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United Nations Development Programme

Procurement Notice and Request for Proposal

for " Engaging International Chief Technical Advisor (CTA) for Local Development and Enhancing Integrated Natural Resource Management for the Restoration of Wetland Ecosystems and Support to Alternative Livelihoods Development of Local Communities" Project

Date: 28 September 2020

Dear Madam/Sir,

We kindly request you to submit your Proposal for provision of "International consultancy for for "Enhancing integrated natural resource management for the restoration of wetland ecosystems and support to alternative livelihoods development of local communities" Project."

Please be guided by the information provided below, in preparing your Proposal. Your Proposal must be expressed in English, and valid for a minimum period of 90 days.

Sincerely,

Nazli Alavi

Nazli Alavi
Head of Procurement/Admin Unit

Country: Islamic Republic of Iran
Description of the assignment: Enhancing integrated natural resource management for the restoration of wetland ecosystems and support to alternative livelihoods development of local communities
Period of assignment/services: The consultant is expected to complete up to 200 working days over the period of two years starting from mid-October 2020 till Mid-October 2022.

Proposal should be submitted to the below email address no later than Monday, 12 October 2020 – 16:30 Tehran local time.

registry.ir@undp.org

Any request for clarification must be sent in writing, or by standard electronic communication to the UNDP mailing address or to gagik.gevorkian@undp.org. The procuring UNDP entity will respond in writing or by standard electronic mail.

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1. BACKGROUND

Wetlands are disappearing around the world including Iran due to climate change, water scarcity, prolonged drought, inappropriate water resources management and inefficient water use in different sectors.

The Sistan plain is located in south east of Iran and the north of the Sistan and Baluchestan province and one of the driest regions of Iran at the tail end of a river basin shared with Afghanistan. The Hamouns are transboundary wetlands on the Iran-Afghanistan border and cover three lakes: Hamoun-e Hirmand (entirely in Iran); the Hamoun-e Sabari on the border and shared by both countries; and the Hamoun-e Puzak, almost entirely inside Afghanistan territory. Furthermore, the wetlands are an integral part of the region's unique social and cultural environment.

Sistan plain including Hamoun wetlands in Sistan and Baluchestan province of Iran is also vulnerable to changes of climate, especially concerning its impacts on water availability (surface runoffs), increased temperatures and increased hot-spots of sand and dust storms, all of which exacerbate the impacts brought about by the degradation of wetlands. Degrading Situation of wetlands in Sistan plain has already had negative consequences for rural livelihoods and exacerbated sand and dust storms due to the dry former lakes and riverbeds. This situation causes displacement of women, men, and children, putting them in situations of increased vulnerability and at risk of poverty.

In order to address the abovementioned challenges, the project will promote integrated natural resource management for the restoration of wetland ecosystems and support alternative livelihoods development of local communities in the Hamoun wetlands by applying area-based development approach. To do so, the project activities are designed to contribute to three main outputs:

Output 1: Better capacities and coordination;

Output 2: Sustainable land and water management/wetland restoration;

Output 3: Local economic development, sustainable alternative livelihoods and climate-smart agriculture.

For more information please see the Terms of Reference attached hereto as Annex I.

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

The key tasks of the CTA will include:

1. Provide UNDP Country Office with regular and timely feedback and insight on the project status including progress, bottlenecks, and main challenges
2. Ensure that the project maintains strategic direction through provision of support to set-up and implementation of the monitoring and evaluation system with a particular focus on assessing the progress based on the results framework and towards the project's targets and indicators

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3. Support the NPM and the project team to ensure standard project management tools are in place and used in a day-to-day basis to produce quality outputs
4. Support the NPM and the project team in observing general conditions of the contract agreed upon with the donor including operational standards and regulations
5. Support to preparation of TORs for national technical experts, consultants, and technical companies
6. Provide technical and managerial feedback and inputs to all activities of the project as well as to progress and donor reporting requirements.
7. Support adoption of a learning and adaptive approach to project management and implementation
8. Strengthen project's focus on quality outputs, through reviews and inputs to all major project outputs and assist in documentation of lessons learned throughout the project implementation
9. Provide technical advice on development of annual and multi-year work plans, review of the project road map, and theory of change (based on the results of the horizon scanning), project technical reports, project activity reports, and project monitoring and evaluation reports including Annual Project Progress Report (APPR) and project reports to the donor (EU)
10. Provide international best practices and share knowledge on key project strategies including Area-Based Development approach
11. Conduct regular field visits to the pilot sites in order to review the progress of the project activities on the ground and advise and guide the project team apply corrective measures in-line with the project strategy and workplan.
12. Take the lead in designing appropriate monitoring tools and mechanisms for the project and support monitoring and evaluation processes during implementation of the project
13. Ensure development and sound implementation of the project sustainability plan/exit strategy.

For more information on scope of the work and detailed responsibilities please see the Terms of Reference attached hereto as Annex I

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The CTA shall be required to have the following eligibility criteria:

- Minimum of 10 years' broad international experience in climate smart development and resilience, area-based development, community resilience and socio-economic development.
- International expertise and experience in integrated ecosystem management, climate change adaptation and mitigation, drought and water scarcity is a great asset.
- Extensive experience in design and running adaptive management tools, monitoring and evaluation mechanisms

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- Good track record of project management, with UNDP. Successful records of engagement in EU funded projects is an asset.
- Familiarity with Iran's institutional and cultural context is an asset
- Very good command of oral and written English.

4. PROVISION OF MONITORING AND PROGRESS CONTROL

The Chief Technical Advisor (CTA) of the project will be contracted by UNDP-Iran and will report to UNDP-Iran while s/he will work closely with the National Project Manager (NPM) and the project team.

5. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

The individual offerors must submit the following documents/information to demonstrate their qualifications:

1. Proposal:
(i) Explaining why the applicant is the most suitable for the work.
(ii) Provide a brief methodology on how the applicant will approach and conduct the work.
The proposal should be prepared in accordance with the templates provided in Annex III, Individual's Information Sheets.

2. Financial proposal
The financial proposal should be submitted in accordance with the Financial Proposal Template attached hereto as Annex IV.

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

6. FINANCIAL PROPOSAL

- **Contracts based on daily fee**

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

- **Travel**

Travel will be required under the contract, if COVID-19 pandemic conditions permit. If so, the individual consultant shall:

- Obtain the required Security Clearance from UNDP office (the details of travel including date of departure and arrival, accommodation and purpose of travel shall be submitted to UNDP office 2 working days before date of travel);
- Undertake the training courses on BSAFE and provide UNDP with the certificate. The link to access the course is https://training.dss.un.org/course/category/6

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- Undertake a full medical examination including x-rays and obtain medical clearance from an UN-approved physician. This is only applicable for the Consultants on the age of 65 years or more.

For detailed information, please see the Terms of Reference attached hereto as Annex I.

7. EVALUATION

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

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 (Please see below).

- Technical Criteria weight; 70%
- Financial Criteria weight; 30%

Only if the candidate obtains a minimum of 70% of technical score (490 out of 700 point) in technical evaluation would be considered for the Financial Evaluation.

Technical Evaluation Criteria	Max. Point
- Minimum of 10 years' broad international experience in climate smart development and resilience, area-based development, community resilience and socio-economic development.	30%
- International expertise and experience in integrated ecosystem management, climate change adaptation and mitigation, drought and water scarcity is a great asset.	
- Extensive experience in design and running adaptive management tools, monitoring and evaluation mechanisms	
- Good track record of project management, with UNDP. Successful records of engagement in EU funded projects is an asset.	
- Familiarity with Iran's institutional and cultural context is an asset	
- Very good command of oral and written English.	
Proposal and Methodology - Methodology and approach for carrying out the activities and obtaining the expected outputs;	30%

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	- Understanding of the expected challenges and problems in implementation of this work and explain your approach to address and resolve them. - Action plan &Timeline.		
	Interview	40%	
	Total	100%	

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Annex I
Terms of Reference (TOR)
Chief Technical Advisor Local Development (CTA) for
"Enhancing integrated natural resource management for the restoration of wetland ecosystems and support to alternative livelihoods development of local communities" Project

Location: IRAN
Type of Contract: Individual Contract - International
Languages Required: English
Starting Date: October 2020
End Date: October 2022
Duration of Contract: Maximum 200 working days in 24 months (Home-based and Travel to Iran) (80 days mission, working in project offices and other locations in Iran (including but not limited to Tehran and Sistan & Baluchistan provinces) as needed for up to 8 missions + 120 working days of home-based support, (30 days in 2020, 105 days in 2021 and 65 days in 2022, missions included)

Background

Wetlands are disappearing around the world including Iran due to climate change, water scarcity, prolonged drought, inappropriate water resources management and inefficient water use in different sectors.

The Sistan plain is located in south east of Iran and the north of the Sistan and Baluchestan province and one of the driest regions of Iran at the tail end of a river basin shared with Afghanistan. The Hamouns are transboundary wetlands on the Iran-Afghanistan border and cover three lakes: Hamoun-e Hirmand (entirely in Iran); the Hamoun-e Sabari on the border and shared by both countries; and the Hamoun-e Puzak, almost entirely inside Afghanistan territory. Furthermore, the wetlands are an integral part of the region's unique social and cultural environment.

Sistan plain including Hamoun wetlands in Sistan and Baluchestan province of Iran is also vulnerable to changes of climate, especially concerning its impacts on water availability (surface runoffs), increased temperatures and increased hot-spots of sand and dust storms, all of which exacerbate the impacts brought about by the degradation of wetlands. Degrading Situation of wetlands in Sistan plain has already had negative consequences for rural livelihoods and exacerbated sand and dust storms due to the dry former lakes and riverbeds. This situation causes displacement of women, men, and children, putting them in situations of increased vulnerability and at risk of poverty.

In order to address the abovementioned challenges, the project will promote integrated natural resource management for the restoration of wetland ecosystems and support alternative livelihoods development of local communities in the Hamoun wetlands by applying area-based development approach. To do so, the project activities are designed to contribute to three main outputs:

Output 1: Better capacities and coordination;
Output 2: Sustainable land and water management/wetland restoration;
Output 3: Local economic development, sustainable alternative livelihoods and climate-smart agriculture.

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Scope of Work:

The Chief Technical Advisor (CTA) of the project will be contracted by UNDP Tehran and will report to UNDP Tehran while s/he will work closely with the National Project Manager (NPM) and the project team.

The CTA will provide support to the project with international standards and quality. The CTA will monitor and support the implementation of all project components through home-based work as well as field presence. CTA's technical support will include 8 missions to Iran with an average duration of 10 days which will include working in UNDP Country Office, project offices and visiting the field (project pilot sites), responding to technical queries, commenting on, and acceptance/approval of the project technical reports, project progress reports, project monitoring and evaluation reports and reports to the donor, etc.

The CTA will ensure that the project maintains strategic direction towards achievement of intended results during implementation with a sharp focus on quality outputs. The CTA will provide UNDP Iran with insight on the project progress, bottlenecks and solutions for the challenges. S/he will also support the project team to ensure efficiency and effectiveness of the project. S/he would also support the project in high quality planning, monitoring and supervising as well as transferring up-to-date technical knowledge and customizing best practices for the context of the project pilots in the areas of project key strategies such as Area-Based Development, capacity development and local community empowerment, local economic development, sustainable alternative livelihoods, land and water management, climate-smart agriculture, etc. The CTA shall support the project by providing guidance on implementation of EU-funded projects and will share up to date and relevant best practices from UNDP and other international organizations. The scope of technical support will also cover exploring South-South and Triangular Cooperation opportunities and developing linkages between the Project and other similar projects implemented in the region and in other parts of the world. S/he would also help the project to ensure a learning and adaptive approach to project management and implementation.

Detailed Responsibilities:

The key tasks of the CTA will include:

1. Provide UNDP Country Office with regular and timely feedback and insight on the project status including progress, bottlenecks, and main challenges
2. Ensure that the project maintains strategic direction through provision of support to set-up and implementation of the monitoring and evaluation system with a particular focus on assessing the progress based on the results framework and towards the project's targets and indicators
3. Support the NPM and the project team to ensure standard project management tools are in place and used in a day-to-day basis to produce quality outputs
4. Support the NPM and the project team in observing general conditions of the contract agreed upon with the donor including operational standards and regulations
5. Support to preparation of TORs for national technical experts, consultants, and technical companies
6. Provide technical and managerial feedback and inputs to all activities of the project as well as to progress and donor reporting requirements;
7. Support adoption of a learning and adaptive approach to project management and

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implementation

8. Strengthen project's focus on quality outputs, through reviews and inputs to all major project outputs and assist in documentation of lessons learned throughout the project implementation
9. Provide technical advice on development of annual and multi-year work plans, review of the project road map, and theory of change (based on the results of the horizon scanning), project technical reports, project activity reports, and project monitoring and evaluation reports including Annual Project Progress Report (APPR) and project reports to the donor (EU)
10. Provide international best practices and share knowledge on key project strategies including Area-Based Development approach
11. Conduct regular field visits to the pilot sites in order to review the progress of the project activities on the ground and advise and guide the project team apply corrective measures in-line with the project strategy and workplan.
12. Take the lead in designing appropriate monitoring tools and mechanisms for the project and support monitoring and evaluation processes during implementation of the project
13. Ensure development and sound implementation of the project sustainability plan/exit strategy.

Expected Outputs/reports

The CTA will support the implementation of all three project components as well as the project management. The CTA will visit the project 8 times during the course of the initial contract (one time in 2020 and four times in 2021 and three times in 2022). The CTA will be a member of the Project Core Team and if possible will participate in Project Steering Committee meetings at least once during the contract.

Description of Output/Deliverables	Expected delivery date
Regular and timely feedback and insight to UNDP in the form of written summary report on the project status including progress (based on the results framework), bottlenecks and main challenges	2 times per each quarter
Substantive technical advice on project workplans (annual and multi-year), M&E mechanism, use of standard management tools, learning and adaptive management approach in the project	Every 6 months
Provision of support to the project team in conducting horizon scanning, review of the Theory of Change and project roadmap	Twice during the contract
Regular missions to Iran including field visits	1 mission per each quarter, 8 missions in total
Review and comment on technical documents including project technical reports, project activity reports, TORs, and project monitoring and evaluation reports including project annual reports and periodic reports to donor	On-going during the contract

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Provide the project with international best practices related to the main goal, overall strategy of the project (area based development) and three main components and support the project with the respective technical guidelines, procedures a training materials	On-going during the contract

Duration and Timeline

The contractor is expected to complete up to 200 working days over the period of two years starting from October 2020 and continue for 2 years, consisting of 120 working days of home-based support and 80 working days on mission to Iran. The CTA is expected to support project team in the country at least in the following milestones:

Expected mission in 2020:

1. A 10-day mission in November 2020 consisting of 5 days stay in Tehran and 5 days field visit to Sistan and Baluchestan

Expected mission in 2021:

1. A 10-day mission in February 2021 consisting of 5 days stay in Tehran and 5 days field visit to Sistan and Baluchestan
2. A 10-day mission in May 2021 consisting of 5 days stay in Tehran and 5 days field visit to Sistan and Baluchestan
3. A 10-day mission in August 2021 consisting of 5 days stay in Tehran and 5 days field visit to Sistan and Baluchestan
4. A 10-day mission in November 2021 consisting of 5 days stay in Tehran and 5 days field visit to Sistan and Baluchestan

Expected mission in 2022:

1. A 10-day mission in February 2022 consisting of 5 days stay in Tehran and 5 days field visit to Sistan and Baluchestan
2. A 10-day mission in May 2022 consisting of 5 days stay in Tehran and 5 days field visit to Sistan and Baluchestan
3. A 10-day mission in August 2022 consisting of 5 days stay in Tehran and 5 days field visit to Sistan and Baluchestan

Verification

Compliance of the contract implementation processes and its results with these Terms of Reference will be verified by UNDP Tehran and based on feedback from NPD on the satisfactory performance of the CTA (official letter), project document and EU General Conditions.

Duty Station

The Contractor will provide 120 working days of home-based support and 80 working days on mission in the country (Tehran and Sistan & Baluchistan Provinces). The CTA shall be traveling to the country as per the detailed plan described under “Duration and Timeline” section.

Qualifications of the Successful Contractor

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The CTA shall be required to have the following eligibility criteria:

- Minimum of 10 years' broad international experience in climate smart development and resilience, area-based development, community resilience and socio-economic development.
- International expertise and experience in integrated ecosystem management, climate change adaptation and mitigation, drought and water scarcity is a great asset.
- Extensive experience in design and running adaptive management tools, monitoring and evaluation mechanisms
- Good track record of project management, with UNDP. Successful records of engagement in EU funded projects is an asset.
- Familiarity with Iran's institutional and cultural context is an asset
- Very good command of oral and written English.

Terms of Payment/Remuneration

- In full consideration for the complete and satisfactory performance of the Services under this Contract, UNDP shall pay the Contractor the ceiling of the offered and approved amount based on the signed time sheet for the actual days worked, Certificate of Payment (CoP) and supporting documents/respective deliverables submitted by the contractor on a quarterly basis. The payment of consultancy fee would be based on the actual days worked confirmed by UNDP as well as the confirmation of received deliverables on quarter basis. Travel costs will be paid as per actual travel costs* claimed by the consultant after each mission and after written confirmation from the National Project Director and verification by UNDP that the services have been satisfactorily performed.

No.	Description of Output/ Deliverables	Expected delivery date	Instalment equals to
1	Quarterly progress reports including deliverables and due date indicated at the beginning of each quarter with project team.	Every quarter after contract signature	As per the actual days worked and deliverables approved by the Project/UNDP
2	Travel cost	one time in 2020 four times in 2021 three times 2022	As per actual travel costs* claimed by the consultant after each mission

- Confirmation of the National Project Director (NPD) on delivery by the consultant, and acceptance by UNDP of all the final deliverables is prerequisite to the final payment.
- Each payment will be made in Euro upon satisfactory completion of the tasks and respective deliverables as per submission of deliverables/claims by the consultant and the HRP/UNDP approvals.
- Each payment will be transferred by UNDP through Electronic Fund Transfer to the Euro account number of the contractor introduced through a signed vendor form and bank certificate.
- Payments will be made according to UNDP regulations as will be explained in the contract documents.

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- The International Consultant shall not do any work, provide any equipment, materials and supplies or perform any other services which may result in any cost in excess of the abovementioned amount
- The contract's total payment is expected to cover travel costs, communication costs, costs of typing and preparing the soft and hard copies of documents and any other relevant costs regarding this activity.
- All envisaged travel costs (including ticket, accommodation, etc.) must be included in the offeror's financial proposal. The individual offeror should consider the prevailing price for an economy class tickets serving the most direct routes in his /her financial proposal. Individual contractor wishing to upgrade his/her travel to business or first class shall do so at his/her own expense. The project will provide air ticket for each local travel- therefore the cost to be excluded from this contract. The current living allowances in different cities of Iran has been included in the Financial Proposal template. The terminal fee and living allowances will be reimbursed after completion of each mission upon submission of travel claim form and based on the actual rate on travel dates. The cost of each mission is payable only against submission of boarding passes as well as visa, tickets' and all other associated costs' invoices.
- It is the responsibility of the applicants to find out the places she/he can collect her/his visa. After submitting the proposal, no increase in the cost of visa or associated costs for collecting the visa is accepted.
- The visa can be issued only in less than one week before travel date, so the applicants are recommended to consider refundable tickets, with reasonable cost. Please note that the reimbursement of ticket costs is made as per actual cost of ticket but not above the proposed cost in the Financial Proposal, i.e. no increase in ticket costs is accepted after submission of Financial proposal.

Travel Requirements:

If travel is required under the contract, the individual consultant shall:

- Obtain the required Security Clearance from I.R. Iran's authorities and UNDP office (the details of travel including date of departure and arrival, accommodation and purpose of travel shall be submitted to UNDP office 2 working days before date of travel);
- Undertake the training courses on BSAFE and provide UNDP with the certificate. The link to access the course is https://training.dss.un.org/course/category/6
- Undertake a full medical examination including x-rays and obtain medical clearance from an UN-approved physician. This is only applicable for the Consultants on the age of 65 years or more
- all ICs who will be hired during the COVID-19 Pandemic period are required to submit "Statement of Good Health" based on the WHO information on the impact of COVID-19 on individuals with underlining conditions before their travel.
- Consult the delegated authorities on the bases on Travel requirements before date of departure and arrival, and inform UNDP accordingly

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Annex II
GENERAL CONDITIONS OF CONTRACTS
FOR THE SERVICE 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 their 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 his or her obligations under the Contract. Should any authority external to UNDP seek to impose any instructions 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 his or her performance of the Contract or otherwise related to his or her obligations under the Contract that may adversely affect the interests of UNDP. The Individual contractor shall perform his or her obligations under the Contract with the fullest regard to the interests of UNDP. The Individual contractor warrants that she or he 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 his or her 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.

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 suspension or 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 or any other terms of the Contract 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

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performance of any obligations under the Contract shall rest with UNDP, and any such equipment and supplies shall be returned to UNDP at the conclusion of the Contract or when no longer needed by the Individual contractor. Such equipment and supplies, 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 and supplies 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 his or her 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 his or her obligations under the Contract, UNDP does not and shall not claim any ownership interest thereto, and the Individual contractor grants to UNDP a perpetual license 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 services 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 officials, representatives, employees, subcontractors 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 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

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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. Notwithstanding the foregoing, the Individual contractor acknowledges that UNDP may, in its sole discretion, disclose the purpose, type, scope, duration and value of the Contract, the name of the Individual contractor, and any relevant information related to the award 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 fare when by air.

UNDP may require the Individual contractor to submit a "statement of good health" from a recognized physician prior to commencement of services 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 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 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 dependents, 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, licenses 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 a contract by UNDP thereto, unless any such undertakings, licenses 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 his or her obligations under the Contract. The Individual contractor shall be solely responsible for all services and obligations performed by his or her 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.

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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 his or her 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 his or her 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 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 his or her obligations and meet his or her 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 the 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 or suspension thereof.

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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; (c) the Individual contractor makes an assignment for the benefit of one or more of his or her creditors; (d) a Receiver is appointed on account of the insolvency of the Individual contractor; (e) the Individual contractor offers a settlement in lieu of bankruptcy or receivership; or (f) UNDP reasonably determines that the Individual contractor has become subject to a materially adverse change in financial condition that threatens to endanger or otherwise substantially affect the ability of the Individual contractor to perform any of the 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 services 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 as a result of termination of the Contract by the Individual contractor may be withheld from any amount otherwise due to the Individual contractor by 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

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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. The Individual contractor acknowledges and agrees that UNDP may conduct investigations relating to any aspect of the Contract or the award thereof, and the obligations performed thereunder.

The Individual contractor shall provide full and timely cooperation with any post-payment audits or investigations hereunder. Such cooperation shall include, but shall not be limited to, the Individual contractor's obligation to make available any relevant documentation and information for the purposes of a post-payment audit or an investigation at reasonable times and on reasonable conditions. The Individual contractor shall require his or her employees, subcontractors and agents, if any, including, but not limited to, the Individual contractor's attorneys, accountants or other advisers, to reasonably cooperate with any post-payment audits or investigations carried out by UNDP hereunder.
If the findings or circumstances of a post-payment audit or investigation so warrant, UNDP may, in its sole discretion, take any measures that may be appropriate or necessary, including, but not limited to, suspension of the Contract, with no liability whatsoever to UNDP.

The Individual contractor shall refund to UNDP any amounts shown by a post-payment audit or investigation to have been paid by UNDP other than in accordance with the terms and conditions of the Contract. Such amount may be deducted by UNDP from any payment due to the Individual contractor under the Contract.

The right of UNDP to conduct a post-payment audit or an investigation and the Individual contractor's obligation to comply with such shall not lapse upon expiration or prior termination of the Contract.

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

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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
Individual's Information Sheets

Providing International consultancy as Chief Technical Advisor Local Development (CTA)" For "Enhancing integrated natural resource management for the restoration of wetland ecosystems and support to alternative livelihoods development of local communities" Project

(Please type)

General Information:
Full name of individual: **Home address:** **Telephone no.:** **Fax no.:** **E-mail address:** ***Please attach your CV/resume.***
References: Please provide the full names and contact details of at least two people (not related to you) or organizations/companies with whom/which you have had previous work experience. Please note that if selected, these referees will be contacted for the purpose of reference checking.
1) Full name of referee: **Position/occupation:** **Telephone no.:** **E-mail address:**
2) Full name of referee: **Position/occupation:** **Telephone no.:** **E-mail address:**
3) Full name of referee: **Position/occupation:** **Telephone no.:** **E-mail address:**

Please list your similar previous activities (at least one case) with description of services provided by you.
1) **2)** **3)**

Please write a summary of your educational background and your experience in below areas:
- Write about your University Degree/s:

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Write about your experience and skills in below areas:

- International experience in climate smart development and resilience, area-based development, community resilience and socio-economic development.

- International expertise and experience in integrated ecosystem management, climate change adaptation and mitigation, drought and water scarcity is a great asset.

- Experience in design and running adaptive management tools, monitoring and evaluation mechanisms

- Track record of project management, with UNDP. Successful records of engagement in EU funded projects is an asset.

- Familiarity with Iran’s institutional and cultural context is an asset

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- Your knowledge of English (reading, writing and speaking), please rate yourself.

- ○ No proficiency
- ○ Elementary proficiency
- ○ Limited working proficiency
- ○ Professional working proficiency
- ○ Full professional proficiency
- ○ Native or bilingual proficiency

Letter of interest: Please write (or attach), in no more than one page, about your motivation and interest in this activity and its relevance to your qualifications and previous work experience as well as why you consider yourself suitable for the work and a brief methodology on how you will approach & conduct the work.

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Please explain your methodology and approach for carrying out the activities and obtaining the expected output

Please explain your understanding of the expected challenges and problems in implementation of this work and explain your approach to address and resolve them.

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Please develop an action plan with steps and timeframe for activities to be conducted by you including coordination with organizations required for implementation of the work

Example:

Responsible entity/individual (if applicable)	Timeframe	Involved entities (if applicable)	Steps

Attachments:

Please attach following documents:

- CV
- Any other relevant documents including copy of contracts, publications, etc**.**

Other explanations:

Name and signature of the individual
Name:

Signature:

Date:

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Annex IV
Financial Proposal

The offeror is asked to provide a Financial Proposal with indicating the daily fee for the required duration to accomplish the deliverables defined in the Terms of Reference.

Estimates for cost-reimbursable items, if any, such as travel and out of pocket expenses should be listed separately.

In case of any equipment component to the service provided, the Financial Proposal should include figures for both purchase and lease/rent options. The UNDP reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

Breakdown of Cost by Components:

Breakdown of Cost		**Expected No. of days/Qty**	**Unit/item or Service Price (EURO)**	**Total Price (EURO)**
1	Consultancy Fee	200		
2	Visa Fee (for 8 mission) [1]	8		
3	Round Trip Airfares to and from duty station [2]	8 round tickets		
4	Travel Insurance Costs	8		
5	Terminal Expense (Home-Airport-Hotel-Airport-Home)	8 trips		
6	Living Allowances in Tehran	40 days	Current rate: 43.044	1,721.76
	Living Allowances in Sistan Baloochestan	40 days	Current rate: 27.008	1,080.32
7	Communication Cost, if any			
8	Miscellaneous cost (if any, please specify the type of cost you are referring to)			
	Total (EURO)			[…….]

Signature:

Name: Title: Date:

Important Notes:

- The daily fee is the consultancy fee being offered by the offeror and will be unchanged during the life-time of the contract and during possible amendments.
- The payments will be made based on the actual days worked during the reporting cycle and based on the offered daily fee. Therefore, 200 working days is considered as the maximum working days required for this consultancy. The payments will be made based on the actual days worked based on the provided timesheet which have to be confirmed and approved by the UNDP requesting unit.
- The maximum acceptable working days during a month based on UNDP rules and regulations is 21.75.
- It is the responsibility of the applicants to find out the places she/he can collect her/his visa. After submitting the proposal, no increase in the cost of visa or associated costs for collecting the visa is accepted.

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- The visa can be issued only in less than one week before travel date, so the applicants are recommended to consider refundable tickets, with reasonable cost.
- The reimbursement of international ticket costs shall be made as per actual cost of ticket but not above the proposed cost in the Financial Proposal, i.e. no increase in ticket costs is accepted after submission of Financial proposal.

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Annex V

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

Date _____

Nazli Alavi
United Nations Development Programme
No.8, Shahrzad Blvd., Darrous, Tehran, 1948773911, Iran

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];*

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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 If the answer is "yes", give the following information:

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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.

FULL NAME: _____
ADDRESS: _____
HOME TEL NO.:_____
CELL PHONE:_____
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.