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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 17 June 2021
Ref: UNDP-IC-2021-216
JTN 15208

Country: Pakistan

Description of the assignment: National Consultant - Admin & Finance Officer

Project name: Building Capacity to Advance National Adaptation Plan Process in Pakistan

Period of assignment/services (if applicable): One year after signing of the contract

Duty Station: Islamabad

Important note for email submissions: Kindly write the following on Email subject line "UNDP-IC-2021-216: National Consultant - Admin & Finance Officer"

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

bids.pk@undp.org no later than **02 July 2021 at 12:30 PM (Pakistan Standard Time)**. Hand Delivery is not acceptable.

Further, our system will not accept emails those are more than 30 MB size. If required, segregate your emails to accommodate email data restrictions. For segregated emails please use sequence of emails like Email 1, Email 2 in the subject line. For attachment purposes please only use MS Word, Excel, Power Point or PDF formats.

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

1. Project Background:

The United Nations Framework Convention on Climate Change (UNFCCC) at its COP 16 held in Cancun in 2011 approved a process to enable member states to formulate and implement National Adaptation Plans (NAPs) as a means of identifying medium- and long-term adaptation needs and developing and implementing strategies and programmes to address those needs. The Paris Agreement (2015) in its global goal on adaptation (Article 7) brought new elements and dimension to the climate change adaptation. Namely, enhancing adaptive capacity, strengthening resilience and reducing vulnerability to climate change, with a view to contributing to sustainable development and ensuring an adequate adaptation response in the context of the global temperature limit of less than 2°C. The UNFCCC's Least Developed Countries Expert Group (LEG) on adaptation released Guidelines for National Adaptation Plans (December 2012). Furthermore, the Green Climate Fund (GCF) has issued guidance on adaptation planning approaches.

The project entitled "Building Capacity to Advance National Adaptation Plan Process in Pakistan" will be implemented by a small project team headed by a National Technical Advisor. The new NAP project will support multi-sectoral, medium- to long-term adaptation planning and budgeting in Pakistan and promote the integration of climate change adaptation aspects into development policies. Systems for developing and sharing climate risk and vulnerability information will be reinforced, and sustainable financing mechanisms for climate change adaptation initiatives are set to be developed.

2. Scope of Work

Under the overall guidance/ supervision of the National Technical Advisor/ Coordinator, Building Capacity to Advance National Adaptation Plan Process in Pakistan, Admin & Finance Officer – NAP Project shall perform the following functions:

- Ensure the production of accurate and timely financial information for the project, including reviewing financial transactions, journal entries, account reconciliations, financial analysis, and reports before they are submitted to the UNDP.
- Support National Technical Advisor, Project Officer, and project team in reviewing programs and operational budgets and variances on a monthly basis.
- Ensure to prepare Payment Vouchers and Journal Vouchers together with complete supporting documentation in support to every financial transaction. Prepare and maintain financial disbursement ledger for monitoring and controlling of expenditures in line with the financial management procedures.
- Ensure to prepare contracts/PO of selected firm/individual consultants along with their deliverables and also monitor the timelines of deliverables for its timely completion.
- Undertake financial evaluation of partners and individual consultants' proposals as and when required.
- Assist National Technical Advisor in requisition and procurement of equipment and services; Collection of quotations from the suppliers, evaluation of quotations, prepare bids tabulation, ensure quality & quantity of goods, receive checked invoices from the suppliers and initiate payments.
- Keep records of Non-Expendable Equipment (NEE), conduct physical verification at least once a year and prepare report on annual physical verification of NEE;
- Effective management of staff salaries, including calculations and timely payment, in line with national labour law, tax and social payments.

- Monitor the Financial Report of the Partners as per Financial Compliances.
- Ensure and verify all payments are processed timely in accordance with approved allocated budget.
- Support to organize seminar and workshops and other training programmes for functional group, and professional group;
- Ensure compliance with all statutory obligations in the country.
- Effective documentation and management of all assets.
- Liaise with UNDP on all matters relating to payments and financial reporting.

2. Expected Outputs and Deliverables

The National Admin & Finance Officer (IC) will assist the National Technical Adviser (NTA)/ Coordinator in administration, procurement, budgetary and financial aspects of the project to achieve following deliverables as per given timeline:

Deliverable/ Out put	Estimated Time Line	Review and approvals required
1) A process of NAP formulation and implementation, including terms of reference and mandate.	Jul 2021	NTA/ Coordinator and National Project Director
2) A stakeholder engagement strategy and institutional coordination process of the NAP formulation and implementation.		
3) A Synthesis report of climate change impacts and beneficiary coping strategies and medium and long-term priorities including specific needs of men and women, children and elderly.	August 2021	NTA/ Coordinator and National Project Director
4) Vulnerability and risk assessment reports for communities and Provinces.		
5) Awareness raising materials focusing on key vulnerabilities and risks and adaptation priorities.	September 2021	NTA/ Coordinator and National Project Director
6) Criteria for prioritization of sectors and geographical areas for resilience building.		
7) Identification of concrete adaptation solutions to be included in the Pakistan NAP.	October 2021	NTA/ Coordinator and National Project Director
8) Policy and institutional review and assessment, and a dialogue platform for periodic review of policies, strategies and plans including the integration of adaptation options.		
9) Recommendations for strengthening existing legal provisions for implementation of climate adaptation and draft high-level executive order on integration, institutional and legal requirements for adaptation.	November 2021	NTA/ Coordinator and National Project Director

10) Updated climate change scenarios for Pakistan and climate change risk advisory on agrometeorology and hydrometeorology.	December 2021	NTA/ Coordinator and National Project Director
11) Needs assessment report to improve hydro-meteorological and climate services.	January 2022	NTA/ Coordinator and National Project Director
12) Training on climate information systems and protocol for operation and maintenance of the climate information system.		
13) Prioritization criteria for adaptation options, and a system to appraise adaptation options, including economic, ecosystem and social costs and benefits.	February 2022	NTA/ Coordinator and National Project Director
14) Training in the application of the system to appraise adaptation options.		
15) Coordinated elaboration and adoption of a National Adaptation Plan.	March 2022	NTA/ Coordinator and National Project Director
16) Cost of adaptation measures for prioritized sectors and vulnerable groups.		
17) A funding strategy to mobilize domestic and external funds, including private sector engagement, for adaptation interventions contained in the National Adaptation Plan.	April 2022	NTA/ Coordinator and National Project Director
18) Development of at least 2 adaptation project concepts for submission to the GCF.	May 2022	NTA/ Coordinator and National Project Director
19) A monitoring and evaluation framework for assessment NAP implementation progress.		
20) Training for staff in the application of the NAP monitoring and evaluation framework.	June 2022	NTA/ Coordinator and National Project Director

4. Institutional Arrangement

The IC will be reporting to the NTA/ Coordinator of the project. **UNEP/ UNDP** standard Daily Subsistence Allowance (DSA) will be provided for unforeseen travel only.

5. Duration of the Work¹

¹ The IC modality is expected to be used only for short-term consultancy engagements. If the duration of the IC for the same TOR exceeds twelve (12) months, the duration must be justified and be subjected to the approval of the Director of the Regional Bureau, or a different contract modality must be considered. This policy applies regardless of the delegated procurement authority of the Head of the Business Unit.

The deliverable for IC will on per month basis. The IC will be required to attend the office on daily basis per government official timing, and it will start from the date of signing of the contract till completion of 12 months. The deliverables are subject to re-alignment in case of revision of pro-doc

6. Duty Station: Islamabad

7. Qualifications of the Successful Individual Contractor

- Master (16 years education) in Business Administration/ Project Management or closely related field.
- Experience:
- A minimum of 5 years of experience in programme or project administration, technical cooperation or related area is required.
- Proven expertise in financial management of development partner projects and provision of administrative support, including travel logistics, and office management etc.
- Familiarity with public sector procurement and recruitment rules and regulations in Pakistan
- Fluent in English and Urdu (speaking and writing).
- Experience in public sector procurement processes will be an advantage.
- Solid knowledge of MS office tools (Word, Excel) with advanced knowledge of MS Excel

8. Scope of Price Proposal and Schedule of Payments

- a) *Lump Sum Amount* – The offeror is requested to adhere to the following while submitting the financial bid:
 - i) The lump sum amount must be “all-inclusive²”;
 - ii) The contract price is fixed regardless of changes in the cost components;
 - iii) The travel cost for this assignment should be included in the financial offer
 - iv) The actual cost of the IC’s travel to arrive at the designated Duty Station (Islamabad) may be added if the offeror is not stationed in Islamabad.

9. Recommended Presentation of Offer

The following documents are requested to be submitted:

- a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **Personal CV**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- c) **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment. A methodology is recommended for intellectual services, but may be omitted for support services [*Note: this is optional for support services*];
- d) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an

² Same as above

organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

10. Criteria for Selection of the Best Offer

Individual consultants will be evaluated based on the Cumulative analysis. The award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- i) Responsive/compliant/acceptable, and
- ii) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.
 - a. Technical Criteria weight: 70%
 - b. Financial Criteria weight: 30%

Only candidates obtaining a minimum of 49 out of 70 points would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
Master (16 years education) in Business Administration/ Project Management or closely related field.	YES/NO	
A minimum of 5 years of experience in programme or project administration, technical cooperation or related area is required.	YES/NO	
<u>Technical Competencies</u>	70	
Proven expertise in financial management of development partner projects and provision of administrative support, including travel logistics, and office management etc.	30	
Familiarity with public sector procurement and recruitment rules and regulations in Pakistan	30	
Fluency in Urdu and English (written and spoken)	10	
Financial proposal	30	
Total Score	Technical score 70+30 Financial	

Weight per Technical Competence

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

ANNEX:

ANNEX-I:	TORs
ANNEX-II:	GENERAL CONDITIONS OF CONTRACT FOR THE SERVICES OF INDIVIDUAL CONTRACTORS
ANNEX-III:	PROPOSAL SUBMISSION FORM
ANNEX-IV:	CONFIRMING INTEREST AND AVAILABILITY
ANNEX- V:	FINANCIAL PROPOSAL
Annex-VI:	P11 Form

Terms of Reference

Name of the project	Building Capacity to Advance National Adaptation Plan Process in Pakistan
Unit	Project Management Unit (PMU), Ministry of Climate Change, Pakistan
Consulting Services	Individual Contract for National Admin and Finance Officer (Islamabad)
Location	Islamabad

1. Background:

The United Nations Framework Convention on Climate Change (UNFCCC) at its COP 16 held in Cancun in 2011 approved a process to enable member states to formulate and implement National Adaptation Plans (NAPs) as a means of identifying medium- and long-term adaptation needs and developing and implementing strategies and programmes to address those needs. The Paris Agreement (2015) in its global goal on adaptation (Article 7) brought new elements and dimension to the climate change adaptation. Namely, enhancing adaptive capacity, strengthening resilience and reducing vulnerability to climate change, with a view to contributing to sustainable development and ensuring an adequate adaptation response in the context of the global temperature limit of less than 2°C. The UNFCCC's Least Developed Countries Expert Group (LEG) on adaptation released Guidelines for National Adaptation Plans (December 2012). Furthermore, the Green Climate Fund (GCF) has issued guidance on adaptation planning approaches.

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2. Scope of Work**Original Scope of Work:**

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Additional Scope of Work:

Competencies

Knowledge and Skills:

- Prior working experience with UN agency and international organization in the areas programme management, administration and finance,
- Ability to maintain a high level of accuracy, confidentiality concerning financial and employee files,
- Solid knowledge of generally acceptable accounting practices, financial systems, budget and cash flow monitoring and accounting controls, in an international context.
- Good understanding of Government institutional and policy set up at various tiers of provincial and federal government.
- Ability to cope with uncertainty and to work under pressure.
- Strong ethics, inter personal skills and a collaborative attitude and team player.

Functional Competencies:

- Strong analytical skills and critical thinking skills, and
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates openness to change and ability to manage complexities.
- Responds positively to feedback and take corrective actions

- Demonstrates excellent oral and written communication skills;
- Ability to work effectively in teams and assume leadership wherever necessary
- Ability to cope with high pressure and stress in an effective manner

Professionalism:

Has knowledge of internal policies, processes and procedures generally and in particular those related to substantive and administrative aspects of the project and budgeting. Has an understanding of the functions and organization. Has demonstrated ability to apply good judgment in the context of assignments given. Shows pride in work and in achievements; demonstrates professional competence in subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

Communication:

Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Teamwork:

Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

3. Deliverables and Payment schedule, timeframe for the work (and payment schedules):

The National Admin & Finance Officer (IC) will assist the National Technical Adviser (NTA)/ Coordinator in administration, procurement, budgetary and financial aspects of the project to achieve following deliverables as per given timeline:

Deliverable/ Out put	Estimated Time Line	Percentage for Payment	Review and approvals required
1) A process of NAP formulation and implementation, including terms of reference and mandate.	Jul 2021	8.33%	NTA/ Coordinator and National Project Director

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16) Cost of adaptation measures for prioritized sectors and vulnerable groups.			NTA/ Coordinator and National Project Director
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4. Institutional Arrangements

The IC will be reporting to the NTA/ Coordinator of the project. **UNEP/ UNDP** standard Daily Subsistence Allowance (DSA) will be provided for unforeseen travel only.

5. Duration of the Work

The deliverable for IC will on per month basis. The IC will be required to attend the office on daily basis as per government official timing, and it will start from the date of signing of the contract till completion of 12 months. The deliverables are subject to re-alignment in case of revision of pro-doc.

6. Duty Station: Islamabad, Pakistan

7. Payment

Payment will be based on progress report submitted. The financial proposal shall specify a total lump sum amount and the breakdown of this lump sum against each deliverable (all inclusive). Payment are based upon out puts i.e, upon the assistance provided for delivery of the services specified in the TORs.



**GENERAL CONDITIONS OF CONTRACT
FOR THE SERVICES OF INDIVIDUAL CONTRACTORS**

1. **LEGAL STATUS:** The Individual contractor shall have the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP), and shall not be regarded, for any purposes, as being either a “staff member” of UNDP, under the UN’ Staff Regulations and Rules, or an “official” of UNDP, for purposes of the Convention on the Privileges and Immunities of the United Nations, adopted by the General Assembly of the United Nations on 13 February 1946. Accordingly, nothing within or relating to the Contract shall establish the relationship of employer and employee, or of principal and agent, between UNDP and the Individual contractor. The officials, representatives, employees or subcontractors of UNDP and of the Individual contractor, if any, shall not be considered in any respect as being the employees or agents of the other, and UNDP and the Individual contractor shall be solely responsible for all claims arising out of or relating to its engagement of such persons or entities.

2. **STANDARDS OF CONDUCT:** In General: The Individual contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its obligations under the Contract. Should any authority external to UNDP seek to impose any instructions on the Contract regarding the Individual contractor’s performance under the Contract, the Individual contractor shall promptly notify UNDP and shall provide all reasonable assistance required by UNDP. The Individual contractor shall not take any action in respect of its performance of the Contract or otherwise related to its obligations under the Contract that may adversely affect the interests of UNDP, and the Individual contractor shall perform its obligations under the Contract with the fullest regard to the interests of UNDP. The Individual contractor warrants that it has not and shall not offer any direct or indirect benefit arising from or related to the performance of the Contract or the award thereof to any representative, official, employee or other agent of UNDP. The Individual contractor shall comply with all laws, ordinances, rules and regulations bearing upon the performance of its obligations under the Contract. In the performance of the Contract the Individual contractor shall comply with the standards of conduct set in the Secretary General’s Bulletin ST/SGB/2002/9 of 18 June 2002, entitled “Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Expert on Mission”. The individual contractor must comply with all Security Directives issued by UNDP. Failure to comply with such security directives is grounds for termination of the Individual contractor for cause.

Prohibition of Sexual Exploitation and Abuse: In the performance of the Contract, the Individual contractor shall comply with the standards of conduct set forth in the Secretary-General's bulletin ST/SGB/2003/13 of 9 October 2003, concerning "Special measures for protection from sexual exploitation and sexual abuse". In particular, the Individual contractor shall not engage in any conduct that would constitute sexual exploitation or sexual abuse, as defined in that bulletin.

The Individual contractor acknowledges and agrees that any breach of any of the provisions hereof shall constitute a breach of an essential term of the Contract, and, in addition to any other legal rights or remedies available to any person, shall give rise to grounds for termination of the Contract. In addition, nothing herein shall limit the right of UNDP to refer any alleged breach of the foregoing standards of conduct to the relevant national authorities for appropriate legal action.

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

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

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

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

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

In the event of the death, injury or illness of the Individual contractor which is attributable to the performance of services on behalf of UNDP under the terms of the Contract while the Individual contractor is traveling at UNDP expense or is performing any services under the Contract in any offices or premises of UNDP, the Individual contractor or the Individual contractor's dependants, as appropriate,

shall be entitled to compensation equivalent to that provided under the UNDP insurance policy, available upon request.

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

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

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

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

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

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

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

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

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

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

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

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

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

15. **TAXATION:** Article II, section 7, of the Convention on the Privileges and Immunities of the United Nations provides, *inter alia*, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the exemptions of the United Nations from such taxes, restrictions, duties or charges, the Individual contractor shall immediately consult with UNDP to determine a mutually acceptable procedure. UNDP shall have no liability for taxes, duties or other similar charges payable by the Individual contractor in respect of any amounts paid to the Individual contractor under this Contract, and the Individual contractor acknowledges that UNDP will not issue any statements of earnings to the Individual contractor in respect of any such payments.

16. AUDITS AND INVESTIGATIONS:

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

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

17. SETTLEMENT OF DISPUTES:

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

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

18. 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.

Proposal Submission form

Dear Sir/Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, I undersigned, offer to provide individual consulting “UNDP-IC-2020-216” to UNDP Pakistan in accordance with the Price Schedule attached herewith and made part of this proposal.

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

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

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

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

Signature

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

Date _____

(Name of Resident Representative/Bureau Director)

United Nations Development Programme

(Specify complete office address)

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of *[indicate title of assignment]* under the *[state project title]*;
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 *[delete this item if the TOR does not require submission of this document]*;
- E) I hereby propose to complete the services based on the following payment rate: *[please check the box corresponding to the preferred option]*:
 - ☐ An all-inclusive daily fee of *[state amount in words and in numbers indicating currency]*
 - ☐ A total lump sum of *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.
- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;

H) This offer shall remain valid for a total period of _____ days [*minimum of 90 days*] after the submission deadline;

I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office [*disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists*];

J) If I am selected for this assignment, I shall [*please check the appropriate box*]:

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

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

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

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

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

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

L) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

M) ***If you are a former staff member of the United Nations recently separated, please add this section to your letter:*** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

N) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

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

YES ☐ NO ☐ 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 Email Address	Business or Occupation

S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: _____

SIGNATURE: _____

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

Annexes *[please check all that applies]:*

- ☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- ☐ Brief Description of Approach to Work (if required by the TOR)

FINANCIAL PROPOSAL

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

Sr. #	Description/Break-up of Financial Proposal	No of Working Days	Unit Cost (PKR)	Total Cost (PKR)
A.	Consultancy Fee:			
B.	Travel			
C	Others			
Total				

Deliverables <i>[list them as referred to in the TOR]</i>	Percentage of Total Price (Weight for payment)	Amount (Currency)
Total	100%	

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

Name:

Signature:

Date:

P-11 Form

UNITED NATIONS DEVELOPMENT PROGRAMME					
Personal History Form					
INSTRUCTIONS: Please answer each question clearly and completely. Type or print in ink. Read carefully and follow all directions. If you need more space, attach additional pages of the same size.					
1. Family name (surname)		2. First names		3. Maiden name, if applicable	
4. Date of birth day month year	5. Place of birth	6. Nationality at birth	7. List all your current nationality(ies)	8. Gender Male ☐ Female ☐	
9. Marital status Single ☐ Married ☐ Separated ☐ Widow(er) ☐ Divorced ☐					
10. Entry into United Nations service might require assignment and travel to any area of the world in which the United Nations has responsibilities. Do you have/experience any condition/situation which might limit your prospective field of work or your ability to engage in air travel? No ☐ Yes ☐ If "Yes", please describe:					
11. Permanent address Telephone No.		12. Present address if different from that indicated in box 11 Telephone No.		13. Telephone numbers Home/Mobile; Work; 14. Personal and/or professional e-mail address:	
15. Have you any dependents? Yes ☐ No ☐ If the answer is "Yes", give the following information:					
Name	Date of birth	Relationship	Name	Date of birth	Relationship

16. Have you taken up legal permanent residence status in any country other than that of your nationality? No ☐ Yes ☐ If "Yes", which country(ies)?			17. Have you taken any steps towards changing your present nationality? No ☐ Yes ☐ If "Yes", explain fully:		
18. Are any of your family members (spouse/partner, father/mother, brother/sister, son/daughter) employed in the UN Common System, including UNDP? Yes ☐ No ☐ If "Yes", give the following information:					
Name		Relationship		Name of Organization & Duty Station	
19. Do you have any other (extended) family members employed by UNDP? No ☐ Yes ☐ If "Yes", give the following information:					
Name		Relationship		Name of Unit & Duty Station	
20. Would you accept employment for less than six months? Yes ☐ No ☐			21. Have you been interviewed for any UNDP positions in the last 12 months? If so, for which post(s)?		
22. Languages – indicate mother tongue 1st		Ability to operate in the listed language(s) in a work environment			
	Read	Write	Speak	Understand	
	☐ none ☐ limited ☐ working knowledge ☐ proficient	☐ none ☐ limited ☐ working knowledge ☐ proficient	☐ none ☐ limited ☐ working knowledge ☐ proficient	☐ none ☐ limited ☐ working knowledge ☐ proficient	
	☐ none ☐ limited ☐ working knowledge ☐ proficient	☐ none ☐ limited ☐ working knowledge ☐ proficient	☐ none ☐ limited ☐ working knowledge ☐ proficient	☐ none ☐ limited ☐ working knowledge ☐ proficient	
	☐ none ☐ limited ☐ working knowledge ☐ proficient	☐ none ☐ limited ☐ working knowledge ☐ proficient	☐ none ☐ limited ☐ working knowledge ☐ proficient	☐ none ☐ limited ☐ working knowledge ☐ proficient	
	☐ none ☐ limited ☐ working knowledge ☐ proficient	☐ none ☐ limited ☐ working knowledge ☐ proficient	☐ none ☐ limited ☐ working knowledge ☐ proficient	☐ none ☐ limited ☐ working knowledge ☐ proficient	
	☐ none ☐ limited ☐ working knowledge ☐ proficient	☐ none ☐ limited ☐ working knowledge ☐ proficient	☐ none ☐ limited ☐ working knowledge ☐ proficient	☐ none ☐ limited ☐ working knowledge ☐ proficient	
	☐ none ☐ limited	☐ none ☐ limited	☐ none ☐ limited	☐ none ☐ limited	

☐ working knowledge ☐ proficient	☐ working knowledge ☐ proficient	☐ working knowledge ☐ proficient	☐ working knowledge ☐ proficient
☐ none ☐ limited ☐ working knowledge ☐ proficient	☐ none ☐ limited ☐ working knowledge ☐ proficient	☐ none ☐ limited ☐ working knowledge ☐ proficient	☐ none ☐ limited ☐ working knowledge ☐ proficient

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

UN/ASAT – Administrative Support Assessment Test (formerly known as clerical test):

No ☐ Yes ☐ if “Yes”, date taken:

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

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

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

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

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

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

B. Post-qualification training courses / learning activities

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

C. UN Language Proficiency Exams (if any)

D. UNDP Certification Programmes (if any)

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

26. List any significant publications you have written (do not attach them) or any special recognitions you have received						
27. Have you already been issued a UN Index Number? No ☐ Yes ☐ If "Yes", please indicate this number:						
28. EMPLOYMENT RECORD: Starting with your present post, list in reverse order every employment you have had. Use a separate block for each employment. Include service in the armed forces and note any period during which you were not gainfully employed. If you need more space, attach additional pages of the same size. Provide gross salary per annum and indicate currency for your last or present post.						
Are you a current or former UNV? Yes ☐ No ☐ If "Yes", please indicate roster number:						
A. PRESENT POST (Last post, if not presently employed)						
FROM	TO	SALARIES PER ANNUM		FUNCTIONAL TITLE: As specified in your Letter of Appointment/Contract: UN grade of your post (if applicable): (do not indicate equivalency) Last UN step in your post (if applicable):		
Month/Year	Month/Year	Starting (gross)	Final (gross)			
NAME OF EMPLOYER:				TYPE OF BUSINESS:		
				EMPLOYMENT TYPE: Full time: ☐ Part Time: ☐ (%)		
				Type of contract:		
				☐ 100 Series ☐ Permanent ☐ FTA ☐ SC	☐ 200 series ☐ Indefinite ☐ TA ☐ UNV	☐ ALD/300 series ☐ Continuing ☐ SSA / IC ☐ Other
ADDRESS OF EMPLOYER				NAME OF SUPERVISOR: E-mail Address and Telephone No. of Supervisor:		
				Do/did you supervise staff? If so: Number of professional staff supervised:		
				Number of support staff supervised:		
Description of your duties and related accomplishments:						

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

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

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

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

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

Month/Year	Month/Year	Starting (gross)	Final (gross)	FUNCTIONAL TITLE: As specified in your Letter of Appointment/Contract: UN Grade of your post (if applicable): (do not indicate equivalency) Last UN step in your post (if applicable):	
NAME OF EMPLOYER				TYPE OF BUSINESS:	
				EMPLOYMENT TYPE: Full time: ☐ Part Time: ☐ (%)	
				Type of contract: ☐ 100 Series ☐ 200 series ☐ ALD/300 series ☐ Permanent ☐ Indefinite ☐ Continuing ☐ FTA ☐ TA ☐ SSA / IC ☐ SC ☐ UNV ☐ Other	
ADDRESS OF EMPLOYER				NAME OF SUPERVISOR: E-mail Address and Telephone No. of Supervisor:	
				Did you supervise staff? If so: Number of professional staff supervised: Number of support staff supervised:	
Description of your duties and related accomplishments:					
Reason for leaving:					
29. Have you any objections to our making inquiries of: (a) your present employer? No ☐ Yes ☐ (b) your previous employers? No ☐ Yes ☐					
30. Are you now, or have you ever been, a national civil servant in your government? No ☐ Yes ☐					
If "Yes", Indicate dates of service:		Functions:		Country:	
31. References: list three persons not related to you who are familiar with your character and qualifications and who may be contacted for a reference UNDP will not seek a reference from your <i>current</i> employer without obtaining prior consent. However, please note that UNDP may seek references from your former employers.					
Full Name		Full Address, including E-Mail Address and Telephone Number		Name of Organization, Business or Occupation	

32. State any other relevant facts in support of your application. Include information regarding any periods of residence outside the country of your nationality		
33. Have you ever been convicted, fined, or imprisoned for the violation of any law (excluding minor traffic violations)? No ☐ Yes ☐ If "Yes", give full particulars of each case in an attached statement		
34. Have you ever had disciplinary measures imposed on you, including dismissal or separation from service, on the grounds of misconduct? No ☐ Yes ☐ If "Yes", give full particulars of each case in an attached statement.		
35. Have you ever been separated from service on the grounds of unsatisfactory performance? No ☐ Yes ☐ If "Yes", give full particulars of each case in an attached statement.		
36. I certify that the information I have provided in the present document is true, complete and correct to the best of my knowledge. I understand that any misrepresentation or material omission made in this document may lead to the termination of my appointment or to dismissal. I understand this also applies to any other information or document requested by the Organization for the purpose of my recruitment to and employment with UNDP. In connection with this application, I authorize former employers and educational institutions to release information about my background to UNDP or its agent. My signature below releases the aforesaid parties providing information about me from any liability whatsoever in collecting and disseminating the information obtained. DATE: _____ SIGNATURE: _____		
<u>Note:</u> Applications for employment at UNDP must include a completed and signed Personal History form (P.11). By submitting a Personal History form, the applicant authorizes UNDP or its agent to verify and validate all information provided in the P.11. The P.11 form is not valid without signature. The signed P.11 form serves to release any party cited in the form from any liability whatsoever for releasing information to UNDP or its agent. You may be requested to provide documentary evidence of the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the originals of any references, testimonials or certificates of academic achievement unless they have been obtained for the sole use of UNDP. If Degrees/Certificates are in foreign language, you may be required to provide official English translation at time of request.		

