



United Nations
Educational, Scientific and
Cultural Organization

Organisation
des Nations Unies
pour l'éducation,
la science et la culture

Contract for Individual Consultant (other Specialists)

Request for written proposal

Reference:

Date:

Request to submit a written proposal for a work assignment with UNESCO

UNESCO is inviting written proposals from Individual [*Consultants; Authors, Photographers, Film or Video production specialists*] for the work assignment described in attachment A.

To enable you to prepare a proposal for this assignment, please find attached the following documents:

- (a) Terms of Reference (see attachment A);
- (b) UNESCO's contract for Individual [Consultants; Authors; Photographers; Film/Video Specialists], the contracting modality used for these assignments (attachment B);
- (c) Background material concerning the work assignment [if any] (attachment C)

Your written should comprise:

- (a) A Technical Proposal consisting of
 - an up to date curriculum vitae, and
 - an approach and methodology for the assignment, a workplan and comments on the Terms of Reference if any (in brief).
- (b) The amount to be charged for the assignment, which should be quoted in US dollars or in euros only. Please show any travel costs separately

Your proposal and any supporting documents must be in either English or French.

UNESCO places great emphasis on ensuring that the objectives of the work assignment, as described in the Terms of Reference, are met. Accordingly, in evaluating the proposals for the assignment, attention will focus first and foremost on the technical elements. From those proposals deemed suitable in terms of the criteria in the Terms of Reference, UNESCO shall select the proposal that offers the Organisation best value for money.

Your proposal should be submitted by e-mail no later than close of business (18:00) on [day, month, year]. E-mail proposals should not exceed 5MB.

The e-mail address is:

xxxx@unesco.org

It is the individual's responsibility to ensure that his/her proposal is received by the deadline.

Thank you for your interest in this UNESCO assignment; and we look forward to receiving your proposal.

[Signed by staff member responsible for the contract]

Terms of Reference

(To include, where relevant):

1. Background and Objective
2. Purpose of the Assignment
3. Duties/Tasks and Expected Output:
4. Timetable and Deliverables
5. Qualifications
6. Supervisory arrangements
7. Facilities to be provided by UNESCO (if any)
8. Facilities to be provided by the [Consultants; Authors, Photographers, Film or Video production specialists] (if any)

Attachment B

Contract for Individual [Consultants; Authors, Photographers, Film or Video production specialists]

Any relevant background information/documents