**OFFEROR’S LETTER TO UNDP**

**CONFIRMING INTEREST AND AVAILABILITY**

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

Date

Ms Verena Linneweber

Deputy Resident Representative

UNDP

Samoa

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 a consultant for the <TITLE OF CONSULTANCY>;

1. I have also read, understood and hereby accept UNDP’s General Conditions of Contract for the Services of the Individual Contractors (Annex IV) or the UNDP’s General Terms and Conditions for Reimbursable Loan Agreements (Annex V);

1. I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV and/or Personal History Form (P11) which I have duly signed and attached hereto as Annex II;
2. 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 here to as Annex VI; *[delete this item if the TOR does not require submission of this document];*
3. I hereby propose to complete the services based on the following payment rate :

A total lump sum of [*amount in CURRENCY REQUESTED IN TOR or USD if not requested]*, payable in the manner described in the Terms of Reference.

.

1. For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex III *[PLEASE submit using the separate Financial Template]*;
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 \_\_*[****minimum of 90 days****]*\_\_ days after the submission deadline;
4. I confirm that; *[pls. check* ***one*** *box only]:*

I do not have a first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office;

I have a first degree relative currently employed within the UN [*disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists*];

|  |  |  |
| --- | --- | --- |
| **Name** | **Relationship** | **Name of International Organization** |
|  |  |  |
|  |  |  |
|  |  |  |

1. If I am selected for this assignment, I shall *[pls. check* ***one*** *box only]:*

Sign an Individual Contract with UNDP;

* ***I agree to submit my personal bank account with my full name as stated and signed below. All my invoices will also bear my full name.***
* ***I also agree to the UNDP General Terms and Conditions for ICs***

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:

*[name of the employer/company/organization and contact details]*

* ***My employer’s bank account will be submitted on my behalf for payments for this consultancy****.*
* ***My employer and I agree to the UNDP General Terms and Conditions for Reimbursable Loan Agreements (RLA)***

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** |
|  |  |  |  |  |
|  |  |  |  |  |

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** |
|  |  |  |  |  |
|  |  |  |  |  |

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.

Please select below only if it applies;

[*If you are a former staff member of the United Nations recently separated]****:*** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract. 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.

1. Do you have any objections to our making enquiries of your present employer?

YES NO

1. Are you now, or have you ever been a permanent civil servant in your government’s employment?

YES NO If the answer is “yes”, **when**?

1. I also provide below the names of three (3) referees that you may contact for references *[please complete the table]****.***

|  |  |  |
| --- | --- | --- |
| **Referee** | **Designation & Organization/Company** | **Email or Phone** |
|  |  |  |
|  |  |  |
|  |  |  |

1. Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES NO If the answer is “yes”, give full particulars of each case in an attached statement.

1. If my proposal is successful, my beneficiary to be input into my contract will be;

*Type the full name and contact details of the beneficiary*

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the contract or special services agreement without notice.

Full Name and Signature: Date Signed :

*NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.*

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

[CV

[Duly signed P11 Form

[Breakdown of Costs Supporting the Final All-Inclusive Price as per Template (Financial)

[3 Professional references (most recent) – or input names and valid contact details for at least 3 referees.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| INSTRUCTIONS  Please answer each question clearly and completely. Type or print in ink. Read carefully and follow all directions. | | | | | | | | UNITED NATIONS DEVELOPMENT PROGRAMME  PERSONAL HISTORY FORM  ***(for Service Contracts and Individual Contracts)*** | | | | | | | | | | | | | | | | |  | | | | |
| 1. Family Name | | | | | | | | | First Name | | | | | | | Middle name | | | | | | | | Maiden name, if any | | | | | |
| 2. Date of Birth | Da | Mo | | | Yr | | | 3. Place of Birth | | | | | | | 4. Nationality (ies) at birth | | | | | | | 5. Present nationality (ies) | | | | | | | 6. Sexe |
| 7. Height | | | 8. Weight | | | | 9. Marital status    Single Married Separated Widow Divorced | | | | | | | | | | | | | | | | | | | | | | |
| 10. Permanent address          Telephone No.  Fax No. | | | | | | | | | | | 11. Present Address (if different)        Telephone No.  Fax No. | | | | | | | | | 12. Office Telephone No.  Office Fax No.  Office E-mail No. | | | | | | | | | |
| 13. Do you have a spouse and/or children? YES NO if the answer is "yes", give the following information: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NAME | | | | | | Date of birth | | | | | | Relationship | | | | | NAME | | | | | | Date of birth | | | | Relationship | | |
|  | | | | | |  | | | | | |  | | | | |  | | | | | |  | | | |  | | |
|  | | | | | |  | | | | | |  | | | | |  | | | | | |  | | | |  | | |
|  | | | | | |  | | | | | |  | | | | |  | | | | | |  | | | |  | | |
| 14. Have you taken up any legal permanent status in any country other than that of your nationality? YES NO  If the answer is "yes", which country? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15. Have you taken any legal steps towards changing your present nationality? YES NO  If answer is "yes", explain fully: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16. Are any of your relatives employed by UNDP, any other UN organization or any other public international organization? YES NO  If the answer is "yes", give the following information: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NAME | | | | | | | | | | | | Relationship | | | | | | | Name of International Organization | | | | | | | | | | |
|  | | | | | | | | | | | |  | | | | | | |  | | | | | | | | | | |
|  | | | | | | | | | | | |  | | | | | | |  | | | | | | | | | | |
| 17. What is your preferred field of work? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18. KNOWLEDGE OF LANGUAGES. What is your mother tongue? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | READ | | | | | | | | | WRITE | | | | | SPEAK | | | | | | | | UNDERSTAND | | | |
| OTHER LANGUAGES | | | | Easily | | | | | | Not Easily | | | Easily | Not Easily | | | | Fluently | | | Not Fluently | | | | | Easily | | Not Easily | |
|  | | | |  | | | | | |  | | |  |  | | | |  | | |  | | | | |  | |  | |
|  | | | |  | | | | | |  | | |  |  | | | |  | | |  | | | | |  | |  | |
|  | | | |  | | | | | |  | | |  |  | | | |  | | |  | | | | |  | |  | |
| 19. For clerical grades only  *Indicate speed in words per minute* | | | | | | | | | | | | | | | | | | List any office machines or equipment you can use | | | | | | | | | | | |
|  | | | | English | | | | | | French | | | Other languages | | | | |  | | | | | | | | | | | |
|  | | | |  | | | | | |  | | |  |  | | | |  | | | | | | | | | | | |
| Typing | | | |  | | | | | |  | | |  |  | | | |  | | | | | | | | | | | |
| Shorthand | | | |  | | | | | |  | | |  |  | | | |  | | | | | | | | | | | |

PAGE 2

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 20. EDUCATIONAL. Give full details - N.B. Please give exact titles or degree in original language.  A. UNIVERSITY OR EQUIVALENT Please do not translate or equate to other degrees. | | | | | | | | | | |
| NAME, PLACE AND COUNTRY | | | ATTENDED FROM/TO | | | | DEGREES and ACADEMIC | | MAIN COURSE | |
|  | | | Mo./Year | | Mo./Year | | DISTINCTIONS OBTAINED | | OF STUDY | |
|  | | |  | |  | |  | |  | |
|  | | |  | |  | |  | |  | |
|  | | |  | |  | |  | |  | |
| B. SCHOOLS OR OTHER FORMAL TRAINING OR EDUCATION FROM AGE 14 (e.g. high school, technical school or apprenticeship) | | | | | | | | | | |
| NAME, PLACE AND COUNTRY | | | TYPE | | | | ATTENDED FROM/TO | | CERTIFICATES OR | |
|  | | |  | | | | Mo./Year | Mo./Year | DIPLOMAS OBTAINED | |
|  | | |  | | | |  |  |  | |
|  | | |  | | | |  |  |  | |
|  | | |  | | | |  |  |  | |
| 21. LIST PROFESSIONAL SOCIETIES AND ACTIVITIES IN CIVIC, PUBLIC OR INTERNATIONAL AFFAIRS | | | | | | | | | | |
|  | | | | | | | | | | |
|  | | | | | | | | | | |
| 22. LIST ANY SIGNIFICANT PUBLICATIONS YOU HAVE WRITTEN (Do not attach) | | | | | | | | | | |
|  | | | | | | | | | | |
|  | | | | | | | | | | |
|  | | | | | | | | | | |
| 23. EMPLOYMENT RECORD: Starting with your present function, list in reverse order every employment you have had. Use a separate block for each FUNCTION. Include also service in the armed forces and note any period during which you were not gainfully employed. If you need more space, attach additional pages of the same size. Give both gross and net salaries per annum for your last and present FUNCTION.  A. PRESENT FUNCTION (LAST FUNCTION, IF NOT PRESENTLY IN EMPLOYMENT) | | | | | | | | | | |
| FROM | TO | SALARY PER ANNUM | | | | EXACT TITLE OF YOUR FUNCTION: | | | | |
| MONTH/YEAR | MONTH/YEAR | STARTING | | FINAL | |  | | | | |
|  |  |  | |  | |  | | | | |
| NAME OF EMPLOYER: | | | | | | TYPE OF BUSINESS: | | | | |
| ADDRESS OF EMPLOYER: | | | | | | NAME OF SUPERVISOR: | | | | |
|  | | | | | | NO AND KIND OF EMPLOYEES  SUPERVISED BY YOU: | | | | REASON FOR LEAVING: |
| DESCRIPTION OF YOUR DUTIES | | | | | | | | | | |
|  | | | | | | | | | | |

B. PREVIOUS FUNCTION *(IN REVERSE ORDER)* PAGE 3

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| FROM | TO | SALARY PER ANNUM | | EXACT TITLE OF YOUR FUNCTION: | |
| MONTH/YEAR | MONTH/YEAR | STARTING | FINAL |  | |
|  |  |  |  |  | |
| NAME OF EMPLOYER: | | | | TYPE OF BUSINESS: | |
| ADDRESS OF EMPLOYER: | | | | NAME OF SUPERVISOR: | |
|  | | | | NO AND KIND OF EMPLOYEES  SUPERVISED BY YOU: | REASON FOR LEAVING: |
| DESCRIPTION OF YOUR DUTIES | | | | | |
|  | | | | | |
| FROM | TO | SALARY PER ANNUM | | EXACT TITLE OF YOUR FUNCTION: | |
| MONTH/YEAR | MONTH/YEAR | STARTING | FINAL |  | |
|  |  |  |  |  | |
| NAME OF EMPLOYER: | | | | TYPE OF BUSINESS: | |
| ADDRESS OF EMPLOYER: | | | | NAME OF SUPERVISOR: | |
|  | | | | NO AND KIND OF EMPLOYEES  SUPERVISED BY YOU: | REASON FOR LEAVING: |
| DESCRIPTION OF YOUR DUTIES | | | | | |
|  | | | | | |
| FROM | TO | SALARY PER ANNUM | | EXACT TITLE OF YOUR FUNCTION: | |
| MONTH/YEAR | MONTH/YEAR | STARTING | FINAL |  | |
|  |  |  |  |  | |
| NAME OF EMPLOYER: | | | | TYPE OF BUSINESS: | |
| ADDRESS OF EMPLOYER: | | | | NAME OF SUPERVISOR: | |
|  | | | | NO AND KIND OF EMPLOYEES  SUPERVISED BY YOU: | REASON FOR LEAVING: |
| DESCRIPTION OF YOUR DUTIES | | | | | |
|  | | | | | |
| FROM | TO | SALARY PER ANNUM | | EXACT TITLE OF YOUR FUNCTION: | |
| MONTH/YEAR | MONTH/YEAR | STARTING | FINAL |  | |
|  |  |  |  |  | |
| NAME OF EMPLOYER: | | | | TYPE OF BUSINESS: | |
| ADDRESS OF EMPLOYER: | | | | NAME OF SUPERVISOR: | |
|  | | | | NO AND KIND OF EMPLOYEES  SUPERVISED BY YOU: | REASON FOR LEAVING: |
| DESCRIPTION OF YOUR DUTIES | | | | | |
|  | | | | | |

PAGE 4

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| FROM | TO | SALARY PER ANNUM | | EXACT TITLE OF YOUR FUNCTION: | |
| MONTH/YEAR | MONTH/YEAR | STARTING | FINAL |  | |
|  |  |  |  |  | |
| NAME OF EMPLOYER: | | | | TYPE OF BUSINESS: | |
| ADDRESS OF EMPLOYER: | | | | NAME OF SUPERVISOR: | |
|  | | | | NO AND KIND OF EMPLOYEES  SUPERVISED BY YOU: | REASON FOR LEAVING: |
| DESCRIPTION OF YOUR DUTIES | | | | | |
|  | | | | | |
| FROM | TO | SALARY PER ANNUM | | EXACT TITLE OF YOUR FUNCTION: | |
| MONTH/YEAR | MONTH/YEAR | STARTING | FINAL |  | |
|  |  |  |  |  | |
| NAME OF EMPLOYER: | | | | TYPE OF BUSINESS: | |
| ADDRESS OF EMPLOYER: | | | | NAME OF SUPERVISOR: | |
|  | | | | NO AND KIND OF EMPLOYEES  SUPERVISED BY YOU: | REASON FOR LEAVING: |
| DESCRIPTION OF YOUR DUTIES | | | | | |
|  | | | | | |
| FROM | TO | SALARY PER ANNUM | | EXACT TITLE OF YOUR FUNCTION: | |
| MONTH/YEAR | MONTH/YEAR | STARTING | FINAL |  | |
|  |  |  |  |  | |
| NAME OF EMPLOYER: | | | | TYPE OF BUSINESS: | |
| ADDRESS OF EMPLOYER: | | | | NAME OF SUPERVISOR: | |
|  | | | | NO AND KIND OF EMPLOYEES  SUPERVISED BY YOU: | REASON FOR LEAVING: |
| DESCRIPTION OF YOUR DUTIES | | | | | |
|  | | | | | |
| FROM | TO | SALARY PER ANNUM | | EXACT TITLE OF YOUR FUNCTION: | |
| MONTH/YEAR | MONTH/YEAR | STARTING | FINAL |  | |
|  |  |  |  |  | |
| NAME OF EMPLOYER: | | | | TYPE OF BUSINESS: | |
| ADDRESS OF EMPLOYER: | | | | NAME OF SUPERVISOR: | |
|  | | | | NO AND KIND OF EMPLOYEES  SUPERVISED BY YOU: | REASON FOR LEAVING: |
| DESCRIPTION OF YOUR DUTIES | | | | | |
|  | | | | | |

PAGE 5

|  |  |  |
| --- | --- | --- |
| 24. DO YOU HAVE ANY OBJECTIONS TO OUR MAKING ENQUIRIES OF YOUR PRESENT EMPLOYER? YES NO | | |
| 25. ARE YOU NOW, OR HAVE YOU EVER BEEN A PERMANENT CIVIL SERVANT IN YOUR GOVERNMENT’S EMPLOY? YES NO  If answer if "yes", WHEN? | | |
| 26. REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.  *Do not repeat names of supervisors listed in item 24.* | | |
| FULL NAME | FULL ADDRESS | BUSINESS OR OCCUPATION |
|  |  |  |
|  |  |  |
|  |  |  |
| 27. STATE ANY OTHER RELEVANT FACTS IN SUPPORT OF YOUR APPLICATION. INCLUDE INFORMATION REGARDING ANY RESIDENCE OUTSIDE THE COUNTRY OF YOUR NATIONALITY. | | |
| 28. HAVE YOU BEEN ARRESTED, INDICTED, OR SUMMONED INTO COURT AS A DEFENDANT IN A CRIMINAL PROCEEDING, OR CONVICTED, FINED OR IMPRISONED FOR THE VIOLATION OF ANY LAW (excluding minor traffic violations)? YES NO  If "yes", give full particulars of each case in an attached statement. | | |
| 29. I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.  DATE: SIGNATURE: | | |
| NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP. | | |

**FORM FOR SUBMITTING CONSULTANT’S FINANCIAL PROPOSAL[[1]](#footnote-1)**

1. **Breakdown of Cost by Components**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cost Components** | **Unit Cost** | **Quantity** | **Total Rate for the Contract Duration** |
| 1. **Personnel Costs** |  |  |  |
| Professional Fees |  |  |  |
| Life Insurance |  |  |  |
| Medical Insurance |  |  |  |
| Communications |  |  |  |
| Land Transportation |  |  |  |
| Others (pls. specify) |  |  |  |
|  |  |  |  |
| 1. **Travel[[2]](#footnote-2) Expenses to Join duty station** |  |  |  |
| Round Trip Airfares to and from duty station |  |  |  |
| Living Allowance |  |  |  |
| Travel Insurance |  |  |  |
| Terminal Expenses |  |  |  |
| Others (pls. specify) |  |  |  |
|  |  |  |  |
| 1. **Duty Travel** |  |  |  |
| Round Trip Airfares |  |  |  |
| Living Allowance |  |  |  |
| Travel Insurance |  |  |  |
| Terminal Expenses |  |  |  |
| Others (pls. specify) |  |  |  |

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

|  |  |  |
| --- | --- | --- |
| **Deliverables**  *[list them as referred to in the TOR]* | **Percentage of Total Price (Weight for payment)** | **Amount** |
| Deliverable 1 |  |  |
| Deliverable 2 |  |  |
| …. |  |  |
| Total | 100% | USD …… |

*\*Basis for payment tranches*

*[Name and Signature of the Service Provider’s Authorized Person]*

*[Designation]*

**Methodology**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Consultant/Individual Contractor:**  *Last Name, First Name*  In accordance with the provisions of Clause 5 of the [General Terms & Conditions for Individual Contractors](https://intranet.undp.org/unit/oolts/oso/psu/_layouts/15/WopiFrame.aspx?sourcedoc=/unit/oolts/oso/psu/Support%20Documents%20on%20the%20IC%20Guidelines/UNDP%20General%20Conditions%20for%20Individual%20Contractors.pdf&action=default), I am submitting this statement to certify that I am in good health and take full responsibility for the accuracy of this Statement. I am aware that information pertaining to inoculation requirements in respect of official travel to countries can be referred to at <http://www.who.int/ith>.  I certify that my medical insurance coverage is valid for the period from       to (if applicable)      .  I certify that my medical insurance covers medical evacuations at Duty Station(s):  *[Duty Station(s) Rating: Enter if “B through E”. Duty stations with “A” or “H” do not require medical evacuation coverage. The list can be accessed from* [*https://icsc.un.org/Home/GetDataFile/6654*](https://icsc.un.org/Home/GetDataFile/6654)*].*  The name of my medical insurance carrier is:  Policy Number:  Contact details for the Medical Insurance Carrier:  A copy of proof of insurance MUST be attached to this form or specify below otherwise. | | | |
|  |  |  |  |
| *Signature of Consultant/Individual Contractor Date*  **To be completed by UNDP:**  This statement is only valid for Consultant/Individual Contractor Contract No. | | | |
|  |  |  |  |
| *Signature of Officer Supervising the Contract Name* | | | |
|  | WSM |  | |
| *Business Unit*  Applicable comments if any: | | | |

1. The costs should only cover the requirements identified in the Terms of Reference (TOR) [↑](#footnote-ref-1)
2. Travel expenses are not required if the consultant will be working from home. [↑](#footnote-ref-2)