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**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE**

Date: 29/11/2017

**Country:** Tajikistan

**Project name: Support to UN Coordination**

**Description of the assignment:** International Consultant for development of finance analysis

to support SDGs implementation in Tajikistan.

**Duty station:** Dushanbe, Tajikistan

**Type of Contract:** Individual Consultant (IC)

**Period of assignment/services:** Total period of assignment is 30 days, within December 2017 - February 2018, with 15 days of mission/work in Dushanbe.

**Application deadline:** 07 December 2017

**Application procedures:**

Interested candidates are strongly encouraged to apply online via website www.jobs.undp.org

- In order to be considered in the long list of applicants please go to the Registration link, register your account and upload P11 Form. (If you already have a registered account, please use your login and password for further applying)

- Filled Personal History Form should be uploaded in your account. Please upload the exact P11 form instead of CV or Resume.

- Further, in the list of announced vacancies click on apply link beside the Vacancy post. You will be receiving a confirmation e-mail in short period to the address indicated in your account.

Additional documents should be sent to e-mail address [ic.tj@undp.org](mailto:ic.tj@undp.org), for proper evaluation:

• Proposal:

stating your interest and qualifications for the advertised position

provide a brief methodology on how they will approach and conduct the work

• Financial proposal

• P11 form/Personal CV including past experience in similar projects and at least 3 references

Please note that incomplete applications will not be further considered. Please make sure you have provided all requested materials

Candidates should submit the above-mentioned materials by 07 December 2017 via e-mail to [ic.tj@undp.org](mailto:ic.tj@undp.org) Title of assignment should be written in the subject line of the email

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail: [ic.tj@undp.org](mailto:ic.tj@undp.org).

1. ***BACKGROUND***

Tajikistan is a landlocked, lower middle income developed country (WB, 2015). Tajikistan population is 8.481 million, of which 49.35 percent are women. 35 percent of citizens are aged 0-14, which makes its population one of the youngest in Central Asia. Tajikistan has one of the lowest nominal GNI per capita among Former Soviet Union countries, under $1,300 and scored 129th in the Human Development Index (0.624, 2015 results). The country scored 69th in the Gender Inequality Index, and 93rd in the Global Gender Gap Index in 2015.

The level of general poverty in Tajikistan fell from 45 percent in 2010 to 30,5 percent in 2016. The analysis of monetary poverty shows that deprivations have been higher for the population in the bottom 40 percent of the consumption distribution than for those in the top 60 percent. 10 percent of female-headed households comprise bottom 40 percent poor households. Multidimensional Poverty Index (MPI) suggests that some 5.4 percent of the population at national level are multidimensionally poor, while vulnerability to multidimensional poverty reaches over 20 percent (7.6 and 25 percent in urban and rural areas respectively). The analysis of non-monetary poverty shows that the key dimensions associated with non-monetary poverty in Tajikistan are deprivations in ‘education’, poor access to ‘sewerage’, and poor ‘heating’. In terms of infrastructure development, Tajikistan has achieved one of its strategic objectives by connecting three disconnected parts of the country thereby unifying the country and ensuring regular movement of the residents from various parts of the country.

Tajikistan is particularly vulnerable to both economic and environmental shocks. It is one of the most disaster-prone countries in the world, including extreme weather events originated from changing climate as well as seismic activity. These compounded natural and economic crises have, and negatively affected women’s economic activity and made women and girls ever more vulnerable.

Given the high reliance on remittances, it is also susceptible to economic downturns in the Russian Federation. Due to the Russian ruble’s devaluation, remittances in 2016 were reduced in dollar equivalent almost three times (in comparison with the relevant period of 2015) and the forecast for migrants’ incomes demonstrates a further decrease of remittance flows. Reliance on food imports and external market variations, vulnerability to natural disasters, limited arable land, and a landlocked geographic location contribute to making Tajikistan vulnerable to external factors. Some of these risks could potentially derail the notable improvements in the wellbeing of the population seen over the past two decades.

***Sustainable Development Goals and Tajikistan***

2030 Agenda on Sustainable Development was unanimously approved by the UN members states in the 70th UN General Assembly on September 2015. The new Agenda, with its 17 Sustainable Development Goals (SDGs) and 169 accompanying targets, came into effect in January 2016. Based on the lessons learned and evidence from achieving the MDGs, the United Nations System will help national counterparts transit to the SDGs, and adopt an inclusive and comprehensive approach to sustainable development.

Tajikistan is well positioned to achieve strong progress on the SDGs by building on its development gains in the past two decades (MDG accomplishments) and demonstrating strong commitment to further reforms. Therefore in 2016, Government of Tajikistan has approved the National Development Strategy 2016-2030 and its Mid-term Development Programme for 2016-2020, that are aligned with the Sustainable Development Goals. Government defined major priorities in NDS to foster economic and social development that includes:

* Ensuring energy independence and the efficient use of energy
* Convert from communications deadlock into a transit country
* Ensure food security and public access to quality foods
* Expand productive employment

In addition, the Government prioritizes social development as a main factor to strengthen a human capital and RIA conducted in 2016 by MAPS mission showed clear linkages of national priorities reflected in strategies and sectorial programmes with the SDG targets and indicators.

Taking into the consideration a fact that 78% of NDS and sectorial programme priorities are linked with SDGs, its full implementation will contribute to SDGs and will require stable flow of financial resources.

Addressing the SDGs in Tajikistan means overcoming bottlenecks. Tajikistan’s geographical, historical, cultural, social and economic problems provide ample room for regional disparities and consequently inequalities and exclusion at the different scales and levels. Obsolete infrastructure, limited funding and in many cases lack of qualified human resources impedes the provision of quality basic services. This further result in dissatisfaction of the population with the quality of services and instabilities. Experience shows that in such situations women, persons with disabilities and at-risk youth are among the most disadvantaged. However, while there is a strong commitment to the SDGs in Tajikistan, further alignment, M&E, statistical advocacy, financial allocations and capacity building is needed.

The 2030 Agenda will require the mobilization of unprecedented investments which will not be met by Government and development financing alone; i.e. important to SDG achievement: 1) Government investment; 2) the role of development partners (ODA); 3) applying tools to reform public expenditure for sustainable development. While the private sector will need to play a role, given the current bottlenecks, it remains difficult to assess how they will contribute to the achievement of SDGs in Tajikistan – more work may be needed in this area as well as in terms of enabling business environment for private sector development.

Remittances play a critical role in feeding up of national economy with necessary resources. Currently, remittances act as a significant buffer to poverty for a large section of the population, and most remittance expenditure is used for consumption of food and necessities, house renovations and celebrations[[1]](#footnote-1). Under these circumstances remittances assist in reducing income poverty but with minimal contribution to human development. While some efforts show that remittances can be used for development related initiatives, it remains likely remittances will continue to be an important part of many households’ incomes.

The Government investment strategy provides a starting point for assessing financing and related SDG priorities. Commensurate progress would be expected in these goals and, less likely, financing coming from Government for social sectors. Funding for the social sectors is mostly provided through donor support and Official Development Assistance (ODA), which will have significant impact on progress in the social sectors and related goals. The amount of investment to SDGs coming through the UNDAF (United Nations Development Assistance Framework for Tajikistan 2016-2020) can also be considered as important contributions for SDG achievement as UNDAF is also very well aligned with SDGs and National Development Strategy of Tajikistan.

In 2017 Government of Tajikistan presented its Voluntary National Review report and committed to prepare the first National SDG report that will serve as a baseline to track further progress. One of the most important points concluded in VNR relates to resource provision and effective use of funds and it provides:

*“It is impossible to imagine achieving SDGs outcomes without resource provision. Tajikistan has identified main sources for the implementation of NDS-2030 and SDGs. However, it will be difficult to achieve results and create conducive atmosphere for sustainable development without development partners. SDGs funding is the most important part; along with this, Tajikistan, considering implementation of previous strategies, will focus on the effective use of funds for the most problematic fields”.*

1. **DUTIES AND RESPONSIBILITIES:**

Currently Government of Tajikistan with support of UN has started elaboration of the first National SDG report (NSDGR) that will serve as a baseline to track the progress for the later periods. As part of this process UN is willing to support the Government of Tajikistan to conduct a quick analysis of the current state/situation in the sphere of financing for SDGs, to elaborate a methodology for implementation of comprehensive development finance assessment for SDGs implementation in Tajikistan and propose best practices for diversification of financial flows. The scope of the assignment includes the following components:

* Take a quick stock and provide an overview/mapping of various sources Tajikistan uses to finance its development needs ODA, public resources, private investments;
* Analyze the major financing trends and gaps in the period of two NDS: 2010-2015 and planned for 2016-2030 and weight per sources used and forecasted;
* Review Government plans and commitments to meet its financial needs to implement NDS and SDGs, i.e. reforms planned on the way forward linked with the requirements of Addis Ababa Agenda;
* Based on the analysis of current situation, elaborate a methodology outline and terms of reference for integrated development finance assessment in support to the achievement NDS and implementation of Agenda 2030 in Tajikistan.
* Propose steps needed to determine in detail financing needs and flows from various sources, institutional structure/arrangements to lead this process more effectively.

Recommend options for learning and knowledge sharing via South-South and triangular cooperation solutions with the countries having relevant experience in the sphere of development finance and implementation of innovative financing schemes for development

***Evaluation team***

For implementation of the initial assessment, the team will be formed consisting of one international expert and one or two local consultants to assist international expert with data collection at the local level and analysis of findings. Both international expert and local consultants should have knowledge and experience in the spheres of development financing, governance and public finance administration, local and sustainable development, etc. The international expert will have the responsibility for the overall co-ordination of the study and for ensuring final coherence and quality of the report and recommendations, both in terms of content and presentation.

The team of international and local consultants will work under the oversight of SDG technical working group and RC office from UN side and in close coordination with the Ministry of Economic Development and Trade of the Republic of Tajikistan and the Ministry of Finance from the Government side and will closely collaborate with the group of national experts recruited to develop the NSDGR. The RCO, UNDP and the Ministry of Economic Development and Trade of RT will support in arranging relevant meetings with the state bodies, IFIs, development partners and will facilitate access to necessary information. Depending on the need, the translation service will be either provided by the local consultant or interpreters recruited by UNDP.

**Key responsibilities of international expert:**

1. Develop and agree with UNDP and RCO the methodology for conducting the quick analysis f the current financial landscape, including review of existing and potential financial tools and resources for implementation of SDGs in Tajikistan;
2. Conduct desk-review of documents and information provided by UNDP, RCO and national consultant
3. Research best practice example from other countries and propose relevant solutions in accordance with the context of Tajikistan
4. Conduct 15 days in-country mission in Dushanbe, Tajikistan to work closely with UN focal points, national consultant and partners
5. Meet with key governmental stakeholders and development partners, conduct interviews and FGDs, depending on agreed methodology
6. Present the summary of initial assessments to UN SDG technical group and UN country team.
7. Presentation/workshop for wider range of stakeholders for validation of findings.
8. Develop and agree with UNDP and RCO an outline of the methodology including the terms of reference for consultancy assignment for implementation of comprehensive development finance needs assessment;
9. Prepare detailed report with recommendations on the key points to be included in the National SDG report, and recommendations to UNCT and the Government on innovative financing opportunities and the best global practices in development financing.

All documents should be prepared in English.

Total period of assignment is 30 days within December 2017 - February 2018 with 15 days of mission/work in Dushanbe.

***Deliverables expected from the international consultant and the timeframe***

|  |  |
| --- | --- |
| **Deliverables** | **Deadlines** |
| 1) **Inception report** with proposed assessment methodology, agenda and requirements for the in-country mission, preliminary findings from desk-review, etc . | **By the end of December**\* **2017**  \*(one week after beginning of assignment/contract). Inception report should be approved by UNDP and RCO.) |
| 2) **In-country mission** and **presentation of preliminary findings** to UN agencies and stakeholders during in-country mission. | **January 2018** |
| 3) A **comprehensive assessment report** with findings, recommendations, lessons learned, examples from other countries, recommendations for South-South exchange. | **End of January - mid February 2018\*\***  \*\*It is expected that the report will be submitted to UNDP in two working weeks after in-country mission, and the final report with all comments and recommendations incorporated submitted to UNDP CO for final endorsement not later that in one working weeks after receipt of UNDP formal feedback with comments to a draft. |
| 4) **Draft methodology** developed and approved by UNDP and RCO for conducting development finance assessment/study aimed at comprehensive review of finance options and costing of SDG implementation. | **February 2018** |

**Requirements to Report:**

The report should include:

* An assessment of the situation with SDG financing in the country;
* Analysis of financing sources and tools utilized by the country.
* Analysis of gaps, need and opportunities for more effective coordination and management of development finance to accelerate SDGs
* Recommendations to study best practices from other countries, organizations in the field of development financing and application of innovative finance solutions;
* Recommendations for formulating future assistance of UN to support implementation of SDGs and ensure coordinated financial flows to boost development priorities.
* Strategies for continuing UNDP and UN assistance towards improved implementation of NDS and SDGs agenda;
* Recommendation for the next phase of development finance assessment with proposed methodology, costing and action plan and ToR for consultants.

While the international expert is free to choose its own method of reporting, the final Evaluation Report should be no more than 40 pages Font Arial, Size 12, and contain at least the following:

* Title Page
* List of acronyms and abbreviations
* Table of contents, including list of annexes
* Executive Summary
* Introduction: background and context
* Description of the assessment approach and methodology
* Purpose and scope of the assessment
* Findings
* Summary and explanation of findings and interpretations
* Conclusions
* Recommendations (including additional recommendations for future UN support and next phase of assessment)
* SSC examples, case studies

In addition, the final report should contain the following annexes:

* Terms of Reference for the assessment
* List of meetings conducted
* List of persons interviewed
* List of documents reviewed
* Any other relevant material

***For detailed information, please refer to Annex II - Terms of Reference.***

**III. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS:**

**Competencies:**

**Core Competencies:**

* Proven ability to develop high-level policy briefs, strategies, including experience in conducting cost effectiveness analysis.
* Ability to plan and organize his/her work, efficient in meeting commitments, observing deadlines and achieving results
* Ability to receive/integrate feedback;
* Consistently approaches work with energy and a positive, constructive attitude;
* Ability to work independently as well as part of a fairly big team;

**Functional/Technical Competencies:**

* Having skills and knowledge to the modern information technologies and to the analysis of statistic data;
* Excellent communication skills;
* Excellent analytical skills;
* Strong oral and writing skills;
* Ability to operate under strict time limits.

**Education:**

* Master Degree in areas of business administration, economic and social science, development finance.

**Experience:**

* At least 10 years of experience in the development area including poverty reduction, economic and social development, environmental sustainability etc.
* At least 5 years of experience in conducting researches and analysis in development area including but not limited with public finance, finance for development, resource mobilization, planning and implementation, monitoring and evaluation, private sector development, etc.
* Knowledge of the development context of CIS, Central Asia, particularly Tajikistan;
* Previous work experience in CIS and/or Tajikistan is an asset;
* Work experience with state bodies, private sector, civil society organizations, development partners, UN;
* Experience of managing the projects/programmes and leading the teams.

|  |
| --- |
| **Language skills**   * Fluent knowledge of English, knowledge of Russian or Tajik is an asset. |

1. **DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS:**

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

* 1. ***Proposal:***

(i) Explaining why you are the most suitable for the work

(ii) Provide a brief **methodology** on how you will approach and conduct the work. ***The Methodology is a subject for evaluation****.*

2***. Financial proposal:***

The financial proposal must indicate the lump sum fee, which is required for the execution of tasks. To submit Financial Proposal, please use the Template of Submission of Financial Proposal provided in Annex I**.**

3. ***Personal CV*** including past *experience* in similar projects and at least 3 references

**V. FINANCIAL PROPOSAL**

**Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

*Regardless of purpose of travel, the prevailing price for an economy class tickets serving the most direct routes to be travelled shall apply for all ICs. In general, UNDP should not accept travel costs exceeding those of a full-fare economy class ticket. Individual Contractors wishing to upgrade their travel to business or first class shall do so at their own expense.*

*ICs may allocate living allowances for them when an assignment requires travel, and include such allowances in their financial proposals. Such living allowances may be lower or equal to UN DSA rates, but under no circumstance should they be higher than UN DSA rates. (UN DSA rate for Dushanbe - 170 USD, for Regional Centers – 90 USD and elsewhere - 51 USD)*

**Travel**

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

**VI. EVALUATION**

Individual consultants will be evaluated based on the cumulative analysis methodology. The award of the Contract shall be made to the individual consultants whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of the below set weighted technical and financial criteria.

\* Technical Criteria weight – 70%;

\* Financial Criteria weight – 30%.

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

|  |  |  |
| --- | --- | --- |
| ***Criteria*** | ***Weight*** | ***Max. Point*** |
| *Technical* | *70%* | ***70*** |
| Master Degree in areas of business administration, economic and social science, development finance |  | *5* |
| At least 10 years of experience in the development area including poverty reduction, economic and social development, environmental sustainability etc |  | *15* |
| At least 5 years of experience in conducting researches and analysis in development area including but not limited with public finance, finance for development, resource mobilization, planning and implementation, monitoring and evaluation, private sector development, etc. |  | *15* |
| Experience of managing the projects/programmes and leading the teams |  | *5* |
| Fluent knowledge of English, knowledge of Russian or Tajik is an asset. |  | *10* |
| Methodology |  | *20* |
| *Financial* | *30%* | ***30*** |

**ANNEXES:**

**ANNEX 1. FINANCIAL PROPOSAL SUBMISSION FORM**

**ANNEX 2. TERMS OF REFERENCES (TOR)**

**ANNEX 3. INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**

**ANNEX 4. SAMPLE INDIVIDUAL CONTRACT**

**Since UNDP currently has a majority of male employees, we strongly encourage qualified female applicants for this position. UNDP seeks to ensure that male, female employees are given equal career opportunities, and that staff members are able to keep an appropriate balance between work and private life.**

**ANNEX 1**

**BREAKDOWN OF COSTS**

**SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum of \_\_\_\_\_\_\_\_\_\_\_\_

This is a lump sum offer covering all associated costs for the required service (fee, meal, accommodation, travel, etc.).

**a) Breakdown of Cost by Components in (pls. indicate the currency): \_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Cost components*** | ***Unit cost*** | ***Quantity*** | ***Total rate for the Contract Duration*** |
| **I. *Personnel Cost*** |  |  |  |
| Professional fee |  |  |  |
| Life/medical insurance |  |  |  |
| Communications |  |  |  |
| Other (pls. specify) |  |  |  |
| **TOTAL** |  |  |  |
| **II. *Duty Travel*** |  |  |  |
| Travel to duty station (if required) |  |  |  |
| Travel to project sites (if indicated in ToR) |  |  |  |
| Living allowance |  |  |  |
| Travel Insurance |  |  |  |
| Others (pls. specify) |  |  |  |
| **TOTAL** |  |  |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| ***Deliverables***  ***[list them as referred to in the TOR]*** | ***Indicative***  ***time-frame***  ***(subject to revision)*** | ***Percentage of Total Price (Weight for payment)*** | ***Amount*** |
| Deliverable 1 |  |  |  |
| Deliverable 2 |  |  |  |
| …. |  |  |  |
| **Total** |  | 100% |  |

*\*Basis for payment tranches*

***Proposed by:***

|  |  |  |
| --- | --- | --- |
| ***Name:*** | ***Signature:*** | ***Date:*** |

**ANNEX 2**

**TERMS OF REFERENCES (TOR)**

**UNITED NATIONS DEVELOPMENT PROGRAMME TAJIKISTAN**

**International Consultant for development finance analysis**

**to support SDGs implementation in Tajikistan**

**BACKGROUND**

Tajikistan is a landlocked, lower middle income developed country (WB, 2015). Tajikistan population is 8.481 million, of which 49.35 percent are women. 35 percent of citizens are aged 0-14, which makes its population one of the youngest in Central Asia[[2]](#footnote-2). Tajikistan has one of the lowest nominal GNI per capita among Former Soviet Union countries, under $1,300[[3]](#footnote-3) and scored 129th in the Human Development Index (0.624, 2015 results). The country scored 69th in the Gender Inequality Index, and 93rd in the Global Gender Gap Index in 2015[[4]](#footnote-4).

The level of general poverty in Tajikistan fell from 45 percent in 2010 to 30,5 percent in 2016. The analysis of monetary poverty shows that deprivations have been higher for the population in the bottom 40 percent of the consumption distribution than for those in the top 60 percent[[5]](#footnote-5). 10 percent of female-headed households comprise bottom 40 percent poor households. Multidimensional Poverty Index (MPI) suggests that some 5.4 percent of the population at national level are multidimensionally poor, while vulnerability to multidimensional poverty reaches over 20 percent (7.6 and 25 percent in urban and rural areas respectively)[[6]](#footnote-6). The analysis of non-monetary poverty shows that the key dimensions associated with non-monetary poverty in Tajikistan are *deprivations in ‘education’, poor access to ‘sewerage’,* and *poor ‘heating’*. In terms of infrastructure development, Tajikistan has achieved one of its strategic objectives by connecting three disconnected parts of the country thereby unifying the country and ensuring regular movement of the residents from various parts of the country.

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**SCOPE OF ASSIGNMENT**

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The team of international and local consultants will work under the oversight of SDG technical working group and RC office from UN side and in close coordination with the Ministry of Economic Development and Trade of the Republic of Tajikistan and the Ministry of Finance from the Government side and will closely collaborate with the group of national experts recruited to develop the NSDGR. The RCO, UNDP and the Ministry of Economic Development and Trade of RT will support in arranging relevant meetings with the state bodies, IFIs, development partners and will facilitate access to necessary information. Depending on the need, the translation service will be either provided by the local consultant or interpreters recruited by UNDP.

**Key responsibilities of international expert:**

1. Develop and agree with UNDP and RCO the methodology for conducting the quick analysis f the current financial landscape, including review of existing and potential financial tools and resources for implementation of SDGs in Tajikistan;
2. Conduct desk-review of documents and information provided by UNDP, RCO and national consultant
3. Research best practice example from other countries and propose relevant solutions in accordance with the context of Tajikistan
4. Conduct 15 days in-country mission in Dushanbe, Tajikistan to work closely with UN focal points, national consultant and partners
5. Meet with key governmental stakeholders and development partners, conduct interviews and FGDs, depending on agreed methodology
6. Present the summary of initial assessments to UN SDG technical group and UN country team.
7. Presentation/workshop for wider range of stakeholders for validation of findings.
8. Develop and agree with UNDP and RCO an outline of the methodology including the terms of reference for consultancy assignment for implementation of comprehensive development finance needs assessment;
9. Prepare detailed report with recommendations on the key points to be included in the National SDG report, and recommendations to UNCT and the Government on innovative financing opportunities and the best global practices in development financing.

All documents should be prepared in English.

***Total period of assignment is 30 days within December 2017 - February 2018 with 15 days of mission/work in Dushanbe.***

**Deliverables expected from the international consultant and the timeframe**

|  |  |
| --- | --- |
| **Deliverables** | **Deadlines** |
| 1) **Inception report** with proposed assessment methodology, agenda and requirements for the in-country mission, preliminary findings from desk-review, etc . | **By the end of December**\*  \*(one week after beginning of assignment/contract). Inception report should be approved by UNDP and RCO.) |
| 2) **In-country mission** and **presentation of preliminary findings** to UN agencies and stakeholders during in-country mission. | **January 2018** |
| 3**) A** **comprehensive assessment report** with findings, recommendations, lessons learned, examples from other countries, recommendations for South-South exchange. | **End of January- mid February 2018\*\***  \*\*It is expected that the report will be submitted to UNDP in two working weeks after in-country mission, and the final report with all comments and recommendations incorporated submitted to UNDP CO for final endorsement not later that in one working weeks after receipt of UNDP formal feedback with comments to a draft. |
| 4) **Draft methodology** developed and approved by UNDP and RCO for conducting development finance assessment/study aimed at comprehensive review of finance options and costing of SDG implementation. | **February 2018** |

**Requirements to Report:** The report should include:

* An assessment of the situation with SDG financing in the country;
* Analysis of financing sources and tools utilized by the country.
* Analysis of gaps, need and opportunities for more effective coordination and management of development finance to accelerate SDGs
* Recommendations to study best practices from other countries, organizations in the field of development financing and application of innovative finance solutions;
* Recommendations for formulating future assistance of UN to support implementation of SDGs and ensure coordinated financial flows to boost development priorities.
* Strategies for continuing UNDP and UN assistance towards improved implementation of NDS and SDGs agenda;
* Recommendation for the next phase of development finance assessment with proposed methodology, costing and action plan and ToR for consultants.

While the international expert is free to choose its own method of reporting, the final Evaluation Report should be no more than 40 pages Font Arial, Size 12, and contain at least the following:

* Title Page
* List of acronyms and abbreviations
* Table of contents, including list of annexes
* Executive Summary
* Introduction: background and context
* Description of the assessment approach and methodology
* Purpose and scope of the assessment
* Findings
* Summary and explanation of findings and interpretations
* Conclusions
* Recommendations (including additional recommendations for future UN support and next phase of assessment)
* SSC examples, case studies

In addition, the final report should contain the following annexes:

* Terms of Reference for the assessment
* List of meetings conducted
* List of persons interviewed
* List of documents reviewed
* Any other relevant material

**KEY QUALIFICATIONS**

**Education:** Master Degree in areas of business administration, economic and social science, development finance.

**Experience:** At least 10 years of experience in the development area including poverty reduction, economic and social development, environmental sustainability etc.

At least 5 years of experience in conducting researches and analysis in development area including but not limited with public finance, finance for development, resource mobilization, planning and implementation, monitoring and evaluation, private sector development, etc.

Knowledge of the development context of CIS, Central Asia, particularly Tajikistan;

Previous work experience in CIS and/or Tajikistan is an asset;

Work experience with state bodies, private sector, civil society organizations, development partners, UN;

Experience of managing the projects/programmes and leading the teams.

Fluent knowledge of English, knowledge of Russian or Tajik is an asset.

**ANNEX 3**

**INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**

**G E N E R A L C O N D I T I O N S O F C O N T R A C T**

**FOR THE SERVICES OF INDIVIDUAL CONTRACTORS**

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

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

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

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

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

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

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

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

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

In the event of the death, injury or illness of the Individual contractor which is attributable to the performance of services on behalf of UNDP under the terms of the Contract while the Individual contractor is traveling at UNDP expense or is performing any services under the Contract in any offices or premises of UNDP, the Individual contractor or the Individual contractor’s dependants, as appropriate, shall be entitled to compensation equivalent to that provided under the UNDP insurance policy, available upon request.

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

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

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

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

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

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

12.**FORCE MAJEURE; OTHER CHANGES IN CONDITIONS:** In the event of and as soon as possible after the occurrence of any cause constituting *force majeure*, the Individual contractor shall give notice and full particulars in writing to UNDP of such occurrence or cause if the Individual contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under the Contract. The Individual contractor shall also notify UNDP of any other changes in conditions or the occurrence of any event, which interferes or threatens to interfere with its performance of the Contract. Not more than fifteen (15) days following the provision of such notice of *force majeure* or other changes in conditions or occurrence, the Individual contractor shall also submit a statement to UNDP of estimated expenditures that will likely be

incurred for the duration of the change in conditions or the event. On receipt of the notice or notices required hereunder, UNDP shall take such action as it considers, in its sole discretion, to be appropriate or necessary in the circumstances, including the granting to the Individual contractor of a reasonable extension of time in which to perform any obligations under the Contract.

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

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

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

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

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

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

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

16.**AUDITS AND INVESTIGATIONS**:

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

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

17.**SETTLEMENT OF DISPUTES**:

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

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

18.**PRIVILEGES AND IMMUNITIES**: Nothing in or relating to the Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

**ANNEX 4**

UNITED NATIONS DEVELOPMENT PROGRAMME



Contract for the services of an Individual Contractor

**No. IC/2017/\_\_**

This Individual Contract is entered into on **\_\_\_\_\_** between the United Nations Development Programme (hereinafter referred to as “UNDP”) and **\_\_\_\_\_\_** (hereinafter referred to as “the Individual Contractor”) whose address is **\_\_\_\_\_\_\_\_\_\_\_**.

WHEREAS UNDP desires to engage the services of the Individual Contractor on the terms and conditions hereinafter set forth, and:

WHEREAS the Individual Contractor is ready and willing to accept this Contract with UNDP on the said terms and conditions,

NOW, THEREFORE, the Parties hereby agree as follows:

1. **Nature of services**

The Individual Contractor shall perform the services as described in the Terms of References which form an integral part of this Contract and are attached hereto as *Annex I* in the following Duty Station(s): **\_\_\_\_\_\_\_\_**.

1. **Duration**

This Individual Contract shall commence on **\_\_\_\_\_\_\_\_\_**, and shall expire upon satisfactory completion of the services described in the Terms of Reference mentioned above, but not later than **\_\_\_\_\_\_\_\_**, unless sooner terminated in accordance with the terms of this Contract. This Contract is subject to the General Conditions of Contract for Individual contractors which are available on UNDP website at www.undp.org/procurement and are attached hereto as *Annex II.*

1. **Consideration**

As full consideration for the services performed by the Individual Contractor under the terms of this Contract, including, unless otherwise specified, his/her travel to and from the Duty Station(s), any other travel required in the fulfillment of the Terms of Reference in Annex I, and living expenses in the Duty Station(s), UNDP shall pay the Individual Contractor a total of **\_\_\_\_\_\_\_\_\_** in accordance with the table set forth below. Payments shall be made following certification by UNDP that the services related to each Deliverable, as described below, have been satisfactorily performed and the Deliverables have been achieved by or before the due dates specified below, if any.

|  |  |  |
| --- | --- | --- |
| **DELIVERABLE** | **DUE DATE** | **AMOUNT IN USD** |
|  |  |  |
|  |  |  |

If unforeseen travel outside the Duty Station not required by the Terms of Reference is requested by UNDP, and upon prior written agreement, such travel shall be at UNDP’s expense and the Individual Contractor shall receive a *per diem* not to exceed United Nations daily subsistence allowance rate in such other location(s).

Where two currencies are involved, the rate of exchange shall be the official rate applied by the United Nations on the day the UNDP instructs its bank to effect the payment(s).

1. **Rights and Obligations of the Individual contractor**

The rights and obligations of the Individual Contractor are strictly limited to the terms and conditions of this Contract, including its Annexes. Accordingly, the Individual Contractor shall not be entitled to any benefit, payment, subsidy, compensation or entitlement, except as expressly provided in this Contract. The Individual Contractor shall be solely liable for claims by third parties arising from the Individual Contractor’s own acts or omissions in the course of performing this Contract, and under no circumstances shall UNDP be held liable for such claims by third parties.

1. **Beneficiary**

The Individual Contractor selects **\_\_\_\_\_\_\_\_\_\_** as beneficiary of any amounts owed under this Contract in the event of death of the Individual Contractor while performing services hereunder. This includes the payment of any service-incurred liability insurance attributable to the performance of the services for UNDP.

Mailing address, email address and phone number of beneficiary: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Mailing address, email address and phone number of emergency contact (if different from beneficiary): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

IN WITNESS WHEREOF, the Parties hereto have executed this Contract.

**By signing below, I, the Individual Contractor, acknowledge and agree that I have read and accept the terms of this Contract, including the General Conditions of Contracts for Individual contractors available on UNDP website at**

www.undp.org/procurement **and attached hereto in Annex II which form an integral part of this Contract, and that I have read and understood, and agree to abide by the standards of conduct set forth in the Secretary-General’s bulletins ST/SGB/2003/13 of 9 October 2003, entitled “Special Measures for Protection from Sexual Exploitation and Sexual Abuse” and ST/SGB/2002/9 of 18 June 2002, entitled “Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Experts on Mission”.**

**AUTHORIZING OFFICER: INDIVIDUAL CONTRACTOR:**

**­­­­­­­­­­­­­­­­­**

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Ira N. Gang, Kseniia Gatskova, John Landon-Lane, Myeong-Su Yun: Vulnerability to Poverty: Tajikistan During and After the Global Financial Crisis, IZA DP No

   . 10049, July 2016 [↑](#footnote-ref-1)
2. World Bank, data access on:<http://data.worldbank.org/>, November 2016 [↑](#footnote-ref-2)
3. http://data.worldbank.org/country/tajikistan [↑](#footnote-ref-3)
4. Human Development Report 2015 ‘Work for human development’, briefing note for countries: Tajikistan. Access on:<http://hdr.undp.org/sites/all/themes/hdr_theme/country-notes/TJK.pdf>, November 2016. [↑](#footnote-ref-4)
5. World Bank, data access on:<http://data.worldbank.org/>, February 2016 [↑](#footnote-ref-5)
6. OPHI, MPI data access on <http://www.ophi.org.uk/>, February 2016 [↑](#footnote-ref-6)
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