

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

Date _____

*Atn. Mr. Resident Representative
United Nations Development Programme
Ave. 82 # No. 10 – 62, Piso 3
Bogotá - Colombia*

Dear Sir/Madam:

I hereby declare that:

I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of International consultant for reviewing document of Project “Reducing UOPs and Mercury releases from healthcare waste management, e-waste treatment, scrap processing and biomass burning”.

- a) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors.
- b) 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;
- c) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment.
- d) I hereby propose to complete the services based on the following payment rate :

☐ An all-inclusive daily fee of *[state amount in words and in numbers indicating currency]*

- e) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2.
- f) 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.
- g) This offer shall remain valid for a total period of _____ days *[minimum of 90 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 and details of my employer for this purpose are as follows:
-

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	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

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) **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.
- m) 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 (if required by the TOR)

FULFILLMENT OF QUALIFICATIONS

Briefly describe why you consider yourself as the most suitable for the assignment:

[pls. describe]:

MINIMUM REQUIREMENTS	indicate compliance
Professional with graduate level in Sciences or Engineering International.	<i>[Detail studies, University – Date – Degree Obtained]</i>
Experience in issuing and / or reviewing two (2) projects passed by GEF as a minimum.	<i>[Detail experience – activities carried out and achievements – Starting Date – End Date – Company/Organization's name]</i>
Full written and oral command of English language	<i>[Detail from your personal view, how you meet the requirement]</i>

Information of the consultant

In case of an emergency contact	<i>Detail</i>
Telephone of emergency contact	<i>Detail</i>
Identification Document	<i>Detail</i>
Address	<i>Detail</i>
Telephone	<i>Detail</i>

(Signature)

Name: **[FULL NAME]**

ID No.: **[NUMBER]**

Address: **[ADDRESS AND CITY]**

Contact number: **[TELEPHONE NUMBER]**

E mail:

BREAKDOWN OF COSTS

SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A. Breakdown of Cost by Deliverables*

Deliverables	Amount
Document with recommendations for making and filling in project documents and review of the first draft or version of said documents.	
Document with remarks, comments or observations on the project documents for "Reducing UPOPs and Mercury releases from healthcare waste management, e-waste treatment, scrap processing and biomass burning" according to GEF directives.	
TOTAL	

*Basis for payment tranches

(Signature)

Name: [FULL NAME]

ID No.: [NUMBER]

Address: [ADDRESS AND CITY]

Contact number: [TELEPHONE NUMBER]

E mail:

Travel (Informative)

Any travel expenditure should be included in the financial proposal. In general, UNDP does not accept travel expenditures that exceed the cost of economy class tickets. If the consultant wants to travel in a higher class, it must do so with their own resources. No additional allowances to cover travel can be arranged, as these amounts should be included in the financial proposal.

In the case of **unforeseen travel**, the respective administrative office and the Contractor / Consultant shall **agree** on the amount to be paid (travel, accommodation and airport taxes) before the trip for later reimbursement.

The expenses for unforeseen travel should be settled using the F-10 request, regardless of whether there was any change in relation to the original plan.

The **unexpected travel payment** should be made in advance following the administrative procedures or shall be refunded to the Consultant / Contractor upon submission of a request for reimbursement of travel expenses (Form F- 10) and the submission of all supporting documents as necessary.