



UN

Volunteers

Subject/Title – Contracting the Services of a Consultant for the Review of the National UNV Volunteer (NUNV) Modality

Issue Date: 02 May 2008

Close Date: Monday, 19, May, 2008, 13:00 (Bonn Time)

The United Nations Volunteer Programme (UNV) in Bonn, Germany would like to invite qualified consultants or companies capable of providing services for a review of the national UNV volunteer (NUNV) modality to submit their application to perform the required services.

For details please refer to the Terms of Reference (TOR) (Annex I)

Only companies/consultants with relevant experience in supplying similar services will be considered qualified. In order to qualify as a potential supplier, interested companies/consultants should submit their application, as well as the following documents:

- ✓ A brief presentation of your company/consultancy
- ✓ Detailed list of services and specific areas of expertise that your institution (or you as an individual) may provide
- ✓ Proof of any previous relevant work carried out
- ✓ A reference list of previous clients that may be contacted (name, e-mail address, tel, address)
- ✓ Fully detailed CV for individuals. In case your institution would like to associate with freelance consultants (subcontractors), please supply their full CVs and indicate that they are subcontractors
- ✓ Contact information (full name and address, country, telephone and fax numbers, e- mail address, website and contact person)
- ✓ The expected daily consultancy fee. (Per diem allowances will be paid in accordance with the UN rate, official travel will be reimbursed/arranged)

The contract shall be awarded to the consultant who is the most technically qualified and provides the best value for money.

The application and accompanying documents must be received no later than **Monday, 19, May, 2008, 13:00 (Bonn Time)** and be forwarded to the following e-mail address: **hq@unvolunteers.org**:
Attention: Marc Wharton with ‘**NUNV Consultant**’ in the subject line.

For any queries, please send an e-mail to **hq@unvolunteers.org** with ‘**NUNV Consultant**’ in the subject line. If you submit an application, UNV expects that you have read and agree with the TOR and the UNV Terms and Conditions.

UNV reserves the right to accept or reject any application. Only qualified companies/consultants will be invited to participate in any subsequent contracting exercises. Nothing in this document shall be taken to form a binding legal Contract. The potential subsequent procurement will be governed by the rules and regulations of the United Nations Development Programme (UNDP)/United Nations Volunteers (UNV). **Only successful companies/consultants will be contacted.**

United Nations Volunteers

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UN Volunteers is administered by the United Nations Development Programme (UNDP)

