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| **Purpose of Activity/Assignment:**  Under the Integrated Child Development Scheme there are six areas and one among them is the area of early childhood education (ECE) which is the weakest area within the department of Women and Child Development. The importance of ensuring overall development in the early years is globally advocated and there is enough research that shows if the child is not given opportunities for an overall development in the early years, he/she would suffer a disadvantage all their lives .In the recent years certain opportunities have emerged for strengthening the ECE component of the ICDS Programme Nationally :-   * The National Government has approved a national policy on ECCE wherein ECE is a very important component. * National institutions e.g. NIPCCD and NCERT in coordination with experts and academic institutes like Ambedkar University has developed the national curriculum framework for ECE. * A national committee has been formed to guide and advice states on their ECE initiatives. * Under the ICDS programme MWCD has enhanced the amount of funds for ECE component for anganwadi centers. * There is also a directive from MWCD to start an ECCE day within the ICDS programme when parents and communities would participate in the anganwadi center to understand the ECCE component of the anganwadi centers   ICDS within Rajasthan in coordination with UNICEF had developed a curriculum and syllabus for ECE based on the national curriculum framework on ECE. To transact the curriculum ICDS with support from UNICEF also developed manual for trainers of anganwadi workers and an activity book for anganwadi workers At present there is an interest within the Government to strengthen the ECE component The revised ECE curriculum was rolled out in 2016 in 4200 anganwadi centers across the state . The learnings of this implementation in the process of being incorporated in the manuals and teaching learning materials which will be will be introduced in all the anganwadi centers across the state . This needs a very intense support to ICDS to build the capacity of their system to be able to create an enabling environment for ECE across the state and developing monitoring framework  In the beginning of 2016 UNICEF advocated very strongly with both departments of ICDS and Education to bring in a seamless coordination for ECE so that a child in anganwadi center gets support in her preschool developmental domains both from the schools as well as the anganwadi center. This has the scope for developing a strong learning base for the children. Government has requested UNICEF to coordinate with the two departments and support building the capacities for joint work on ECE  **ECE bottlenecks and strategic actions**  Undertaking a Gaps and Barriers / Bottlenecks (GBB) analysis based on the Theory of Change (TOC), it has been realized that implementation of ECE has been rather slow except in the last nine months. This calls for concerted efforts on awareness raising, evidence generation, strengthening of human and institutional capacities and policy advocacy. A deeper analysis of the bottlenecks highlight the following :--   1. The state lacks a cadre of trainers on ECE components as a result the anganwadi workers use age old methods of ECE for the children 3-5 years old. 2. The training institutes e.g. AWTC ( Anganwadi training centers) and MLTC ( Middle level training centers ) do not have the necessary capacity and resources for training on ECE 3. Centers are equipped with TLM that does not match the domain developments mentioned in the curriculum 4. In addition the coordination between the departments of Education who have the knowledge and skills in cognitive development of the child and DWCD who have the mandate to ensure cognitive skill development of 3-5 year olds is still weak and needs strengthening     To address the above bottlenecks some of the preconditions identified in TOC were (1) parents send their 3-5 year old children to local anganwadi centers (2) Anganwadi workers have the required skills and knowledge on ECE (3) Anganwadi centers are equipped with required TLM that contributes to the age appropriate development of the domains given (4) Schools and anganwadi centers jointly support ECE component within the anganwadi centers.  The key objectives of the proposed assignment are to provide technical support to ICDS in enhancing their capacity to plan , implement and monitor a robust ECE package based on the existing curriculum and syllabus and the lessons learnt during roll out in 4200 centers and also ensure that the preconditions identified are realised   * support the state in its planning and implementation of school ECE component within ICDS * Revise , materials activity books, guidelines for ECE based on experiences from the field * Capacity enhancement of AWTC (anganwadi training centers) and MLTC ( Middle level training center) so as to enhance the training of anganwadi workers * Development of a monitoring framework for ECE. * Development of a framework for Education and ICDS coordination * Development of a framework for panchayat engagement for enhanced community participation with Anganwadi centers | | | | | |
| Budget Year | Requesting Section/Issuing Office: | | Key reasons why consultancy cannot be done by staff: | | |
| 2016-2017 | Education | | ECE is a very important aspect in Education unless preschool education is addressed children will not have good learning outcomes in school. The present ICDS is very slow in implementing ECE and also lacks the technical knowhow of the same. We need a full time consultant who can give full time and technical inputs to bring ECE into the highlights of ICDS programme. In addition there is a need for constant follow up between Education department and DWCD so that joint trainings, guidelines and monitoring framework is developed which will require someone to be full time on the job. | | |
| **Supervisor:** Education Specialist , UNICEF Rajasthan | | **Proposed Start Date:** | | **Proposed End Date:** | **Number of Days/Months (working)** |
|  | | *March 2017* | | *Dec 2017* | *10 months* |

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| **Work Assignment Overview** | | | | |
| **Tasks:** | **Deliverables/Outputs:** | **Date** | **Budget Amount**  **(estimated)** | |
| **Task 1:**  Support the state in planning and monitoring of the ECE component of ICDS. | Recommend a system of regular review meeting within ICDS on ECE at state , district and sector levels inclusive of reporting formats ,period of review and planning including tracking of children progress in preschool areas | Two and a half months | 25 % | |
| Recommendations on the existing online monitoring systems to add ECE components |
| Recommendations for sectoral meetings so that monthly mentoring support to anganwadi workers on ECE as well as reporting framework |
| Suggestions to MIS on analysing the reports from sector meetings on ECE |
| Technical support—IEC developed on various areas of ECE |
|  | Inputs for the PIP on ECE for ICDS to be submitted to MWCD based on evidence and good practices from the field |
| **Task 2:**   * Support ICDS to equip centers with age appropriate theme based TLM | Facilitate and give technical support to ICDS to coordinate workshops for development of activity books , manuals for anganwadi workers supervisors | Two months | 20% | |
| Assessment areas for tracking progress in ECE age wise developed and shared with ICDS for endorsement |
| Indicators developed for panchayat engagement in AWC shared with both departments |
| **Task 3:**   * A framework for coordination between Education and ICDS developed | * Framework clearly defining how preschool can be supported by Education and DWCD departments | 3 months | 30 % | |
| * Support regular review meetings of the coordination committee – agenda , minutes and follow up areas |
| * Guidelines for Principals, head teachers class 1-2 teacher in supporting preschool education in anganwadi centers |
| * Recommendation for areas of coordination school level , cluster , block and district levels |
| * Sharing of best practices in Government as well as Non-government initiatives in collaborations |
| * Manuals for Capacity building of Principals , head teachers and teachers on key areas of ECE |
| **Task 4:**   * Capacity building of Anganwadi training institutes so as to conduct effective training of ECE | * SWOT analysis to identify the strengths and gaps in AWTC and MLTC | Two and a half months | 20 % | |
| * A two year capacity enhancement plan developed for AWTCs for effective implementation of ECE. |
| * Manuals for TOT of the 20 AWTCs on preschool Education. |
| * List of reference materials to be shared with AWTCs to enhance their understanding on ECE |
| * Reports of trainings where as resource person in preschool training of AWTC |
| **Terms of payment**  **Deliverable payment of fees, inclusive of travel allowances, upon completion and submission of reports** | Payment, upon completion of each deliverable according to schedule.  Payment, upon completion of all deliverables at the end of assignment.  Fee advance, percentage (up to 30 % of total fee) | | | |
| **Minimum Qualifications required:** | **Knowledge/Expertise/Skills required:** | | | |
| Master’s Degree in Social Sciences, Education or related subject | **Work Experience:**   * At least three years of professional work experience on Education , work in ECE will be an added advantage * Vast experience in project design, implementation * Proven ability to advocate effectively with state and district level officers of counterpart and other departments; * Ability to use computer software i.e. Windows XP, MS Office, MS Excel, PowerPoint and Internet based programmes; * Previous experience working with UN or bilateral agency will be an advantage;   **Languages:** Fluency in English and Hindi.  **Critical Competencies:**  Technical   * Ability to communicate clearly ideas and concepts both oral and written * Proven ability to conceptualize, innovate, plan and execute ideas and systems. * Ability to plan, coordinate and manage multi activities and adjust to changing priorities. * Ability to organise, manage and participate within teams. * Ability to organize and implement training aimed to building capacity. * Ability to analyze data, identify bottlenecks to improve systems and provide recommendations * Good interpersonal skills to ensure effective working relationship with partners and colleagues. Sensitivity to partner’s needs and expectations, maintaining open communications. | | | |
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**Financial Bid**

**INDIVIDUAL CONSULTANT FOR ECE (UNICEF Jaipur)**

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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:**  Support the state in planning and monitoring of the ECE component of ICDS | 1. Recommend a system of regular review meeting within ICDS on ECE at state , district and sector levels inclusive of reporting formats ,period of review and planning including tracking of children progress in preschool areas |  |  |  |  | |
| 1. Recommendations on the existing online monitoring systems to add ECE components |
| 1. Recommendations for sectoral meetings so that monthly mentoring support to anganwadi workers on ECE as well as reporting framework |
| 1. Suggestions to MIS on analysing the reports from sector meetings on ECE |
| 1. Technical support—IEC developed on various areas of ECE |
| 1. Inputs for the PIP on ECE for ICDS to be submitted to MWCD based on evidence and good practices from the field |
| **Task 2:**  Support ICDS to equip centers with age appropriate theme based TLM | 1. Facilitate and give technical support to ICDS to coordinate workshops for development of activity books , manuals for anganwadi workers |  |  |  |  | |
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| Task 3.  A framework for coordination between Education and ICDS developed | 1. Framework clearly defining how preschool can be supported by Education and DWCD departments |  |  |  |  | |
| 1. Support regular review meetings of the coordination committee – agenda , minutes and follow up areas |
| 1. Guidelines for Principals, head teachers class 1-2 teacher in supporting preschool education in anganwadi centers |
| 1. Recommendation for areas of coordination school level , cluster , block and district levels |
| 1. Sharing of best practices in Government as well as Non-government initiatives in collaborations |
| 1. Manuals for Capacity building of Principals , head teachers and teachers on key areas of ECE |
| Task 4  Capacity building of Anganwadi training institutes so as to conduct effective training of ECE | 1. SWOT analysis to identify the strengths and gaps in AWTC and MLTC |  |  |  |  | |
| 1. A two year capacity enhancement plan developed for AWTCs for effective implementation of ECE |
| 1. Manuals for TOT of the 20 AWTCs on preschool Education |
| 1. List of reference materials to be shared with AWTCs to enhance their understanding on ECE |
| 1. Reports of trainings whereas resource person in preschool training of AWTC |
| **TOTAL AMOUNT IN RUPEES** | | | | | | |

*Shaded area to be filled in by consultant*

**Name of the Bidder:**

**Address:**

**Contact no.:**

**Email address:**

**Date:**

**TECHNICAL EVALUATION CRITERIA**

**Consultant ECE**

1 | Educational Qualifications 35 Marks

2 | Relevant Experience 25 marks

3 | Expertise 25 Marks

4 | Language 10 Marks

5 | Experience in Bilateral/International/UN agencies 5 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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| **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? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 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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| **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 | | | | | | | | | |
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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) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 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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| DESCRIPTION OF YOUR DUTIES | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| B. PREVIOUS POSTS *(IN REVERSE ORDER)* | | | | | | |
| FROM | TO | SALARIES PER ANNUM | | EXACT TITLE OF YOUR POST: | | |
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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: | |
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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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|  | | | | 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 |  | | |
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| NAME OF EMPLOYER: | | | | TYPE OF BUSINESS: | | |
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| MONTH/YEAR | | | MONTH/YEAR | | | STARTING | | FINAL | |  | | | |
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| NAME OF EMPLOYER: | | | | | | | | | | TYPE OF BUSINESS: | | | |
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| 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. | | | | | | | | | | | | | | |
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| **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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