**OFFEROR’S LETTER TO UN-HABITAT**

**CONFIRMING INTEREST FOR ASSIGNMENT INCL. FINANCIAL PROPOSAL**

 Date:

**To:** United Nations Human Settlements Programme

Dear Sir/Madam,

I hereby declare that,

1. I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of this assignment.
2. 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;
3. In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment;;
4. I hereby propose to complete the services based on the following payment rate:
* **An all-inclusive monthly fee of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 ***[state here amount in words and in numbers in USD]***

1. For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
2. This offer shall remain valid for a total period 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*;*
4. 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 UN-Habitat;
* I am currently engaged with UN-Habitat and/or other entities for the following work :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assignment** | **Contract Type** | **UN/UN-Habitat Business Unit / Name of Institution/Company** | **Contract Duration** | **Contract Amount and Currency** |
|  |  |  |  |  |
|  |  |  |  |  |

1. I fully understand and recognize that UN-Habitat 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, 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.
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.

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Signed : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BREAKDOWN OF COSTS**

**SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the Terms of Reference (TOR) for the sum as indicated in the table below:

 This is a offer covering all associated costs for the required service (fee, life & medical insurance, accommodation, meals, travel, taxes, etc).

Cost breakdown by components:

|  |  |  |  |
| --- | --- | --- | --- |
| **Cost Components** | **Remuneration per Unit of Time (e.g., day, month, etc.)** | **Total Period of Engagement** | **Total Rate for the Contract Duration** |
| Professional Fees |  |  |  |
| Others (pls. specify if applicable) |  |  |  |

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Signed : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_