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| **Recommended Presentation of Offer;*** Completed **Letter of Confirmation of Interest and Availability**using the [template](https://drive.google.com/file/d/1tvQl0Yxyw7LsYRJ8hxWY96R5_zOuYxG2/view?usp=sharing) provided by UNDP;
* **Personal CV or a**[**P11 Personal History form**](http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc), indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references;
* **Brief description of approach to work/technical proposal**of why the individual considers him/herself as the most suitable for the assignment, and a proposed methodology on how they will approach and complete the assignment (max 1 page).

**Financial proposal:****Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per [template](https://drive.google.com/file/d/1tvQl0Yxyw7LsYRJ8hxWY96R5_zOuYxG2/view?usp=sharing) provided (based on the number of working days mentioned ToR.**Note:*** ***Please group all your documents into one (1) single PDF document as the system only allows uploading maximum one document*.**
* Qualified women and members of minorities are encouraged to apply;
* Incomplete applications will not be considered. Please make sure you have provided all requested materials.

Incomplete applications will be excluded from further consideration.***To view the full Terms of Reference (TOR) and download letter of confirmation of interest and P11 form, please access the UNDP Procurement Notice site on the below link:***<https://procurement-notices.undp.org/view_notice.cfm?notice_id=73043> **Application process**:Applicants are requested to submit price offers indicating the total cost of the assignment (including daily fees, per diem and travel costs). ***All application should be done via the online portal and must not be emailed to the Procurement email address.***UNDP applies a fair and transparent selection process that will consider the competencies/skills of the applicants as well as their financial proposals.Applications will be screened against qualifications and competencies specified above through a desk review |