

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

Date \_\_\_\_\_

Environment and Energy Group  
United Nations Development Programme  
304 East 45<sup>th</sup> Street  
New York, NY 10017 USA

Dear Sir/Madam:

I hereby declare that:

- a) I have read, understood and hereby accept the Terms of Reference (TOR) describing the duties and responsibilities of the **Graphic Designer** under the **UNDP Environment and Energy Group's Low Emission Capacity Building Programme**;
- 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 Personal History Form (P11) which I have duly signed and attached hereto as Annex 1;
- d) In compliance with the requirements of the TOR, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in accordance with the TOR.
- e) I hereby propose to complete the services based on an all-inclusive daily fee of \_\_\_\_\_  
*[state amount in words and in numbers indicating currency]*
- f) 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;
- g) This offer shall remain valid for a total period of \_\_\_\_\_ days [*minimum of 90 days*] after the submission deadline;
- h) 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*];

Name of Relative	UN office employing the relative	Relationship

- i) 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:

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- j) 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

- k) 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.
- l) ***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.
- m) I also fully understand that, if I am engaged as an Individual Contractor, I have neither expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

- A. **Deliverables** – Please indicate the estimated number of days it would take to produce each of the deliverable listed below.

Deliverables	Delivery Timeframe (# in days)
4 corresponding templates for one-page thematic factsheets (including 2 concepts). <i>See sample document#2</i> – due 15 August 2013	
Design and flow of NAMA Guidebook (approximately 100 pages. <i>See sample document #3</i> – due 30 September 2013	
Template package of 25 one-four page case studies (including 2 concepts). <i>See sample document #1</i> – due end of August – beginning of September 2013	
4-page Quarterly Newsletter (template pre-designed, text-flow only). <i>See sample document #4</i> – due August/October 2013 and January 2014.	

#### PUBLICATION SAMPLES

- General example of theme to correspond to for the template of case studies:  
<http://www.undp.org/content/dam/undp/library/Environment%20and%20Energy/Clim ate%20Strategies/LECBP%20brochure%20Web.pdf>
- Example for the factsheets:  
[http://www.lowemissiondevelopment.org/docs/general\\_project\\_documents/LECB\\_Fact\\_Sheet.pdf](http://www.lowemissiondevelopment.org/docs/general_project_documents/LECB_Fact_Sheet.pdf)
- Example for Reports:  
[http://www.undp.org/content/undp/en/home/librarypage/environment-energy/low\\_emission\\_climateresilientdevelopment/](http://www.undp.org/content/undp/en/home/librarypage/environment-energy/low_emission_climateresilientdevelopment/)
- Example of Newsletter:  
<http://lowemissiondevelopment.org/news>

Full Name and Signature:

Date Signed:

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