

**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE**  
**National Consultant : Team Member – Midterm Review**

Reference No.: UNDP/PN/07/2019

Date: 25 February 2019

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**Country: NEPAL**

**Description of the assignment:** Under leadership of MTR Team Lead (international consultant), support conduct of the mid term review (MTR) of the Effective Development Financing and Coordination (EDFC) project. The MTR will document lessons learnt over the past three years of the project, make recommendations for how best to use the project's capacities and resources for the remaining implementation period, and provide perspectives on a possible next phase of the project.

**Project name: Effective Development Financing and Coordination Project (EDFCP)**

**Period of assignment/services (if applicable):** 15 days spread over two months

Proposal should be submitted by email to [procurement.np@undp.org](mailto:procurement.np@undp.org) not later than **1730 hours (Nepal Standard Time) of 06 March 2019** mentioning reference No. **UNDP/PN/07/2019** – Team Member – Midterm Review - EDFC

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail: [query.procurement.np@undp.org](mailto:query.procurement.np@undp.org) mentioning Procurement Notice Ref: **UNDP/PN/07/2019: Team Member – Midterm Review, on or before 28 February 2019.** 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.

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**1. BACKGROUND**

International economic cooperation plays an important role in Nepal's development efforts. Nepal has been a recipient of foreign aid for over six decades and the volume of aid to Nepal is significant. In Fiscal Year 2017/18, the volume of ODA disbursement was over USD 1.6 billion; of the total national budget allocation for the same fiscal year, foreign aid represented about 22% of the national budget. Over time Nepal has put in place national systems, policies, and institutional mechanisms for aligning aid to national priorities and for adapting global development cooperation principles to the national context. Milestones include the enactment of national development cooperation policies, establishment of coordination platforms, and establishment of a transparent and functioning aid management information system, the Aid Management Platform. These achievements were made possible in part

due to the support provided through the Developing Capacities for Effective Aid Management and Coordination (DCEAMC) project, which was established in the Ministry of Finance (MoF) with support from UNDP, DFID and DANIDA and implemented during 2009-2014.

Following the DCEAMC project, the Effective Development Financing and Coordination (EDFC) project, was formulated to build on DCEAMC's accomplishments, while supporting MoF to strengthen its approaches to effectively plan, manage, and coordinate international development cooperation and finance. The EDFC project, with support from UNDP and DFID, is being implemented during the five-year period of 2016-2020, and has the following three expected outputs:

**Output 1:** Ministry of Finance has enhanced institutional capacity for leadership and coordination to plan, manage, and coordinate Official Development Assistance

**Output 2:** Capacity of Ministry of Finance strengthened for high quality and evidence-based analysis to inform policy decisions

**Output 3:** Aid Management Information System (AMIS) is institutionalized with enhanced user interfaces, collection and validation process, functionalities

During the first three years of implementation, 2016-2018, EDFC has made important progress towards meeting overall objectives. At the same time, the development cooperation and finance context in Nepal is changing and it is imperative that EDFC's approach for the remaining project period, and looking ahead to a potential next phase of the project, takes this into account and adapts its strategy accordingly. With the historic transition from a unitary to a federal system of governance well underway in Nepal, previously established approaches to aid coordination and management must be adapted to the new system. The EDFC project is already responding to this transition by supporting the Ministry of Finance to revise the *Development Cooperation Policy 2014* and produce an *Aid Mobilization Guideline* to reflect various national systems and operational procedures.

As Nepal looks to meeting its goals of LDC graduation and achieving the SDGs and emerging as a middle-income country by 2030, the role and use of ODA will need to be considered within the overall development finance and partnership landscape and acknowledged financing gap. Responding to a more complex financing scenario may require new ways of working- such as more integrated approaches to planning and budgeting, new coordination mechanisms including with non-government actors, and strategies to mobilize additional finance from non-traditional sources and to work with both existing and new partners.

These contextual factors are expected to impact the EDFC project context and strategy, and it is opportune to commission a Mid-Term Review (MTR) of the project to document lessons learnt over the past three years and propose a relevant approach for making best use of the project's capacities and resources over the remaining project period. The MTR is also expected to provide ideas and perspectives on a possible next phase of the project, post-2020.

Against this backdrop, this Terms of Reference (ToR) outlines the objectives, approach, and expected results of the EDFC Mid-Term Review (MTR) to take place in early 2019, as well as the individual duties and responsibilities of the MTR Team Member (National Consultant).

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

For detailed information, please refer to Annex 1

## 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

### I. Academic Qualifications:

- Master's degree in development studies, economics, public policy, or other relevant field

### II. Years of experience:

- At least 5 years of relevant work experience in international development cooperation, aid effectiveness, and/or development finance in Nepal
- Demonstrated understanding and technical knowhow of the international development cooperation and finance context in Nepal
- Experience with project review/evaluation of development partner-supported projects in Nepal considered an asset
- Excellent communication and report-writing skills in English
- Experience working in or with the Ministry of Finance considered an asset

### III. Competencies:

- Excellent spoken and written English language skills required
- Strong interpersonal skills and communication skills
- Openness to change and ability to receive and integrate feedback
- Excellent analytical and organizational skills
- Excellent speaking and presentation skills
- Ability to communicate effectively in writing to a varied audience in a simple and concise manner

## **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 65 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

| <b>Criteria</b>  | <b>Weight</b> | <b>Max. Point</b> |
|--|---------------|-------------------|
| <u>Technical</u>   |               |                   |
| • <b>Criteria A</b><br>Master's degree in development studies, economics, public policy, or other relevant field   | 10%           | 10                |
| • <b>Criteria B</b><br>At least 5 years of relevant work experience in international development cooperation, aid effectiveness, and/or development finance in Nepal | 20%           | 20                |
| • <b>Criteria C</b><br>Demonstrated understanding and technical knowhow of the international development cooperation development finance context in Nepal            | 20%           | 20                |
| • <b>Criteria D</b><br>Experience with project/program review of development partner-supported projects in Nepal considered an asset                                 | 10%           | 10                |
| • <b>Criteria E</b><br>Experience working in or with Nepal's Ministry of Finance considered an asset   | 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**

### Effective Development Financing and Coordination Project: Mid-Term Review Terms of Reference (National MTR Team Member)

**Location:** Home-based with one mission to Kathmandu, NEPAL

**Type of Contract:** Individual Contract

**Post Level:** National Consultant

**Languages Required:** English and Nepali

**Starting Date:** 15 March 2019

**Duration of Initial Contract:** 15 March to 15 May, with approximately 15 working days

#### I. Background

International economic cooperation plays an important role in Nepal's development efforts. Nepal has been a recipient of foreign aid for over six decades and the volume of aid to Nepal is significant. In Fiscal Year 2017/18, the volume of ODA disbursement was over USD 1.6 billion; of the total national budget allocation for the same fiscal year, foreign aid represented about 22% of the national budget. Over time Nepal has put in place national systems, policies, and institutional mechanisms for aligning aid to national priorities and for adapting global development cooperation principles to the national context. Milestones include the enactment of national development cooperation policies, establishment of coordination platforms, and establishment of a transparent and functioning aid management information system, the Aid Management Platform. These achievements were made possible in part due to the support provided through the Developing Capacities for Effective Aid Management and Coordination (DCEAMC) project, which was established in the Ministry of Finance (MoF) with support from UNDP, DFID and DANIDA and implemented during 2009-2014.

Following the DCEAMC project, the Effective Development Financing and Coordination (EDFC) project, was formulated to build on DCEAMC's accomplishments, while supporting MoF to strengthen its approaches to effectively plan, manage, and coordinate international development cooperation and finance. The EDFC project, with support from UNDP and DFID, is being implemented during the five-year period of 2016-2020, and has the following three expected outputs:

**Output 1:** Ministry of Finance has enhanced institutional capacity for leadership and coordination to plan, manage, and coordinate Official Development Assistance

**Output 2:** Capacity of Ministry of Finance strengthened for high quality and evidence-based analysis to inform policy decisions

**Output 3:** Aid Management Information System (AMIS) is institutionalized with enhanced user interfaces, collection and validation process, functionalities

During the first three years of implementation, 2016-2018, EDFC has made important progress towards meeting overall objectives. At the same time, the development cooperation and finance context in Nepal is changing and it is imperative that EDFC's approach for the remaining project period, and looking ahead to a potential next phase of the project, takes this into account and adapts its strategy accordingly. With the historic transition from a unitary to a federal system of governance well underway in Nepal, previously established approaches to aid coordination and management must be adapted to the new system. The EDFC project is already responding to this transition by supporting the Ministry of Finance to revise the *Development Cooperation Policy 2014* and produce an *Aid Mobilization Guideline* to reflect various national systems and operational procedures.

As Nepal looks to meeting its goals of LDC graduation and achieving the SDGs and emerging as a middle-income country by 2030, the role and use of ODA will need to be considered within the overall development finance and partnership landscape and acknowledged financing gap. Responding to a more complex financing scenario may require new ways of working- such as more integrated approaches to planning and budgeting, new coordination mechanisms including with non-government actors, and

strategies to mobilize additional finance from non-traditional sources and to work with both existing and new partners.

These contextual factors are expected to impact the EDFC project context and strategy, and it is opportune to commission a Mid-Term Review (MTR) of the project to document lessons learnt over the past three years and propose a relevant approach for making best use of the project's capacities and resource over the remaining project period. The MTR is also expected to provide ideas and perspectives on a possible next phase of the project, post-2020.

Against this backdrop, this Terms of Reference (ToR) outlines the objectives, approach, and expected results of the EDFC Mid-Term Review (MTR) to take place in early 2019, as well as the individual duties and responsibilities of the MTR Team Member (National Consultant).

## **II. Duties and Responsibilities**

### ***Objectives of EDFC Mid-Term Review***

The EDFC MTR offers the opportunity to assess progress towards the achievement of objectives, identify and document lessons learnt, make recommendations to improve the project implementation approach, and offer thoughts on next-phase programming. This includes considering if/how changes in Nepal's development context since the project was formulated should be reflected in the project strategy employed for the remainder of the project period. The main objectives of the MTR are the following:

- Identify the main achievements and results of the project's activities
- Reflect on the relevance, efficiency, effectiveness, and sustainability of project interventions
- Enhance the likelihood of achieving the project's objectives by analyzing project strengths and weaknesses and suggesting measures for improvement
- Document lessons learnt
- Make recommendations for the project's remaining implementation period
- Create the basis for replication of successful project interventions and results achieved so far
- Review the project's continued relevance in the evolving context of development finance and cooperation in Nepal, and (as appropriate) globally
- Consider the level of satisfaction of project stakeholders and beneficiaries with the project's approach and results achieved since the project's inception
- Offer ideas and perspectives on a potential next phase of the project

The MTR will create a forum for dialogue among the project's partners and stakeholders on the progress made on achieving the objectives and the overall approach to project implementation.

### ***Scope of the MTR***

The MTR will consider the relevance of the project, quality of project design, efficiency of implementation, effectiveness to date, partnership strategy, and sustainability of project interventions. The MTR will consider the project design, including whether the assumptions and risks remain valid, noting external factors beyond the control of the project that have affected it negatively or positively to date. The MTR will consider the following factors:

The MTR should review the *project's conceptual design and relevance*, with attention to:

- Whether the project responds to priorities of the Government of Nepal, including MoF, as well as those of other relevant stakeholders
- Whether the project design (and underlying theory of change) is clear, logical, and commensurate with the time and resources available
- Whether the project is promoting ownership and meeting the needs of stakeholders

The MTR should review the *efficiency of project implementation*, with attention to:

- Whether the project is efficient in planning, organizing, and controlling the delivery of project interventions

- Whether there is efficiency in the coordination and communication processes between stakeholders and partners of the project

The MTR should review the *effectiveness of the approach* used to produce the project results:

- Whether the management structure of the project, the distribution of responsibilities, and coordination mechanisms are appropriate for the achievement of project objectives
- Whether there is a sound partnership approach to engaging with relevant stakeholders; identify opportunities for stronger substantive partnerships for the remainder of the project duration

The MTR should review the *potential sustainability* - the extent to which, based on the project's strategy, the benefits of the project will continue after it has come to an end, including:

- How the project is making a contribution to capacity development
- Whether the project has the potential to be replicated based on implementation progress so far

**Given that this is a Mid-Term Review, the emphasis will be on identifying lessons learnt, with a view to adjusting the project design and implementation accordingly, as well as to inform thinking on a potential next/future phase of the project.** The MTR will therefore make recommendations for the way forward, based on progress thus far.

#### *Findings and lessons learned:*

- Outline, as logically and objectively as possible, findings and conclusions
- Highlight the major problems, shortcomings, and weaknesses in a constructive manner but with reference to potential remedial actions
- Indicate the likely project outcomes and impact

#### *Recommendations:*

- Present recommendations for corrective actions; recommendations should be objective, realistic, practical, understandable and forward looking
- Recommend and prioritize those activities and initiatives that the project should support during the remainder of the project duration
- Suggest new project activities for the remaining project implementation period, as well as perspectives on a future/subsequent phase of the project

### ***MTR Approach and Methodology***

The MTR will review the first three years of EDFC, using various techniques and data sources:

- Desk review of all relevant background documentation and literature
- Consultations with stakeholders and partners - including the MoF/IECCD Chief and other IECCD officials, project board members (Ministries of Education, Health, Local Development, and the National Planning Commission), UNDP/DFID and the EDFC project team
- Questionnaires and other methods as appropriate and feasible

The MTR Team Lead (International), with inputs from MTR Team Member (National), is responsible for proposing the final methodology, taking into account the data sources available and most likely to yield reliable and valid information. The final decision about the specific design and methods for the MTR should emerge from inputs provided by the Ministry of Finance, UNDP, and DFID.

All relevant documentation will be made available to the MTR team. Similarly, the team will be provided with contact information and introductions to key stakeholders and partners. The team will be able to conduct some consultations in person, during a 4-day mission in Kathmandu. However, much of the data collection will need to take place through telephone, email, and other methods.

### **III. Timeframe and Deliverables**

#### ***Timeframe***

- Contract begins: 15 March 2019
- Pre-mission desk review of relevant documents: 21 March 2019
- Submission of MTR Inception Report: 28 March 2019
- Mission [four days] in Kathmandu (inception meetings; consultations and stakeholder meetings; debriefing on findings): 1<sup>st</sup> or 2<sup>nd</sup> week of April 2019
- Draft MTR Report submission: 01 May 2019
- Final MTR Report submission: 15 May 2019

### ***Deliverables***

The MTR team will be accountable for the following deliverables:

*Inception Report:* The inception report should be prepared by the MTR team before going into the full-fledged MTR exercise. It should detail the reviewers' understanding of what is being reviewed and why, showing how each area of inquiry will be answered by way of: proposed methods; proposed sources of data; and data collection procedures. The inception report should allow MoF, UNDP/DFID and the MTR team to verify that they share the same understanding about the MTR.

*Draft MTR report:* MoF, UNDP and DFID will review the draft MTR report to ensure that it meets the required quality standards and covers all agreed components and contents of the MTR. Detailed comments and feedback on the draft report will be provided to the MTR team.

*Final MTR report:* The final report will be produced by the MTR team based on feedback received on the draft report. The final report will be shared with stakeholders and other partners.

## **IV. Team Composition and Implementation Arrangements**

The MTR team will be composed of two independent consultants. UNDP will oversee the administrative process of recruitment and contracting. The MTR will take place during the period of March-April 2019 and is expected to take a total of 30 working days: 15 working days for Consultant 1 (Team Lead-International) and 15 working days for Consultant 2 (Team Member-National). Logistical support and travel arrangements will be handled by UNDP and the EDFC Project.

The MTR team will report to the EDFC National Project Director (MoF/IECCD) and the UNDP Deputy Country Director, who will consult closely with DFID colleagues. The team will also work closely with EDFC National Project Manager, Project Team, and UNDP Country Office colleagues.

## **V. Required Skills and Experience: Team Member - National**

The Team Member will support the Team Lead (International). S/he may be asked to lead on specific areas and will be responsible for drafting relevant parts of the inception report and MTR report, under the direction of the Team Lead. Overall responsibility lies with the MTR Team Lead, who will provide guidance and leadership on conducting the MTR and on preparing/revising the deliverables.

### ***Responsibilities***

- Under the guidance of the Team Lead, contribute to the documentation review and framing of MTR questions and methodology
- Support the MTR Team Lead during interviews and consultations, as well as on any debriefings to the stakeholders/partners
- Support MoF/EDFC project team in making logistical arrangements for the MTR, including organizing the MTR mission schedule and gathering relevant documents and data
- Contribute to the drafting and revision of the inception report and the MTR reports (draft and final), under the guidance of the Team Lead

- Across all stages of the MTR process, contribute expert inputs to the Team Lead on the Nepal country context including in the specific areas of aid effectiveness, international development cooperation, and development finance

### ***Competencies***

- Strong interpersonal skills and communication skills
- Openness to change and ability to receive and integrate feedback
- Excellent analytical and organizational skills
- Excellent speaking and presentation skills
- Ability to communicate effectively in writing to a varied audience in a simple and concise manner

### ***Profile***

- Master's degree in development studies, economics, public policy, or other relevant field
- At least 5 years of relevant work experience in international development cooperation, aid effectiveness, and/or development finance in Nepal
- Demonstrated understanding and technical knowhow of the international development cooperation and finance context in Nepal
- Experience with project review/evaluation of development partner-supported projects in Nepal considered an asset
- Excellent communication and report-writing skills in English
- Experience working in or with the Ministry of Finance considered an asset
- Excellent spoken and written English and Nepali language skills required

## **VI. Price Proposal and Schedule of Payment**

Applicants must send a financial proposal based on lump sum amount. The total amount quoted shall be all-inclusive and include all costs required to perform the responsibilities and produce the deliverables described in the ToR, including:

- Professional fee
- Return flights from consultant's place of residence to duty station (Kathmandu)
- Living allowance and terminal costs
- Any other applicable costs to be incurred by the consultant in completing the assignment

*Note:* The EDFC project will be responsible for providing local transportation during the mission in Kathmandu.

The contract price will be a fixed output-based price regardless of any extension of the herein specified duration. Payments will be made upon completion and certification of the deliverables according to the following:

- 100% following submission and approval of all deliverables

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the consultant wish to travel in a higher class, they should do so using their own resources.

### ***Criteria for Selection***

Only applications which are responsive and compliant will be evaluated. Offers will be evaluated according to the combined scoring method – where educational background and experience will be weighted as 70% and the price proposal will be weighed as 30% of the total scoring. The applicant receiving the highest combined score that has also accepted UNDP's General Terms and Conditions will be awarded the contract. Only candidates receiving a minimum of 70% of the total technical points will be considered for the financial evaluation.

### ***Recommended Presentation of the Proposal***

- a) Letter of confirmation of interest and availability and financial proposal using the template provided by UNDP
- b) CV indicating all relevant past experiences, contact details of the candidate, and at least 3 professional references
- c) Brief description of approach to the assignment and indication of why the candidate is most suitable, and brief methodology/approach to the assignment (2 pages max)
- d) Financial proposal with all-inclusive fixed total contract price and all other travel related costs, supported by a breakdown of costs, as per template provided by UNDP

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

**UNDP/PN/07/2019 : National Consultant – Team Member – Midterm Review**

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 – Team Member – Midterm Review** under the **Effective Development Financing and Coordination Project (EDFCP)**. I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;

- A) 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;
- B) 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.
- C) 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.

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

G) 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];*

H) 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:

I) 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 |
|------------|---------------|------------------------------|-------------------|-----------------|
|            |               |                              |                   |                 |
|            |               |                              |                   |                 |
|            |               |                              |                   |                 |
|            |               |                              |                   |                 |

J) 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.

K) ***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.

L) 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.

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**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 COSTS<sup>1</sup>**  
**SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

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

| Cost Components   | Quantity   | Unit Cost (USD) | Total Rate for the Contract Duration |
|---|--|-----------------|--------------------------------------|
| <b>I. Personnel Costs</b>                                   |  |                 |                                      |
| Professional Fees   | 15 days  |                 |                                      |
| Life Insurance  |  |                 |                                      |
| Medical Insurance   |  |                 |                                      |
| Communications  |  |                 |                                      |
| Land Transportation   |  |                 |                                      |
| Others (pls. specify)                                       |  |                 |                                      |
|   |  |                 |                                      |
| <b>II. Travel<sup>2</sup> Expenses to Join duty station</b> |  |                 |                                      |
| Round Trip Airfares to and from duty station                | N/A  |                 |                                      |
| Living Allowance  | N/A  |                 |                                      |
| Travel Insurance  |  |                 |                                      |
| Terminal Expenses   |  |                 |                                      |
| Others (pls. specify)                                       |  |                 |                                      |
|   |  |                 |                                      |
| <b>III. Duty Travel</b>                                     |  |                 |                                      |
| Round Trip Airfares   | N/A  |                 |                                      |
| Living Allowance  | N/A  |                 |                                      |
| Travel Insurance  |  |                 |                                      |
| Terminal Expenses   |  |                 |                                      |
| Others (pls. specify)                                       |  |                 |                                      |
| <b>Total</b>  |  |                 |                                      |
| <b>IV. Field visits outside duty station</b>                | <b>Applicable travel and other associated cost will be borne by UNDP for field missions, outside duty station, if any.</b> |                 |                                      |

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

| Deliverables   | Percentage of Total Price (Weight for payment) | Amount |
|--|--|--------|
| <b>Deliverable 1</b> - Upon submission and approval of all deliverables - inception report, draft and final versions of MTR report | 100%   |        |
| <b>Total</b>   | 100%   | .....  |

*\*Basis for payment tranches*

<sup>1</sup> The costs should only cover the requirements identified in the Terms of Reference (TOR)

<sup>2</sup> Travel expenses are not required if the consultant will be working from home.