organised crime in the manufacture, trafficking and use of illicit drugs, trafficking of persons, smuggling of migrants, and environmental crimes such as the trade of illegal timber, have been facilitated by the ease of money laundering, widespread corruption practices and a relatively weak border control framework.

In response to regional integration processes and related infrastructure and trade facilitation plans in Southeast Asia over the coming years, UNODC supports related ASEAN frameworks to identify and address transnational crime challenges and promote justice and the rule of law as a foundation for regional cooperation on economic, social, political and security

**Project Context:**

Crime and drug challenges in Southeast Asia are multifaceted, and many are transnational in nature. A combination of threats posed by transnational organised crime in the manufacture, trafficking and use of illicit drugs, trafficking of persons, smuggling of migrants, and environmental crimes such as the trade of illegal timber, have been facilitated by the ease of money laundering, widespread corruption practices and a relatively weak border control framework.

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**Scope of work**

As part of the UNODC Regional programme on combating wildlife and forest crime and UNODC Country office work in the criminal Justice, the candidate will:

* Support the logistics of the mentorship programme for the Environmental Crime unit of the Police
* Support the country office activities for law enforcement officers to be conducted at border locations
* Provide general support on criminal justice matters.
* Conduct research on political and legal aspects of crime prevention and criminal justice reform and contribute to the preparation of background documents, presentations, summaries, talking points and speeches.
* Update the country office website by preparing web stories; manage the country office facebook page.

## Product / Deliverables

At the end of the assignment the following outputs will be produced:

* Monthly reports providing clear description of the UNODC activities in relations to the designated areas of intervention of this assignment
* A detailed final report of the activities conducted by UNODC in Lao PDR in relation to the designated areas of intervention of this assignment

**Duties and Responsibilities**

* Support the logistics of the mentorship programme for the Environmental Crime unit of the Police
* Support the country office activities for law enforcement officers to be conducted at border locations
* Provide general support on criminal justice matters.
* Conduct research on political and legal aspects of crime prevention and criminal justice reform and contribute to the preparation of background documents, presentations, summaries, talking points and speeches.
* Update the country office website by preparing web stories; manage the country office facebook page.

**Experience and qualification requirements:**

* At least a Master degree university degree in public policy, law, social/ political science, economics or other related field.
* Since this is junior position, at least 1 years of experience in the area of project management preferably in the field of development and criminal justice
* Previous experience with International Organizations in Lao PDR is regarded as an asset
* Fluency in English and understanding of the Lao is a plus.

**Requirements for submission of proposals:**

All interested and qualified candidates should apply online using the following links:

UNDP Lao PDR website at http://www.la.undp.org/content/lao\_pdr/en/home/operations/jobs/ or

UNDP Jobs at <http://jobs.undp.org/cj_view_jobs.cfm>.

**In order to make submission please read the attached relevant documents:**

1. TOR (Annex I)
2. [Individual Contract &](http://www.undp.org.vn/get-involved/undp-opportunities/current-tender-opportunities/?&languageId=1) General Terms and Conditions (Annex II);
3. OFFEROR’S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY (**Annex III)**

**Documents to be included when submitting the proposals:**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Technical and Financial Proposal as per Annex III “OFFEROR’S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY”

(i) Explaining why you are the most suitable for the work;

1. Providing a brief methodology on how you will approach and conduct the work including the work schedule for the delivery of outputs/deliverable;
2. CV including past experience in similar project and contact reference of at least 3 references for whom you have rendered preferably the similar services;
3. A writing sample on the current Legal situation of Lao PDR in English no more than two paragraphs.

**Note:** 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). All envisaged travel costs must be included in the financial proposal. UNDP accept travel costs not exceeding of an economy class air ticket.

### ***Please kindly refer to the Terms of Reference Annex I for detailed information on:***

*Project’s background*

*Scope of work and Responsibilities*

*Deliverables*

*Requirements for Experience and Qualifications*

**Competencies**

Functional competencies:

* Demonstrate skills and experience working in large financial inclusion projects in Laos.
* Share knowledge and experience.
* Apply the required depth and breadth of knowledge and expertise to meet job demands.
* Communicate in a transparent/open manner in order to facilitate clear messages and support learning.
* Possession of a designated level of technical skill or knowledge in a specific technical areas and the ability to keep up with current developments and trends in areas of expertise.

***Corporate Competencies:***

* *Demonstrates integrity by modeling the UN’s values and ethical standards;*
* *Promotes the vision, mission, and strategic goals of UNODC;*
* *Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;*
* *Treats all people fairly without favoritism;*
* *Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment*

**Evaluation of Proposals:**

Individual consultants will be evaluated based on cumulative analysis and in line with the following evaluation criteria:

Below please find the evaluation form for the technical proposals. The obtainable number of points specified for each evaluation criterion indicates the relative significance of weight of the item in the overall evaluation process.

|  |  |
| --- | --- |
| Evaluation Criteria | Allocated Points |
| Diploma and Experience | 15 |
| Writing Sample | 30 |
| Interview  | 20 |
| Proposed Methodology:* To what degree does the Applicant understand the task? (10 points)
* Have the important aspects of the task been addressed? (10 points)
* Is the conceptual framework adopted appropriate for the task? (5 points)
* Is the scope of task well defined and does it correspond to the TOR? (10points)
 | 35 |
| TOTAL | 100 |

**In the Second Stage, UNODC will request Financial Proposals from applicants who attained the minimum technical score of 70% of the obtainable score of 100 points in the evaluation of the technical proposals.**

1. **Financial Proposal**

*[The procuring UNODC entity shall pay monthly.*

1. **Award of Individual Contract**

The procuring UNODC entity reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without incurring any liability to the affected applicant or any obligation to inform the affected applicant or applicants of the ground for the UNODC’s action.

**The UNDP procuring entity will award the Individual Contract to the First Lowest Evaluated Financial Proposal among those technically qualified consultants.**

*Only candidates obtaining a minimum of 70 points would be considered for the Financial Evaluation*

**Requirements for submission of Proposals:**

1. All interested and qualified candidates should apply on-line through the UNDP website at <http://www.undplao.org/vacancies> or <http://jobs.undp.org>. **The UNDP will only accept applications submitted on-line.** Please ensure that before making on-line application, you have completed the UNDP Personal History Form (P11). The electronic version of the P11 can be downloaded from <http://www.undplao.org/vacancies> (Current Vacancies Section). The completed P11 form further should be uploaded while applying on-line;

Detailed financial offer: Lump sum offer with clear cost breakdown

Note: Any request for clarification must be sent in writing to the following e-mail: **phadthakone.sophavilay@undp.org.** UNDP Lao PDR will respond in writing by standard electronic mail. The copies of the response will be also

Placed on our web-site at**:** [**http://www.undplao.org/vacancies/index.php**](http://www.undplao.org/vacancies/index.php) and linked to the current Procurement Notice. All interested candidates are encouraged to visit the above web-site for updates.

**Female candidates are strongly encouraged to apply.**

**Please visit our website at** [**http://www.undplao.org**](http://www.undplao.org) **to see other Procurement Notices/Vacancies and detailed information about UNDP Lao PDR**