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| **OFFEROR’S LETTER TO UNDP****CONFIRMING INTEREST AND AVAILABILITY** **FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT** Date   *Dear Sir/Madam*United Nations Development Programme*Regional Centre for Latin America and the Caribbean*Dear Sir/Madam:I hereby declare that:1. I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities for process **17445 RSC 2020 – Project Support Consultant**;
2. I have also read, understood and hereby accept UNDP’s General Conditions of Contract for the Services of the Individual Contractors;

 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 method:
* A lump sum of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [*state amount in words and in numbers, indicating exact currency]*, **[PLEASE NOTE THAT THE LUMP SUM STATED IN THIS SECTION SHOULD BE IDENTICAL TO THAT DECLARED ON THE TABLE BELOW OF BREAKDOWN OF COSTS],** payable against deliverable as described in the Terms of Reference.
1. 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;
2. This offer shall remain valid for a total period of \_\_\_\_\_\_\_\_\_\_\_ days [*minimum of 90 days*] after the submission deadline;
3. 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];*
4. 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 for the following work:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assignment** | **Contract Type** | **UNDP Business Unit / Name of Institution/Company** | **Contract Duration** | **Contract Amount** |
|  |  |  |  |  |
|  |  |  |  |  |
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* 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** |
|  |  |  |  |  |
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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 and Signature: Date Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**BREAKDOWN OF COSTS** **SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**1. **Breakdown of Cost by Components:**

|  |  |  |  |
| --- | --- | --- | --- |
| ***COST COMPONENT*** | ***UNIT COST*** | ***QUANTITY*** | ***TOTAL RATE FOR THE CONTRACT DURATION*** |
| 1. ***Personnel Costs***
 |  |  |  |
| *Professional Fees* |  |  |  |
| *Life Insurance* |  |  |  |
| *Medical Insurance*  |  |  |  |
| *Communications* |  |  |  |
| *Land Transportation* |  |  |  |
| *Others (specify)* |  |  |  |
|  |  |  |  |
| 1. ***Travel Expenses to Join duty station***
 |  |  |  |
| *Round Trip Airfares to and from duty station* |  |  |  |
| *Living Allowance* |  |  |  |
| *Travel Insurance* |  |  |  |
| *Terminal Expenses* |  |  |  |
| *Others (specify)* |  |  |  |
|  |  |  |  |
| 1. ***Duty Travel***
 |  |  |  |
| *Round Trip Airfares* |  |  |  |
| *Living Allowance* |  |  |  |
| *Travel Insurance* |  |  |  |
| *Terminal Expenses* |  |  |  |
| *Others (specify)* |  |  |  |
|  |  |  |  |

1. **Breakdown of Cost by Deliverables\***

|  |  |  |
| --- | --- | --- |
| ***DELIVERABLE*** *[list them as referred in TOR]* | ***TOTAL PRICE PERCENTAGE*** *(weight for payment)* | ***AMOUNT*** |
| *Deliverable 1*  | *10%* |  |
| *Deliverable 2*  | *8%* |  |
| *Deliverable 3*  | *8%* |  |
| *Deliverable 4*  | *9%* |  |
| *Deliverable 5*  | *6%* |  |
| *Deliverable 6*  | *8%* |  |
| *Deliverable 7*  | *9%* |  |
| *Deliverable 8*  | *8%* |  |
| *Deliverable 9* | *6%* |  |
| *Deliverable 10*  | *6%* |  |
| *Deliverable 11*  |  *6%* |  |
| *Deliverable 12*  | *6%* |  |
| *Deliverable 13*  | *3%* |  |
| *Deliverable 14*  | *7%* |  |
| ***TOTAL***  | ***100.00%*** | ***USD***  |

*\*Basis for payment tranches.* *\* The monthly rate will be used for consultancies that require 21.75 consecutive working days or more.**Consultants can propose a rate that is the result of the daily rate multiplied by 21.75 or a smaller amount.* |