REQUEST FOR CONSULTANCY SERVICES
INDIVIDUAL CONTRACT (IC)
CODE: GLOG09-2013-002

“Information consultant”
Junior Specialist

Organization: United Nations Office on Drugs and Crime (UNODC)
Project: GLOG09: National Drug Control System
Location: Mexico City
Estimated duration: 4 months

DEADLINE TO SUBMIT APPLICATION: Thursday 27th, June

Interested candidates should send their CV and a copy of the documents required in to the following e-mail address: aplicaciones.romex@unodc.org

Please do not forget to indicate Vacancy Code in the subject line: GLOG09-2013-002

We will appreciate if you do not request acknowledgement of received submissions. UNODC will contact only the candidates pre-selected.

A. TERMS OF REFERENCE

B. Documents to be included in the offer submission

1. Work proposal (Technical proposal)
   Describe briefly:
   a) The reasons why you are the best candidate to successfully fulfill the services requested.
   b) The methodology or activities you would use to successfully fulfill the services or activities requested.

2. Financial Proposal
   Please use the format published on our website (mandatory). The fee offered shall include all taxes.

3. Curriculum Vitae

<table>
<thead>
<tr>
<th>1. Work proposal (Technical proposal)</th>
<th>Free format</th>
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</thead>
<tbody>
<tr>
<td>2. Financial Proposal</td>
<td>Format available on our website Name: Financial Proposal</td>
</tr>
<tr>
<td>3. Curriculum Vitae</td>
<td>Fee format</td>
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</tbody>
</table>
C. Financial Proposal

- **Lump Sum Amount:**

The financial proposal should specify a total lump sum amount, and specifies the payment terms according to specific and measurable (qualitative and quantitative) deliverables. Payments are based upon delivery of products or services. In order to facilitate the comparison of financial proposals, it is recommended that a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days) is provided by the bidder.

- **Travel:**

For the purposes of this consultancy no travel is required. In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant prior to travel, and will be reimbursed.

D. PERFORMANCE EVALUATION

Individual consultants will be evaluated based on the following criteria:

* **Cumulative Analysis:** the contract will be awarded to the individual consultant getting the best technical-economic combination based on the following evaluation criteria.

<table>
<thead>
<tr>
<th>Evaluation criteria</th>
<th>MAXIMUM SCORE PER REQUIREMENT</th>
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<tbody>
<tr>
<td>1 Academic grade requested in the TOR’s</td>
<td>10%</td>
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<tr>
<td>2 Experience in the production of information material for publication and dissemination</td>
<td>20%</td>
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<tr>
<td>3 Technical proposal complying with the requirements of the TOR’s</td>
<td>30%</td>
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<tr>
<td>4 Experience in the United Nations System</td>
<td>10%</td>
</tr>
<tr>
<td>5 Financial proposal</td>
<td>30%</td>
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<tr>
<td>Result</td>
<td>100%</td>
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</tbody>
</table>
 TERMS OF REFERENCE

VACANCY CODE: GLOG09-2013-002

“Information consultant”

Organization: United Nations Office on Drugs and Crime (UNODC)

Project: GLOG09: National Drug Control System

Location: Mexico City

Estimated duration: 4 months

Direct Supervision: NDS Regional Manager

DEADLINE TO SUBMIT APPLICATION: Thursday 27th, June

GENERAL BACKGROUND INFORMATION

The GLOC09 project, aimed at supporting and maintaining the National Drug Control System (NDS), has been in existence since 1996, and represents a very successful UNODC achievement. NDS is a computer-based system for international and national drug control and is available to assist Member States in monitoring and managing their national production, manufacture, international trade, distribution, consumption (and seizures of illegal shipments when applicable) of narcotic drugs, psychotropic substances, and precursor chemicals, required for the production of licit drugs. It also controls and manages import/export authorizations for licit drug movements, and license verification for companies dealing with licit drugs.

The project contributes towards assisting Member States in complying with the requirements of the international standards for drug control as mandated by the three United Nations Drug Control Conventions (Single Convention on Narcotic Drugs of 1961 as amended by the 1972 Protocol; the Convention on Psychotropic Substances of 1971 and, the United Nations Convention against Illicit Traffic in Narcotic Drugs and Psychotropic Substances of 1988). For the past fourteen years, the NDS software application has been developed, installed and maintained within the drug control authorities of now over 40 Member States, in order to track licit and illicit drug substances, and to provide automated reporting to INCB (the International Narcotics Control Board) quarterly or annually (depending on the type of report). INCB is an independent and quasi-judicial body mandated by the international drug control conventions to monitor their implementation by Governments.

OBJECTIVES OF THE ASSIGNMENT

The information consultant’s objectives are: maintain all information related to NDS UGM, establish communication with Mexican counterparts, prepare press release and promote the event within the
UNODC network, as well as keeping up the NDS website with all important information of the meeting.

**ACTIVITIES**

The consultant will be responsible for implementing the activities related to the NDS user’s group meeting. In particular the consultant will:

- Generate the necessary documentation related with the international NDS User Group Meeting (including identification tags for the experts, written materials, PPT presentation, translation of papers, etc.).
- Organize and keep the NDS website and UNODC LPO website updated with the latest news on the UGM.
- Promote the event within the UNODC network, as well as, prepare press releases for counterparts and UNODC distribution.
- Prepare documentation on the basis of the data before and after the UGM, for the participants and all the counter parts.
- Will be the contact point with the Centre of Excellence, CdE and will be in charge of communicating the results of the meeting to the Mexican counterparts.
- Review the technical reports to identify the country's specific problems associated with the control of precursors, particularly those related to legislative and mechanisms for the administrative control of precursors.
- Coordinate the implementation of working mechanisms (e.g. maintaining communication links, etc.)
- The consultant will be responsible for maintaining all documentation and information in electronic and physical records.
- The consultant will be responsible for disseminating the information prior to the event to the counter parts.

**PRODUCTS TO BE DELIVERED**

1. Documentation related to the design of meeting materials such as press releases, agenda, meeting materials, informative documentation for the delegations, PPT presentations, banners, etc.
2. Report of the information dissemination plan for the UGM
3. Report of the NDS and UNODC LPO website web stories for the UGM + documentation available for delegations and Mexican counterparts
4. Report of the meeting and minutes+ knowledge transfer document
FORM OF SUBMISSION OF PRODUCTS
The products will be submitted via email and on hard copies for revision, approval and dissemination to the NDS Regional Manager.

PAYMENT METHOD FOR PRODUCT

<table>
<thead>
<tr>
<th>Description</th>
<th>Percentage of payment at submission of products:</th>
<th>Approximate date of submission</th>
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</thead>
<tbody>
<tr>
<td>1. Documentation related to the design of meeting materials such as press releases, agenda, meeting materials, informative documentation for the delegations, PPT presentations, banners, etc.</td>
<td>25%</td>
<td>31 July</td>
</tr>
<tr>
<td>2. Report of the information dissemination plan for the UGM</td>
<td>25%</td>
<td>31 August</td>
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<tr>
<td>3. Report of the NDS and UNODC LPO website web stories for the UGM + documentation available for delegations and Mexican counterparts</td>
<td>25%</td>
<td>30 September</td>
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<tr>
<td>4. Report of the meeting and minutes+ knowledge transfer document</td>
<td>25%</td>
<td>31 October</td>
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QUALIFICATIONS
Educational background:
- High School Diploma
- Bachelor degree in International Relations would be an asset

Work experience:
- Minimum one year of experience working experience.
- Knowledge in the areas of the UNODC will be considered as an advantage.

Languages:
- Fluency in spoken and written Spanish and English.
- Management of other UN official languages will be considered as an advantage.
Other desirable knowledge:

- Strong leadership and negotiation skills.
- Ability to work independently and as a team leader in a multi-cultural environment
- Ability to draft reports and papers.
- Knowledge of computer usage is essential.

COMPETENCIES:

- INTEGRITY - commitment to the values and principles of the United Nations and personal integrity.
- COMMITMENT - with the vision, mission and strategic goals of the organization
- SENSITIVITY - adaptability without personal bias regarding cultural issues, gender, religion, race, nationality and age.
- RESPECT FOR DIVERSITY - work effectively with people of any race, gender, beliefs, etc...
- RESULT APPROACH - customer focused and respond effectively to feedback
- TEAMWORK - proactive attitude and affinity for a participative work style, demonstrating openness to change and ability to manage complex issues.

About UNODC:

UNODC is a global leader in the fight against illicit drugs and international crime. Established in 1997 through a merger between the United Nations Drug Control Program and the Centre for International Crime Prevention, UNODC operates in all regions of the world through an extensive network of field offices. UNODC relies on voluntary contributions, mainly from Governments, for 90 per cent of its budget.

UNODC is mandated to assist Member States in their struggle against illicit drugs, crime and terrorism. In the Millennium Declaration, Member States also resolved to intensify efforts to fight transnational crime in all its dimensions, to redouble the efforts to implement the commitment to counter the world drug problem and to take concerted action against international terrorism.

For more information: [http://www.unodc.org/](http://www.unodc.org/)