**OFFEROR’S LETTER TO UNDP**

**CONFIRMING INTEREST AND AVAILABILITY**

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

Date

To: Office of Audit and Investigations

 United Nations Development Programme

 New York, NY USA

Dear Sir/Madam :

I hereby declare that:

1. I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of Individual Consultants [IC], for **the Secretariat of Audit and Evaluation Advisory Committee (AEAC)** within the Office of Audit and Investigation, UNDP;
2. I have also read, understood and hereby accept UNDP’s General Conditions of Contract for the Services of the Individual Consultants;

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 1;
2. 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 in US$].*
1. For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
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 \_\_\_\_\_\_\_\_\_\_\_ days [*minimum of 180 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 *[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:

1. 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.
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 Consultant, 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

**BREAKDOWN OF COSTS**

**SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

**Breakdown of Cost by Components:**

*Note: please do not include travel cost to field offices. As and when travel is required by OAI, the designated investigator will notify consultants and agree upon reimbursable travel cost, including ticket, lodging, terminal fees and expenses as per UNDP policy relating to Individual Consultants.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Cost Components** | **Unit Cost** | **Quantity** | **Comment/Total** |
| 1. **Personnel Costs**
 |  |  |  |
| Professional Fee rate |  |  |  |
| Others (pls. specify) |  |  |  |
|  |  |  |  |
| 1. **Total inclusive daily rate**
 |  |