

OFFEROR'S LETTER¹

Date _____

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 the **International Consultant (Independent Board of Human Rights)**
- 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 to offer 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) I hereby propose to complete the services for a total lump sum amount of USD _____, payable on completion of the assignment.
- e) For your evaluation, attached is the breakdown of the abovementioned all-inclusive amount (Annex 2);
- f) I recognize that the payment of the abovementioned amount 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 30 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*];
- 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(s) for this purpose are; (*provide name, telephone and email address*)

¹ Addressed to the hiring entity (in UNDP) confirming the Offeror's interest and availability for the IC assignment.

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	Names of the UNDP Business Unit / 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) I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract *(Applicable to former UN staff members recently separated from the organization, please check the appropriate box);*

☐ Applicable ☐ Not Applicable

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.

Name

Signature

Date

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

☐ Duly signed P11 Form

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

BREAKDOWN OF COSTS

SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A. Breakdown of Cost by Components:

Cost Components	Unit Cost (per day)	Quantity ²	Total Cost
I. Personnel Costs			
Professional Fees			
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
Sub Total			
II. Duty Travel³ (If applicable)			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
Sub Total			
Grand Total (All inclusive, lump sum)⁴			

² Number of days based on the terms of reference

³ Subject to UNDP's IC travel guidelines. Where travel costs are incorporated, fare increases arising from time difference between time of submitting Offer and actual purchase of ticket, or price changes resulting from inflation or other market factors, shall not lead to any change in the all-inclusive price proposal and final fixed contract price at contract signature. However, UNDP reserves the right to undertake verification of the actual costs of travel and may negotiate reduction of such costs where there is evidence establishing availability of more economical options;

⁴ The total amount should be equivalent to the lump sum amount indicated in paragraph (d)