

Reference: JAK/QUO/19/SC/PCB/035

Date: 12.11.2019

Request to submit a written proposal for a work assignment with UNESCO.

UNESCO is inviting written proposals from Individual Consultants for the work assignment to be posted in Dili, Timor-Leste as described in the Terms of Reference (attachment A).

To enable you to prepare a proposal for this assignment, please find attached the following documents:

- (a) Terms of Reference (see attachment A);
- (b) UNESCO's contract for Individual Consultants, the contracting modality used for these assignments (attachment B);
- (c) Your written should comprise:
 - a. A technical proposal consisting of an up to date curriculum vitae, and an approach and methodology for the assignment, a work plan and comments on the Terms of Reference if any (in brief).
 - b. The amount to be charged for the assignment, which should be quoted in US dollars only. Please show any travel costs separately.

Your proposal and any supporting documents must be in English.

Download the [TOR](#)

Download [Form HR.13-2](#)

UNESCO places great emphasis on ensuring that the objectives of the work assignment, as described in the Terms of Reference are met. Accordingly, in evaluating the proposals for the assignment, attention will focus first and foremost on the technical elements. From those proposals deemed suitable in terms of the criteria in the Terms of Reference, UNESCO shall select the proposal that offers the Organisation best value for money.

Your proposal should be submitted by e-mail no later than close of business (17.00) on **27 November 2019**. E-mail proposals should not exceed 5MB.

The e-mail address is:

Jakarta@unesco.org

It is the individual's responsibility to ensure that his/her proposal is received by the deadline.

Thank you for your interest in this UNESCO assignment; and we look forward to receiving your proposal.