



Strengthening the Rule of Law and Human Rights System in Nepal Program



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

**One National Consultant - Strategic Management, Monitoring and Evaluation Expert,
to support for developing "Common Justice Sector Strategy" for justice reform and coordination
ROLHR/UNDP/IC/01/2017 Date: 28 July 2017**

Country: Nepal

Description of the assignment: The consultant, Strategic Management, Monitoring and Evaluation Expert will provide technical support to the team of Consultants in reviewing and analyzing strategic documents from the perspective of strategic management, Monitoring and Evaluation. She/he will provide necessary technical support to ensure the overall quality of the need assessment report and the final consolidated strategic framework on justice reform.

Number of consultant required: 1 (One)

Project name: Strengthening the Rule of Law and Human Rights Protection System in Nepal (ROLHR) Programme

Period of assignment/services (if applicable): A total of 45 working days commencing from 15th August – 31 October 2017.

Duty Station: Kathmandu, Nepal

Proposal should be submitted at the following address: ***Strengthening the Rule of Law and Human Rights Protection System in Nepal (RoLHR) Programme***

Sanepa-2, Lalitpur, P.O. Box 107, Kathmandu, Nepal Tel: 5552339/40, Fax (977-1) 5527443

(Ref.: ROLHR/UNDP/IC/01/2017 Lead Consultant to support for developing "Common Justice Sector Strategy" for justice reform and coordination not later than 17:00 hours (Nepal Standard Time) of 09 August 2017.

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail: ratna.shrestha@rolhr.org or sumedha.shakya@rolhr.org mentioning Procurement Notice Ref: **ROLHR/UNDP/IC/01/2017 Lead Consultant to support for developing "Common Justice Sector Strategy" for justice reform and coordination, on or before 08 August 2017.**

The procurement unit will respond to the inquiries by **09 August 2017**, in writing, including an explanation of the query without identifying the source of inquiry, to all consultants or via email.

Inquiries received after the above date and time shall not be entertained. Inquiries received after the above date and time shall not be entertained.

Any delay in ROLHR/UNDP's response shall be not used as a reason for extending the deadline for submission, unless ROLHR/UNDP determines that such an extension is necessary.

1. Background, Significant of the assignment, Duties and Responsibilities, Core values and guiding principles

Please refer to the attached ToR

2. Required Skills and Experience

I. Education & Experience:

Required skills and experience:

- Advanced Master's degree in Business, Management, Development Studies, Political Science or any relevant subject.
- At least 7-year of experience in formulating and/or facilitating the strategic plan and/or process including formulating Monitoring and Evaluation framework.
- Experience working with National Planning Commission or other institutions in the strategic management and planning sector.
- Familiarity with law and justice system particularly, key justice issues, justice sector coordination and management, local justice mechanism and institutional strengthening in the context of federalism is desirable.
- Excellent analytical and English writing skills.

The team of Consultants will be as diverse as possible with regards to expertise, gender, ethnicity, culture, etc.

3. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSAL

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal:

To be included as part of the proposal:

- A cover letter with a brief presentation of your consultancy explaining your suitability for the work;
- A brief methodology on how you will approach and conduct the work (*limit to under 1500 words*);
- All legal documents i.e. VAT registration, Tax clearance certificate and latest audited financial reports etc.

2. Financial proposal

- Financial proposal indicating a lump sum consultancy fee for the deliverables as per the TOR

3. P11 Form (attached as Annex 3) including past experience in similar projects and at least 3 references.

Note:

- a. The candidate has to be an independent consultant (If the candidate is engaged with any organization, the organization employing the candidate will be issued with a Reimbursable Loan Agreement (RLA) to release the employee for the consultancy with ROLHR/UNDP).
- b. Due to sheer number of applicants, the procurement unit will contact only competitively selected consultant.

4. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

When using this weighted scoring method, the award of the contract should 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 a pre-determined set of weighted technical and financial Criteria specific to the solicitation.

** Technical Criteria weight; 70%*

** Financial Criteria weight; 30%*

Only candidates obtaining a minimum of 49 points in the technical evaluation would be considered for the Financial Evaluation.

Criteria	Weight	Max. Point
<u>Technical</u>	70%	70
Criterion A: <ul style="list-style-type: none">Advanced Master's degree in Business, Management, Development Studies, Political Science or any relevant subject.	25%	25
Criterion B: <ul style="list-style-type: none">At least 7-year of experience in formulating and/or facilitating the strategic plan and/or process including formulating Monitoring and Evaluation framework.Experience working with National Planning Commission or other institutions in the strategic management and planning sector.Familiarity with law and justice system particularly, key justice issues, justice sector coordination and management, local justice mechanism and institutional strengthening in the context of federalism is desirable.Excellent analytical and English writing skills.	30%	30
Criterion C: <ul style="list-style-type: none">Excellent analytical and English writing skills	15%	15
<u>Financial</u>		
<ul style="list-style-type: none">Lowest financial proposal	30%	30

Contract will be awarded to the technically qualified consultant who obtains the highest combined score (financial and technical). The points for the Financial Proposal will be allocated as per the following formula:

$$\frac{\text{Lowest Bid Offered*}}{\text{Bid of the Consultant}} \times 30$$

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- GENERAL CONDITIONS OF CONTRACT FOR THE SERVICES OF INDIVIDUAL CONSULTANT

ANNEX 3- P11 Form

ANNEX 4 - OFFEROR'S LETTER TO ROLHR/UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL

CONTRACTOR (IC) ASSIGNMENT



Empowered lives.
Resilient nations.

Terms of Reference

National Consultants to support for developing "**Common Justice Sector Strategy**" for justice reform and coordination

Location :	Kathmandu, Nepal
Application Deadline :	9-August-2017
Category:	Justice, rule of law, human rights
Type of Contract :	Individual Contract
Post Level :	Consultant
Languages Required :	English
Starting Date : (date when the selected candidate is expected to start)	15-August-2017
Duration of Initial Contract :	45 days
Expected Duration of Assignment :	15 August to 31 October, 2017

Background

UNDP Nepal has been working with the Supreme Court, the Ministry of Law, Justice and Parliamentary Affairs (MOLJPA), the Office of Attorney General, government agencies, national human rights institutions, and civil society organizations to implement the 'Strengthening the Rule of Law and Human Rights Protection System in Nepal' Programme (ROLHR) since 2013. The ROLHR Programme aims to promote the principle of the rule of law in Nepal, as an essential foundation for sustainable peace, human rights, and human development. The Programme focuses on supporting systemic changes in national legislative, policy and institutional structures, and delivering tangible results at the local level.

There are three major components in the Programme related to justice sector coordination, access to justice and human rights. Strengthened coordination among all actors is a central element for the effective delivery of justice. The justice sector reform process is being implemented through Justice Sector Coordination Committees (JSCC) at the central and district levels to support policy dialogue, strategic planning, research, monitoring and evaluation, and pilot activities to improve the administration of justice across the sector. One of the outcomes envisaged by the Programme is the development of a Common Justice Sector Strategy that will institutionalize cooperation across the sector and make justice delivery more effective for all.

Significance of the assignment

Justice sector actors in Nepal are increasingly recognizing the importance of having an integrated justice strategy to strengthen coordination in justice reform efforts. An assessment of the JSCCs conducted by the RoLHR Programme recommended a separate law for justice sector coordination that would provide a regulatory framework to address justice reform. One of the

recommendations of the First National Conference of Investigators Police and Prosecutors Government Attorneys on January 27-29, 2016, stressed the need to strengthen coordination.

Although different justice sector institutions have separate institutional strategies, to date there has been no single strategy that focuses solely on the justice sector as a coherent system made up of an inter-related set of institutions. Towards this end, the RoLHR Programme will develop a strategic framework with priority areas that can serve as the basis for a common justice strategy. This will foster (i) policy dialogue and consultations to identify key challenges to the administration of justice; (ii) joint research and implementation of inter-institutional initiatives; and (iii) the development of joint strategic planning, monitoring and evaluation of existing capacities, especially at the local levels.

Duties and Responsibilities

The RoLHR Programme is seeking a team of four consultants - a senior national consultant (Lead Consultant) and three supporting consultants (National Consultants) to assist in developing a strategic framework for justice reform and coordination.

The Consultants will work in a team, closely with the RoLHR Coordinator for Justice Sector, and the Chief Technical Adviser in assessing specific needs and gaps in the justice sector as well as opportunities in existing justice institution and leadership in the sector. The Consultants will work in consultation with the Supreme Court, JSCC, Ministry of Law Justice and Parliamentary Affairs (MoLJPA), Office of Attorney General (OAG), Nepal Police, Nepal Bar Association (NBA), Ministry of Federal Affairs and Local Development (MoFALD), the Judicial Council and other relevant partners in the Working Group of concerned justice sector actors, for formulating the framework of common justice sector strategy.

The Consultants will provide technical assistance to the Working Group in identifying priority areas for justice reform based on the strategic guidelines and directions derived from range of key strategic documents of the justice institutions, and series of consultations.

Each Consultant will be the focal person in developing the strategic framework for at least one of the priority areas of justice reform, based on their expertise. They will set the goal, develop the strategies, objectives and principal activities for each pillar, and develop implementation strategies, costed plan, and monitoring and evaluation framework through consultations with various justice sector stakeholders.

The Lead Consultant will be responsible for the overall coordination of the team of Consultants, including providing managerial, supervisory and technical support in the work. The Lead Consultant will hold the primary responsibility to submit the consolidated strategic framework on justice reform.

Expected results are:

- A compilation of recent research carried out in justice and law sector reform.
- A needs assessment to identify main gaps, needs and opportunities of the justice system.
- Extensive consultations with key justice actors and stakeholders.
- Continuous dialogue with development partners, including international agencies and donors with presence in Nepal.

Key deliverables are:

- An inception report and work plan with specified date, work days, activities.
- A needs assessment report to identify main gaps, needs and opportunities of the justice system.

- Strategic framework for each pillar of justice e.g. criminal justice system, legal aid and access to justice, justice in economic development, interface between quasi judicial and judicial authorities etc.
- Consolidated strategic framework on justice reform.

Competencies

Core values and Guiding principles:

Integrity:

- Demonstrate consistency in upholding and promoting the values of the UN in actions and decisions, in line with the UN Code of Conduct.

Professionalism:

- Demonstrate professional competence and expert knowledge of the pertinent substantive areas of work;

Cultural sensitivity and valuing diversity:

- Demonstrate an appreciation of the multicultural nature of the organization and the diversity of its staff;
- Demonstrate an international outlook, appreciating difference in values and learning from cultural diversity.

Core Competencies:

Ethics and Values:

- Demonstrate and promote ethics and integrity by creating organizational precedents.

Development and Innovation:

- Take charge of self-development and support innovation and take initiative.

Communication:

- Excellent communications skills; strong interpersonal skills
- Ability to prepare succinct, evidence-based analytical reports.

Teamwork:

- Excellent interpersonal skills and ability to establish and maintain effective partnerships and working relations, both within the UN system and externally;
- Ability to work in a multicultural and multi-ethnic environment with respect for diversity.

Organizational Awareness:

- Demonstrate corporate knowledge and sound judgment.

Knowledge Sharing / Continuous Learning

- Learning and sharing knowledge and encourage the learning of others.

Functional Competencies:

- Substantive knowledge of and experience in the justice sector in Nepal and human rights norms and principles.

Required Skills and Experience

One National Consultant – Strategic Management, Monitoring and Evaluation Expert

The consultant, Strategic Management, Monitoring and Evaluation Expert will provide technical support to the team of Consultants in reviewing and analyzing strategic documents from the perspective of strategic management, Monitoring and Evaluation. She/he will provide necessary technical support to ensure the overall quality of the need assessment report and the final consolidated strategic framework on justice reform.

Required skills and experience:

- Advanced Master's degree in Business, Management, Social Science, Political Science or any relevant subject.
- At least 7-year of experience in formulating and/or facilitating the strategic plan and/or process including formulating Monitoring and Evaluation framework.
- Experience working with National Planning Commission or Ministry of Finance in the strategic management and planning sector will be an advantage.
- Familiarity with law and justice system particularly, key justice issues, justice sector coordination and management, local justice mechanism and institutional strengthening in the context of federalism is desirable.
- Excellent analytical and English writing skills.

The team of Consultants will be as diverse as possible with regards to gender, ethnicity, culture, etc.

Application

Individual person with aforementioned experience and skill can apply for the suitable position/s.

Applications will be rated on both technical and financial proposal submissions. The best proposal that will be awarded the contract shall be selected through the following method:

Highest rated proposal using the combined scoring method, which assigns the weight distribution between the technical and financial proposals as set out in the RFP. The weight distribution shall be 70% technical and 30% financial.

All applications must contain the following information:

- Cover letter with a summary statement of competencies in relation to the TOR;
- Earliest availability and proposed schedule for consultancy;
- Curriculum Vitae;
- **Completed and signed P11** - Personal History Form with names and current contacts of 3 referees (available from http://sas.undp.org/documents/p11_personal_history_form.doc);
- **Signed financial proposal for the full months assignment outlining:** Applicants are requested to submit their proposed lump sum offer inclusive of daily rates, travel allowance.

Incomplete applications will not be considered. Please make sure you have provided all requested materials.

Evaluation:**Individual consultants will be evaluated based on the following methodology:**

- Preliminary Evaluation - Step I: Screening
- Technical Evaluation Weight - 70% x (Step II: Shortlisting (20 points), Step III: Desk Review (80 points) = 100 Points)
- Financial Evaluation Weight - 30% = Step IV.

Step I: Screening:

Applications will be screened and only applicants meeting the following minimum criteria (listed under education and experience) will progress to the pool for shortlisting.

Step II: Shortlisting by Desk Review:

UNDP will conduct a desk review to produce a shortlist of candidates and technically evaluate them.

As applicable, only the first top 3 ranked applicants achieving 70% of the points at this stage shall be considered for a desk review.

Step III: Desk Review:

A competency-based desk review shall be conducted for the candidates. The maximum score for the desk review is 80 points.

Only candidates obtaining a minimum of 70% on the total of Step II (20 points) + Step III (80 points) will be considered as technically qualified and will be reviewed further for financial evaluation.

Step IV: Financial Evaluation:

The following formula will be used to evaluate financial proposal:

Lowest priced proposal/price of the proposal being evaluated x 30%.

Award Criteria:

The contract shall be awarded to the best applicant whose offer have been evaluated and determined as: responsive/compliant/acceptable and having received the highest combined weight (Shortlisting & Desk Review) 70% + financial 30%= 100%.

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

GENERAL CONDITIONS OF CONTRACT FOR THE SERVICES OF INDIVIDUAL CONSULTANT

Article 1: Independent Relationship

- 1.1 Nothing contained in the contract shall be construed as establishing or creating between ROLHR and the Consultant the relationship of master and servant or principal and agent, it being understood that the Consultant is an independent person vis-à-vis ROLHR.

Article 2: Consultant General Responsibilities

- 2.1 The Consultant shall carry out tracking and translation with due diligence and efficiency and in conformity with the highest standards of professional and ethical competence and integrity.
- 2.2 The Consultant shall be responsible for the professional and technical work carried out by him in the implementation.

Article 3: Workmen's compensation and other insurance

- 3.1 The Consultant shall make his own arrangements regarding insurance for medical expenses and for accident, death and permanent disability for the period of this contract. All costs involved will be borne by the consultant

Article 4: Source of Instruction

- 4.1 The **Consultant** shall neither seek nor accept instructions from any authority other than ROLHR and UNDP's authorized agent in connection with the work.

Article 5: Prohibition on conflicting activities

- 5.1 The **Consultant** shall ensure that he will not directly/indirectly engage in any activity that would conflict with those of ROLHR in respect of this project.

Article 6: Officials not to benefit

- 6.1 The **Consultant** warrants that no UNDP or ROLHR official has been or will be admitted by him to any direct/indirect benefit arising from this contract.

Article 7: Assignment

- 7.1 The **Consultant** shall not assign, transfer, pledge or make other disposition or any other parts thereof or rights, claims or obligations under this contract, without prior written approval of ROLHR.

Article 8: Records, Accounts, Information and Audit

- 8.1 The **Consultant** shall maintain accurate and systematic records and accounts in respect of the work to be performed under this contract.
- 8.2 The **Consultant** shall furnish, compile or make available at all times to ROLHR and UNDP any records or information, oral or written, which ROLHR may reasonably request for in respect of the work to be performed.

Article 9: Language

- 9.1 Unless otherwise specified in this contract, English language shall be used by the **Consultant** in all written communications to ROLHR with respect to the services rendered and with respect to all documents procured or prepared pertaining to such services.

Article 10: Equipment of Property

- 10.1 Equipment or property furnished to the **Consultant** with funds supplied or reimbursed by ROLHR or its agent shall be the property of ROLHR and such equipment shall be returned to the duly authorized official of ROLHR upon completion of the services, conclusion of this contract or upon termination thereof or when no longer required by the **Consultant**. Such equipment or property when returned to ROLHR shall be in the same condition as when delivered to the **Consultant**, subject to normal wear and tear. The **Consultant** shall in any event, be liable to ROLHR for the loss of or damage to such equipment or property through his fault or negligence.

Article 11: Confidential Nature of Documents


- 11.1 All maps, drawings, photographs, mosaics, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the **Consultant** under this contract be the property of ROLHR, shall be treated by him/her as confidential and shall be delivered only to the duly authorized officials on completion of work under this contract. Under no circumstances shall the contents of such documents or data be made known to any unauthorized person without written approval of ROLHR and UNDP. Subject to the provision of this article, the **Consultant** may retain a copy of the document (s) produced by him for his record.

Article 12: Amendments

- 12.1 The terms and conditions of this contract may amended only in writing signed by both parties to this contract or their duly authorized representatives.

Article 13: Obligation to inform ROLHR of changes in conditions

- 13.1 The **Consultant** shall promptly and fully notify ROLHR in writing of any conditions which interferes, or threatens to interfere, with successful carrying out of the services under this contract. Such notice shall not however relieve the **Consultant** of his obligations to continue to provide services under this contract. On receipt of such notice, ROLHR shall take such action as in its sole discretion it considers to be appropriate or necessary under the circumstances.

UNITED NATIONS DEVELOPMENT PROGRAMME				
Personal History Form				
INSTRUCTIONS: Please answer each question clearly and completely. Type or print in ink. Read carefully and follow all directions. If you need more space, attach additional pages of the same size.				
1. Family name (surname)		2. First names		3. Maiden name, if applicable
4. Date of Birth day month year	5. Place of birth	6. Nationality at birth	7. List all your current nationality(ies)	8. Gender Male <input type="checkbox"/> Female <input type="checkbox"/>
9. Marital status Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widow(er) <input type="checkbox"/> Divorced <input type="checkbox"/>				
10. Entry into United Nations service might require assignment and travel to any area of the world in which the United Nations might have responsibilities. Have you any disabilities which might limit your prospective field of work or your ability to engage in air travel? No <input type="checkbox"/> Yes <input type="checkbox"/> If "yes" please describe:				
11. Permanent address Telephone No.	12. Present address if different from that indicated in box 11. Telephone No.		13. Office Telephone number Home/Mobile; Work; 14. Personal and/or professional e-mail address:	
15. Have you any dependents? Yes <input type="checkbox"/> No <input type="checkbox"/> if the answer is "Yes", give the following information:				

Name	Date of birth	Relationship	Name	Date of birth	Relationship
16. Have you taken up legal permanent residence status in any country other than that of your nationality? No <input type="checkbox"/> Yes <input type="checkbox"/> if "Yes", which country(ies)?			17. Have you taken any steps towards changing your present nationality? No <input type="checkbox"/> Yes <input type="checkbox"/> if "Yes", explain fully:		
18. Are any of your family members (spouse/partner, father,/mother, brother/sister, son/daughter) employed in the UN common system, including UNDP? Yes <input type="checkbox"/> No <input type="checkbox"/> if answer is "yes", give the following information:					
Name		Relationship		Name of Organization	
19. Do you have any other (extended) family members in UNDP? No <input type="checkbox"/> Yes <input type="checkbox"/> if answer is "yes", give the following information:					
Name			Relationship		
20. Would you accept employment for less than six months? Yes <input type="checkbox"/> No <input type="checkbox"/>			21. Have you been interviewed for any UNDP positions in the last 12 months? If so, for which post(s)?		
22. Languages - mother tongue 1 st		Ability to operate in the listed language(s) in a work environment			
	Read	Write	Speak	Understand	
	<input type="checkbox"/> none <input type="checkbox"/> limited <input type="checkbox"/> working knowledge	<input type="checkbox"/> none <input type="checkbox"/> limited <input type="checkbox"/> working knowledge	<input type="checkbox"/> none <input type="checkbox"/> limited <input type="checkbox"/> working knowledge	<input type="checkbox"/> none <input type="checkbox"/> limited	

	<input type="checkbox"/> proficient	<input type="checkbox"/> proficient	<input type="checkbox"/> proficient	<input type="checkbox"/> working knowledge <input type="checkbox"/> proficient
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23. For support General Service level posts only, indicate if you passed the following tests:				

ASAT – Administrative Support Assessment Test (formerly known as clerical test): No ☐ Yes ☐ if “Yes”, date taken

UN Accounting Assistant Exam : No ☐ Yes ☐ No ☐ Yes ☐ if “Yes”, date taken

24. EDUCATION: Give full details - NB Please give exact titles of degrees in original language

A. List all institutions of learning attended since age 14 and diplomas/degrees or equivalent qualifications obtained (highest education first). Give the exact name of institution and title of degrees, diplomas, etc. (Please do not translate or equate to other degrees.)

Name, place and country	Attended From/To		Certificates, diplomas or degrees and academic distinctions obtained	Main course of study
	Mo/Year	Mo. /Year		

B. Post-qualification training courses / learning activities

Name, place and country	Type	Attended From/To		Certificates or Diplomas obtained
		Mo/Year	Mo. /Year	

C. UN Language Proficiency Exams (if any)				
D. UNDP Certification Programmes (if any)				
25. List membership of professional societies and activities in civic, public or international affairs				
26. List any significant publications you have written (do not attach them) or any special recognition				
27. EMPLOYMENT RECORD: Starting with your present post, list in reverse order every employment you have had. Use a separate block for each employment. Include also service in the armed forces and note any period during which you were not gainfully employed. If you need more space, attach additional pages of the same size. Provide gross and indicate denomination salary per annum for your last or present post.				

Have you already been issued a UN Index Number? No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, please indicate this number:				
Are you a current or former UNV? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please indicate roster number:				
A. PRESENT POST (LAST POST, IF NOT PRESENTLY IN EMPLOYMENT)				
FROM	TO	SALARIES PER ANNUM		FUNCTIONAL TITLE: As specified in your Letter of Appointment/Contract: UN Grade of your post (if applicable): Last UN step in your post (if applicable):
Month/Year	Month/Year	Starting (gross)	Final (gross)	
NAME OF EMPLOYER:				TYPE OF BUSINESS:
				EMPLOYMENT TYPE:
				Full time: <input type="checkbox"/> Part Time: <input type="checkbox"/> (%)
				Type of contract: <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> 100 Series <input type="checkbox"/> Permanent <input type="checkbox"/> FTA <input type="checkbox"/> SC </div> <div style="width: 30%;"> <input type="checkbox"/> 200 series <input type="checkbox"/> Indefinite <input type="checkbox"/> TA <input type="checkbox"/> UNV </div> <div style="width: 30%;"> <input type="checkbox"/> ALD/300 series <input type="checkbox"/> Continuing <input type="checkbox"/> SSA <input type="checkbox"/> Other </div> </div>
ADDRESS OF EMPLOYER				NAME OF SUPERVISOR:
				Email Add. and/or Telephone No. Of Supervisor:
				Number of Professional Staff Supervised: Number of Support Staff Supervised:
				Reason for leaving:
DESCRIPTION OF YOUR DUTIES AND RELATED ACCOMPLISHMENTS				

B. PREVIOUS POSTS (IN REVERSE ORDER - I.E. MOST RECENT POSTS FIRST)				
FROM	TO	SALARIES PER ANNUM		FUNCTIONAL TITLE: As specified in your Letter of Appointment/Contract: UN Grade of your post (if applicable): Last UN step in your post (if applicable):
Month/Year	Month/Year		Final (gross)	
NAME OF EMPLOYER				TYPE OF BUSINESS:
				EMPLOYMENT TYPE:
				Full time: <input type="checkbox"/> Part Time: <input type="checkbox"/> (%)
				Type of contract: <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> 100 Series <input type="checkbox"/> Permanent <input type="checkbox"/> FTA <input type="checkbox"/> SC </div> <div style="width: 30%;"> <input type="checkbox"/> 200 series <input type="checkbox"/> Indefinite <input type="checkbox"/> TA <input type="checkbox"/> UNV </div> <div style="width: 30%;"> <input type="checkbox"/> ALD/300 series <input type="checkbox"/> Continuing <input type="checkbox"/> SSA <input type="checkbox"/> Other </div> </div>
ADDRESS OF EMPLOYER				NAME OF SUPERVISOR:
				Email Add. and/or Telephone No. of Supervisor:
				Number of Professional Staff Supervised: Number of Support Staff Supervised:
DESCRIPTION OF YOUR DUTIES AND RELATED ACCOMPLISHMENTS				
FROM	TO	SALARIES PER ANNUM		

Month/Year	Month/Year		Final (gross)	FUNCTIONAL TITLE: As specified in your Letter of Appointment/Contract: UN Grade of your post (if applicable): Last UN step in your post (if applicable):	
NAME OF EMPLOYER				TYPE OF BUSINESS:	
				EMPLOYMENT TYPE: Full time: <input type="checkbox"/> Part Time: <input type="checkbox"/> (%)	
				Type of contract: <input type="checkbox"/> 100 Series <input type="checkbox"/> Permanent <input type="checkbox"/> FTA <input type="checkbox"/> SC	<input type="checkbox"/> 200 series <input type="checkbox"/> Indefinite <input type="checkbox"/> TA <input type="checkbox"/> UNV
ADDRESS OF EMPLOYER				NAME OF SUPERVISOR:	
				Email Add. and/or Telephone No. of Supervisor:	
				Number of Professional Staff Supervised: Number of Support Staff Supervised:	Reason for leaving:
DESCRIPTION OF YOUR DUTIES AND RELATED ACCOMPLISHMENTS					
FROM	TO	SALARIES PER ANNUM			

Month/Year	Month/Year		Final (gross)	FUNCTIONAL TITLE: As specified in your Letter of Appointment/Contract: UN Grade of your post (if applicable): Last UN step in your post (if applicable):									
NAME OF EMPLOYER				TYPE OF BUSINESS:									
				EMPLOYMENT TYPE: Full time: <input type="checkbox"/> Part Time: <input type="checkbox"/> (%)									
				Type of contract: <table border="0"> <tr> <td><input type="checkbox"/> 100 Series</td> <td><input type="checkbox"/> 200 series</td> <td><input type="checkbox"/> ALD/300 series</td> </tr> <tr> <td><input type="checkbox"/> Permanent</td> <td><input type="checkbox"/> Indefinite</td> <td><input type="checkbox"/> Continuing</td> </tr> <tr> <td><input type="checkbox"/> FTA</td> <td><input type="checkbox"/> TA</td> <td><input type="checkbox"/> SSA</td> </tr> <tr> <td><input type="checkbox"/> SC</td> <td><input type="checkbox"/> UNV</td> <td><input type="checkbox"/> Other</td> </tr> </table>		<input type="checkbox"/> 100 Series	<input type="checkbox"/> 200 series	<input type="checkbox"/> ALD/300 series	<input type="checkbox"/> Permanent	<input type="checkbox"/> Indefinite	<input type="checkbox"/> Continuing	<input type="checkbox"/> FTA	<input type="checkbox"/> TA
<input type="checkbox"/> 100 Series	<input type="checkbox"/> 200 series	<input type="checkbox"/> ALD/300 series											
<input type="checkbox"/> Permanent	<input type="checkbox"/> Indefinite	<input type="checkbox"/> Continuing											
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<input type="checkbox"/> SC	<input type="checkbox"/> UNV	<input type="checkbox"/> Other											
ADDRESS OF EMPLOYER				NAME OF SUPERVISOR:									
				Email Add. and/or Telephone No. of Supervisor:									
				Number of Professional Staff Supervised: Number of Support Staff Supervised:	Reason for leaving:								
DESCRIPTION OF YOUR DUTIES AND RELATED ACCOMPLISHMENTS													
FROM	TO	SALARIES PER ANNUM		FUNCTIONAL TITLE: As specified in your Letter of Appointment/Contract: UN Grade of your post (if applicable): Last UN step in your post (if applicable):									
Month/Year	Month/Year		Final (gross)										

NAME OF EMPLOYER				TYPE OF BUSINESS:	
				EMPLOYMENT TYPE: Full time: <input type="checkbox"/> Part Time: <input type="checkbox"/> (%)	
				Type of contract: <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> 100 Series <input type="checkbox"/> Permanent <input type="checkbox"/> FTA <input type="checkbox"/> SC </div> <div style="width: 30%;"> <input type="checkbox"/> 200 series <input type="checkbox"/> Indefinite <input type="checkbox"/> TA <input type="checkbox"/> UNV </div> <div style="width: 30%;"> <input type="checkbox"/> ALD/300 series <input type="checkbox"/> Continuing <input type="checkbox"/> SSA <input type="checkbox"/> Other </div> </div>	
ADDRESS OF EMPLOYER				NAME OF SUPERVISOR:	
				Email Add. and/or Telephone No. of Supervisor:	
				<div style="display: flex; justify-content: space-between;"> <div style="width: 70%;"> Number of Professional Staff Supervised: Number of Support Staff Supervised: </div> <div style="width: 30%;"> Reason for leaving: </div> </div>	
DESCRIPTION OF YOUR DUTIES AND RELATED ACCOMPLISHMENTS					
FROM	TO	SALARIES PER ANNUM		FUNCTIONAL TITLE: As specified in your Letter of Appointment/Contract: UN Grade of your post (if applicable): Last UN step in your post (if applicable):	
Month/Year	Month/Year		Final (gross)		
NAME OF EMPLOYER				TYPE OF BUSINESS:	

				EMPLOYMENT TYPE: Full time: <input type="checkbox"/> Part Time: <input type="checkbox"/> (%)	
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ADDRESS OF EMPLOYER				NAME OF SUPERVISOR: Email Add. and/or Telephone No. of Supervisor:	
				<div style="display: flex; justify-content: space-between;"> <div style="width: 70%;"> Number of Professional Staff Supervised: Number of Support Staff Supervised: </div> <div style="width: 30%;"> Reason for leaving: </div> </div>	
DESCRIPTION OF YOUR DUTIES AND RELATED ACCOMPLISHMENTS					
FROM Month/Year	TO Month/Year	SALARIES PER ANNUM <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"></div> <div style="width: 40%; text-align: center;"> Final (gross) </div> </div>		FUNCTIONAL TITLE: As specified in your Letter of Appointment/Contract: UN Grade of your post (if applicable): Last UN step in your post (if applicable):	
NAME OF EMPLOYER				TYPE OF BUSINESS:	
				EMPLOYMENT TYPE: Full time: <input type="checkbox"/> Part Time: <input type="checkbox"/> (%)	

				Type of contract: <input type="checkbox"/> 100 Series <input type="checkbox"/> Permanent <input type="checkbox"/> FTA <input type="checkbox"/> SC		<input type="checkbox"/> 200 series <input type="checkbox"/> Indefinite <input type="checkbox"/> TA <input type="checkbox"/> UNV		<input type="checkbox"/> ALD/300 series <input type="checkbox"/> Continuing <input type="checkbox"/> SSA <input type="checkbox"/> Other	
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Month/Year		Month/Year		Starting (gross) Final (gross)					
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		Number of Professional Staff Supervised:		Reason for leaving:	
		Number of Support Staff Supervised:			
DESCRIPTION OF YOUR DUTIES AND RELATED ACCOMPLISHMENTS					
28. Have you any objections to our making inquiries of: (a) your present employer? No <input type="checkbox"/> Yes <input type="checkbox"/> ; (b) previous employers? No <input type="checkbox"/> Yes <input type="checkbox"/>					
29. Are you now, or have you ever been, a permanent civil servant employee in your government? No <input type="checkbox"/> Yes <input type="checkbox"/> If answer is "yes", WHEN?					
30. References: list three persons not related to you who are familiar with your character and qualifications and who may be contacted for a reference					
FULL NAME		FULL ADDRESS, including E-MAIL ADDRESS and TELEPHONE NUMBER		BUSINESS OR OCCUPATION	

<p>31. State any other relevant facts in support of your application. Include information regarding any residence outside the country of your nationality</p>		
<p>32. Have you ever been convicted, fined, or imprisoned for the violation of any law (excluding minor traffic violations)?</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/> If "Yes" give full particulars of each case in an attached statement</p>		
<p>33. Have you ever been imposed disciplinary measures, including dismissal or separation from service, on the grounds of misconduct?</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/> If "Yes" give full particulars of each case in an attached statement</p>		
<p>34. Have you ever been separated from service on the ground of unsatisfactory performance?</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/> If "Yes" give full particulars of each case in an attached statement</p>		
<p>35. 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 the UNDP Personal History Form may lead to the termination of the appointment or to dismissal. I understand this also applies to any other information or document requested by the Organization for the purpose of my recruitment to and employment with UNDP.</p> <p>DATE: _____ SIGNATURE: _____</p>		
<p>Note: You may be requested to provide documentary evidence of 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 originals of any references, testimonials or certificates of academic achievement unless they have been obtained for the sole use of UNDP.</p>		

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

**Ref. No.: ROLHR/UNDP/IC/01/2017: Lead Consultant to support for developing
"Common Justice Sector Strategy" for justice reform and coordination**

Date _____

Strengthening the Rule of Law and Human Rights Protection System in Nepal (RoLHR) Programme
Sanepa-2, Lalitpur, P.O. Box 107, Kathmandu, Nepal Tel: 5552339/40, Fax (977-1) 5527443

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 [*indicate title of assignment*] under the [*state project title*];
- 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 Personal History Form (P11) 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 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 *[pls. 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
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- ☐ 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
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- 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, 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]:*

- ☐ Duly signed P11 Form
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

BREAKDOWN OF COSTS

SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A. Breakdown of Cost by Components: **(Please use only the applicable cost headings)**

Cost Components	Unit Cost	Quantity	Total Rate for the Contract Duration
I. Personnel Costs			
Professional Fees			
Communications			
Land Transportation			
Others (pls. specify)			
Total cost before VAT			
13% VAT			
Total cost with 13% VAT			
II. Field visits outside Kathmandu	Applicable travel cost will be borne by UNDP for field missions, outside duty station, if any.		

A. **Breakdown of Cost by Deliverables***

Deliverables	Percentage of Total Price (Weight for payment)	Amount
Upon the submission of the inception report	20%	
Upon the submission of the first draft of the report and	50%	
Upon the submission of the final report	30%	
	100%

**Basis for payment tranches*