**ANNEX I**

**OFFEROR’S LETTER TO UNDP**

**CONFIRMING INTEREST AND AVAILABILITY**

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

Date

United Nations Development Programme

Yıldız Kule, Yukarı Dikmen Mah. Turan Güneş Blv.

No:106 06550, Çankaya/Ankara Turkey

Dear Sir/Madam:

I hereby declare that:

1. I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities with regard to Deliverable Based Individual Consultancy Services “**Natural Resources Management (NRM) and Climate Change Adaptation (CCA) Expert**”
2. I have also read, understood and hereby accept UNDP’s General Conditions of Contract for the Services of the Individual Contractors;
3. I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Appendix I;
4. In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment,
5. I hereby propose to complete the services based on the following payment rate:
* 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.
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 *[please 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, please 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.
4. 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** |
|  |  |  |
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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 employ?

 YES  NO  If answer is "yes", WHEN?

1. REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

|  |  |  |
| --- | --- | --- |
| **Full Name** | **Full Address** | **Business or Occupation** |
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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 "yes", give full particulars of each case in an attached statement.

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.

**Annexes** *[please check all that applies]***:**

* CV shall include Education/Qualification, Processional Certification, Employment Records /Experience

**\*ALL-INCLUSIVE FINANCIAL PROPOSAL**

1. **Breakdown of Cost by Deliverables**

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| --- | --- | --- |
| # | **Description of Deliverales** | **Total Amount for each Deliverable (TRY)** |
| *I.* | *Breakdown of Cost by Deliverables* |
| 1 | **Deliverable No-1**: Inception Reports for GTWDP and URDP  |  |
| 2 | **Deliverable No-2:** Field Study Reports and Presentations for GTWDP and URDP  |  |
| 3 | **Deliverable No-3:** Draft Natural Resource Management and Climate Change Adaptation Assessment Reports (NRM & CCA ARs) for GTWDP and URDP  |  |
| 4 | **Deliverable No-4:** Draft Pilot Activity Implementation Plans (PAIPs) for GTWDP and URDP  |  |
| 5 | **Deliverable No-5:** Capacity Development Materials  |  |
| 6 | **Deliverable No-6:** Final NRM&CCA ARs and PAIPs for GTWDP and URDP, 4 info-sharing meetings / awareness raising activities to PPMUs in Konya, Kastamonu and Adana and CPMU and other related MoAF staff in Ankara; and 1 Final presentation activity through online meeting. |  |
| 1. **ALL INCLUSIVE PROPOSAL FOR DELIVERABLES**
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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | **Cost Components** | **Unit Cost** | **Quantity** | **Total Rate for the Contract Duration** |
| *II.* | *Breakdown of Cost by Travel Expenses:* |
| 1 | Travel (intercity transportation) |  |  |  |
| 2 | Accommodation |  |  |  |
| 3 | Breakfast |  |  |  |
| 4 | Lunch |  |  |  |
| 5 | Dinner |  |  |  |
| 6 | Other Expenses (intra city transportations, transfer cost from/to terminals, etc.) |  |  |  |
| 1. **ALL INCLUSIVE PROPOSAL FOR TRAVEL EXPENSES**
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| --- | --- |
| **\*TOTAL ALL INCLUSIVE PROPOSAL (Sum of I + II )** |  |

**\*Total Amount of Financial Proposal shall be the basis for financial evaluation of the proposals and maximum contract amount for the successful proposer. Contractor shall not be entitled to receive any additional amount beyond this amount.**

**Name :**

**Date :**

**Signature :**

**\*Guidance Notes to be considered by Candidates:**

The prospective ICs should take the following explanations into account during preparation and submission of her/his price proposal.

* The price proposal should be indicated in TRY.
* The price proposal should be indicated in gross terms and hence should be inclusive of costs related to tax, social security premium, pension, visa (if needed) etc.
* The Consultant shall be paid in TRY. If consultant resides any country other than Turkey, payment shall be made in USD through conversion of TRY amount to USD amount by UN Operational exchange rate valid on the date of payment.
* UNDP will not make any further clarification on costs related to tax, social security premium, pension, visa etc. It is the applicants’ responsibility to make necessary inquiries on these matters.
* Assignment-related travel and accommodation costs will be arranged as per description provided in Section 8 of TOR.
* As per UNDP corporate procurement rules and regulations, in case a candidate over 65 years of age and required to travel for the completion of tasks described in the TOR is identified for contract award, the candidate shall at his/her own expense undergo a full medical examination, including x-rays, as well as obtaining medical clearance[[1]](#footnote-1) from an UN-approved doctor prior to taking up his/her assignment.” The cost of the medical clearance shall be taken into consideration while calculating and submitting the price proposal. UN approved doctor list including contact information will be provided to the successful candidate. This is not applicable for Reimbuirsable Loan Agreements (RLAs).
* Prior to contract signature, selected candidate will be required complete and submit “Statement of Good Health”[[2]](#footnote-2) (given as Annex 4) which was introduced as part of the COVID-19 response, as a self-declaration to confirm that she/he is in good health and have the necessary insurance coverage and inoculations. It does not require a doctor to sign. This is not applicable for Reimbuirsable Loan Agreements (RLAs).
* Government officials or employees are civil servants of UN Member States. For UNDP to engage them under an individual contract, which they will be signing in their individual capacity, selected candidate will be required to submit a ‘no-objection’ letter[[3]](#footnote-3) from the Government employing him/her. This is not applicable for Reimbuirsable Loan Agreements (RLAs).
* Government officials or employees are civil servants of UN Member States. For UNDP to engage them under an individual contract, which they will be signing in their individual capacity, selected candidate will be required to provide an official document[[4]](#footnote-4) from his/her employer formally certifying his or her status as being on ‘official leave without pay’ for the duration of the contract. This is not applicable for Reimbuirsable Loan Agreements (RLAs).
1. In case the selected candidate cannot provide above mentioned document (as applicable) on time, UNDP will not sign a contract with the selected candidate and switch to the next runner up candidate. [↑](#footnote-ref-1)
2. In case the selected candidate cannot provide above mentioned document (as applicable) on time, UNDP will not sign a contract with the selected candidate and switch to the next runner up candidate. [↑](#footnote-ref-2)
3. In case the selected candidate cannot provide above mentioned document (as applicable) on time, UNDP will not sign a contract with the selected candidate and switch to the next runner up candidate. [↑](#footnote-ref-3)
4. In case the selected candidate cannot provide above mentioned document (as applicable) on time, UNDP will not sign a contract with the selected candidate and switch to the next runner up candidate. [↑](#footnote-ref-4)