Cover Page

**TECHNICAL PROPOSAL**

Recruitment **of Individual National Consultant to Produce High Quality Animations Videos for Peace Campaigns in 6 Languages**

**Procurement Ref. No.: UNDP.GHA.2019.392.IC**

|  |  |
| --- | --- |
| **Prepared by:** | [insert here] |
| **Nationality:** | [insert here] |
| **Date of Birth:** | [insert here] |
| **Gender:** | [insert here] |
| **Date of Preparation:** | [insert here] |
| **Email:** | [insert here] |
| **Address:** | [insert here] |
| **Phone / Fax:** | [insert here] |
| **Skype Account:** | [insert here] |

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Annex b. Duly Signed Personal CV / P11

**Documentation Checklist** (please refer to the checklist attached hereto)

Cover Letter

Date: [insert date]

To: Silke Hollander

 Deputy Resident Representative

 United Nations Development Programme

 Accra, Ghana

Dear Silke:

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, I, the undersigned, offer to provide Individual Consulting services [insert the description of the profession/activity for project/programme/office] as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Proposal.

I undertake, if my Proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated in the Terms of Reference (ToR).

I agree to abide by this Proposal for a period of **120 days** from the date fixed for opening of Proposals in the Individual Consultant Procurement Notice, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

I understand that you are not bound to accept any Proposal you may receive.

**Full Name:**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Signed:**

Statement of Declaration

Date: [insert date]

To: Silke Hollander

 Deputy Resident Representative

 United Nations Development Programme

 Accra, Ghana

Dear Silke:

I, the undersigned, hereby offer to provide consultancy services for [insert: title of services] in accordance with your IC Procurement Notice dated [insert: Date] and our Proposal. I hereby submitting the Proposal, which includes the Technical Proposal and Financial Proposal sealed under a separate envelope.

In this regard, I hereby declare that:

1. All the information and statements made in this Proposal are true and I accept that any misrepresentation contained in it may lead to our disqualification;
2. I am currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
3. I have no outstanding bankruptcy or pending litigation or any legal action that could impair my consultancy service; and
4. I do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

I undertake, if the Proposal is accepted, to initiate the consultancy services just after contract agreement is duly signed.

I fully understand and recognize that UNDP is not bound to accept this proposal, 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 evaluation.

Yours sincerely,

**Full Name:**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Signed:**

**TECHNICAL PROPOSAL SUBMISSION FORM**

**1.1 Letter of Motivation**

* Briefly explain why you are the most suitable for the consultancy service you applied for.

**1.2 Proposed Methodology for the Completion of Consultancy Services**

The consultant must describe how it will address/deliver:

* A detailed approach and/or methodology you plan to apply or conduct to meet the demands of the ToR;
* Providing a detailed description of the essential performance characteristics (if any);
* Any other information pertinent to it.

**1.3** **Past experience in similar projects and/or consultancy services**

The consultant must describe and indicate:

* Track Record – list of clients for similar consultancy services and/or projects as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references including email address as indicated in the following template:

**Track Record and Experience**

| **No.** | **Client**  | **Contact Value in US$**  | **Period of activity**  | **Types of activities and/or Operations**  | **Status or Date Completed** | **References Contact Details (Name, Title – Mr., Mrs., Dr. to properly address, Phone, Email** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**\* *Be sure the correct email address is/are indicated***

**1.4 Implementation Timelines:**

* The Proposer shall submit a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

**1.5 List of Personal Referees**

* List of at least three personal referees in terms of their title (position), where they work, email, and telephone address as indicated in the following template:

| **No.** | **Name of Personal Referee**  | **Name of the Organization** | **Title and/or Position** | **Email address with alternative (if any)** | **Telephone**  |
| --- | --- | --- | --- | --- | --- |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
|  |  |  |  |  |  |

**Annex “a”**

**OFFEROR’S LETTER TO UNDP**

**CONFIRMING INTEREST AND AVAILABILITY**

**FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

Date: [Insert Date Filling the Form]

Silke Hollander

Deputy Resident Representative

United Nations Development Programme

Accra, Ghana

Dear Silke,

I hereby declare that:

1. I have read, understood and hereby accept the Terms of Reference (ToR) describing the duties and responsibilities of [indicate title of assignment] under the [state project title];
2. I have also read, understood and hereby accept **UNDP’s General Conditions of Contract for the Services of the Individual Contractors** attached hereto as **Annex IV**;

1. 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 “b”**;
2. In compliance with the requirements of the Terms of Reference (ToR), 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 “a”**;
3. I hereby propose to complete the services based on the following payment rate on the prescribed format which I have attached hereto as **Annex III**:

 [ ]  A total lump-sum amount as stated in the Financial Proposal which will be payable in the manner described in the Terms of Reference (ToR).

1. For your evaluation, the breakdown of the abovementioned **all-inclusive** amount is attached hereto as **Annex III**;
2. 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;
3. This offer shall remain valid for a total period of **120 days** after the submission deadline;
4. 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];
5. If I am selected for this assignment, I shall [Double click on the Check Box and click checked in the dialogue box]:

 [ ]  Sign an Individual Contract (IC) 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:

|  |  |
| --- | --- |
| **Description** | **Contact Details** |
| **Legal Name of Organization:** |       |
| **Business Address:** |       |
| **Full Name of Official Contract Signatory:** |       |
| **Title/Post:** |       |
| **email address:** |       |
| **Tel.** |       |

1. I hereby confirm that [Double click on the Check Box and click checked in the dialogue box]:

 [ ]  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** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. 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.
2. **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.
3. 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:**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Signed:**

Documentation Checklist

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SN** | **Documentation Requirement**  | **Yes** | **No** | **If “No” Reason**  |
| **1** | Prepared Technical Proposal as per the prescribed template  | [ ]  | [ ]  |  |
| **2** | Prepared **Financial Proposal as per the Template** to be sent in a Separate File | [ ]  | [ ]  |  |
| **3** | Fulfil the Minimum Required Educational Qualification in the Relevant Area of Specialization as indicated in the ToR | [ ]  | [ ]  |  |
| **4** | Fulfill the **Minimum** Required Relevant Work Experience as requested under Years of Experience in the ToR | [ ]  | [ ]  |  |
| **5** | Compiled the Bank Reference Details in the Prescribed Table  | [ ]  | [ ]  |  |
| **6** | Annexed the Duly Signed Offeror’s Letter to UNDP Confirming Interest and Availability (use the template hereto) (as part of **Annex a**) | [ ]  | [ ]  |  |
| **7** | Annexed the Duly Signed Personal CV (as part of **Annex b**) | [ ]  | [ ]  |  |
| **8** | If I am selected for this assignment, I shall Sign an Individual Contract (IC) with UNDP |  |  |  |
| **9** | I hereby confirm that At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP | [ ]  | [ ]  |  |
| **10** | Iam a former staff member of the United Nations who recently separated,I hereby confirm that I have complied with the minimum **break in service** required before I can be eligible for this Individual Contract (IC). | [ ]  | [ ]  |  |
| **11** | I am 62 years old or above thus would like to confirm my willingness to go through a full medical exam including x-rays at my own cost from UN recognized medical Center  | [ ]  | [ ]  |  |
| **12** | Accepted all provisions of Individual Contract (IC) General Terms and Conditions (GTC) attached hereto | [ ]  | [ ]  |  |

**Note:** *Double click on the respective Check Box and click checked in the dialogue box of your choice.*

*All other information and documentations that we have not provided automatically implies our fully compliance with the requirements, terms and conditions of the IC.*

**Full Name:**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Signed:**