



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

International Consultant – Sustainable Transport Specialist

Reference No.: UNDP/PN/30/2020

Date: 22 June 2020

Country: NEPAL

Description of the assignment: UNDP-Nepal is supporting Government of Nepal, Ministry of Finance to implement Green Climate Fund Readiness and Preparatory Support to continue and strengthen the current efforts to effectively and efficiently plan for, access, manage, deploy and monitor climate financing through GCF. These terms of reference is prepared to execute activities under Outcome 4 to provide technical support in development of concept note for Town Development Fund, a candidate direct access entity of Nepal on 'Deployment of Electric buses rapid transit (eBRT) in Kathmandu valley.' The consultant will provide technical expertise in development of a full concept note in-line with GCF's template and priority areas and ensuring in alignment of national priorities. The consultant will also be responsible in overall coordination with additional technical experts and will work closely with the technical experts at TDF.

Project name: Green Climate Fund Readiness and Preparatory Support Programme (GCFRSP)

Period of assignment/services (if applicable): 35 days spread over 2 months
(Home based – 32 days, 1 mission to Nepal and spent 3 working days.)

Proposal should be submitted by email to procurement.np@undp.org not later than **1730 hours (Nepal Standard Time) of 01 July 2020** mentioning reference No. **UNDP/PN/30/2020 – Sustainable Transport Specialist**.

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail: query.procurement.np@undp.org mentioning Procurement Notice Ref: **UNDP/PN/30/2020: Sustainable Transport Specialist, on or before 25 June 2020.** The procurement unit will respond in writing, including an explanation of the query without identifying the source of inquiry, to all consultants or via bulletin published on the UNDP website: <http://www.np.undp.org/content/nepal/en/home/operations/procurement.html>. Inquiries received after the above date and time shall not be entertained.

1. BACKGROUND

Government of Nepal has taken various initiatives in devising appropriate policies, programme, and institutional and financial arrangements to achieve long term solution to address the climate risks. Ministry of Finance has been effectively and efficiently planning to access resources from Green Climate Fund (GCF) and managing public investments on climate change through national system. Ministry of
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Finance is designated National Designated Authority (NDA) for GCF and implemented a first phase of GCF readiness initiative, funded by the Government of Germany (BMU) since 2016 to build core institutional capacity and accelerate direct access to the Fund through national entities.

To continue and strengthen the current efforts to effectively and efficiently plan for, access, manage, deploy and monitor climate financing through GCF, a second phase of readiness support was approved by the GCF Secretariat for Nepal with UNDP as delivery partner. This GCF Readiness and Preparatory Support (GCF RPS) project aims to i). Enhance national ownership process beyond the NDA and engage the inter-ministerial technical committee and other stakeholders for a wider and stronger national ownership; and ii). Strategically and systematically build the national capacity at various levels to ensure that the knowledge, processes and mechanisms are transferred to the extent possible and thus contributing to sustainable capacity building efforts. One such effort is aimed at supporting national entities towards preparation of concept notes for public or private sectors simultaneously to their accreditation application.

Town Development Fund (TDF), a national entity is in process of their accreditation application with GCF and duly submitted their application in February 2019. TDF's application is vying for accreditation for project size upto USD 250 million category B projects and with the fiduciary function on project management, granting and on-loan/blending. However, besides prioritizing funding access through national entities, GCF's own evolving modalities and emphasis on funding proposal of DAE, the National Designated Authority of Nepal has prioritized technical and financial support to TDF for the development of a concept note based on the proposed project idea on '*Deployment of Electric Buses Rapid Transit (eBRT) in Kathmandu Valley*'.

Thus, Readiness Programme seeks procurement of a 'Sustainable Transport Expert' to provide technical support in development of a full concept note in-line with GCF's priority areas while ensuring alignment with national priorities. The concept note will be prepared in accordance with GCF's concept note template.¹ The expert will closely work with the senior management team and technical staffs at TDF during the entire assignment period.

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

For detailed information, please refer to Annex 1

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Master's degree in civil engineering, transportation engineering, urban or municipality planning, technology innovation and management, energy system planning and management or other related fields;

II. Years of experience:

- At least 7 years of work experiences in the transport sector or urban planning including preparation and implementation of transport or smart cities projects;

¹ https://www.greenclimate.fund/documents/20182/574712/Form_01_-_Concept_Note.docx/18570723-5f7c-44c9-aacb-8c68fe99fce8

- Proven track record in preparation and formulation of at least 3 similar assignment i.e designing and preparation of transportation projects for GCF, GEF and international development banks;
- Familiarity with sustainable transport approaches and linkages to Nepal's low emission development strategies and climate mitigation policies as well as Green Climate Fund;
- Experience in working on GCF related activities in the South Asian region is an asset;
- Experience in working with government counterparts, donors or the UN previously is an asset;

III. Competencies:

- Demonstrated ability to work in a multicultural environment and establish harmonious and effective working relationships both within and outside the organization;
- Ready to work independently, under tight deadlines;
- Good communication skills both written and oral in English;

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

- Offeror's Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment
- A cover letter with a brief presentation of your consultancy explaining your suitability for the work;
- A brief methodology on how you will approach and conduct the work

Note:

- a) Applicants of 62 years or more require full medical examination and statement of fitness to work to engage in the consultancy
- b) The candidate has to be an independent consultant (If the candidate is engaged with any organization, the organization employing the candidate will be issued with a Reimbursable Loan Agreement (RLA) to release the employee for the consultancy with UNDP.)
- c) Due to sheer number of applicants, the procurement unit will contact only competitively selected consultant.

2. Financial proposal

3. Personal CV including past experience in similar projects and at least 3 references

5. FINANCIAL PROPOSAL

• Lump sum contracts

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

Travel:

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

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

6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

** Technical Criteria weight; 70%*

** Financial Criteria weight; 30%*

Only candidates obtaining a minimum of 49 point would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<u>Technical</u>		
<ul style="list-style-type: none"> Criteria A <i>At least Master's Degree in civil engineering, transportation engineering, urban or municipality planning, technology innovation and management, energy system planning or relevant field long with 7 years experience in the formulation and review of transport sector projects (15)</i> 	15%	15
<ul style="list-style-type: none"> Criteria B <i>Demonstrate proven work experience on designing and prepration of funding proposals for GCF, GEF and international development banks (35)</i> 	35%	35
<ul style="list-style-type: none"> Criteria C <i>Demonstrate familiarity with sustianable transport approaches and linkages to Nepal's low emission development strategies and climate mitigation policies (20)</i> 	20%	20
<u>Financial</u>	30%	30

Contract will be awarded to the technically qualified consultant who obtains the highest combined score (financial and technical). The points for the Financial Proposal will be allocated as per the following formula:

$$\frac{\text{Lowest Bid Offered} *}{\text{Bid of the Consultant}} \times 30$$

* "Lowest Bid Offered" refers to the lowest price offered by Offerors scoring at least 70% points in technical evaluation.

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

Terms of Reference
Individual Consultant

Type **Sustainable Transport Specialist (International)**

Location: Home based with one travel mission to Province 3 Headquarter

Project: Green Climate Fund Readiness & Preparatory Support
Programme

Additional Category Resilience and Climate Change

Starting Date: 6 July 2020

Duration: 35 days spread over 2 months

1. BACKGROUND

Government of Nepal has taken various initiatives in devising appropriate policies, programme, and institutional and financial arrangements to achieve long term solution to address the climate risks. Ministry of Finance has been effectively and efficiently planning to access resources from Green Climate Fund (GCF) and managing public investments on climate change through national system. Ministry of Finance is designated National Designated Authority (NDA) for GCF and implemented a first phase of GCF readiness initiative, funded by the Government of Germany (BMU) since 2016 to build core institutional capacity and accelerate direct access to the Fund through national entities.

To continue and strengthen the current efforts to effectively and efficiently plan for, access, manage, deploy and monitor climate financing through GCF, a second phase of readiness support was approved by the GCF Secretariat for Nepal with UNDP as delivery partner. This GCF Readiness and Preparatory Support (GCF RPS) project aims to i). Enhance national ownership process beyond the NDA and engage the inter-ministerial technical committee and other stakeholders for a wider and stronger national ownership; and ii). Strategically and systematically build the national capacity at various levels to ensure that the knowledge, processes and mechanisms are transferred to the extent possible and thus contributing to sustainable capacity building efforts. One such effort is aimed at supporting national entities towards preparation of concept notes for public or private sectors simultaneously to their accreditation application.

Town Development Fund (TDF), a national entity is in process of their accreditation application with GCF and duly submitted their application in February 2019. TDF's application is vying for accreditation for project size upto USD 250 million category B projects and with the fiduciary function on project management, granting and on-loan/blending. However, besides prioritizing funding access through national entities, GCF's own evolving modalities and emphasis on funding proposal of DAE, the National Designated Authority of Nepal has prioritized technical and financial support to TDF for the development of a concept note based on the proposed project idea on '*Deployment of Electric Buses Rapid Transit (eBRT) in Kathmandu Valley*'.

Thus, Readiness Programme seeks procurement of a 'Sustainable Transport Expert' to provide technical support in development of a full concept note in-line with GCF's priority areas while ensuring alignment

with national priorities. The concept note will be prepared in accordance with GCF's concept note template.² The expert will closely work with the senior management team and technical staffs at TDF during the entire assignment period.

2. OBJECTIVES OF THE ASSIGNMENT

The purpose of the assignment is to prepare a full concept note on '*Deployment of Electric Buses Rapid Transit (eBRT) in Kathmandu Valley*'. The specific objectives include;

- Take stock of project baseline and pre-feasibility report, climate change scenario, sectoral and structural barriers and alignment with national policies and priorities;
- Develop/strengthen the climate rationale of the concept note and PPF application through data collection and analysis including review of relevant policies, institutional arrangements, current and potential financing mechanism and related transport programs/projects;
- Facilitate discussions with various stakeholders including government and private sectors to finalize project design and financial mechanism;
- Prepare a detailed project concept note for project preparation facility;

3. SCOPE OF WORK

The consultant, upon signing contract with UNDP Nepal, will work under the supervision of the Project Manager and in close association with the Ministry of Finance and UNDP Country Office in producing the deliverables specified below. During the assignment, the consultant is expected to work closely with the senior management and technical staffs of Town Development Fund during the design and preparation of the concept note. The section below elaborates detailed scope of the work, activities to be implemented and responsibilities of the consultant.

Output 1: Take stock of project baseline, climate change scenario, sectoral and structural barriers and alignment with national policies and priorities;

Inception Report

The inception report will have a well-defined timeline, a clear conceptual framework and methodology in-line with the delivery targets outlined in the ToR. The conceptual framework will provide clear step-wise approach linking it with the expected outputs for this consultancy along with effort for coordination and identification of risk and mitigation measures. The consultant will take stock of policies, process and procedures of GCF pertaining to funding proposal development including GCF's standards, investment criteria, strategic impact areas, and result frameworks towards development of criteria for project pipeline preparation.³

Climate Change Scenario

The consultant will review available peer-review publication and journals on climate scenarios and vulnerability to take stock of climate scenario and vulnerability profile of Nepal. The stock taking analysis

² https://www.greenclimate.fund/documents/20182/574712/Form_01_-_Concept_Note.docx/18570723-5f7c-44c9-aacb-8c68fe99fce8

³ <https://www.greenclimate.fund/document/project-preparation-facility-guidelines>

should include medium and long term climate scenarios for Nepal while the vulnerability profile must provide climate drivers, risk, impact and key vulnerabilities and its impacts on economic growth, productive sectors, ecosystems and vulnerable social groups like women, indigenous peoples, and minorities. A review the GHG emission profile of transportation sector particularly the public service in Nepal along with identification of mitigation measures along with technological interventions will also be outlined. The analysis should also outline how the proposed projects contributes to national policies and priorities.

Identification of Opportunities and Barriers

The consultant will stock take on the root causes and barriers i.e. social, gender, fiscal, regulatory, technological, financial, ecological, institutional etc) for development and promotion of eBRT in Nepal. Close consultation and meetings will be conducted to understand the cause and barriers with relevant stakeholders in close association with TDF. The consultant will also review and provide relevant insights on opportunities and barriers faced by other similar countries in the world on promoting eBRT. The international lessons learnt and good practices on eBRT will also be identified to make a appropriate strategy for Kathmandu valley.

Output 2: Develop/strengthen the climate rationale of the concept note and PPF application through data collection and analysis including review of relevant policies, institutional arrangements, current and potential financing mechanism and related transport programs/projects;

Climate Rationale

On the basis of the stock taking of the climate scenario, the consultant will conduct an in-depth analysis on the GHG emission for the public sector transportation in Nepal. A review and analysis of the potential emissions reductions of the eBRT will be analyzed along with amount of diesel/petrol consumption avoided over the life of the project period and beyond. More importantly, the section will justify the potential GHG emissions reduced and its contribution to the national priorities.

Theory of Change

Based on the barriers identified for development of eBRT, the consultant will elaborate the expected sets of components/outputs and sub-components/activities to address the above barriers identified to address the expected outcomes. As a rationale, the consultant will develop a ‘theory of change’ and provide information on how it serves to shift the development pathways towards low-emissions in line with GCF’s ambition. The consultant will also address how the proposed activities in proposal are consistent and in accordance with the national regulatory and legal frameworks. Consultations with key relevant stakeholders will also be undertaken for this process to validate and finalize the theory of change.

Environmental and Social Screening:

A social and environmental screening of the concept note will be conducted once the components and activities are identified. This will be used towards identification of ESS category for the proposed projects in accordance with TDF’s ESS standards and GCF’s guidelines on environmental and social screening⁴. In addition, appropriate mitigation measures will also be recommended for the components.

⁴ <https://www.greenclimate.fund/document/guidelines-environmental-and-social-screening-activities-proposed-under-simplified-approval>

Institutions and implementation arrangement

The consultant will need to address on why TDF as a direct access entity is fit to undertake the proposed concept. The firm will also propose an implementation arrangement at the national and sub-national level as well as identify executing entities and other relevant partners during implementation of the project. The implementation arrangements with executing entities and relevant partners will also be identified and outlined. An overview of the key financial and operational risk and any mitigation measures will also be proposed.

Analysis of alignment with GCF's investment Criteria

The consultant will analyze how the proposed concept is expected to perform or align against the GCF's six investment criteria i.e. impact potential, paradigm shift, sustainable development, needs of recipients, and country ownership. Based on technical inputs from the International Finance and Economic Expert, the expert will justify the efficiency and effectiveness of the concept note. The consultant will also provide an elaborated description on all six investment criteria and the applicable relevant sub-criteria and indicative assessment factors.⁵

Output 3: Facilitate discussions with various stakeholders including government and private sectors to finalize project design and financial mechanisms;

Consultation and Workshop

The consultant supported by the International Finance/Economic Expert will undertake a series of consultation meetings and round table dialogues at the national level relevant stakeholders including technical team at the accredited entities, UNDP team, and government agencies on financial instruments, funding modality, partnership and guidance on appropriate co-financing of the projects. Consultations will also organized during the preparation of the theory of change and climate rationale for the project. The consultations will be organized in close coordination with TDF and the NDA.

Output 4: Concept Note for Project Preparation Facility Prepared

Concept Note Prepared

On the basis of the pre-feasibility study, the firm will prepare the concept note on the 'Deployment of Electric Buses Rapid Transit (eBRT) in Kathmandu Valley' on the basis of the GCF's template for concept note⁶. The firm will submit the Concept Note that is well articulated, with clear, concise and properly citation. The draft of the concept note will be shared to TDF and NDA for their review and inputs.

4. DELIVERABLES

The specific deliverables are outlined below:

Stage of work – Consultant	Deliverables	Timeline
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⁵ <https://www.greenclimate.fund/sites/default/files/document/gcf-concept-note-user-s-guide.pdf>

⁶ https://www.greenclimate.fund/documents/20182/574712/Form_01_-_Concept_Note.docx/18570723-5f7c-44c9-aacb-8c68fe99fce8

Submission of Inception Report	- Submission of Inception Report that provides a broad outline of working approach, work plan for the consultancy, effort for coordination and identification of risk and mitigation measures	Within day 5
Submission of draft concept note	<p>i. Stock taking Report: will take stock of climate change scenario and identification of barriers and ESS screening. (within 10 days)</p> <p>ii. Pre-feasibility Study</p> <p>a. Project Rationale & Institutional Arrangement: A report describing components of proposed project and expected outcomes along with rationale that outlines theory of change, proposals alignment with national regulatory and legal framework and institutional arrangements;</p> <p>b. Indicative Financing: will provide an outline of indicative financing or cost of financing proposal along with economic and financial viability and exit strategy and sustainability.</p> <p>c. Analysis of Expected Project Results with GCF's investment Criteria: Technical analysis of estimated expected impacts and its alignment with GCF's investment criteria.</p> <p>iii. Consultations: will be organized with relevant stakeholders and NDA on the concept note. This will include one travel mission of 2-3 days (within 15 days)</p> <p>iv. Draft Concept Note Prepared: Concept note in line with GCF's requirement shared with the NDA and TDF for their technical inputs (within day 20)</p>	Within day 20
Consultation and Sharing of Concept Note	Proceeding report of sharing workshop	Within day 25
Submission of Final Concept	Submission of Country Programme and completion report	Within day 35

The detailed report must be submitted in English. Both hard and soft copies of all the report including the supporting materials must be submitted. The reports, data and images must be in an editable format.

5. DURATION OF THE ASSIGNMENT AND REMUNERATION

The contract will be for duration of 35 days in an intermittent basis and will be valid for two months. The remuneration of the consultant will be paid as per the schedule of payment as per the prevailing UNDP norms and procedures.

6. REQUIRED EDUCATION AND EXPERIENCE OF THE CONSULTANT

The consultant will have competency and demonstrated experience and expertise in undertaking the assignments. The consultant shall possess following qualifications:

Education

- Master's degree in civil engineering, transportation engineering, urban or municipality planning, technology innovation and management, energy system planning and management or other related fields;

Experience

- At least 7 years of work experiences in the transport sector or urban planning including preparation and implementation of transport or smart cities projects;
- Proven track record in preparation and formulation of at least 3 similar assignment i.e designing and preparation of transportation projects for GCF, GEF and international development banks;
- Familiarity with sustainable transport approaches and linkages to Nepal's low emission development strategies and climate mitigation policies as well as Green Climate Fund;
- Experience in working on GCF related activities in the South Asian region is an asset;
- Experience in working with government counterparts, donors or the UN previously is an asset;

Competencies

- Demonstrated ability to work in a multicultural environment and establish harmonious and effective working relationships both within and outside the organization;
- Ready to work independently, under tight deadlines;
- Good communication skills both written and oral in English;

7. SCHEDULE OF PAYMENT

The payments will be delivery-based on progress submitted by consultant as follows:

Installments	Milestone	Payments
1 nd	Submission of inception report	20 %
2 nd	Submission of draft concept note along with relevant reports	50 %
3 rd	Submission of Proceeding of sharing report, final concept note and completion report	30 %

8. WORKING ARRANGEMENTS

The consultancy is remote based with one travel mission to Nepal. During the assignment, the consultant should maintain a close coordination with the Project Manager of Green Climate Fund Readiness and Preparatory Support. The consultant, in implementing the activities under its scope, shall work closely with the technical team at Town Development Fund and technical experts at UNDP Country Office. The consultant will be given access to relevant information necessary of execution of the tasks under this assignment. The consultant will be responsible for providing his/her own working station (i.e. laptop, internet, phone, printer/scanner etc) and must have access to a reliable internet connection.

9. ESTIMATED COST

It is proposed that the consultant provide his/her technical cost for the assignment in accordance with the TOR. The financial proposal should cover the technical, cost at least one missions to Nepal and out of pocket costs i.e. cost of human resources and including expense estimation. The cost of consultation meetings/workshops/trainings will be covered by the GCF Readiness Programme including venue, stationary and necessary training/workshop supplies. However, in case of non-travel due the Covid-19 pandemic crisis, the proposed budget for the travel mission will be deducted from the final payment. The

cost of consultation meetings/workshops/trainings will be covered by the GCF Readiness Programme including venue, stationary and necessary training/workshop supplies.

10. EVALUATION METHOD

Applicants will be evaluated on the basis of 'Combined Scoring Method' where technical evaluation i.e. education in required field, work experience in the transportation sector and proven experience in similar assignments in other countries and familiarity with GCF will be weighted a maximum of 70% and combined with the financial proposal offer which will be weighted maximum of 30%.

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

UNDP/PN/30/2020 : International Consultant – Sustainable Transport Specialist

Date _____

United Nations Development Programme
UN House
Pulchowk,
Lalitpur, Nepal

Dear Sir/Madam:

I hereby declare that:

I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of **International Consultant – Sustainable Transport Specialist** under the **Green Climate Fund Readiness and Preparatory Support Programme (GCFRPSP)**.

- A) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- B) 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;
- C) 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.
- D) I hereby propose to complete the services based on the following payment rate:

☐ 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.

- E) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- F) 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;
- G) This offer shall remain valid for a total period of _____ days *[minimum of 90 days]* after the submission deadline;

- H) 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];*
- I) 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:
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- J) 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 |
|------------|---------------|------------------------------|-------------------|-----------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
- K) 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.
- L) ***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.
- M) 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 ☐ If 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, Professional 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 COSTS⁷
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A) Breakdown of Cost by Components:

Cost Components	Quantity	Unit Cost (USD)	Total Rate for the Contract Duration
I. Personnel Costs			
Professional Fees	35 days		
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
II. Travel⁸ Expenses to Join duty station			
Round Trip Airfares to and from duty station	1 Trip		
Living Allowance	3 days		
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
III. Duty Travel			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
Total			
IV. Field visits outside duty station	Applicable travel cost will be borne by UNDP for field missions, outside duty station, if any.		

B) Breakdown of Cost by Deliverables*

Deliverables	Percentage of Total Price (Weight for payment)	Amount
Submission of inception Report (20%)	20%	
Submission of draft concept note along with relevant reports (50%)	50%	
Submission of Proceeding of sharing report, final concept note and completion report (30%)	30%	
Total	100%	USD

**Basis for payment tranches*

⁷ The costs should only cover the requirements identified in the Terms of Reference (TOR)

⁸ Travel expenses are not required if the consultant will be working from home.