**Date:** 14 August 2024

**RESOURCE PERSON ENGAGEMENT FORM *(RPE FORM)***

No. RPE3-NTB-2408-0001

1. **Basic Data**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Activity/ Hiring Manager | : | Click or tap here to enter text. | Title | : | Click or tap here to enter text. |
| Activity Budget Line | : | Click or tap here to enter text. | Office Base | : | Choose an item. |
| Resource Person Hired For | : | Choose an item. | Others *(specify)* | : | Click or tap here to enter text. |
| Resource Person Name | : | Click or tap here to enter text. | Institution | : | Choose an item. |
| Address/ Alamat | : | Click or tap here to enter text. | | | |
| Place/ date of birth | : | Click or tap here to enter text. | | | |
| Email address | : | Click or tap here to enter text. | | | |
| Home phone | : | Click or tap here to enter text. | Cell phone | : | Click or tap here to enter text. |
| Identity Card No | : | Click or tap here to enter text. | Tax ID/ NPWP | : | Click or tap here to enter text. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Assignment Dates | : | 16 August 2024 | To | : | Click or tap to enter a date. |
| No.of Input Days  ***(maximum total 7 days)*** | : | Up to Choose an item. | Previous INOVASI Work | : | Choose an item. |
| Qualifications | : | Master Degrees | When | : | Click or tap here to enter text. |
| Summary Work Experience | : | Click or tap here to enter text. | | | |
| Services Needed/ Deliverables | : | Click or tap here to enter text. | | | |

1. **Justifications**

|  |
| --- |
| Reasons for selecting/ appointing the individual and for ***value for money*** : |
| Click or tap here to enter text. |

1. **Payment Terms *(\*only* *applied to a max 1 year/ engagement)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Daily Rate (gross) | : | IDR Click or tap here to enter text. | Lumpsum | : | IDR Click or tap here to enter text. |
| Airfare | : | Choose an item. | Hotel | : | Choose an item. |
| Per diems | : | Choose an item. | Transport Allowance | : | Choose an item. |
| Daily Allowance | : | Choose an item. | Meeting Allowance | : | Choose an item. |
| Total Cost | : | IDR Click or tap here to enter text. | | | |
| Bank | : | Click or tap here to enter text. | SWIFT Code | : | Click or tap here to enter text. |
| Account No. | : | Click or tap here to enter text. | Account Name | : | Click or tap here to enter text. |

1. **Statement and Signature**

I hereby confirm that the above information is correct, and my attendance and participation in this event has been approved by my institution.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Emergency Contact** | | | | | |
| Name Family Member | : | Click or tap here to enter text. | Relationship | : | Click or tap here to enter text. |
| Phone/ Cell | : | Click or tap here to enter text. | Email Address *(optional)* | : | Click or tap here to enter text. |

**Signature:**

**Name:** **Date:** Click or tap to enter a date.

1. **Approvals**

|  |  |  |  |
| --- | --- | --- | --- |
| Requested by | Activity/Hiring Manager/ Signature | Click or tap here to enter text. |  |
| Date | 12 August 2024 |
| Disetujui oleh | PD/ HOO – Signature | Click or tap here to enter text. |  |
| Date | 08 August 2024 |

**Important Notes:**

1. INOVASI do not provide or pay any insurance coverage to Resource Persons. Resource Persons are responsibility to arrange their own insurance coverage.
2. Daily rate is gross rate and subject to income tax.
3. Payments are paid through bank transfer by INOVASI Finance Unit.
4. Resource Persons’ bank account must be under the name of the Resource Person. If the bank account is under another person’s name, the Resource Person will be requested to submit a signed Statement Letter. A sample of Statement Letter is available in INOVASI Finance Unit.