

ANNEX III

OFFEROR'S LETTER TO UNDP
CONFIRMING INTEREST AND AVAILABILITY
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date _____

Philippe Lazzarini
Resident Representative
United Nations Development Programme
Arab African International Bank Building
Riad El Solh Street, Nejmeh, Beirut 2011 5211
P.O. Box 11-3216 Beirut, Lebanon

Dear Sir/Madam:

I hereby declare that:

- a) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of an **International Expert to Conduct a Study on the Customs Revenues in the Arab Customs Union** under **Strengthening Arab Economic Integration for Sustainable Development**.
- b) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- c) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV or Personal History Form (P11) which I have duly signed and attached hereto as Annex 1;
- d) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3;
- e) I hereby propose to complete the services based on the following payment rate : *[pls. check the box corresponding to the preferred option]:*

☐ A total lump sum of _____ *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.

- f) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Appendix a;
- g) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- h) This offer shall remain valid for a total period of 90 days after the submission deadline;
- i) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*
- j) If I am selected for this assignment, I shall *[pls. check the appropriate box]:*

- ☐ Sign an Individual Contract with UNDP;
- ☐ Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

- k) I hereby confirm that *[check all that applies]:*

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work :

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

--	--	--	--	--

☐

I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal :

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

- l) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- m) **If you are a former staff member of the United Nations recently separated, pls. add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
- n) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

Full Name and Signature:

Date Signed:

Annexes *[pls. check all that applies]:*

- ☐ Duly signed P11 Form, in addition to at least 3 References' e-mails addresses
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- ☐ Brief Description of Approach to Work (if required by the TOR)

APPENDIX a

BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A. Breakdown of Cost by Deliverables

<i>Deliverables/Outputs</i>	<i>Estimated Duration to Complete</i>	<i>Total in USD</i>
<p><u>Output 1: Prepare the Inception Report and Consultation</u></p> <p>The Inception Report should include the following requirements among others:</p> <ul style="list-style-type: none"> - Detailed work plan and study schedule; - Economic modelling design that will be used to determine how CET implementations affect Customs revenues, including in particular, preparation of models applicable in the CET simulation exercise; - Technical backgrounds to be used in the design and identification of mechanisms of collection of revenues, distribution/re-allocation of collected revenue and use of these resources, once available; - Data and statistics collection, processing (including an interviewer plan, a data collection plan and a survey instrumentation) and identification of data sources; - Presentation of the scope and methodological aspects to Member States and LAS Technical Secretariat. 	30 days following contract signature	
<p><u>Output 2: Draft the Report Outlines of the Analysis</u></p> <p>Draft Outlines of the Report should be presented to Member States and include the following:</p> <ul style="list-style-type: none"> - Structure of the report; - Key basis of the analysis of aspects related to design and identification of mechanisms of collection of revenues, distribution/re-allocation of collected revenue and use of these resources, once available; - Updates on the status of collection of information and data for analysis under the study; - Summary of the work completed from the start of the exercise. 	20 days following the successful completion of Output 1	
<p><u>Output 3: Technical Report and Consultations with Members</u></p> <p>Within the agreed time table, the expert will complete the draft technical report from the outlines, specified in Deliverable 2 above, and should include the following:</p> <ul style="list-style-type: none"> - Findings and results of the simulation exercise of possible trade and fiscal effects of the CET for the ACU, including detailed analysis of the migration of the current tariff nomenclature, under PAFTA, towards the ACU CET; - Technical proposal of mechanisms of revenues collection within the ACU, including its effective implementation; 	40 days following the successful completion of Output 2	

<ul style="list-style-type: none"> - Technical proposal regarding mechanisms of re-allocation/distribution and management of revenues within the ACU, including its effective implementation; - Overview of Customs revenues, VAT, and the excise within the ACU; - Tax regime and national revenues rather than those generated from indirect taxation within the ACU; - Overview of technical options of alignment of features of tariff nomenclatures (of specific trade agreements) to the CET of the ACU. 		
<p>Output 4: Final Report</p> <p>The expert is expected to submit the Final Report to Member States, which comprises of the following components, among others:</p> <ul style="list-style-type: none"> - Detailed description of the methodology used; - Technical findings of the sensitivity analysis/study of simulation scenario of the CET for the Arab Customs Union and explanations of possible trade and fiscal effects of the CET for the ACU; - Results of analysis and suggestions for technical proposal of mechanisms of revenue collection within the ACU including its effective implementation; - Technical proposal of mechanisms of re-allocation/distribution and management of revenues within the ACU; - Proposal of policy recommendations; - Proposal of areas in which Member States may need further support in strengthening their capacity and capability in policy making in deepening Arab economic integration. 	<p>30 days following successful completion of Output 3</p>	

Full Name and Signature:

Date Signed: