**OFFEROR’S LETTER TO UNDP**

**CONFIRMING INTEREST AND AVAILABILITY**

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

Date 13/12/2024

United Nations Volunteers

Platz der Vereinten Nationen 1, 53113 Bonn, Germany

Dear Sir/Madam:

I hereby declare that:

## I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of Website Revamp Scoping Consultant under the Website Revamp Scoping Consultant;

1. I have also read, understood and hereby accept UNDP’s General Conditions of Contract for the Services of the Individual Contractors;
2. 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;
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, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3;
4. I hereby propose to complete the services based on the following payment rate:

* A total lump sum of three thousand US dollars (USD 5,000) for the entire project, 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 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;
3. This offer shall remain valid for a total period of \_\_\_\_\_120\_\_\_\_\_\_ 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;

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;

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. ***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 nor entitlements whatsoever to be re-instated or re-employed as a staff member.
4. Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

NO

1. Do you have any objections to our making enquiries of your present employer?

NO 

1. Are you now, or have you ever been a permanent civil servant in your government’s employ?

NO 

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

|  |  |  |
| --- | --- | --- |
| **Full Name** | **Full Address** | **Business or Occupation** |
| **Raymond Miyiende** | Nairobi/Kenya Endeavour Africa Group | Head of Implementaton Senior Engineer |
| **Abdessamad Nouri** | Rabat/Marrocco Universal Phoenix Group LLC | Senior Engineer |
| **Gamael Baluza** | Congo/Kinshasa Amini Sarl | Senior Engineer(CTO) |
|  |  |  |

1. 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)?

NO 

1. Statement of Health

The selected contractor will be required to provide proof of insurance coverage as stated in the Statement of Health herewith attached prior to contract signature.

 I will be able to provide proof of medical insurance coverage if selected

1. Conflict of Interest

Consistent with the overall principle of fairness and impartiality in the conduct of UNDP Procurement, individual contractors who have been involved in the preparation or formulation of a project or any project implementation activity that leads to subsequent services, including but not limited to the writing of Terms of References for services leading to the engagement of Individual Contractor, should be disqualified from the selection process for IC services arising from such work, in order to prevent situations of conflict of interest. In the same manner, an individual contractor must neither be involved in the evaluation or assessment of a project or a project activity, if the same individual was involved in any aspects of its formulation or implementation.

Please disclose if you have been involved in any of the manners described above.

 I have not been involved and do not have conflict of interest

1. Prohibitions and Sanctions

We hereby declare that neither myself nor our firm, ultimate beneficial owners, representatives, agents, affiliates or subsidiaries or employees, or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.

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 Individual Contractor’s contract without notice.

DATE: 13/12.2024 SIGNATURE: ZawadiRugenyi

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, Processional Certification, Employment Records /Experience

**ANNEX 2**

**BREAKDOWN OF COSTS[[1]](#footnote-0)**

**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** |  | Approx.50 days |  |
| Professional Fees |  |  |  |

1. **Breakdown of Cost by Deliverables\***

|  |  |  |
| --- | --- | --- |
| **Deliverables**  *[list them as referred to in the TOR]* | **Percentage of Total Price (Weight for payment)** | **Amount** |
| **Research Phase**  **Market Research**: Conduct research to  understand Target audience internal/external], focus and purpose of website, industry trends as compared to other UN entities, competitor websites, and user expectations.  Based on current analytics and UNV's Strategic Framework define the targets and indicators (along with analytical tools for capture data and measurement) for a revamped website.  **Technical Assessment:** Evaluate the current website’s technical infrastructure through user functionality, identify list of components needed to stay on trend.  **User Experience Analysis:** Assess the current user experience and propose enhancements to improve usability and engagement through  analytics. |  |  |
| **Consultation Phase**  Stakeholder Engagement: Collaborate with  stakeholders to gather requirements and ensure alignment with business goals. This can be done through a questionnaire, survey, and various data outputs. Up to 20 individuals from the below groups:  Regions  Field  Headquarters  Externals (TBD |  |  |
| Reporting/Recommendations Phase  Report extensively on the scope of the website  revamp project, including primary research,  stakeholders inputs, and recommendations  based on industry trends.  The reporting/ recommendations need to be in a  Power Point presentation for Management.  The recommendations should also include  outlines to target audience, website  requirements, stakeholders needs, UNV  corporate goals for the website including user  path and granular data, improving user  experience.  Create up to four options for a look/feel, along with  a user making for the web revamp, and present the  options to Management.  Create detailed business requirements for Drupal  of the selected option for the revamp.  Provide a navigation system and /or guide based  on this primary research that clearly includes  various business requirements scenarios. |  |  |
| Total | 100% | USD …… |

*\*Basis for payment tranches*

1. The costs should only cover the requirements identified in the Terms of Reference (TOR) [↑](#footnote-ref-0)