

## TERMS OF REFERENCE

### Microfinance Specialist

#### I. POSITION INFORMATION

<b>Title:</b>	<b>Consultancy – Microfinance Specialist</b>
<b>Type of Contract:</b>	Individual Contract
<b>Post Level:</b>	Local Consultant
<b>Unit:</b>	Energy, Environment and Extractive Industries
<b>Duty station:</b>	Georgetown, Guyana
<b>Expected Duration of Assignment:</b>	40 days
<b>Start of Contract:</b>	September 3, 2018
<b>End of Contract:</b>	November 7, 2018
<b>Date of Issue:</b>	August 8, 2018
<b>Closing Date:</b>	August 22, 2018

#### II. BACKGROUND

Despite Dominica and Guyana's agriculture sectors being the primary industries for the two countries, the sector has constantly been affected by recurring disasters, such as hurricanes, flooding and droughts. The limited integration of gender analysis, climate and disaster risk resilience in agricultural practices has consistently undermined food security in the wake of natural hazards and the increasing impacts of climate change. Dominican local agricultural sector is also challenged by weak institutional capacity and limited availability of financing. Guyana shares similar factors that contribute to the vulnerabilities and risks of women and men in the agriculture sector, representing a real threat to sustainable socio-economic growth, and long-term peace and prosperity at the national level.

The project "Strengthening Disaster Management Capacity of Women in the Cooperative Republic Guyana and the Commonwealth of Dominica" aims to reduce these vulnerabilities by targeting three broad drivers of these problems, namely, gaps in gender analysis, hazard and risk data; limited integration of climate change and disaster risk planning and practices in the agriculture sector; and limited access to appropriate, sustainable finance for vulnerable small farmers and women's groups. To address these, vulnerability mapping and community-based and national level early warning systems will be developed and implemented, to increase the ability of remote vulnerable farmers, namely women, to prepare for weather and non-weather-related risks on timely-basis. This will be supported by capacity building at the national and local levels to ensure long-term sustainability. Long-term resilience will be enhanced through the integration of disaster risk mitigation and climate change adaptation practices and approaches into agricultural planning and practices. Finally, access to finance will be enhanced through an appropriate microfinance/microgrant framework and coordinated planning, which will create new market opportunities for rural farmers and provide the capital

needed to exploit them, and also aim to promote gender transformation, women's leadership and empowerment.

Women and indigenous groups vulnerable to natural hazards, including flooding, will be priority beneficiary targets in the geographical locations below:

- Guyana, covering 5 Administrative Regions: Mahaica-Berbice (Region 5), East-Berbice-Corentyne (region 6), Cuyuni-Mazaruni (Region 7), Potaro-Siparuni (Region 8), and Upper Takutu-Upper Essequibo (Region 9).

### III. KEY FUNCTIONS:

Under the guidance of, and reporting directly to the Project Manager-Disaster Risk Management (DRM), the **Microfinance Specialist** is expected to, and will be responsible for:

- Developing a gender-responsive microfinance strategy for agricultural enterprises to facilitate the adoption of sustainable approaches and risk mitigation practices, including climate-smart agriculture (CSA), and Disaster Risk Reduction (DRR)/Climate Change Adaptation (CCA) agricultural good practices;
- Developing an implementation plan for piloting gender-responsive microfinance in target regions.

#### Specific Tasks and Deliverables

*i) Development of an Inception Report (includes detailed methodology, process and schedule for the assignment)*

- Hold consultations with government and non-government agencies and UNDP;
- Hold consultations with other relevant stakeholders as indicated by UNDP, as necessary.

**Deliverable I: Within 7 days of signing the contract: Submission and acceptance of an Inception Report detailing the methodology, process and schedule to be followed for the assignment submitted to UNDP for review and approval.**

*ii) Development of a gender-responsive microfinance strategy for agricultural enterprises to facilitate the adoption of sustainable approaches and risk mitigation practices, including climate-smart agriculture (CSA), and DRR/CCA agricultural good practices.*

- Conduct a gender analysis of the financial situation of the target population.
- Conduct a desk review of the available policy provisions regarding access to finance and existing gender responsive financial services and products offered by different financial institutions;
- Initiate dialogue with key financial institutions, including government agencies, that provides microfinance services and/or lending schemes;
- Conduct consultations with potential beneficiaries of microfinance services and insurance schemes in the targeted regions.

- Analyse existing financing mechanism in the agricultural sector, in target regions, and evaluate the levels of accessibility and usability for the livelihoods improvement of the local farmers especially women and indigenous people.
- Formulate recommendations for improving the operations of key existing financial services/schemes in target regions.
- Any other activity the consultant and UNDP deem necessary to complete this deliverable.

**Deliverable 2: Submission and acceptance of a report on a gender-responsive microfinance strategy for agricultural enterprises.**

*iii) Development of an implementation plan for piloting gender-responsive microfinance in target regions.*

- Prepare a realistic implementation plan that includes, lead agencies and activities for the short, medium and long term. This plan must include a monitoring and evaluation component.

**Deliverable 3: Submission and acceptance of an implementation plan for piloting gender-responsive microfinance in target regions.**

*iv) Hold National Validation Workshop.*

- Facilitate, with assistance from the UNDP, a validation workshop of the gender-responsive microfinance strategy for agricultural enterprises.

**Deliverable 4: Submission and acceptance of the validation workshop report.**

#### IV. DELIVERABLES AND SCHEDULE

The consultancy is expected to deliver the following key results:

- September 10, 2018: **Submission and acceptance of an Inception Report for the current consultancy.**
- September 30, 2018: **Submission and acceptance of a report on a gender-responsive microfinance strategy for agricultural enterprises.**
- October 10, 2018: **Submission and acceptance of an implementation plan for piloting gender-responsive microfinance in target regions.**
- October 21, 2018: **Submission and acceptance of validation workshop report.**

The reports must be delivered to UNDP Guyana in electronic format (Word file). They should also include full data set as a Stata or Excel file (if applicable), bibliography with complete references for any data or examples used and full documentation for all sources drawn upon.

An Individual Contract will be issued in keeping with UNDP requirements and the Terms of Reference of this assignment.

## V. INSTITUTIONAL ARRANGEMENTS

Direct Supervisor: Project Manager-Disaster Risk Management, UNDP in consultation with the Programme Analyst, Energy, Environment and Extractive Industries and under the overall guidance of the Deputy Resident Representative, UNDP.

## VI. SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

The contractor will be paid accordingly to the submission of the deliverables as per the table detailing the expected outcomes and based on the total number of days worked and reported at the agreed upon rate and as per the target due date.

- Payments are directly linked to deliverables
- Submit price proposal in an all-inclusive fee, supported by a breakdown of costs
- Contract price is fixed regardless of change in the costs components
- The contract signed does not involve any fees in advance at the beginning of the consultancy
- If travel is required for field work in Guyana, the costs will be covered by the project

Deliverables	Deliverable dates	Level of Effort (Days)	% of total payment. All payments will be effective 5 days after delivery of product and the approval of direct supervisor.
Submission and acceptance of an Inception Report for the current consultancy.	September 10, 2018	5	10
Submission and acceptance of a report on a gender-responsive microfinance strategy for agricultural enterprises	September 30, 2018	20	30
Submission and acceptance of an implementation plan for piloting gender-responsive microfinance in targeted communities.	October 10, 2018	10	30
Submission and acceptance of validation workshop report	October 21, 2018	5	30

## VII. Competences

- Strong networking skills
- Strong interpersonal and communication skills;
- Strong analytical, reporting and writing abilities skills;
- Openness to change and ability to receive/integrate feedback;
- Ability to plan, organize, implement and report on work;

- Ability to work under pressure and tight deadlines;
- Excellent presentation and facilitation skills.
- Demonstrates integrity and ethical standards;
- Positive, constructive attitude to work;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

## VIII. RECRUITMENT QUALIFICATIONS

**Education:** Minimum Master's qualifications in Economics, Microfinance, Finance, Humanities or related discipline.

**Experience:** Extensive experiences in conducting reviews in credit and savings, micro-credit, and insurance services, preferably in hinterland communities, at least seven years of professional experience with proven competence in the areas of microfinance work;

Familiarity with Microfinance Institutions operations, and functions;

Strong analytical and writing skills in producing relevant reports and other material;

Good understanding of government and local agricultural communities in Guyana;

High level of communication and interpersonal skills and experience in working effectively in a multi-cultural environment;

Ability to work as a productive member of a Project team, highly initiative with minimal supervision;

Knowledge and preferably experience of poverty reduction and sustainable development initiatives; desirable.

**Language Requirements:** Excellent oral and written communication skills in English.

### 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 "**Microfinance Specialist**". Clarification(s) can be sent to [procurement.gy@undp.org](mailto:procurement.gy@undp.org) with the subject line "**Query Microfinance Specialist**".

## IX. OTHER

**Location:** Guyana.

**Submission:** Candidates must submit the **Offeror's Letter (Annex I)**; CV or PII form together with **technical and financial proposals**.

Applications must be submitted in English.

## DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

- **Technical proposal** (Mandatory, free format), including a) methodology on how you will approach and complete the assignment.
- **PII form** (**Annex III**) including past experience in similar projects and at least 3 professional references (please make sure to include email, phone number of each) or **CV**
- **Financial Proposal**

**Lump sum contracts:** The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (**Annex II**) (including travel, per diems, and number of anticipated working days).

### Evaluation

Individual consultants will be evaluated based on the following methodology:

#### Combined scoring method

*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 seventy (70) technical points would be considered for the consultancy.*

#### Financial Evaluation

The lowest financial offer among technically compliant candidates will be given the maximum score of thirty (30) points and the remaining offers will be assigned a score in inverse proportion. The candidate who obtains the highest cumulative score by adding both the weighted technical score and the financial score will be selected.

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* ]:
  - f) ☐ 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.



- g) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- h) 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;
- i) This offer shall remain valid for a total period of \_\_\_\_\_ days [*minimum of 90 days*] after the submission deadline;
- j) 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*];
- k) 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:

- l) 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

- m) 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.
- n) *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.
- o) 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)

## Annex II

## 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)			

## 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

## Annex III

<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. Date of birth Da      Mo      Yr		3. Place of Birth		4. Nationality (ies) at birth		5. Present nationality (ies)	
6. Sex							
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:
				REASON FOR LEAVING:
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:
				REASON FOR LEAVING:
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:
				REASON FOR LEAVING:
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				

# UNITED NATIONS DEVELOPMENT PROGRAMME



Empowered lives.  
Resilient nations.

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.		