[Date]



**Subject: Invitation[[1]](#footnote-1) to Submit an Offer for *[indicate title of assignment]***

Dear Mr./Ms.:

The United Nations Development Programme (UNDP) is currently implementing a project *[indicate project title]* that requires the services of an individual to perform the work described in the abovementioned subject.

In consideration of your qualifications, we are hereby inviting you to submit an offer for this particular assignment. To assist you in understanding the requirements of this assignment, we have attached hereto the following :

1. The Terms of Reference for the assignment described above;
2. The standard Letter of Confirmation of Interest and Availability, which you must accomplish and submit to UNDP; and
3. The Individual Contract and its General Terms and Conditions, which you would be expected to sign in the event you are the selected Offeror in this procurement process.

Should you be interested and decide to submit an offer for this assignment, kindly send them no later than *[indicate* ***date and time for submission****]* to the address below :

United Nations Development Programme

*[Indicate address and contact details (telephone, fax, email)]*

Attention *: [indicate name of focal person]*

If you decide not to submit an offer, we would appreciate if you would advise us accordingly, preferably indicating the reasons for declining this invitation.

In the meantime, we look forward to your favorable response, and thank you in advance for your interest in working with UNDP.

Sincerely,

*[insert: Signature, name, title of UNDP authorized signatory]*

1. *This form shall be used only for IC assignments where experts sourced from any roster need to be directly invited to submit an offer.* ***[This footnote is only intended for UNDP staff using this standard form, and must be deleted in the actual letter that will be sent to a prospective offeror to an IC assignment.]***  [↑](#footnote-ref-1)