



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: February 9, 2021

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**Country: Indonesia**

**Description of the assignment:** Long Term Agreement (LTA) for Visual Communications Design Services, for office and programme use

**Project name:** Assistance for Enhanced Innovation for the Achievement of the SDGs in Indonesia (ACHIEVE Project) – SDG

**Period of assignment/services:** Not exceed a total of 480 working days within 24 months

Proposal should be submitted by email to **bids.id@undp.org** no later than **24 February 2021 at 1700 hours (GMT +7)**.

Any request for clarification must be sent in writing to: fariz.mursyid@undp.org; cc armada.pratama@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.

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### 1. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

1. P11 or CV with three referees
2. Copy of education certificate
3. Completed Financial Proposal
4. Completed technical proposal
  - a) To provide approach and methodology that show a strong theoretical and practical background in graphic / visual communication design, including the use of design software such as Adobe Photoshop, Adobe Premier, In-Design, CorelDraw, web design tools such as Dreamweaver, After Effect for Videos, and Adobe XD for Web Design. (This is proved by attaching sample of design in a softcopy or (preferably) website link, or any social media link.)

## **2. FINANCIAL PROPOSAL**

- **Lump sum contracts**

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).

## **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 62 years old who will be required to travel
- 3) UNDP encourage women and disabled candidates to apply