



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 27 September 2019

Country: INDONESIA

Description of the assignment: Interaction Designer (National Consultant)

Project name: Pulse Lab Jakarta / UN Global Pulse

Period of assignment/services (if applicable): 80 working days (Nov 2019 - March 2020)

Proposal should be submitted at the following address by e-mail to: **bids.id@undp.org** no later than **01 November 2019 at 23.59 PM (GMT +7)**.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP Indonesia 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.

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) Provide portfolio
 - (ii) Provide supporting documents/evidence (if applicable)
 - (iii) Education certificate
2. Financial proposal
3. P11 form completed and at least 3 references

2. FINANCIAL PROPOSAL

Lump sum contracts

The financial proposal will specify payment term 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 comparison of financial proposals, the financial proposal will

include a breakdown of this lump sum amount.

Travel;

The travel plans will be depending on the request of the clients; hence travel cost will be borne by Pulse Lab Jakarta.

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3 – CONFIRMATION OF INTEREST AND SUBMISSION OF FINANCIAL PROPOSAL

Note:

- 1) Only selected candidate will be notified.
- 2) The selected candidate will be required to provide additional personal information i.e. reference check, release letter (for government official employee only), full medical check up for consultant above 65 years' old who will be required to travel.
- 3) UNDP encourage women and disabled candidates to apply.
- 4) Selected candidate must demonstrate commitments to promote gender equality. Behavior demonstrating discrimination (sex, race, national origin, ethnicity etc.), harassment, sexual exploitation and abuse, mobbing, abuse of authority, retaliation, exclusion/isolation and so on **will not be tolerated.**