

**OFFEROR'S LETTER TO UNDP  
CONFIRMING INTEREST AND AVAILABILITY  
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

Date 26 September 2022

Selva Ramachandran  
Resident Representative  
United Nations Development Programme  
15<sup>th</sup> Floor, Rockwell Business Centre, Sheridan Street  
Cor United Streets, Brgy. Highway Hills  
Mandaluyong City 1550

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of **Sr. Transport Specialist** under the “**UNDP Promotion of Low Carbon Urban Transport Systems**” Project;
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) 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;
- D) 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 *[delete this item if the TOR does not require submission of this document]*;
- E) I hereby propose to complete the services based on the following payment rate: *[please check the box corresponding to the preferred option]*:
  - ☐ An all-inclusive daily fee of *[state amount in words and in numbers indicating currency]*
  - ☒ A total lump sum of **Nine thousand eight hundred forty one dollars and 4 cents US (USD 9831.4)**, payable in the manner described in the Terms of Reference.
- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- G) 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;
- H) This offer shall remain valid for a total period of \_\_\_\_\_ days *[minimum of 90 days]* after the submission deadline;

I) 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 *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*

J) If I am selected for this assignment, I shall *[please check the appropriate box]:*

- ☐ Sign an Individual Contract with UNDP;
- ☐ Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

K) I hereby confirm that *[check all that applies]:*

☒ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;

☐ I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

L) 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.

M) **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.

N) 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.

- O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES ☐ NO ☒ If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

- P) Do you have any objections to our making enquiries of your present employer?

YES ☐ NO ☒

- Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES ☐ NO ☒ If answer is "yes", WHEN?

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

Full Name	Full Address	Business or Occupation
Noriel Christopher Tiglaio, Ph. D.	University of the Philippines National College for Public Administration and Governance	
Alvin Mejia		
Rachel Basas		

- S) 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)?

YES ☐ NO ☒ If "yes", give full particulars of each case in an attached statement.

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 service contract or special services agreement without notice.

DATE: 26 September 2022

SIGNATURE: 

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, Professional Certification, Employment Records /Experience
- ☒ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

☒ Brief Description of Approach to Work (if required by the TOR)

**BREAKDOWN OF COSTS<sup>1</sup>**  
**SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

**A) Breakdown of Cost by Components:**

<b>Cost Components</b>	<b>Unit Cost</b>	<b>Quantity</b>	<b>Total Rate for the Contract Duration</b>
<b>I. Personnel Costs</b>			
Professional Fees	115.66 USD/day	85 person days	USD 9831.4
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
<b>II. Travel<sup>2</sup> Expenses to Join duty station</b>			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
<b>III. Duty Travel</b>			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			

**B) Breakdown of Cost by Deliverables\***

<b>Deliverables</b> <i>[list them as referred to in the TOR]</i>	<b>Percentage of Total Price (Weight for payment)</b>	<b>Amount</b>
<ul style="list-style-type: none"> <li>EV test run framework for Iloilo City</li> <li>EV test run framework for Baguio City</li> </ul>	20%	1966.3
<ul style="list-style-type: none"> <li>EV deployment plan for Iloilo City</li> <li>EV deployment plan for Baguio City</li> <li>Documentation of training of personnel for the deployment (Iloilo City and Baguio City)</li> </ul>	30%	2949.4

<sup>1</sup> The costs should only cover the requirements identified in the Terms of Reference (TOR)

<sup>2</sup> Travel expenses are not required if the consultant will be working from home.

<ul style="list-style-type: none"> <li>• Documentation of EV test run in Iloilo City (photos and video)</li> <li>• Documentation of EV test run Baguio City (photos and video)</li> </ul>	10%	983.1
<ul style="list-style-type: none"> <li>• Analysis and Recommendation for Iloilo City</li> <li>• Analysis and Recommendation for Baguio City</li> <li>• Training reports and documentation for Iloilo City</li> <li>• Training report and documentation for Baguio City</li> </ul>	40%	3932.6
Total	100%	USD 9831.4

*\*Basis for payment tranches*

## BRIEF DESCRIPTION OF APPROACH TO WORK

### 1. EV Test Run Framework

- The consultant will work with a reference data collection framework based on preceding studies by Tria, et. Al (unpublished, DOST and DOE), where the researchers conducted data collection for a defined period.
- Priority data of interest will be: (1) speed; (2)
- Data to be collected will utilize open-source platforms for cost-efficiency.
- The set of indicators will be based initially on those in the succeeding table. The exact parameters to be collected will depend on applicability and availability of resources. The framework will also be consulted with the
- Additional data will be collected with collaboration with LGUs and operators on route characteristics

**Table 1. Vehicle Performance Parameters**

<b>Indicator</b>	<b>Description</b>	<b>Unit</b>	<b>Data source, Measurement and Tool</b>
<b>Actual Speed</b>	The actual speed monitored during the test run.	kph	SafeTravelPH
<b>Vehicle kilometers</b>	The total distance traveled by the vehicle	km	SafeTravelPH
<b>Idling</b>	The amount of time spent at near zero speed during test run	minutes	SafeTravelPH
<b>Acceleration/deceleration</b>	The increase/decrease in speed over the time the vehicle traveled and over the route		SafeTravelPH
<b>Actual electricity consumption</b>	The total electricity consumed by the vehicle over the monitoring period	kWh/km	TBD
<b>Charging rate</b>	The actual charging time needed to reach full capacity	hours	Field report

<b>Number of recharges per day</b>	The number of recharges needed during the test period	count	Field report
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**Table 2. Route Characteristics**

<b>Parameter</b>	<b>Description</b>	<b>Unit</b>	<b>Data source, Measurement and Tool</b>
<b>Traffic composition</b>	The composition of traffic along key corridors covered by the route.	Number of vehicles/PCU	LPTRP
<b>Traffic speed</b>	The vehicle speed on the corridors covered by the route	kph	LPTRP
<b>Speed without idling</b>	The average vehicle speed when running on the route without idling	kph	Derived
<b>Passenger ridership</b>	The estimated ridership of the route	persons	LPTRP
<b>Gradient/slope</b>	The steepness observed in the proposed route or sections of the route	%	GIS, topographic maps
<b>Congestion/idling points</b>	The points on the route where there is frequent congestion or idling over time	n/a	GIS, SafeTravelPH
<b>Stops</b>	The indicated points for boarding and alighting along the route	n/a	LPTRP

## 2. EV Test Run Deployment Plan

- The consultant will work with the other experts to conduct a series of planning sessions with the respective local government units. The series of consultations will firm up the following:
  - Routes to be covered by the EV test and demo runs



- The number of units and models to be tested
  - Logistic arrangements for bringing EVs to the respective cities
  - Technical requirements for deployment
  - An open call for participation will be done alongside DOTr, LTFRB, and LGU to invite manufacturers and/or distributors to participate in the test run on respective LGUs.
3. Analysis and Recommendation
- Following the EV Test Run framework, the consultant will analyze the baseline results of the test run separately for the two LGUs.
  - The analysis will highlight charging constraints and requirements, market analysis, institutional arrangements of the current market, operational requirements.
4. Training Reports
- The consultant, alongside the other experts, will provide trainings for LGUs highlighting EV performance and operations, measurement and data collection, and succeeding analysis for future application and adoption of EVs.
  - The reports will be crafted alongside other experts of this engagement.