Terms of Reference — Individual Consultancy - Chief Technical Advisor specialised in Sound Management of Chemicals and Waste

A. **Project:** Eliminating POPs through Sound Management of Chemicals

B. **Job title:** Chief Technical Advisor (CTA)

C. **Location:** UNDP Maldives Country Office

D. **Thematic Area:** Chemical and Waste

E. **Type of Contract:** Individual Contract

F. **Type of Consultancy:** International Consultant

G. **Estimated Starting Date:** May 2020

H. **Duration of initial Contract:** The consultancy has a duration of approximately 11 (eleven) months (250 days) with the possibility of extension up to 1 (one) year.

I. Project background:

The Maldives is an archipelago comprised of 1,190 coral islands in 26 atolls over an area of about 750 km on a north-south axis and 120 km on an east-west axis. The land area of the Maldives accounts for about 1% of the country's territory. The Maldives' islands are low-lying land areas with an average height above sea level of 1.8 metres (m). The country's population of approximately 344,023 people (174,666 male and 169,357 female, National Bureau of Statistics, September 2014) lives on 198 of the 1,190 islands in the Maldives. An additional 80 islands have tourist resorts. Waste generation is estimated to be 324,000 tonnes annually, consisting of approximately 0.5 to 11% of hazardous chemicals and of approximately 3-9% of plastics depending on location and size of the island.

The fact that (chemical) waste is being generated on 278 island presents the country with an incredible challenge, as land is very scarce, low-lying and transportation of chemicals and waste from island to island is costly and complicated. The inadequate storage options and current disposal practices of hazardous chemicals and waste, especially open burning of waste at dumpsites or disposal near the Indian Ocean, make it very likely that these toxic chemicals and waste will end up in the waters and oceans.

In the Maldives, the tourism sector accounts for 25 percent of the Gross Domestic Product (GDP) of the economy. Tourists to the Maldives are seeking a pristine environment, not one with polluted waters, degraded coral reefs, waste dumps which are openly burning or waste floating in the ocean. Therefore, the sound management of chemicals and waste, especially the environmentally sound management of Persistent Organic Pollutants (hereinafter referred to as POPs) and hazardous waste, is an important element to achieving environmental sustainability. Further, given the economic importance of tourism to the Maldives, implementing environmentally sound chemical and waste management systems would help decouple growth in the tourism sector from environmental degradation.

Apart from the tourism sector, the public is also affected by POPs releases, for example through the improper management and disposal of Polychlorinated Biphenyls (PCBs) or through the emission of unintentionally-produced POPs (u-POPs) from open burning of hazardous waste or releases during improper management of medical waste. Given the fact that there are no manufacturing industries in

the Maldives, the presence of POPs can only be accounted for by the direct importation, incidental imports where they are contained in other products (e.g. e-waste), trans-boundary transfers, including marine and atmospheric, incomplete combustion of solid and chemical waste materials burned in the country, or unsound final disposal of medical waste.

Since the Maldives ratified the Stockholm Convention in 2006, there have been initial attempts towards drafting a chemicals regulation as well as implementing sound waste management systems. However, the full aspects of POPs and hazardous wastes have not been taken into full consideration by the regulations. For example, the Environment Protection and Preservation Act (Law No 4/93), the law on Importation of Prohibited Items to the Maldives 4/75 or the Waste Management Regulation have particular provisions for the environmentally sound management of chemicals and hazardous wastes, whereas the solid waste management bill is still in drafting stage.

There are significant remaining challenges with regards to the enforcement and implementation of chemicals-related laws. Although the Ministry of Environment oversees POPs-related issues, holistic chemical management is devoted among a wide range of stakeholders which makes coordination and implementation lengthy and ineffective. There is lack of government capacity, strategies and guidance's to ensure commitment with the laws. Technically, there are gaps in POPs monitoring capacity, technical expertise, Best Available Techniques (BAT) and Best Environmental Practices (BEP) equipment, knowledge and awareness.

Nevertheless, the government is now committed to implement its Nationality Implementation Plan (NIP) priorities and to address the emerging POPs issues with the technical and financial assistance of this first GEF-funded full-sized project (FSP) in the area of chemicals and waste.

The project aims to reduce the risks of POPs on human health and the environment through strengthening of the institutional capacity, and the policy and regulatory framework for the environmentally sound management (ESM) of hazardous chemicals with focus on POPs. Technically, the project will develop sustainable systems for the sound collection, labelling, storage, and disposal of hazardous POPs chemicals and waste.

Global Environmental Benefits (GEBs) will be achieved by reducing the release of u-POPs and PCBs through the introduction of BEP & BAT at the regional, tourism resorts and municipality level. Gender mainstreaming will target the community-level to strengthen women's decision-making tool and awareness about hazardous POPs. The project is structured in three components:

- Component 1: Strengthening the regulatory and policy framework and institutional and technical capacity for the sound management and disposal of POPs, chemicals and wastes.

- Component 2: Establish systems for the sound collection, labelling, storage and disposal of hazardous chemicals and wastes.

- Component 3: Monitoring and learning, adaptive feedback, outreach and evaluation.

J. Objective of the assignment:

The main purpose of this assignment is to provide technical guidance to the management of the project towards achieving the project objective and related results. The CTA shall carry out the work in accordance with the terms of reference outlined in this document and shall report to the Project Manager, (Eliminating POPs through Sound Management of Chemicals and UNDP Assistant Resident Representative of Resilience and Climate Change Unit. In order to assist the Government of Maldives achieve the stated project objective above; the CTA is expected to carry out the tasks as described below.

K. Scope of Work and Responsibilities:

- This solicitation is for an Individual Contract for 250 days over a period of one year and extendable up to one year, subject to satisfactory performance of the individual consultant.

The consultant is expected to:

- Provide technical expertise and strategic guidance to all project components, assuming quality control of interventions, and support the Project Manager in the coordination of the implementation of planned activities under the GEF-6 project 'Eliminating POPs through sound management of chemicals' as stipulated in the project document;
- Provide a suite of technical advisory, planning & management and coordination services to the project where key work areas will include as outlined below:

  - Technical and Management Services;
  - Project Advisory and Guidance;
  - Project Monitoring and Implementation Support;
  - Training.

i. Technical Services:

a. Policy and Institutional Framework:

- The CTA shall provide guidance and support to advance the development and adoption of regulatory measures pertaining to POPs and SMC and introduce economic instruments and incentives (EPR, PPP) to reduce POPs and other harmful releases.
- Review of existing legislative chemical/hazardous waste regulations to ensure POPs management aspects are properly addressed and sufficiently defined, including provisions for control for import, chemical classifications and listing, storage, handling, transportation and disposal.
- The CTA shall provide support to draft technical documents for the Draft Waste Management Bill to include (1) waste classification standards for hazardous and special wastes; (2) Standards for the storage, treatment and disposal of hazardous and special wastes; (3) the Prohibited and Restricted Substances List (to include tracking of PCBs); (4) Hazardous and Special Waste Management Plan;
- Develop technical specification documents to support Draft Chemical Standards to include: (1) chemical classification standard; (2) Standards for the storage, transportation, and handling of chemicals.
- The CTA shall provide guidance to develop guidelines and standards for handling of hazardous chemicals along the life cycle (import, use, handling and data management, storage, transport and disposal), with focus on BAT/BEP for PCBs and u-POPs.
- The CTA shall provide support to develop national-wide appropriate financial mechanism to encourage EPR and PPP, based on PPG economic/incentives analysis.

b. Harmonized Central Chemical Management System (CCMS)

- The CTA shall support and provide guidance to develop the Pollutant Release and Transfer Register (PRTR) system, within the Central Chemical Management System (CCMS) to capture potentially hazardous chemical substances.
- Review and update existing chemical restricted/prohibited lists to ensure all chemicals prohibited by the Stockholm, Rotterdam and other international conventions are included;
- Support to strengthen to align CCMS database with the revised chemicals /waste regulations
- The CTA shall provide guidance to develop and distribute Practitioner guidelines for the CCMS, including (1) Government-wide restricted and prohibited chemical list; 2) Protocols for evaluation and approval of special requests of new chemicals.

c. Conduct technical Studies

- The CTA shall provide guidance and support to establish systems for the sound collection, labelling, storage and disposal of hazardous chemicals and waste.
- The CTA shall provide guidance and support to inventorize, analyse, label and map PCB-containing equipment and waste present in the country.
- The CTA shall provide framework and guidance to facilitate environmentally sound management and disposal of 24 tonnes of phased out PCB-containing equipment and waste abroad which includes but not limited:
    - Develop/Upgrade of current interim storage facilities;
    - Develop ESM and cost-effective disposal plan;
    - Undertake Environmental Impact Assessment for the establishment/ refurbishment of secure storage facility for the temporary storage of phased out PCB containing equipment and waste oils;
    - Undertake a risk assessment prior to movement/transport.
- The CTA shall provide guidance and support to conduct in-depth national-wide inventory of hazardous /municipal waste-related sources of PCDD/PCDF and specific for the regional waste facilities.
- The CTA shall conduct assessment to identify the priority waste in terms of u-POPs production
- The CTA using the guidelines developed by the Basel and Stockholm conventions as guidance, formulate guidelines for selected priority chemicals and wastes covering entire life cycle management
- As part of co-financing, find new avenues for EPR/PPP systems to establish and integrate into regional waste management systems.
- The CTA shall provide guidance to conduct cost benefit analysis to identify if such approaches are feasible than export, including introduction of BEP and BAT to reduce POPs releases from waste management.
- The CTA shall provide guidance and support to develop and implement national integrated waste management plan (IWMP) addressing reduce, recycle and reuse of hazardous wastes and chemicals; and adapted to selected regional waste management zones.

d. Safeguards and Environmental and Social Management Plan:

- The CTA shall provide guidance to the development of an ESMP prior to conducting work on project activities, based on SESP results and findings conduct ESIA leading to the. This will be a priority activity during the initial stages of project implementation.
- The CTA shall support the Project Manager with the implementation and monitoring of all risk mitigation measures and take necessary actions to mitigate the risks.

e. Introduction of BEP and BAT to reduce POPs releases from waste management:

- The CTA shall provide technical support to the demonstration of the phase out of low technology incinerators at selected tourism resorts (details of demonstration project are in Annex W).
- Introduce BAT/BEP to reduce u-POPs at municipality level taking into account proper separation and final disposal of hazardous waste including medical waste.

f. Monitoring and Learning, adaptive feedback, outreach and Evaluation

- Collect, capture in knowledge products of Experiences, case studies, lessons learned and best practices and disseminate at national and global level to support replication.
- Develop communication / awareness raising plan focusing on ways to change behaviour and attitudes towards SMC and waste management.

g. Capacity Development and Training:

The CTA shall provide support and technical input into developing detailed work plans, related procurement plans, financial documents and TORs for the specific tasks outlined below:

- Develop national training, guidance materials and toolkits and conduct relevant trainings such as CCMS
- Train staff of the regulatory authority as well as other stakeholders on policies and national planning, assessments, BAT/BEP guidelines for priority chemicals, international standards and other technical guidelines related to the inspection, identification, handling, collection, transportation, storage, use, disposal and monitoring of hazardous chemicals and waste with a particular focus on POs, POPs containing products and POPs precursors
- Train and equip all stakeholders; waste operators, service providers, handlers, NGOs, women's groups, etc, where necessary
- Conduct training of trainers' (ToT) programme

ii. Management Services:

- The CTA shall provide hands-on support to the Project Manager, other project staff and Ministry of Environment in the areas of project management and planning, management of site activities, regular impact assessments and monitoring of the project where required;
- The CTA shall provide support to the Project Manager and provide technical input to the preparation and revision of the Annual Work Plans, budgets and Procurement Plans;
- The CTA shall guide the project M&E Specialist to undertake monitoring the technical quality of project M&E systems including AWPs, indicators and targets; this includes developing a detailed M&E plans throughout the project implementation; guiding and assisting the project M&E Specialist to adjust the project Results Framework targets and indicators, if and as the baseline assessment findings would require;
- The CTA shall assist the Project Manager in managing evaluation processes, such as midterm and final evaluations as well as auditing and spot checks where required;
- The CTA shall assist the Project Manager in the preparation of the Combined Project Implementation Review/Annual Project Report, inception report, technical reports, monthly/quarterly/biannual reports, quarterly financial reports for submission to ME, UNDP, Project Board and the GEF Secretariat.
- The CTA shall assist the Project manager throughout the project management cycle and provide hands on guidance and mentorship to a broader project management team to develop core management skills and capacities.

L. Generic Outputs:

Outputs shall be further specified under each contract in line with the given tasks:

- Provision of guidance to the implementation of the ESMP and gender action plan;
- Provision of technical inputs into the development of assessment and studies related to sound management of chemicals and waste which includes life cycle management of such hazardous chemicals and waste;
- Provision of technical input to develop the criteria to select pilot islands for the project;
- Provision of technical inputs to conduct an economic and financial analysis to introduce economic instruments and incentives such as EPR, PPP to support enforcement of gender friendly and environmentally sound solutions for POPs;
- Provision of technical input to pilot implementation at selected islands;
- Provision of technical input to establish systems for the sound collection, labelling, storage and disposal of hazardous chemicals and wastes;

- Provisional of technical support to set up a functional national coordination system with capacity created to plan, implement and monitor POPs elimination/reduction interventions;
- Provision of technical inputs to develop comprehensive overview of BEP/BAT, Cost benefit analysis, priority waste assessment;
- Provision of recommendations on the policy direction and practices to include economic and financial instruments (e.g. EPR/PPP) to support enforcement of gender friendly and environmentally sound solutions for POPs including management, elimination or reduction;
- Provision of technical input towards the design of detailed work plans, related procurement plans, tender documents and TORs related to the Waste, Economic and financial studies including public health and gender aspects;
- Provision of technical input into developing detailed work plans, related procurement plans, tender documents and TORs related to capacity development and training;
- Provision of hands-on support to the Project Manager, other project staff and Ministry of Environment in the areas of project management and planning, management of site activities, regular impact assessments and monitoring of the project;
- Provision of technical input to the preparation and revision of the Annual Work Plans (AWP), budgets and Procurement Plans;
- Provision of guidance to the project M&E Specialist to undertake monitoring the technical quality of project M&E systems including AWPs, indicators and targets.

M. Deliverables:

In addition to the support areas detailed above, the CTA is expected to submit the following:

- Inception report detailing out key activities that the CTA will be undertaking in the duration of the 250-day assignment. This would include success indicators and timeline across the duration of the assignment.
- Based on the above report, a monthly summary report of support provided to the PMU on different tasks, along with any supporting documents.
- Monthly timesheet of time input given.

N. Qualifications of the Successful Candidate:

i. Education*:*

- Postgraduate or other advanced university degree (at least MSc. or equivalent) in the area of chemistry, chemical technology, environmental or electrical engineering hazardous waste management (POPs, PCBs) or other related fields.

ii. Experience*:*

- At least 10 years of experience and in-depth knowledge of technical leadership in the area of hazardous chemicals/waste. Experience in chemical laboratory (including PCBs) analysis is an asset. Experience of working in Maldives is desired.
- At least 5-10 years in a supervisory role of technical experts and consultants in hazardous waste management activities with GEF funded projects in particular;
- Thorough knowledge of the international benchmarks in legislation and management of hazardous waste, and specifically PCB, u-POPs;
- International experience and good knowledge of principles of chemicals management (as related to the Stockholm Convention in particular) is an asset;
- Demonstrated ability of analytical and report drafting work;

Candidates are expected to have the following qualities:

- Experience of the development of chemical and waste sector projects, especially in coralline archipelagic small islands. Experience of working in Maldives will be added advantage
- Hands-on experience in managing waste management sector related projects and investments, with particular familiarity with functions, with BEP/BAP, EPR/PPP;
- Proven knowledge and experience of applying sound management of chemicals principle;

iii. Language*:*

Excellent written and verbal communication skills in English.

iv. Competencies*:*

Corporate Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards and acts in accordance with the Standards of Conduct for international civil servants;
- Advocates and promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment
- Treats all people fairly without favouritism;

Functional Competencies:

- Knowledge about the UNDP programmes would be an advantage;
- Knowledge about the Maldives government procedures would be an added advantage;
- Proven strong analytical abilities;
- Ability to work under pressure with several tasks and various deadlines;
- Ability to actively generate creative, practical approaches and solutions to overcome challenging situations;
- Excellent writing, presentation/public speaking skills;
- A pro-active approach to problem-solving;
- General IT literacy.

O. Duty Station:

The consultant will be based in UNDP Country Office.

P. Monitoring and Progress Control:

The CTA shall work under the direct supervision of the Project Manager Eliminating POPs through Sound Management of Chemicals, being implemented by the Ministry of Environment as part of the Project Management Unit at. The CTA shall also work with the Ministry of Environment PMU team and UNDP Country Office.

Q. Payment Modality:

Payments will be made upon satisfactory achieved deliverables under assignment and submission of time sheet in accordance with number of days worked. All payments are subject to the clearance and approval of the direct supervisor. Final payment shall require a signed performance evaluation of the consultant.

Daily Living Allowances will be provided for on-location (field) working days. Ticket costs will be reimbursed or directly paid by UNDP as per the travel requirements negotiated with the consultant. In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the CTA wish to travel on a higher class he/she should do so using their own resources. All travel expenses incurred by the consultant based on travel plan agreed for assignment, will be covered directly by UNDP in line with UNDP travel rules and regulations.

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be either reimbursed or covered directly by UNDP.

R. Application process:

Interested individuals must submit the following as proposals in order to demonstrate their qualifications:

- A letter indicating why the candidate considers himself/herself suitable for the required consultancy; this can be done online;
- Submission of an updated detailed Personal CV or P11 form which can be downloaded from http://sas.undp.org/documents/p11_personal_history_form.doc
- Daily consultancy fee, for on-location and home-based engagement, and daily living allowance rate payable (living allowances is not applicable to national consultants unless they are not residing in Greater Male' region) as applicable; please use the financial proposal form in Annex 1;
- At least two references from recent previous jobs or three references contact details

Note: ***Please note that UNDP jobsite system allows only one uploading of application document, so please make sure that you merge all your documents into one single file.***

Candidates will be rated on both technical and financial evaluations, providing a weight of 70% to the technical component and 30% to the financial component and will be evaluated based on the following methodology:

Screening of applications:

Applications will be screened and only candidates meeting the following minimum criteria will progress to the pool for shortlisting for technical evaluation:

- A letter indicating why the candidate considers himself/herself suitable for the required consultancy (this could be done online);
- Submission of an updated detailed Personal CV or P11;
- At least two references from recent previous jobs or three references contacts details;
- Daily consultancy fee, for on-location and home-based engagement and daily living allowance rate payable (living allowances is not applicable to national consultants unless they are not residing in Greater Male' region); please use the financial proposal form in Annex 1.
- Education: Postgraduate or other advanced university degree (at least MSc. or equivalent) in the area of chemistry, chemical technology, environmental or Electrical engineering hazardous waste management (POPs, PCBs) or other related fields.
- Experience: At least 10 years of experience in hazardous chemicals/waste management and disposal, chemical laboratory (including PCBs) analysis, contaminated sites assessment and management, etc:

- Experience: At least 5-10 years in a supervisory role of Technical experts and consultants in hazardous waste management activities with GEF funded projects in particular
- Language: Fluent in English (written and oral).

Technical evaluation (70% weight):

The following 3 steps will be undertaken jointly by a panel representative of MEE and UNDP

Step I: Desk review: (70 points) – Minimum passing score is 49
A desk review will be conducted to produce a shortlist of candidates. As applicable, up to 6 applicants scoring the highest in the desk review shall be invited for a written test.

Step II: Written test (15 points)
A written test will be conducted for candidates selected from the desk review, who will be tested on their technical and sector knowledge in addition to language skills.

Step III: Interview: (15 points)
A competency-based Interview will be conducted for candidates shortlisted from the written test, who will be asked on the following:

- Relevant experience
- Sector Knowledge
- Working Skills

Only candidates achieving at least 70% from the technical evaluation shall be considered for financial evaluation.

Financial evaluation (30% weight)

Candidates will be ranked in ascending order according to the financial amount quoted. The candidate with the lowest financial quote will be given the highest score in the financial evaluation.

The candidate with the highest combined score will be considered for selection as the successful candidate. However, it is in the discretion of the evaluation panel to assess the best value for money in making the final decision on the successful candidate selected.

The following schedule summarises the evaluation criteria:

Technical Criteria (70% weight)								**Financial criteria (30% weight)**	**Total combined score**
Desk Review (70 points)					**Written test (15 points)**	**Interview (15 points)**	**Total technical score (max 100 points) = 70%**	**Total financial score (max 30 points) = 30%**	**Total combined score (max 100 points) = 100%**
Education	Work Experience								
Postgraduate or other advanced university degree (at least MSc. or equivalent) in the area of chemistry, chemical technology, environmental or electrical engineering hazardous waste management (POPs, PCBs) or other related fields. ***Additional scores:*** **1 point additional for national candidates**	At least 10 years of experience in hazardous chemicals/waste management and disposal, chemical laboratory (including PCBs) analysis, contaminated sites assessment and management, etc: ***Additional scores:*** **1 point additional for each extra year up to maximum 5 points**	At least 5-10 years in a supervisory role of technical experts and consultants in hazardous waste management activities with GEF funded projects in particular ***Additional scores:*** **1 point additional for each extra year up to maximum 5 points**	Thorough knowledge of the international benchmarks in legislation and management of hazardous waste, and specifically PCB, u-POPs;	International experience and good knowledge of principles of chemicals management (as related to the Stockholm Convention in particular)					
10	**15**	**20**	**10**	**15**		**15**	**70**	**30**	**100**

Individual Consultancy Contract award:

The Individual Consultancy Contract might be awarded to more than one individual whose offer have been evaluated and determined as:

- Responsive/compliant/acceptable; and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidentiality.

For any clarification regarding this assignment please write to zeeniya.ahmed@undp.org

TOR submitted by:	TOR approved by:
.....	.....
Ahmed Shifaz	Vera Hakim
Assistant Resident Representative, RCC	Deputy Resident Representative, UNDP
Date: 26 March 2020	Date: 26 March 2020

Annex 1: Financial proposal form

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

Date _____

(UNDP - Maldives)

Dear Sir/Madam:

I hereby declare that:

a) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of Chief ***Technical Consultant specialised in Sound Management of Chemicals and Waste under the Global Environment Facility FSP Funding.***

b) I have also read, understood and hereby accept UNDP's/UNDP General Conditions of Contract for the Services of the Individual Contractors;

c) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV or Personal History Form (P11) which I have duly signed and attached hereto;

d) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment.

e) I hereby propose to complete the services based on the following payment rate:

☐ **An all-inclusive price for daily Professional Fees and daily living allowance fees** [*state amount in words and in numbers indicating currency. Please give breakdown of cost in Annex 1.1 attached*];

f) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 1.1;

g) 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;

h) This offer shall remain valid for a total period of 90 days after the submission deadline;

i) 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];*

j) If I am selected for this assignment, 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:

_____

k) 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

l) 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.

m) ***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.

n) 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.

Full Name and Signature: Date Signed:

_____ _____

ANNEX 1.1 - BREAKDOWN OF COSTS
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

NOTES:

The fees included in the financial proposal must be all-inclusive and shall take into account various expenses expected to be incurred by the Individual Contractor during the contract period, including:

- The Individual Contractor's daily professional fee;
- Any other relevant expenses if applicable.

Breakdown of Cost by Components:

***All-inclusive fee:**

Cost Components	Quantity/Unit of Measurement	Unit Cost in USD	Total in USD for 250 days Under the Individual Consultancy
Professional Fee – on-location	250 days		
Daily living allowance rate for on-location visits in Malé	Per day		
Daily living allowance rate for on-location visits to project islands	Per day		
Other costs if applicable, please mention below:			
……..			
Total Amount in USD			

****The individual consultant should not include in his/her all-inclusive fee the amount for ticket costs to/from and within Maldives as the schedule of travel will be negotiated with the consultant according to the requirements of the programme and mission travels shall be arranged by UNDP Office in accordance with UNDP travel rules and regulations. Ticket costs will be reimbursed or directly paid by UNDP. Note that UNDP shall 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 his or her own resources.***

Full Name and Signature: ***Date Signed:***