**Offeror’s Letter to UNFPA**

**Confirming Interest and Availability**

**for the Individual Consultant Contract (ICC)**

…. July 2016

To:

UNFPA

Menara Thamrin 7th Floor

Jl. MH Thamrin Kv.3

Jakarta 10250 – Indonesia

Dear Sir/Madam,

I hereby declare that:

1. I have read, understood and hereby accept the Terms of Reference (TOR) describing the duties and responsibilities of **Technical Assistance to Support the BAPPENAS for the Development of National Action Plan on Youth Development 2016 – 2019*.***
2. I have also read, understood and hereby accept UNFPA’s General Conditions of Individual Consultant Contract;
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, and I shall perform the services in the manner described in the TOR.
5. 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 **IDR ………..……….** *[state amount in words and in numbers]*
* A total lump sum of **IDR…………………….** *[state amount in words and in numbers]*

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 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 UNFPA’s review, acceptance and payment certification procedures;
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. I hereby confirm that [check all that applies]:

* At the time of this submission, I have no active Individual Consultant Contract or any form of engagement with UNFPA;
* I am currently engaged with UNFPA for the following work:

|  |  |  |  |
| --- | --- | --- | --- |
| **Assignment** | **Contract Type** | **Contract Duration** | **Contract Amount** |
|  |  |  |  |
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* I am also anticipating conclusion of the following work from UNFPA for which I have submitted a proposal:

|  |  |  |  |
| --- | --- | --- | --- |
| **Assignment** | **Contract Type** | **Contract Duration** | **Contract Amount** |
|  |  |  |  |
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1. I fully understand and recognize that UNFPA 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 UNFPA 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 or entitlements whatsoever to be re-instated or re-employed as a staff member.

Full Name and Signature: Dated:

**Annexes***:*

1. Duly signed UN Personal History (P11) Form
2. Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

**Annex 2**

**BREAKDOWN OF WORKING DAYS**

**SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Activities** | **Location** | **No of working day** |
| 1 | Conduct desk review of policies and programmes related with youth development issues | Home based |  |
| 2 | Conduct interviews or facilitate group discussions to obtain inputs to develop the national action plan on youth development and its strategic recommendations with government institutions, NGOs, youth networks, development partners and UN agencies.  *BAPPENAS will organize several consultative meetings with those stakeholders.* | Jakarta and Home based |  |
| 3 | Develop a draft national action plan on youth development, in close collaboration with BAPPENAS and MoYS.  Advise and liaise with BAPPENAS and MoYS further on the consultation processes, and will review and incorporate the results of the consultation processes into the draft. | Home based and Jakarta |  |
| 4 | Present the national action plan on Youth Development to the stakeholders. | Jakarta |  |
| 5 | Revise the action plan in accordance with the feedback from stakeholders into the draft NAP.  Submit the final documents to BAPPENAS, MoYS and UNFPA. | Home based |  |
|  | **TOTAL** | |  |