

PROPOSED ORGANIZATION	UNITED NATIONS  NATIONS UNIES	OGS CONTRACT NO.
	<b>SUPPLEMENTARY DATA FOR AN INSTITUTIONAL OR CORPORATE CONTRACTOR</b>	

1. *Purpose.* Explain the need for the advisory service or assistance required, its relation to the Unit's work programme, and in particular what special skills or knowledge are required to perform it.

Ultimate use of services:

Legislative authority:

TITLE AND IDENTIFICATION NO. OF PROGRAMME/PROJECT, IF REGULAR BUDGET	OFFICER IN CHARGE OF PROJECT	TELEPHONE EXT.

2. Explain the duration of the contract and the maximum amount budgeted for the purpose. If a specific fee is proposed, the basis must be explained.

TIME RELATED       PRODUCT DELIVERY       PROPOSED FEE:

3. Is any other department or office of the Secretariat or any other organization of the United Nations involved in similar work to the best of your knowledge?      NO       YES

If yes, please specify:

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4. Source of Funds:      REGULAR BUDGET <input type="checkbox"/> EXTRA BUDGETARY <input type="checkbox"/>	5. Cost of Travel (if any):  TRAVEL : _____ PER DIEM: _____ OTHER : _____ TOTAL : _____
6. Estimated amount of actual time to be worked:  _____ Work Days/Weeks/Months	

PLEASE TURN OVER

7. List the organizations considered in your order of preference and state their nationality, and, if previously employed in any capacity by the United Nations, the dates of the last engagement.

ORGANIZATION	DATES OF LAST ENGAGEMENT	NATIONALITY
a.	to	
b.	to	
c.	to	
d.	to	
e.	to	
f.	to	

State briefly the reasons for your order of preference.

8. I certify to the best of my knowledge that this work has not been done previously, and that it cannot be done by the regular staff for the following reason(s):

SIGNATURE OF HEAD OF THE SUBSTANTIVE OFFICE: \_\_\_\_\_

TITLE:

DATE:

9. I certify that the funds are available for this contract.

ALLOTMENT ACCOUNT CODE

CERTIFYING OFFICER: \_\_\_\_\_

DATE:

10. If the Institutional or Corporate Contractor consists primarily of one or two individuals, the appropriate personnel service must indicate below its approval:

Agreed, on behalf of the Office of  
Human Resources Management: \_\_\_\_\_

SIGNATURE

TITLE:

DATE: