

## **ANNEX-1**

### **Proposal Submission form**

**Dear Sir/Madam,**

Having examined the TOR, the receipt of which is hereby duly acknowledged, I undersigned, offer to provide Individual Consulting to \_\_\_\_\_,

I undertake, if my proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

I agree to abide by this proposal for a period of \_\_\_\_\_ days from the date fixed for opening of proposal in the invitation for proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

I understand that UNDP is not bound to accept any proposal you may receive.

Dated this day/month of year

**Signature**

**OFFEROR'S LETTER TO UNDP  
CONFIRMING INTEREST AND AVAILABILITY  
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

Date \_\_\_\_\_

*(Name of Resident Representative/Bureau Director)*  
United Nations Development Programme  
*(Specify complete office address)*

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 **IC-012-22- National Website Design Specialist for the 'NDA strengthening in Iraq for climate finance programming, governance, regional cooperation and knowledge generation' 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 ToR.
- 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 Annex 2;
- 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 \_\_\_\_\_ days [*minimum 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:

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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.

Full Name and Signature:

Date Signed :

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

- 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**  
**Financial proposal**

**A) Breakdown of Cost by Components:**

| Cost Components                                 | Unit Cost | Quantity | Total Rate for the Contract Duration |
|-------------------------------------------------|-----------|----------|--------------------------------------|
| <b>I. Personnel Costs</b>                       |           |          |                                      |
| Professional Fees                               |           |          |                                      |
| Life Insurance                                  |           |          |                                      |
| Medical Insurance                               |           |          |                                      |
| Communications                                  |           |          |                                      |
| Land Transportation                             |           |          |                                      |
| Others (pls. specify)                           |           |          |                                      |
|                                                 |           |          |                                      |
| <b>II. Travel Expenses to Join duty station</b> |           |          |                                      |
| Round Trip Airfare to/from duty station         |           |          |                                      |
| Living Allowance                                |           |          |                                      |
| Travel Insurance                                |           |          |                                      |
| Terminal Expenses                               |           |          |                                      |
| Others (pls. specify)                           |           |          |                                      |
|                                                 |           |          |                                      |
| <b>III. Duty Travel</b>                         |           |          |                                      |
| Round Trip Airfares                             |           |          |                                      |
| Living Allowance                                |           |          |                                      |
| Travel Insurance                                |           |          |                                      |
| Terminal Expenses                               |           |          |                                      |
| Others (pls. specify)                           |           |          |                                      |
|                                                 |           |          |                                      |
| <b>Total Amount</b>                             |           |          |                                      |

Home-Base location (city/country): \_\_\_\_\_

**B) Breakdown of Cost by Deliverables<sup>1</sup>**

\_\_\_\_\_

<sup>1</sup> Basis for payment tranches (deliverable based)

| Terms of Payment                                                                                                                                                                                          | Percentage (%) | Amount USD |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|------------|
| Enhancement of the NDA operational manual regarding gender and social Inclusion, inter-institutional coordination, and climate financing, housed in an online platform to promote access and transparency |                |            |
| Support the project team to develop and upload terms of reference and work plans for new NDA committee on climate finance and inter-institutional coordination                                            |                |            |
| Web-based Concept/Proposal development and ranking toolkit housed in a dedicated online platform                                                                                                          |                |            |
| New procedures in place for improved no-objections process and web-based proposal development and priority ranking toolkit developed and online                                                           |                |            |
| Training on newly established website and toolkit on how to use them, operate and maintain them alongside training materials and handbook/guidebook for users                                             |                |            |
| <b>Total</b>                                                                                                                                                                                              | <b>100 %</b>   |            |

Name of Consultant:

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Authorised signature:

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Name of authorised signatory:

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Functional Title:

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