



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 17 October 2016

Country: Indonesia

Description of the assignment: *LTA – Photographer for EU-UNDP SUSTAIN*

Project name: Support to the Justice Sector Reform in Indonesia Project (SUSTAIN)

Period of assignment/services (if applicable): *From November 2016 to October 2017 (1 year)*

Proposal should be submitted by email to bids.id@undp.org no later than 31 October 2016 at 16.00 (Jakarta Time).

Any request for clarification must be sent in writing to: rani.rahmania@undp.org which will be responded 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. Technical Proposal

- (i) Explaining why they are the most suitable for the work
- (ii) Provide a brief methodology on how they will approach and conduct the work
- (iii) Provide supporting document/evidence

NOTE: applicants must provide link to allow UNDP in reviewing the pictures as a proof.

2. Financial proposal

3. P11 form completed and at least 3 references

2. FINANCIAL PROPOSAL

Contracts based on daily fee

The financial proposal will specify the daily fee and payments are made to the Individual Consultant based on the number of days worked. Payments are based upon output, i.e. upon delivery of the services specified in the TOR.

Travel

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

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

Note:

- 1) Only selected candidate will be notified.
- 2) The selected candidate will be required to provide additional personal information i.e. copy of last education certificate, reference check, release letter (for government official employee only)