



Enhancing Access to Justice Through Institutional Reform Project



Date: 27 February 2024

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Ref: A2J/IC/2024/01 Legal Consultant: to support in Help Desk in judicial committees

Country: Nepal

Description of the assignment: The objective of the assignment is to strengthen the capacity of the Judicial Committee to deliver legal aid services through helpdesk for needy people. Additionally, the Consultant will support judicial committees to provide support in legal affairs and also provide legal support to the client in providing access to justice.

Number of consultants required: 4 positions (Four)

Project name: Enhancing Access to Justice Through Institutional Reform Project.

Period of assignment/services (if applicable): March to December 2024 (160 working days)

Duty Station: Koshi, Madhesh, Karnali, and Sudurpaschim provinces

Your offer comprising the **Technical and Financial proposals** may be submitted separately addressing the Ref number and title to respective email addresses technicalproposal@a2jnepal.org; financialproposal@a2jnepal.org; or hardcopies sealed separately to the below office address by **no later than 17:00 hrs., Thursday, 7 March 2024.**

Contact Address:

Enhancing Access to Justice through Institutional Reform(A2J) Project
Babarmahal, Kathmandu, Nepal Tel: 977-01-5338303, 01-5338309

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail: archana.subedi@a2jnepal.org mentioning Procurement Notice Ref: A2J/IC/2024/01 Legal Consultant: to support in Help Desk in judicial committees by 2 March 2024.

The procurement unit will respond to the inquiries by **03 March 2024**, in writing, including an explanation of the query without identifying the source of inquiry, to all consultants or via email.

Inquiries received after the above date and time shall not be entertained. Inquiries received after the above date and time shall not be entertained.

Any delay in A2J/UNDP's response shall be not used as a reason for extending the deadline for submission unless A2J/UNDP determines that such an extension is necessary.

1. Background, Significant of the assignment, Duties and Responsibilities, Core values and guiding principles

Please refer to the attached ToR

2. Required Skills and Experience

I. Education & Experience:

Required skills and experience:

- Higher secondary (10+2) in law; preferably regularly studying BA LLB 4th/5th year.
- Demonstrated interest and knowledge to work with Judicial Committee and legal aid services/awareness.
- Command of main office software programs, internet, and social media.
- Data entry, documentation skills and facilitation skills.
- Ability to produce reports.
- Experience on public outreach.
- Ability or positive approach toward learning and collaborative engagement.
- Ability to work in hectic situation empathetically with the team.
- Proficiency in spoken and written Nepali as well as English is required.
- Familiar and inducted on gender equality and social inclusion related issues.



3. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSAL

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

1. Proposal:

To be included as part of the proposal:

- A cover letter with a brief presentation of your consultancy explaining your suitability for the work;
- A brief methodology on how you will approach and conduct the work (*limit to under 1500 words*);
- Implementation Plan (*limit to under 1000 words*)
- legal documents i.e. PAN/VAT registration, Tax clearance certificates if applicable

2. Financial proposal

- Financial proposal indicating a **per day consultancy fee including applicable taxes** for the deliverables as per the TOR

3. P11 Form (attached as Annex 3) including experience in similar projects and at least 3 references.

Note:

- a. The candidate has to be an independent consultant (If the candidate is engaged with any organization, the organization employing the candidate will be issued with a Reimbursable Loan Agreement (RLA) to release the employee for the consultancy with A2J/UNDP).
- b. Due to sheer number of applicants, the procurement unit will contact only competitively selected consultant.



4. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

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

a) responsive/compliant/acceptable, and

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

* Technical Criteria weight; 70%

* Financial Criteria weight; 30%

Only candidates obtaining a minimum of 49 points in the technical evaluation would be considered for the Financial Evaluation.

Criteria	Weight	Max. Point
<u>Technical</u>	70%	70
Criterion A: Higher secondary (10+2) in law; preferably regularly studying BA LLB 4 th /5 th year.	20%	20
Criterion B: <ul style="list-style-type: none">• Demonstrated interest and knowledge to work with Judicial Committee.• Strong interest in working with Judicial Committee and legal awareness.• Command of main office software programs, internet, and social media.• Data entry, documentation skills and facilitation skills• Ability to produce reports.• Ability or positive approach toward learning and collaborative engagement.• Ability to work in hectic situation empathetically with the team.	30%	30
Criterion C: <ul style="list-style-type: none">• Proficiency in spoken and written Nepali as well as English is required.	10%	10
<ul style="list-style-type: none">• The candidate represents from women and marginalized communities.	10%	10
<u>Financial</u>		
<ul style="list-style-type: none">• Lowest financial proposal	30%	30

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

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

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



ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- GENERAL CONDITIONS OF CONTRACT FOR THE SERVICES OF INDIVIDUAL CONSULTANT

ANNEX 3- P11 Form

ANNEX 4 - OFFEROR'S LETTER TO A2J/UNDP CONFIRMING INTEREST, AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT AND IMPLEMENTATION PLAN

A handwritten signature in black ink, consisting of a large, stylized 'A' followed by a series of loops and a final vertical stroke.



Annex 1



Enhancing Access to Justice through Institutional Reform Project (A2J)- II

Position: Legal consultant to support in Help Desk in Judicial Committees (4 Positions))

Location: Selected Local Level of Koshi Province (Ramdhuni Municipality), Madhesh Province (Bardibas Municipality), Karnali Province (Gurans-Rural-Municipality) and Sudurpaschim Province (Krishnapur Municipality)

Application Deadline : 7 March 2024

Category: Enhancing Access to Justice through Institutional Reform Project (A2J)-II

Type of Contract : Individual Contract

Post Level : Legal Consultant

Languages Required : Nepali/English

Starting Date : March 2024 (date when the selected candidate is expected to start)

Duration of Initial Contract : 160 working days

Expected Duration of Assignment : March -December 2024

Background

The Constitution of Nepal (2015) (Art. 217) provisions to establish judicial committees at the municipality and rural municipality level with the mandate to settle disputes under their respective jurisdictions in accordance with law. As per Clause 47 (1) and (2) of the Local Government Operations Act (LGOA), judicial committees are mandated to settle certain types of disputes, and to refer others to the district court. The judicial committee should resolve the case through mediation.

Enhancing Access to Justice through Institutional Reform Project-II (A2J Project) 2021-2026 is currently being implemented under the overall leadership of Ministry of Law, Justice, and Parliamentary Affairs (MoLJA), in collaboration with Office of Chief Minister and Council of Ministers (OCMCM) of four Provinces (Koshi, Madhesh, Karnali and Sudurpaschim) and in a close partnership with UNDP Nepal. The Project has completed the second year of the implementation. The Project is significantly achieving expected results and supported the legal aid providers and authorities to effectively manage and provide legal aid services to people, in particular women, and other marginalized groups in a sustainable and quality manner to increase Access to Justice. The project's approved annual work plan, 2024 includes establishing a help desk help desk at local level (one in each province Koshi, Madhesh, Karnali and Sudurpaschim) in collaboration with Provincial Government and Local level that shall provide legal support and promoting work of judicial committees and

support to the needy people in relation to legal aid at the local level. The volunteer expects to provide mentorship and strengthening collaboration with local government to develop and pilot sustainable methods through which sub-national institutions can strengthen capacities for an effective service from the help desk and provide free legal aid through different means and mechanisms. For this purpose, the Project seeks to recruit legal s to support the selected local level in operating JC helpdesk. The objective of the assignment is to strengthen the capacity of the Judicial Committee to deliver legal aid services through helpdesk for needy people. Additionally, the will support judicial committees to provide support in legal affairs and also provide legal support to the client in providing access to justice.

Significance of the assignment

The Local Government Operation Act, 2017 (LGOA) Section 47 (1) has listed 13 specific cases that which judicial committees have jurisdiction to settle disputes, and section 47 (2) has listed 11 specific cases which can be settled through mediation by judicial committees. To fulfill justice dispensable from the judicial committee, the resource center may establish minimum standards according to its rights and procedures. In 2023, the Project supported Judicial Committees to establish help desk to assist indigent and marginalized people in receiving justice. These help desks will play significant role to provide accessibility of judicial services to people particularly women and other marginalized groups by improving the quality of the work and providing support from the initial stage to the closing of cases in the judicial committee. The Consultant need to work with judicial committees and assist them to provide support in legal issues, it proceeding and providing client necessary support in operation help desk. In close coordination of Mayor/Deputy Mayor, Chief Administrative Officer and Complaint Officer of Concern Local level, the consultant will provide service through help desk of local level. The consultant will be regularly mentored by the Legal aid Outreach Officer and monitor the work conducted by the Consultant.

Duties and Responsibilities

Under the overall management of Project Management Specialist and direct supervision of the Legal Aid Outreach Officer of the province and in close consultation with the concern local level. The Consultant will directly report to Coordinator of the Judicial Committee of assigned local level and will engage with the following functions:

- Assist to the assigned official for the helpdesk of concern local level.
- Support in operating Judicial Committee, help desk and judicial committee's resource center of concern local level.
- Support to provide legal counselling to judicial committee and their client through the helpdesk of concern Rural/Municipality.
- Prepare legal deeds as well as application and responses related to cases.
- Assist to the local level in organizing legal awareness activities at ward level
- Support to Complaint Handling Officer in case management and documentation as well as record keeping .
- Provide technical knowledge in administer the case and communication.
- Support to record the case hearing procedure for further use.
- Assist in preparing and update the monthly, tri-monthly and annual report of JC
- Collaborate with the legal aid provider, local CSOs as well as BAR unit of concern district.

Expected results are:

- Smooth operation of helpdesk in judicial committee, support in case management and client handling as well as record of the case hearing procedure for further use.



- Preparation of legal deeds as well as application and responses related to cases.
- Support in conducting legal awareness activities and outreach of judicial committees.

Key deliverables are:

- Monthly and quarterly report including total case supported.
- Events report of legal awareness activities.
- Monthly and quarterly report of case settlement through mediation and adjudication.
- Monthly and quarterly report of visitors in judicial committees
- Final assignment accomplishment report.

Deliverables are subject to endorsement from Legal Aid Outreach Officer.

Competencies

Core values and Guiding principles:

Integrity

- Demonstrate consistency in upholding and promoting the values of the UN in actions and decisions, in line with the UN Code of Conduct.

Professionalism

- Demonstrate professional competence and knowledge of the relevant substantive areas of work;

Cultural sensitivity and valuing diversity:

- Demonstrate an appreciation of the multicultural nature of the organization and the diversity of its staff;
- Demonstrate an ational outlook, appreciating difference in values and learning from cultural diversity.

Core Competencies:

Ethics and Values:

- Demonstrate and promote ethics and integrity by creating organizational precedents.

Development and Innovation:

- Take charge of self-development and support innovation and take initiative.

Communication:

- Excellent communications skills; strong interpersonal skills
- Ability to prepare succinct, evidence-based analytical reports.

Teamwork:

- Excellent interpersonal skills and ability to establish and maintain effective partnerships and working relations, both within the UN system and externally.
- Ability to work in a multicultural and multi-ethnic environment with respect for diversity.

Organizational Awareness:

- Demonstrate corporate knowledge and sound judgment.

Knowledge Sharing / Continuous Learning

- Learning and sharing knowledge and encourage the learning of others.

Functional Competencies:

- Substantive knowledge of and experience in the justice sector in Nepal and human rights norms and principles.

In overall guidance National Project Manager/ Project Management Specialist and Direct Supervision of h Legal Aid Outreach Officer and in close coordination of Mayor/Deputy Mayor, Chief Administrative Officer and Complaint Officer of Concern Local level, the legal consultant will provide service through help desk of local level. The Consultant will be regularly mentored by the Legal aid Outreach Officer and monitor the work conducted by the Consultant.

Required, Skills and Experience

- Higher secondary (10+2) in law; preferably regularly studying BA LLB 4th/5th year
- Demonstrated interest and knowledge to work with Judicial Committee.
- Strong interest in working with Judicial Committee and legal awareness.
- Command of main office software programs, et, and social media.
- Data entry, documentation skills and facilitation skills
- Ability to produce reports.
- Ability or positive approach toward learning and collaborative engagement.
- Ability to work in hectic situation empathetically with the team.
- Proficiency in spoken and written Nepali as well as English is required.

Application

Individual person with aforementioned experience and skill can apply for the position.

Applications will be rated on both technical and financial proposal submissions. The best proposal that will be awarded the contract shall be selected through the following method:

Highest rated proposal using the combined scoring method, which assigns the weight distribution between the technical and financial proposals as set out in the RFP. The weight distribution shall be 70% technical and 30% financial.

All applications must contain the following information:

- Cover letter with a summary statement of competencies in relation to the ToR;
- A brief methodology on how you will approach and conduct the work (*limit to under 1500 words*);
- Implementation Plan (*limit to under 1000 words*)
- legal documents i.e. PAN/VAT registration (Tax clearance certificates if applicable) Earliest availability and proposed schedule for consultancy.
- Curriculum Vitae with names and current contacts of 3 referees.
- **Signed financial proposal for the full working duration's assignment.**

Applicants are requested to submit their proposed lump sum offer inclusive of daily rates and travel allowance.

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

Priority will be given to the candidate from women and marginalized communities.

Evaluation:

Individual consultants will be evaluated based on the following methodology:

- Preliminary Evaluation - Step I: Screening

- Technical Evaluation Weight - 70% x (Step II: Shortlisting (20 points), Step III: Desk Review (80 points) = 100 Points)
- Financial Evaluation Weight - 30% = Step IV.

Step I: Screening:

Applications will be screened and only applicants meeting the following minimum criteria (listed under education and experience) will progress to the pool for shortlisting.

Step II: Shortlisting by Desk Review:

UNDP will conduct a desk review to produce a shortlist of candidates and technically evaluate them.

As applicable, only the first top 3 ranked applicants achieving 70% of the points at this stage shall be considered for a desk review.

Step III: Desk Review:

A competency-based desk review shall be conducted for the candidates. The maximum score for the desk review is 80 points.

Only candidates obtaining a minimum of 70% on the total of Step II (20 points) + Step III (80 points) will be considered as technically qualified and will be reviewed further for financial evaluation.

Step IV: Financial Evaluation:

The following formula will be used to evaluate financial proposal:

Lowest priced proposal/price of the proposal being evaluated x 30%.

S.N.	Budget description	Qty	Unit	Rate	Amount in NPR	Remarks
01.	Remuneration	160	Days			

Award Criteria:

The contract shall be awarded to the best applicant whose offer has been evaluated and determined as: responsive/compliant/acceptable and having received the highest combined weight (Shortlisting & Desk Review) 70% + financial 30%= 100%.

A2J Project is committed to achieving workforce diversity in terms of gender, nationality, and culture. Individuals from studying in the University of Particular province, women, minority groups, indigenous groups and persons with disabilities are highly encouraged to apply. All applications will be treated with the strictest confidence.



GENERAL CONDITIONS OF CONTRACT FOR THE SERVICES OF INDIVIDUAL CONSULTANT**Article 1: Independent Relationship**

- 1.1 Nothing contained in the contract shall be construed as establishing or creating between A2J/UNDP and the Consultant the relationship of master and servant or principal and agent, it being understood that the Consultant is an independent person vis-à-vis A2J/UNDP.

Article 2: Consultant General Responsibilities

- 2.1 The Consultant shall carry out tracking and translation with due diligence and efficiency and in conformity with the highest standards of professional and ethical competence and integrity.
- 2.2 The Consultant shall be responsible for the professional and technical work carried out by his in the implementation.

Article 3: Workmen's compensation and other insurance

- 3.1 The Consultant shall make his own arrangements regarding insurance for medical expenses and for accident, death and permanent disability for the period of this contract. All costs involved will be borne by the consultant

Article 4: Source of Instruction

- 4.1 The **Consultant** shall neither seek nor accept instructions from any authority other than A2J/UNDP and UNDP's authorized agent in connection with the work.

Article 5: Prohibition on conflicting activities

- 5.1 The **Consultant** shall ensure that he will not directly/indirectly engage in any activity that would conflict with those of A2J/UNDP in respect of this project.

Article 6: Officials not to benefit

- 6.1 The **Consultant** warrants that no UNDP or A2J/UNDP official has been or will be admitted by him to any direct/indirect benefit arising from this contract.

Article 7: Assignment

- 7.1 The **Consultant** shall not assign, transfer, pledge or make other disposition or any other parts thereof or rights, claims or obligations under this contract, without prior written approval of A2J/UNDP.



Article 8: Records, Accounts, Information and Audit

- 8.1 The **Consultant** shall maintain accurate and systematic records and accounts in respect of the work to be performed under this contract.
- 8.2 The **Consultant** shall furnish, compile or make available at all times to A2J/UNDP and UNDP any records or information, oral or written, which A2J/UNDP may reasonably request for in respect of the work to be performed.

Article 9: Language

- 9.1 Unless otherwise specified in this contract, English language shall be used by the **Consultant** in all written communications to A2J/UNDP with respect to the services rendered and with respect to all documents procured or prepared pertaining to such services.

Article 10: Equipment of Property

- 10.1 Equipment or property furnished to the **Consultant** with funds supplied or reimbursed by A2J/UNDP or its agent shall be the property of A2J/UNDP and such equipment shall be returned to the duly authorized official of A2J/UNDP upon completion of the services, conclusion of this contract or upon termination thereof or when no longer required by the **Consultant**. Such equipment or property when returned to A2J/UNDP shall be in the same condition as when delivered to the **Consultant**, subject to normal wear and tear. The **Consultant** shall in any event, be liable to A2J/UNDP for the loss of or damage to such equipment or property through his fault or negligence.

Article 11: Confidential Nature of Documents

- 11.1 All maps, drawings, photographs, mosaics, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the **Consultant** under this contract be the property of A2J/UNDP, shall be treated by him/her as confidential and shall be delivered only to the duly authorized officials on completion of work under this contract. Under no circumstances shall the contents of such documents or data be made known to any unauthorized person without written approval of A2J/UNDP and UNDP. Subject to the provision of this article, the **Consultant** may retain a copy of the document (s) produced by him for his record.

Article 12: Amendments

- 12.1 The terms and conditions of this contract may amended only in writing signed by both parties to this contract or their duly authorized representatives.

Article 13: Obligation to inform A2J/UNDP of changes in conditions

- 13.1 The **Consultant** shall promptly and fully notify A2J/UNDP in writing of any conditions which interferes, or threatens to interfere, with successful carrying out of the services under this contract. Such notice shall not however relieve the **Consultant** of his obligations to continue to provide services under this contract. On receipt of such notice, A2J/UNDP shall take such action as in its sole discretion it considers to be appropriate or necessary under the circumstances.



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 <input type="checkbox"/> Female <input type="checkbox"/>
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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 might have responsibilities. Have you any disabilities 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. Office Telephone number Home/Mobile; Work; 14. Personal and/or professional e-mail address:
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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 <input type="checkbox"/> Yes <input type="checkbox"/> if "Yes", which country(ies)?	17. Have you taken any steps towards changing your present nationality? No <input type="checkbox"/> Yes <input type="checkbox"/> 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 <input type="checkbox"/> No <input type="checkbox"/> if answer is "yes", give the following information:				
Name	Relationship	Name of Organization		
19. Do you have any other (extended) family members in UNDP? No <input type="checkbox"/> Yes <input type="checkbox"/> if answer is "yes", give the following information:				
Name	Relationship			
20. Would you accept employment for less than six months? Yes <input type="checkbox"/> No <input type="checkbox"/>	21. Have you been interviewed for any UNDP positions in the last 12 months? If so, for which post(s)?			
22. Languages - mother tongue 1st	Ability to operate in the listed language(s) in a work environment			
	Read	Write	Speak	Understand
	<input type="checkbox"/> none <input type="checkbox"/> limited <input type="checkbox"/> working knowledge <input type="checkbox"/> proficient	<input type="checkbox"/> none <input type="checkbox"/> limited <input type="checkbox"/> working knowledge <input type="checkbox"/> proficient	<input type="checkbox"/> none <input type="checkbox"/> limited <input type="checkbox"/> working knowledge <input type="checkbox"/> proficient	<input type="checkbox"/> none <input type="checkbox"/> limited <input type="checkbox"/> working knowledge <input type="checkbox"/> proficient
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	<input type="checkbox"/> none	<input type="checkbox"/> none	<input type="checkbox"/> none	<input type="checkbox"/> none

	<input type="checkbox"/> limited <input type="checkbox"/> working knowledge <input type="checkbox"/> proficient	<input type="checkbox"/> limited <input type="checkbox"/> working knowledge <input type="checkbox"/> proficient	<input type="checkbox"/> limited <input type="checkbox"/> working knowledge <input type="checkbox"/> proficient	<input type="checkbox"/> limited <input type="checkbox"/> working knowledge <input type="checkbox"/> proficient
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23. For support General Service level posts only, indicate if you passed the following tests:

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

UN Accounting Assistant Exam : No ☐ Yes ☐ No ☐ Yes ☐ if “Yes”, date taken

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

A. List all institutions of learning attended since age 14 and diplomas/degrees or equivalent qualifications obtained (highest education first). Give the exact name of institution and title of degrees, diplomas, etc. (Please do not translate or equate to other degrees.)

Name, place and country	Attended From/To Mo/Year Mo. /Year		Certificates, diplomas or degrees and academic distinctions obtained	Main course of study

B. Post-qualification training courses / learning activities

Name, place and country	Type	Attended From/To Mo/Year Mo. /Year		Certificates or Diplomas obtained

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 ational affairs						
26. List any significant publications you have written (do not attach them) or any special recognition						
<p>27. EMPLOYMENT RECORD: Starting with your present post, list in reverse order every employment you have had. Use a separate block for each employment. Include also 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 and indicate denomination salary per annum for your last or present post.</p> <p>Have you already been issued a UN Index Number? No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, please indicate this number: Are you a current or former UNV? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please indicate roster number:</p>						
A. PRESENT POST (LAST POST, IF NOT PRESENTLY IN EMPLOYMENT)						
FROM	TO	SALARIES PER ANNUM	FUNCTIONAL TITLE: As specified in your Letter of Appointment/Contract:			
Month/Year	Month/Year	Starting (gross) Final (gross)	UN Grade of your post (if applicable): Last UN step in your post (if applicable):			
NAME OF EMPLOYER:			TYPE OF BUSINESS:			
			EMPLOYMENT TYPE: Full time: <input type="checkbox"/> Part Time: <input type="checkbox"/> (%)			
			<table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> Type of contract: <input type="checkbox"/> 100 Series <input type="checkbox"/> Permanent <input type="checkbox"/> FTA <input type="checkbox"/> SC </td> <td style="vertical-align: top;"> <input type="checkbox"/> 200 series <input type="checkbox"/> Indefinite <input type="checkbox"/> TA <input type="checkbox"/> UNV </td> <td style="vertical-align: top;"> <input type="checkbox"/> ALD/300 series <input type="checkbox"/> Continuing <input type="checkbox"/> SSA <input type="checkbox"/> Other </td> </tr> </table>	Type of contract: <input type="checkbox"/> 100 Series <input type="checkbox"/> Permanent <input type="checkbox"/> FTA <input type="checkbox"/> SC	<input type="checkbox"/> 200 series <input type="checkbox"/> Indefinite <input type="checkbox"/> TA <input type="checkbox"/> UNV	<input type="checkbox"/> ALD/300 series <input type="checkbox"/> Continuing <input type="checkbox"/> SSA <input type="checkbox"/> Other
			Type of contract: <input type="checkbox"/> 100 Series <input type="checkbox"/> Permanent <input type="checkbox"/> FTA <input type="checkbox"/> SC	<input type="checkbox"/> 200 series <input type="checkbox"/> Indefinite <input type="checkbox"/> TA <input type="checkbox"/> UNV	<input type="checkbox"/> ALD/300 series <input type="checkbox"/> Continuing <input type="checkbox"/> SSA <input type="checkbox"/> Other	
ADDRESS OF EMPLOYER			NAME OF SUPERVISOR: Email Add. and/or Telephone No. Of Supervisor:			

				Number of Professional Staff Supervised: Number of Support Staff Supervised:	Reason for leaving:															
DESCRIPTION OF YOUR DUTIES AND RELATED ACCOMPLISHMENTS																				
B. PREVIOUS POSTS (IN REVERSE ORDER - I.E. MOST RECENT POSTS FIRST)																				
FROM Month/Year	TO Month/Year	SALARIES PER ANNUM Final (gross)		FUNCTIONAL TITLE: As specified in your Letter of Appointment/Contract: UN Grade of your post (if applicable): Last UN step in your post (if applicable):																
NAME OF EMPLOYER				TYPE OF BUSINESS:																
				EMPLOYMENT TYPE: Full time: <input type="checkbox"/> Part Time: <input type="checkbox"/> (%)																
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<p>28. Have you any objections to our making inquiries of: (a) your present employer? No <input type="checkbox"/> Yes <input type="checkbox"/> ; (b) previous employers? No <input type="checkbox"/> Yes <input type="checkbox"/></p>													
<p>29. Are you now, or have you ever been, a permanent civil servant employee in your government? No <input type="checkbox"/> Yes <input type="checkbox"/> If answer is "yes", WHEN?</p>													
<p>30. References: list three persons not related to you who are familiar with your character and qualifications and who may be contacted for a reference</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">FULL NAME</th> <th style="width: 33%;">FULL ADDRESS, including E-MAIL ADDRESS and TELEPHONE NUMBER</th> <th style="width: 33%;">BUSINESS OR OCCUPATION</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>		FULL NAME	FULL ADDRESS, including E-MAIL ADDRESS and TELEPHONE NUMBER	BUSINESS OR OCCUPATION									
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<p>31. State any other relevant facts in support of your application. Include information regarding any residence outside the country of your nationality</p>													
<p>32. Have you ever been convicted, fined, or imprisoned for the violation of any law (excluding minor traffic violations)? No <input type="checkbox"/> Yes <input type="checkbox"/> If "Yes" give full particulars of each case in an attached statement</p>													
<p>33. Have you ever been imposed disciplinary measures, including dismissal or separation from service, on the grounds of misconduct? No <input type="checkbox"/> Yes <input type="checkbox"/> If "Yes" give full particulars of each case in an attached statement</p>													
<p>34. Have you ever been separated from service on the ground of unsatisfactory performance? No <input type="checkbox"/> Yes <input type="checkbox"/> If "Yes" give full particulars of each case in an attached statement</p>													
<p>35. 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 the UNDP Personal History Form may lead to the termination of the 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.</p>													
<p>DATE:</p>	<p>SIGNATURE: _____</p>												
<p>Note: 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.</p>													

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

Annex 4

Ref. No.: Ref: A2J/IC/2024/01 Legal /Consultant: to support in Help Desk in judicial committees

Date _____

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 Personal History Form (P11) 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: [*pls. check the box corresponding to the preferred option*]:
 - ☐ 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 [*pls. 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
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- ☐ 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
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- 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, pls. 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.

Full Name and Signature:

Date Signed:

Annexes *[pls. check all that applies]*:

- ☐ Duly signed P11 Form
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template



BREAKDOWN OF COSTS

SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A. Breakdown of Cost by Components: **(Please use only the applicable cost headings)**

Cost Components	Unit Cost / (Rate per day)	Quantity (total working days)	Total Rate for the Contract Duration
I. Personnel Costs			
Professional Fees		160 days	
13% VAT (15% TDS)			
Total cost with 13% VAT/TDS			
II. Field visits outside Kathmandu	Applicable travel cost will be borne by A2J/UNDP for field missions, outside duty station, if any.		

A. Breakdown of Cost by Deliverables*

Deliverables	Percentage of Total Price (Weight for payment)	Amount
Upon the submission of the inception report and completion of initial report (completion of 32 working days)	20%	
Upon the submission of the work completion report which includes following points (completion of 32 working days) <ul style="list-style-type: none"> - Monthly and quarterly report including total case supported. - Events report of legal awareness activities. - Monthly and quarterly report of case settlement through mediation and adjudication. - Monthly and quarterly report of visitors in judicial committees 	20%	
Upon the submission of the work completion report which includes following points (completion of 32 working days) <ul style="list-style-type: none"> - Monthly and quarterly report including total case supported. - Events report of legal awareness activities. - Monthly and quarterly report of case settlement through mediation and adjudication. - Monthly and quarterly report of visitors in judicial committees 	20%	
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Upon the submission of the final report/ Final assignment accomplishment report (completion of 160 working days)	20%	
	100%

**Basis for payment tranches*

