

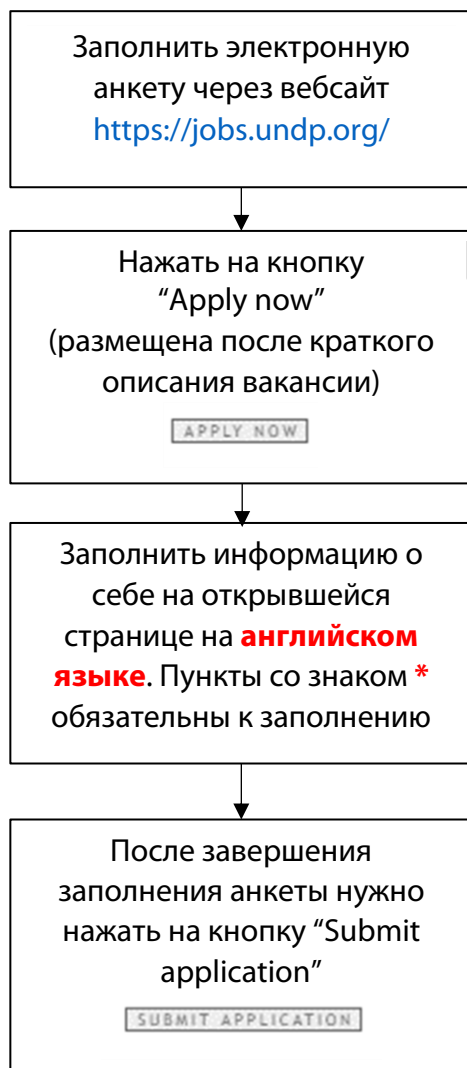
Пошаговая инструкция

для российских специалистов по подаче заявок на выполнение краткосрочных заданий в рамках проектов Программы развития ООН (ПРООН)

При отборе консультантов ПРООН руководствуется следующими принципами: лучшее соотношение цены контракта и качества предоставляемых услуг, справедливость, честность и прозрачность процесса отбора. ПРООН отбирает консультантов на основании конкурсной оценки квалификации заявителя и его финансового предложения (70/30 процентов от финальной оценки соответственно).

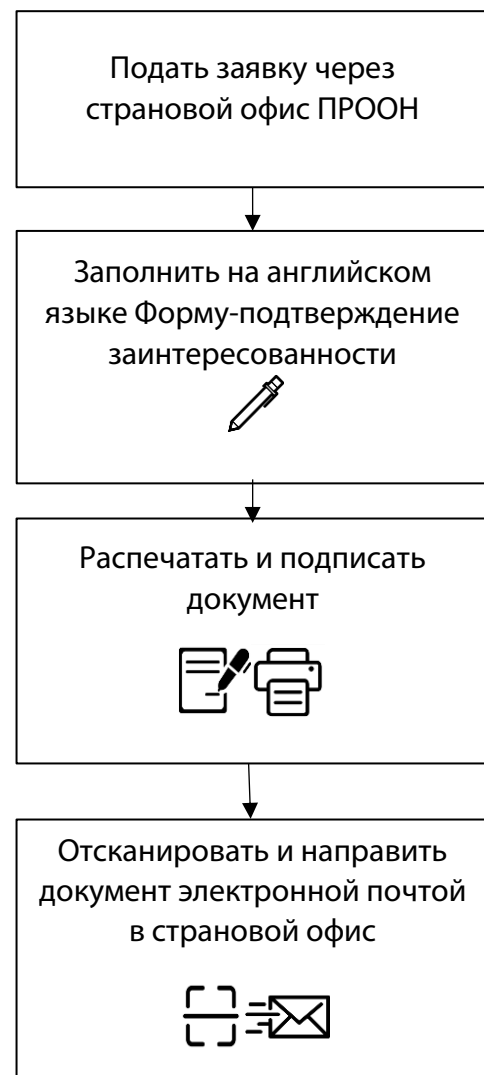
1. Способы подачи заявки (определяются нанимающим офисом ПРООН)

Способ 1.



Пример заполнения дан в Приложении 1

Способ 2.



Пример заполнения дан в Приложении 2

2. Необходимые документы и сведения

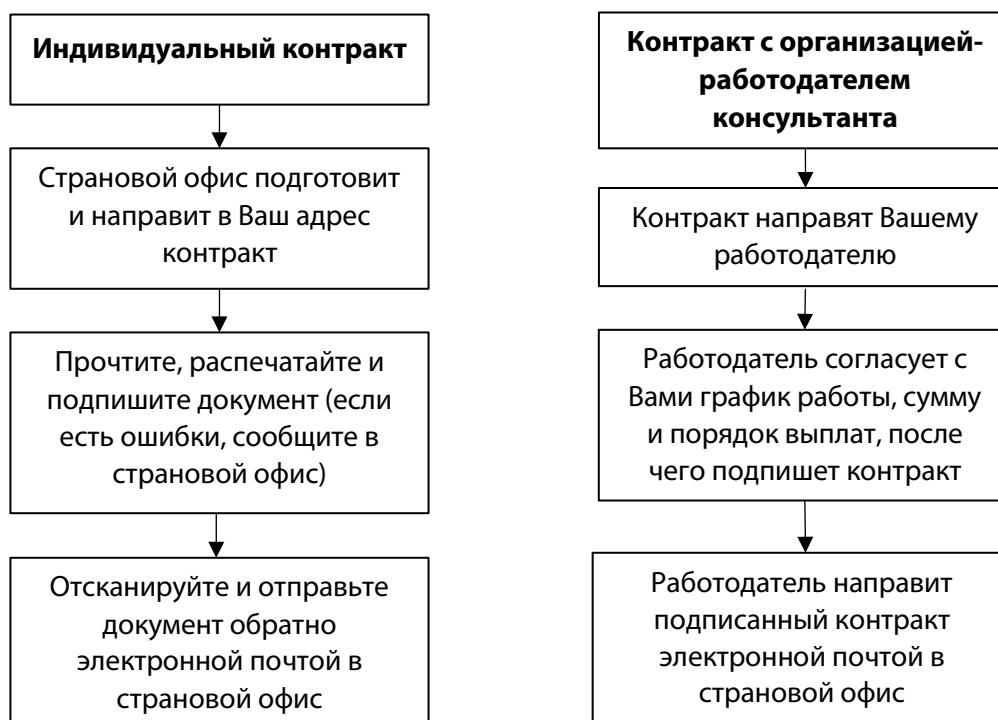
В случае отбора Вашей кандидатуры для выполнения задания необходимо предоставить следующие документы (список может незначительно отличаться в зависимости от требований странового офиса):

- Копия внутреннего паспорта (страницы с фото и регистрацией);
- Копия заграничного паспорта;
- Официальная справка из банка с полными реквизитами для перевода денежных средств (адрес банка, номер БИК, номер счета, ФИО держателя). Реквизиты можно также скачать в личном кабинете банка, в этом случае на документе должно быть указано его фирменное наименование.

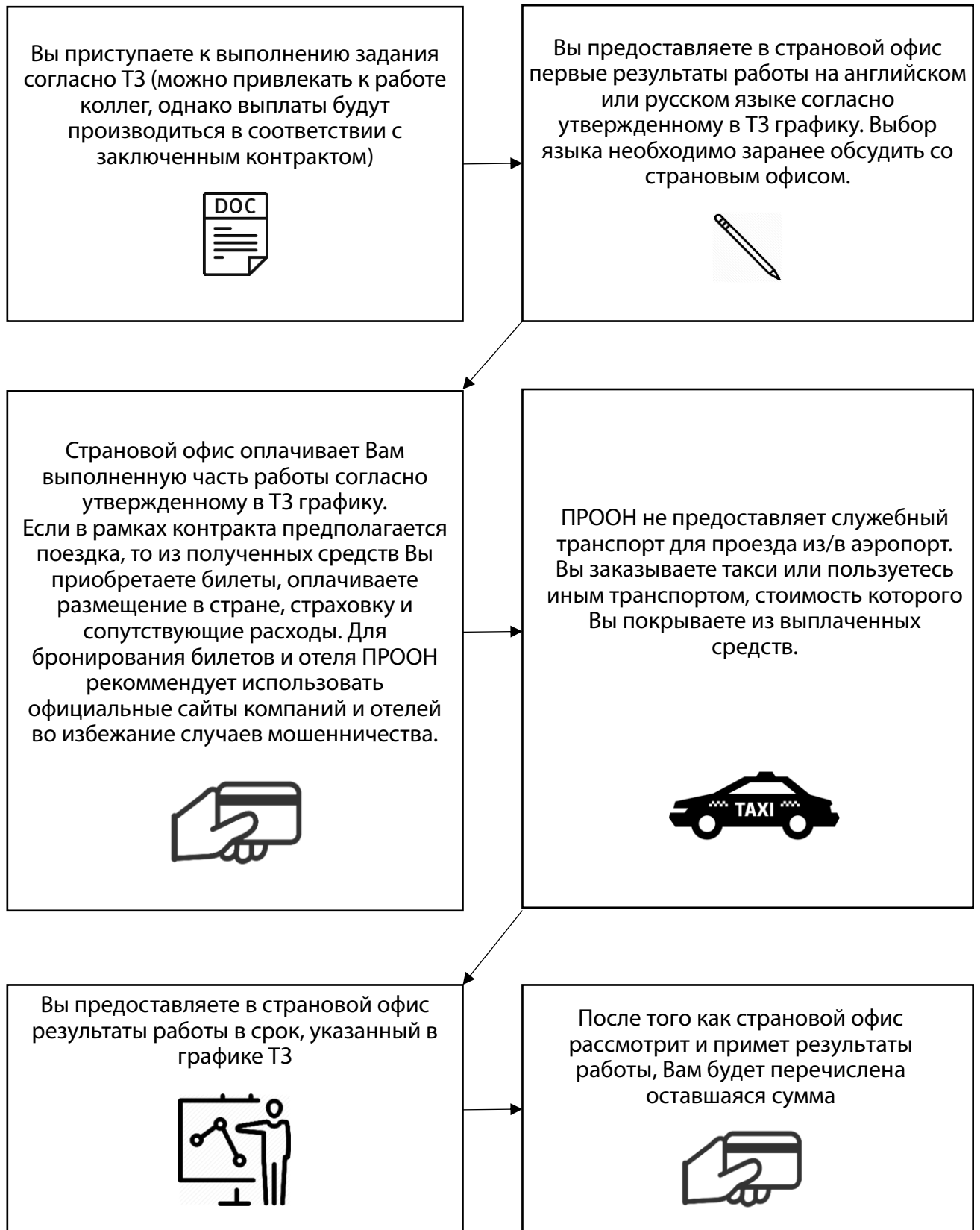
Выплата производится в долларах, однако Вы можете указать реквизиты рублевого счета. Конвертация из долларов в рубли будет происходить по актуальному курсу Вашего банка.

- Копия диплома об образовании;
- Подписанная Форма-подтверждение заинтересованности (образец заполнения дан в Приложении 1);
- Вендорная форма (образец заполнения дан в Приложении 3);
- Подписанное Техническое задание (ТЗ). По согласованию со страновым офисом в ТЗ можно вносить незначительные изменения. Если Вы считаете, что некоторые положения ТЗ некорректно сформулированы или невыполнимы, сообщите об этом в страновой офис. Обратите внимание на график выплат, учитывая, что из суммы первой выплаты Вам предстоит приобрести билеты и оплатить проживание в стране, где выполняется задание.
- ФИО и контактные данные доверенного лица и кем он приходится консультанту на экстренный случай;
- Сертификат о прохождении тренинга по безопасности BSAFE <https://training.dss.un.org>;
- Если кандидат старше 65 лет, и в задании предусмотрены поездки, консультанту необходимо будет предоставить справку о полном медицинском осмотре, включая рентгеновское исследование (нужно пройти осмотр у врача, аккредитованного ПРООН, контакты будут предоставлены).

3. Заключение контракта



4. Реализация задания



По вопросам, связанным с подачей заявок и оформлением документов, просим обращаться к Ксении Кириловой, аналитику по управлению знаниями Офиса ПРООН по поддержке партнерства в Российской Федерации, ksenia.kirilova@undp.org, +7 (495) 787-2147, +7 (903) 266-3858.

Пример заполнения электронной анкеты через вебсайт <https://jobs.undp.org/>

1. Нажмите на кнопку **“Apply now”**, которая размещена после краткого описания вакансии

International Consultant-Technical Adviser to the Hydro Meteorological Institute of Kosovo

Location :	Pristina, Kosovo, UNSCR 1244 (1999)
Application Deadline :	25-Apr-19 (Midnight New York, USA)
Time left :	1d 15h 44m
Additional Category :	Climate & Disaster Resilience
Type of Contract :	Individual Contract
Post Level :	International Consultant
Languages Required :	English
Starting Date :	06-May-2019
(date when the selected candidate is expected to start)	
Duration of Initial Contract :	06 May 2019 – 30 September 2019 (6 working days within this period)
Expected Duration of Assignment :	06 May 2019 – 30 September 2019 (6 working days within this period)

2. Заполните персональную информацию на **английском языке**

- Пункты, отмеченные знаком *** обязательны к заполнению**.
- Укажите дату рождения в предложенном формате **(mm/dd/yyyy)**.

Job Application for International Expert: Risk Financing and Risk Transfer Mechanisms Expert - Home-based (with travel to the country / Polog region), Republic of North Macedonia

Candidates are encouraged to submit the application electronically along with an uploaded resume

1. Enter your information here.
 2. Items with a * are required before continuing.
 3. You will be asked to upload your resume after you submit this form. Please note that the system will not accept the uploading of more than one document so please merge or scan all your documents into one prior to uploading
 4. You will receive a confirmation email from the UNDP Office of Human Resources.
 5. If you experience any technical difficulties with this application, please contact jobs.help@undp.org
- Please note that as UNDP’s recruitment processes are decentralized, job specific queries may be presented to the hiring unit once they’ve expressed interest in your application.

Personal Information

* Prefix :	Ms. ▼
* First Name :	Olga
* Last Name :	Ivanova
* Email Address :	olgaivanova@mail.ru
* Country of Residence :	RUSSIAN FEDERATION ▼
* Daytime Phone :	+79032224466
Evening Phone :	
Fax :	
* Date of Birth :	01/01/1971
(format-mm/dd/yyyy !)	
* Nationality at Birth :	RUSSIAN FEDERATION ▼
* Current Nationality :	RUSSIAN FEDERATION ▼
* Gender :	Female ▼
*Are you current or former UN Staff Member? (NB:SSA contract holders are considered Vendors not Staff)	No ▼
* Are you current or former UNDP Staff Member? (UNDP staff, please select "yes" as UN Staff above)	No ▼

UN Staff Rule on Family Relationships imposes restrictions on relatives being employed as staff or non staff. Applicants are required to disclose any family relation employed with any UN organization worldwide at the time of their application.

* Do you have any close relatives who are employed by the United Nations	No ▼ -- ▼
How did you hear about us ? :	UNDP Website ▼

3. Заполните раздел о знании языков и полученном образовании

Language Proficiency
Please indicate your reading, writing and speaking proficiency in the UNDP languages listed below. Non UNDP languages can be listed in the space provided.

Language:	Read:	Write:	Speak:
Arabic	-	-	-
English	fluent	fluent	fluent
French	good	good	fair
Russian	native	native	native
Spanish	-	-	-
Chinese	-	-	-
Portuguese	-	-	-
Language:	Read:	Write:	Speak:
	-	-	-
	-	-	-
	-	-	-

Education
* Highest Degree Received: Masters or equivalent
* Name of degree: MS in Economics

4. В заключительном разделе электронной анкеты напишите короткое мотивационное письмо в первом окне и вставьте своё резюме в свободной форме во второе окно

Resume and Motivation
* Please state briefly the reasons why you think you are an outstanding candidate for this job (Maximum 1000 Characters)

I am a quick learner, very motivated and I have proven to be able to work independently and in a team during my work at different companies. I would like to further elaborate on my motivation and competences during an interview.

* Please type in or paste your resume into the following box
You will have the opportunity to upload your resume on the next page

Olga Ivanova
A well-organized and outgoing Business Economics specialist with good communication and analytical skills, looking to develop a career as an economist within an international business environment. Fluent English speaker experienced in the use of spreadsheets, databases, and similar business software.
Education and qualifications: September 1995 - June 2004

SUBMIT APPLICATION



5. После завершения заполнения анкеты нажмите на кнопку **“Submit application”**. Если процесс подачи заявки прошел успешно, Вам придет подтверждающее письмо на e-mail, который был указан при регистрации
6. Система перенаправит Вас на страницу, где нужно прикрепить **одним файлом** (предпочтительнее формат Word, так как такой документ будет небольшого объема) своё **резюме, финансовое предложение и в отдельных случаях техническое предложение**
7. Для прикрепления файла нажмите на кнопку **Choose File**

Your application has been received

An email has been sent to the email address you entered confirming your application. Please note that only Applicants who get shortlisted will be contacted.

Attach Resume:
Please attach your resume to the following form.
Only resumes in the following formats will be accepted:
MS Word
Acrobat PDF
Rich Text format
Text
HTML

Click on the browse button and select your resume. When you are done, Click on Upload Resume.

Attach Resume: No file chosen

В случае возникновения технических проблем, пожалуйста, свяжитесь со службой технической поддержки jobs.help@undp.org.

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

Документ заполняется на английском языке на имя руководителя офиса ПРООН, в который подается заявка, финансовое предложение указывается в долларах США. Пример заполнения приведен ниже.

Date 01.01.2019

Elena Panova
Resident Representative
United Nations Development Programme
UN Building 1, Lenina avenue
Ashgabat, 00000, Turkmenistan

Впишите имя и адрес старшего должностного лица офиса, в который подается заявка.

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 _____ (например, [International expert of the study on shadow economy in Turkmenistan: assessment, factors and recommendations for its reduction under the Support to Policy Research for Sustainable Development](#));

Впишите название задания и проекта, в рамках которого выполняется задание (информацию нужно взять из Технического задания).

- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [delete this item if the TOR does not require submission of this document];
- E) I hereby propose to complete the services based on the following payment rate: *[please check the box corresponding to the preferred option]*:

An all-inclusive daily fee of *[state amount in words and in numbers indicating currency]*

A total lump sum of eight thousand dollars, payable in the manner described in the Terms of Reference.

ПРООН заключает контракт с консультантом или его/ее организацией-работодателем на общую сумму (lump sum), которая выплачивается траншами после выполнения определенных этапов работы согласно Техническому заданию. В общую сумму должна быть включена стоимость выполнения задания, расходы на проезд и проживание, иные сопутствующие расходы. Выплата производится в долларах, однако Вы можете указать реквизиты рублевого счета. Конвертация из долларов в рубли будет происходить по актуальному курсу Вашего банка.

- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached as Annex 2;
- G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- H) This offer shall remain valid for a total period of 90 days [*minimum of 90 days*] after the submission deadline;
- I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office [*disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists*];
- J) If I am selected for this assignment, I shall [*please check the appropriate box*]:

Укажите тип контракта (ПРООН может заключать индивидуальный контракт с консультантом или с его/её организацией-работодателем). Если Вы заключаете индивидуальный контракт, ПРООН не обязывает Вас сообщать работодателю об этом, за исключением тех случаев, когда консультант состоит на государственной службе на момент подачи заявки.

Если Вы будете выполнять задание в рабочее время и Ваша организация-работодатель будет получать вознаграждение от ПРООН на свой счет, то следует выбрать вариант "Request my employer". С работодателем будет заключен особый договор о том, что Вы будете выполнять задание в рабочее время. При этом заявку и финансовое предложение в любом случае подаете Вы.

- Sign an Individual Contract with UNDP
- Request my employer _____ (впишите название работодателя) to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

- K) I hereby confirm that [*check all that applies*]:

- At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- I am currently engaged with UNDP and/or other entities for the following work:

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

- I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

- L) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- M) **If you are a former staff member of the United Nations recently separated, 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 UNDP, any other UN organization or any other public international organization?

YES NO If 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.

Укажите трех рекомендателей, их контактные данные и место работы. ПРООН может обратиться к ним за рекомендацией. Предоставлять рекомендательные письма не нужно, если это не потребуется дополнительно.

Full Name	Full Address	Business or Occupation
Ivan Ivanovich Ivanov	100000 Moscow, Tverskaya street, 1 ivanivanov@mail.ru	Center for Research of Important Things, Director
Petr Ivanovich Ivanov	100000 Moscow, Tverskaya street, 1 petrivanov@mail.ru	Center for Research, Analyst
Andrey Ivanovich Ivanov	100000 Moscow, Tverskaya street, 1 andreyivanov@mail.ru	Center for Research, Head of division

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: 01.01.2018

SIGNATURE: Petrov A.A.

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 UNDP.

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)

Curriculum Vitae

Разместите в этом разделе своё резюме на английском языке.

BREAKDOWN OF COSTS¹
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

В этом разделе разместите Ваше финансовое предложение. Пример заполнения приведен ниже.

A) Breakdown of Cost by Components:

Cost Components	Unit Cost	Quantity	Total Rate for the Contract Duration
Personnel Costs			
Professional Fees	\$ 200 (ставка за рабочий день)	20 (кол-во рабочих дней)	\$ 4000 (общая сумма)
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
Travel² Expenses to Join duty station			
Round Trip Airfares to and from duty station (стоимость авиабилетов)	\$ 400	1	\$ 400
Living Allowance (стоимость проживания в стране)	\$ 200	5	\$ 1000
Travel Insurance (стоимость страхового полиса)	\$ 100	1	\$ 100
Terminal Expenses (поездка в/из аэропорта)	\$ 25	4	\$ 100
Others (pls. specify)			
Duty Travel			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
TOTAL (общая сумма контракта)			\$ 5600

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

² Travel expenses are not required if the consultant will be working from home.

B) Breakdown of Cost by Deliverables (basis for payment tranches)

Суммы указываются в соответствии с измеримыми конечными результатами. Платежи проводятся по получении результатов задания, перечисленных в Техническом задании. Общие суммы контракта в двух таблицах должны совпадать.

Deliverables <i>[[list them as referred to in the TOR]]</i>	Percentage of Total Price (Weight for payment)	Amount
Deliverable 1 (Draft report)	40%	\$ 2240
Deliverable 2 (Report)	20%	\$ 1120
Deliverable 3 (Recommendations)	40%	\$2240
Total	100%	\$ 5600

ANNEX 3

В этом разделе укажите необходимую информацию, которую нужно взять из Технического задания (пример заполнения приведен ниже).

**International expert of the study on shadow economy in Turkmenistan:
assessment, factors and recommendations for its reduction**

Short title of assignment	International expert of the study on shadow economy in Turkmenistan: assessment, factors and recommendations for its reduction
Duty station(s):	Home based (maximum 20 days) with a field trip to Ashgabat, Turkmenistan
Contract type:	Individual Contract
Duration:	20 working days in April-July 2019
Reports to:	Anna Ivanova, Team Leader, UNDP CO in Turkmenistan <u>(Укажите контактное лицо, имя и должность которого указаны в Техническом задании. Указанный сотрудник будет оказывать Вам административную и иную поддержку при реализации задания (например, организация встреч с национальными партнерами, предоставление материалов, на основе которых Вы будете выполнять задание, и пр.)</u>

Consultant: Alexander Petrov

В этом разделе опишите подход или методологию, которую Вы будете использовать при выполнении задания (пример заполнения приведен ниже).

Objective	Methodology	Results
<p>Evaluation of the 2008 SNA integration into the national statistical practice of Turkmenistan and formulating of requirements for the information and statistical support of national accounts in terms of insurance services</p>	<p>1) Analysis of World Bank reports, materials prepared by international consultants on various projects to promote the implementation of the 2008 SNA in Turkmenistan.</p> <p>2) The study of the existing information and statistical basis for measuring the cost of travel services.</p> <p>3) Consultations with specialists of the Ministry of Finance and Economy, the State Insurance Company, the Statistical Service and the National Bank of Turkmenistan on the provision of insurance services on the principles of the SNA and in order to compile national accounts.</p>	<p>Define proposals for the organization or modification of existing statistical observations and registers in the insurance industry, as well as the use of administrative records for the purposes of measuring gross output, intermediate consumption and produced value added in insurance.</p> <p>These proposals will contain draft corrections and clarifications of the forms of statistical and other reporting.</p>
<p>Development of a methodology for recording insurance transactions in national accounts for their full inclusion in calculating the GDP of Turkmenistan, testing it for actual data</p>	<p>Analysis of differences in the interpretation of insurance services between the 1993 SNA version and the 2008 SNA one, and of the practice of recording insurance operations in the national accounts of other countries.</p>	<p>Preparation of a draft methodology for accounting for insurance services in GDP in accordance with the 2008 SNA, including their reflection in industrial and final consumption.</p> <p>Submission of the results to the stakeholders among the agencies in Turkmenistan.</p>

United Nations Development Programme
Regional Bureau for Europe and the CIS
Istanbul Regional Hub



Empowered lives.
Resilient nations.

Person / Vendor Profile

VENDOR TYPE: STAFF IC/RLA SERVICE CONTRACT MEETING PARTICIPANT OTHER

Person / Vendor Information (PLEASE ATTACH COPY OF YOUR PASSPORT)

Name (Last Name, First Name, Middle Name) Ivanov Ivan Ivanovich				
Person Detail				
Birth Date (DD-MM-YY)	Birth Place	Nationality	Sex	Male <input checked="" type="checkbox"/> Female <input type="checkbox"/>
01-02-1970	Tomsk	Russia		
Address				
Street Address				
18, Lesnaya str., apt. 44				
City				
Moscow				
State				
Postal Code				
125195				
Contact Details				
Telephone Number		Fax Number		E-mail Address
+7 926 123-45-67				vanyavanya@gmail.com

Bank Information (PLEASE ATTACH CERTIFIED BANK DETAILS FROM THE BANK)

Bank Name Sberbank			
Bank Address			
Street Address			
1 st Volokolamsky drive, 10-1			
City			
Moscow			
State			
Russia			
Postal Code			
123060			
Bank Account Number (Bank account holder MUST match with the vendor name, otherwise UNDP will not be able to process successfully the payment) 40817810300002231073			
IBAN (European banks)			
Bank Account Currency (It is vendor's responsibility to check with his/her bank if transfer is possible in case the currency of vendor's bank account differs from the currency UNDP will be sending the payment) Russian roubles			
SWIFT or ABA/ACH code (ABA/ACH code only in case of US banks) BIC: 044525974			

Correspondent Bank Information

(It is vendor's responsibility to check with his/her bank if Intermediary bank is needed for the transfer in given currency between UNDP bank account and vendor's bank account. If needed please fill the information below. If direct transfer is possible, please fill N/A)

Bank Name			
Bank Address			
Street Address			
City			
State			
Postal Code			
SWIFT or ABA code (ABA code only in case of US banks)			
Correspondent Bank Account Number 30101810145250000974			

I, Ivanov Ivan Ivanovich, in my capacity as Head of International Relations Department of the Ministry of Energy, hereby authorize the agency to direct payments for goods and services to the above account.

Signature: _____

Note: 1) Your payment will be made via Electronic Funds Transfer direct to your account. **All charges by the bank will be borne by Payee.** 2) Kindly provide accurate and complete information with regards to your bank account details above. If there are subsequent changes in your bank account details, please notify us immediately so that we can update your banking information in our payment system. 3) Failure to comply with item (2) above may result in your payment being delayed and additional charges imposed by the bank to rectify erroneous payments, which will be charged to you.