

ANNEX III

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

Date _____

**Philippe Lazzarini
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 a **Poverty Expert** under the **Arab Development Portal (ADP)**.
- 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 :
☐ 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.

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

A. Breakdown of Cost by Deliverables

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Weight for Payment (Percentage of Payment)	Total Amount in USD
1) Review and expand the poverty statistical tables (1990-present) for the thematic page (list of main indicators, suggested Arabic translation, international sources used, metadata and methodologies, frequency of update, data series for the 22 Arab countries, etc.) These tables should be aligned with the ADP standards. Any calculations and/or formulas used should be clearly presented.	2 nd week from contract signature	First draft by 24 September and final version by 30 September 2016	50%	
2) Identify the poverty-related SDG indicators and track their data availability at the international level.	5 th week from contract signature	Draft template by 30 September and final by 21 October 2016		
3) Review and update the overview brief (1000 words) on poverty in the Arab region and the main issues under this theme.	5 th week from contract signature	Reviewed and updated draft submitted by 21 October 2016		
4) Guide the development of the 22 country statistical tables (2000-present) prepared by ADP team using data extracted from the NSOs and other national sources. Country statistical tables should closely follow thematic outline.	7 th week from contract signature	First draft by 28 October and final version by 4 November 2016		

5) Additional resources: <ul style="list-style-type: none"> • Identify 20 recent publications (published after 2000) on the Arab region for each identified sub-topic (in English and Arabic); • indicators, including SDG indicators, on the Arab region; • Suggest 5 ideas on infographics to be developed using the poverty thematic and country datasets; • Identify similar initiatives compiling country-level data on poverty at the international, regional and national levels. 	8 th week from contract signature	Draft by 4 November and final by 11 November 2016		
6) Write 3-5 short blog articles (800 words each) on poverty issues in the region; to be published on ADP Blog Page.	9 th week from contract signature	Draft by 11 November and final by 18 November 2016	50%	
7) Write a brief analytical report on lessons learned addressing the challenges of compiling country-level data for all Arab countries that are based on nationally produced poverty data. The brief should also highlight data gaps in accordance with the SDGs framework and the national development plans by presenting two specific case studies.	12 th week from contract signature	First draft by 25 November 2016 and final version by 9 December 2016		
8) Final manual documenting process of updating the poverty database and addressing methodological differences across datasets.	14 th week from contract signature	Draft by 9 December 2016 and final by 16 December 2016		
Total Amount in USD			100%	

Full Name and Signature:

Date Signed:
