**NOTE TO THE FILE**

**Justification for the Engagement of an Individual Contractor**

**Based on a Direct Contracting Modality**

|  |  |
| --- | --- |
| Name of the Proposed Individual Contractor |  |
| Key Qualifications |  |
| Contract Duration |  |
| Brief Description of the Assignment |  |
| Major Outputs for this Assignment |  |
| Contract Value for this IC |  |
| Effective Daily Fee (All Inclusive) |  |
| Cumulative Contract Amount the Past 12 months |  |
| Payment Terms for this IC |  |
| Result of Evaluation of Offer Against Requirements of the TOR |  |
| Why is an IC being used for this assignment? |  |
| Is an Extension of this IC Likely? Why or Why not? |  |
| Is the Justification for Direct Contracting Based on FRR 121.05 Below? If not, pls. explain |  |
| Value for Money Assessment |  |
| Quality Assurance Mechanism |  |
| Risk Mitigation Mechanism |  |

**Check and Explain the Justification for Direct Contracting In Accordance with UNDP FRR 121.05**

|  |  |  |
| --- | --- | --- |
| **Circumstances That Allow the Use of Direct Contracting** | **Check the Applicable Justification** | **Explanation on why this Justification Applies to the Case** |
| The value of the procurement is below USD 5,000  ($10,000 if approved by the Bureau) |  |  |
| There is no competitive marketplace for the requirement |  |  |
| There has been a previous determination or there is a need for standardization |  |  |
| The proposed procurement is a result of cooperation with other organizations within the UN system |  |  |
| Offers for identical requirements have been obtained competitively within the past 18 months and the prices and conditions offered remain competitive |  |  |
| The proposed procurement contract is for the purpose of purchasing or leasing property |  |  |
| There is a genuine exigency for the requirement |  |  |
| The proposed contract is for relevant services that cannot be objectively evaluated |  |  |
| The CPO has otherwise determined that formal solicitation will not yield satisfactory results |  |  |

This Note-to-File was Prepared and Submitted by:

Signature

Name

Designation

Date Signed

The justification on this Note to File is sufficient and the Direct Contracting of the IC is hereby approved by:

Signature

Name

Designation

Date Signed