



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 13 December 2019

Reference: LBN/CO/IC/190/19

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**Country:** Lebanon

**Description of the assignment:** International Trade Development Advisor.

**Project name:** Strengthening Arab Economic Integration for Sustainable Development (AEISD).

**Period of assignment/services:** 235 working days over a period of 12 months.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **20 January 2020 at 11:59 PM Beirut Local Time. Proposals will not be received through email.**

Any request for clarification must be sent in writing to the e-mail [Procurement.lb@undp.org](mailto:Procurement.lb@undp.org). The UNDP Procurement Unit will respond in writing by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

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### 1. BACKGROUND

The regional project Strengthening Arab Economic Integration for Sustainable Development (AEISD), within the UNDP, has an objective to provide technical assistance to the League of Arab States (LAS), specifically the Economic Sector and relevant organs, and member states of Pan Arab Free Trade Area (PAFTA) in working towards a deepened integration, including preparations for the Arab Customs Union.

The second important component relates to strengthening the Arab connectivity among economies in the region with the expectation, these efforts would be translated into more contribution of economic integration for better livelihood of people, more employment opportunity and participation by the private sector. Trade has significant potential to fight poverty in Arab countries through generation of

more income and access to markets. Upgrading current preferential trade arrangements will contribute to the realization of strategic visions of Arab Common Market. The third component focuses on the promotion of inclusiveness and transparency as part of the development agenda, particularly on the economic empowerment of women, for regional economic integration.

Built on the progress achieved in the previous program of support to implementation of PAFTA (Executive Program of PAFTA), the current project focuses on specific aspects of making trade an engine of inclusive and sustainable growth guided by the 2030 Sustainable Development Agenda. In continuation, the Project will also focus on helping countries and the main sub-regional and regional integration entities to accelerate the pace of trade reforms and regional economic integration, to strengthen the employment effects of those reforms, with a focus on women and youth.

The project aims to address specific challenges and complexities that Arab countries (and League of Arab States) face to enhance regional economic integration, more specifically in the transition from an FTA- based framework towards making the customs union a reality. The following presents major areas of focus:

1. Provide a structured and targeted technical support to LAS Secretariat and Arab negotiators on trade policy formulation and reform under PAFTA.
2. Provide assistance to the LAS Secretariat with a view of strengthening its organizational capacity in the pursuit of further facilitation of the regional economic integration agenda as well as promotion of trade liberalization.
3. Assist target Arab countries with collaboration with national policy makers in trade and economic fields in efforts of modernization and reform of trade policy in taking into consideration new developments.
4. Facilitation of transport and trade activities constitutes one of key areas to support national programs of enhancement of national competitiveness and better market access and more integration of the value chain.
5. Promotion of gender equality and women empowerment as well as generation of business and job opportunity for youth is also a key target of project activities. Moreover, good governance constitutes a pre-requisite in deepening Arab economic integration to a higher level of commitment with inclusiveness and sustainability.
6. Promotion of the contribution of trade, as one of pillars, to achievement of the Sustainable Development Goals at national and regional level.

These priority dimensions form the basis of the work program of the project and are translated in concrete services of provision of technical advices and activities of capacity building for the countries on the basis of identified priorities. Specifically, the project targets the following result-oriented activities:

1. Development of the technical framework and required instruments for the PAFTA Upgrading - a upgrade from the existing PAFTA, and for the Arab Customs Union (ACU) preparations, to deepen Arab economic integration.
2. Reinforcement of mechanisms of policy design, measures of implementation and of systems of documenting the progress of implementation to secure smooth acceleration of realization of regional commitments.
3. Building the technical capability and capacity of policy makers of Arab countries to support accelerated implementation of the PAFTA Upgrading and preparations for the ACU.

4. Introduction of institutional arrangements that are necessary for the LAS to respond to the requirements of implementation of the PAFTA Upgrading, and consequently of designing and establishing the ACU.
5. Delivery of awareness raising activities and provision of technical guidance on good governance and integrity approaches.
6. Promotion of regulatory transparency, open dialogues and consultations with related stakeholders, targeting all social groups but particularly women, for more active participation to cross border operations and related economic activities, among others.

The project team also cooperates with several national authorities and regional organizations in the implementation of defined activities in considering requirements and priorities of national socio-economic development plans and strategies of Arab economic integration. The execution will be carried out under rules and regulations by the UN applicable for Delegated Direct Implementation and fully aligned to UNDP Programme and Operations Policies and Procedures (POPP).

Specifically, project activities have as target, provision of support to efforts of Arab countries in the pursuit of higher level of Arab economic partnership – establishment of the Arab Customs Union and Common Market by 2020. In this regard, continuous support to the countries to progress in the implementation of the finalized Arab Agreement on liberalization of trade in services, activation of Dispute Settlement Mechanisms (DSMs), promotion of competition, consumer protection, trade facilitation and introducing e-commerce and trade in investment into the upgraded PAFTA framework, among others, are essential foundations to sustain modernization of economic structures. The latter constitutes a new direction undertaken by various economies towards more diversification, competitiveness with a view of capitalizing on positive effects of the globalized supply and value chains. In September 2018, LAS ECOSOC issued the resolution on the upgrading of the PAFTA and the Arab Socio-Economic Summit of 2019 prioritized works to foster sustainable development and economic integration. Based on identified needs of Economic Sector of the LAS, in 2019, to support technical works by concerned regional technical committees/working groups, UNDP and the project will continue to assist Arab countries, at regional and national level, with provision of technical advice, coaching and conduct of studies as well as the supply of activities of capacity building to trade experts and private sector of the countries. In effect, this serves to assist identified works of deepening Arab economic integration and realization of strategic directions set by Arab Leaders such as establishment of a trade facilitation instrument for a better Arab economic competitiveness in the pursuit of making e-commerce working for the being-upgraded PAFTA toward an enabler of more technology-related investment.

Promotion of multilateral trade platforms, adoption of international standards and alignment of the regional trade agenda to the new global development (for example, digital economy, integration of the supply chain and value chain, capitalization of the potential of trade in services, among others.) brings about opportunities for more businesses and jobs, particularly for women and youth. Creation of employment opportunities should also support the progressive migration of Arab economies towards a knowledge-based one. Specifically, from identified needs, the beneficiary organizations and Arab countries cooperate with the technical team of UNDP to design corresponding, guided by key criteria of achieving the highest level of impacts and securing its effectiveness.

In 2019, a crucial milestone to Arab economic integration has been achieved with the entry into force of the Arab Agreement in trade in services. UNDP continues provision of support to Arab countries through the promotion of this important Agreement for more participation and active engagement of the private sector to realize its potential. Furthermore, with strong commitments by Arab countries,

the upgrading of the existent legal framework of the Pan Arab Free Trade Area has also achieved important progress. These major policy developments constitute another step forward in the strengthened economic and trade cooperation.

To that end, the project seeks services of one Trade Development Advisor – a seasoned Expert with dedication to support the region, being equipped with professional qualifications, substantial, proven experiences in the design and conduct of regional initiatives to deepen Arab economic integration in order to achieve Sustainable Development Goals. S/he forms part of the UNDP expert team, responsible for the implementation of the project of AEISD and discharges her/his duties under the supervision and guidance of the Chief Technical Advisor of the project.

Services by the Trade Development Advisor would be provided to support policy-makers of Arab countries participating to the development of regional initiatives and those of Economic Sector at the regional level, and to specific activities at the national level as applicable. One of key basis of defined tasks relates to the Action Plan of the support programme to Economic Sector, LAS, with adjustments on the basis of official requests. In effect, the Advisor would focus on works towards achievement of goals set by the following Outputs under its Outcomes 1 and 2 of:

**Output 1:** Structured and targeted technical support to LAS Secretariat and Arab negotiators on trade policy formulation and reform under PAFTA (**Outcome 1**).

**Output 2:** Provision of support for the organizational capacity of LAS Secretariat to facilitate the regional economic integration agenda (**Outcome 1**).

**Output 3:** Provision of country-based technical assistance to policymakers for their activities related to trade policy reform and coherence (**Outcome 2**).

These services and concerned efforts aim to achieve Outcomes 2 and 3 of AEISD as described in the project document:

**Outcome 1:** LAS capacity strengthened to manage regional economic integration related processes.

**Outcome 2:** Members States are capacitated and technically prepared for regional economic integration.

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

The scope of the assignment will cover the following areas, among others:

### **A. Development of the framework of Strengthened Arab economic integration**

**A1.** Conduct an analysis of related aspects for the upgrade of the Pan Arab Free Trade Area (PAFTA) in partnership with Economic Sector, League of Arab States. It may also include design of activities of the implementation of being-adopted policy decisions within the so-called new generation of PAFTA.

**A2.** Conduct a review of the potential areas of significant contribution to Arab countries to design technical proposals of improvement toward realization of effects of this modernization. It is included, among others, trade and investment, promotion of competition, consumer protection, and others as of key interest to deepened Arab economic integration.

**A3.** Develop a technical framework of e-commerce as part of strengthening functions of the PAFTA, aligned to WTO and international practices, including development of technical measures, design of a regional survey and conduct of a regional workshop.

**A4.** Design and coordinate the conduct of studies on various aspects of Arab Customs Union (ACU) and its activities of capacity building for target Arab countries in the economic analysis of relevant

aspects of the Arab Customs Union (ACU) as effective support to realization of the mandates of Arab Leaders.

**A5.** Contribute technical inputs in the negotiations on the proposed legal framework and administrative structures for the ACU. That might also include design of support for progressive implementation of policy decisions in the area.

**A6.** Coordinate delivery of activities of capacity building in trade facilitation for Arab countries, including organization of regional/sub-regional workshops in close coordination with Economic Sector as a support to the national implementation of concerned activities.

**A7.** Develop a draft proposal (text) on trade and investment within the PAFTA in the light of new global development as part of its upgrading process.

**A8.** Analyze the new development of global trade policies to support the sustainability and resilience of the region, such as the Green Economy, trade measures dealing with Climate Change, and contemporaneous matters to be introduced into the PAFTA Program.

**A9.** Collaborate with the expert team under the guidance of the CTA in the conduct of analysis of activities of trade liberalization, trade and investment facilitation in preparations for a new stage of Arab economic integration, for example, e-commerce, promotion of competition, consumer protection, protection of Intellectual Property Rights (as far as it concerned trade), and areas of trade policy in close coordination with Economic Sector.

#### **B. Provision of technical advice to target Arab countries in promotion of the Arab Agreement of liberalization of trade in services (the Services Agreement)**

**B1.** Provide technical support to Arab countries and Least Developed Countries (LDCs) in the implementation of the Agreement at the national level, including those to their accession process.

**B2.** Provide the coordination and participate to the delivery of activities of capacity building in trade in services for Arab countries, including organization of regional/sub-regional workshops in close coordination with Economic Sector.

**B3.** Contribute technical inputs to the current services policy (SPR) review process in one Arab country and coordinate activities to ensure the participation of related stakeholders, private sector in the process.

**B4.** Design a services regulatory audit mechanism to support Arab countries with a view to improve exportation services and modernize trade policy in trade in services for business and job opportunities.

**B5.** Undertake services regulatory audit and design the work plans in the targeted countries at the national level toward design of a more extensive upgrading of the Services Agreement to the extent necessary.

**B6.** Contribute technical inputs and proposals to the work of the services Committee in close coordination with Economic Sector.

#### **C. Provision of technical advice to Economic Sector and sub-regional entities, as appropriate, with regard to coordination mechanisms to optimize policy impact**

**C1.** Provide technical inputs, suggestions to tasks under the responsibility by Economic Sector, aimed at progressive improvement of technical capacity of officials for better services to Arab countries.

**C2.** Provide technical advice and proposals to Economic Sector and relevant sub-regional entities with a view to improve coordination mechanisms in support of better competitiveness of target Arab economies. That might include thematic interventions aimed at poverty alleviation and sustainable development under the Sustainable Development Goals.

**C3.** Coordinate activities of collaboration and forum of policy dialogue among Arab countries and development entities in supporting Arab economic integration.

**C4.** Coordinate activities of consultation and partnership with governments, businesses and industries either at the regional or national level in promoting more active engagement of the private sector in Arab economic integration.

**D. Provision of technical advice to support reform and modernization of trade policy to target Arab countries at national level in the light of international standards and practices of the multilateral trading system**

**D1.** Design work plan and provide technical inputs and proposals to target Arab countries in support to their efforts of reform and modernization of trade policy towards more integration into the global market.

**D2.** Undertake any other tasks as assigned by the AEISD CTA to assist the AEISD implementation to realize the project Outcomes.

**For additional information, please refer to ANNEX I – Terms of Reference**

**3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

I. Academic Qualifications:

- Master's Degree in Economics, international trade, business administration, trade and development or related fields.
- Participated in specialized trainings on trade/investment facilitation, econometric modelling and improvement of trade efficiency

II. Years of experience:

Minimum of 15 years of practical and proven experience in the formulation of trade and/or economic policies and in the provision of trade and trade-related services in the areas of regional trade programs and promotion of regional trade/economic integration.

III. Technical experience:

- Extensive experience in international trade and preferential trade arrangements in the Arab countries, Arab economic integration with focus on trade in services.
- Demonstrated experience in public policy making in trade and economic matters in Arab countries and its implementation.
- A solid experience in the areas of international and regional trade, economic development, trade policy, trade negotiations, formulation of measures of trade liberalization in goods and services, and public trade policy making;
- Proven experiences with work completed in trade in services towards free flow of production factors and economic efficiency in the Arab region;
- Expertise and proven track record in economic analysis, analytical works of trade and trade-related matters, including good understanding of trade for 2030 Sustainable Development Agenda, and promotion of public-private dialogue for international trade;
- In-depth understanding of the WTO Agreements and rules, PAFTA and detailed understanding of Regional Trade Agreements and promotion of good governance;
- Detailed understanding to strengthen institutional arrangements of regional and sub-regional organizations;

- Being familiar with working mechanisms of the League of Arab States or similar organizations is desirable;
- Excellent writing, editing, reporting and oral communication skills in English and Arabic.

#### IIV. Competencies:

##### I. Language Requirements

- Excellent writing, editing and oral communications in English and Arabic in a clear and concise manner, strong analytical and synthesis skills, presentation and drafting skills;
- Required fluency in English and Arabic, and good knowledge of French is desirable.

##### II. Key Competencies:

###### ***Corporate***

- Demonstrates integrity and fairness, by modeling the UN/UNDP's values and ethical standards;
- Promotes the vision, mission and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

###### ***Functional***

- Time management and organizational skills, with the ability to undertake multiple tasks and deliver under pressure;
- Strong analytical and synthesis skills;
- Ability to work independently and achieve quality results with limited supervision and within tight schedules;
- Strong quantitative and qualitative research skills;
- Experience in reports production;
- Ability to write in a clear and concise manner;
- Good teamwork and interpersonal skills;
- Flexibility and ability to handle multiple tasks and work under pressure;
- Excellent computer skills especially Word, Excel and Power Point.

###### ***Knowledge Management and Learning***

- Ability to strongly promote and build knowledge products;
- Promotes knowledge management in UNDP and a learning environment in the office through leadership and personal example;
- Seeks and applies knowledge, information and best practices from within and outside of UNDP;
- Demonstrates a strong capacity for innovation and creativity in providing strategic policy advice and direction.

#### **4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

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

##### **(I). Technical Proposal:**

(i) **Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment,**

(ii) **Explaining why** you are the most suitable for the work

(iii) P11 (Personal History Form) including past experience in **similar projects** and at least **3 references**, mentioning the references' e-mails addresses.

## 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. Payments are based upon output, i.e. upon delivery of the services specified in the TOR as follows:

<b><i>Milestones</i></b>	<b><i>Estimated working Days</i></b>	<b><i>Payment</i></b>
<b>Milestone 1:</b> Preparation of the Inception Report in presenting: a. Work methods to deliver on each of the four components of A, B, C, D of the work scope. b. Brief explanation of key fundamentals and resources, literature to be considered in completing proposed works under the four components of the work scope. c. Presentation of indicative timelines for the completion of required tasks.	10 Working days	15% of total contract payment
<b>Milestone 2:</b> Conduct an analysis of related aspects for the upgrade of the Pan Arab Free Trade Area (PAFTA) in partnership with Economic Sector, League of Arab States. It may also include design of activities of the implementation of being-adopted policy decisions within the so-called new generation of PAFTA upon the adoption of the new legal instrument/instruments (A1).	10 working days	
<b>Milestone 3:</b> Develop a technical framework of e-commerce as part of strengthening functions of the PAFTA, aligned to WTO and international practices and standards, including development of technical measures, design of a regional survey and conduct of a regional workshop, and or national seminars as applicable (A2).	15working days	20% of total contract payment



<b>Milestone 4:</b> Conduct a review of the potential areas of significant contribution to Arab countries in synchronizing new level of commitments in strengthening Arab economic integration with a view to design technical proposals of improvement toward realization of effects of this modernization. It is included, among others, trade and investment, promotion of competition, consumer protection, and others as of key interest to deepened Arab economic integration. It might involve also design and conducts of activities of capacity buildings to support targeted Arab countries as applicable (A3).	10 working days	
<b>Milestone 5:</b> Design and coordinate the conduct of studies on various aspects of Arab Customs Union (ACU) and its activities of capacity building for target Arab countries in the economic analysis of relevant aspects of the Arab Customs Union (ACU) as effective support to realization of the mandates of Arab Leaders (A4).	10 working days	
<b>Milestone 6:</b> Contribute technical inputs in the negotiations on the proposed legal framework and administrative structures for the ACU. That might also include design of support for progressive implementation of policy decisions in the area (A5).	10 working days	10% of total contract payment
<b>Milestone 7:</b> Coordinate delivery of activities of capacity building in trade facilitation for Arab countries in collaboration with domain experts, including organization of regional/sub-regional workshops in close coordination with Economic Sector as a support to the national implementation of concerned activities (A6).	08 working days	10% of total contract payment
<b>Milestone 8:</b> Develop a draft proposal (text) on trade and investment within the PAFTA in the light of new global development as part of its upgrading process (A7).	10 working days	
<b>Milestone 9:</b> Analyse the new development of global trade policies to support the sustainability and resilience of the region, such as the Green Economy, trade measures dealing with Climate Change, and contemporaneous matters to be introduced into the PAFTA Program (A8).	10 working days	10% of total contract payment
<b>Milestone 10:</b> Collaborate with the expert team under the guidance of the CTA in the conduct of analysis of activities of trade liberalization, trade and investment facilitation in preparations for a new stage of Arab economic integration, for example, e-commerce, promotion of competition, consumer protection, protection of Intellectual Property Rights (as far as it concerned trade), and areas of trade policy in close coordination with Economic Sector (A9).	10 working days	

<b>Milestone 11:</b> Provide technical support to Arab countries and Least Developed Countries (LDCs) in the implementation of the services Agreement at the national level, including those to their accession process (B1).	10 working days	
<b>Milestone 12:</b> Provide the coordination and participate to the delivery of activities of capacity building in trade in services for Arab countries, including organization of regional/sub-regional workshops in close coordination with Economic Sector (B2).	10 working days	15% of total contract payment
<b>Milestone 13:</b> Contribute technical inputs to the current services policy (SPR) review process in one Arab country and coordinate relevant activities to ensure the participation of related stakeholders, private sector in the process (B3).	10 working days	
<b>Milestone 14:</b> Design services regulatory audit mechanisms and standard practices to support Arab countries with a view to improve exportation services and modernize trade policy in trade in services for business and job opportunities as part of strengthening impacts of the Services Agreement and relevant trade policies (B4).	10 working days	
<b>Milestone 15:</b> Undertake services regulatory audits and design the work plans in the targeted countries at the national level toward design of a more extensive upgrading of the Services Agreement in the future to the extent necessary (B5).	11 working days	
<b>Milestone 16:</b> Contribute technical inputs and proposals to the work of the services Committee in close coordination with Economic Sector and undertake tasks in response to national requirements of Arab countries (B6).	10 working days	15% of total contract payment
<b>Milestone 17:</b> Provide technical inputs, suggestions to tasks under the responsibility by Economic Sector, aimed at progressive improvement of technical capacity of officials for better services to Arab countries (C1).	10 working days	
<b>Milestone 18:</b> Provide technical advice and proposals to Economic Sector and relevant sub-regional entities with a view to improve coordination mechanisms in support of better competitiveness of target Arab economies. That might include thematic interventions aimed at poverty alleviation and sustainable development under the Sustainable Development Goals (C2).	10 working days	
<b>Milestone 19:</b> Coordinate activities of collaboration and forum of policy dialogue among Arab countries and development entities in supporting Arab economic integration (C3).	07 working days	

<b>Milestone 20:</b> Coordinate activities of consultation and partnership with governments, businesses and industries either at the regional or national level in promoting more active engagement of the private sector in Arab economic integration (C4).	10 working days	10% of total contract payment
<b>Milestone 21:</b> Design work plan and provide technical inputs and proposals to target Arab countries in support to their efforts of reform and modernization of trade policy towards more integration into the global market based on national priority (D1).	10 working days	
<b>Milestone 22:</b> Undertake any other tasks as assigned by the AEISD CTA to assist the AEISD implementation to realize the project Outcomes, including coordination works and required consultations (D2).	10 working days	
<b>Milestone 23:</b> Final report and recommendations of the next steps and any proposed work plan.	10 working days	5% of total contract payment

In order to assist the requesting unit in the comparison of financial proposals, **the financial proposal shall include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days)**. The financial proposal shall be presented using the enclosed format of Appendix a - Annex III.

#### **Travel:**

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

## **6. EVALUATION**

Individual consultants will be evaluated based on the following methodology:

#### **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 technical score of 70 points would be considered for the Financial Evaluation.*

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<b><u>Technical Competence</u></b>	<b>70%</b>	<b>100</b>
<b>Criteria A:</b> Demonstrated experience in public policy making in trade and economic matters in Arab countries and its implementation. A solid experience in the areas of international and regional trade, economic development, trade policy, trade negotiations, formulation of measures of trade liberalization in goods and services, and public trade policy making;		35
<b>Criteria B:</b> Practical and proven experience in international trade and preferential trade arrangements in the Arab countries		30
<b>Criteria C:</b> Expertise and proven track record in the formulation of trade and trade-related policies to support initiatives of regional economic integration;		25
<b>Criteria D:</b> Previous experience working for the UN.		10
<b><u>Financial (Lower Offer/Offer*100)</u></b>	<b>30%</b>	<b>100</b>
<b><u>Total Score</u></b>	<b>Technical Score * 0.7 + Financial Score * 0.3</b>	

### **How to apply:**

The consultancy is open for all international consultants who meet the selection criteria and propose a competitive fee. Interested consultants are requested to apply only through this UNDP jobs portal.

Submissions through any other media will not be considered.

The application must include all of the following documents:

1. P11,
2. Annex 3 (Offerors Letter) and
3. Financial proposal

All files shall be submitted in one single document and uploaded as word or PDF file to the UNDP job site.

It has been observed that bidders don't submit all requested documents and thus reducing their chance to be selected for a contract with UNDP. before you submit your offer please revise that the application is complete and comprises all four (4) documents.

Incomplete applications will not be considered.

## **ANNEXES**

### **ANNEX I - TERMS OF REFERENCE (TOR)**

### **ANNEX II - INDIVIDUAL CONSULTANT CONTRACT AND GENERAL TERMS AND CONDITIONS**

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