



*Empowered lives.  
Resilient nations.*

## Terms of Reference

### **Stakeholder and Institutional Expert for the preparation of UNDP/GEF project:**

Strengthening the enabling framework for biodiversity mainstreaming and mercury reduction in small-scale gold mining operations

<b>Position:</b>	Stakeholder analysis and institutional expert for the design of the GEF Full-Sized project “Strengthening the enabling framework for biodiversity mainstreaming and mercury reduction in small-scale gold mining operations”
<b>Location:</b>	Guyana (with possible travel to the interior)
<b>Vacancy Type:</b>	National
<b>Application Deadline:</b>	<b>July 20, 2018</b>
<b>Type of Contract:</b>	Individual Consultant
<b>Language required:</b>	English
<b>Starting Date:</b>	August 6, 2018
<b>Duration of Contract:</b>	Six (6 weeks) over the period August 16, 2018 to December 05, 2018

### **I. Background**

Guyana maintains high levels of forest with an estimated 87% forest cover or 18.4 million hectares. The Guyana Highlands are considered one of the four largest contiguous and intact forested ecoregions, and form part of the Amazon forest. Two globally important ecoregions are found in Guyana. Biodiversity levels in Guyana's forests are extremely high.

While forest cover remains high, deforestation and forest degradation rates have increased substantially since the 1990s. Eighty-five percent of the recorded deforestation and 87% of forest degradation is due to mining. Various types of mineral and non-mineral mining take place, including gold, diamonds, bauxite and sand, among others, and the possibility of mining low-value minerals and rare earth is being explored. However, it is the gold mining sector that is leading to the most significant negative impacts on the country's forests, biodiversity, and health of its watersheds. Gold mining is primarily carried out by small -scale miners. There are over 16,000 small scale miners, and due to their location in the vast interior and institutional barriers, much of the activity is uncontrolled, unplanned and haphazard.

The Government of Guyana has requested UNDP to provide support in the design, preparation and elaboration of one Full Size project from Guyana's STAR allocation under GEF-6 funding.

UNDP's Sustainable Development Cluster is responsible for providing leadership and technical support for the delivery of the Environment and Sustainable Development pillar of UNDP's Strategic Plan. Its main focus is on helping countries develop the capacity to fully incorporate environmental sustainability into development at national and local, but also global and regional, levels.

UNDP, acting as an implementing agency of GEF, is providing assistance to Guyana in the preparation of the GEF Full Size Project (FSP). The objective of the GEF Project Preparation Grant (PPG) is to

develop the project concept into a full project: “Strengthening the enabling framework for biodiversity mainstreaming and mercury reduction in small-scale gold mining operations”.

In accordance with UNDP procedures, UNDP is hiring a team of consultants to develop the ProDoc and CEO Endorsement for the project for submission to the GEF Secretariat fully compliant with the applicable GEF guidelines and standards.

The purpose of the PPG is to fully design the activities, outputs, and outcomes of the ‘Strengthening the enabling framework for biodiversity mainstreaming and mercury reduction in small-scale gold mining operations’ full size project and to fully develop a full set of project documentation, including UNDP project document and GEF CEO endorsement document, for submission to UNDP and GEF. The GEF templates and guidelines can be found at: [http://www.thegef.org/gef/guidelines\\_templates](http://www.thegef.org/gef/guidelines_templates)

## 2. Scope of Work

UNDP is seeking a qualified national expert for the following position: **Stakeholder analysis and institutional expert for preparation of UNDP/GEF project: “Strengthening the enabling framework for biodiversity mainstreaming and mercury reduction in small-scale gold mining operations”**

The main objectives of this consultancy are the execution of a stakeholder analysis, development of a project stakeholder involvement plan, institutional capacity assessment and identification of institutional strengthening needs for the Project Document (ProDoc). This will involve analysis of the relevant stakeholders, consultations and meetings as necessary to identify the mandate of each stakeholder and their specific role in the project and to carry out the institutional assessment.

## 3. Implementation Arrangements

UNDP will contract and make payments upon certification of deliverables and completion of the assignment by the UNDP Country Office. The principal responsibility for managing the consultant will lie with the Regional Technical Advisor (RTA) at the UNDP Regional Hub in Panama and with the Programme Analyst (PA) - Energy, Environmental and Extractive Industries (EEEI), UNDP Guyana. The Consultant would therefore report directly to the RTA, Panama and the PA, Guyana.

The consultant will coordinate as necessary with other members of the project preparation (PPG) team, in particular, the international GEF project design expert, among others.

## 4. Description of Responsibilities

Stakeholder and Institutional Expert
Duties and Responsibilities
<p>The expert will be responsible for the following tasks:</p> <ul style="list-style-type: none"><li>➤ Examining the existing institutional framework for management of gold mining (mandates, institutional overlap, etc.) and carrying out institutional capacity assessments for EPA; GGMC, the Compliance, Occupational Health and Safety Unit of MNR, among others;</li><li>➤ Identifying constraints and barriers to addressing institutional weaknesses;</li><li>➤ Identifying most appropriate project interventions to strengthen institutional capacities and the institutional framework;</li><li>➤ Determine whether the project will support the purchase and/or use of drones and satellite imagery to strengthen the Compliance, Occupational Health and Safety Unit of the MNR and cost these elements;</li></ul>

<b>Stakeholder and Institutional Expert</b>
<b>Duties and Responsibilities</b>
<ul style="list-style-type: none"> <li>➤ Identify the most appropriate project interventions to strengthen inter-institutional coordination mechanisms;</li> <li>➤ Holding workshops with institutional stakeholders to support the institutional capacity assessments and identification of institutional strengthening needs;</li> <li>➤ Providing advice as to availability of expertise to execute the Full Sized project and how to minimize potential negative impacts of capacity constraints on project execution.</li> <li>➤ Carry out comprehensive stakeholder analysis and prepare stakeholder engagement plan. Among other issues, ensure that the stakeholder engagement plan adequately addresses involvement of indigenous people and the role of the Ministry of Indigenous Peoples' Affairs as this agency would need to approve of any activities or studies taking place with indigenous peoples and can also provide support to convene meetings and secure input into the selection of facilitators, following the established rules of local governance and engagement of different Amerindian villages.</li> <li>➤ Assess the project's impact on indigenous people and adequately assess and address all UNDP SES and GEF mandatory policies on indigenous people. Ensure that the project design and implementation follow the FPIC process.</li> </ul>

## **5. Minimum Education and Specific Qualifications for Stakeholder analysis and institutional expert**

<b>Education</b>
<p>A. Education:</p> <ul style="list-style-type: none"> <li>▪ Master's degree or higher in sociology, political science, public administration or other related field</li> </ul>
<b>Specific qualifications</b>
<p>Years of experience:</p> <ul style="list-style-type: none"> <li>▪ Minimum 3 years of demonstrable experience in stakeholder and institutional analysis</li> <li>▪ Fluency in written and spoken English</li> </ul> <p>B. Work experience:</p> <ul style="list-style-type: none"> <li>• Minimum of 5 years' work experience in relevant sectors in Guyana.</li> <li>• Proven experience with collection and analysis of similar data on stakeholder and institutional issues.</li> </ul> <p>C. Specific work experience</p> <ul style="list-style-type: none"> <li>• Experience with collection and analysis of similar data on stakeholder and institutional issues related to extractive industries is a strong asset.</li> </ul>
<p>Competencies:</p> <ul style="list-style-type: none"> <li>• Demonstrates integrity and fairness;</li> <li>• Treats all people fairly and without favoritism/bias or having irreconcilable personal interest in Guyana mining sector.</li> <li>• Strong interpersonal and communication skills;</li> <li>• Commitment to team work and to working across disciplines;</li> <li>• Proficiency in standard computer software (word-processing, excel, presentations, databases and internet)</li> <li>• Excellent drafting ability and presentation and communication skills;</li> <li>• Ability to produce clear and concise written reports.</li> </ul>

## **6. Deliverables and indicatives dates**

Deliverables (changes in sequencing are possible)	Indicative dates	Indicative percentage
1. <u>Work plan</u> for this consultancy.	August 10, 2018	5%
<p>2. Carry out a stakeholder analysis and prepare a <u>draft stakeholder engagement plan</u>.</p> <p>a) Lead the stakeholder analysis and consultations to ensure all key stakeholders have an opportunity to provide feedback on the project design and to identify the specific role of stakeholders. This will involve consultations and workshops in the field and at the national level. All consultations will be documented and minutes taken. As highlighted in greater detail in the Duties and Responsibilities section, this stakeholder analysis must include an assessment of project impact on indigenous communities and identified of their role in the project. All consultations must follow FPIC procedures and UNDP and GEF policies on engagement of indigenous peoples;</p> <p>b) Prepare the draft Stakeholder Engagement Plan (Annex F) of the ProDoc and a summary of the Stakeholder Engagement Plan to include in the body of the ProDoc itself. This Plan should detail the mandate of each of the main stakeholders, as well as the specific role each of the stakeholders is expected to play in the project, with reference to specific project outputs as well as to the project's management arrangements as appropriate.</p> <p>c) Provide text for the Partnerships section of the ProDoc (Describe how the project will work with partners to achieve results and briefly map what other stakeholders and initiatives are doing to address the development challenge. This should include other GEF/LCDF/SCCF financed projects and other relevant projects.)</p> <p>d) Provide inputs to the International Lead Design consultant on proposed project management arrangements, based on the consultations carried out with key stakeholders.</p> <p>e) Provide inputs to the International Lead Design consultant for the SESP (Social and Environmental Screening) on how to mitigate any potential negative impacts on different stakeholder groups, including but not limited to women, youth, indigenous and local communities.</p>	September 7, 2018	30%

Deliverables (changes in sequencing are possible)	Indicative dates	Indicative percentage
<p>This national expert will also liaise with and feed relevant succinct information to the International Project Design Expert to support the drafting of the ProDoc, in particular but not necessarily limited to the socio-economic context section, institutional context section, barriers section, project strategy section, as it relates to project stakeholders and institutions. This consultant will also provide support in the identification of appropriate socio-economic and institutional strengthening indicators, baselines, targets and sources of verification to include in the project Strategic Results Framework.</p>		
<p>3. Prepare <u>draft institutional analysis</u></p> <p>a) Carry out institutional analysis to support the ProDoc context section as well as feed into the project design in terms of institutional strengthening. This will require holding workshops with institutional stakeholders to support the institutional capacity assessments and to identify institutional strengthening needs. This analysis must examine the existing institutional framework for management of gold mining (mandates, institutional overlap, etc.) and carry out institutional capacity assessments for EPA; GGMC, the Compliance, Occupational Health and Safety Unit of MNR, among others. Constraints and barriers to addressing institutional weaknesses should be identified in this report. The report should also identify the most appropriate project interventions to strengthen institutional capacities, the institutional framework and inter-institutional coordination mechanisms (see duties and responsibilities section for more details). This consultant will also be responsible for ensuring that baseline data on institutional capacity is gathered for inclusion in the project Results Framework, based on the agreed upon indicator(s) and under the guidance of the International Project Design consultant.</p>	October 5, 2018	25%
<p>4. Prepare <u>final stakeholder engagement plan</u>, incorporating the inputs from the Lead International Project design consultant, the UNDP Country Office, the national PPG coordinator, the UNDP-GEF Regional Technical Advisors, and others. Also provide <u>revised Partnerships section and text for SESP on social safeguards for vulnerable stakeholder groups</u> based on feedback of above mentioned stakeholders as well.</p>	October 31, 2018	20%

Deliverables (changes in sequencing are possible)	Indicative dates	Indicative percentage
5. Prepare <u>final institutional analysis and report</u> to feed into the ProDoc, incorporating the inputs from the Lead International Project design consultant, the UNDP Country Office, the national PPG coordinator, the UNDP-GEF Regional Technical Advisors, and others	November 30, 2018	20%
Note that this expert is expected to participate in, and contribute to the PPG inception workshop and the validation workshop.	NA	

## 7. Evaluation Method and Criteria

The individual consultant offerors will be evaluated based on the following methodology

Cumulative analysis;

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable;
- 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 70 points of the total technical points would be considered for the Financial Evaluation.

Technical Criteria – Maximum 100 points:

- Criteria A: Relevance of education - Max 20 points;
- Criteria B: Work experience in similar context- Max 30 points;
- Criteria C: Specific work experience and technical proposal – Max 50 points.

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

- Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP (Annex I);
- Personal CV or PII, 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.

Technical proposal:

- Brief description of why the individual considers him/herself as the most suitable for the assignment;
- A methodology, on how they propose to complete the assignment;

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

- Daily Fee – The consultant/contractor shall propose a daily/monthly fee, which should be inclusive of his professional fee, local communication cost and insurance (inclusive of medical

health insurance). The number of working days for which the daily/monthly fee shall be payable under the contract is for a total of 30 working days.

- Field visits are separate and not included in the contractor cost. All attempts will be made to coordinate these visits with other members of the project preparation team to achieve efficiencies.

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.

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

Date \_\_\_\_\_

*Shabnam Mallick  
Deputy Resident Representative  
United Nations Development Programme  
42 Brickdam  
Stabroek  
Georgetown*

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 CV or Personal History Form (PII) which I have duly signed and attached hereto as Annex I;
- 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

- ☐ 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, 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**

- ✓ CV or Duly signed PII Form
- ✓ 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:

Cost Components	Unit Cost	Quantity	Total Rate for the Contract Duration
<b>I. Personnel Costs</b>			
Professional Fees			
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
<b>II. Travel 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\*

Deliverables <i>[list them as referred to in the TOR]</i>	Percentage of Total Price (Weight for payment)	Amount
Deliverable 1		
Deliverable 2		
....		
Total	100%	USD .....

*\*Basis for payment tranches*

## PII – Personal History Form

<b>INSTRUCTIONS</b>  Please answer each question clearly and completely. Type or print in ink. Read carefully and follow all directions.		UNITED NATIONS DEVELOPMENT PROGRAMME PERSONAL HISTORY FORM <i>(for Service Contracts and Individual Contracts)</i>					
1. Family Name		First Name		Middle name		Maiden name, if any	
2. Da Mo Yr Date of Birth		3. Place of Birth		4. Nationality (ies) at birth		5. Present nationality (ies)	
7. Height		8. Weight		9. Marital status Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widow <input type="checkbox"/> Divorced <input type="checkbox"/>			
10. Permanent address		11. Present Address (if different)		12. Office Telephone No.			
Telephone No. Fax No.		Telephone No. Fax No.		Office Fax No. Office E-mail No.			
13. Do you have a spouse and/or child? 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
14. Have you taken up any legal permanent status in any country other than that of your nationality? YES <input type="checkbox"/> NO <input type="checkbox"/> If the answer is "yes", which country?							
15. Have you taken any legal steps towards changing your present nationality? YES <input type="checkbox"/> NO <input type="checkbox"/> If answer is "yes", explain fully:							
16. Are any of your relatives employed by UNDP, any other UN organization or any other public international organization? YES <input type="checkbox"/> NO <input type="checkbox"/> If the answer is "yes", give the following information:							
NAME		Relationship		Name of International Organization			
17. What is your preferred field of work?							
18. KNOWLEDGE OF LANGUAGES. What is your mother tongue?							
OTHER LANGUAGES	READ		WRITE		SPEAK		UNDERSTAND
	Easily	Not Easily	Easily	Not Easily	Fluently	Not Fluently	Easily
19. For clerical grades only Indicate speed in words per minute					List any office machines or equipment you can use		
Typing Shorthand	English	French	Other languages				

20. EDUCATIONAL. Give full details - N.B. Please give exact titles or degree in original language.				
A. UNIVERSITY OR EQUIVALENT Please do not translate or equate to other degrees.				
NAME, PLACE AND COUNTRY	ATTENDED FROM/TO		DEGREES and ACADEMIC DISTINCTIONS OBTAINED	MAIN COURSE OF STUDY
	Mo./Year	Mo./Year		
B. SCHOOLS OR OTHER FORMAL TRAINING OR EDUCATION FROM AGE 14 (e.g. high school, technical school or apprenticeship)				
NAME, PLACE AND COUNTRY	TYPE	ATTENDED FROM/TO		CERTIFICATES OR DIPLOMAS OBTAINED
		Mo./Year	Mo./Year	
21. LIST PROFESSIONAL SOCIETIES AND ACTIVITIES IN CIVIC, PUBLIC OR INTERNATIONAL AFFAIRS				
22. LIST ANY SIGNIFICANT PUBLICATIONS YOU HAVE WRITTEN (Do not attach)				
23. EMPLOYMENT RECORD: Starting with your present function, list in reverse order every employment you have had. Use a separate block for each FUNCTION. 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. Give both gross and net salaries per annum for your last and present FUNCTION.				
A. PRESENT FUNCTION (LAST FUNCTION, IF NOT PRESENTLY IN EMPLOYMENT)				
FROM	TO	SALARY PER ANNUM		EXACT TITLE OF YOUR FUNCTION:
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO AND KIND OF EMPLOYEES SUPERVISED BY YOU:
				REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES				

B. PREVIOUS FUNCTION (*IN REVERSE ORDER*)

FROM	TO	SALARY PER ANNUM		EXACT TITLE OF YOUR FUNCTION:
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO AND KIND OF EMPLOYEES SUPERVISED BY YOU:
DESCRIPTION OF YOUR DUTIES				
FROM	TO	SALARY PER ANNUM		EXACT TITLE OF YOUR FUNCTION:
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO AND KIND OF EMPLOYEES SUPERVISED BY YOU:
DESCRIPTION OF YOUR DUTIES				
FROM	TO	SALARY PER ANNUM		EXACT TITLE OF YOUR FUNCTION:
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO AND KIND OF EMPLOYEES SUPERVISED BY YOU:
DESCRIPTION OF YOUR DUTIES				
FROM	TO	SALARY PER ANNUM		EXACT TITLE OF YOUR FUNCTION:
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO AND KIND OF EMPLOYEES SUPERVISED BY YOU:
DESCRIPTION OF YOUR DUTIES				
FROM	TO	SALARY PER ANNUM		EXACT TITLE OF YOUR FUNCTION:
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO AND KIND OF EMPLOYEES SUPERVISED BY YOU:
DESCRIPTION OF YOUR DUTIES				

FROM	TO	SALARY PER ANNUM		EXACT TITLE OF YOUR FUNCTION:
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO AND KIND OF EMPLOYEES SUPERVISED BY YOU:
DESCRIPTION OF YOUR DUTIES				
FROM	TO	SALARY PER ANNUM		EXACT TITLE OF YOUR FUNCTION:
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO AND KIND OF EMPLOYEES SUPERVISED BY YOU:
DESCRIPTION OF YOUR DUTIES				
FROM	TO	SALARY PER ANNUM		EXACT TITLE OF YOUR FUNCTION:
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO AND KIND OF EMPLOYEES SUPERVISED BY YOU:
DESCRIPTION OF YOUR DUTIES				
FROM	TO	SALARY PER ANNUM		EXACT TITLE OF YOUR FUNCTION:
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO AND KIND OF EMPLOYEES SUPERVISED BY YOU:
DESCRIPTION OF YOUR DUTIES				



24. DO YOU HAVE ANY OBJECTIONS TO OUR MAKING ENQUIRIES OF YOUR PRESENT EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/>		
25. ARE YOU NOW, OR HAVE YOU EVER BEEN A PERMANENT CIVIL SERVANT IN YOUR GOVERNMENT'S EMPLOY? YES <input type="checkbox"/> NO <input type="checkbox"/> If answer if "yes", WHEN?		
26. REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications. <i>Do not repeat names of supervisors listed in item 24.</i>		
FULL NAME	FULL ADDRESS	BUSINESS OR OCCUPATION
27. STATE ANY OTHER RELEVANT FACTS IN SUPPORT OF YOUR APPLICATION. INCLUDE INFORMATION REGARDING ANY RESIDENCE OUTSIDE THE COUNTRY OF YOUR NATIONALITY.		
28. 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 <input type="checkbox"/> NO <input type="checkbox"/> If "yes", give full particulars of each case in an attached statement.		
29. 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: _____ 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.		