



## Women's Economic Empowerment Consultant UN Women Country Office for Pakistan

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**Assignment Title:** Women's Economic Empowerment Consultant

**Unit:** Women's Economic Empowerment

**Contract Supervision:** Country Representative

**Duty station:** Islamabad, UN Women Country Office for Pakistan

**Duration:** 15 November to 31 December 2020

**Application Deadline:** 5 Nov 2020

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### UN Women

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, women's economic empowerment, ending violence against women and girls, women's leadership and participation, including in disaster risk reduction and management and gender integration in planning and budgeting. UN Women works towards ensuring an effective UN response by strengthening the effectiveness, coordination, and quality of outputs on gender equality amongst the various stakeholders.

### UN Women Pakistan Country Office (PCO)

UN Women launched its programme in Pakistan in 2007 following a request by the Government and the UN and is now strategically positioned in this regard at both the national and provincial level, post devolution. In moving towards realization of gender equality and women's empowerment, UN Women provides support to innovative initiatives that promote women's human rights, with a special focus on their economic security, governance/political participation, freedom from violence, as well as preparedness and responding to humanitarian crises.

UN Women Pakistan has strengthened the capacity of provincial/ local government departments, policymakers and key stakeholders to develop legal and policy frameworks aligned with international standards that create decent work for women and contribute to their socio-economic empowerment (particularly home-based workers, women/ persons with disabilities, ethnic minorities and transgenders). PCO has continued its engagement with local and multi-national organizations who have adopted and implemented gender-responsive work policies and signed the global Women's Empowerment Principles (WEPs). The WEPs are a set of Principles for business offering guidance on how to empower women in the workplace, marketplace and community. Coordinated by UN Women and the UN Global Compact, the Principles emphasize the business case for corporate action to promote gender equality and women's empowerment and are informed by real-life business practices and inputs gathered from across the globe.

Since 2015 UN Women has been working with private sector companies in Pakistan with 66 WEPS signatories.

### Scope of Work

The purpose of the consultancy is to assist UN Women Pakistan on providing technical and advisory support on women’s economic empowerment initiatives of the CO and developing a strategy and plan for the CO ensuring collaboration in ongoing work under women’s economic empowerment portfolio.

In light of this, the consultant will perform the following tasks:

- Provide technical assistance on women’s economic empowerment and private sector partnerships
- Compile best practices and initiatives spear headed by private sector actors on women empowerment, preventing violence against women ( including sexual harassment in workplaces), women participation and nondiscrimination
- Develop a Women’s Economic Empowerment Strategy and Action Plan that responds to the present country and crisis contexts in Pakistan, ensuring cross cutting between UN Women Pakistan’s thematic areas of Inclusive Governance, Ending Violence Against Women and Preventing Violent Extremism and identify strategic long- and short-term entry points
- Integrate the WEE partnerships strategy and action plan into the Pakistan Annual Work Plan 2021

Deliverables/ Outputs	Timelines/Due Dates	Percentage payment
Develop a comprehensive strategic intervention plan with engagement of stakeholders on Women’s Economic Empowerment and Private Sector Partnerships	20 Nov 2020	20%
Coordinate with WEE stakeholders and provide technical advice on Women’s Economic Empowerment Progress report and inputs for 4 <sup>th</sup> quarterly monitoring report and annual work plan 2021	25 Nov 2020	50%
Document implementation progress on Women’s Economic Empowerment One report documenting achievements, lessons learned, challenges, and recommendations for future interventions for UN Women Pakistan	20 Dec 2020	30%

### Requirements and Qualifications

- Master’s degree in Development Studies, Public Policy and Management, International Relations, Economics or other related field;
- Minimum of three years of progressively responsible professional work experience in women’s economic empowerment;
- Experience of working in Pakistan is an advantage;

- Experience of working on corporate fundraising and/or women’s economic empowerment in an international organisation is desirable;
- Excellent communications skills (written and oral) in English are required.
- Demonstrated commitment to gender equality and women’s empowerment is essential;
- Good command of Microsoft Office tools (Word, Excel, PowerPoint) are required;
- Demonstrated ability to work in a multicultural, multi-ethnic environment is essential;
- Experience with the UN system is an asset.

### **Core Values and Competencies**

In addition to aforementioned requirements and qualifications, it is important that the consultant shares the core values and core competencies of the organization.

#### Core Values

- Respect for Diversity
- Integrity
- Professionalism

#### Core Competencies

- Awareness and Sensitivity Regarding Gender Issues
- Accountability
- Creative Problem Solving
- Effective Communication
- Inclusive Collaboration
- Stakeholder Engagement
- Leading by Example

Please visit this link for more information on UN Women’s Core Values and Competencies:

<http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/employment/un-women-employment-values-and-competencies-definitions-en.pdf>

### **Institutional Arrangement**

The consultant will work under the direct supervision of the Country Representative.. In the event that the consultant needs to travel during the consultancy for assignment-related purposes, UN Women will bear the costs of requested travel expenses as per UN Women policies. Travel is expected in KP, Balochistan and Punjab.

### **Duration**

The duration of the consultancy is 1.5 months, starting on 15 November 2020 and ending on 31 December 2020.

### **Duty Station**

The consultant will be based in Islamabad, Pakistan

### **Application Information**

All applications must include the following (as an attachment):

1. Application letter explaining your interest in the consultancy and why you are the most suited candidate for this position;

2. Updated CV;
3. Personal History Form (P11). The P11 Form can be downloaded from the following website: <http://asiapacific.unwomen.org/en/about-us/jobs>
4. Financial proposal specifying a daily consultancy rate and a breakdown per deliverable.

To apply, please send your application to: [arooj.asad@unwomen.org](mailto:arooj.asad@unwomen.org) no later than **5 November 2020**. Late submissions will be rejected.

### **Evaluation**

The evaluation will be based on the combination of the weighted technical and financial scores (70 per cent technical and 30 per cent financial). The technical evaluation includes the knowledge/experience in gender equality and women's empowerment, experience working with bilateral partners and the private sector and/or international institutions. Evaluation methods include desk review and/or interview.

### **Evaluation Criteria**

A two-stage procedure is utilized in evaluating the applications, with evaluation of the technical application being completed prior to any price proposal being compared. Only the price proposal of the candidates who passed the minimum technical score of 70% of the obtainable score of 100 points in the technical qualification evaluation will be evaluated.

***Applications will be evaluated based on the cumulative analysis.***

***Technical Qualification (100 points) weight; [70%]***

***Financial Proposal (100 points) weight; [30%]***

#### ***Technical qualification evaluation criteria:***

The total number of points allocated for the technical qualification component is 100. The technical qualification of the individual is evaluated based on following technical qualification evaluation criteria: Only the candidates who have attained a minimum of 70% of total points will be considered as technically qualified candidates who may be contacted for validation interview.

***Education and Relevance to the TOR's 20%;***

***Proposal Methodology 40%***

***Knowledge/experience in gender equality and women's empowerment 20%***

***Experience working with bilateral partners and the private sector and/or international institutions 20%***

#### ***Financial/Price Proposal evaluation: Financial Should be Password Protected***

The financial proposal of only the candidates who have attained a minimum of 70% score in the technical evaluation will be considered and evaluated.

The total number of points allocated for the price component is 100.

The maximum number of points will be allotted to the lowest price proposal that is opened/ evaluated and compared among those technical qualified candidates who have attained a minimum of 70% score

in the technical evaluation. All other price proposals will receive points in inverse proportion to the lowest price.

Proposed lump sum professional fee per deliverable, with breakdown cost of professional fee x number of working days and any other related cost.

### **How to apply**

Interested applicants are requested to submit documents listed below to UN Women

P.11. Personal History Form (P11 Form) can be downloaded from

<https://www2.unwomen.org/->

[/media/field%20office%20eseasia/docs/misc/2012/p\\_11\\_form\\_unwomen.doc?la=en&vs=4602](https://www2.unwomen.org/-/media/field%20office%20eseasia/docs/misc/2012/p_11_form_unwomen.doc?la=en&vs=4602)

Detailed CV & P11 form

Technical and Financial Proposals in 2 separate zip files clearly marked as “Technical Proposal “and “Financial Proposal”. Email subject clearly marked as “**Consultancy for Women’s Economic**

**Empowerment”**

Deadline of submission: **5 Nov 2020**, COB 5.00pm

### **Payments**

Payments for this consultancy will be based on the achievement of each deliverable and certification that each has been satisfactorily completed. Payments will not be based on the number of days worked but on the completion of each stated deliverable within the indicated timeframes as mentioned in the deliverables

Cross Ref. to Annex I	Instruction to Proposers	Specific Requirements as referenced in Annex I
4.2	<b>Deadline for Submission of Proposals</b>	Date and Time: <b>Thursday 05 November 2020 5:00 PM</b> City and Country: <i>[Islamabad, Pakistan]</i> This is an absolute deadline. Any proposal received after this date and time will be disqualified.
4.1	<b>Manner of Submission</b>	<input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail
4.1	<b>Address for Proposal Submission</b>	Online Proposals to be sent in password protected documents with the following (with <b>Consultancy for Women's Economic Empowerment</b> ) email subject:  <b>Arooj Asad</b> <b>arooj.asad@unwomen.org</b> <b>HR Unit</b> <b>UNWOMEN Pakistan</b>
3.1	<b>Language of the Proposal:</b>	<input checked="" type="checkbox"/> English
3.4.2	<b>Proposal Currencies</b>	Preferred Currency: <input checked="" type="checkbox"/> PKR
3.5	<b>Proposal Validity Period</b> commencing after the deadline for submission of proposals (see 4.2 above)	60 days
2.4	<b>Clarifications of solicitation documents</b>	Requests for clarification shall be submitted 7 days before the deadline for submission of proposal. UN Women shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UN Women to extend the deadline date, unless UN Women deems that such an extension is justified and necessary.

	<b>Contact address for requesting clarifications on the solicitation documents</b>	Requests for clarification should be addressed to the e-mail address: <a href="mailto:arooj.asad@unwomen.org">arooj.asad@unwomen.org</a> Candidates must not communicate with any other personnel of UN Women regarding this Consultancy.  Clarification emails should include a subject header in the following format: <b>“Consultancy for Women’s Economic Empowerment , Request for Clarification”</b>
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The candidate will be selected based on the evaluation criteria set in this TORs.

This letter is not to be construed in any way as an offer to contract.

Yours sincerely,

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**Vipunjit Ketunuti**  
**Deputy Country Representative a.i**

**Proposal Submission form**

**Dear Sir/Madam,**

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, I undersigned, offer to provide individual consulting services to UN Women Pakistan in accordance with the Price Schedule and TORs attached herewith and made part of this proposal.

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

I agree to abide by this proposal for a period of **60 days** from the date fixed for opening of proposal in the invitation for proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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

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

**Signature**



**THIS DOCUMENT SHOULD BE PASSWORD PROTECTED IN YOUR SUBMISSION.**

Annex IV

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

Date \_\_\_\_\_

**(Vipunjit Ketunuti/ Deputy Representative a.i)**  
UN WOMEN

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 **Consultancy for Women's Economic Empowerment**;
- B) I have also read, understood and hereby accept UN WOMEN's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3
- E) I hereby propose to complete the services based on the following payment rate: *[please check the box corresponding to the preferred option]:*  
***(Financial Should be Password Protected)***
  - 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 UN WOMEN's review, acceptance and payment certification procedures;

H) This offer shall remain valid for a total period of \_\_\_\_\_ days [*minimum of 60 days*] after the submission deadline;

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

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

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

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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 UN WOMEN;
- I am currently engaged with UN WOMEN and/or other entities for the following work:

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

- I am also anticipating conclusion of the following work from UN WOMEN 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 UN WOMEN 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 UN WOMEN will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

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

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

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

YES  NO  the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

P) Do you have any objections to our making enquiries of your present employer?  
 YES  NO

Q) Are you now, or have you ever been a permanent civil servant in your government's employ?  
 YES  NO  If answer is "yes", WHEN?

R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Email Address	Business or Occupation


- S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?  
 YES  NO  If "yes", give full particulars of each case in an attached statement.

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

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

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

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**Annexes *[please check all that applies]:***

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

**THIS DOCUMENT SHOULD BE PASSWORD PROTECTED IN YOUR SUBMISSION.**

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

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

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

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

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

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

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

Deliverable 3		
Total	100%	PKR .....

*\*Basis for payment tranches*

**ANNEX V**

**THIS DOCUMENT SHOULD BE PASSWORD PROTECTED IN YOUR SUBMISSION.**

**FINANCIAL PROPOSAL**

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

Sr. #	Description/Break-up of Financial Proposal	Unit	Unit Cost (PKR)
A.	Consultancy Fee:		
B.	Travel		
C.	If Others (Please specify using the breakdown table provided above)		
<b>Total PKR</b>			

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

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

Name: .....

Signature: .....

Date: .....

## P-11 FORM

INSTRUCTIONS		UNITED NATIONS DEVELOPMENT PROGRAMME PERSONAL HISTORY FORM (for Service Contracts and Individual Contracts)						
Please answer each question clearly and completely. Type or print in ink. Read carefully and follow all directions.								
1. Family Name		First Name		Middle name		Maiden name, if any		
2. Date of Birth		3. Place of Birth		4. Nationality (ies) at birth		5. Present nationality (ies)	6. Sex	
7. Height		8. Weight	9. Marital status					
		Single <input type="checkbox"/>	Married <input type="checkbox"/>	Separated <input type="checkbox"/>	Widow <input type="checkbox"/>	Divorced <input type="checkbox"/>		
10. Permanent address			11. Present Address (if different)			12. Office Telephone No. Office Fax No. Office E-mail No.		
Telephone No. Fax No.			Telephone No. Fax No.					
13. Do you have a spouse and/or children? YES <input type="checkbox"/> NO <input type="checkbox"/> if the answer is "yes", give the following information:								
NAME		Date of birth	Relationship	NAME		Date of birth	Relationship	
14. Have you taken up any legal permanent status in any country other than that of your nationality? YES <input type="checkbox"/> NO <input type="checkbox"/> If the answer is "yes", which country?								
15. Have you taken any legal steps towards changing your present nationality? YES <input type="checkbox"/> NO <input type="checkbox"/> If answer is "yes", explain fully:								
16. Are any of your relatives employed by UN WOMEN, any other UN organization or any other public international organization? YES <input type="checkbox"/> NO <input type="checkbox"/> If the answer is "yes", give the following information:								
NAME			Relationship		Name of International Organization			
17. What is your preferred field of work?								
18. KNOWLEDGE OF LANGUAGES. What is your mother tongue?								
OTHER LANGUAGES	READ		WRITE		SPEAK		UNDERSTAND	
	Easily	Not Easily	Easily	Not Easily	Fluently	Not Fluently	Easily	Not Easily
19. For clerical grades only Indicate speed in words per minute						List any office machines or equipment you can use		
Typing Shorthand	English	French	Other languages					



20. EDUCATIONAL. Give full details - N.B. Please give exact titles or degree in original language.

A. UNIVERSITY OR EQUIVALENT Please do not translate or equate to other degrees.

NAME, PLACE AND COUNTRY	ATTENDED FROM/TO		DEGREES and ACADEMIC DISTINCTIONS OBTAINED	MAIN COURSE OF STUDY
	Mo./Year	Mo./Year		

B. SCHOOLS OR OTHER FORMAL TRAINING OR EDUCATION FROM AGE 14 (e.g. high school, technical school or apprenticeship)

NAME, PLACE AND COUNTRY	TYPE	ATTENDED FROM/TO		CERTIFICATES OR DIPLOMAS OBTAINED
		Mo./Year	Mo./Year	

21. LIST PROFESSIONAL SOCIETIES AND ACTIVITIES IN CIVIC, PUBLIC OR INTERNATIONAL AFFAIRS


22. LIST ANY SIGNIFICANT PUBLICATIONS YOU HAVE WRITTEN (Do not attach)


23. EMPLOYMENT RECORD: Starting with your present function, list in reverse order every employment you have had. Use a separate block for each FUNCTION. 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. Give both gross and net salaries per annum for your last and present FUNCTION.

A. PRESENT FUNCTION (LAST FUNCTION, IF NOT PRESENTLY IN EMPLOYMENT)

FROM MONTH/YEAR	TO MONTH/YEAR	SALARY PER ANNUM		EXACT TITLE OF YOUR FUNCTION:
		STARTING	FINAL	
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO AND KIND OF EMPLOYEES SUPERVISED BY YOU:

DESCRIPTION OF YOUR DUTIES

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B. PREVIOUS FUNCTION (IN REVERSE ORDER)

FROM		TO		SALARY PER ANNUM		EXACT TITLE OF YOUR FUNCTION:	
MONTH/YEAR		MONTH/YEAR		STARTING FINAL			
NAME OF EMPLOYER:						TYPE OF BUSINESS:	
ADDRESS OF EMPLOYER:						NAME OF SUPERVISOR:	
						NO AND KIND OF EMPLOYEES SUPERVISED BY YOU:	
DESCRIPTION OF YOUR DUTIES							
FROM		TO		SALARY PER ANNUM		EXACT TITLE OF YOUR FUNCTION:	
MONTH/YEAR		MONTH/YEAR		STARTING FINAL			
NAME OF EMPLOYER:						TYPE OF BUSINESS:	
ADDRESS OF EMPLOYER:						NAME OF SUPERVISOR:	
						NO AND KIND OF EMPLOYEES SUPERVISED BY YOU:	
DESCRIPTION OF YOUR DUTIES							
FROM		TO		SALARY PER ANNUM		EXACT TITLE OF YOUR FUNCTION:	
MONTH/YEAR		MONTH/YEAR		STARTING FINAL			
NAME OF EMPLOYER:						TYPE OF BUSINESS:	
ADDRESS OF EMPLOYER:						NAME OF SUPERVISOR:	
						NO AND KIND OF EMPLOYEES SUPERVISED BY YOU:	
DESCRIPTION OF YOUR DUTIES							
FROM		TO		SALARY PER ANNUM		EXACT TITLE OF YOUR FUNCTION:	
MONTH/YEAR		MONTH/YEAR		STARTING FINAL			
NAME OF EMPLOYER:						TYPE OF BUSINESS:	
ADDRESS OF EMPLOYER:						NAME OF SUPERVISOR:	
						NO AND KIND OF EMPLOYEES SUPERVISED BY YOU:	
DESCRIPTION OF YOUR DUTIES							

FROM	TO	SALARY PER ANNUM		EXACT TITLE OF YOUR FUNCTION:
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO AND KIND OF EMPLOYEES SUPERVISED BY YOU:
DESCRIPTION OF YOUR DUTIES				
FROM	TO	SALARY PER ANNUM		EXACT TITLE OF YOUR FUNCTION:
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO AND KIND OF EMPLOYEES SUPERVISED BY YOU:
DESCRIPTION OF YOUR DUTIES				
FROM	TO	SALARY PER ANNUM		EXACT TITLE OF YOUR FUNCTION:
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO AND KIND OF EMPLOYEES SUPERVISED BY YOU:
DESCRIPTION OF YOUR DUTIES				
FROM	TO	SALARY PER ANNUM		EXACT TITLE OF YOUR FUNCTION:
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO AND KIND OF EMPLOYEES SUPERVISED BY YOU:
DESCRIPTION OF YOUR DUTIES				
FROM	TO	SALARY PER ANNUM		EXACT TITLE OF YOUR FUNCTION:
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO AND KIND OF EMPLOYEES SUPERVISED BY YOU:
DESCRIPTION OF YOUR DUTIES				

24. DO YOU HAVE ANY OBJECTIONS TO OUR MAKING ENQUIRIES OF YOUR PRESENT EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/>		
25. ARE YOU NOW, OR HAVE YOU EVER BEEN A PERMANENT CIVIL SERVANT IN YOUR GOVERNMENT'S EMPLOY? YES <input type="checkbox"/> NO <input type="checkbox"/> If answer if "yes", WHEN?		
26. REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications. <i>Do not repeat names of supervisors listed in item 24.</i>		
FULL NAME	FULL ADDRESS	BUSINESS OR OCCUPATION
27. STATE ANY OTHER RELEVANT FACTS IN SUPPORT OF YOUR APPLICATION. INCLUDE INFORMATION REGARDING ANY RESIDENCE OUTSIDE THE COUNTRY OF YOUR NATIONALITY.		
28. HAVE YOU BEEN ARRESTED, INDICTED, OR SUMMONED INTO COURT AS A DEFENDANT IN A CRIMINAL PROCEEDING, OR CONVICTED, FINED OR IMPRISONED FOR THE VIOLATION OF ANY LAW (excluding minor traffic violations)? YES <input type="checkbox"/> NO <input type="checkbox"/> If "yes", give full particulars of each case in an attached statement.		
29. I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.		
DATE: _____ SIGNATURE: _____		
NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UN WOMEN.		

This form will be required from recommended consultant before issuance of contract.



**STATEMENT OF HEALTH – INDIVIDUAL CONTRACTORS**

Name of Consultant/Individual Contractor: [Redacted]

Last Name, First Name

**Statement of Good Health**

In accordance with the provisions of Clause 5 of the [General Terms & Conditions for Individual Contractors](#), I am submitting this statement to certify that I am in good health and take full responsibility for the accuracy of this Statement. I am aware that information pertaining to inoculation requirements in respect of official travel to countries can be referred to at <http://www.who.int/ith>.

I certify that my medical insurance coverage is valid for the period from [Redacted] to (if applicable) [Redacted]

I certify that my medical insurance covers medical evacuations at Duty Station(s): [Redacted] Duty Station(s) Rating: [Redacted] "B through E". Duty stations with "A" or "H" do not require medical evacuation coverage.

The name of my medical insurance carrier is: [Redacted]

Policy Number: [Redacted]

Telephone Number of Medical Insurance Carrier: [Redacted]

**A copy of proof of insurance MUST be attached to this form.**

[Redacted Signature Line] [Redacted Date Line]

Signature of Consultant/Individual Contractor Date

This statement is only valid for Consultant/Individual Contractor Contract No.

[Redacted Signature Line] [Redacted Name Line]

Signature of Officer Supervising the Contract Name

[Redacted Business Unit Line]

Business Unit