

REQUEST FOR CONSULTANCY SERVICES

INDIVIDUAL CONTRACT (IC)

CODE: GLOG09-2013-001

“Logistics 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: **GLOG09-2013-001**

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

<p>1. Work proposal (Technical proposal)</p> <p>Describe briefly:</p> <p>a) The reasons why you are the best candidate to successfully fulfill the services requested.</p> <p>b) The methodology or activities you would use to successfully fulfill the services or activities requested.</p>	<p>Free format</p>
<p>2. Financial Proposal</p> <p>Please use the format published on our website (mandatory). The fee offered shall include all taxes.</p>	<p>Format available on our website</p> <p>Name: <i>Financial Proposal</i></p>
<p>3. Curriculum Vitae</p>	<p>Fee format</p>

Personal CV including past experiences en similar projects	
4. P11 form	Format available on our website

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.

Evaluation criteria		MAXIMUM SCORE PER REQUIREMENT
1	Academic grade requested in the TOR's	10%
2	Experience in the logistics of meetings and events	20%
3	Technical proposal complying with the requirements of the TOR's	30%
4	Experience in the United Nations System	10%
5	Financial proposal	30%
Result		100%

TERMS OF REFERENCE

VACANCY CODE: GLOG09-2013-001

“Logistics 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 GLOG09 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 logistic consultant's objectives are: planning, reduce logistic costs (distribution network, transport, hotels, etc.), improve customer service, establish contact with the stakeholders, optimize and fulfill the event at the right time and under the budget.

ACTIVITIES

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

- Prepare the estimate contributions for the required services of the meeting (by the elaboration of a matrix and cost breakdown, this option will allow the Regional Manager the selection of the best service and provider for the meeting).
- Prepare and disseminate all documentation related to the meeting, as well as, support with respect to protocol issues and requests for official documentation (i.e. invitation letters, communication with counterparts, other FO and organizations, etc.)
- Conduct work meetings with the providers of services and provide follow up on cost expenditure.
- Payment generation and tracking of these processes within the UNODC.
- Provide assistance in the planning and logistics of the event.
- Assist with the payment of travel allowances, DSA, daily wage contracts, F10 claims and payments.
- Arrangements of travel and hotel reservations, preparation of travel authorizations, processing requests for visas, identity cards and other documents for the meeting.
- Coordination on shuttle services of delegates.
- The day of the event, the consultant will be responsible for monitoring the delivery of products from suppliers.
- Follow up on deadlines, commitments made, actions taken with providers and counterparts for the meeting.

PRODUCTS TO BE DELIVERED

1. Logistics documentation for the NDS User Group meeting + Invitations for the UGM
2. Confirmation matrix of delegations for the UGM + documentation needed
3. Meeting documentation such as contracts of suppliers for the meeting, minutes with counterparts, UNODC internal documentation for payments.
4. Technical and financial report of the meeting

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

Description	Percentage of payment at submission of products:	Approximate date of submission
1. Logistics documentation for the NDS User Group meeting + Invitations for the UGM	25%	31 July
2. Confirmation matrix of delegations for the UGM + documentation needed	25%	31 August
3. Meeting documentation such as contracts of suppliers for the meeting, minutes with counterparts, UNODC internal documentation for payments.	25%	30 September
4. Technical and financial report of the meeting	25%	31 October

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/>