**OFFEROR’S LETTER TO UNDP**

**CONFIRMING INTEREST AND AVAILABILITY**

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

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Alexander Avanessov*

United Nations Development Programme

*160 Chui Prospect, Bishkek, Kyrgyzstan*

Dear Sir:

I hereby declare that :

1. I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of GEF SGP Programme management facilitator;
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 or Personal History Form (P11) which I have duly signed and attached hereto as Annex 1;
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 in Kyrgyz soms]*, 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 2;
2. I recognize that the payment of the above mentioned 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 90 days after the submission deadline;
4. 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*;*
5. If I am selected for this assignment, I shall*:*
* Sign an Individual Contract with UNDP;
* Request my employer 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:
* 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 entitiesfor 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.
2. I also fully understand that, if I am engaged as an Individual Contractor, I have neither expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

Full Name and Signature: Date Signed :

**Annexes:**

* CV or Duly signed P11 Form
* Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
* Brief Description of Approach to Work (if required by the TOR)

**BREAKDOWN OF COSTS**

**SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

1. **Breakdown of Cost by Components:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cost Components** | **Unit Cost** | **Quantity** | **Total Rate for the Contract Duration** |
| 1. **Personnel Costs**
 |  | 120 days |  |
| Professional Fees |  |  |  |
| Life Insurance |  |  |  |
| Medical Insurance  |  |  |  |
| Communications |  |  |  |
| Land Transportation |  |  |  |
| Others  |  |  |  |
|  |  |  |  |
| 1. **Travel 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  |  |  |  |
| **Total:** |  |  |  |

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: * Grantees’ reports reviewed. Based on the work done recommendations to NC are given for further action on a project;
* GEF SGP archives are reviewed: best practices, publications, media files are collected;
* Arranged NSC meeting (financial and logistic support; preparation, conduction of the NSC meeting and finalization of its results in accordance with GEF SGP operational guidelines);
 | 16% |  |
| Deliverable 2: * Global SGP database is updated with records on projects’ progress;
* Best practices, publications and media files of GEF SGP archives are posted on the local website;
* Assisted NC in recruitment of new NSC members in accordance with GEF SGP operational guidelines;
* Arranged NSC meeting (financial and logistic support; preparation, conduction of the NSC meeting and finalization of its results in accordance with GEF SGP operational guidelines);
 | 16% |  |
| Deliverable 3:* Grantees’ reports reviewed. Based on the work done recommendations to NC are given for further action on a project;
* Elaborated a document: a guide on SGP operational guidelines for NSC members (including TOR, procedures, project indicators, etc.);
* Created a GEF SGP network for CSOs;
 | 16% |  |
| Deliverable 4:* Global SGP database is updated with records on projects’ progress;
* Assisted in arranging NC trips for M&E of GEF SGP projects with further follow-up;
 | 16% |  |
| Deliverable 5:* Grantees’ reports reviewed. Based on the work done recommendations to NC are given for further action on a project;
* The local website is updated with a list of OP5 projects with their description and results;
 | 16% |  |
| Deliverable 6:* Global SGP database is updated with records on projects’ progress;
* Arranged NSC meeting (financial and logistic support; preparation, conduction of the NSC meeting and finalization of its results in accordance with GEF SGP operational guidelines);
* Conducted a tender on Premise Lease for GEF SGP for the year 2015.
 | 20% |  |
| Total  | 100% |  |

*\*Basis for payment tranches*