

Subject: Human Resource and Monitoring & Evaluation Specialist

Location: Honiara, Solomon Islands.

Project: Solomon Islands Ministry of Environment, Climate Change, Disaster Management and Meteorology Capacity Development Project (SIMCAP).

The United Nations Development Programme (UNDP) in Solomon Islands is looking for an Individual Consultant to perform the above mentioned assignment.

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

1. **Technical Proposal:** Explaining why the individual is the most suitable for the consultancy, and the methodology on how he/she will approach and complete the assignment;
2. Duly completed **UNDP Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
3. **UNDP P11 form and an updated Personal CV**, indicating the past experience relevant to the assignment, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;

To assist you in understanding the requirements of this assignment, we have attached hereto the following:

1. The Terms of Reference for the assignment;
2. The standard Letter of Confirmation of Interest and Availability, which you must accomplish and submit to UNDP; and
3. UNDP P11 form

Interested experts with questions regarding this assignment should send them in writing to: lucas.toro@undp.org and tristram.viulu@undp.org, attention UNDP Procurement Unit. Please note that possible additional information or clarifications/questions will be posted on UNDP Procurement website.

Proposals must be submitted, to the below e-mail address, **on or before 5:00 P.M. Solomon Islands Local Time on Tuesday, 5th July 2016:**

Applications and Proposals must be submitted either electronically to lucas.toro@undp.org, or addressed under confidential cover to:

SIMCAP: HR and M&E Specialist

Attention: Tristram Viulu – Procurement Associate
UNDP Pacific – Solomon Islands Office,
1st floor, City Centre Building, Mendana Avenue,
Honiara, Solomon Islands

Please refer to the attached Terms of Reference for more details