

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

Date _____

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 [*indicate title of assignment*] under the [*state project title*];
- 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 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 my proposed approach/methodology which I have attached hereto as Annex 3 [*delete this item if the TOR does not require submission of this document*];
- E) I hereby propose to complete the services based on the following payment rate: [*please 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 *[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:

- 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, 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.

- 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.

- O) 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

P) Do you have any objections to our making enquiries of your present employer?

YES NO

Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES NO If answer is "yes", WHEN?

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

Full Name	Full Address	Business or Occupation

S) 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, Professional Certification, Employment Records / Experience
- Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- Methodology – a brief description of Approach to Work (if required by the TOR)

**BREAKDOWN OF COSTS
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

a. Breakdown of Cost by Deliverables:

Payments (list them as stated in the TOR)	Timeline of receiving délivrables	Percentage of total amount (weight for payment)	Amount US\$
1. Inception report documenting detailed methodology and work plan for achieving this project	15th May 22	10 %	
2. A national workshop with all stakeholders to demonstrate best practice of NDC fiscal modelling, and present regionally (or globally) available case studies	31 th May 22	10 %	
3. NDC macroeconomic assessment report documenting the current status of NDC financing in Iraq, role of NDC in economic growth, marginal abatement costs, assessment of related fiscal policies and assessment of existing financial system and carbon market opportunities for Iraq.	31 st July 22	20 %	
4. Develop and apply NDC fiscal model to support the development and analysis of long-term scenarios and assist in quantifying the fiscal implications.	30 th September 2022	30 %	
5. Development of requirements and guidelines needed for Gol for new financial instruments, including new financial instruments Gol can adopt to implement NDC.	31 st October 2022	10 %	
6. Capacity needs assessment report Conduct	30 st November 2022	10 %	
7. One training workshops for the Iraqi Government officials on NDC fiscal modelling and relevant soft wares.	31 st December 2022	10 %	
Total		100%	

b. Breakdown of Cost-by-cost component:

Cost Components	Quantity	Unit Cost/daily US\$	Total rate for the Contract Duration US\$
i. Personnel Costs			
Professional Fees (50 working days - home based) (15 working days - Baghdad) (3 working days - Erbil) (2 working days - Basra)	70		
Communication (telephone and internet)	8		
ii. Travel Expenses to Join duty station (Based on actual)			
Round Trip Airfare to/from duty station	4		
Round-trip ticket from Baghdad to Erbil	1		
Round-trip ticket from Baghdad to Basra	1		
Living Allowance (Accommodation and Per diem)			
1) Baghdad	15		
1) Erbil	3		
2) Basra	2		
Terminals	16		
Visa	4		
Grand Total			

