



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

International Consultant to Pilot of UNSDG Operational Guide on LNOB for UNCT in Nepal

Reference No.: UNDP/PN/34/2019

Date: 18 October 2019

---

**Country: NEPAL**

**Description of the assignment:** As per the attached Terms of Reference (ToR) – Annex 1.

**Project name:** UNDP Nepal

**Period of assignment/services (if applicable):** 35 working days (Spread over 4 months)

Proposal should be submitted by email to [procurement.np@undp.org](mailto:procurement.np@undp.org) not later than **1700 hours (Nepal Standard Time) on 30 October 2019** mentioning reference No. **UNDP/PN/34/2019 – International Consultant**.

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/34/2019: International Consultant**, on or before **25 October 2019**. The procurement unit will respond in writing, including an explanation of the query without identifying the source of inquiry and post in UNDP website: <http://www.np.undp.org/content/nepal/en/home/procurement.html>. Inquiries received after the above date and time shall not be entertained.

---

### 1. BACKGROUND

There has been widespread public recognition that there is a strong correlation between vulnerability and certain socio-economic identities. The preamble of the Nepal Constitution acknowledges the need to ensure greater inclusion in the political, economic and social spheres. Despite consistent efforts, there are still certain groups who are consistently at risk of being left behind because of gender, ethnicity, caste, religion, sexual orientation, disability, poverty, and geography. The complexity, in this regard, of Nepali society makes understanding the mechanisms by which we ensure that no one is left behind and the furthest behind are reached first, difficult to unpick. Previously, the UNCT both in the 2012 and 2017 Common Country Analysis has had a strong focus on analyzing the underlying factors for exclusion, and through the UNDAF explored ways in which this could be addressed (this included having a dedicated outcome to addressing social inclusion in the 2013-2017 UNDAF). The UNCT-SWAP Gender Equality Scorecard found that there was a need for a stronger gender analysis within groups to recognize specific power relations in order to give better guidance on the gendered nature of marginalization, access to resources and enjoyment of human rights within marginalized groups.

In light of these different patterns of exclusion and discrimination, the UNCT Nepal adopted a Human Rights-Based Approach in developing its current UNDAF (2018 – 2022), under the overall framework of the 2030 Agenda for Sustainable Development. The current CCA and UNDAF provide a solid foundation

for analysis of and attention to inequality and groups left behind. The Government of Nepal is interested in being an SDG champion at national and local levels, in line with the emphasis on inclusion in the Constitution, promulgated in 2015. The National Planning Commission has also asked the UN to provide assistance in addressing the issue of groups left behind. However, challenges remain in terms of the understanding of who is being left behind and why (including how the composition of these groups is changing as a result of political and economic changes in the country), and therefore, the design and implementation of strategic interventions to address this.

As such, the scope of the work will be to support the UNCT in Nepal to implement the LNOB Guide under the day-to-day supervision of the LNOB Task Team (RCO, UN Women, ILO, UNDP) and the Global Pilot Support Team, in order to inform policies and programmes in Nepal with the aim to be more inclusive, to help those farthest behind first, and to make progress on the 2030 Agenda.

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

For detailed information, please refer to the Terms of Reference – ToR (Annex 1)

## 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

### I. Academic Qualifications:

- Advanced university degree (Master's degree or equivalent) in international development, human rights, social development, or related field. A first level university degree in combination with relevant experience may be accepted in lieu of the advanced university degree.

### II. Years of experience:

- A minimum of five years of progressive experience in working on human rights/gender/inequality at national level, with a solid understanding of the development systems.
  - Proven experience in human right-based approach or vulnerability assessments in post-conflict/post-disaster/least developed context, experienced with gender and inclusion, projects/ programme design and implementation with the UN or other international agencies is desirable.
  - Proven track record of strong analytical and research skills is required.
  - Experience in design and facilitation of participatory/collaborative processes.
  - Prior experience in Nepal an advantage.
- **Other skills:** Knowledge of technical cooperation and development issues is an advantage. Fully proficient in Word, Excel, PowerPoint, Email and internet.

### III. Required Languages:

- Fluency in written and spoken English is required. Understanding of Nepali, written and spoken, is an asset.

#### 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.
- **Financial Proposal**
  - **Personal CV including past experience in similar projects and at least 3 references**
  - **Three written samples of previous work, human rights-based analysis or vulnerability assessments preferred.**

#### 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.

#### 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><b>Technical</b></u>		
<ul style="list-style-type: none"> <li>• <b>Criteria A</b> Academic background (Master's level degree in international Human Rights Law, International Law or similar field)</li> </ul>	25%	25
<ul style="list-style-type: none"> <li>• <b>Criteria B</b> Professional Experience (A minimum of five years of progressive experience in working on human rights/gender/inequality at national level, with a solid understanding of the development systems)</li> </ul>	20%	20
<ul style="list-style-type: none"> <li>• <b>Criteria C</b> Demonstrated Competencies (Professionalism, teamwork, planning and organizing, accountability, social inclusion and inequalities)</li> </ul>	10%	10
<ul style="list-style-type: none"> <li>• <b>Criteria D</b> Proven track record of strong analytical and research skills (through 3 written samples of previous work)</li> </ul>	15%	15
<u><b>Financial</b></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

### Pilot of UNSDG Operational Guide on LNOB for UNCT in Nepal

<b>Duty Station:</b>	Kathmandu, Nepal
<b>Duration:</b>	35 working days spread over Four months
<b>Type of Assignment:</b>	Individual International Consultant
<b>Expected Starting Date:</b>	November 2019

#### 1. Background

A fundamental principle of the 2030 Agenda for Sustainable Development, adopted by UN Member States in 2015, is the pledge to Leave No One Behind (LNOB). Despite significant progress in reducing poverty and inequalities, as well as improvements in health and education in the last decades, inequality persists across regions and within countries. As a global community, we are not on track to achieve the 2030 deadline for eradicating poverty, ensuring healthy lives, or achieving gender equality. Not only are people and countries being left behind, but they are at risk of being pushed further behind.

To expedite the progress on LNOB and in response to the need for an holistic approach, the inter-agency Task Team for Leaving No One Behind, Human Rights and the Normative Agenda under the auspices of the UN Sustainable Development Group (UNDG) has developed an [Operational Guide on Leaving No One Behind for UN Country Teams](#) (“the LNOB Guide”) to support UN Country Teams (UNCTs) in assisting Member States to operationalize the pledge to leave no one behind. The guide is aligned with the UNDG human rights-based approach to development and will be a critical aspect of UNCT operations going forward, including rolling out the new UNSDCF, previously known as the UNDAF.

UNCT Nepal has been selected to participate in the piloting of the interim draft of the LNOB Guide to provide practical feedback to inform the revision process and subsequent finalization of the LNOB Guide in late 2019. UNCT Nepal envisions that this pilot will strengthen the UNCT’s support to national response to implementation of the 2030 Agenda in a way that is consistent with the pledge to leave no one behind and reach the furthest behind first.

#### 2. Purpose and Scope

There has been widespread public recognition that there is a strong correlation between vulnerability and certain socio-economic identities. The preamble of the Nepal Constitution acknowledges the need to ensure greater inclusion in the political, economic and social spheres. Despite consistent efforts, there are still certain groups who are consistently at risk of being left behind because of gender, ethnicity, caste, religion, sexual orientation, disability, poverty, and geography. The complexity, in this regard, of Nepali society makes understanding the mechanisms by which we ensure that no one is left behind and the furthest behind are reached first, difficult to unpick. Previously, the UNCT both in the 2012 and 2017 Common Country Analysis has had a strong focus on analyzing the underlying factors for exclusion, and through the UNDAF explored ways in which this could be addressed (this included having a dedicated

outcome to addressing social inclusion in the 2013-2017 UNDAF). The UNCT-SWAP Gender Equality Scorecard found that there was a need for a stronger gender analysis within groups to recognize specific power relations in order to give better guidance on the gendered nature of marginalization, access to resources and enjoyment of human rights within marginalized groups.

In light of these different patterns of exclusion and discrimination, the UNCT Nepal adopted a Human Rights-Based Approach in developing its current UNDAF (2018 – 2022), under the overall framework of the 2030 Agenda for Sustainable Development. The current CCA and UNDAF provide a solid foundation for analysis of and attention to inequality and groups left behind. The Government of Nepal is interested in being an SDG champion at national and local levels, in line with the emphasis on inclusion in the Constitution, promulgated in 2015. The National Planning Commission has also asked the UN to provide assistance in addressing the issue of groups left behind. However, challenges remain in terms of the understanding of who is being left behind and why (including how the composition of these groups is changing as a result of political and economic changes in the country), and therefore, the design and implementation of strategic interventions to address this.

As such, the scope of the work will be to support the UNCT in Nepal to implement the LNOB Guide under the day-to-day supervision of the LNOB Task Team (RCO, UN Women, ILO, UNDP) and the Global Pilot Support Team, in order to inform policies and programmes in Nepal with the aim to be more inclusive, to help those farthest behind first, and to make progress on the 2030 Agenda.

### **3. Objectives**

The UNCT has identified a number of opportunities in 2019-2020 to improve key policies and processes in Nepal through a greater focus on groups left behind. The piloting of the LNOB Guide is an opportunity to strengthen the UNCT's support to national stakeholders through a thorough analysis of the available information to identify who is being left behind and why, and the development of appropriate interventions and recommendations for monitoring progress.

The Guide methodology shall ensure a highly participatory process involving a wide range of national stakeholders –civil society, , youth, women, children and other vulnerable groups of persons at risk of or already being left behind, and where relevant government, international NGOs, development partners, international financial institutions, private sector and trade unions.

The LNOB Guide can serve as a useful avenue to engage national and international actors in supporting both the development and the humanitarian components of the UN work in Nepal and to determine who is left behind and why. To successfully capacitate the Government in the longer term to respond effectively to the needs of their population, understanding how to target our interventions to those left behind is of paramount importance. This is with a view to reducing the reliance on international assistance in the longer term.

- The Government of Nepal's 15th Five Year Plan has recently been finalized. The plan is heavily SDG informed and the LNOB pilot could help guide its implementation and the formulation of Government policies and plans to ensure that the analysis provided as a result of the LNOB Guide is taken into account.
- Federalization: With the ongoing federalization process, the local and provincial governments are preparing development plans. The LNOB strategy could enable incorporation of the LNOB agenda into those plans.

- Province level Policy and Planning Commissions established in few of the provinces can also be a good avenues to be work with and the LNOB Guide pilot results can contribute making the commissions aware and also making sure that the interventions are well-targeted while making and monitoring the planning.
- SDG localization: The National Planning Commission is currently working with the provincial and local governments on the localization of the SDGs. Several provincial SDG baseline reports are in the making<sup>1</sup>. The LNOB strategy would help the UN system engage and ensure that the issues of vulnerability and inequalities are factored into the federalized planning and development process.
- In 2021 the Nepal census will be undertaken<sup>2</sup>. The LNOB Guide pilot can help identify special interest groups and ensure no one is left behind during this important process.
- National Human Rights Action Plan: the government has started a process to develop the national human rights action plan and developing LNOB can help the government in prioritize the focus towards addressing the root causes of groups left behind and particularly those left furthest behind.

#### 4. Responsibilities and Expected Deliverables

##### Responsibilities

The UNCT, under the leadership of the UN Resident Coordinator, will provide the overall strategic oversight and guidance for the entire process. The UNCT will be responsible for approving all the deliverables.

With the support of UNDP, ILO and UN Women as focal points and UNDP as the implementing agency for the funds, as well as the day-to-day support of the LNOB Task Force consisting of RCO, UN Women, UNDP, and ILO, the consultants will be responsible for leading the technical work in Nepal on implementing the LNOB Guide. Within the consultant team, the work will be led by the international consultant, with the active and engaged support from the national consultant. This includes:

- Desk review of existing literature
  - Liaise with UNCT members, all sectors including civil society, gender equality advocates and other entities referred to in the LNOB Guide as necessary to gather quantitative and qualitative information on those left behind – these includes the recent studies on harmful practices undertaken by the UNCT.
  - Identify possible sources of information, nationally and internationally, regarding multidimensional/intersectional deprivations, disadvantages, or discrimination
  - Share relevant data with LNOB Task Force and UNCT to ensure consistency and uniformity of the data
  - Provide RCO focal point with weekly updates on progress
- LNOB analysis and guide methodology undertaken
  - Coordinate with the LNOB Working Group under the UNSDG Task Team on Leaving No One Behind, Human Rights and the Normative Agenda
  - Lead the technical work, with input and guidance from the LNOB Task Force, the UNCT and the Global Pilot Support Team, in implementing the approach set out in the LNOB Guide

---

<sup>1</sup> Financed by the UNDP

<sup>2</sup> UNFPA is fully involved in the Census process

- Serve as the focal points for the participator implementation of a methodology for the UNCT to:
  - conducting a participatory, multi-sector assessment that focuses on the most vulnerable
  - identify the groups left furthest behind and the immediate, underlying and root causes for the deprivations, disadvantages and discriminations that cause them to be left behind
  - identify who has to do something about it and the capacity gaps of relevant rights holders and duty bearers.
- Provide secretarial support to the LNOB Task Force (RCO, UN Women, ILO, UNDP and OHCHR) and hosting regular calls with UNCT focal points to support implementation progress
- Capacity building of UNCT and UNDAF Outcome Working Groups on LNOB methodology
  - Capacity building meetings with each UNDAF Outcome Working Group on LNOB methodology
- Produce an LNOB assessment report based on the desk review, with inputs and guidance from the LNOB Task Force, the UNCT and the Pilot Support Team
- Develop an LNOB Strategy for UNCT, with inputs from UNCT and informed by the LNOB assessment report, including actionable recommendations for UNCT Nepal to implement (including recommendations on advocacy, programming, monitoring and reporting)

### **Deliverables, timeline, and payment schedule**

Through the piloting of the appropriate elements of the LNOB Guide in Nepal in accordance with country-specific Roadmap to be agreed with the Pilot Support Team, the consultants will deliver on the following deliverables:

- LNOB assessment report – identifying groups or populations that are being left behind and those furthest behind (building on work already available at country level, including the CCA) as well as factors contributing to this. The report will be based on the methodology outlined in the LNOB Guide;
- LNOB strategy – laying out the ways in which the UNCT can adapt its existing programming to better reach those that are furthest behind and facilitate/support their inclusion in terms of programmatic implementation, advocacy, and a monitoring and reporting framework;
- Briefing to UNCT – the consultants will provide a briefing on the UNCT LNOB strategy with findings and recommendations, with inputs from the LNOB Task Force;
- Support the completion of other country deliverables to be developed during the piloting processes, as identified in the Nepal LNOB Pilot Roadmap

### **Timeline**

Activity (In line with the Draft Operational Guideline on LNOB for UNCTs)	INT'L
Desk Review and context analysis (Who is left behind?)	5
LNOB Analysis and prioritization; role and capacity gap analysis (Why?)	15
Stakeholder meetings, interviews, field visits	5
Preparation of draft LNOB assessment report (How to measure and monitor progress, how to advance accountability for LNOB)	2
Preparation of draft LNOB strategy (What should be done?)	3



Presentation of draft findings in the LNOB assessment report & recommendations outlined in LNOB strategy to UNCT	1
Capacity building of UNDAF Outcome Working Groups on LNOB methodology (Cross-cutting guidance and meaningful participation)	2
Finalization of report	2
Total	35

## Payment schedule

The payments will be made as follows;

- 20% upon the completion of the desk review;
- 40% upon the submission of the first draft of the LNOB assessment report;
- 20% upon the completion of the LNOB strategy;
- 20% upon the completion of the final LNOB assessment report

**Copyright of publications and produced materials:** All developed products and reports under this TOR will belong to UNRCO and the Individual Consultant will not have any right to publish them all or partly in any forum/print material.

## 4. Competencies

### Professional Competencies

- **Professionalism:** Ability to conduct data analysis using various methods. Ability to plan own work and manage conflicting priorities. Shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Communication:** Speaks and writes clearly and effectively and demonstrates openness in sharing information and keeping people informed.
- **Teamwork:** Works collaboratively with UN colleagues and partners to achieve deliverables for assessment.
- **Planning & Organizing:** Develops clear goals that are consistent with agreed work deliverables for the assignment; identifies priority activities and allocates appropriate amount of time and resources for completing work; uses time efficiently.
- **Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules.
- **Social inclusion and inequalities:** Knowledge of nature and trends of multidimensional inequalities and disparities, issues of social exclusion (including issues of disabilities and ageing) and ability to apply in strategic and/or practical situations

### Managerial Competencies

- **Leadership:** establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions.
- **Working with multiple partners:** Ability to establish effective working relations in a multicultural team environment and cultivate productive relationships with Government partners and other donors.

## 5. Qualifications

### International consultant:

- **Education:** Advanced university degree (Master's degree or equivalent) in international development, human rights, social development, or related field. A first level university degree in combination with relevant experience may be accepted in lieu of the advanced university degree.
- **Experience:** A minimum of five years of progressive experience in working on human rights/gender/inequality at national level, with a solid understanding of the development systems.
  - a. Proven experience in human right-based approach or vulnerability assessments in post-conflict/post-disaster/least developed context, experienced with gender and inclusion, projects/ programme design and implementation with the UN or other international agencies is desirable.
  - b. Proven track record of strong analytical and research skills is required.
  - c. Experience in design and facilitation of participatory/collaborative processes.
  - d. Prior experience in Nepal an advantage.
- **Language:** Fluency in written and spoken English is required. Understanding of Nepali, written and spoken, is an asset.
- **Other skills:** Knowledge of technical cooperation and development issues is an advantage. Fully proficient in Word, Excel, PowerPoint, Email and internet.

### Annexes:

1. [Leaving No One Behind: UNSDG Operational Guide for UN Country Teams:](https://undg.org/document/leaving-no-one-behind-a-unsdg-operational-guide-for-un-country-teams-interim-draft/)  
<https://undg.org/document/leaving-no-one-behind-a-unsdg-operational-guide-for-un-country-teams-interim-draft/>
2. [2018-2022 United Nations Development Assistance Framework for Nepal:](https://www.npc.gov.np/images/category/UNDAF_2018-2022_with_signature_page.pdf)  
[https://www.npc.gov.np/images/category/UNDAF\\_2018-2022\\_with\\_signature\\_page.pdf](https://www.npc.gov.np/images/category/UNDAF_2018-2022_with_signature_page.pdf)

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

**UNDP/PN/34/2019: International Consultant to Pilot of UNSDG Operational Guide on LNOB for UNCT  
in Nepal**

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 **International Consultant to Pilot of UNSDG Operational Guide on LNOB for UNCT in Nepal**.

- 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 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 COSTS<sup>3</sup>**  
**SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

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

Cost Components	Quantity	Unit Cost (USD)	Daily Rate for the service fee in USD
<b>I. Personnel Costs</b>			
Professional Fees	35 days		
<b>II. Travel<sup>4</sup> 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>	NA		
Round Trip Airfares	NA		
Living Allowance	NA		
Travel Insurance	NA		
Terminal Expenses	NA		
Others (pls. specify)	NA		
<b>Total</b>			
<b>IV. Field visits outside duty station</b>	<i>Applicable travel cost for field visit will be borne by UNDP, if any.</i>		

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

Deliverables	Percentage of Total Price (Weight for payment)	Amount in USD
Completion of the desk review	20% payment	
Submission of the first draft of the LNOB assessment report.	40% payment	
Completion of the LNOB strategy	40% payment	
Completion of the final LNOB assessment report.	20% payment	
<b>Total</b>	<b>100%</b>	<b>USD .....</b>

*\*Basis for payment tranches*

<sup>3</sup> The costs should only cover the requirements identified in the Terms of Reference (TOR)

<sup>4</sup> Travel expenses are not required if the consultant will be working from home.