



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

National Consultant – Environmental & Social Safeguard Expert

Reference No.: UNDP/PN/37/2018

Date: 3 September 2018

Country: NEPAL

Description of the assignment: UNDP-Nepal is supporting Government of Nepal, Ministry of Finance to implement Green Climate Fund Readiness and Preparatory Support to continue and strengthen the current efforts to effectively and efficiently plan for, access, manage, deploy and monitor climate financing through GCF. Nepal aims to strategically and systematically build the national capacity at different levels to ensure that the knowledge, process and mechanism are transferred to extent possible and thus contributing to sustainable capacity building efforts. The purpose of the part of the project under this contract is to provide technical support to strengthen the capacity of NDA and its governance unit, and national stakeholders. More specifically, the consultant will work close in capacity assessment of the NDA towards development of a costed capacity development plan and provide technical inputs to strengthen the capacity of national stakeholders.

Project name: Green Climate Fund Readiness and Preparatory Support Programme (GCFRPS)

Period of assignment/services (if applicable): 50 days spread over four months.

Proposal should be submitted by email to procurement.np@undp.org not later than **1730 hours (Nepal Standard Time) of 12 September 2018** mentioning reference No. **UNDP/PN/37/2018 – Environmental & Social Safeguard Expert**.

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail: query.procurement.np@undp.org mentioning Procurement Notice Ref: **UNDP/PN/37/2018: Environmental & Social Safeguard Expert, on or before 06 September 2018**. The procurement unit will respond in writing, including an explanation of the query without identifying the source of inquiry, to all consultants or via bulletin published on the UNDP website: <http://www.np.undp.org/content/nepal/en/home/operations/procurement.html>. Inquiries received after the above date and time shall not be entertained.

1. BACKGROUND

Government of Nepal has taken various initiatives in devising appropriate policies, programmes, and institutional and financial arrangements to achieve long-term solutions to address the climate risks. Ministry of Finance, the National Designated Authority for Green Climate Fund has been effectively and

efficiently planning to access resources from Green Climate Fund (GCF) and managing public investments on climate change through national system. And to support its Readiness, the first phase of GCF readiness initiative funded by the Government of Germany (BMU), was implemented that focused on building core institutional capacity and accelerating direct access to the Fund.

To continue and strengthen the current efforts to effectively and efficiently plan for, access, manage, deploy and monitor climate financing through GCF, a second phase of readiness support was approved by the GCF for Nepal with UNDP as the delivery partner. This GCF Readiness and Preparatory Support (GCFRPS) Programme aims to i) Strengthen the institutional capacity of the national institutions including the NDA and direct access entities, and ii). Build and strengthen Nepal to prepare a country programme and develop project pipelines for DAE access including climate change mitigation and adaptation investment priorities through the active involvement of the private and financial sectors. The readiness activities will build up on key achievements, outputs and learnings from previous readiness efforts towards wider engagement of national stakeholders in the GCF process.

One such component of Readiness aims at supporting countries and its national entities in understanding and contextualization of GCF's Environmental and Social Policy. GCF outlines that countries and its national entities are required to demonstrate effective and equitable management of environmental and social risks and impacts and improve outcomes of all GCF-financed activities.¹ Accordingly, GCF has prepared processes and procedures that allow the Fund to identify, analyze, avoid, minimize and mitigate any potential adverse environmental and social impacts of the activities implemented by the projects funded by GCF to maximize environment and social benefits and to improve the environmental and social performance of GCF and its activities consistently over time. Thus, the GCF's Environmental and Social Management System (ESMS) is designed not only to avoid harm, but to improve the environmental and social performance of GCF and its activities financed consistently over time.² More recently, GCF's Board B.19 adopted the Environmental and Social policy which elaborates the commitment of GCF to integrate environmental and social issues into its decision-making and outcomes, and establishes the principles, requirements, and responsibilities to deliver on these commitments. The overarching Environmental and Social Policy³ articulates how GCF integrates environmental and social considerations into its decision-making and operations to effectively manage environmental and social risks and impacts and improve outcomes. The policy reflects the broad consensus on GCF commitments to achieve environmental and social benefits and avoid harm in all the activities undertaken and supported and the importance to clearly convey these to stakeholders and communities. More importantly, GCF outlines that the engagement and application of the ESP policy at strategic and institutional level, entities level and activity level.

Thus, in view of preparing a national environment and social policy guidelines to be adopted by the country and entities, an Environment and Social Safeguard Expert will be procured who will provide technical support to NDA, relevant stakeholders and UNDP Nepal for the contextualization and development of a national environment and social policy guidelines. The national environment and social policy will be developed to contextualize the national circumstances for the development of funding proposal for GCF. The support will ensure coherence with the project outcomes developed as per the project document.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

For detailed information, please refer to Annex 1

¹ GCF 2018. <https://www.greenclimate.fund/safeguards/environment-social>

² GCF 2018. GCF/B.19/06. Environmental and social management system: Environmental & social policy. https://www.greenclimate.fund/documents/20182/953917/GCF_B.19_06_-_Environmental_and_social_management_system_environmental_and_social_policy.pdf. February 2018

³ Ibid., 2.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Master's degree in Environmental Science, Social Science, Natural Resource Management or Climate Change or related field

II. Years of experience:

- At least 8 years of practical experience, knowledge and expertise in Environmental and Social Safeguards
- Experience conducting Environmental and Social Impact Assessments and developing related Environmental and Social safeguards
- Experience in drafting environment and social safeguard framework for large size projects
- Familiarity with social and environmental safeguards procedures and guidelines, including GCF, International Development Banks and UNDP

III. Competencies:

- Good working relationship with the networks of Government and relevant sectors
- Good working command in English and Nepali language.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

- Offeror's Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment
- 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

Note:

- a) Applicants of 62 years or more require full medical examination and statement of fitness to work to engage in the consultancy
- b) 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 UNDP.)
- c) Due to sheer number of applicants, the procurement unit will contact only competitively selected consultant.

2. Financial proposal

3. Personal CV including past experience in similar projects and at least 3 references

5. 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 (including travel, per diems, and number of anticipated working days).

6. 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 point would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<u>Technical</u>		
<ul style="list-style-type: none"> • Criteria A Demonstrate practical experience, knowledge and expertise in environmental and social safeguards including familiarity of such policies of GCF, IDBs, and UNDP (20) 	20%	20
<ul style="list-style-type: none"> • Criteria B Demonstrate experience in conducting Environment & Social Impact Assessment as well as drafting environment and social safeguard framework for large scale projects (40) 	40%	40
<ul style="list-style-type: none"> • Criteria C Experience working with Government including assessment of Government led projects (10) 	10%	10
<u>Financial</u>	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:

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

* "Lowest Bid Offered" refers to the lowest price offered by Offerors scoring at least 70% points in technical evaluation.

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

TERMS OF REFERENCE FOR INDIVIDUAL CONTRACT

Post Title National Environment and Social Safeguard Expert
Type Individual Contract (National)
Location: Kathmandu
Additional Category Resilience and Climate Change
Starting Date: 24 September 2018
Duration: 50 days spread over four months

1. BACKGROUND

Government of Nepal has taken various initiatives in devising appropriate policies, programmes, and institutional and financial arrangements to achieve long-term solutions to address the climate risks. Ministry of Finance, the National Designated Authority for Green Climate Fund has been effectively and efficiently planning to access resources from Green Climate Fund (GCF) and managing public investments on climate change through national system. And to support its Readiness, the first phase of GCF readiness initiative funded by the Government of Germany (BMU), was implemented that focused on building core institutional capacity and accelerating direct access to the Fund.

To continue and strengthen the current efforts to effectively and efficiently plan for, access, manage, deploy and monitor climate financing through GCF, a second phase of readiness support was approved by the GCF for Nepal with UNDP as the delivery partner. This GCF Readiness and Preparatory Support (GCFRPS) Programme aims to i) Strengthen the institutional capacity of the national institutions including the NDA and direct access entities, and ii). Build and strengthen Nepal to prepare a country programme and develop project pipelines for DAE access including climate change mitigation and adaptation investment priorities through the active involvement of the private and financial sectors. The readiness activities will build up on key achievements, outputs and learnings from previous readiness efforts towards wider engagement of national stakeholders in the GCF process.

One such component of Readiness aims at supporting countries and its national entities in understanding and contextualization of GCF's Environmental and Social Policy. GCF outlines that countries and its national entities are required to demonstrate effective and equitable management of environmental and social risks and impacts and improve outcomes of all GCF-financed activities.⁴ Accordingly, GCF has prepared processes and procedures that allow the Fund to identify, analyze, avoid, minimize and mitigate any potential adverse environmental and social impacts of the activities implemented by the projects funded by GCF to maximize environment and social benefits and to improve the environmental and social performance of GCF and its activities consistently over time. Thus, the GCF's Environmental and Social Management System (ESMS) is designed not only to avoid harm, but to improve the environmental and

⁴ GCF 2018. <https://www.greenclimate.fund/safeguards/environment-social>

social performance of GCF and its activities financed consistently over time.⁵ More recently, GCF's Board B.19 adopted the Environmental and Social policy which elaborates the commitment of GCF to integrate environmental and social issues into its decision-making and outcomes, and establishes the principles, requirements, and responsibilities to deliver on these commitments. The overarching Environmental and Social Policy⁶ articulates how GCF integrates environmental and social considerations into its decision-making and operations to effectively manage environmental and social risks and impacts and improve outcomes. The policy reflects the broad consensus on GCF commitments to achieve environmental and social benefits and avoid harm in all the activities undertaken and supported and the importance to clearly convey these to stakeholders and communities. More importantly, GCF outlines that the engagement and application of the ESP policy at strategic and institutional level, entities level and activity level.

Thus, in view of preparing a national environment and social policy guidelines to be adopted by the country and entities, an Environment and Social Safeguard Expert will be procured who will provide technical support to NDA, relevant stakeholders and UNDP Nepal for the contextualization and development of a national environment and social policy guidelines. The national environment and social policy will be developed to contextualize the national circumstances for the development of funding proposal for GCF. The support will ensure coherence with the project outcomes developed as per the project document.

2. OBJECTIVES OF THE ASSIGNMENT

The purpose of the assignment is to support preparation of national guidelines for Environment and Social Safeguard Policy (ESP) for national entities during the process of funding proposal development. The specific purpose of the assignment is to identify opportunities to strengthen the national Environment and Social Management System (ESMS) aligning with GCF's Environment and Social Policy that will,

- enable to adopt systematic national steps and procedures to ensure environment and social concerns are addressed through environment and social impact assessment (ESIA) for proposed funding proposal and its implementation,
- enable to adopt systematic development of environmental and social management framework (ESMF) for funding proposal and implementation with description of the roles and responsibilities and the process to manage environment and social risks and impacts, and
- enable to adopt systematic development of environmental and social management plan (ESMP) for funding proposal and its implementation with description of measures that have been identified for avoiding adverse environment and social impacts.

3. SCOPE OF WORK

The Expert, upon signing contract with UNDP Nepal, shall work in association with the Project Management Unit (PMU) in producing deliveries specified hereunder. The section below elaborates in detailed scope of the work, activities implementation and responsibilities.

⁵ GCF 2018. GCF/B.19/06. Environmental and social management system: Environmental & social policy. https://www.greenclimate.fund/documents/20182/953917/GCF_B.19_06_-_Environmental_and_social_management_system_environmental_and_social_policy.pdf. February 2018

⁶ Ibid., 2.

3.1 Inception Report of the Assignment: The Expert shall carry out necessary desk review and stocktaking of various relevant materials as following but not limited to,

- Environmental and Social Safeguards at the GCF (2017)⁷ published by the German government (BMU) supported GCF Readiness Programme;
- GCF's Environmental and Social Policy⁸ including Environmental and Social Safeguard Standards, and the Environment and Social Management Systems,
- International Finance Corporation (IFC) Performance Standards and Social Sustainability (2012)⁹ and Guidance Notes: Performance Standards on Environmental and Social Sustainability (2012)¹⁰ as well as Work Bank Group Environment, Health and Safety Guidelines,¹¹
- Environmental and Social Safeguard policies prepared by Nepal's four Direct Access Entities and the Environmental and Social Management Systems prepared by the agencies.
- GCF approved project (at least 3 Risk Category projects) to prepare case studies on consideration of ESP in adaptation and mitigation projects,

The Expert will prepare inception report that will have clearly defined timeline, stocktaking information, gaps between existing ESMS as well as other ESS practices/guidelines and the GCF's requirements; methodology and list of stakeholders for consultation.

3.2 Prepare a draft national ESP guideline: Based on reviews, stock take, learnings from the approved GCF projects, the Expert shall prepare draft guidelines approach paper on national environment and social policy for Nepal for project development in alignment with GCF's 8 strategic impact areas and with due consideration to the three Environmental and Social Risk Categories identified by GCF. The materials should adhere with national circumstances and aligned with GCF's ESP policies.

3.3 Consultation with key national stakeholders. The Expert will widely share draft materials to key relevant national stakeholders to receive inputs and feedback. The Expert shall carry out one to one discussion with relevant stakeholder and hold consultative workshop to receive inputs. The Expert will incorporate inputs and feedback received.

3.4 Finalization of ESP Guideline: The expert in consultation with NDA and UNDP Nepal will finalize the guidelines and present the material with Climate Finance Technical Committee for final approval for publication.

3.5 Sharing of national ESP guidelines: The project shall organize sharing workshop to disseminate the national ESP guidelines.

3.6 Translation of national ESP guidelines: The Expert shall provide technical support to the NDA during publication of English and Nepali version of national ESP guidelines.

⁷ [http://www.gcfreadinessprogramme.org/sites/default/files/Environmental and Social Safeguards at the Green Climate Fund.pdf](http://www.gcfreadinessprogramme.org/sites/default/files/Environmental%20and%20Social%20Safeguards%20at%20the%20Green%20Climate%20Fund.pdf)

⁸ Ibid., 2.

⁹ https://www.ifc.org/wps/wcm/connect/115482804a0255db96fbfd1a5d13d27/PS_English_2012_Full-Documents.pdf?MOD=AJPERES

¹⁰ https://www.ifc.org/wps/wcm/connect/e280ef804a0256609709ffd1a5d13d27/GN_English_2012_Full-Documents.pdf?MOD=AJPERES

¹¹ https://www.ifc.org/wps/wcm/connect/topics_ext_content/ifc_external_corporate_site/sustainability-at-ifc/policies-standards/ehs-guidelines

4. METHODOLOGY

4.1 Review of documents: Expert shall (but not limited to) review all documents listed under scope of work. More importantly, the consultant shall review GCF's Environmental and Social Policy¹² adopted by the GCF Board and the standard on Environmental and Social Safeguard. The consultant will also review the International Finance Corporation (IFC) Performance Standards and Social Sustainability and Guidance Notes: Performance Standards on Environmental and Social Sustainability as well as Work Bank Group Environment, Health and Safety Guidelines. The consultant will also review the Environmental and Social Safeguard policies prepared by the nominated Direct Access Entities and their mechanism of the Environmental and Social Management Systems (ESMS) to adequately assess, manage and monitor environmental and social risks from GCF financed activities.

The consultant will also review ESPs prepared for GCF approved adaptation and mitigation projects under the three Environment and Risk Category of GCF. The consultant will also review the proposal prepared by Food and Agriculture Organization (FAO) and International Union for Nature of Conservation (IUCN) with support by the GCF Readiness Project (BMU funded). Further, national policies on ESS along with policies prepared for some prominent development projects will also be reviewed as case studies to outline best practices.

4.2 Consultation and Coordination: Close coordination should be maintained with NDA and the relevant ministries including Ministry of Forests and Environment to initiate discussion and dialogues on the national ESP. Similarly, consultation should also be organized with all accredited entities i.e. both national and international entities accredited to GCF, of their own ESS policies and procedures. Indigenous Peoples Groups, Women Groups and other national stakeholders should also be engaged during the preparation of the national ESP guideline.

4.3 Approval/Endorsement of National Environmental and Social Policy Guideline: The drafted national ESP guidelines will be proposed to the NDA and its Technical Committee for their input and endorsement. A ESP checklist will also be prepared.

4.4 Translation ESP Guideline: The Expert will provide technical inputs to the NDA during the translation of the approved ESP guideline.

5. ACTIVITIES AND DELIVERABLES

The Expert shall submit a full activity work plan with delivery timelines as a part of inception report in accordance to the proposed timeline below.

SN	Activities	Deliverables	Delivery Timeframe
1.	Review of documents and stock taking	<ul style="list-style-type: none">• Inception Report• Review of GCF's policies and application	Within 7 days of signing the contract
2.	Prepare a draft national ESP guideline	<ul style="list-style-type: none">• Approach paper on national ESP guideline with case studies of ESP consideration from approved GCF projects• Presentation materials for stakeholder discussion and consultation workshop.	Within Day 35

¹² Ibid., 2.

3.	Consultation with key national stakeholders	<ul style="list-style-type: none"> • Consultative process report • Approved version of ESP guideline by technical committee. • Dissemination workshop and proceeding report • ESP guideline checklist for application 	Within Day 55
4.	Translation of national ESP guideline and sharing	<ul style="list-style-type: none"> • Submission of approved English and translated version of Nepali ESP guideline 	Within Day 75

Note: All deliverables should be prepared in English; however, publication materials shall be prepared both in Nepali and English. All the deliverables will be reviewed by the concerned authorities of NDA and UNDP and will be finalized only after incorporating their inputs. The project will provide support to publish the materials.

6. REQUIRED EDUCATION AND EXPERIENCE

The Expert will have competency and demonstrated experience and expertise in undertaking the assignments. The Expert should demonstrate its proven experience on designing and delivering environment and social safeguard in natural resources or climate change related assignment. The expert shall possess following qualifications:

- Master's degree in Environmental Science, Social Science, Natural Resource Management or Climate Change or related field
- At least 8 years of practical experience, knowledge and expertise in Environmental and Social Safeguards
- Experience conducting Environmental and Social Impact Assessments and developing related Environmental and Social safeguards
- Experience in drafting environment and social safeguard framework for large size projects
- Familiarity with social and environmental safeguards procedures and guidelines, including GCF, International Development Banks and UNDP
- Good working relationship with the networks of Government and relevant sectors
- Good working command in English and Nepali language.

7. DURATION OF THE ASSIGNMENT AND REMUNERATION

Total duration of the contract will be 50 days spread over four months. The Expert shall submit a complete work-plan with description of activities, final deliverables and time frame contained in its inception report. The remuneration of the Expert will be paid as per the schedule of payment given below based on prevailing norms of the UNDP.

8. SCHEDULE OF PAYMENT

The payments will be delivery-based on progress submitted by Expert as follows:

Installments	Milestone	Payments
1 nd	Inception Report (Deliverable 1)	20 %
2 nd	Submission of Consultation Report and final version of the ESP guideline (Deliverable 2 & 3)	60%
3 rd	Submission of translated version of the ESP, Sharing workshop proceeding report and Completion Report (Deliverable 4)	20 %

9. WORKING ARRANGEMENT

The Expert will work under the guidance of the UNDP Nepal Energy, Environment and Climate Change Unit, NDA and UNDP HQ. The **Expert shall support the Project Manager** to undertake consultations with relevant stakeholders including climate finance technical committee to finalize the content of the ESP guidelines. The Expert, in implementing the activities under its scope, shall demonstrate synergies with relevant initiatives, government agencies, academia, civil society organizations, women, indigenous community group and other relevant as envisaged by the project document to compile information and inputs from all stakeholders.

The Expert will be given access to relevant information necessary of execution of the tasks under this assignment. The Expert will be responsible for providing his/her own working station (i.e. laptop, internet, phone, printer/scanner etc. and must have access to a reliable internet connection.

10. EVALUATION METHOD

Applicants will be evaluated on a basis of education in required field, work experience in relevant field, proven capacity on assessment and drafting policies on environment and social safeguards related work at international and national level along with the financial proposal of the potential candidate. Candidates may also be requested for an interview as part of the evaluation process.

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

UNDP/PN/37/2018 : National Consultant – ESS Expert

Date _____

United Nations Development Programme
UN House
Pulchowk,
Lalitpur, Nepal

Dear Sir/Madam:

I hereby declare that:

I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of **National Consultant – ESS Expert** under the **Green Climate Fund Readiness and Preparatory Support Programme (GCFRPS)**.

- A) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- B) I hereby propose my services and I confirm my interest in performing the assignment through the submission of **my CV reflecting date of birth** which I have duly signed and attached hereto as Annex 1;
- C) 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.
- D) I hereby propose to complete the services based on the following payment rate:
- 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.
- E) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- F) 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;
- G) This offer shall remain valid for a total period of _____ days *[minimum of 90 days]* after the submission deadline;

H) 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];*

I) If I am selected for this assignment, I shall *[please 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:

J) 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

K) 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.

L) ***If you are a former staff member of the United Nations recently separated, please 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.

M) 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.

O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES NO If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

P) Do you have any objections to our making enquiries of your present employer?

YES NO

Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES NO If answer is "yes", WHEN?

R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Address	Business or Occupation

S) 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 NO If "yes", give full particulars of each case in an attached statement.

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.

Annexes *[please check all that applies]:*

- CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- 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 COSTS¹³
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A) **Breakdown of Cost by Components:**

Cost Components	Quantity	Unit Cost (USD)	Total Rate for the Contract Duration
I. Personnel Costs			
Professional Fees	50 days		
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
II. Travel¹⁴ Expenses to Join duty station			
Round Trip Airfares to and from duty station	N/A		
Living Allowance	N/A		
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
III. Duty Travel			
Round Trip Airfares	N/A		
Living Allowance	N/A		
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
Total			
IV. Field visits outside duty station	Applicable travel cost will be borne by UNDP for field missions, outside duty station, if any.		

B) **Breakdown of Cost by Deliverables***

Deliverables	Percentage of Total Price (Weight for payment)	Amount
Deliverable 1 - Approval of Inception Report	20%	
Deliverable 2 & 3 - Submission of Consultation Report and final version of the ESP guideline	60%	
Deliverable 4 - Submission of translated version of the ESP, Sharing workshop proceeding report and Completion Report	20%	
Total	100%

**Basis for payment tranches*

¹³ The costs should only cover the requirements identified in the Terms of Reference (TOR)

¹⁴ Travel expenses are not required if the consultant will be working from home.