

ANNEX III

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

Date _____

**Celine Moyroud
Resident Representative
United Nations Development Programme
Arab African International Bank Building
Riad El Solh Street, Nejme, 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 Logistics Facilitation Expert** under **Strengthening Arab Economic Integration for Sustainable Development (AEISD)**.
- 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.
- o) UNDP is committed to provide security measures for all Contractors and to address the issue of Harassment, Sexual Harassment, Discrimination, and Abuse of Authority.
Therefore, I confirm that if I am engaged as an Individual Contractor, before signing the contract, I will have to pass the online BSAFE training course (ca. 2 hrs) and the online training course (ca. 90 min) on prevention of sexual exploitation and abuse (PSEA) that can be accessed through the UNICEF learning platform at <https://agora.unicef.org/login/signup.php>

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 Components:

Cost Components	Unit Cost	Quantity In days	Total Rate for the Contract Duration
I. Personnel Costs		66 working days	
Professional Fees			
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
II. Travel Expenses to Join duty station			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
III. Duty Travel			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			

B. Breakdown of Cost by Deliverables

Milestones	Estimated Working Days	Total in USD
<p>Milestone 1: Preparation of the Inception Report and suggested framework of thematic analysis, including:</p> <ol style="list-style-type: none"> 1. A detailed schedule of the design of activities to support the review of the current digital platforms for operations within the Single Window platform; 2. A presentation detailing the methods and design of an integrated information processing platform; 3. An elaboration on the methodology to be applied in designing and assessing the functions of the National Single Window based on international standards and successful experiences of countries that have previously developed it; and 4. An analysis of key factors for a successful delivery of a NSW. 	05 working days	
<p><u>Milestone 2:</u></p> <p>Design and formulate the questionnaires to collect information, data and statistics on the technical functions and operational features of the PortNet.</p> <ol style="list-style-type: none"> 1. Questionnaire on related customs processing for the release and clearance of shipments (Customs techniques) 2. Questionnaire on trade-related licenses for Technical Barriers to Trade (Ministry of Trade, Standard and Metrology Organization, other concerned entities). 3. Questionnaire on trade-related licenses for Sanitary and Phyto-Sanitary Measures to Trade (Ministry of Agriculture, Veterinary and Quarantine Authorities). 4. Questionnaire for Importers/Exporters. 5. Questionnaire for logistics operators such as customs brokers and freight-forwarders. 6. Questionnaire for transportation operators, including express industries. 7. Questionnaire for the Ministry of Transport. 8. Questionnaire on the technical features of the PortNet (to collect information from PortNet). 9. Data and analysis of the volume of transactions being processed by the PortNet. 	10 working days	
<p><u>Milestone 3:</u></p>	8 working days	

Design and conduct the national workshop to present the survey to concerned stakeholders from the Government, the private sector and the port community Planned activities: 1. Presentation of the survey. 2. Design of basic indicators based on the assessment of performance of a National Single Window.		
Milestone 4: Consolidation, reformatting and conduct of analysis of data collected from Moroccan stakeholders and institutions.	18 working days	
Milestone 5: Preparation of the Measurement Report in looking into: 1. Presentation of achievements and description of current technical features. 2. Presentation of challenges for the potential upgrading of technical functions and operational features of the new PortNet. 3. Presentation of proposals in making the next generation of PortNet more comprehensive and inclusive. 4. Exploring technologies and management techniques for the expected upgrading.	18 working days	
Milestone 6: Consultation with Directorate General of Customs and Excises of Morocco and relevant authorities on the Measurement Report and forward- looking strategies	7 working days	
Total in USD		

Full Name and Signature:

Date Signed:
