

**TERMS OF REFERENCE (TOR) FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS**

**UNICEF FIELD OFFICE FOR RAJASTHAN**

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| **Project/Program Title and RWP Code number:**  **RCH Data Manager, Rajasthan** | |  | |
| Background: Rajasthan is the largest state of the country geographically and contributes to around 5.5% of India’s population. The State has varying geographical terrain with some districts lying in desert area, some in plains and some in hilly, tribal areas. Each of these areas has its own typical challenges with regard to availability and accessibility of services. Besides the challenge of availability and accessibility of health services to people in differing geographical terrains, there is also the challenge of proper planning for outreach services, monitoring and supportive supervision of services through line supervisors and proper use of data.  The state health arena is transitionaing from Millenium Development Goals to Sustainable Development Goals (SDGs) with Goal 3 being central to health and well being of all individuals in the state. The targets for maternal moratality reduction, under 5 mortality reduction, neonatal and still birth reduction are to be achieved by the state in the year 2030. These goals are also aligned to the GOI vision and strategy for 2030. Since, health does not act in isolation and is intrinsikly linked to other goals and indicators such as gender , education, environment it is essential that complex , multitudnal data analysis is undertaken on regular basis to generate information and evidence for tracking the SDG goal for health. State data manager would play a crucial role in linking various data sets across interlinked domains , undertake complex analysis and provide evidence for actions which can be used for influencing key decisions at state level.  UNICEF Office for Rajasthan is supporting National Rural Health Mission Rajasthan in improving quality of data and its use since last 3 years. Government of Rajasthan is using the evidence generated for decision making up to the blocks level across all 33 Districts and also upto the PHC level in 4 HPD. As UNICEF ‘s work is becoming more and more at higher level and require more state level advocacy for evidence in terms of having quality of data analysis, trend generation and validation mechanisms for facilitating evidence based advocacy.  Over the course of last three years, various mechanism for collecting real time data with real time analysis using android based applications have been demonstrated as well as institutionalized thereby increasing data quality, efficieny, analysis and feeback facilitating major actions and decisions right from state to beneficiary level. State data manager plays a crucial role in facilitating the real time monitoring and data analysis and feedback mechanisms. The early gains in quality and use of data are now visible in the state as a result of this support regular score cards and fact sheets are generated using multiple data sources and shared with department and actions initiated based on the findings, Capacity of the department built on undertaking similar data analysis, system instituted and adopted by government and capacity of Districts built. Also monitoring and validation exercise across three service delivery platform has been established in 4 HPDs and district capacity is built on validating and using their own data.. In 4 HPDs the data collected through onsite mentoring and supportive supervisions is being used to track the survival of the newborn at 48 hours in the facility and grading the facilities on quality parameters using supportive supervision data. The mentioned position has key role in tracking this survival and facility quality grading and feedback to the stet government of regular basis for facilitating various critical actions on the basis of the data evidence generated.  In view of the above and provide high quality data product UNICEF field office for Rajasthan is looking for hiring of services of an expert who can help in converting the data into simple easy to use information for wider level of stakeholders | | | |
| **Purpose of Assignment:** To facilitate data action for undertaking evidence based advocacy and influencing setting up of quality assurance mechanism for facility based specially obstetric (Intra-partum care) , community based and home based supporting supervision mechanisms as well as building the capacity of the health system in undertaking the same as well as document it’s linkages with survival outcomes of mother and Children. | | | |
| 1. **Basic objectives of the Assignment:**  * Undertake complex data set analysis across various domains (social/financial/programmatic) for generating evidence for critical actions, with focus on Sustaibale development goal indictaors (SDGs) * Facilitate in conducting bottleneck analysis and documenting the changes in improving the coverage and effective coverage of key interventions * To analyze and develop programme performance brief factsheets on various secondary data sets be it AHS, SRS, NFHS and Census and other data sources. * Facilitate and strengthen the monitoring and validation exercises and capacity building of supervisor and data managers on use of data sets * Develop evidence based knowledge management products using HMIS, PCTS and eJAn Swasthya (Wherever being implemented) | | | |
| 1. **Duty station:** Jaipur,Rajasthan. | | | |
| 1. **Duration** 10 months over the period of 1st March 2017 to 31st December 2017 | | | |
| 1. **Supervisor:** Health Specialist | | | |
| 1. Major tasks and deliverables with timeline: (provide detail and in quantitative terms) 2. *(Please ensure to keep each task and deliverables/set of deliverables in separate rows)* | | | |
| **Tasks/ Result** | **End Product/ Set of deliverable (s)** | | **Estimate Time frame** |
| **Task 1**   * Develop district SDG profiles, progressive factsheets on the basis of Annual Health Survey, SRS, Census, NFHS for all 33 Districts along with PPT one for each District clearly showing the changes and areas of focus. * Generate a factsheet District and block wise on status of key indicators based on PCTS data. * Generate a factsheet for SNCU based on SNCU online Data. | * Technical support in building the capacity of the NHM and districts on data analysis and use both primary and secondary data sets available for tracking SDG indicators and generate a A 10 page report documenting the improvement in capacity of distirtcs for using data sets as well as progress in key identified indicators comparative for the 3 AHS surveys along with SDG PPT one for each district clearly showing the changes and areas of focus for each district to achieve SDG indictaors (March - 17) * Technical support to State NHM so as to develop33 District level and 1 state level factsheet for the period of April 2016 to March 2017, each one is of minimum 6 pages, sharing the data and handholding the state and district for using the factsheets for program performance review and local actions – (April -17) * Technical support to State NHM so as to develop SNCU factsheet for the period of April 2016 to March 2017, each one is of minimum 2 pages, sharing the data and handholding the state and district for using the factsheets for program performance review and local actions – (April -17) * Technical support to State so as to develop all 249 Blocks factsheet for the period of April 2016 to March 2017, on the basis of HMIS data and showing the areas of focus to improve the coverage of key indicators including data quality challenges and using the data for program planning and implementation – (May 2017) | | 2 months |
| **Task 2**   * A report on the basis of sequential Monitoring validation exercise in 4 HPDS 29Blocks showing changes in the coverage including effective coverage. * Facilitate Monitoring and Validation in 4 HPDs * Follow up on data quality improvement efforts in 4 HPDs * Facilitate Cold Chain Mentoring. | * 5-10 page report on removal of critical bottlenecks at the level of frontline functionaries providing MNCH services as a result of community and outreach supportive supervision mentoring including status of sick children and referral from community level for Banswara District – (June 2017) * 5-10 page report on removal of critical bottlenecks at the level of frontline functionaries providing MNCH services as a result of community and outreach supportive supervision mentoring including status of sick children and referral from community level for Banswara District – (June 2017) * 5-10 page report on removal of critical bottlenecks at the level of frontline functionaries providing MNCH services as a result of community and outreach supportive supervision mentoring including status of sick children and referral from community level for Dungarpur District – (July 2017) * 5-10 page report on removal of critical bottlenecks at the level of frontline functionaries providing MNCH services as a result of community and outreach supportive supervision mentoring including status of sick children and referral from community level for Barmer & Jalore District – (July 2017) * Technical support and handholding of the state NHM so as to develop 249 Blocks and 33 District level factsheet developed each of minimum of 2, A 4 size pages highlighting the quarterly changes in the indicators and progress for program review and planning (July 2017) * Technical support and handholding in building the capacity of Identified Cold chain mentors conducting cold chain mentoring exercise through mobile based (ODK) checklist (July – 2017) | | 3 months |
| **Task 3**   * Build capacity of at least 100 managers from at least 10 Districts, on How to do monitoring validation exercise using the manual * Generate Cold Chain Mentoring Analysis Data District and Block wise. * Develop Qurterly SNCU factsheet based on SNCU online Data. * Quarterly factsheet on the basis of HMIS for all 249 Blocks and 33 Districts. * Facilitate monitoring and validation in other districts beyond 4 HPDs * Onsite support for 4 Districts for mainstreaming concepts of mentoring and M & V in routine system. | * Technical support and handholding in building the capacity of state and district level program managers including facility level in charges in 4 HPDs in conducting monitoring and validation exercise and prepared a report on capacity building of at least 100 mangers on how to do monitoring and validation (Aug – 2017) * Technical support and handholding of the state NHM so as to develop Dvelop analytical report of cold Chain mentoring data, as well as district factsheet developed each of minimum of 2, A 4 size pages highlighting the quarterly changes in the indicators and progress for program review and planning (Sept 2017) * Technical support and handholding of the state NHM so as to develop 249 Blocks and 33 District level factsheet developed each of minimum of 2, A 4 size pages highlighting the quarterly changes in the indicators and progress for program review and planning (Oct 2017) | | 3 month |
| **Task 4**   * A follow of status of changes following onsite support for improving quality of data in 4 HPDs * Assist in Coverage Evaluation Survey and generate Deveinfo data and factsheets | * A report on the changes in data quality which could be attributed to onsite support and the areas where changes which could not be seen along with the reasons highlighting the critical bottlenecks which were removed as a result of onsite support and learning from the same. (Nov 2017)   Technical support and handholding of the state NHM so as to develop 33 District level factsheet developed each of minimum of 2, A 4 size pages of Coverage Evaluation Survey. (Dec 2017) | | 2 months |
| 1. Qualification or specialized knowledge/experience required for the assignment :   **Essential :**   1. Post Graduation in Statistics / MBA/ MCA/MSW 2. Experience of more than 3 years of handling complex data sets and analysis with international organizations/ UN/ bilateral oragnizations / CSO working in development sector / state Govt 3. Advanced proficiency in computer applications : Programming in Excel, Access, Powerpoint   **Desirable :**   1. Knowledge and proficiency in DevInfo is desirable 2. Knowledge and proficiency in real time monitoring using android based applications | | |  |
| 1. Conditions:  * General Conditions of Contracts for the Services of Consultants / Individual Contractors | | |  |

**Financial Bid**

**Data Manager**

**INDIVIDUAL CONSULTANT FOR SSA RCH, UNICEF**

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| **Major Tasks** | **Deliverable (s)** | **UNICEF Estimate** | | **Consultant's Proposal** | |
| **Estimated deadline for completion of deliverable (please mention as days/months)** | **Estimated travel required for completion of deliverable (please mention destination/ number of days)** | **Complete timeframe for deliverable** | **Cost (INR)**  (All inclusive i.e. professional fee, travel, DSA, communication, etc.) |
| **Task 1**   * Develop district SDG profiles, progressive factsheets on the basis of Annual Health Survey, SRS, Census, NFHS for all 33 Districts along with PPT one for each District clearly showing the changes and areas of focus. * Generate a factsheet District and block wise on status of key indicators based on PCTS data. * Generate a factsheet for SNCU based on SNCU online Data. | * Technical support in building the capacity of the NHM and districts on data analysis and use both primary and secondary data sets available for tracking SDG indicators and generate a A 10 page report documenting the improvement in capacity of distirtcs for using data sets as well as progress in key identified indicators comparative for the 3 AHS surveys along with SDG PPT one for each district clearly showing the changes and areas of focus for each district to achieve SDG indictaors (March - 17) * Technical support to State NHM so as to develop33 District level and 1 state level factsheet for the period of April 2016 to March 2017, each one is of minimum 6 pages, sharing the data and handholding the state and district for using the factsheets for program performance review and local actions – (April -17) * Technical support to State NHM so as to develop SNCU factsheet for the period of April 2016 to March 2017, each one is of minimum 2 pages, sharing the data and handholding the state and district for using the factsheets for program performance review and local actions – (April -17) * Technical support to State so as to develop all 249 Blocks factsheet for the period of April 2016 to March 2017, on the basis of HMIS data and showing the areas of focus to improve the coverage of key indicators including data quality challenges and using the data for program planning and implementation – (May 2017) | 2 months | 10-16 Days |  |  |
| **Task 2**   * A report on the basis of sequential Monitoring validation exercise in 4 HPDS 29Blocks showing changes in the coverage including effective coverage. * Facilitate Monitoring and Validation in 4 HPDs * Follow up on data quality improvement efforts in 4 HPDs * Facilitate Cold Chain Mentoring. | * 5-10 page report on removal of critical bottlenecks at the level of frontline functionaries providing MNCH services as a result of community and outreach supportive supervision mentoring including status of sick children and referral from community level for Banswara District – (June 2017) * 5-10 page report on removal of critical bottlenecks at the level of frontline functionaries providing MNCH services as a result of community and outreach supportive supervision mentoring including status of sick children and referral from community level for Banswara District – (June 2017) * 5-10 page report on removal of critical bottlenecks at the level of frontline functionaries providing MNCH services as a result of community and outreach supportive supervision mentoring including status of sick children and referral from community level for Dungarpur District – (July 2017) * 5-10 page report on removal of critical bottlenecks at the level of frontline functionaries providing MNCH services as a result of community and outreach supportive supervision mentoring including status of sick children and referral from community level for Barmer & Jalore District – (July 2017) * Technical support and handholding of the state NHM so as to develop 249 Blocks and 33 District level factsheet developed each of minimum of 2, A 4 size pages highlighting the quarterly changes in the indicators and progress for program review and planning (July 2017) * Technical support and handholding in building the capacity of Identified Cold chain mentors conducting cold chain mentoring exercise through mobile based (ODK) checklist (July – 2017) | 3 months | 15-24 days |  |  |
| **Task 3**   * Build capacity of at least 100 managers from at least 10 Districts, on How to do monitoring validation exercise using the manual * Generate Cold Chain Mentoring Analysis Data District and Block wise. * Develop Qurterly SNCU factsheet based on SNCU online Data. * Quarterly factsheet on the basis of HMIS for all 249 Blocks and 33 Districts. * Facilitate monitoring and validation in other districts beyond 4 HPDs * Onsite support for 4 Districts for mainstreaming concepts of mentoring and M & V in routine system. | * Technical support and handholding in building the capacity of state and district level program managers including facility level in charges in 4 HPDs in conducting monitoring and validation exercise and prepared a report on capacity building of at least 100 mangers on how to do monitoring and validation (Aug – 2017) * Technical support and handholding of the state NHM so as to develop Dvelop analytical report of cold Chain mentoring data, as well as district factsheet developed each of minimum of 2, A 4 size pages highlighting the quarterly changes in the indicators and progress for program review and planning (Sept 2017) * Technical support and handholding of the state NHM so as to develop 249 Blocks and 33 District level factsheet developed each of minimum of 2, A 4 size pages highlighting the quarterly changes in the indicators and progress for program review and planning (Oct 2017) | 3 month | 15-24 days |  |  |
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***Condition: The initial contract would be raised by UNICEF only for a period of 11 months. Only after satisfactory submission of deliverables and end year performance review a fresh contract may be issued for the duration of another 11 months with a mandatory one month break.***

*Shaded area to be filled in by consultant*

**Name of the Bidder:**

**Address:**

**Contact no.:**

**Email address:**

**Date:**

**TECHNICAL EVALUATION CRITERIA**

**Consultant Data Manager**

1 | Educational Qualifications 10 Marks

2 | Relevant Experience 30 marks

3 | Expertise 20 Marks

4 Experience in Bilateral/International/UN agencies 10 Marks

5 | Interview by UNICEF JFO panel of Experts 30 Marks

* Total Score should be 100.
* Minimum overall qualifying score should be 70.

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| **INSTRUCTIONS**  Please answer each question clearly and completely. **Type or print in ink.** Read carefully and follow all directions. | | | | | | | | | | | **UNITED**  **NATIONS**  **PERSONAL HISTORY** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **Do Not Write in This Space** | | | | | | | | | | |
| **1.** Family name | | | | | | | | | | | | | | First name | | | | | | | | | | | | | | | Middle name | | | | | | | | | | | | Maiden name, if any | | | | | | | | | | | | |
| **2.** Date  of  Birth | | Day | | Mo. | | | Yr. | | | **3.** Place of birth | | | | | | | | | | | **4.** Nationality (ies) at birth | | | | | | | | | | | | | | | | **5.** Present nationality (ies) | | | | | | | | | | | | | | | **6.** Sex | |
| **7.** Height | | | **8.** Weight | | | | **9.** Marital status:  Single | | | | | | | | | | Married | | | | | | | Separated | | | | | | | | | | | | Widow(er) | | | | | | | | | | | Divorced | | | | | |
| **10.** | Entry into United Nations service might require assignment and travel to any area of the world in which the United Nations might have responsibilities. Have you any disabilities which might limit your prospective field of work or your ability to engage in air travel? YES  NO If “yes”, please describe. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **11.** Permanent address | | | | | | | | | | | | | | | | | | **12.** Present address (if different) | | | | | | | | | | | | | | | | | | | | **13.** Office Telephone No. | | | | | | | | | | | | | | | |
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| Telephone No. | | | | | |  | | | | | | | | | | | | Telephone/Fax No. | | | | | | |  | | | | | | | | | | | | |  | | | | | | | | | | | | | | | |
| **15.** Have you any dependents? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | YES NO  If the answer is “yes”, give the following information: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NAME | | | | | | | | | Date of Birth | | | | | | | | Relationship | | | | | | NAME | | | | | | | | | | | | | | | | | Date of Birth | | | | | | | | | | Relationship | | | |
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| **16.** Have you taken up legal permanent residence status in any country other than that of your nationality?  If answer is “yes”, which country? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | YES  NO | | | | | |
| **17.** Have you taken any legal steps towards changing your present nationality?  If answer is “yes”, explain fully: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | YES  NO | | | | | | | | | | | | | | | | |  | | | | |
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| **18.** Are any of your relatives employed by a public international organization?  If answer is “yes”, give the following information: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | YES NO | | | | | | | | | | | | | | | | | | | | |
| NAME | | | | | | | | | | | | | | | | | | | | Relationship | | | | | | | | | | Name of International Organization | | | | | | | | | | | | | | | | | | | | | | | |
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| **19.** What is your preferred field of work? | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **20.** Would you accept employment for less | | | | | | | | | | | | | | | | | | | | | | **21.** Have you previously submitted an application for employment with U.N.? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| than six months | | | | | | | YES  NO | | | | | | | | | | | | | | | if so when? | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| **22.** KNOWLEDGE OF LANGUAGES. What is your mother tongue? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | READ | | | | | | | | | | | WRITE | | | | | | | | | | | | | | | SPEAK | | | | | | | | | | | UNDERSTAND | | | | | | | | |
|  | | | | | | | |  | | | | | | | Not | | | |  | | | | | | | Not | | | | | | | |  | | | | | Not | | | | | |  | | | | | | Not | | |
| OTHER LANGUAGES | | | | | | | | Easily | | | | | | | Easily | | | | Easily | | | | | | | Easily | | | | | | | | Easily | | | | | Easily | | | | | | Easily | | | | | | Easily | | |
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| **23.** For clerical grades only  *Indicate speed in words per minute* | | | | | | | | | | | | | | | | | | | | | | | | | | *List any office machines or equipment*  *you can use* | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Typing | | | | | | | |  | | | | | | |  | | | |  | | | | | | |  | | | | | | | |  | | | | | | | | | | | | | | | | | | | |
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| **24.** EDUCATIONAL. Give full details - N.B. Please give exact titles of degrees in original language.  A. UNIVERSITY OR EQUIVALENT Please do not translate or equate to other degrees. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NAME, PLACE AND COUNTRY | | | | | | | | | | | | | | | | ATTENDED FROM/TO | | | | | | | | | | | DEGREES and ACADEMIC | | | | | | | | | | | | | | | | | MAIN COURSE OF STUDY | | | | | | | | | |
|  | | | | | | | | | | | | | | | | Mo./Year | | | | | Mo./Year | | | | | | DISTINCTIONS OBTAINED | | | | | | | | | | | | | | | | |  | | | | | | | | | |
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| B. SCHOOLS OR OTHER FORMAL TRAINING OR EDUCATION FROM AGE 14 (e.g. high school, technical school or apprenticeship) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NAME, PLACE AND COUNTRY | | | | | | | | | | | | | | | | TYPE | | | | | | | | | | | | ATTEND FROM/TO | | | | | | | | | | | | | | CERTIFICATES OR | | | | | | | | | | | |
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| **25.** LIST PROFESSIONAL SOCIETIES AND ACTIVITIES IN CIVIC, PUBLIC OR INTERNATIONAL AFFAIRS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **26.** LIST ANY SIGNIFICANT PUBLICATIONS YOU HAVE WRITTEN (do not attach) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **27.** | EMPLOYMENT RECORD: **Starting with your present post, list in reverse order every employment you have had.** Use a separate block for each post. Include also service in the armed forces and note any period during which you were not gainfully employed. If you need more space, attach additional pages of the same size. Give both gross and net salaries per annum for your last or present post.  A. PRESENT POST (LAST POST, IF NOT PRESENTLY IN EMPLOYMENT) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FROM | | | | | TO | | | | | | | SALARIES PER ANNUM | | | | | | | | | | | | | | | | | EXACT TITLE OF YOUR POST: | | | | | | | | | | | | | | | | | | | | | | | | |
| MONTH/YEAR | | | | | MONTH/YEAR | | | | | | | STARTING | | | | | | | | FINAL | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
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| NAME OF EMPLOYER: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | TYPE OF BUSINESS: | | | | | | | | | | | | | | | | | | | | | | | | |
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| ADDRESS OF EMPLOYER: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | NAME OF SUPERVISOR: | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | SUPERVISED BY YOU: | | | | | | | | | | | | |  | | | |  | | | | | | | |
| DESCRIPTION OF YOUR DUTIES | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| B. PREVIOUS POSTS *(IN REVERSE ORDER)* | | | | | | |
| FROM | TO | SALARIES PER ANNUM | | EXACT TITLE OF YOUR POST: | | |
| MONTH/YEAR | MONTH/YEAR | STARTING | FINAL |  | | |
|  |  |  |  |  | | |
| NAME OF EMPLOYER: | | | | TYPE OF BUSINESS: | | |
|  | | | |  | | |
| ADDRESS OF EMPLOYER: | | | | NAME OF SUPERVISOR: | | |
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|  | | | | NO. AND KIND OF EMPLOYEES | REASON FOR LEAVING: | |
|  | | | | SUPERVISED BY YOU: |  | |
| DESCRIPTION OF YOUR DUTIES | | | | | | |
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| FROM | TO | SALARIES PER ANNUM | | EXACT TITLE OF YOUR POST: | | |
| MONTH/YEAR | MONTH/YEAR | STARTING | FINAL |  | | |
|  |  |  |  |  | | |
| NAME OF EMPLOYER: | | | | TYPE OF BUSINESS: | | |
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| ADDRESS OF EMPLOYER: | | | | NAME OF SUPERVISOR: | | |
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|  | | | | NO. AND KIND OF EMPLOYEES | | REASON FOR LEAVING |
|  | | | | SUPERVISED BY YOU***:*** | |  |
| DESCRIPTION OF YOUR DUTIES | | | | | | |
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| FROM | TO | SALARIES PER ANNUM | | EXACT TITLE OF YOUR POST: | | |
| MONTH/YEAR | MONTH/YEAR | STARTING | FINAL |  | | |
|  |  |  |  |  | | |
| NAME OF EMPLOYER: | | | | TYPE OF BUSINESS: | | |
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| ADDRESS OF EMPLOYER: | | | | NAME OF SUPERVISOR: | | |
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|  | | | | NO. AND KIND OF EMPLOYEES | REASON FOR LEAVING | |
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| DESCRIPTION OF YOUR DUTIES | | | | | | |
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| FROM | TO | SALARIES PER ANNUM | | EXACT TITLE OF YOUR POST: | |
| MONTH/YEAR | MONTH/YEAR | STARTING | FINAL |  | |
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| NAME OF EMPLOYER: | | | | TYPE OF BUSINESS: | |
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| ADDRESS OF EMPLOYER: | | | | NAME OF SUPERVISOR: | |
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|  | | | | NO. AND KIND OF EMPLOYEES | REASON FOR LEAVING |
|  | | | | SUPERVISED BY YOU: |  |
| DESCRIPTION OF YOUR DUTIES | | | | | |
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| **28.** HAVE YOU ANY OBJECTIONS TO OUR MAKING INQUIRIES OF YOUR PRESENT EMPLOYER? YES  NO | | | | | | | | |
| **29.** ARE YOU NOW, OR HAVE TO EVER BEEN, A PERMANENT CIVIL SERVANT IN YOUR GOVERNMENT’S EMPLOY? YES NO | | | | | | | | |
| If answer is “yes”, WHEN? | | | | | | | | |
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| **30.** REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.  ***Do not repeat names of supervisors listed under item 27.*** | | | | | | | | |
| FULL NAME | | | | FULL ADDRESS | | | | BUSINESS OR OCCUPATION |
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| **31.** STATE ANY OTHER RELEVANT FACTS, INCLUDING INFORMATION REGARDING ANY RESIDENCE OUTSIDE THE COUNTRY OF YOUR NATIONALITY | | | | | | | | |
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| **32..** | HAVE YOUR EVER 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. | | | | | | | |
|  | | | | | | | | |
| **33**. Please specify from where you came to know about the job advertisement. | | | | | | | | |
| **34.** | 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 renders a staff member of the United Nations liable to termination or dismissal. | | | | | | | |
|  | DATE: | |  | |  | SIGNATURE : |  | |
|  | | | | | | | | |
| **N.B.** | | You will be requested to supply documentary evidence which supports the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so by the Organization and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of the Organization. | | | | | | |
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