**OFFEROR’S LETTER TO UNDP**

**CONFIRMING INTEREST AND AVAILABILITY**

**FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

Date

John Benjamin

Head of Procurement Unit

United Nations Development Programme

Indonesia Country Office, Menara Thamrin 8th floor

Jl, MH Thamrin Kav 3,

Jakarta

Dear Sir/Madam :

I hereby declare that :

1. I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of **Support Specialist for Knowledge Management Consultant.** *(National Position)*
2. I have also read, understood and hereby accept UNDP’s General Conditions of Contract for the Services of the Individual Contractors;

1. 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;
2. 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 [delete this item if the TOR does not require submission of this document];
3. I hereby propose to complete the services based on the following payment rate : *[pls. check the box corresponding to the preferred option]:*
* An all-inclusive daily fee of [*state amount in words and in numbers indicating currency]*
* 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.
1. For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
2. 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;
3. This offer shall remain valid for a total period of \_\_\_\_\_\_\_\_\_\_\_ days [*minimum of 90 days*] after the submission deadline;
4. 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];*
5. 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:

1. 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** |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

1. 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.
2. ***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.
3. 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
* Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
* Brief Description of Approach to Work (if required by the TOR)
* Copy of Education Certificates

**BREAKDOWN OF COSTS**

**SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

1. **Breakdown of Offer by Deliverables:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverables***[list them as referred to in the TOR]* | **Amount****(lump sum)** | **Payment schedule\*** | **Estimated number of working days required per each deliverable** |
| 1st Deliverable consists of;* Work plan developed.
* Report on development of features of reporting, analysing, registry system, and export/import data.
 |  |  |  |
| 2nd Deliverable consists of;* Report on development of features of reporting, analysing, registry system, and export/import data.
* Report on development on website integration.
* Website design according to PMR and KESDM’s specification finalized.
 |  |  |  |
| 3rd Deliverable consists of;* Report on website integration.
* Report on preparation of MBI registry system development.
* Report on technical support provided with recommendation for improvement during piloting MRV system in power sector.
 |  |  |  |
| 4th Deliverable consists of;* PMR website updated and improved.
* Report on development of MBI registry system.
 |  |  |  |
| 5th Deliverable consists of;* Report on development of MBI registry system.
* Report of technical support provided for communication.
* Booklets design finalized
 |  |  |  |
| 6th Deliverable consists of;* Report on technical support provided for communication unit.
* Booklets design finalized.
* PMR website updated and improved.
 |  |  |  |
| Total  |  |  |  |

*\*UNDP does not normally make any advance payment. Payment for each deliverable can be made within 30 days from completion and receipt of the deliverable, receipt of invoice and clearance by the managing unit. Consultant may choose to receive consolidated payment for more than one deliverable, in which case, the latest deliverable will be considered as the benchmark date.*

1. **Breakdown of costs by components:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Cost Components** | **Unit of measure** | **Quantity** | **Unit Cost** | **Total Rate for the Contract Duration** |
| 1. **Daily professional fee**
 | Working Days | 103 |  |  |
| 1. **Travel Expenses to Join duty station**
 |  |  |  |  |
| Round Trip Airfares to and from duty station | Round trip |  |  |  |
| Living Allowance | Days |  |  |  |
| 1. **Duty Travel**
 |  |  |  |  |
| Round Trip ticket to  | Round trip |  |  |  |
| Living Allowance | Night |  |  |  |
| **TOTAL (must match with total indicated in table under section A)** |  |