**OFFEROR’S LETTER TO UNDP**

**CONFIRMING INTEREST AND AVAILABILITY**

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

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 **Senior Specialist - ImpactAim Venture Accelerator** – 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
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 90days [*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** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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]***:**

🗷 CV or Duly signed P11 Form

🗷 Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

🗷 Brief Description of Approach to Work (Technical Proposal)

🗷 Copy of Certificate Education

**BREAKDOWN OF COSTS**

**SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Cost Components** | **Quantity** | **Unit Cost**  **(IDR)** | **Total Rate for the Contract Duration**  **(IDR)** |
| 1. **Personnel Costs** |  |  |  |
| Professional Fees | 50 wds |  |  |
| **TOTAL** | | |  |

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

|  |  |  |
| --- | --- | --- |
| **Deliverables** | **Percentage of Total Price (Weight for payment)** | **Amount** |
| 1st deliverable  1st payment will be made upon submission and approval by UNDP of:   1. Selection report on submission period, effort and learning for the next batch. 2. Launching and promotional effort, especially ImpactAim launch report and impact. 3. Initial profile on each venture, for further development in sequential workshop. 4. Impact workshop report. |  |  |

|  |  |  |
| --- | --- | --- |
| 2nd deliverable  2nd payment will be made upon submission and approval by UNDP of:   1. Profile of each venture and their progress after each Impact and Growth #1 workshop 2. Progress of venture promotion and exposure with impact networks, including SGS Geneva and Europe investors meeting. |  |  |
| 3rd deliverable  3rd payment will be made upon submission and approval by UNDP of:   1. End of Batch analysis reporting on the accomplishment of the participants in terms of fundraising, exposure, and interested manifested by potential investors. 2. Participant surveys to gather and analyse feedback 3. Challenges, opportunities and recommendations regarding further batches of Impact Aim |  |  |
| 4th deliverable  4th payment will be made upon submission and approval by UNDP of:   1. List of potential sponsors and their preferences regarding the focus of Batch two. 2. Potential design of Batch 2, particularly how it will be adapted from learnings of Batch 1 and its relation to sponsor’s preferences. 3. List of potential or secured partners, participating companies. |  |  |
| Total | 100% | IDR …… |

*\*Basis for payment tranches*