



Dear Offeror,

**Subject: Request to Submit an Offer for a Citizen Security Advisor Consultancy Opportunity**

The United Nations Development Programme (UNDP) is currently implementing a project to Enhance Citizen Security in the Eastern Caribbean and requires the services of an individual to perform the work described in the abovementioned subject.

In consideration of your qualifications, we are hereby inviting you to submit an offer for this particular assignment. To assist you in understanding the requirements of this assignment, we have attached hereto the following:

- a) The Terms of Reference for the assignment described above (Annex I);
- b) The standard Letter of Confirmation of Interest and Availability (Annex II), which you must accomplish and submit to UNDP;
- c) The Financial Proposal template (Annex III);
- d) General Terms and Conditions (Annex IV); and
- e) The Individual Contract (Annex V), which you would be expected to sign in the event you are the selected Offeror in this procurement process.

This process is managed through the UNDP online eTendering system: <https://etendring.partneragencies.org>. Should you be interested and decide to submit an offer for this assignment, kindly send it no later than the date and time indicated in the system. Detailed user guide on how to register in the system can be found below.

If you decide not to submit an offer, we would appreciate if you would advise us accordingly, preferably indicating the reasons for declining this invitation.

In the meantime, we look forward to your favorable response, and thank you in advance for your interest in working with UNDP.

Sincerely,

Stephen O'Malley  
Resident Representative

## Appendix I

This procurement process is conducted through UNDP eTendering online system. Interested applicants must register in the system in order to access the additional documents. Detailed instruction on how to register in the system can be found in the attached link provided below.

For first time registrants, use the following details to login and create access:

- i. URL: <https://etendering.partneragencies.org>  
Username: **event.guest**  
Password: **why2change (DO NOT change this password)**
- ii. Click on “Register as Sourcing Bidder” – see screenshot below:



- iii. Follow steps as presented

Please ensure that the email address you provide is correct as your login password will be sent there. If you do not receive an email within an hour, please check your junk mail.

Deadline of submission is indicated in the online system. Any extensions or other amendments to the solicitation documents will be posted in the eTendering system. Bidders are encouraged to click on “Accept invitation” button in order to received automatic notifications id such amendments occur.

UNDP looks forward to receiving your Proposal and thanks you in advance for your interest in UNDP procurement opportunities.