**CONSULTANCY DURATION AND DAILY FEE APPROVAL FORM**

**Objectives:**

The approval of Individual Contractors (IC) contract exceeding 24 months prior to contract signature aims to ensure that the IC contractual modality, despite exceeding 24 months, is being used for its correct purposes. For the correct use of IC, see [clause 6 of the IC policy](https://popp.undp.org/node/2136)

The approval of IC whose daily fee exceeds US$ 1,800 prior to contract signature also aims to ensure that, despite the fee that is higher than established scale, a sound and reasonable value-for-money assessment has been established to justify the daily fee.

Both approval from the Regional Bureau are required and in compliance with the IC policy on “Limits of delegation of Authority/ Duration”. Further information regarding IC policy (clauses 15-19 of the IC policy) and the above limits can be obtained in the procurement section of POPP see [clauses 15-19 of the IC policy](https://popp.undp.org/node/2136).

**GENERAL INFORMATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| Country Office: |  | Submission by: |  |
| Project Title: |  | **Requisition No & Fund Code:** |  |
| Project Number: |  | **Contact No.:** |  |

**CONSULTANT DETAILS:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  |  |  |
| **Duration[[1]](#footnote-1)** | From: dd/mm/yy | To: dd/mm/yy |  |
|  | (No. of days if applicable) |  |  |
| **Type of assignment;** |  | | |
| **(Attached TOR)** |  |  |  |

|  |
| --- |
| **Justification for Duration Exceeding 24 months:** |
| **Justification for Daily Fee Exceeding US$ 1,800:** |
| **Potential Risks, Mitigating Measures and Quality Assurance:** |

|  |
| --- |
| Endorsement by Head of the Business Unit:  Name & Titlte: Signature: Date: |

**BUREAU DIRECTOR DECISION:**

|  |
| --- |
| Reviewed by  Name: Signature: Date: |
| Recommendation/ Comments: |
| Approval Rejection  Name: Signature: Date: |

1. *List all contracts over the past 24 months including their durations, including the proposed contract/extension period* [↑](#footnote-ref-1)