INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 18th May 2020
Ref: UNDP-IC-2020-150
JTN: 13459
ORPS: 2502
Prompt Id: 88815

Country: ***Pakistan***

Description of the assignment: Individual Contract for Consultant, Communications and Media
Project name: Stabilisation and Development Programme (SDP)

Period of assignment/services (if applicable): One (01) Year effective from the date of signing of the contract

Duty Station: The duty station for assignment is Peshawar. The consultant will be based in UNDP Peshawar Office, and required to strictly follow the UNDP regular working hours. The consultant is expected to travel to the newly merged districts (Khyber, South Waziristan, North Waziristan, Kurram and Orakzai districts) and other project intervention areas in pursuit of relevant activities. This assignment is for Pakistani nationals. Contractor will be required to report regularly every week.

Please submit your Technical and Financial proposals to the following address:

Ref #UNDP-IC-2020-150
UNDP Registry, Quotation/Bids/Proposals
United Nations Development Programme
Serena Business Complex, 2nd Floor, Khayaban-e-Suharwardy,
Islamabad, Pakistan
Tel: 051-8355600 Fax: 051-2600254-5

or by email to bids.pk@undp.org no later than **4th June 2020 at 1230 hrs. (Pakistan Standard Time).** Hand Delivery is not acceptable.

Kindly write the following on top left side of the envelop or email subject line "UNDP-IC-2020-150- Individual Consultant: Communications and Media Consultant

Important note for email submissions: Please put "**UNDP-IC-2020-150- Individual Consultant: Communications and Media Consultant**" in the subject line. Further, our system will not accept emails those are more than 30 MB size. If required, segregate your emails to accommodate email data restrictions. For segregated emails please use sequence of emails like Email 1, Email 2 .... in the subject line. For attachment purposes please only use MS Word, Excel, Power Point or PDF formats.

If you request additional information, please write to pakistan.procurement.info@undp.org. The team will provide necessary information within due date. However, any delay in providing such information will not be considered a reason for extending the submission date of your proposal. All/any query regarding the submission of the proposal may be sent prior to the deadline at the e-mail/address mentioned above.

1. BACKGROUND AND ORGANIZATIONAL CONTEXT

Residents of the newly merged districts (erstwhile FATA) of Khyber Pakhtunkhwa (KP) have experienced successive waves of displacement since 2008, due to militancy on either side of the Pakistan Afghan border. About 5.3 million were displaced, and by April 2016, 4.3 million had returned[1]. The returning families have to face severe hardships due to damaged infrastructure, lack of basic services and limited livelihood opportunities.

Through the Stabilisation and Development Programme (SDP), UNDP is supporting Government efforts to revitalize livelihoods, support local economic recovery and job creation, and increase access to basic services including education.

SDP is implementing its activities in five newly merged districts; Khyber, South Waziristan, North Waziristan, Kurram and Orakzai of KP. The programme directly contributes to restoration of basic services particularly improved access to girls' education, support to livelihoods, and economic growth in the five newly merged districts. Inclusive long-term economic growth for the newly merged districts is one of UNDP SDP key priority over the next three years.

UNDP SDP is seeking to engage the services of a qualified and experienced consultant to document and produce success/human interest stories, photographs and short videos to showcase the results and highlight the project achievements.

Rationale:

UNDP is providing humanitarian and development assistance to the returned communities in merged districts since year 2015. Till date, more than 0.8 million people have been assisted to build their resilience and turn to positive copping mechanism for sustaining their living. In order to showcase the project success and learning, SDP has planned to develop success stories along with pictures and short videos. These communication products will highlight the partnership between UNDP, the Government, partner UN agencies and the donors.

2. Scope Of Work:

The consultant will perform the following tasks:

- The consultant is expected to travel to the newly merged districts (Khyber, South Waziristan, North Waziristan, Kurram and Orakzai districts) and other project intervention areas to carry out interviews with implementing partners, SDP staff, community members, beneficiaries and other stakeholders to capture success stories, photographs and short videos of the programme's impact.

Activity 1:

- Hold meeting with SDP team and its stakeholders to identify the potential success stories and best practices of the programme activities.
- Develop tools and formats that will be used for documenting the stories in the agreed format(s).
- Collect data through individual interviews, focus group discussions, key informant interviews with programme beneficiaries and stakeholders to provide a clear perspective on the impact of the programme.

[1] https://www.humanitarianresponse.info/sites/www.humanitarianresponse.info/files/documents/files/displacements_and_returns_in_kp_and_fata_2008_-_2016_as_of_april_2016.pdf

Activity 2:

- Develop a workplan, compelling concept and storylines that capture the various segments of the SDP programme. This will involve performing desk/literature review to understand the overall programme objectives, beneficiaries and expected results in line with the programme's theory of change.

Activity 3:

- Document and draft compelling success stories that capture the voices from the field to showcase impacts and highlight the project activities in addressing challenges faced by the erstwhile FATA's community. Stories must meet highest mark of editorial standards.

Activity 4:

- Capture high quality photographs with proper captions that will accompany the success stories and document the SDP achievements. Edited photographs shall be provided in JPG and actual raw format (XMP, CR2 or NEF files) on external memory medium or via file transfer service.

Activity 5:

- Prepare short video documentaries by analysing and presenting relevant information about the project activities that include story boarding, script writing, voice over on location filming, interviews recording, editing and final production of videos in HD (1920 x 1280) with raw footage.
- The consultant should manage the entire process of recording in terms of creativity, technical aspects, content,
- Follow safe working practices and professional practice.

Copyright and Intellectual Property Rights
In consideration of the paid assignment, the consultant expressly assigns any copyright arising from the works to UNDP and its donors while executing this contract. All stories, photographs and short videos (whether used for online or print purposes) must however bear the consultant's photo credit, as specified by international intellectual property rights. The consultant may not use, reproduce or otherwise disseminate or authorize others to use, reproduce or disseminate such works.

Style:
UNDP use a reportage style for all of photography/videography/stories to ensure authenticity and re-enforce our honest values. The subjects within the photos/video should appear natural, relaxed and photos should not be posed. A written consent must be taken. Photography/ videography/writing style should tell a story about the function of SDP assistance and services and not be superficial with an overuse of added effects/manipulation. UNDP want to illustrate the positive impact of SDP work on population of the newly merged districts.

3. DELIVERABLES AND TIMELINE

Deliverables	Deliverables/ Outputs	Anticipated Numbers	Percent (%) payment	Level of Efforts in Days
Deliverable 1	Submission of high-resolution edited and captioned photos highlighting project activities in JPG and Raw (Exp, CR2 or NEF) files.	200	20%	2 months
Deliverable 2	Submission of success stories based on feedback received from supervisor.	20	40%	5 months
Deliverable 3	Submission of short video documentaries based on feedback received from supervisor in HD format with raw footage.	10	40%	5 months

Institutional Arrangement

- Under the overall supervision of the Programme Manager, Stabilsation and Development Programme (SDP), the consultant will work under the direct supervision of the Communications Officer, SDP.
- As per Government policies, travel NoC (No Objection Certificate) is required to execute any activities in Newly Merged Districts of KP. UNDP will facilitate the travel and process the NOCs of the consultant for the visit to merged districts of KP. Consultant must understand and accept the risks he/she may face and must sign a 'risk acknowledgement/liability waiver' form.
- Consultant must follow the rules and regulation of the UNDP and required to sign travel waiver form.
- UNDP will not provide any additional cost related to equipment and software.
- A consultant evaluation must be completed by the supervisor and submitted for final payment to be released.

4. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

VII. RECRUITMENT QUALIFICATIONS	
Education:	Master's degree in Journalism, Communication, English literature from a recognized university.
Area of Specialization	Success stories writing, photography and videography/editing's
Experience:	▪ Five years of experience of working with the development sector specifically focusing on writing success stories, photography and videography skills; ▪ Excellent communication skills: fluency in oral and written English, previous proven experience in documenting donor supported projects.

	▪ Demonstrated experience in undertaking similar assignments by providing samples/ links of published (success stories, photographs, short videos). ▪ Ability to prepare technical proposal including methodology, approach and timeline for this assignment.
Special Skills	Outstanding writing, photography, videography/editing skills.
Language Requirements:	Fluency in English and Urdu (fluency in Pashto is an asset)

5. Criteria for Selection of the Best Offer

Criteria		**Maximum Score**
Education:	▪ Master's degree in Journalism, Communication, English literature from a recognized university.	5
Experience:	▪ Five years of experience of working with the development sector specifically focusing on writing success stories, photography and videography skills; (one mark for each year).	5
Area of Specialization	▪ Demonstrated experience in writing outstanding stories by providing samples/links of the published success stories. (one mark for each story)	20
	▪ Demonstrated experience in undertaking similar assignments by providing samples/links of photographs. (one mark for 10 relevant photos)	10
	▪ Demonstrated experience in undertaking similar assignments by providing samples/links of short videos. (one mark for each video)	20
	▪ Ability to prepare technical proposal including methodology, approach and timeline for this assignment.	10
	Total (Technical)	**70**
Financial proposal		**30**

6. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

1. Proposal:

(i) Explaining why they are the most suitable for the work.

(ii) Updated CV- Brief background including past experience of doing similar work

i. Implementation methodology
ii. Activity plan (Timeline)
iii. Budget and work plan

(iii) Provide a brief methodology on how they will approach and conduct the work (if applicable)

2. Financial proposal

3. Personal CV including past experience in similar projects and at least 3 reference**s**

6. EXPECTED PERIOD OF CONSULTANCY

Duration of the Work: One (01) Year with effect from the date of signing of the contract

7. FINANCIAL PROPOSAL

a) Task order will be issued against deliverables and may include one or more deliverables. Each payment will be made against successful completion of the task order.
b) Payments will be upon certification of satisfactory completion of task order signed by the supervisor.
c) The consultant is required to travel from the Duty Station (Peshawar) during the consultancy. UNDP will provide the transportation from Peshawar to merged district for field visits and UNDP will also reimburse any actual travel cost and DSA for field visits other than Peshawar and Khyber districts.
d) A consultant evaluation must be completed by the supervisor.

8. EVALUATION

Individual consultants will be evaluated based on the following methodologies ***Cumulative analysis.*** T*he 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 70% weightage points would be considered for the Financial Evaluation

Criteria		**Score**
Education:	Masters degree in Journalism, Communication or relevant field from a recognized university.	5
Experience:	▪ 10 years of relevant experience at national level specifically focusing on writing success stories, photography and videography skills; ▪ Experience of working with the Government of Pakistan and development sector on similar work	5
	Demonstrate experience in undertaking similar assignments by providing samples of completed work (success stories).	15
	Demonstrate experience in undertaking similar assignments by providing samples of completed work (photographs).	15
	Demonstrate experience in undertaking similar assignments by providing samples of completed work (short videos).	15
	Ability to prepare technical proposal including methodology, approach and timeline for this assignment.	10

Language Requirements:	Fluency in English, Pashto and Urdu	5
	Total (Technical)	**70**
Financial proposal		**30**

Weight per Technical Competence	
Weak: Below 70%	The individual consultant/contractor has demonstrated a **WEAK** capacity for the analyzed competence
Satisfactory : 70-75%	The individual consultant/contractor has demonstrated a **SATISFACTORY** capacity for the analyzed competence
Good: 76-85%	The individual consultant/contractor has demonstrated a **GOOD** capacity for the analyzed competence
Very Good: 86-95%	The individual consultant/contractor has demonstrated a **VERY GOOD** capacity for the analyzed competence
Outstanding: 96-100%	The individual consultant/contractor has demonstrated a **OUTSATNDING capacity** for the analyzed competence

ANNEX

ANNEX I - TERMS OF REFERENCES (TOR)
ANNEX II- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS
ANNEX III- PROPOSAL SUBMISSION FORM
ANNEX IV- CONFIRMING INTEREST AND AVAILABILITY
ANNEX V- FINANCIAL PROPOSAL.
ANNEX VI- P-11 FORM.

Your submission should also include Detail CV including assignments completed, years of experience and detailed TORs under each job.

ANNEX-I

Terms of Reference

Consultant, Communication and Media

A. Project Title

Stabilisation and Development Programme (SDP)

B. Project Description

Background:

Residents of the newly merged districts (erstwhile FATA) of Khyber Pakhtunkhwa (KP) have experienced successive waves of displacement since 2008, due to militancy on either side of the Pakistan Afghan border. About 5.3 million were displaced, and by April 2016, 4.3 million had returned[2]. The returning families have to face severe hardships due to damaged infrastructure, lack of basic services and limited livelihood opportunities.

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C. Scope of Work

The consultant will perform the following tasks:

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Activity 1:

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- The consultant should manage the entire process of recording in terms of creativity, technical aspects, content,
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In consideration of the paid assignment, the consultant expressly assigns any copyright arising from the works to UNDP and its donors while executing this contract. All stories, photographs and short videos (whether used for online or print purposes) must however bear the consultant's photo credit, as specified by international intellectual property rights. The consultant may not use, reproduce or otherwise disseminate or authorize others to use, reproduce or disseminate such works.

Style:

UNDP use a reportage style for all of photography/videography/stories to ensure authenticity and re-enforce our honest values. The subjects within the photos/video should appear natural, relaxed and photos should not be posed. A written consent must be taken. Photography/ videography/writing style should tell a story about the function of SDP assistance and services and not be superficial with an overuse of added effects/manipulation. UNDP want to illustrate the positive impact of SDP work on population of the newly merged districts.

D. Expected Outputs and Deliverables

Deliverables	Deliverables/ Outputs	Anticipated Numbers	Percent (%) payment	Level of Efforts in Days
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E. Institutional Arrangement

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- Consultant must follow the rules and regulation of the UNDP and required to sign travel waiver form.
- UNDP will not provide any additional cost related to equipment and software.
- A consultant evaluation must be completed by the supervisor and submitted for final payment to be released.

F. Duration of the Work

The assignment shall comprise over a period of one year starting from the day of signing of the contract.

G. Duty Station

- The duty station for assignment is Peshawar. The consultant will be based in UNDP Peshawar Office, and required to strictly follow the UNDP regular working hours.
- The consultant is expected to travel to the newly merged districts (Khyber, South Waziristan, North Waziristan, Kurram and Orakzai districts) and other project intervention areas in pursuit of relevant activities.
- This assignment is for Pakistani nationals.
- Contractor will be required to report regularly every week.

H. Qualifications of the Successful Individual Contractor

Education:	• Master's degree in Journalism, Communication, English literature from a recognized university.
Area of Specialization	• Success stories writing, photography and videography/editing's

Experience:	• Five years of experience of working with the development sector specifically focusing on writing success stories, photography and videography skills; • Excellent communication skills: fluency in oral and written English, previous proven experience in documenting donor supported projects. • Demonstrated experience in undertaking similar assignments by providing samples/ links of published (success stories, photographs, short videos). • Ability to prepare technical proposal including methodology, approach and timeline for this assignment.
Special skills	• Outstanding writing, photography, videography/editing skills.
Language Requirements:	• Fluency in English and Urdu (fluency in Pashto is an asset)

I. Scope of Price Proposal and Schedule of Payments

Payment of IC payments is closely linked to deliverables mentioned in Point D and evaluation by the supervisor:

i) The lump sum amount must be "all-inclusive";
ii) Contract price is fixed regardless of changes in the cost components;
iii) For travels outside of duty station (Peshawar/Khyber), the UN's Daily Subsistence Allowance (DSA) rates prevailing at the time of sourcing will be applied.
iv) The lump sum amount must be inclusive of cost of living in a duty station and contractor is not entitled to DSA payment;
v) All living allowances required to perform the demands of the TOR must be incorporated in the financial proposal.

J. Recommended Presentation of Offer

The consultant is required to submit the following documents

a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
b) **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
c) **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment. A methodology is recommended for intellectual services, but may be omitted for support services *[Note: this is optional for support services*];
d) **Links to sample** of published success stories, photographs and video documentaries.
e) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

K. Criteria for Selection of the Best Offer

Criteria		Maximum Score
Education:	Master's degree in Journalism, Communication, English literature from a recognized university.	5

Experience:	Five years of experience of working with the development sector specifically focusing on writing success stories, photography and videography skills; (one mark for each year)	5
Area of Specialization	Demonstrated experience in writing outstanding stories by providing samples/links of the published success stories. (one mark for each story)	20
	Demonstrated experience in undertaking similar assignments by providing samples/links of photographs. (one mark for 10 relevant photos)	10
	Demonstrated experience in undertaking similar assignments by providing samples/links of short videos. (one mark for each video)	20
	Ability to prepare technical proposal including methodology, approach and timeline for this assignment.	10
	Total (Technical)	**70**
Financial proposal		**30**

L. Annexes to the TOR

Existing literature or documents that will help Offerors gain a better understanding of the project situation and the work required should be provided as annex/es to the TOR, especially if such literature or documents are not confidential.

M. Approval

This TOR is approved by: [*indicate name of Approving Manager*]

Signature _____

Name and Designation _____

Date of Signing _____

ANNEX-II

INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

GENERAL CONDITIONS OF CONTRACT FOR THE SERVICES OF INDIVIDUAL CONTRACTORS

1. **LEGAL STATUS**: The Individual contractor shall have the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP), and shall not be regarded, for any purposes, as being either a "staff member" of UNDP, under the UN' Staff Regulations and Rules, or an "official" of UNDP, for purposes of the Convention on the Privileges and Immunities of the United Nations, adopted by the General Assembly of the United Nations on 13 February 1946. Accordingly, nothing within or relating to the Contract shall establish the relationship of employer and employee, or of principal and agent, between UNDP and the Individual contractor. The officials, representatives, employees or subcontractors of UNDP and of the Individual contractor, if any, shall not be considered in any respect as being the employees or agents of the other, and UNDP and the Individual contractor shall be solely responsible for all claims arising out of or relating to its engagement of such persons or entities.
2. **STANDARDS OF CONDUCT**: In General: The Individual contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its obligations under the Contract. Should any authority external to UNDP seek to impose any instructions on the Contract regarding the Individual contractor's performance under the Contract, the Individual contractor shall promptly notify UNDP and shall provide all reasonable assistance required by UNDP. The Individual contractor shall not take any action in respect of its performance of the Contract or otherwise related to its obligations under the Contract that may adversely affect the interests of UNDP, and the Individual contractor shall perform its obligations under the Contract with the fullest regard to the interests of UNDP. The Individual contractor warrants that it has not and shall not offer any direct or indirect benefit arising from or related to the performance of the Contract or the award thereof to any representative, official, employee or other agent of UNDP. The Individual contractor shall comply with all laws, ordinances, rules and regulations bearing upon the performance of its obligations under the Contract. In the performance of the Contract the Individual contractor shall comply with the standards of conduct set in the Secretary General's Bulletin ST/SGB/2002/9 of 18 June 2002, entitled "Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Expert on Mission". The individual contractor must comply with all Security Directives issued by UNDP. Failure to comply with such security directives is grounds for termination of the Individual contractor for cause.
Prohibition of Sexual Exploitation and Abuse: In the performance of the Contract, the Individual contractor shall comply with the standards of conduct set forth in the Secretary-General's bulletin ST/SGB/2003/13 of 9 October 2003, concerning "Special measures for protection from sexual exploitation and sexual abuse". In particular, the Individual contractor shall not engage in any conduct that would constitute sexual exploitation or sexual abuse, as defined in that bulletin.
The Individual contractor acknowledges and agrees that any breach of any of the provisions hereof shall constitute a breach of an essential term of the Contract, and, in addition to any other legal rights or remedies available to any person, shall give rise to grounds for termination of the Contract. In addition,

nothing herein shall limit the right of UNDP to refer any alleged breach of the foregoing standards of conduct to the relevant national authorities for appropriate legal action.

3. **TITLE RIGHTS, COPYRIGHTS, PATENTS AND OTHER PROPRIETARY RIGHTS**: Title to any equipment and supplies that may be furnished by UNDP to the Individual contractor for the performance of any obligations under the Contract shall rest with UNDP, and any such equipment shall be returned to UNDP at the conclusion of the Contract or when no longer needed by the Individual contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Individual contractor, subject to normal wear and tear, and the Individual contractor shall be liable to compensate UNDP for any damage or degradation of the equipment that is beyond normal wear and tear.

UNDP shall be entitled to all intellectual property and other proprietary rights, including, but not limited to, patents, copyrights and trademarks, with regard to products, processes, inventions, ideas, know-how or documents and other materials which the Individual contractor has developed for UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Individual contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for UNDP. However, to the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Individual contractor: (a) that pre-existed the performance by the Individual contractor of its obligations under the Contract, or (b) that the Individual contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, UNDP does not and shall not claim any ownership interest thereto, and the Individual contractor grants to UNDP a perpetual licence to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract. At the request of UNDP, the Individual contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to UNDP in compliance with the requirements of the applicable law and of the Contract. Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents and all other data compiled by or received by the Individual contractor under the Contract shall be the property of UNDP, shall be made available for use or inspection by UNDP at reasonable times and in reasonable places, shall be treated as confidential and shall be delivered only to UNDP authorized officials on completion of work under the Contract

4. **CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION**: Information and data that are considered proprietary by either UNDP or the Individual contractor or that are delivered or disclosed by one of them ("Discloser") to the other ("Recipient") during the course of performance of the Contract, and that are designated as confidential ("Information"), shall be held in confidence and shall be handled as follows. The Recipient of such Information shall use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate, and the Recipient may otherwise use the Discloser's Information solely for the purpose for which it was disclosed. The Recipient may disclose confidential Information to any other party with the Discloser's prior written consent, as well as to the Recipient's employees, officials, representatives and agents who have a need to know such confidential Information solely for purposes of performing obligations under the Contract. Subject to and without any waiver of the privileges and immunities of UNDP, the Individual contractor may disclose Information to the extent required by law, *provided that* the Individual contractor will give UNDP sufficient prior notice of a request for the disclosure of Information in order to allow UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made. UNDP may disclose Information to the extent as required pursuant to the Charter of the United Nations, resolutions or regulations of the General Assembly or its other governing bodies, or rules promulgated by the Secretary-General. The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third

party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder. These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

5. **TRAVEL, MEDICAL CLEARANCE AND SERVICE INCURRED DEATH, INJURY OR ILLNESS**: If the Individual contractor is required by UNDP to travel beyond commuting distance from the Individual contractor's usual place of residence, and upon prior written agreement, such travel shall be at the expense of UNDP. Such travel shall be at economy care when by air.

UNDP may require the Individual contractor to submit a Statement of Good Health from a recognized physician prior to commencement of work in any offices or premises of UNDP or before engaging in any travel required by UNDP or connected with the performance of the Contract. The Individual contractor shall provide such a Statement of Good Health as soon as practicable following such request, and prior to engaging in any such travel, and the Individual contractor warrants the accuracy of any such Statement, including, but not limited to, confirmation that the Individual contractor has been fully informed regarding the requirements for inoculations for the country or countries to which travel may be authorized.

In the event of the death, injury or illness of the Individual contractor which is attributable to the performance of services on behalf of UNDP under the terms of the Contract while the Individual contractor is traveling at UNDP expense or is performing any services under the Contract in any offices or premises of UNDP, the Individual contractor or the Individual contractor's dependants, as appropriate, shall be entitled to compensation equivalent to that provided under the UNDP insurance policy, available upon request.

6. **PROHIBITION ON ASSIGNMENT; MODIFICATIONS**: The Individual contractor may not assign, delegate, transfer, pledge or make any other disposition of the Contract, of any part thereof, or of any of the rights, claims or obligations under the Contract except with the prior written authorization of UNDP, and any attempt to do so shall be null and void. The terms or conditions of any supplemental undertakings, licences or other forms of Contract concerning any goods or services to be provided under the Contract shall not be valid and enforceable against UNDP nor in any way shall constitute an Contract by UNDP thereto, unless any such undertakings, licences or other forms of Contract are the subject of a valid written undertaking by UNDP. No modification or change in the Contract shall be valid and enforceable against UNDP unless provided by means of a valid written amendment to the Contract signed by the Individual contractor and an authorized official or appropriate contracting authority of UNDP.

7. **SUBCONTRACTORS**: In the event that the Individual contractor requires the services of subcontractors to perform any obligations under the Contract, the Individual contractor shall obtain the prior written approval of UNDP for any such subcontractors. UNDP may, in its sole discretion, reject any proposed subcontractor or require such subcontractor's removal without having to give any justification therefore, and such rejection shall not entitle the Individual contractor to claim any delays in the performance, or to assert any excuses for the non-performance, of any of its obligations under the Contract. The Individual contractor shall be solely responsible for all services and obligations performed by its subcontractors. The terms of any subcontract shall be subject to, and shall be construed in a manner that is fully in accordance with, all of the terms and conditions of the Contract.

8. **USE OF NAME, EMBLEM OR OFFICIAL SEAL OF THE UNITED NATIONS**: The Individual contractor shall not advertise or otherwise make public for purposes of commercial advantage or goodwill that it has a contractual relationship with UNDP, nor shall the Individual contractor, in any manner whatsoever, use the name, emblem or official seal of UNDP, or any abbreviation of the name of UNDP, in connection with its business or otherwise without the written permission of UNDP.

9. **INDEMNIFICATION**: The Individual contractor shall indemnify, defend, and hold and save harmless UNDP, and its officials, agents and employees, from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature, including, but not limited to, all litigation costs and expenses, attorney's fees, settlement payments and damages, based on, arising from, or relating to: (a) allegations or claims that the use by UNDP of any patented device, any copyrighted material or any other goods or services provided to UNDP for its use under the terms of the Contract, in whole or in part, separately or in combination, constitutes an infringement of any patent, copyright, trademark or other intellectual property right of any third party; or (b) any acts or omissions of the Individual contractor , or of any subcontractor or anyone directly or indirectly employed by them in the performance of the Contract, which give rise to legal liability to anyone not a party to the Contract, including, without limitation, claims and liability in the nature of a claim for workers' compensation.

10**. INSURANCE**: The Individual contractor shall pay UNDP promptly for all loss, destruction or damage to the property of UNDP caused by the Individual contractor, or of any subcontractor, or anyone directly or indirectly employed by them in the performance of the Contract. The Individual contractor shall be solely responsible for taking out and for maintaining adequate insurance required to meet any of its obligations under the Contract, as well as for arranging, at the Individual contractor 's sole expense, such life, health and other forms of insurance as the Individual contractor may consider to be appropriate to cover the period during which the Individual contractor provides services under the Contract. The Individual contractor acknowledges and agrees that none of the insurance arrangements the Individual contractor may make shall, in any way, be construed to limit the Individual contractor's liability arising under or relating to the Contract.

11. **ENCUMBRANCES AND LIENS**: The Individual contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with UNDP against any monies due to the Individual contractor or to become due for any work donor or against any goods supplied or materials furnished under the Contract, or by reason of any other claim or demand against the Individual contractor.

12. **FORCE MAJEURE; OTHER CHANGES IN CONDITIONS**: In the event of and as soon as possible after the occurrence of any cause constituting *force majeure*, the Individual contractor shall give notice and full particulars in writing to UNDP of such occurrence or cause if the Individual contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under the Contract. The Individual contractor shall also notify UNDP of any other changes in conditions or the occurrence of any event, which interferes or threatens to interfere with its performance of the Contract. Not more than fifteen (15) days following the provision of such notice of *force majeure* or other changes in conditions or occurrence, the Individual contractor shall also submit a statement to UNDP of estimated expenditures that will likely be incurred for the duration of the change in conditions or the event. On receipt of the notice or notices required hereunder, UNDP shall take such action as it considers, in its sole discretion, to be appropriate or necessary in the circumstances, including the granting to the Individual contractor of a reasonable extension of time in which to perform any obligations under the Contract.

In the event of and as soon as possible after the occurrence of any cause constituting *force majeure*, the Individual contractor shall give notice and full particulars in writing to UNDP of such occurrence or cause if the Individual contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under the Contract. The Individual contractor shall also notify UNDP of any other changes in conditions or the occurrence of any event, which interferes or threatens to interfere with its performance of the Contract. Not more than fifteen (15) days following the provision of such notice of *force majeure* or other changes in conditions or occurrence, the Individual contractor shall also submit a statement to UNDP of estimated expenditures that will likely be incurred for the duration of the change in conditions or the event. On receipt of the notice or notices required hereunder, UNDP shall take such action as it considers, in its sole discretion, to be appropriate or necessary in the circumstances, including

the granting to the Individual contractor of a reasonable extension of time in which to perform any obligations under the Contract.

Force majeure as used herein means any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrection, or any other acts of a similar nature or force, *provided that* such acts arise from causes beyond the control and without the fault or negligence of the Individual contractor. The Individual contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Individual contractor must perform in or for any areas in which UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delay or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute *force majeure* under the Contract

13. **TERMINATION**: Either party may terminate the Contract, in whole or in part, upon giving written notice to the other party. The period of notice shall be five (5) days in the case of Contracts for a total period of less than two (2) months and fourteen (14) days in the case of contracts for a longer period. The initiation of conciliation or arbitral proceedings, as provided below, shall not be deemed to be a "cause" for or otherwise to be in itself a termination of the Contract. UNDP may, without prejudice to any other right or remedy available to it, terminate the Contract forthwith in the event that: (a) the Individual contractor is adjudged bankrupt, or is liquidated, or becomes insolvent, applies for moratorium or stay on any payment or repayment obligations, or applies to be declared insolvent; (b) the Individual contractor is granted a moratorium or a stay or is declared insolvent; the Individual contractor makes an assignment for the benefit of one or more of its creditors; (c) a Receiver is appointed on account of the insolvency of the Individual contractor ; (d) the Individual contractor offers a settlement in lieu of bankruptcy or receivership; or (e) UNDP reasonably determines that the Individual contractor has become subject to a materially adverse change in its financial condition that threatens to endanger or otherwise substantially affect the ability of the Individual contractor to perform any of its obligations under the Contract.

In the event of any termination of the Contract, upon receipt of notice of termination by UNDP, the Individual contractor shall, except as may be directed by UNDP in the notice of termination or otherwise in writing: (a) take immediate steps to bring the performance of any obligations under the Contract to a close in a prompt and orderly manner, and in doing so, reduce expenses to a minimum; (b) refrain from undertaking any further or additional commitments under the Contract as of and following the date of receipt of such notice; (c) deliver all completed or partially completed plans, drawings, information and other property that, if the Contract had been completed, would be required to be furnished to UNDP thereunder; (d) complete performance of the work not terminated; and (e) take any other action that may be necessary, or that UNDP may direct in writing, for the protection and preservation of any property, whether tangible or intangible, related to the Contract that is in the possession of the Individual contractor and in which UNDP has or may be reasonably expected to acquire an interest.

In the event of any termination of the Contract, UNDP shall only be liable to pay the Individual contractor compensation on a pro rata basis for no more than the actual amount of work performed to the satisfaction of UNDP in accordance with the requirements of the Contract. Additional costs incurred by UNDP resulting from the termination of the Contract by the Individual contractor may be withheld from any amount otherwise due to the Individual contractor from UNDP..

14. **NON-EXCLUSIVITY**: UNDP shall have no obligation respecting, and no limitations on, its right to obtain goods of the same kind, quality and quantity, or to obtain any services of the kind described in the Contract, from any other source at any time.

15. **TAXATION:** Article II, section 7, of the Convention on the Privileges and Immunities of the United Nations provides, *inter alia*, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event

any governmental authority refuses to recognize the exemptions of the United Nations from such taxes, restrictions, duties or charges, the Individual contractor shall immediately consult with UNDP to determine a mutually acceptable procedure. UNDP shall have no liability for taxes, duties or other similar charges payable by the Individual contractor in respect of any amounts paid to the Individual contractor under this Contract, and the Individual contractor acknowledges that UNDP will not issue any statements of earnings to the Individual contractor in respect of any such payments.

16. **AUDITS AND INVESTIGATIONS**: Each invoice paid by UNDP shall be subject to a post-payment audit by auditors, whether internal or external, of UNDP or by other authorized and qualified agents of UNDP at any time during the term of the Contract and for a period of two (2) years following the expiration or prior termination of the Contract. UNDP shall be entitled to a refund from the Individual contractor for any amounts shown by such audits to have been paid by UNDP other than in accordance with the terms and conditions of the Contract.

The Individual contractor acknowledges and agrees that, from time to time, UNDP may conduct investigations relating to any aspect of the Contract or the award thereof, the obligations performed under the Contract, and the operations of the Individual contractor generally relating to performance of the Contract. The right of UNDP to conduct an investigation and the Individual contractor's obligation to comply with such an investigation shall not lapse upon expiration or prior termination of the Contract. The Individual contractor shall provide its full and timely cooperation with any such inspections, post-payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Individual contractor's obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to UNDP access to the Individual contractor's premises at reasonable times and on reasonable conditions in connection with such access to the Individual contractor's personnel and relevant documentation. The Individual contractor shall require its agents, including, but not limited to, the Individual contractor's attorneys, accountants or other advisers, to reasonably cooperate with any inspections, post-payment audits or investigations carried out by UNDP hereunder.

17. **SETTLEMENT OF DISPUTES**:

AMICABLE SETTLEMENT: UNDP and the Individual contractor shall use their best efforts to amicably settle any dispute, controversy or claim arising out of the Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the Conciliation Rules then obtaining of the United Nations Commission on International Trade Law ("UNCITRAL"), or according to such other procedure as may be agreed between the parties in writing.

ARBITRATION: Any dispute, controversy or claim between the parties arising out of the Contract, or the breach, termination, or invalidity thereof, unless settled amicably, as provided above, shall be referred by either of the parties to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim Measures of Protection") and Article 32 ("Form and Effect of the Award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess

of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy or claim.

18. **LIMITATION ON ACTIONS**: Except with respect to any indemnification obligations in Article 9, above, or as are otherwise set forth in the Contract, any arbitral proceedings in accordance with Article 17, above, arising out of the Contract must be commenced within three (3) years after the cause of action has accrued.

The Parties further acknowledge and agree that, for these purposes, a cause of action shall accrue when the breach actually occurs, or, in the case of latent defects, when the injured Party knew or should have known all of the essential elements of the cause of action, or in the case of a breach of warranty, when tender of delivery is made, except that, if a warranty extends to future performance of the goods or any process or system and the discovery of the breach consequently must await the time when such goods or other process or system is ready to perform in accordance with the requirements of the Contract, the cause of action accrues when such time of future performance actually begins,

19. **PRIVILEGES AND IMMUNITIES**: Nothing in or relating to the Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

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Annex III

Proposal Submission form

Dear Sir/Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, I undersigned, offer to provide individual consulting services to UNDP Pakistan in accordance with the Price Schedule and TORs attached herewith and made part of this proposal.

I undertake, if my proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

I agree to abide by this proposal for a period of **90 day**s from the date fixed for opening of proposal in the invitation for proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

I understand that you are not bound to accept any proposal you may receive.

Dated: this -------day of ----------2020

Signature

Annex IV

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

Date _____

(Name of Resident Representative/Bureau Director)
United Nations Development Programme
(Specify complete office address)

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 [*indicate title of assignment*] under the [*state project title*];

B) I have also read, understood and hereby accept UNDP's 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 which I have duly signed and attached hereto as Annex 1;

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, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [delete this item if the TOR does not require submission of this document];

E) I hereby propose to complete the services based on the following payment rate: *[please check the box corresponding to the preferred option]:*

☐ An all-inclusive daily fee of [*state amount in words and in numbers indicating currency]*

☐ 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.

F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;

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 _____ days [*minimum 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 *[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:

_____

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, 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.

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.

O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES ☐ NO ☐ 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, Processional 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[3]
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

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

Cost Components	Unit Cost	Quantity	Total Rate for the Contract Duration
I. Personnel Costs			
Professional Fees			
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
II. Travel [4] Expenses to Join duty station			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
III. Duty Travel			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			

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

Deliverables *[list them as referred to in the TOR]*	**Percentage of Total Price (Weight for payment)**	**Amount**
Deliverable 1		
Deliverable 2		
Deliverable 3		
Total	100%	USD/PKR .....

**Basis for payment tranches*

[3] The costs should only cover the requirements identified in the Terms of Reference (TOR)

[4] Travel expenses are not required if the consultant will be working from home.

ANNEX V

FINANCIAL PROPOSAL

The Consultant is required to prepare the Price Schedule as a separate document from the rest of the technical response. All prices/rates quoted must be in **PKR.** The format shown below should be used in preparing the price schedule.

Sr. #	Description/Break-up of Financial Proposal	Unit	Unit Cost (PKR)
A.	**Consultancy Fee:**		
B.	**Travel**		
C	**Others**		
Total			

Deliverables *[list them as referred to in the TOR]*	**Percentage of Total Price (Weight for payment)**	**Amount**
Total	100%	PKR……

**Payment shall be made based on the deliverables agreed in the final contract that will be signed with the selected candidate.*

Name: ……

Signature: …… Date: ……

P-11 Form

UNITED NATIONS DEVELOPMENT PROGRAMME

Personal History Form

INSTRUCTIONS: Please answer each question clearly and completely. Type or print in ink. Read carefully and follow all directions. If you need more space, attach additional pages of the same size.

1. Family name (surname)	**2. First names**	**3. Maiden name, if applicable**

4. Date of birth day month year	**5. Place of birth**	**6. Nationality at birth**	**7. List all your current nationality(ies)**	**8. Gender** Male ☐ Female ☐

9. Marital status Single ☐ Married ☐ Separated ☐ Widow(er) ☐ Divorced ☐

10. Entry into United Nations service might require assignment and travel to any area of the world in which the United Nations has responsibilities. Do you have/experience any condition/situation which might limit your prospective field of work or your ability to engage in air travel?

No ☐ Yes ☐ If "Yes", please describe:

11. Permanent address	**12. Present address** if different from that indicated in box 11	**13. Telephone numbers** Home/Mobile; Work;
Telephone No.	Telephone No.	**14. Personal and/or professional e-mail address:**

15. Have you any dependents? Yes ☐ No ☐ If the answer is "Yes", give the following information:

Name	Date of birth	Relationship	Name	Date of birth	Relationship

16. Have you taken up legal permanent residence status in any country other than that of your nationality? No ☐ Yes ☐ If "Yes", which country(ies)?	**17.** Have you taken any steps towards changing your present nationality? No ☐ Yes ☐ If "Yes", explain fully:

18. Are any of your family members (spouse/partner, father/mother, brother/sister, son/daughter) employed in the UN Common System, including UNDP? Yes ☐ No ☐ If "Yes", give the following information:

Name	**Relationship**	**Name of Organization & Duty Station**

19. Do you have any other (extended) family members employed by UNDP? No ☐ Yes ☐ If "Yes", give the following information:

Name	Relationship	Name of Unit & Duty Station

20. Would you accept employment for less than six months? Yes ☐ No ☐

21. Have you been interviewed for any UNDP positions in the last 12 months? If so, for which post(s)?

22. Languages – indicate mother tongue 1st	Ability to operate in the listed language(s) in a work environment			
	Read	**Write**	**Speak**	**Understand**
	☐ none ☐ limited ☐ working knowledge ☐ proficient	☐ none ☐ limited ☐ working knowledge ☐ proficient	☐ none ☐ limited ☐ working knowledge ☐ proficient	☐ none ☐ limited ☐ working knowledge ☐ proficient
	☐ none ☐ limited ☐ working knowledge ☐ proficient	☐ none ☐ limited ☐ working knowledge ☐ proficient	☐ none ☐ limited ☐ working knowledge ☐ proficient	☐ none ☐ limited ☐ working knowledge ☐ proficient
	☐ none ☐ limited ☐ working knowledge ☐ proficient	☐ none ☐ limited ☐ working knowledge ☐ proficient	☐ none ☐ limited ☐ working knowledge ☐ proficient	☐ none ☐ limited ☐ working knowledge ☐ proficient
	☐ none ☐ limited ☐ working knowledge ☐ proficient	☐ none ☐ limited ☐ working knowledge ☐ proficient	☐ none ☐ limited ☐ working knowledge ☐ proficient	☐ none ☐ limited ☐ working knowledge ☐ proficient
	☐ none ☐ limited ☐ working knowledge ☐ proficient	☐ none ☐ limited ☐ working knowledge ☐ proficient	☐ none ☐ limited ☐ working knowledge ☐ proficient	☐ none ☐ limited ☐ working knowledge ☐ proficient
	☐ none ☐ limited ☐ working knowledge ☐ proficient	☐ none ☐ limited ☐ working knowledge ☐ proficient	☐ none ☐ limited ☐ working knowledge ☐ proficient	☐ none ☐ limited ☐ working knowledge ☐ proficient
	☐ none ☐ limited ☐ working knowledge ☐ proficient	☐ none ☐ limited ☐ working knowledge ☐ proficient	☐ none ☐ limited ☐ working knowledge ☐ proficient	☐ none ☐ limited ☐ working knowledge ☐ proficient

23. For General Service support level posts only, indicate if you have passed the following tests:

UN/ASAT – Administrative Support Assessment Test (formerly known as clerical test):
No ☐ Yes ☐ if "Yes", date taken:

UNDP/AFT – UNDP Accountancy and Finance Test: No ☐ Yes ☐ if "Yes", date taken:

24. EDUCATION: Give full details - NB Please give exact titles of degrees in original language

Degrees claimed in the job application (even if they are not a requirement for the post) must be completed at the time of the application.

UNDP only recognizes degrees and diplomas from educational institutions that have been recognized or otherwise approved by competent authorities at the time that they were obtained. Degrees requiring little or no actual course work, degrees awarded for payment of fees only, and degrees granting substantial credits for "lifetime achievements" or "life/work experience" will normally not be recognized. Incomplete degrees are unacceptable to UNDP, regardless of whether they are associated with a recognized higher educational institution.

A. List all educational institutions attended, including secondary school, and diplomas/degrees or equivalent qualifications obtained (highest level education first). Give the exact name of the institution and the title of degrees, diplomas, etc. (Please do not translate or indicate equivalent degrees).

Name, place and country	**Attended from/to Mo/Year**	**Mo. /Year**	**Degrees / Diplomas obtained**	**Main course of study**	**In person or online/remote?**

B. **Post-qualification training courses / learning activities**

Name, place and country	**Type**	**Attended from/to Mo/Year**	**Mo. /Year**	**Certificates or Diplomas obtained**	**In person or online/remote?**

C. **UN Language Proficiency Exams (if any)**

D. **UNDP Certification Programmes (if any)**

25. List membership of professional societies and activities in civic, public or international affairs

26. List any significant publications you have written (do not attach them) or any special recognitions you have received

27. Have you already been issued a UN Index Number? No ☐ Yes ☐ If "Yes", please indicate this number:

28. EMPLOYMENT RECORD: Starting with your present post, list in reverse order every employment you have had. Use a separate block for each employment. Include service in the armed forces and note any period during which you were not gainfully employed. If you need more space, attach additional pages of the same size. Provide gross salary per annum and **indicate currency** for your last or present post.

Are you a current or former UNV? Yes ☐ No ☐ If "Yes", please indicate roster number:

A. **PRESENT POST (Last post, if not presently employed)**

FROM	TO	SALARIES PER ANNUM		FUNCTIONAL TITLE: As specified in your Letter of Appointment/Contract: UN grade of your post (if applicable): (do not indicate equivalency) Last UN step in your post (if applicable):
Month/Year	Month/Year	Starting (gross)	Final (gross)	
NAME OF EMPLOYER:				TYPE OF BUSINESS:

	EMPLOYMENT TYPE: Full time: ☐ Part Time: ☐ (%)
	Type of contract: ☐ 100 Series ☐ 200 series ☐ ALD/300 series ☐ Permanent ☐ Indefinite ☐ Continuing ☐ FTA ☐ TA ☐ SSA / IC ☐ SC ☐ UNV ☐ Other
ADDRESS OF EMPLOYER	NAME OF SUPERVISOR: E-mail Address and Telephone No. of Supervisor:
	Do/did you supervise staff? If so: Number of professional staff supervised: Number of support staff supervised:
Description of your duties and related accomplishments:	
Reason for leaving:	

B. **PREVIOUS POSTS (In reverse order i.e. most recent post first)**

FROM	TO	SALARIES PER ANNUM		
Month/Year	Month/Year		Final (gross)	FUNCTIONAL TITLE: As specified in your Letter of Appointment/Contract: UN Grade of your post (if applicable): (do not indicate equivalency) Last UN step in your post (if applicable):
NAME OF EMPLOYER				TYPE OF BUSINESS:
				EMPLOYMENT TYPE: Full time: ☐ Part Time: ☐ (%)
				Type of contract: ☐ 100 Series ☐ 200 series ☐ ALD/300 series ☐ Permanent ☐ Indefinite ☐ Continuing ☐ FTA ☐ TA ☐ SSA / IC ☐ SC ☐ UNV ☐ Other
ADDRESS OF EMPLOYER				NAME OF SUPERVISOR: E-mail Address and Telephone No. of Supervisor:
				Did you supervise staff? If so: Number of professional staff supervised: Number of support staff supervised:
Description of your duties and related accomplishments:				
Reason for leaving:				

FROM	TO	SALARIES PER ANNUM		FUNCTIONAL TITLE: As specified in your Letter of Appointment/Contract: UN Grade of your post (if applicable): (do not indicate equivalency) Last UN step in your post (if applicable):
Month/Year	Month/Year		Final (gross)	
NAME OF EMPLOYER				TYPE OF BUSINESS:
				EMPLOYMENT TYPE: Full time: ☐ Part Time: ☐ (%)
				Type of contract: ☐ 100 Series ☐ 200 series ☐ ALD/300 series ☐ Permanent ☐ Indefinite ☐ Continuing ☐ FTA ☐ TA ☐ SSA / IC ☐ SC ☐ UNV ☐ Other
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Month/Year	Month/Year		Final (gross)	
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Month/Year	Month/Year		Final (gross)	

NAME OF EMPLOYER

TYPE OF BUSINESS:

EMPLOYMENT TYPE:
Full time: ☐
Part Time: ☐ (%)

Type of contract:

☐ 100 Series	☐ 200 series	☐ ALD/300 series
☐ Permanent	☐ Indefinite	☐ Continuing
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NAME OF EMPLOYER	TYPE OF BUSINESS:		
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NAME OF EMPLOYER	TYPE OF BUSINESS:		
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	Type of contract: ☐ 100 Series ☐ Permanent ☐ FTA ☐ SC	☐ 200 series ☐ Indefinite ☐ TA ☐ UNV	☐ ALD/300 series ☐ Continuing ☐ SSA / IC ☐ Other

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NAME OF EMPLOYER				TYPE OF BUSINESS: EMPLOYMENT TYPE: Full time: ☐ Part Time: ☐ (%)
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Description of your duties and related accomplishments:			
Reason for leaving:			
29. Have you any objections to our making inquiries of: (a) your present employer? No ☐ Yes ☐ (b) your previous employers? No ☐ Yes ☐			
30. Are you now, or have you ever been, a national civil servant in your government? No ☐ Yes ☐ If "Yes", Indicate dates of service: Functions: Country:			
31. References: list **three** persons not related to you who are familiar with your character and qualifications and who may be contacted for a reference UNDP will not seek a reference from your *current* employer without obtaining prior consent. However, please note that UNDP may seek references from your former employers.			
Full Name	Full Address, including E-Mail Address and Telephone Number	Name of Organization, Business or Occupation	
32. State any other relevant facts in support of your application. Include information regarding any periods of residence outside the country of your nationality			
33. Have you ever been convicted, fined, or imprisoned for the violation of any law (excluding minor traffic violations)? No ☐ Yes ☐ If "Yes", give full particulars of each case in an attached statement			
34. Have you ever had disciplinary measures imposed on you, including dismissal or separation from service, on the grounds of misconduct? No ☐ Yes ☐ If "Yes", give full particulars of each case in an attached statement.			

35. Have you ever been separated from service on the grounds of unsatisfactory performance?

No ☐ Yes ☐ If "Yes", give full particulars of each case in an attached statement.

36. I certify that the information I have provided in the present document is true, complete and correct to the best of my knowledge. I understand that any misrepresentation or material omission made in this document may lead to the termination of my appointment or to dismissal. I understand this also applies to any other information or document requested by the Organization for the purpose of my recruitment to and employment with UNDP.

In connection with this application, I authorize former employers and educational institutions to release information about my background to UNDP or its agent. My signature below releases the aforesaid parties providing information about me from any liability whatsoever in collecting and disseminating the information obtained.

DATE: **SIGNATURE**: _____

Note:

Applications for employment at UNDP must include a completed and signed Personal History form (P.11). By submitting a Personal History form, the applicant authorizes UNDP or its agent to verify and validate all information provided in the P.11. The P.11 form is not valid without signature. The signed P.11 form serves to release any party cited in the form from any liability whatsoever for releasing information to UNDP or its agent.

You may be requested to provide documentary evidence of 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 originals of any references, testimonials or certificates of academic achievement unless they have been obtained for the sole use of UNDP.

If Degrees/Certificates are in foreign language, you may be required to provide official English translation at time of request.