

**UNDP Sawasya II Programme Experts Roster Application Form**

Date

To: United Nations Development Programme (UNDP)

Dear Sir/ Madam:

I hereby declare that:

1. I have read, understood and hereby accept the Terms of the Expression of Interest for the establishment of a pre-approved Sawwasiya II Programme experts roster.
2. I have also read, understood and hereby accept UNDP’s General Conditions of Contract for the Services of the Individual Contractors:

<https://procurement-notices.undp.org/view_notice.cfm?notice_id=63636>

1. I hereby confirm my interest in applying to become a consultant listed in the roster under the following categories[[1]](#footnote-1):

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Education**  **GROUP 1** | **Thematic Expert Areas** | **Check if relevant** |
|  | At least a university degree in the field of law, criminal law, gender studies or any other related field | Political advocacy with institutional leadership |  |
|  | Legal Harmonization and review from a gender perspective and human rights treaties |  |
|  | Legal review from gender perspective |  |
|  | Judicial Authority Law, Judiciary inspection |  |
|  | Court Monitoring |  |
|  | Complaint System |  |
|  | Prison Monitoring |  |
|  | Human Rights Mainstreaming |  |
|  | Development of bylaw and SOPs of Supreme Judge Inspection Department |  |
|  | Family courts/ Sharia court in the thematic areas |  |
|  | Supporting the family courts in line with international human rights treaties |  |
|  | Female Judges Empowerment |  |
|  | Female Lawyers Empowerment |  |
|  | Support the notification department |  |
|  | **Education**  **GROUP 2** | **Thematic Expert Areas** | **Check if relevant** |
|  | Advanced university degree in the field of Law, or any other related field | Develop and roll out SOPs of inspections depratments at HJC and AGO |  |
|  | Coordination of legal aid in front of Israeli jurisdictions |  |
|  | Support legal education and law firm incubators |  |
|  | Support university legal clinics |  |
|  | **Education**  **GROUP 3** | **Thematic Expert Areas** | **Check if relevant** |
|  | Minimum advanced university degree in law, human rights, social sciences Transitional Justice, Peace Building or Political affairs | Draft Mediation law |  |
|  | Train judges on arbitration |  |
|  | Human rights trainings for judicial actors |  |
|  | Transitional Justice Mechanisms |  |
|  | **Education**  **GROUP 4** | **Thematic Expert Areas** | **Check if relevant** |
|  | Advanced university degree (Master’s degree or equivalent degree) in business administration/ management, economics, public administration, security sector reform/ management, gender studies, international cooperation and development ,or related field | Evaluation of Rule of Law Programmes |  |
|  | Support the implementation of Jericho pilot project |  |
|  | Conduct the evaluation of Jericho pilot project |  |
|  | Support the implementation of the community security action plan in Jericho district |  |
|  | Trainer on Creative thinking |  |
|  | Trainer in Gender sensitive Plans and Polices |  |
|  | Trainer on developing budget of performance and programs |  |
|  | Trainer on project proposals writing |  |
|  | Trainer on action plans development and managerial reporting |  |
|  | Trainer on SDGs |  |
|  | Data entry and statistical analysis |  |
|  | **Education**  **GROUP 5** | **Thematic Expert Areas** | **Check if relevant** |
|  | At least a university certificate in the field of information technology (computer engineering, computer science, information science, or a related field) | Support IT development in the Ministry of Justice |  |
|  | Improve MIZAN 2 system |  |
|  | Linkage of AGO MIZAN 2 with the Police |  |
|  | Improve Adala system at the SJD |  |
|  | .Net programming language Training |  |
|  | IT Networking Training |  |
|  | Security Training |  |
|  | Sharepoint developer |  |
|  | Senior Process engneering IT person |  |
|  | Compatibilty of IT systems |  |
|  | Customize MIZAN with inspection |  |

1. I confirm that I have submitted an Application letter in my application. Below is a summary of relevant experience in **each of the categories** checked above:

|  |  |  |  |
| --- | --- | --- | --- |
| **Cat Nr.** | **Category Description** | **Years of Experience** | **Summary of relevant experience in each category[[2]](#footnote-2)** |
|  |  |  |  |
|  |  |  |  |
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1. The following references can be contacted by UNDP to confirm my statements regarding relevant experience and expertise:

|  |  |
| --- | --- |
| **Category Description** | **Reference[[3]](#footnote-3) (including name, position, email and phone number)** |
|  |  |
|  |  |
|  |  |

1. The proposed daily fee for provision of my services is U$ \_\_\_\_\_\_\_ [[4]](#footnote-4)
2. 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];*
3. If I am selected for any consultancy assignments, I shall *[pls. 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:

1. 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** |
|  |  |  |  |  |
|  |  |  |  |  |
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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** |
|  |  |  |  |  |
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1. 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.
2. ***If you are a former staff member of the United Nations recently separated, pls. 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.
3. 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.

Attachments:

1. Cover letter
2. CV
3. Academic qualifications (certificates)

Full Name and Signature: Date Signed:

1. Each applicant shall check the following category/ies for which they wish to apply. [↑](#footnote-ref-1)
2. Applicants are requested to complete one section in the table below for each of the roster categories that they have checked in the table included under section c. [↑](#footnote-ref-2)
3. Three references are required for each category checked in the application. For each reference details encompassing name, position, email and phone number shall be provided. [↑](#footnote-ref-3)
4. Each applicant shall quote a daily fee that will be used to determine maximum applicable daily fee. The daily fee quoted by each applicant shall be exclusive of any travel cost and/or subsistence allowance. This will be quoted on an ad-hoc basis against transmission of the corresponding ToRs. [↑](#footnote-ref-4)