

## Terms of Reference

**Gender 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>	Gender expert for the preparation 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>	August 22, 2018
<b>Type of Contract:</b>	Individual Consultant
<b>Language required:</b>	English
<b>Starting Date:</b>	September 3, 2018
<b>Duration of Contract:</b>	3.5 weeks during the period September 2018 to November 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 through the Ministry of Natural Resources 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 of the Bureau for Policy and Program Support (BPPS) 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: International Gender 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 objective of this consultancy is the execution of a gender analysis, which will involve identifying how to mainstream gender issues into project design.

## 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 (EEEEI), 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 national project manager, and the international GEF project design expert, among others.

## 4. Description of Responsibilities

Gender Expert
Duties and Responsibilities
<p>The expert will be responsible for the following tasks related to gender analysis and mainstreaming.</p> <p><b>GENDER ANALYSIS</b></p> <ul style="list-style-type: none"><li>• <i>Conduct a situation analysis with a gender lens.</i> This will include:<ul style="list-style-type: none"><li>(i) Gathering baseline information on the levels and nature of participation of men and women in small-scale gold mining activities in Guyana, the differential experiences and impacts on men versus women (environmental, socio-economic, health etc.), the specific and at times differing vulnerabilities of men and women, and the barriers and constraints to effective participation of women and men in the proposed project intervention.</li><li>(ii) Analyzing the gender implications of the proposed project.</li></ul></li></ul>

Gender Expert
Duties and Responsibilities
<p><b>GENDER MAINSTREAMING STRATEGY AND ACTION PLAN</b></p> <ul style="list-style-type: none"> <li>• <i>Define intervention strategies to support achievement of project results from a gender perspective.</i> This will include: <ul style="list-style-type: none"> <li>(i) Identify how to mainstream gender issues in the project design to ensure that the project contributes to advancing gender equality and women's empowerment, including in terms of proposing gender approaches/ interventions within specific project activities and/or outputs;</li> <li>(ii) Propose specific gender items that should be included in the project budget as part of the ProDoc;</li> <li>(iii) Propose appropriate sex disaggregated indicators for the Project Strategic Results Framework (including number of male/female beneficiaries, among others) and ensure that these follow the criteria of "SMART" indicators. Provide the baseline values for these indicators, propose appropriate targets for these indicators, and identify the sources of verification to include in the project Strategic Results Framework to ensure that this is gender responsive;</li> <li>(iv) Propose a strategy to ensure that human resources are identified in the ProDoc for project implementation for the monitoring and evaluation of activities and approaches to ensure gender mainstreaming;</li> <li>(v) Support the identification of the associated Gender Marker per UNDP guidelines for this project, based on the proposed project design.</li> <li>(vi) Propose the relevant data on gender required for the Project's Social and Environmental Screening and the Project's Tracking Tool.</li> </ul> </li> </ul> <p>The gender analysis should be informed by relevant documents, such as the UNDP Gender Equality Strategy 2014-2017 and the Mainstreaming Gender at the GEF policy document.</p>

## 5. Minimum Education and Specific Qualifications for Socio-economic Expert

Education
<p>A. Education:</p> <ul style="list-style-type: none"> <li>▪ Master's degree in gender studies, social studies, sociology or other relevant field;</li> </ul>
Specific qualifications
<p>Years of experience:</p> <ul style="list-style-type: none"> <li>▪ Minimum 5 years of demonstrable experience in gender 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 desirable.</li> <li>• Proven experience with collection and analysis of similar data on gender issues.</li> </ul> <p>C. Specific work experience</p> <ul style="list-style-type: none"> <li>• Proven experience in leading gender analysis and with the development of stakeholder engagement plans in Natural Resource Management is a strong asset</li> </ul>

- Previous experience supporting development of UNDP/GEF project documents or project evaluations is also considered an asset.

Competencies:

- Demonstrates integrity and fairness;
- Treats all people fairly and without favoritism/bias or having irreconcilable personal interest in Guyana mining sector.
- Strong interpersonal and communication skills;
- Commitment to team work and to working across disciplines;
- Proficiency in standard computer software (word-processing, excel, presentations, databases and internet)
- Excellent drafting ability and presentation and communication skills;
- Ability to produce clear and concise written reports.

## 6. Deliverables and indicatives dates

Deliverables (changes in sequencing are possible)	Indicative dates	Indicative percentage
<u>1. Work plan</u> for this consultancy.	September 7, 2018	5%
2. Succinct draft <u>Gender Analysis Report</u> (based on desk review, interviews and visits to the field, as necessary) including situational analysis with a gender lens. This will include gathering baseline information on the levels and nature of participation of men and women in small-scale gold mining activities in Guyana, the differential experiences and impacts on men versus women (environmental, socio-economic, health etc.), the specific and at times differing vulnerabilities of men and women, and the barriers and constraints to effective participation of women and men in the proposed project intervention. This will also include an analysis of the gender implications of the proposed project.	September 28, 2018	20%
3) <u>Gender Action Plan and Budget.</u>  This will include identification of proposed project interventions with a gender lens, identification of budgetary and human resource requirements for gender mainstreaming during project implementation, proposed sex-disaggregated indicators for the Project's Strategic Results Framework (including indicators, baseline values, targets and sources of verification), ensuring that the gender analysis is meaningfully integrated into the project's Theory of Change and providing any required data for the Project's Tracking Tool and for the Social and Environmental	October 19, 2018	35%

Deliverables (changes in sequencing are possible)	Indicative dates	Indicative percentage
<p>Screening, if required, as detailed in the section of these ToRs on the duties and responsibilities of this consultancy.</p> <p>This report will need to be concise and meet the needs of the International Design Expert for insertion into the appropriate sections of the Project Document. Bibliographic references should be included in the report.</p> <p>In addition, this expert will 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, the Stakeholder Analysis section, and the Social and Environmental Safeguards Annex as they relate to gender.</p>		
<p>4. <u>Final Comprehensive Report</u> including Gender Analysis Report and Gender Strategy and Action Plan, and all relevant information included in the previous deliverables described above, incorporating any feedback received from UNDP, the International Project Design expert, the government and other stakeholders.</p>	November 19, 2018	40%

## 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 40%

Methodology: weight 30%

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 70 points:

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

**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 24 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.

## 8. Application procedures

Qualified candidates are requested to apply by **22 August 2018** by sending their application packages to [procurement.gy@undp.org](mailto:procurement.gy@undp.org) with the subject line “**Gender Expert**”. Clarification(s) can be sent to [procurement.gy@undp.org](mailto:procurement.gy@undp.org) with the subject line “**Query Gender expert**”

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.

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

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

Date:

Deputy Resident Representative  
United Nations Development Programme  
42 Brickdam & United Nations Place, Stabroek,  
Georgetown, GUYANA

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** *[pls. check all that applies:]*

- ☐ 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:**

<b>Cost Components</b>	<b>Unit Cost</b>	<b>Quantity</b>	<b>Total Rate for the Contract Duration</b>
<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

INSTRUCTIONS 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 (for Service Contracts and Individual Contracts)							
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)			
6. Sexe									
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 Telephone No. Fax No.		11. Present Address (if different) Telephone No. Fax No.		12. Office Telephone 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			
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	Not 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"/>				

<p>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"/></p> <p>If answer if "yes", WHEN?</p>		
<p>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></p>		
FULL NAME	FULL ADDRESS	BUSINESS OR OCCUPATION
<p>27. STATE ANY OTHER RELEVANT FACTS IN SUPPORT OF YOUR APPLICATION. INCLUDE INFORMATION REGARDING ANY RESIDENCE OUTSIDE THE COUNTRY OF YOUR NATIONALITY.</p>		
<p>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"/></p> <p>If "yes", give full particulars of each case in an attached statement.</p>		
<p>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.</p> <p>DATE: _____ SIGNATURE: _____</p>		
<p>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.</p>		