

ANNEX III

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

Date _____

**Celine Moyroud
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 an **International Trade Development Advisor** under ***Strengthening Arab Economic Integration for Sustainable Development (AEISD)***.
- 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]:*

☐ 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.
- o) UNDP is committed to provide security measures for all Contractors and to address the issue of Harassment, Sexual Harassment, Discrimination, and Abuse of Authority.
Therefore, I confirm that if I am engaged as an Individual Contractor, before signing the contract, I will have to pass the online BSAFE training course (ca. 2 hrs) and the online training course (ca. 90 min) on prevention of sexual exploitation and abuse (PSEA) that can be accessed through the UNICEF learning platform at <https://agora.unicef.org/login/signup.php>

Full Name and Signature:

Date Signed:

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

- ☐ 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 Components:

Cost Components	Unit Cost	Quantity In days	Total Rate for the Contract Duration
I. Personnel Costs			
Professional Fees		235 working days	
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
II. Travel Expenses to Join duty station			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
III. Duty Travel			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			

B. Breakdown of Cost by Deliverables

Deliverables/ Outputs	Total In USD
Milestone 1: Preparation of the Inception Report in presenting: <ol style="list-style-type: none"> Work methods to deliver on each of the four components of A, B, C, D of the work scope. Brief explanation of key fundamentals and resources, literature to be considered in completing proposed works under the four components of the work scope. Presentation of indicative timelines for the completion of required tasks. 	
Milestone 2: Conduct an analysis of related aspects for the upgrade of the Pan Arab Free Trade Area (PAFTA) in partnership with Economic Sector, League of Arab States. It may also include design of activities of the implementation of being-adopted policy decisions within the so-called new generation of PAFTA upon the adoption of the new legal instrument/instruments (A1).	
Milestone 3: Develop a technical framework of e-commerce as part of strengthening functions of the PAFTA, aligned to WTO and international practices and standards, including development of technical measures, design of a regional survey and conduct of a regional workshop, and or national seminars as applicable (A2).	
Milestone 4: Conduct a review of the potential areas of significant contribution to Arab countries in synchronizing new level of commitments in strengthening Arab economic integration with a view to design technical proposals of improvement toward realization of effects of this modernization. It is included, among others, trade and investment, promotion of competition, consumer protection, and others as of key interest to deepened Arab economic integration. It might involve also design and conducts of activities of capacity buildings to support targeted Arab countries as applicable (A3).	
Milestone 5: Design and coordinate the conduct of studies on various aspects of Arab Customs Union (ACU) and its activities of capacity building for target Arab countries in the economic analysis of relevant aspects of the Arab Customs Union (ACU) as effective support to realization of the mandates of Arab Leaders (A4).	
Milestone 6: Contribute technical inputs in the negotiations on the proposed legal framework and administrative structures for the ACU. That might also include design of support for progressive implementation of policy decisions in the area (A5).	
Milestone 7: Coordinate delivery of activities of capacity building in trade facilitation for Arab countries in collaboration with domain experts, including organization of regional/sub-regional workshops in close coordination with Economic Sector as a support to the national implementation of concerned activities (A6).	

Milestone 8: Develop a draft proposal (text) on trade and investment within the PAFTA in the light of new global development as part of its upgrading process (A7).	
Milestone 9: Analyse the new development of global trade policies to support the sustainability and resilience of the region, such as the Green Economy, trade measures dealing with Climate Change, and contemporaneous matters to be introduced into the PAFTA Program (A8).	
Milestone 10: Collaborate with the expert team under the guidance of the CTA in the conduct of analysis of activities of trade liberalization, trade and investment facilitation in preparations for a new stage of Arab economic integration, for example, e-commerce, promotion of competition, consumer protection, protection of Intellectual Property Rights (as far as it concerned trade), and areas of trade policy in close coordination with Economic Sector (A9).	
Milestone 11: Provide technical support to Arab countries and Least Developed Countries (LDCs) in the implementation of the services Agreement at the national level, including those to their accession process (B1).	
Milestone 12: Provide the coordination and participate to the delivery of activities of capacity building in trade in services for Arab countries, including organization of regional/sub-regional workshops in close coordination with Economic Sector (B2).	
Milestone 13: Contribute technical inputs to the current services policy (SPR) review process in one Arab country and coordinate relevant activities to ensure the participation of related stakeholders, private sector in the process (B3).	
Milestone 14: Design services regulatory audit mechanisms and standard practices to support Arab countries with a view to improve exportation services and modernize trade policy in trade in services for business and job opportunities as part of strengthening impacts of the Services Agreement and relevant trade policies (B4).	
Milestone 15: Undertake services regulatory audits and design the work plans in the targeted countries at the national level toward design of a more extensive upgrading of the Services Agreement in the future to the extent necessary (B5).	
Milestone 16: Contribute technical inputs and proposals to the work of the services Committee in close coordination with Economic Sector and undertake tasks in response to national requirements of Arab countries (B6).	
Milestone 17: Provide technical inputs, suggestions to tasks under the responsibility by Economic Sector, aimed at progressive improvement of technical capacity of officials for better services to Arab countries (C1).	
Milestone 18: Provide technical advice and proposals to Economic Sector and relevant sub-regional entities with a view to improve coordination mechanisms in support of better competitiveness of target Arab economies. That might include thematic interventions aimed at poverty alleviation and sustainable development under the Sustainable Development Goals (C2).	

Milestone 19: Coordinate activities of collaboration and forum of policy dialogue among Arab countries and development entities in supporting Arab economic integration (C3).	
Milestone 20: Coordinate activities of consultation and partnership with governments, businesses and industries either at the regional or national level in promoting more active engagement of the private sector in Arab economic integration (C4).	
Milestone 21: Design work plan and provide technical inputs and proposals to target Arab countries in support to their efforts of reform and modernization of trade policy towards more integration into the global market based on national priority (D1).	
Milestone 22: Undertake any other tasks as assigned by the AEISD CTA to assist the AEISD implementation to realize the project Outcomes, including coordination works and required consultations (D2).	
Milestone 23: Final report and recommendations of the next steps and any proposed work plan.	
Total in USD	

Full Name and Signature:

Date Signed:
