



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date 30.11.2020

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**Consultancy Title:** National expert for final external evaluation of the “Placing women at the center of justice reform in Guinea Bissau”.

**Description of the assignment:** The role of the Consultant (IC) is to work with the international consultant, to conduct a final external evaluation of the “Placing women at the center of justice reform in Guinea Bissau”.

**Duty station:** Bissau, Guinea-Bissau

**Period of assignment/services (if applicable):** 35 working days (of which 15 in Guinea Bissau and 20 home based)

Proposals (Technical and Financial) should be submitted by email to [procurement.gw@undp.org](mailto:procurement.gw@undp.org) indicating the following reference “**provide technical assistance for conducting a final external evaluation of the “Placing women at the center of justice reform in Guinea Bissau”** by **13/12/2020, 05.00 pm** Bissau time.

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

1. Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by the UNDP;
2. Personal CV including past experiences in similar projects, duly signed and contact details (email and telephone number) of the candidate and at least three (3) professional references;
3. A brief methodology on how you will approach and conduct the tasks, describing the tools and workplan proposed for this assignment;
4. Financial proposal: 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 Individual Consultant 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.

Incomplete applications will be excluded from further consideration.

Any request for clarification must be sent in writing, or by standard electronic communication to [procurement.gw@undp.org](mailto:procurement.gw@undp.org). A response in writing or by standard electronic mail will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

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## 1. BACKGROUND

### **BACKGROUND AND RATIONALE**

Guinea-Bissau has been in a vicious cycle of political instability since its independence, which primarily stems from a series of intertwined causes, including lack of access to justice and impunity. Despite the consecration of fundamental political, civil, economic and social rights by the Constitution, laws are barely implemented or enforced, resulting in limited and inequitable access to quality justice services for the population and an overall decline in confidence in the modern state system of justice institutions.

The State is unable to fulfil its mission to guarantee justice and security throughout the territory, particularly in rural areas and especially for women and children/youth. Since the independence, there has been a coexistence of both the formal justice system and forms of traditional justice system, based on customary law - which was recognized during the colonial period. The formal justice system is costly, slow and still widely discredited by the public, being viewed by many as manipulated and corrupt, serving only the needs and interests of the most powerful.

In order to overcome the shortcomings of the formal justice system, a large part of the population is instead resorting to the traditional fora of justice based on reconciliation and mediation. In this sense, it is critical to make available to the population effective alternatives disputes resolution means and mechanisms, including those used by traditional systems, while advancing and improving the responsiveness to rights guarantees and equity to all citizens, by promoting greater respect and adherence to human rights and gender equality by judges operating either in formal or in traditional justice settings. There is an enormous need to enable overall system efficiency as well as delivery of services to make sure that reformed system effectiveness will also impact

more broadly when it comes to efficacy, equal rights enjoyment, and equitable access to judicial services for the population.

There is no legal framework within the formal judicial sector for the mediation, conciliation, or any other form of dispute resolution beyond court adjudication. There is currently no legal basis for homologation by the Courts of the agreements reached by traditional justice. On the other hand, it is unclear how the customary and formal systems should interface, and how jurisdictions boundaries should be defined between the two systems. This causes problems for the legal security of the population, as there is no coherence and low predictability of how cases will be handled.

## **2. The Project**

The project "Placing Women at the Center of Justice Reform in Guinea Bissau" was implemented from January 2018 to November 2020 by UNDP, with substantial support from UNIOGBIS and UN Women, and funded by the United Nations Peacebuilding Fund (PBF) as part of a broader portfolio of PBF projects in Guinea-Bissau. The overall goal of the project was to contribute to the peace and security consolidation in Guinea-Bissau by promoting women's rights and gender equality via placing women at the center of the ongoing justice reform efforts. It aimed at bringing a gender sensitive lens to the revision of the legal framework, training relevant actors on gender issues and developing adequate mechanisms to process cases, while sensitizing and training women on their human rights and their role on peace and security processes, enabling them to actively participate in the ongoing process in Guinea-Bissau.

The project was implemented in the following regions: Bissau, Bafatá, Gabu, Oio, Cacheu, Biombo, Bolama, Quinara and Tombali.

Its main goal is to ensure that the population benefits from enhanced access to justice through strengthened capacities of relevant stakeholders within informal and formal justice systems, and a strengthened interface between both systems, in line with international standards of administration of justice and human rights.

The project's main aimed outputs consist of:

1. The national legal framework is updated with a gender sensitive lens, being more adequate to prevent women's human rights violations and conflicts.;
2. The capacities and consciousness of justice operators on women's rights, gender equality, peace and security are improved, strengthening conflict resolution mechanisms
3. Women are more conscious of their human rights and have better access to justice services, improving their contribution to peace and security consolidation.

The project's main beneficiaries are the formal justice system actors, the traditional justice actors, CSOs and the vulnerable populations, particularly women and children.

## **OBJECTIVE OF THE ASSIGNMENT**

The main objective of the final evaluation is to assess the achievements of the project, including its relevance, coherence, effectiveness, efficiency, sustainability and impact; to build evidence of peacebuilding results, and to highlight the strategies that have contributed to or hindered their achievement, and to design lessons learned from the project and to provide recommendations for future programming.

The evaluation will be of interest to UNDP, the Peacebuilding Support Office of the United Nations (PBSO), the United Nations Peacebuilding Fund (PBF), the Government of Guinea-Bissau (namely the Ministry of Justice), as well as to international donors and policy makers engaged in the country.

## **SCOPE OF EVALUATION**

The evaluation will be conducted by the Evaluation Team composed of an International Evaluation Consultant (Team Leader) and National Evaluation Consultant. The International Evaluation Consultant will lead the evaluation process and decide on planning and distribution of the evaluation workload and tasks. The National Evaluation Consultant will provide support to the International Evaluation Consultant throughout the evaluation process.

The geographic scope of the evaluation coincides with the project scope, namely: Bissau, Bafatá, Gabu, Oio, Cacheu, Biombo, Bolama, Quinara and Tombali.

The evaluation should be conducted in accordance with the OECD DAC evaluation principles and cover the whole duration of the project, between January 2018 and November 2020.

A number of key evaluation questions are reported below for each of the OECD DAC evaluation criteria. During the inception phase, the consultant will be responsible for analyzing, selecting, refining and complementing them, compiling the final set of questions the evaluation will seek to answer, to be included in the final Inception Report. The gender dimension will require special attention for this evaluation and must be considered under each evaluation criterion.

### **Relevance**

- Do the project expected results address the needs of the target groups? Are the activities and outputs of the project consistent with the intended outcomes? Was the intervention flexibly adapted to respond to evolving needs over time?
- What is the significance of the intervention as far as local and national commitments and priorities are concerned? Are the activities and outputs of the project consistent with the overall global and national gender priorities?
- To what extent the local population, beneficiaries and external observers perceive the intervention as relevant?

### **Coherence**

- To what extent the project was compatible with other interventions in the country?
- Is the project consistent with the organizations' past and future programming, and with Guinea-Bissau wide peacebuilding programming, including other PBF projects?

**Effectiveness**

- What has been the progress made towards achievement of the expected outcome of the project? What specific results were achieved, both positive and negative? What major factors contributed to the achievement or non-achievement of expected project objectives?
- To what extent are beneficiaries satisfied with the results?
- Did the project have effective monitoring mechanisms in place to measure progress towards achievement of results? To what extent was the monitoring data objectively used for management action and decision making?
- Have the project's organizational structures, managerial support and coordination mechanisms effectively supported the delivery of the project? What are the recommendations for improvement?
- To what extent are the project approaches and strategies innovative for increasing women's access to justice in the context of peace and development? What -if any- types of innovative good practices have been introduced in the project to achieve results in this field?

**Efficiency**

- What measures have been taken during planning and implementation to ensure that resources are efficiently used?
- Have the outputs been delivered in a timely manner? If not, how did the project team mitigate the impact of delays?
- Are the project and its components cost-effective? Could the activities and outputs have been delivered with fewer resources or within a reduced timeframe, without reducing their quality and quantity?

**Impact**

- What has happened as a result of the programme or project?
- What real difference has the activity made to the beneficiaries?
- How many people have been affected?
- Have real improvements occurred in regards to the population benefitting from enhanced access to justice through strengthened capacities of relevant stakeholders within informal and formal justice systems, and a strengthened interface between both systems, as demonstrated by changes in their behavior?

**Sustainability**

- To what extent did the benefits of a programme or project continue after donor funding ceased?
- What were the major factors which influenced the achievement or non-achievement of sustainability of the programme or project?
- Did the intervention design include an appropriate sustainability and exit strategy (including promoting national/ local ownership, use of local capacity, etc.) to support positive changes after the end of the intervention?

## 2. DUTIES, RESPONSIBILITIES AND DELIVERABLES

### DUTIES AND RESPONSIBILITIES

The consultant, under the overall supervision of UNDP's Chief Technical Adviser for Justice, is expected to perform the following activities:

- Review documents and consult with UNDP senior management and Rule of Law and Justice team members and the international evaluation consultant to better understand the project, including its design process, implementation aspects and expected results;
- Review the project results and logical framework, progress and financial reports, monitoring reports and contribution agreements signed with partners;
- Prepare and conduct interviews based on an interview protocol reviewed by the project team (individual and focus groups, as relevant) with key stakeholders and project beneficiaries at central and regional level;
- Support the international consultant in the preparation of the data collection tools, including translation of questionnaires and other tools (Portuguese/Creole of Guinea-Bissau);
- Support the international consultant in the organization of the field data collection, including the identification of sites to be visited and the arrangement of meetings by scheduling interviews and focus groups discussions;
- Provide simultaneous translation of interviews/focus group discussions (from Creole of Guinea-Bissau to Portuguese) when necessary;
- Record and transcribe interviews if needed;
- Conduct a comprehensive analysis of the project activities and results reported vis a vis evidence and data collected in the field to assess its relevance, coherence, efficiency, efficacy, impact and sustainability;
- Assess partners views on UNDP Guinea-Bissau current and future role in supporting the rule of law and justice sector, including views on where UNDP have comparative advantages;
- Identify and document lessons learned, best practices, success stories and document and analyze challenges and possible weaknesses to inform future work of the implementing partners as well as UN Peacebuilding Fund in Guinea-Bissau;
- Organize a workshop session to provide a presentation (Submission of a PPT) to key stakeholders, including donors, the government and civil society organizations, to present and validate preliminary findings and recommendations in Portuguese;
- Produce a draft report including the comments from the workshop session, among others.
- Support the international consultant in the preparation of the data collection tools, including translation of questionnaires and other tools (Portuguese/Creole of Guinea-Bissau);
- Support the international consultant in the organization of the field data collection, including the identification of sites to be visited and the arrangement of meetings by scheduling interviews and focus groups discussions;

- Provide simultaneous translation of interviews/focus group discussions (from Creole of Guinea-Bissau to Portuguese) when necessary;
- Record and transcribe interviews if needed;
- Finalize the report based on any additional comments received from UNDP, RCO, PBF and any other key stakeholders on the draft report;

Particular attention will be paid to taking into account public health measures relating to the COVID-19 epidemic, and their impact on the methodology used. The consultant must present in its application the contingency and protection measures planned to guarantee the health of the teams and people involved, while allowing quality participation and inclusiveness.

## DELIVERABLES

By performing the above tasks, national consultant will contribute to the following deliverables:

- A methodological inception report, after 5 working days home-based and prior to the field-based component. The inception report should capture relevant information such as proposed methods; proposed sources of data; data collection procedures and tools, including interview protocols, which will be reviewed and approved by the project team. The inception report should also include a proposed schedule of tasks, activities, deliverables and background information.
- Organization of a workshop session to present and validate preliminary findings and recommendations, in Portuguese;
- A draft report, after 15 working days in the field and 5 working days home-based;
- A final evaluation report, which should address any comments from UNDP, the Government, the PBF Secretariat and PBSO where relevant.

## EXPECTED OUTPUTS, DELIVERABLES AND PAYMENT MILESTONES

Date	Length	Activities	Deliverables
December 2020	8 days	<b>Activity 1:</b> <ul style="list-style-type: none"> <li>• Assist international consultant in the compilation of relevant project documents to conduct the documentation review;</li> <li>• Provide inputs in the review of the project results and logical framework, progress and financial reports, monitoring</li> </ul>	<ul style="list-style-type: none"> <li>• A methodological inception report, after 5 working days home-based and prior to the field-based component.;</li> <li>• List of key stakeholders and implementing partners involved in the project;</li> <li>• Relevant project documents compiled and organized by year,</li> </ul>

		reports, with particular focus on contribution agreements signed with partners and partner's reports;	including narrative and financial reports, partnerships agreements and implementing partners reports.
January 2021	12 days	<ul style="list-style-type: none"> <li>• <b>Activity 2:</b></li> <li>• Work in the preparation of interview's protocols, list of partners and key actors involved in the project and sites to be visited;</li> <li>• Support the international consultant in the preparation of data collection tools, including translation of questionnaires and other tools (Portuguese/Creole of Guinea-Bissau);</li> <li>• Support the international consultant in the organization of the field data collection, including the identification of sites to be visited and the arrangement of meetings, including setting up and scheduling interviews and focus group discussions when necessary;</li> <li>• Provide simultaneous translation of interviews/focus group discussions, if necessary (from Creole of Guinea-Bissau to Portuguese);</li> <li>• Conduct interviews with key stakeholders and project beneficiaries, at central and regional level;</li> </ul>	<ul style="list-style-type: none"> <li>• Approved Interviews protocol with clear list of key actors, sites and timeframe;</li> <li>• Interviews report;</li> <li>• Partner's views report.</li> </ul>
January 2021	15 days	<b>Activity 3:</b> <ul style="list-style-type: none"> <li>• Assist international consultant with requested</li> </ul>	<ul style="list-style-type: none"> <li>• Draft report, prepared by the international consultant, with national consultant inputs;</li> </ul>



		<p>inputs to the comprehensive analysis, prepared by him/her, of the project activities and results reported vis a vis evidence data collected in the field to assess its relevance, efficiency, efficacy, impact and sustainability;</p> <ul style="list-style-type: none"> <li>• Contribute with inputs to the final report document, under the leadership of the international consultant.</li> </ul>	<ul style="list-style-type: none"> <li>• Workshop TOR, budget, agenda, venue, list of participants and invitations;</li> <li>• Report of the 1-day validation workshop with the project coordination team and national stakeholders;</li> <li>• Final evaluation report of the external evaluation;</li> <li>• Final comprehensive report on the assignment one week prior to the end of contract.</li> </ul>
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#### **PAYMENT CONDITIONS:**

The financial disbursement will be processed as follows:

- 1) after approval and validation of Inception Report (20%);
- 2) following the organization of the workshop session (30%);
- 3) after submission of the draft report (20%);
- 4) after submission and approval of the final report (30%).

#### **DURATION OF THE WORK AND DUTY STATION**

The total period of the consultancy is foreseen from December 2020 to February 2021 (approx. 8 weeks). The table above is an indicative timetable for the contract. The consultant is free to propose a different timetable, if the proposal clearly explains the sequence of activities, the resources deployed at each stage and the feasibility of the duration of each stage.

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### **a. Education:**

- Hold a bachelor's degree in law, economics, political science, international relations, human rights, development studies or other relevant social sciences.

#### **b. Experience:**

- Proven at least 5 years of experience in evaluating development or peacebuilding programs/projects;
- At least 5 years of experience in managing and implementing projects;
- Knowledge and demonstrable experience of PBF funded projects is an asset;
- Research, particularly in qualitative and quantitative research methodologies in social area;
- Acquaintance and involvement with development programs/projects/activities, especially with UNDP is desirable;
- Knowledge and demonstrable experience in the field of rule of law, human rights, access to justice and gender issues; including with UNDP is considered an asset;
- Demonstrable experience in developing countries; Knowledge of Guinea-Bissau's social context and/or rule of law and justice sector is strongly desirable;
- Experience in the use of computers and office software packages as well as web-based management systems;

#### **c. Language:**

- Proficiency in Portuguese, English and Creole of Guinea-Bissau is mandatory  
Good knowledge of English constitutes an advantage

#### **d Competencies:**

- Strong analytical and communication skills, including ability to produce high quality practical advisory reports and knowledge products;
- Professional and/or academic experience in one or more areas of the task at stake and knowledge on the management field;
- Ability to produce high quality outputs in a timely manner while understanding and anticipating the evolving client needs;
- Ability to focus on impact and results for the client, promoting and demonstrating an ethic of client service;
- Ability to work independently, produce high quality outputs;
- Strong ability to write clearly and convincingly, adapting style and content to different audiences and speak clearly and convincingly;
- Strong presentation skills in meetings with the ability to adapt for different audiences;
- Strong analytical, research and writing skills with demonstrated ability to think strategically;
- Strong capacity to communicate clearly and in a concise manner;
- Strong inter-personal, negotiation and liaison skills;
- Excellent writing, research, analysis and presentation skills;

**Important Note:**

Incomplete applications will not be considered. Please make sure you have provided all requested materials

Qualified women and members of minorities are encouraged to apply.

Due to large number of applications we receive, we are able to inform only the shortlisted candidates about the outcome or status of the selection process.

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

**4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

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

1. Proposal:

- (i) Explaining why they are the most suitable for the work
- (ii) Provide a brief methodology on how they will approach and conduct the work
- (iii) Fill annex 1 Offeror's Letter to UNDP attached

2. Financial proposal

3. Personal CV including past experience in similar projects and contact details of 3 references.

**5. FINANCIAL PROPOSAL**

Financial Proposal\* - specifying a daily rate in USD and, if applicable, a lump sum for round-trip travel costs if applicable.

Please note that the financial proposal is all-inclusive and shall take into account various expenses incurred by the consultant/contractor during the contract period (e.g. rent of dwelling, fee, health insurance, vaccination, visa costs and any other relevant expenses related to the performance of services...). All envisaged costs (except of the unforeseen travel costs for missions, if any) must be included in the financial proposal. Unforeseen travel costs for missions, if any, will be paid separately according to UNDP rules and regulations.

**6. EVALUATION**

Applicants will be screened against qualifications and competencies specified below through a desk review or an interview process. Applicants will be evaluated based on: Cumulative analysis based on a combination of the Technical and Financial Scores.

Technical Evaluation Criteria: 70%

Financial Evaluation Criteria: 30%

### Technical Evaluation Criteria

Offers will be evaluated according to the Combined Scoring method, where the technical criteria will be weighted a max. of 70% (70 points, out of total 100 points), and combined with the price offer which will be weighted a max. of 30% (30 points out of total 100 points).

Applicants obtaining 49 points (70% of available points) or more of the total technical evaluation points will be considered for financial evaluation.

The financial evaluation score (max. 30 points) shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal of those technically qualified.

Applicants receiving the Highest Combined Score who have accepted the UNDP's General Terms and Conditions will be awarded the contract

#### CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified Individual Consultant is expected to submit both the Technical and Financial Proposals. Accordingly; Individual Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
  - a. Technical Criteria weight is **70%**
  - b. Financial Criteria weight is **30%**

Criteria	Weight	Max. Point
<b>Technical Competence (based on P11 and Proposal)</b>	<b>70%</b>	70 pts
▪ <b>Criteria a.</b> Education	<b>10%</b>	10 pts*
▪ <b>Criteria b.</b> ▪ Experience as Defined in the ToR (20) ▪ Competences as Defined in the ToR (10)	<b>30%</b>	30 pts**
▪ <b>Criteria c.</b> Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal	<b>30%</b>	30 pts **
<b>Financial (Lower Offer/Offer*100)</b>	<b>30%</b>	30 pts
<b>Total Score</b>	<b>Technical Score * 70% + Financial Score * 30%</b>	

<b>Technical</b>	<b>70%</b>	<b>70</b>
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<p><i>Criteria A</i></p> <ul style="list-style-type: none"> <li>• Hold a bachelor's degree in law, economics, political science, international relations, human rights, development studies or other relevant social sciences</li> </ul>	10%	10
<p><i>Criteria B</i></p> <ul style="list-style-type: none"> <li>• Proven at least 5 years of experience in evaluating development or peacebuilding programs/projects; (10)</li> <li>• At least 5 years of experience in managing and implementing projects; (5)</li> <li>• Knowledge and demonstrable experience in the field of rule of law, human rights, access to justice and gender issues; including with UNDP is considered an asset (5)</li> <li>• Strong analytical and communication skills, including ability to produce high quality practical advisory reports and knowledge products; (5).</li> <li>• Strong analytical, research and writing skills with demonstrated ability to think strategically; (5).</li> </ul>	30 %	30
<p><i>Criteria C</i></p> <ul style="list-style-type: none"> <li>• Understanding the Scope of Work (SoW); (10)</li> <li>• Comprehensiveness of the methodology/approach (10)</li> <li>• Organization, completeness and clarity of the proposal (10)</li> </ul>	30%	30
<b><u>Financial</u></b>	30%	30

## 7. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

For purposes of generating quotations whose contents are uniformly presented and to facilitate their comparative review, a prospect Individual Contractor (IC) is given a proposed **Table of Contents**. Therefore, prospective Consultant Proposal Submission must have at least the preferred contents which are outlined in the IC Proposal Submission Form incorporated hereto.

## 8. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP.

## 9. ANNEXES TO THE IC DOCUMENT

**ANNEX 1-** OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY

**ANNEX 2-** INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

**ANNEX 3-** BREAKDOWN OF COSTS SUPPORTING THE AL-INCLUSIVE FINANCIAL PROPOSAL

Approved By: \_\_\_\_\_

Signature: \_\_\_\_\_

Date Signed: 30/11/2020



**ANNEX 1**  
**OFFEROR'S LETTER TO UNDP**  
**CONFIRMING INTEREST AND AVAILABILITY**  
**FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

Date \_\_\_\_\_

United Nations Development Programme  
Guine Bissau

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [*delete this item if the TOR does not require submission of this document*];
- E) I hereby propose to complete the services based on the following payment rate: [*please check the box corresponding to the preferred option*]:
  - ☐ An all-inclusive daily fee of [*state amount in words and in numbers indicating currency*]
  - ☐ A total lump sum of [*state amount in words and in numbers, indicating exact currency*], payable in the manner described in the Terms of Reference.
- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- H) This offer shall remain valid for a total period of \_\_\_\_\_ days [*minimum of 90 days*] after the submission deadline;
- I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office [*disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists*];
- J) If I am selected for this assignment, I shall [*please check the appropriate box*]:

- ☐ Sign an Individual Contract with UNDP;
- ☐ Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

\_\_\_\_\_

\_\_\_\_\_

K) I hereby confirm that *[check all that applies]*:

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- ☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

- L) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- M) **If you are a former staff member of the United Nations recently separated, please add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
- N) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.



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

YES ☐ NO ☐ 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.

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**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 COSTS<sup>1</sup>**  
**SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

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

<b>Cost Components</b>	<b>Unit Cost</b>	<b>Quantity</b>	<b>Total Rate for the Contract Duration</b>
<b>I. Personnel Costs</b>			
Professional Fees			
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
<b>II. Travel<sup>2</sup> Expenses to Join duty station</b>			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
<b>III. Duty Travel</b>			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			

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

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

*\*Basis for payment tranches*

<sup>1</sup> The costs should only cover the requirements identified in the Terms of Reference (TOR)

<sup>2</sup> Travel expenses are not required if the consultant will be working from home.