 UN-Habitat

**CHECKLIST FOR REQUEST FOR SERVICES FOR UNOPS CONTRATORS**

**(This checklist constitutes a formal request by authorized PMOs/Focal Points for contracts from UNOPS)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. **Name of contractor:** | Last Name: |  | | | | |
| First and other names: |  | | | | |
| 1. **Title/Position:** | |  | | | | |
| 1. **Type of contract:** | LICA or IICA |  | | | | |
| 1. **Status of contract:** | New or Extension |  | | | | |
| 1. **Payment type:** | Monthly or Lumpsum |  | | | | |
| 1. **Duty station:** | |  | | | | |
| 1. **Duration of Contract:** | Start date: |  | End date: | | |  |
| Number of months: |  | | | | |
| 1. **Contract details:** | Currency of Contract: |  | | | | |
| Fee per month: |  | | | | |
| 1. **Funds commitment No.:** | |  | | | | |
| 1. **Supporting documents:** | RPA/CV or P11/TOR |  | | | | |
| 1. **Office or Branch name:** | |  | | | | |
| 1. **Requesting Officer:** | Name |  | | | | |
| Signature: |  | | Date: |  | |
| 1. **Focal Person (PMO):**   *(Only Designated PMOs are authorized to send requests for contracts to UNOPS!)* | Name: |  | | | | |
| Signature: |  | | Date: |  | |