



PROCUREMENT NOTICE
NATIONAL INDIVIDUAL CONSULTANT

Date: 08/09/2021

Country: Rwanda

Description of the assignment: **Recruitment of National individual consultant to conduct Final PBF/RDRC Project Evaluation.**

Post Title and Level: National Individual Consultant

Period of assignment: 50 working days spread in 4 calendar months

UNDP Rwanda is looking to recruit National individual consultant to conduct Final PBF/RDRC Project Evaluation. The main objective the evaluation aims at assessing the progress made towards the achievements of overall and specific objectives of the project, to document achievements, gaps and lessons learnt and to provide recommendations and best practices to guide future programming by RDRC, UN Women and UNDP and other stakeholders.

All interested and qualified international individual consultants may download the Individual Consultant Notice, Terms of Reference, and P11, Confirmation Letter and General Terms and conditions documents from UNDP Rwanda website at:

<http://www.rw.undp.org/content/rwanda/en/home/operations/procurement/notices/>

Delivery address: UNDP Rwanda, P.O. Box 445, 12 Avenue de l'Armée, Kigali, Rwanda, and Attn: Head of Procurement Unit, Or by email address at offers.rw@undp.org not later than **23 September 2021**, Time: 12h00 PM Kigali Rwanda local time.

N.B: UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and person with disabilities are equality encouraged to apply.

Yours sincerely,

Varsha Redkar- Palepu

UNDP Deputy Resident Representative



Terms of Reference:

National individual consultant to conduct Final PBF/RDRC Project Evaluation

Application type:	External Vacancy
Job Title:	National Individual Consultant to conduct Final PBF/RDRC Project Evaluation
Category:	National Consultant
Duty Station:	Kigali
Application Deadline:	
Type of Contract:	National Individual Consultant
Expected Starting Date:	
Duration:	50 working days spread in 4 calendar months

A. BACKGROUND

Context Description

Since its inception in 1997, the RDRP (Rwanda Demobilization and Reintegration Program) has helped to demobilize and reintegrate approximately 70,477 members of the Rwandan defence forces and 11,661 individuals from irregular armed groups. Furthermore, specialized assistance has been provided to more than 985 child soldiers and approximately 8,500 disabled and chronically ill ex-combatants in compliance with international standards. The current project builds on the experience and lessons learned from Stages I, II and III of the RDRP, which included the need to address specific needs of male and female ex-combatants and their dependents, including paying particular attention to the disabled, the chronically ill, those confronting psycho-social trauma and having to leave behind violence learned while with the armed forces and groups. These lessons also show the importance of addressing sexual and gender-based violence among the project target group of beneficiaries.

On the 30th November 2018, the RDRC held a meeting with the UN Resident Coordinator (UNRC) in Rwanda and UNHCR Representative Rwanda to discuss the urgent need to support the reintegration of Phase 65 and their dependents. Based on the recommendations of this meeting, on 4th April 2019 the RDRC submitted to the attention of the Office of the Special Envoy for the Great Lakes Region (O-SESG-GL), the request for financial support to a long-term social and economic reintegration project for Phase 65 ex-combatants and their dependents, including women and children, that includes vocational skills training and tool kits, agriculture and entrepreneurship. The project also aims at mainstreaming gender equality throughout repatriation and reintegration processes and strengthens the gender inclusion principle by allocating 30% of the budget to gender related activities aimed and uplifting women and girls as ex-combatants or dependents.

A joint UNDP and O-SESG-GL mission visited Rwanda in July 2019 to provide technical advice for the timely and tailored support and held consultations with the RDRC, UN Country Team Rwanda (RC Office, UNICEF, UNHCR, UN WOMEN, UNFPA), Rwanda Institute of Cooperatives,

Entrepreneurship and Microfinance (RICEM), Kigali Polytechnic, beneficiaries of Phase 65 (ex-combatants and their dependents), former beneficiaries of RDRP and Japan International Cooperation Agency (JICA) Rwanda. The joint mission has also highlighted that MONUSCO and RCDC have been and are currently collaborating to raise awareness of DDR/RR process among FDLR combatants and dependents still in Eastern DRC and will continue this collaboration collaborate as well as explore new avenues to ensure overcoming of mistrust and misinformation.

In line with the Cooperation Framework between the UN and GoR, the project makes a direct contribution to the achievement of SDG 16, target 16.1: “Significantly reduce all forms of violence and related deaths everywhere” and also contributes to SDGs 1, 2, 3, 5, 8, 10, 17. This project contributes to UNDP (UN Development Assistance Plan for Rwanda) outcomes such as:

- Outcome 1: “By 2023 people in Rwanda benefit from more inclusive, competitive and sustainable economic growth that generates decent work and promotes quality livelihoods for all.
- Outcome 4: “By 2023, people in Rwanda, particularly the most vulnerable, have increased resilience to both natural and man-made shocks for a life free from all forms of violence and discrimination and;
- Outcome 5: “By 2023, people in Rwanda benefit from enhanced gender equality, justice, human rights, peace and security”.

The project also contributes to the implementation of UNDP's 2018-2021 Strategic Plan and its Integrated Results and Resources Framework (IRRF) Outcome 3, Signature Solution 2 Governance, Output 3.2.1 “National capacities strengthened for reintegration, reconciliation, peaceful management of conflict in response to national policies and priorities/Number of countries with plans and strategies under implementation for the reintegration of displaced persons and/or former combatants”. The project also contributes to the implementation of UN Women’s Strategic plan 2018-2021, Outcome 5: “Women and girls contribute to and have greater influence in building sustainable peace and resilience and benefit equally from the prevention of natural disasters and conflicts and from humanitarian action”. Finally, the project advances the implementation of the National Action Plan (NAP) of UN Security Council Resolution 1325 (2000) on Women Peace and Security.

Background of the project

The Project “Support the reintegration of Ex FDLRs Ex combatants and their dependents repatriated from Democratic Republic of Congo in November 2018” Project is a Joint Programme between the Government of Rwanda represented by the Rwanda Demobilization Reintegration Commission (RDRC) and the One UN in Rwanda (UN Women and the United Nations Development Programme (UNDP). It also consists as direct contribution of the GoR to the implementation of the PSC-F, of which the UN is a Guarantor. The programme is led by UNDP as managing agent and it is funded by the Peace Building Fund(PBF). The Project focuses on supporting Phase 65 ex-combatants comprised of 1,635 persons repatriated from 19 to 27 November 2018 including 554 Ex combatants, 249 women and 832 children and they are reintegrated across the country in all districts. This project was developed to respond to the immediate need of ex-combatants and their dependents to get access to social and economic services through central and local government institutions; improving the capacity of phase 65 ex-combatants and their dependents to advance their own social and economic reintegration with support from families and communities; raising awareness among Rwandan ex-combatants remaining in armed groups outside Rwanda about the reintegration opportunities to which repatriated ex-combatants and their dependents have access in Rwanda; and on mainstreaming gender equality throughout repatriation and reintegration services and related support provided to ex combatants and their dependents including women and children.

The project was officially launched on 28th January 2020 by the One UN and Government of Rwanda officials for a total budget of \$1,4999,000 and a period of 18 months. The project implementation was

delayed by COVID 19 pandemic negative effects , the donor approved special arrangements to complete remaining activities and allowed additional timing of 3 months ending in September 2021.

Furthermore, this project contributes to the regional and cross-border objectives of the UN Great Lakes Regional Strategic Framework, which provides a regional platform for UN integrated, multi-agency development approach to sustaining peace in the region. In fact, this project provides an important grounding and conducive environment for the success of the EU-funded regional program 'UN in support to Peace and Security in the Great Lakes Region.

Key partners and stakeholders

The UN RC Office has a coordinating and oversight role, while the implementation is overseen by UNDP and UN Women, within the framework of the Rwanda UN Country Team. Both UNDP and UN Women are recipient agencies. UNDP is the lead agency, thus responsible for compliance with reporting and M&E requirements for the project. The implementing partner for this project is the RDRC, the government institution that is mandated with demobilization and reintegration and has been confirmed to have adequate expertise and capacity for direct implementation of the project activities through the joint 0-SESG-GL and UNDP mission and the RUMA Financial Management Micro Assessment of RDRC.

Project strategic direction and oversight are assured and approved by the joint Steering Committee meetings (SCM; twice a year) composed of members from different institutions (RDRC, MINALOC, MINISANTE, Ministry of Gender and Family Promotion, National Unity and Reconciliation Commission, Rwanda Polytechnic, RICEM, CSOs, UNDP, UN Women and RC Office). The SCM will be chaired by the RDRC chairperson and co-chaired by UNDP Resident Representative and UN Women Representative. RDRC will serve as the secretariat of the Steering Committee.

The technical working group consists of the project/program managers of RDRC, UNDP and UNWOMEN. The RDRC is under the MINALOC and works in close collaboration with decentralized entities to mainstream support interventions to ex-combatants; the Ministry of Health on medical and disability screening, psychosocial and HIV/AIDS issues; the Ministry of Gender and Family Promotion on gender and child protection issues; and the National Unity and Reconciliation Commission on guidance in fostering reconciliation.

B. PURPOSE AND OBJECTIVES OF THE EVALUATION

PURPOSE

The final project evaluation forms an integral part of the project document agreed upon between PBF and the ONE UN Rwanda. As is the practice for One UN managed programme cycles, it is recommended that at the end of implementation, a final evaluation should be carried out to assess the programme or project relevance, efficiency, effectiveness and/or sustainability.

This project evaluation presents an opportunity to assess the achievements in an inclusive way of the RDRC project which supports the reintegration of Ex-FDLR combatants and dependents repatriated to Rwanda from Democratic Republic of Congo. The evaluation will determine the project's overall added value to peacebuilding in Rwanda as well as social and economic reintegration for these ex-FDLR members, referred to as 'Phase 65' of the Rwanda Demobilization and Repatriation Programme. In assessing the degree to which the project met its intended peacebuilding objective(s) and results, the evaluation will provide key lessons about successful peacebuilding approaches and operational practices, as well as highlight areas where the project performed less effectively than anticipated. In that sense, this project evaluation is equally about accountability as well as learning.

The evaluation will be used by the One UN (UN Women and UNDP) as knowledge base on good practices. As part of the evaluation, a theory of change will be developed that will help structure the

debate on the possible pathways for contributing to long-term changes and sustainability of peacebuilding results and women's empowerment gains achieved in Rwanda.

Objectives of the evaluation:

The evaluation aims at assessing the progress made towards the achievements of overall and specific objectives of the project, to document achievements, gaps and lessons learnt and to provide recommendations and best practices to guide future programming by RDRC, UN Women and UNDP and other stakeholders

The specific evaluation objectives are as following:

- Assess the relevance and appropriateness of the project in terms of: 1) addressing key drivers of conflict and the most relevant peacebuilding issues in the conflict analysis ; 2) alignment with Great Lakes Regional Strategic Framework priorities, the National Peacebuilding Policy and national priorities of Rwanda and RDRC in particular 3) whether the project capitalized on the UN's added value in Rwanda; and 4) the degree to which the project addressed cross-cutting issues such as conflict and gender-sensitivity in Rwanda.
- Assess to what extent the PBF project has made a concrete contribution to reducing conflict factors in Rwanda especially among the demobilized ex-combatants and dependents and the contribution the project has made to prevent resumption of arms and encourage defections among groups that are still active. With respect to PBF's contribution, the evaluation may evaluate whether the project helped advance achievement of the SDGs, and in particular SDG 16.
- Evaluate the project's efficiency, including its implementation strategy, institutional arrangements as well as its management and operational systems and value for money.
- Assess whether the support provided by the PBF has promoted the Women, Peace and Security agenda (WPS), allowed a specific focus on women's participation in peacebuilding processes, and whether it was accountable to gender equality.
- Assess whether the project has been implemented through a conflict-sensitive approach.
- Assess the gender-responsiveness of project implementation and its pursuit of gender equality and women's empowerment.
- Document good practices, innovations and lessons emerging from the project.
- Provide actionable recommendations for future programming.
- Assess the inclusiveness of vulnerable groups (women, youth disability) and the implementation of the principle Leaving No One Behind.
- Evaluate the impact of Covid-19 on the project implementation and results.

C. SCOPE OF THE PROJECT EVALUATION

This evaluation will examine the project's implementation process and peacebuilding results, drawing upon the project's results framework as well as other monitoring data collected on the project outputs and outcomes as well as context. Evaluation questions are based on the OECD DAC evaluation criteria as well as PBF specific evaluation criteria, which have been adapted to the context.

The evaluation should highlight how peacebuilding efforts in Rwanda have contributed to the general socioeconomic progress that Rwanda enjoyed for the last two decades and sort out challenges that need to be addressed for maintaining the momentum.

Evaluation Questions

RELEVANCE:

- Was the project relevant in addressing conflict drivers and factors for peace identified in a conflict analysis?
- Was the project appropriate and strategic to the main peacebuilding goals and challenges in the country at the time of the PBF project's design? Did relevance continue throughout implementation?
- Was the project relevant to the UN's peacebuilding mandate and the SDGs, in particular SDG 16?
- Was the project relevant to the needs and priorities of the target groups/beneficiaries? Were they consulted during design and implementation of the project?
- How relevant & responsive has the PBF project been to supporting peacebuilding priorities in Rwanda?
- How the inclusion of women/ teen girls and other vulnerable groups has been catered for during the implementation of the project?
- Did the project's theory of change clearly articulate assumptions about why the project approach is expected to produce the desired change? Was the theory of change grounded in evidence?
- To what extent did the PBF project respond to peacebuilding gaps?
- To what extent did the PBF project contribute to mainstreaming gender in the DDR/RR processes?
- How crucial and sensitive issues such as GBV (Gender Based Violence) and cases in courts for beneficiaries have been handled.

EFFICIENCY:

- How efficient was the overall staffing, planning and coordination within the project (including between the two implementing agencies and with stakeholders)? Have project funds and activities been delivered in a timely manner?
- How efficient and successful was the project's implementation approach, including procurement, number of implementing partners and other activities?
- How efficiently did the project use the project board?
- How well did the project collect and use data to monitor results? How effectively was updated data used to manage the project?
- How well did the project team communicate with implementing partners, stakeholders and project beneficiaries on its progress?
- Overall, did the PBF project provide value for money? Have resources been used efficiently?
- To what extent did the PBF project ensure synergies within different programs of UN agencies and other implementing organizations and donor with the same portfolio?

EFFECTIVENESS:

- To what extent did the PBF project achieve its intended objectives and contribute to the project's strategic vision?
- To what extent did the PBF project substantively support gender-responsive peacebuilding?
- How appropriate and clear was the PBF project's targeting strategy in terms of geographic and beneficiary targeting?
- Was the project monitoring system adequately capturing data on peacebuilding results at an appropriate outcome level?

SUSTAINABILITY & OWNERSHIP

- To what extent did the PBF project contribute to the broader strategic outcomes identified in nationally owned strategic plans, legislative agendas, and policies?

- Did the intervention design include an appropriate sustainability and exit strategy (including promoting national/local ownership, use of national capacity etc.) to support positive changes in peacebuilding after the end of the project?
- To what extent was capacities in gender mainstreaming developed to ensure sustainability of efforts and benefits?
- How strong is the commitment of the Government and other stakeholders to sustaining the results of PBF support and continuing initiatives, especially women's participation in decision making processes, supported under PBF Project?
- How has the project enhanced and contributed to the development of national capacity in order to ensure suitability of efforts and benefits?

COHERENCE:

- To what extent did the PBF project complement work among different entities, especially with other UN actors?
- If the project was part of a broader package of PBF, to what degree were the project's design, implementation, monitoring and reporting aligned with that of other projects'?
- How were stakeholders involved in the project's design and implementation?

CONFLICT-SENSITIVITY:

- Did the PBF project have an explicit approach to conflict-sensitivity?
- Were RUNOs and NUNOs' internal capacities adequate for ensuring an ongoing conflict-sensitive approach?
- Was the project responsible for any unintended negative impacts?
- Was an ongoing process of context monitoring and a monitoring system that allows for monitoring of unintended impacts established?

CATALYTIC:

- Was the project financially and/or programmatically catalytic?
- Has PBF funding been used to scale-up other peacebuilding work and/or has it helped to create broader platforms for peacebuilding?

TIME-SENSITIVITY:

- Was the project well-timed to address a conflict factor or capitalize on a specific window of opportunity?
- Was PBF funding used to leverage political windows of opportunity for engagement?

RISK-TOLERANCE AND INNOVATION:

- If the project was characterized as "high risk", were risks adequately monitoring and mitigated?
- How novel or innovative was the project approach? Can lessons be drawn to inform similar approaches elsewhere?

D. METHODOLOGY AND APPROACH

The evaluation will be summative and will employ a participatory approach whereby discussions with and surveys of key stakeholders provide/ verify the substance of the findings. Proposals submitted by prospective consultants should outline a strong mixed method approach to data collection and analysis, clearly noting how various forms of evidence will be employed vis-à-vis each other to triangulate gathered information.

Proposals should be clear on the specific role each of the various methodological approaches plays in helping to address each of the evaluation questions.

The methodologies for data collection may include but not necessarily be limited to:

- Desk review of key documents.
- Key informant interviews and focus group discussions, as appropriate, with major stakeholders including country PBF team, officials from key ministries and the government, representatives of civil society organizations, community, and religious leaders. Evaluators should ensure equal participation among men and women and across age groups.
- Systematic review of monitoring data and internal assessments and evaluations.
- Ensure collection of disaggregated data.
- Systematic review of PBF Eligibility Requests and Annual Reports.
- On-site field visits.
- Online surveys.
- Include SOPs guidelines to be able to conduct surveys within the COVID 19 Pandemic context.

E. DELIVERABLES

1. Inception Report: The expert will prepare an Inception Report to further refine the evaluation questions and detail the methodological approach, including data collection instruments, in consultation with the PBF technical team. The Inception report must be approved by both the evaluation manager and the PBF prior to commencement of data collection in the field.

The inception report should include the following key elements:

- Overall approach and methodology
 - Key lines of inquiry & interview protocol
 - Data collection tools and mechanisms
 - Proposed list of interviewees
 - A work plan and timelines to be agreed with relevant PBF focal points
2. Presentation/validation of preliminary findings to relevant in-country stakeholders and PBF.
 3. Final evaluation report: The expert will prepare the final evaluation report based on PBF's evaluation report template. The first draft of the final report will be shared with an Evaluation Reference Group, composed of representatives of all direct fund recipients and the PBF (at a minimum), for their comments. The final accepted version of the report will reflect ERG's comments. The Final Report must be approved by both the evaluation manager and the PBF.

4. TIMEFRAME:

Deliverables	Number of days
Inception Report	5
Field data collection	20
Validation exercise	10
Final Report	15

5. Competencies

- Experience with evaluation of reintegration, community-based reintegration programmes
- Ability to work in cross cultural setting – particularly when dealing with conflict sensitive issues.

- Ability to assess behavioural changes of target institutions within a post conflict dynamic environment.
- Ability to effectively convey complex messages cross culturally to a wide range of audiences.
- Ability to prioritize and complete tasks in a very limited time span under pressure.
- Sound experience in the region in general and in Rwanda in particular.
- Demonstrated leadership and ability to formulate actionable recommendations.

6.Required Skills and Experience

Education:

Minimum master's degree in a relevant area including political science, international development, international relations, conflict studies, economics, sociology or law. A special training or certification in Monitoring, Evaluation and Results Based Management is considered an asset.

Skills and Expertise:

- Minimum 10 years in designing and leading evaluations and at least 5 years of experience in post-conflict countries, in particular focusing on peace building, recovery and reconciliation dynamics;
- Experience in evaluation of programs with a budget of over USD 1 million;
- Demonstrated a minimum of 5 years of Experience with gender-focused evaluation processes);
- Demonstrated understanding of conflict analysis, conflict drivers and sector interventions that address the major causes of conflict; such as security and rule of law, national and political dialogue, good governance, human rights, gender analysis, gender issues, youth employment, national capacity building;
- Experience in working with government officials, UN system and international donor community.
- Strong analytical and writing skills, both for qualitative and quantitative research.
- Experience in participatory approach is a must as well as facilitation skills and ability to manage diversity of views.
- Experience carrying out evaluations using the OECD-DAC criteria.

7.Preparation of Proposals:

Language: Proposals prepared by the Offeror and all correspondence and documents relating to the proposal exchanged by the offeror and the procuring PBF entity shall be in English.

Documents comprising as proposals:

Proposal shall comprise of the following documents:

- Proposal submission – online application at the following address.....
 - Technical Proposal – suggested outline for technical proposal:
- a. The offeror's interpretation of the assignment;
 - b. Clarifications and or suggestions on scope of assignment;
 - c. Approach and Methodology for undertaking the assignment along with timelines;
 - d. Outline of recent experience on assignments of a similar nature. For each assignment the outline should indicate, the profiles of the staff used, duration of the assignment, the contract amount, the bidder's involvement and the contact person in the organization.

- Any additional information that demonstrates individual capacity to undertake the proposed assignment.
- Financial Proposal: All prices to be quoted in United States Dollars. Proposed budgets should provide sufficient detail to assess their appropriateness and to indicate possible implications of the methodological approaches.

8. Payment Schedule:

The project will be completed in 90 working days (3 months). Payment will be made against submission and approval of the following deliverables by the Consultant. Please note that payment shall be made to individual consultant upon confirmation of completion of and contribution to all consultancy deliverables (as identified below) .

Percentage of payment	Description	Expected timeline
20%	After the submission and approval of the inception report	5 days
50%	After the Submission and approval of the Draft Report	30 days
30%	After the submission and approval of the Final report	15 days

9. Evaluation and Selection Method

Selection Criteria		
	Weight	Max.Point
<ul style="list-style-type: none"> - Master's degree in a relevant area including political science, international development, international relations, conflict studies, economics, sociology or law. - Proven track record in undertaking evaluations and at least 5 years of experience in post-conflict countries, in particular focusing on peace building, reintegration programmes, recovery and reconciliation dynamics. 	25%	25
<ul style="list-style-type: none"> - Solid experience in the areas of gender-focused evaluation processes and a highly understanding of conflict analysis, conflict drivers and sector interventions that address the major causes of conflict; such as security and rule of law, national and political dialogue, good governance, human rights, gender analysis, gender issues, youth employment, national capacity building. 	25%	25
<ul style="list-style-type: none"> - Methodology 	30%	30
<ul style="list-style-type: none"> - Other competences such as: <ul style="list-style-type: none"> ▪ Experience in work with government officials, UN system and international donor community. ▪ Strong analytical and writing skills, both for qualitative and quantitative research. ▪ Experience in participatory approach is a must as well as facilitation skills and ability to manage diversity of views. ▪ Experience carrying out evaluations using the OECD-DAC criteria. 	20%	20

Total	100%	100

10. Application process

Qualified and interested candidates are hereby requested to apply. The application should contain the following:

- Personal CV indicating education/professional qualifications and background, all experience as well as contact of 3 professional references.
- Brief description of why the individual considers him/herself as the most suitable for the assignment and the methodology on how they will approach and complete the assignment as stipulated above on point V. (methodology)
- Financial proposal that indicates all-inclusive fixed total contract price supported by a breakdown of costs.

**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 or 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]*:
- 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 *[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

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, 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]:*

- 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)

**BREAKDOWN OF COSTS
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

A. Breakdown of Cost by Components:

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

B. Breakdown of Cost by Deliverables*

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

**Basis for payment tranches*