

UNODC Country Office in the Islamic Republic of Iran

TERMS OF REFERENCE (TOR)

Information, Education, Communication (IEC) Individual Contractor (IC)

Title:

Information, Education, Communication (IEC) Individual Contractor (IC) for the UNODC Regional Programme for Afghanistan and Neighboring Countries; Sub-Programme 3: “Prevention and Treatment of Addiction among Vulnerable Groups”,

Project Description:

The Regional Programme for Afghanistan and Neighbouring Countries (Regional Programme) is a core part of UNODC's programme response in West and Central Asia. The Regional Programme complements ongoing assistance at country and global levels, adding a dedicated facility to support regional cooperation initiatives, with special significance given to confidence building measures and cooperation between Afghanistan and its West and Central Asian neighbours – namely Iran, Kazakhstan, Kyrgyzstan, Pakistan, Tajikistan, Turkmenistan, and Uzbekistan.

The Regional Programme serves a key coordination function for UNODC assistance linking the work of the Country offices in Afghanistan, Pakistan, Iran and Central Asia, building linkages with neighbouring Regional Programmes through the Inter-Regional Drug Control Approach (IRDCA) and working with global projects such as the Global Programme on Money Laundering (GPML), the Afghan Opium Trade Project (AOTP) and the Container Control Programme (CCP). The Regional Programme is closely integrated with the Paris Pact Initiative (PPI) being the operational body supporting its work in the West and Central Asia region. The Regional Programme's approach to countering narcotics is addressed through four priority interventions: (i) Regional Law Enforcement Cooperation, (ii) Regional / International Cooperation in Criminal Matters, (iii) Prevention and Treatment of Addiction Among Vulnerable Groups, and (iv) Trends and Impacts Analysis to promote, support and enable evidence based policy making.

Sub-programme 3 of the Regional Programme seeks to facilitate regional cooperation and action on the prevention and treatment of addiction and to reduce the spread of HIV among high risk populations by building the capacities of countries to address these issues through

providing training in international standards and providing countries the opportunity to share experiences and best practices. Evidence-based methods (such as FAST training) are then rolled out in the Member States if requested. The Regional Programme also supports regional networking to strengthen drug and related HIV prevention, treatment and rehabilitation services.

Scope of Work

It is expected that the Information, Education, Communication (IEC) Individual Contractor (IC), assist the UNODC Regional programme team in preparing IEC materials, including a short documentary for the ongoing projects, in specific provision of harm reduction services for most vulnerable groups. Moreover it is expected that the IEC IC assist the UNODC Regional programme team in documentation of the success stories also data visualisation on Drug Demand Reduction (DDR) programme in the eight regional countries.

This task requires the IC to be present at the UNODC office, working under direct supervision of the UNODC regional coordinator of the sub-programme 3, at least 3 full working days a week, during the 6 months (72 days out of the total 96 days of the contract).

Expected Outputs and Deliverables

- Assist in production of one short documentary from service provision to Afghan refugees through two contracted Drop-in-Centers under the UNODC Regional Programme in Mashhad;
- Approved and published success stories on below important envisaged activities:
 - Implementation of the Family and School Together (FAST) Programme in Iran – May 2015
 - Training of Trainers on Strengthening Family Programme (SFP) in Iran – June 2015
 - Implementation of the SFP in the regional countries: Iran, Uzbekistan, Tajikistan, Afghanistan, Kazakhstan and Kyrgyzstan through collected data from field offices– July 2015
 - The 9th International Addiction conference – September 2015;
- Assist in initiation of the UNODC Regional website for Afghanistan and Neighbouring Countries;
- Visualised data on DDR services in the 8 regional countries: Iran, Uzbekistan, Tajikistan, Afghanistan, Kazakhstan, Turkmenistan, Pakistan and Kyrgyzstan preferably through ARC GIS software.
- Designing 1 stand for the SFP implementation in schools in RP countries;
- Designing 1 pager for the conducted activities under European Union fund in 2015;
- Assist in designing an advocacy campaign for the world drug day and the world AIDS day;

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
short documentary from service provision to Afghan refugees through two contracted Drop-in-Centers	25 working days	31 st May 2015	Approval of the RP SP3 coordinator
success story on FAST	3 working days	31 st May 2015	Approval of the RP SP3 coordinator
success story on SFP ToT	3 working days	15 June 2015	Approval of the RP SP3 coordinator
Designing SFP stand	1 working day	15 June 2015	Approval of the RP SP3 coordinator
Assist in designing an advocacy campaign for the world drug day	10 working days	26 June 2015	Approval of the RP SP3 coordinator
success story on SFP implementation	3 working days per country – Total of 18 working days	30 July 2015	Approval of the RP SP3 coordinator
Visualised data on DDR services in the 8 regional countries	32 working days	31 August 2015	Approval of the RP SP3 coordinator
success story The 9 th International Addiction conference	3 working days	30 September 2015	Approval of the RP SP3 coordinator
1 pager for the conducted activities under EU fund	1 working day	30 September 2015	Approval of the RP SP3 coordinator
Assist in designing an advocacy campaign for the world AIDS day	15 working days	31 October 2015	Approval of the RP SP3 coordinator

Institutional Arrangement

Reporting, supervision:

The IEC IC will report to the UNODC Iran Regional Associate for Sub-Programme 2 and all the submitted materials, outputs and deliverable should be cleared/ approved by the Regional Coordinator of the UNODC Regional Programme for Afghanistan and Neighbouring Countries.

The IC is expected to also liaise with the UNODC Iran country office IT associate and information officer. Moreover the IC should interact with the managers of the two contracted Drop-in-Centers under the UNODC Regional Programme in Mashhad in order to facilitate the production of the documentary on service provision to refugees.

As mentioned under the scope of the work, this task requires the IC to be present at the UNODC office, working under direct supervision of the UNODC regional coordinator of the

sub-programme 3, at least 3 full working days a week, during the 6 months (72 days out of the total 96 days of the contract).

Travel:

In case of any travel to Mashhad for production of the documentary on service provision to refugees, DSA and ticket cost will be separately provided by the UNODC Regional Programme.

Duration of the Work:

Duration of the contract is 6 months with expected date to start as 1st May 2015 and completion as 31st October 2015.

Total working days for this task is 96 days.

Duty Station:

Tehran, Iran;

Qualifications of the Successful Individual Contractor:

- Minimum bachelor degree preferably in social science;
- Proficiency in English is required;
- Minimum 2 years of relevant experience working in multicultural settings with demonstrated experience and ability to design IEC materials;
- Proficiency in working with Microsoft office (in specific publisher) and Photoshop is required;
- Ability to work with the ARC GIS software is an advantage;
- Knowledge in the field of Drug Demand Reduction is an advantage;

Intellectual property rights

Copyright for the material produced by the IC will remain with UNODC Iran.

Scope of Price Proposal and Schedule of Payments

Payment under this contract will be lump sum and closely linked to deliverables.

Presentation of Offer

The following documents are requested:

- a) **Personal P11**, indicating all past experience from of similar experiences, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references (Annex I);
- b) **Brief description** of why you consider yourself as the most suitable for the assignment,
- c) **Financial Proposal** that indicates the proposed contract price, supported by a breakdown of costs, as per template provided (Annex II).

Interested candidates are invited to send the above mentioned documents to ninette.haghverdian@unodc.org making sure to mention their “Name” and “Vacancy for “IEC IC” in the subject line of their email. For any inquiry please contact Ms. Mitra Ahmadinejad at mitra.ahmadinejad@unodc.org .

Deadline: Wednesday, April 15, 2015

Only shortlisted candidates will be contacted for the interview



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 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

<p>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)?</p>	<p>17. Have you taken any steps towards changing your present nationality? No <input type="checkbox"/> Yes <input type="checkbox"/> If "Yes", explain fully:</p>
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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
	<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
	<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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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		Degrees / Diplomas obtained	Main course of study	In person or online/remote?
	Mo/Year	Mo. /Year			

B. Post-qualification training courses / learning activities

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

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: <input type="checkbox"/> Part Time: <input type="checkbox"/> (%)
				Type of contract: <input type="checkbox"/> 100 Series <input type="checkbox"/> 200 series <input type="checkbox"/> ALD/300 series <input type="checkbox"/> Permanent <input type="checkbox"/> Indefinite <input type="checkbox"/> Continuing <input type="checkbox"/> FTA <input type="checkbox"/> TA <input type="checkbox"/> SSA / IC <input type="checkbox"/> SC <input type="checkbox"/> UNV <input type="checkbox"/> 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:
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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: <input type="checkbox"/> Part Time: <input type="checkbox"/> (%)		
	Type of contract: <input type="checkbox"/> 100 Series <input type="checkbox"/> 200 series <input type="checkbox"/> ALD/300 series <input type="checkbox"/> Permanent <input type="checkbox"/> Indefinite <input type="checkbox"/> Continuing <input type="checkbox"/> FTA <input type="checkbox"/> TA <input type="checkbox"/> SSA / IC <input type="checkbox"/> SC <input type="checkbox"/> UNV <input type="checkbox"/> 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:

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Month/Year	Month/Year		Final (gross)	

NAME OF EMPLOYER	TYPE OF BUSINESS:		
	EMPLOYMENT TYPE: Full time: <input type="checkbox"/> Part Time: <input type="checkbox"/> (%)		

				Type of contract:		
				<input type="checkbox"/> 100 Series	<input type="checkbox"/> 200 series	<input type="checkbox"/> ALD/300 series
				<input type="checkbox"/> Permanent	<input type="checkbox"/> Indefinite	<input type="checkbox"/> Continuing
				<input type="checkbox"/> FTA	<input type="checkbox"/> TA	<input type="checkbox"/> SSA / IC
				<input type="checkbox"/> SC	<input type="checkbox"/> UNV	<input type="checkbox"/> Other
ADDRESS OF EMPLOYER				NAME OF SUPERVISOR:		
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				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		
Month/Year	Month/Year		Final (gross)	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: <input type="checkbox"/>		
				Part Time: <input type="checkbox"/> (%)		
				Type of contract:		
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				EMPLOYMENT TYPE: Full time: <input type="checkbox"/> Part Time: <input type="checkbox"/> (%)	
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Description of your duties and related accomplishments:					
Reason for leaving:					
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		Type of contract:			
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Description of your duties and related accomplishments:					
Reason for leaving:					
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Month/Year		Month/Year		Final (gross)	
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				Type of contract: <input type="checkbox"/> 100 Series <input type="checkbox"/> 200 series <input type="checkbox"/> ALD/300 series <input type="checkbox"/> Permanent <input type="checkbox"/> Indefinite <input type="checkbox"/> Continuing <input type="checkbox"/> FTA <input type="checkbox"/> TA <input type="checkbox"/> SSA / IC <input type="checkbox"/> SC <input type="checkbox"/> UNV <input type="checkbox"/> Other
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				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:				

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Month/Year	Month/Year	Starting (gross)	Final (gross)	
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				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: <input type="checkbox"/> Part Time: <input type="checkbox"/> (%)
				Type of contract: <input type="checkbox"/> 100 Series <input type="checkbox"/> 200 series <input type="checkbox"/> ALD/300 series <input type="checkbox"/> Permanent <input type="checkbox"/> Indefinite <input type="checkbox"/> Continuing <input type="checkbox"/> FTA <input type="checkbox"/> TA <input type="checkbox"/> SSA / IC <input type="checkbox"/> SC <input type="checkbox"/> UNV <input type="checkbox"/> 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 *current* 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:** _____

Note:
 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.

Annex II:

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

Date _____

Mr. Shahin Shadian
United Nations Development Programme
8 Shahrzad Blvd, Darrous, 1948773911
Tehran- Islamic Republic of Iran

Dear Sir/Madam:

I hereby declare that:

- a) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of National Consultant under the IRNV04 – Drug Demand Reduction and HIV Control;
- 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 or Personal History Form (P11) which I have duly signed and attached hereto as Annex 1;
- d) I hereby propose to complete the services based on the following payment rate:
 - An all-inclusive daily fee of
 - A total lump sum of IRR ???? (????? Rial), payable in the manner described in the Terms of Reference
- e) 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;
- f) This offer shall remain valid for a total period of 360 days after the submission deadline;
- g) 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
- h) If I am selected for this assignment, I shall:
 - Sign an Individual Contract with UNDP;
 - Request my employer 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:

i) I hereby confirm that:

- 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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- j) 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.
- k) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations or entitlements whatsoever to be re-instated or re-employed as a staff member.

Full Name and Signature:

Date Signed:

Annexes:

- CV or Duly signed P11 Form
 Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
 Brief Description of Approach to Work (if required by the TOR)