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, Nejmeh, 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 National or International - M&E and Reporting Consultant. under ***Peace Building in Lebanon Project.***

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]:*

☐ An all-inclusive daily fee of [*state amount in words and in numbers indicating currency]*

☐ 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 leaning 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		251 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	Estimated Duration (# of WD)	Target Due Dates	Total in USD
Deliverable 1: Submission of 1st progress reports on the overall work under quality control and M&E (detailed in scope of work) + submission of final donors reports and UNDP report	40	2 months from contract signature date (before end of December 2020)	
Deliverable 2: Submission of 2nd progress reports on the overall work under quality control and M&E (detailed in scope of work) + Submission of 1st bi-monthly progress donor reports (KfW)	40	4 months from contract signature date (before end of February 2021)	
Deliverable 3: Submission of 3rd progress reports on the overall work under quality control and M&E (detailed in scope of work) + Submission of 1st quarterly progress donor reports (UKDFID) + Submission of 2nd bi-monthly progress donor reports (KfW)	40	6 months from contract signature date (before end of April 2021)	
Deliverable 4: Submission of 4th progress reports on the overall work under quality control and M&E (detailed in scope of work) + Submission of 3rd bi-monthly progress donor reports (KfW) + Submission of 2nd quarterly progress donor reports (UKDFID)	40	8 months from contract signature date (before end of June 2021)	
Deliverable 5: Submission of 5th progress reports on the overall work under quality control and M&E (detailed in scope of work) + Submission of 4th bi-monthly progress donor reports (KfW)	18	10 months from contract signature date (before end of August 2021)	
Deliverable 6: Submission of 6th progress reports on the overall work under quality control and M&E (detailed in scope of work) + Submission of 3rd quarterly progress donor reports (UKDFID)	18	11 months from contract signature date (before end of September 2021)	

Deliverable 7: Submission of 7th progress reports on the overall work under quality control and M&E (detailed in scope of work) + Submission of 5th bi-monthly progress donor reports (KfW)	18	12 months from contract signature date (before end of October 2021)	
Deliverable 8: Submission of 8th progress reports on the overall work under quality control and M&E (detailed in scope of work) + Submission of 6th bi-monthly progress donor report (KfW) and 4th quarterly progress report (UKDFID) and final reports (KfW and UKDFID) and UNDP final report	37	14 months from contract signature date (before end of December 2021)	
TOTAL in USD	251		

Full Name and Signature: Date Signed:

_____ _____