TERMS OF REFERENCE

These are the terms of reference for an independent business case assessment of the location for the PASAI Secretariat.

<table>
<thead>
<tr>
<th>Reference</th>
<th>SP5C1/5/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Home base, with Secretariat visits and with virtual interaction with SAI staff, PASAI Stakeholders, Secretariat staff and consultants as required</td>
</tr>
<tr>
<td>Application deadline</td>
<td>2 December 2019</td>
</tr>
<tr>
<td>Type of Contract</td>
<td>Individual Contractor</td>
</tr>
<tr>
<td>Post Level</td>
<td>International Consultant</td>
</tr>
<tr>
<td>Consultancy Title</td>
<td>PASAI’s Secretariat location independent assessment</td>
</tr>
<tr>
<td>Languages required:</td>
<td>English</td>
</tr>
<tr>
<td>Duration of Initial Contract:</td>
<td>20 working days, intermittent, with draft report deliverable in February 2020.</td>
</tr>
</tbody>
</table>

BACKGROUND

Under PASAI’s Charter, the PASAI Congress holds the power to determine the location of the Secretariat, on the Governing Board’s recommendation.

Since its inception in 1987, the Secretariat of SPASAI (as it was then known) was based in the office of the SAI who was appointed Secretary-General. The head of the SAI was historically also the Secretary-General, although this is not a requirement of the current Charter. SAI Tonga hosted the Secretariat and held the Secretary-General role from 1988 to 1994, and then passed these to SAI New Zealand where it has remained since then.

One of the main objectives of the Pacific Regional Audit Initiative (PRAI), adopted by the 11th Congress in Rarotonga, Cook Islands in 2008 was to establish an enhanced Secretariat. The Rarotonga Congress adopted principles to guide its decision on the
location of the enhanced Secretariat. The Charter requires the Governing Board to review the Secretariat’s location at least once every four years.

In 2009, the PASAI Congress approved the establishment of the enhanced Secretariat in Auckland, and the formation of PASAI Incorporated as a legal vehicle for PASAI to operate in New Zealand. Further Congress considerations of the Secretariat’s location were completed in 2013 (Guam), in 2015 (Vanuatu) and in 2016 (Pohnpei) which on each occasion endorsed the Secretariat remaining in Auckland. The Governing Board advised Congress that further evaluation would be undertaken before the decision on the first right of renewal of the Auckland Secretariat office lease on 31 December 2019.

The 2018 Congress (Australia) agreed that the process to review the future location of PASAI’s Secretariat given the end of the lease on the Auckland office in December 2019 would be for a business case to be prepared by the Chief Executive to inform the Governing Board and the 2019 Congress.

In February 2019 the Governing Board was provided information outlining important factors that needed consideration. Information was also provided by PASAI’s development partners and obtained from the members and stakeholders through the independent PASAI mid-term review. The Governing Board sought Congress approval to activate the first right of renewal of the current Office lease and recommended that an assessment by an independent person on the cost and benefits of a change in the location should be carried out and presented to Congress 2020 to provide independently sourced information to inform PASAI member’s decision.

The 2019 Congress supported the engagement of an independent party to conduct an independent business case assessment of the location of the Secretariat to inform Congress member decisions at Congress 2020. This timeline enables an orderly transition to a new location before the second right of renewal on 31 December 2021, if a move is supported by the Congress.

**DUTIES AND RESPONSIBILITIES**

**Scope of Work**

The consultant will perform the following services for PASAI:

Conduct an assessment of the impact of the PASAI Secretariat’s geographical location on the achievement of PASAI’s strategic goals, governance, and operations, including financial and non-financial impacts. Particular reference points will be:

(a) The principles adopted to guide PASAI decision on the location of the enhanced Secretariat at the 2008 PASAI Congress in the Cook Islands;
(b) Issues related to, but not limited to, Secretary-General designation, operating environment (such as operational costs and benefits, capability, accessibility, efficiency, etc.), health and safety, impact on personnel

(c) Perspectives of members SAIs, stakeholders and development partners; and

(d) Short and long-term impacts, including any transition impacts.

**Expected Outputs and Deliverables**

The key products to be delivered are as follows:

<table>
<thead>
<tr>
<th>No</th>
<th>Deliverable description</th>
<th>Indicative completion date</th>
<th>No of working days</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Independent Report on the result of the assessment including:</strong></td>
<td>Draft report to Chief Executive, Chair and Secretary-General early February, draft report to Governing Board end February 2020.</td>
<td>20 days</td>
</tr>
<tr>
<td></td>
<td>(a) the key strategic, governance, and operational issues associated with the location of the Secretariat;</td>
<td>Final report April 2020</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(b) any impacts on Secretariat performance related to location;</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(c) any impact and challenges that would be encountered by a change in location; and</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(d) the significant risks identified which might impact on the Congress decision on the Secretariat’s location.</td>
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<td></td>
</tr>
</tbody>
</table>

**Duration of work - Timeframe**

The envisaged time frame of the consultancy is up to 20 person days of work input for the engagement between December 2019 and April 2020. All deliverables under these TOR are to be delivered by 30th April 2020.

**Duty Station**

The duty station for this assignment is home based with some anticipated days at the Secretariat office in Auckland, New Zealand but with no anticipated days of travelling in the Pacific.

**The Consultant Profile**

The prospective consultant should have significant experience evaluating business models, using quantitative and qualitative analysis techniques to consider the impact of geographic location on all aspects of an organisation’s operation, and an understanding of the Pacific public financial management environment.
The consultant will need to engage with a wide range of senior stakeholders to understand the particular context and challenges related to the Secretariat location decision and to identify keys facts to enable an informed decision. The consultant will need to identify practical options for the future location supported by evidence and to present the necessary steps to enable transition if a change is recommended and supported by the Governing Board and Congress.

**Institutional Arrangement**

The work will be performed under the oversight of PASAI’s Chief Executive, who will facilitate access to all necessary information for the assessment. Reporting is to the Governing Board to support a recommendation to the PASAI Congress.

The Secretariat staff will also be available to provide guidance and necessary information relating to the work.

Any logistical support requirements (including setting up virtual meetings, etc) will be met by the Office Coordinator.

Full access will be provided to documentation, personnel, Governing Board and Congress members.

**COMPETENCIES**

The Consultant must have the following competencies:

(a) Experience in evaluation of business models and considering how organisational structure impacts on effectiveness and efficiency and achievement of strategic outcome goals.

(b) Ability to understand the role SAIs’ play in effective governance systems, and the challenges facing public sector auditors.

(c) Ability to understand the goals of the PASAI programme, including the policy goals of PASAI’s development partners and non-member stakeholders.

(d) Ability to understand the role of regional organisations in the Pacific, particularly in a public sector context.

(e) Well-developed quantitative and qualitative analytical skills.

(f) Well-developed report writing skills

(g) Demonstrates integrity and fairness by modelling PASAI values and ethical standards.

(h) Display cultural, gender, nationality, religious and age sensitivity and adaptability.
REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications

An undergraduate degree of any discipline. Post-graduate qualifications would be an advantage.

Experience

Experience in business advisory is essential. Experience should include providing advice to governance bodies and stakeholders on business models, including financial, legal and operational impacts supported by quantitative and qualitative analysis. Experience in a public sector environment and evaluating geographical location impacts on achievement of strategic goals in the Pacific region context is preferred.

Language requirements

Full competency in English is a requirement.

Price Proposal and Schedule of Payments

Daily Fee
The IC shall quote an all-inclusive Contract Fee for this consultancy work. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the assignment are already factored into the Contract fee submitted in the proposal. If applicable, travel or daily allowance cost (if any work is to be done outside the IC’s duty station) should be identified separately.

Payments
Payment will be made after the assignment deliverables are completed on time and to the required standard.

General Notes on Financial Offer
In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses will be agreed upon, between PASAI and the Individual Consultant, prior to travel and will be reimbursed.

Cumulative analysis
The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as a) responsive/compliant/acceptable; and b) having received the highest score out of set of weighted technical criteria (70%) and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by PASAI for the assignment.
**Technical Evaluation Method and Criteria**

The candidates meeting the minimum requirement will be assessed on the following basis:

<table>
<thead>
<tr>
<th>Criteria 1</th>
<th>Significant experience evaluating business models, using quantitative and qualitative analysis techniques to consider the impact of geographic location on all aspects of an organisation’s operation, and achievement of strategic outcome goals.</th>
<th>50%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criteria 2</td>
<td>Ability to understand the role SAIs’ play in effective governance systems, and the challenges facing public sector auditors and ability to understand the goals of the PASAI programme, including the policy goals of PASAI’s development partners and non-member stakeholders.</td>
<td>15%</td>
</tr>
<tr>
<td>Criteria 3</td>
<td>Understanding of the Pacific public financial management environment.</td>
<td>5%</td>
</tr>
<tr>
<td>Financial offer</td>
<td></td>
<td>30%</td>
</tr>
</tbody>
</table>

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

**Payment for Services**

The Consultant shall receive full payment upon submission and clearance of Deliverable 1.

**Documents To Be Included When Submitting The Proposals.**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications in **one single PDF document**:

1) Completed **Letter of Confirmation of Interest and Availability** using the template provided by PASAI *(Annex II)*.

2) **Personal CV**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.

3) **Financial proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided *(Annex II)*

Incomplete, joint proposals and proposals sent to the wrong mailing address will not be accepted. Individuals applying for this consultancy should apply and will be reviewed.
based on their own individual capacity. The successful individual will sign an Individual Contract with PASAI by indicating this in the Offeror’s Letter to PASAI Confirming Interest and Availability, using Annex II.

Annexes

a) Annex I - PASAI Contracts for Services terms and conditions
b) Annex II – Offeror’s Letter to PASAI Confirming Interest and Availability for the Individual IC, including Financial Proposal Template

Proposal Submission

a) All applications must be clearly marked with the title of the consultancy and submitted by 5.00pm, 2nd December 2019 (New Zealand Time) electronically to tiofilusi.tiueti@pasai.org.

b) For further information concerning this Terms of Reference, please contact, PASAI Chief Executive on email: tiofilusi.tiueti@pasai.org

c) Incomplete applications will not be considered, and only candidates for whom there is further interest will be contacted.

d) Women applicants are encouraged to apply.
CONTRACT FOR SERVICES

Between

The Pacific Association of Supreme Audit Institutions, by and through Pacific Association of Supreme Audit Institutions Incorporated, a society incorporated under the Incorporated Societies Act 1908 (NZ) ("PASAI")

And

[Name], [Occupation], of [home town and country] ("Consultant")
PURPOSE

(a) PASAI wishes to engage the Consultant to perform services for the engagement entitled *Independent business case assessment of the location for the PASAI Secretariat.*

(b) The Consultant agrees to provide the services to PASAI, on the terms and conditions set out in this Contract and the signed *Offeror’s Letter to PASAI Confirming Interest and Availability for the Individual Contractor (IC) Assignment*, which forms part of this Contract.

NATURE OF THIS CONTRACT

(a) This is a contract for services, and is not to be construed as a contract of employment, partnership, joint venture, or agency.

(b) This Contract is governed by the laws of New Zealand, and is subject to the sole jurisdiction of the courts of New Zealand.

AGREEMENT

1. Term

The Contract will take effect from the date of execution by both parties (“commencement date”), and will expire on [date], unless renewed or extended by written agreement.

2. Consultant’s obligations

2.1 The Consultant must provide the services specified in *Schedule 1 (Terms of Reference)*:

   2.1.1. subject to PASAI’s direction and control;
   
   2.1.2. in accordance with the duties and responsibilities specified in *Schedule 1*; and
   
   2.1.3. generally, in a manner that seeks value for money and contributes to PASAI’s objective of helping its member organizations to improve the quality of public sector auditing in the Pacific to uniformly high standards.

2.2. The Consultant will be responsible to PASAI’s Chief Executive (“Chief Executive”) for the provision of the services and her performance against the contract deliverables. The Consultant must also fulfill [his/her] responsibilities in coordination with other PASAI personnel, as required and as directed by the Chief Executive.

2.3. The Consultant’s work will be performed at [his/her] home office location.

2.4. The Consultant must perform the services personally and must not assign this Contract, or subcontract the provision of the services in whole or in part, to any other person.
2.5. When providing the services the Consultant must:

2.5.1. act in accordance with the highest ethical standards, comply with PASAI’s Code of Conduct.

2.5.2. adhere to all applicable organizational, project reporting, and administrative policies and procedures of PASAI, as directed by the Chief Executive (including, without limitation, those relating to conflicts of interest, workplace health and safety, and child protection);

2.5.3. not represent [him/herself] as acting on behalf of PASAI, other than when performing services in accordance with this Contract; and

2.5.4. generally, act in a manner that recognises, and is consistent with, PASAI’s status as the association of supreme audit institutions (“SAIs”) in the Pacific region and a regional working group of the International Organization of Supreme Audit Institutions (“INTOSAI”).

2.6. The Consultant must take good care of any of PASAI’s equipment or facilities made available to [him/her] for the purpose of providing the services. When present on PASAI’s premises, the Consultant must act in accordance with all laws, policies and procedures applying to PASAI personnel, including those relating to health and safety in the workplace and child protection.

2.7. The Consultant will be solely responsible for:

2.7.1. the payment of all applicable taxes, and for filing the necessary tax returns with the relevant tax authorities;

2.7.2. providing [his/her] own laptop and computer supplies; and

2.7.3. [his/her] own insurance arrangements, including cover for any injury, illness, death or disability of the Consultant while performing the services.

3. PASAI’s obligations

3.1. PASAI will give the Consultant sufficient information and support to enable [him/her] to provide the services, to the required standards.

3.2. PASAI will not be legally responsible for the Consultant’s health and safety in relation to [his/her] working environment in [his/her] home office location.

4. Fees, expenses and travel

4.1. Subject to clauses 4.2 and 4.3, PASAI must pay the fees specified in Schedule 1.

4.2. PASAI will pay the fees, and any applicable expenses, at the completion of the contract deliverables, as follows:

4.2.1. The Consultant will send an invoice
4.2.2. The Consultant will provide the Office Coordinator with information for direct deposits to [his/her] bank account.

4.2.3. By the 15th of the following month, PASAI will make payment on the invoice directly to the Consultant's account.

4.3. Unless the Chief Executive agrees in advance, all travel arrangements must be booked by PASAI's Office Coordinator. The Consultant will travel by the most direct and economical means available.

5. Contract management

5.1. The Consultant must:

5.1.1. keep full and accurate records of the services and the work done to provide them;

5.1.2. report to the Chief Executive in accordance with Schedule 1;

5.1.3. when reasonably required, provide any other written and verbal reports in a form required by the Chief Executive on any matter associated with the services; and

5.1.4. make available to the Chief Executive, or anyone appointed by him, any records or other information he may reasonably request in relation to the provision of the services or the Consultant’s performance under this Contract.

5.2. If the Consultant fails, in PASAI’s reasonable opinion, to meet the specified standards and deliverables, PASAI may:

5.2.1. require the Consultant to remedy the deficiency or perform additional work, at [his/her] own expense and within a time specified by the Chief Executive;

5.2.2. withhold payment of an invoice until the deficiency has been remedied or additional work has been performed;

5.2.3. reduce the amount of a payment or require the Consultant to refund an amount already paid; or

5.2.4. terminate this Contract under clause 12.1.

5.3. PASAI must:

5.3.1. inform the Consultant promptly of any concern it has about the standard of the services or [his/her] performance;

5.3.2. give the Consultant written notice of any intended action under clause 5.2, and allow [him/her] at least 5 working days to respond to the notice; and

5.3.3. give the Consultant written reasons for any decision to withhold, reduce, or seek refund of any payment.

5.4. The steps specified in clause 5.3 do not limit any other remedies available to PASAI, whether under this Contract or otherwise.
6. Intellectual property

6.1. PASAI has the rights to all intellectual property developed by the Consultant in providing the services. In relation to that property:

6.1.1. The Consultant assigns to PASAI the title to, and any rights which the Consultant may hold in, the property from the date it was developed.

6.1.2. If a third party (other than INTOSAI or another SAI) holds title to any of the property, the Consultant must ensure that the third party assigns his, her or its title to or rights in that property to PASAI, from the date it was developed.

6.1.3. The Consultant waives, and must on request by PASAI ensure that any third party waives, all moral rights in the property under Part 4 of the Copyright Act 1994 (NZ).

6.2. The Consultant warrants that [s/he] has intellectual property rights to all materials, resources, knowledge, and other intellectual property which [s/he] uses or applies, or intends to use or apply, when providing the services (except for materials or resources that are publicly available or provided to [him/her] by INTOSAI, PASAI, or an SAI expressly for the purpose of providing the services).

6.3. When providing the services, the Consultant must not use or develop anything that infringes the intellectual property rights of a third party.

7. Confidentiality

7.1. The Consultant acknowledges that any information obtained in performing this agreement must be treated as confidential, and will not be shared outside the PASAI community without the express written consent of the Chief Executive.

7.2. The Consultant must take such steps as are necessary to ensure that all information that is developed or comes into [his/her] possession as a result of this Contract is kept secure at all times. The Consultant will be solely responsible for such arrangements at [his/her] home office location and while travelling on PASAI business. [modify as required – remove reference to home office if inapplicable]

7.3. At the end of the term, the Consultant must return to PASAI all equipment, items, and materials which belong to PASAI or contain confidential information.

8. Unforeseen events

8.1. Neither party will be liable for any act, omission, or failure to fulfil its obligations under this Contract if the act, omission or failure arises from any cause reasonably beyond its control. The party concerned must immediately notify the other in writing of the nature and effect of the unforeseen event.

8.2. The parties may, after considering any damage, loss or other effect of an unforeseen event, vary this Contract in accordance with clause 11.
9. Conflicts of Interest

9.1. The Consultant warrants that [s/he] has no direct or indirect interest, whether financial or otherwise, that will affect [his/her] ability to perform the services impartially and in the interests of PASAI.

9.2. The Consultant must inform the Chief Executive immediately [s/he] becomes aware of any actual or potential conflict of interest (as described in PASAI’s conflicts of interest policy) which could affect [his/her] ongoing compliance with clause 9.1.

9.3. On receipt of a notice under clause 9.2, PASAI must assess the interest and decide if, in its sole opinion, the interest conflicts with the Consultant’s obligation to perform the services impartially and in the interests of PASAI.

9.4. If PASAI considers a conflict of interest is capable of being managed without needing to terminate this Contract under clause 12.2(c), the Consultant must co-operate fully in PASAI’s management of the conflict.

10. Disputes

10.1. The parties must take all reasonable steps to resolve any dispute that may arise in connection with the provision of the services or the performance of this Contract.

10.2. Either party may give the other written notice of a dispute, and require the other party to enter negotiations in an attempt to resolve it.

10.3. If a dispute has not been resolved by negotiations within 10 working days of written notice under clause 10.2, either party may initiate mediation by giving written notice to the other. If the parties cannot agree within a further 5 working days on who is to mediate the dispute, PASAI must ask the Chairperson of Lawyers Engaged in Alternative Dispute Resolution (LEADR) in New Zealand to appoint a mediator.

10.4. A dispute that is not settled by mediation within one month of the notice of mediation (or such later time as both parties may agree) will be referred to arbitration under and in accordance with the Arbitration Act 1996 (NZ).

10.5. Until any dispute is resolved, the parties must continue to perform their respective obligations under this Contract unless the Contract has expired or PASAI has terminated the Contract under clause 12.2.

10.6. The costs of mediation and arbitration will be met equally by the parties.
11. Variation

11.1. This Contract may be varied by agreement in writing between the parties.

11.2. Despite clause 11.1, PASAI may at any time amend the description of the services in Schedule 1. PASAI will provide an opportunity for the Consultant to comment on any such changes before they are made, and will send the Consultant a copy of the amended Schedule in accordance with clause 14. Once sent to the Consultant, the amendment will take effect as a variation of this Contract.

11.3. Any variation will be read together with, and form part of, this Contract.

12. Termination

12.1. PASAI may terminate this Contract by giving no less than 5 working days' written notice. Without limiting this clause, PASAI may give notice of termination if the scope, direction or funding of the services undergo significant change affecting the viability of the project or the services.

12.2. The Consultant may terminate this Contract by giving no less than 20 working days' notice.

12.3. PASAI may terminate the Contract with immediate effect on giving written notice to the Consultant, if the Consultant has:

12.3.1. breached any of clauses 2.4, 2.5, 2.6, or 7, or has otherwise (in PASAI's reasonable opinion) committed serious misconduct;

12.3.2. breached, or failed to perform in a satisfactory manner, any other obligation under this Contract and has failed to remedy the breach or failure within 5 working days of being given written notice by PASAI (including notice under clause 5.3); or

12.3.3. failed to declare a relevant interest under clause 9 or has declared an interest which, in PASAI's opinion, irremediably affects [his/her] ability to provide the services impartially and in the interests of PASAI.

12.4. If the Contract is terminated under clause 12.1, 12.2 or 12.3, PASAI's obligation to pay the Consultant is limited to services provided until, and including, the date of termination.

13. Liability

13.1. Neither party will be liable to the other for damages, compensation or any other remedy at law or equity for terminating this Contract.

13.2. Despite clause 13.1, the Consultant indemnifies PASAI against any liability, loss (whether direct, indirect, or consequential) or expense that PASAI may incur as a result of the Consultant:

13.2.1. failing to provide the services;
13.2.2. providing the services in a manner that is unlawful or negligent; or
13.2.3. wilfully breaching this Contract.

13.3. Expiry or termination of this Contract does not otherwise affect the parties’ rights or liabilities under the Contract.

13.4. Clauses 6 and 7 survive expiry or termination of this Contract

14. Contacts and Notices

14.1. The parties’ addresses for notices and other communications are: [specify]

14.2. Notices under this Contract may be delivered by email or fax if the Consultant is located outside of New Zealand, or by email, fax or in person if the Consultant is located in New Zealand.

_________________________________________

SIGNED for and on behalf of PASAI by the Chief Executive

Date: Click here to enter a date.

In the presence of:

Name:___________________________________

Signature________________________________

Designation_____________________________

_________________________________________

SIGNED by [name]

Date: Click here to enter a date.

In the presence of:

Name:___________________________________

Signature________________________________

Designation_____________________________
SCHEDULE 1

TERMS OF REFERENCE
Annex II

OFFEROR’S LETTER TO PASAI
CONFIRMING INTEREST AND AVAILABILITY
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date ______________________

Chief Executive
PASAI Secretariat
Suite 7, Level 2, Heards Building
168 Parnell Road
Auckland 1052
New Zealand

Email: tiofilusi.tiueti@pasai.org

Dear Sir,

I hereby declare that:

a) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [indicate title of assignment] under the [state project title];

b) I have also read, understood and hereby accept PASAI’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: [pls. 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 [state amount in words and in numbers, indicating exact currency], 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 II;

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 PASAI'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 the PASAI Secretariat [disclose the name of the relative, the PASAI Secretariat employing the relative, and the relationship if, any such relationship exists]:

j) If I am selected for this assignment, I shall [pls. check the appropriate box] sign an Individual Contract with PASAI;

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 PASAI;
- I am currently engaged with PASAI and/or other entities for the following work:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Contract Type</th>
<th>PASAI work / Name of Institution/Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Contract Type</th>
<th>Name of Institution/Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
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<tbody>
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</table>
l) I fully understand and recognize that PASAI 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 PASAI 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 PASAI recently separated, pls. 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.

Full Name and Signature: ________________________________________________________________________

Date Signed: ________________________________________________________________________________

Annexes [pls. check all that applies]:

- [ ] CV
- [ ] 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
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

### A. Breakdown of Cost by Components:

<table>
<thead>
<tr>
<th>Cost Components</th>
<th>Unit Cost</th>
<th>Quantity</th>
<th>Total Rate for the Contract Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I. Personnel Costs</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Fees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Life Insurance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Insurance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communications</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Land Transportation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Others (pls. specify)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>II. Travel Expenses to Join duty station</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Round Trip Airfares to and from duty station</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Living Allowance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel Insurance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Terminal Expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Others (pls. specify)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>III. Duty Travel</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Round Trip Airfares</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Living Allowance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel Insurance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Terminal Expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Others (pls. specify)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
B. **Breakdown of Cost by Deliverables**

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Percentage of Total Price (Weight for payment)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deliverable 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
<td>NZD ......</td>
</tr>
</tbody>
</table>

*Basis for payment tranches*