

ANNEX III

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

Date _____

Ross Mountain
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 **Specialized Communication and Social Media Strategist** under the **Arab Human Development Report**;
- 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]*:

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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]:*

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Sign an Individual Contract with UNDP;

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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]:*

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At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;

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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

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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.

Full Name and Signature:

Date Signed:

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

- ☐ CV or 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

Breakdown of Cost by Deliverables

Deliverables	Due Date	Maximum Number of Working Days	Amount
Deliverable 1: Develop a comprehensive communication strategy for the launch and further outreach of the 2015 AHDR covering: <ul style="list-style-type: none"> ○ Identification of principal target audience. ○ Identification of the communication objectives for each audience segment. ○ Advice on the appropriate channels to reach the audience segments. ○ Advice the communications tools/ activities and products required for successful implementation of the strategy including: <ul style="list-style-type: none"> ▪ How to leverage the Reports' team (Team Leader, Contributing Researchers, others) in outreach activities; ▪ What materials are needed; ○ Propose a Social Media Strategy for the Report; ○ Oversee the development of communication toolkit for the Report; 	2 weeks from the start of contract	90 Days	
Deliverable 2: <ul style="list-style-type: none"> ○ Review of final texts for the synopsis and the Report; ○ Provide the main messages of the Report in the form of infographics, graphs and other communication material (in collaboration with the project's graphic designer) to be posted on the AHDR website; 	6-8 weeks from the start of contract		
Deliverable 3: <ul style="list-style-type: none"> ○ Review the AHDR 2015 website content, design and functionality to ensure updates are timely reflected and ensure English and Arabic sites reflect the same content; 	12-15 weeks from the start of contract		

Deliverable 4: <ul style="list-style-type: none"> ○ Analyse and provide a report on coverage of the AHDR 2015 and assist in the analysis on its impact among key beneficiaries and audience; ○ Compile articles/write-ups after the post launch activities and ensure proper documentation thereof; 	20-22 weeks from the start of contract		
Total			USD

Full Name and Signature:

Date Signed:
