



**“GEF GOLD+: Advancing Formalization and Mercury-Free Gold in Surinam” Full Size Project (FSP)**

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## **Request for Proposals (RFP)**

**for**

**A CONSULTING FIRM OR CONSORTIUM TO CONDUCT AN ENVIRONMENTAL AND SOCIAL IMPACT ASSESSMENT (ESIA)**

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**Implemented by the Ministry of Natural Resources (MNR)**

**Financed by the Global Environment Facility (GEF)**

**Supported by the United Nations Development Programme (UNDP)  
Country Office in Suriname**

**Issued on: *June 24, 2025***



Supported by:



Implemented by:



Executed by:





Dear Sir/ Madam,

The Ministry of Natural Resources in collaboration with the United Nations Development Programme (UNDP) are engaged in the multi-year project planetGOLD Suriname “GEF GOLD+: Advancing Formalization and Mercury-Free Gold in Suriname”.

The planetGOLD Suriname project aims to overcome a sectorial context that encompasses a series of gaps that delay the national capacity to comply with the obligations of Suriname under the Minamata Convention for the ASGM sector, in an environmentally sustainable market approach, which will deliver multiple benefits at mining district, national and global levels through institutional strengthening and environmentally sound management and elimination of mercury. The project is funded by, among others, the GEF through the UNDP and implementation is jointly in the hands of the Ministry of Natural Resources.

We now invite proposals: **to conduct an Environmental and Social Impact Assessment (ESIA) for selected pilot sites of the planetGOLD Suriname Project.**

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before July 08, 2025 and via email to:

The Ministry of Natural Resources of Suriname

Mr. Dr. J. C. de Mirandastraat 13-15

Paramaribo, Suriname

**Attn.** Ms. Maureen Bottse, Deputy Permanent Secretary Financial Management NH

**Email address:** [piugefgold@gmail.com](mailto:piugefgold@gmail.com) with the subject reading as follows: **Application to conduct an ESIA for selected pilot sites**

Your Proposal must be expressed in **English**, and valid for a minimum period of **90 days**.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by NH after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the.pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of NH requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Please be advised that NH is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.



NH encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to NH if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

NH implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against NH, as well as third parties involved in NH activities.

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Ms. Maureen Bottse  
Deputy Permanent Secretary Financial Management NH  
planetGOLD Suriname National Project Director

June 24, 2025

## Description of Requirements

Project Name	<i>planetGOLD Suriname “GEF GOLD+: Advancing Formalization and Mercury-Free Gold in Suriname”</i>																		
Partners	Ministry of Natural Resources and United Nations Development Programme (UNDP)																		
Context of the Required Services	Conduct an Environmental and Social Impact Assessment (ESIA) for selected pilot sites of the planetGOLD Suriname Project																		
List and Description of Expected Outputs to be Delivered	Kindly refer to Annex 1. Terms of Reference (ToR)																		
Person to Supervise the Work/Performance of the Service Provider	<i>Personnel / the Project Manager of the Project Management Unit of the planet GOLD Suriname Project</i>																		
Frequency of Reporting	<i>Kindly refer to Annex 1. Terms of Reference (ToR)</i>																		
Location of work	At Contractor’s Location																		
Expected duration of work	Six (6) months																		
Target start date	1 August 2025																		
Latest completion date	31 January 2026																		
Travels Expected	<table border="1"> <thead> <tr> <th>Destination/s</th><th>Estimated Duration</th><th>Brief Description of Purpose of the Travel</th><th>Target Date/s</th></tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>			Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s												
Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s																
Other Requirements	<input checked="" type="checkbox"/> Meeting facilities to be provided by NH (i.e. must be excluded from price proposal) <input checked="" type="checkbox"/> Implementation Schedule indicating breakdown and timing of activities/ sub-activities <input checked="" type="checkbox"/> CV using the P11 form of individuals who will be involved in completing the services																		
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (Surinamese Dollars (SRD))																		

	<p>Selected candidates who submit a US Dollar quotation will be paid in SRD at the prevailing UNORE rate at time of payment. For reference, please see link below:  <a href="https://treasury.un.org/operationrates/OperationalRates.php#S">https://treasury.un.org/operationrates/OperationalRates.php#S</a></p> <p>Financial proposals must indicate an all-inclusive daily fee. The daily fee in the financial proposal must consider the various expenses the applicant expects to incur during contract, including: the daily professional fee, communications, utilities and consumables, life, health and any other insurance; and any other relevant expenses related to the performance of services under the contract.</p>																				
Value Added Tax on Price Proposal	<p><input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes  <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes</p> <p><b>Note:</b> The Ministry of Natural Resources is exempt from paying Vat and UNDP is exempt from paying VAT on amounts of SRD10,000 and above.</p>																				
Validity Period of Proposals ( <i>Counting for the last day of submission of quotes</i> )	<p><input type="checkbox"/> 60 days  <input checked="" type="checkbox"/> 90 days  <input type="checkbox"/> 120 days</p> <p>In exceptional circumstances, NH may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.</p>																				
Partial Quotes	<p><input checked="" type="checkbox"/> Not permitted  <input type="checkbox"/> Permitted</p>																				
Payment Terms	<p>A suggestion is included in the ToR (Annex 1.). The Contractor can propose an alternative in the Financial Proposal, according to the format below.</p> <table border="1"> <thead> <tr> <th>Outputs</th><th>Percentage</th><th>Timing</th><th>Condition for Payment Release</th></tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td rowspan="5"> <p>Within thirty (30) days from the date of meeting the following conditions:</p> <p>a) NH's written acceptance (i.e., not mere receipt) of the quality of the outputs; and</p> <p>b) Receipt of invoice from the Service Provider.</p> </td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </tbody> </table>	Outputs	Percentage	Timing	Condition for Payment Release				<p>Within thirty (30) days from the date of meeting the following conditions:</p> <p>a) NH's written acceptance (i.e., not mere receipt) of the quality of the outputs; and</p> <p>b) Receipt of invoice from the Service Provider.</p>												
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Institution(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	The Ministry of Natural resources
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><b><u>Technical Proposal (70%)</u></b></p> <input checked="" type="checkbox"/> Expertise of the Firm 15% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 30% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 20%  <p><b><u>Financial Proposal (30%)</u></b></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by NH.</p>
NH will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers
Annexes to this RFP	<input checked="" type="checkbox"/> Detailed TOR (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3)
Contact Person for Inquiries (Written inquiries only)	<p><i>Email: <a href="mailto:piugefgold@gmail.com">piugefgold@gmail.com</a></i></p> <p>Any delay in the response shall be not used as a reason for extending the deadline for submission, unless NH determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>



Mr. J.C. de Mirandastraat 11-15, Paramaribo,  
Suriname

Tel: (597) 410160 / 421455

[www.naturalresources.gov.sr](http://www.naturalresources.gov.sr)

E-mail: [piugefgold@gmail.com](mailto:piugefgold@gmail.com)

## Annex 1

### TERMS OF REFERENCE

#### To conduct an Environmental and Social Impact Assessment (ESIA)

<b>Position:</b>	Consortium of experts (local)
<b>Project Title:</b>	Global Opportunities for Long-term Development of ASGM Sector Plus - GEF GOLD + in Suriname
<b>Expected Start Date:</b>	August 1, 2025
<b>Expected duration:</b>	6 months (60 working days) with option for contract extension upon satisfactory performance
<b>Location:</b>	Suriname
<b>Source of Funding</b>	GEF GOLD+ project

### 1. Project Description

The GEF GOLD+ project, supported by the United Nations Development Programme (UNDP) Country Office in Suriname, seeks to address sector-wide gaps that hinder Suriname's ability to meet its Minamata Convention obligations for the artisanal and small-scale gold mining (ASGM) sector. Through an environmentally sustainable and market-driven approach, the project aims to deliver broad benefits—at the mining district, national, and global levels—by strengthening institutions and promoting the environmentally sound management and elimination of mercury use.

The project is structured around four key pillars: formalization, access to finance, technical solutions, and awareness raising. Together, these pillars provide an integrated approach to strengthening the ASGM sector in Suriname.

The ultimate goal is to make ASGM operations safer, cleaner, and more profitable, while supporting the elimination of mercury use. A central strategy involves the introduction of mercury-free technologies within a framework of Environmentally Responsible Mining (ERM) in three targeted pilot locations: Mama Ndyuka, Nyun Jacobkondre, and Sarakreek.

During the project development phase an Environmental and Social Management Framework

(ESMF) has been prepared to assess the project's potential environmental and social impacts. Preliminary analysis and screening conducted via UNDP's Social and Environmental Screening Procedure (SESP) identified potential social and environmental risks associated with project activities including in particular, to maximize the potential of the ASGM sector in Suriname in a way that the use of mercury for gold production will be reduced and banned overtime.

The Project Management Unit (PMU) should ensure that during project implementation the environmental and social risks and impacts are fully assessed and management measures are put in place for the implementation of the relevant project activities.

Based on abovementioned the project is now seeking a qualified team of experts to conduct an Environmental and Social Impact study (ESIA) and prepare an Environmental and Social Management Plan (ESMP) for two selected pilot sites namely in the Sarakreek area and Njun Jacobkondre.

## 2. Objective

The general objective of the consultancy is to ensure compliance with national environmental legislation, as well as with the UNDP's Strategic Social and Environmental Procedures (SSEP) in the context of the project. Further, it serves to identify social and environmental impacts (positive and negative) and risks and to design respective measures to prevent, reduce and mitigate them.

### Specific Objectives for the two pilot sites are:

- To prepare an Environmental and Social Impact Assessment (ESIA) and its respective Environmental and Social Management Plan (ESMP) for the planned pilot areas to ensure the socio-environmental sustainability of their different components.
- To implement the ESMP for the planned pilots to ensure the socio-environmental sustainability of their different components.
- to analyze, evaluate and propose measures to prevent, control, mitigate, restore and/or compensate the potential environmental and social impacts of the pilot investments so that the project complies with relevant regulations and legislation.
- To prepare management plans and other instruments detailing environmental and social requirements, in particular to guide the final design of the pilots and their components, including recommendations for changes to the pilot design as well as specific actions to be taken.
- Develop a consultation/stakeholder engagement plan, including an analysis of interested and affected parties, detailing documentation requirements, and dissemination of information about the pilots.



- Support the PMU in carrying out meaningful consultations.

### 3. Scope of Work

The ESIA team should consists of experts to carry out the following research.

- Environmental, Social & Health and Technical Baseline Studies
- Impact Assessments of the areas
- Mitigation and Management plans
- Stakeholder engagement plan

### Key Functions and Responsibilities

- Description of the Pilots; description of the pilot location and sensitive environmental and social features. It includes a map of sufficient detail, showing the pilot site and the area that may be affected by the pilot's direct, indirect, and cumulative impacts. (i.e. area of influence)
- Diagnosis of the Pilots' Area of Influence and Beneficiaries; characterization of the area of direct impacts, describing the current environmental and social conditions in the area where the pilots are intended to intervene or implement.
- Institutional and legal framework; identify the environmental and social studies required according to the level of socio environmental risk, in order to comply with both national and local environmental circumstances related to the concession.
- Main Environmental and Social Impacts; identification, analysis and rating of the environmental and social impacts of each of the project pilot sites during the different phases of the project cycle (preparation, operation, maintenance etc.), including those impacts related to health and safety;
- Preparation of the Environmental and Social Management Plan (ESMP) for the project; the ESMP will define desired social and environmental management outcomes and specify social and environmental indicators, targets, or acceptance (threshold) criteria to track ESMP implementation and effectiveness.

### 4. Expected Deliverables and payment schedule

Deliverables will be reviewed and approved by the PMU. Payments will be made in tranches, contingent on submission and approval of deliverables, as per project financial protocols. Suggestion of payment terms (a final schedule will be agreed and included in contract):

Milestone	Deliverable	Timeline	Payment Schedule
Project Kickoff	Inception Report with detailed workplan for each pilot site	Within 3 weeks after contract signing	20% upon submission
Progress Assessment	Progress Reports for each pilot Site outlining approach, Methodology and ground-truthing status	Month 2-3	20% upon approval
Draft ESIA Report	Preliminary findings including EMP, SMP, and stakeholder feedback for each pilot site	Month 4	40% upon submission
Final ESIA Report & Additional Deliverables	Final ESIA Report for each Pilot site with EMP, SMP, Mercury Phase-Out Plan, Stakeholder Engagement Records Non-Technical Summary (Dutch), Monitoring & Evaluation Framework	Month 6	20% upon approval

## 5. Minimum Required Skills and Experience

A consortium of mainly national professionals is needed for carrying out the consultancy. The consortium as a team will be responsible for the successful implementation of activities and delivery of the outputs. The consortium should include at least the profiles with the following qualifications.

- **Degree/Academic Level & Years of Professional Experience:**

Professionals with a master's degree in social and/or environmental sciences with at least 10 years' experience in socio-environmental impact management/social environmental impact assessment.

- **Areas of Expertise:**

- At least 7 years of experience in undertaking environmental and social impact assessment of mining projects
- In-depth understanding of socio-environmental management issues
- In-depth knowledge of the Strategic Social and Environmental Standards (SSES) and Principles of UNDP
- Evidence of having carried out similar assignments for international organizations
- Extensive experience in supporting and undertaking stakeholder engagement processes

- **Languages:** English, Dutch, local language

In addition, the experts nominated as part of the consultancy team must collectively meet all of the following criteria:

- **Skills:**

- Ability to work with little supervision
- Excellent written and verbal communication skills in English & Dutch
- Efficient and effective time management

- **Competencies**

- Leadership and Entrepreneurship;
- Demonstrated ability to effectively manage and supervise projects;
- Strong ability to coordinate and work as a team;
- Ability to work in complex, multi-stakeholder project environments;
- Understandings of the country's administration, including the mining sector;
- Knowledge and experience in the small-scale goldmining and artisanal aspect is a significant asset;
- Ability for report writing;
- Ability to work effectively under pressure and meet deadlines;
- Computer skills, including internet navigation and various office applications.

## 6. Reporting

The consultancy team reports to the Project Manager and will also work in close collaboration with the Project team.

## 7. Application requirements and recruitment

The consortium will be recruited by a selection committee consisting of representatives from the Project Management Unit (PMU) of the GEF Gold+ project, Implementation Partner and Execution Partner; the contract will be signed with the Ministry of Natural Resources (MNR) as the project's Execution partner.

### The following documents shall be required from the applicants:

1. Technical Proposal
  - a) Indicating the consortium's understanding of the TOR and how they propose to carry out the task with expected deliverables including a workplan with timeline;
  - b) A CV supported by a Personal History Form indicating all past experience, as well as the contact details (email and telephone number) of the consultant and at least three (3) professional references.
2. Financial Proposal
  - a) Financial proposals must indicate a daily fee. The daily fee in the financial proposal must consider the various expenses the applicant expects to incur during contract, including: the daily professional fee, communications, utilities and consumables, life, health and any other insurance; and any other relevant expenses, related to the performance of services under the contract. Costs for travelling to the field/ interior and meeting costs associated with consultations should also be included in the proposal.

## SUBMISSION AND OPENING OF PROPOSALS

All proposals must be submitted to the email address: [piugefgold@gmail.com](mailto:piugefgold@gmail.com), with the subject reading as follows: ***"Application to conduct ESIA for selected pilot sites"***  
Please ensure that the Technical Proposal, Personal History Form, and Financial Proposal are submitted as SEPARATE FILES in one email. Any proposal that arrives after the deadline for submission of proposals as mentioned in the advertisement shall not be considered.

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## Annex 2

### FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>1</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>2</sup>)*

[insert: Location].  
[insert: Date]

To: insert: Name and Address of NH Focal Point

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to NH in conformity with the requirements defined in the RFP dated [specify date].

#### A. Qualifications of the Service Provider

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of NH by indicating the following:*

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Track Record – list of clients for similar services as those required by NH, indicating description of contract scope, contract duration, contract value, contact references.*

#### B. Proposed Methodology for the Completion of Services

*The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.*

<sup>1</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>2</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

**C. Qualifications of Key Personnel**

*If required by the RFP, the Service Provider must provide:*

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
- b) CVs using the P11 form demonstrating qualifications must be submitted if required by the RFP; and
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.

**D. Cost Breakdown per Deliverable\***

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price</b> <i>(Weight for payment)</i>	<b>Price</b> <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3	....		
	<b>Total</b>	<b>100%</b>	

*\*This shall be the basis of the payment tranches*


**E. Cost Breakdown by Cost Component [This is only an Example]:**

<b>Description of Activity</b>	<b>Remuneration per Unit of Time</b>	<b>Total Period of Engagement</b>	<b>No. of Personnel</b>	<b>Total Rate</b>
<b>I. Personnel Services</b>				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				



6. Others				
<b>III. Other Related Costs</b>				

*[Name and Signature of the Service Provider's  
Authorized Person]  
[Designation]  
[Date]*

<b>INSTRUCTIONS</b>  Please answer each question clearly and completely. Type or print in ink. Read carefully and follow all directions.		<b>Ministry of Natural Resources</b>							
1. Family Name		First Name		Middle name		Maiden name, if any			
2. Date of Birth Da Mo Yr		3. Place of Birth		4. Nationality (ies) at birth		5. Present nationality (ies)			
6. Sexe									
7. Marital status  Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widow <input type="checkbox"/> Divorced <input type="checkbox"/>									
8. Permanent address  Telephone No. Fax No.		9. Present Address (if different)  Telephone No. Fax No.		10. Office Telephone No. Office Fax No. Office E-mail No.					
11. Do you have a spouse and/or children? YES <input type="checkbox"/> NO <input type="checkbox"/> if the answer is "yes", give the following information:									
NAME		Date of birth		Relationship		NAME			
Date of birth		Relationship		NAME		Date of birth			
Relationship		NAME		Date of birth		Relationship			
12. Have you taken up any legal permanent status in any country other than that of your nationality? YES <input type="checkbox"/> NO <input type="checkbox"/> If the answer is "yes", which country?									
13. Have you taken any legal steps towards changing your present nationality? YES <input type="checkbox"/> NO <input type="checkbox"/> If answer is "yes", explain fully:									
14. KNOWLEDGE OF LANGUAGES. What is your mother tongue?									
OTHER LANGUAGES		READ		WRITE		SPEAK		UNDERSTAND	
		Easily	Not Easily	Easily	Not Easily	Fluently	Not Fluently	Easily	Not Easily

15. EDUCATIONAL. Give full details - N.B. Please give exact titles or degree 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 DISTINCTIONS OBTAINED	MAIN COURSE OF STUDY
	Mo./Year	Mo./Year		

B. SCHOOLS OR OTHER FORMAL TRAINING OR EDUCATION FROM AGE 14 (e.g. high school, technical school or apprenticeship)

NAME, PLACE AND COUNTRY	TYPE	ATTENDED FROM/TO		CERTIFICATES OR DIPLOMAS OBTAINED
		Mo./Year	Mo./Year	

16. LIST PROFESSIONAL SOCIETIES AND ACTIVITIES IN CIVIC, PUBLIC OR INTERNATIONAL AFFAIRS

17. LIST ANY SIGNIFICANT PUBLICATIONS YOU HAVE WRITTEN (Do not attach)

18. EMPLOYMENT RECORD: Starting with your present function, list in reverse order every employment you have had. Use a separate block for each FUNCTION. 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 and present FUNCTION.

A. PRESENT FUNCTION (LAST FUNCTION, IF NOT PRESENTLY IN EMPLOYMENT)

FROM	TO	SALARY PER ANNUM	EXACT TITLE OF YOUR FUNCTION:	
MONTH/YEAR	MONTH/YEAR			
NAME OF EMPLOYER:			TYPE OF BUSINESS:	
ADDRESS OF EMPLOYER:			NAME OF SUPERVISOR:	
			NO AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING:

DESCRIPTION OF YOUR DUTIES

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## B. PREVIOUS FUNCTION (IN REVERSE ORDER)

PAGE 3

FROM	TO	SALARY PER ANNUM		EXACT TITLE OF YOUR FUNCTION:	
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL		
NAME OF EMPLOYER:				TYPE OF BUSINESS:	
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:	
				NO AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES					
FROM	TO	SALARY PER ANNUM		EXACT TITLE OF YOUR FUNCTION:	
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL		
NAME OF EMPLOYER:				TYPE OF BUSINESS:	
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:	
				NO AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES					
FROM	TO	SALARY PER ANNUM		EXACT TITLE OF YOUR FUNCTION:	
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL		
NAME OF EMPLOYER:				TYPE OF BUSINESS:	
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:	
				NO AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES					
FROM	TO	SALARY PER ANNUM		EXACT TITLE OF YOUR FUNCTION:	
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL		
NAME OF EMPLOYER:				TYPE OF BUSINESS:	
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:	
				NO AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES					
FROM	TO	SALARY PER ANNUM		EXACT TITLE OF YOUR FUNCTION:	
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL		
NAME OF EMPLOYER:				TYPE OF BUSINESS:	
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:	
				NO AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES					

FROM	TO	SALARY PER ANNUM		EXACT TITLE OF YOUR FUNCTION:
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO AND KIND OF EMPLOYEES SUPERVISED BY YOU:
DESCRIPTION OF YOUR DUTIES				
FROM	TO	SALARY PER ANNUM		EXACT TITLE OF YOUR FUNCTION:
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO AND KIND OF EMPLOYEES SUPERVISED BY YOU:
DESCRIPTION OF YOUR DUTIES				
FROM	TO	SALARY PER ANNUM		EXACT TITLE OF YOUR FUNCTION:
MONTH/YEAR	MONTH/YEAR			
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO AND KIND OF EMPLOYEES SUPERVISED BY YOU:
DESCRIPTION OF YOUR DUTIES				
FROM	TO	SALARY PER ANNUM		EXACT TITLE OF YOUR FUNCTION:
MONTH/YEAR	MONTH/YEAR			
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO AND KIND OF EMPLOYEES SUPERVISED BY YOU:
DESCRIPTION OF YOUR DUTIES				

19. DO YOU HAVE ANY OBJECTIONS TO OUR MAKING ENQUIRIES OF YOUR PRESENT EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/>		
20. ARE YOU NOW, OR HAVE YOU EVER BEEN A PERMANENT CIVIL SERVANT IN YOUR GOVERNMENT'S EMPLOY? YES <input type="checkbox"/> NO <input type="checkbox"/> If answer if "yes", WHEN?		
21. REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications. <i>Do not repeat names of supervisors listed in item 24.</i>		
FULL NAME	FULL ADDRESS	BUSINESS OR OCCUPATION
22. STATE ANY OTHER RELEVANT FACTS IN SUPPORT OF YOUR APPLICATION. INCLUDE INFORMATION REGARDING ANY RESIDENCE OUTSIDE THE COUNTRY OF YOUR NATIONALITY.		
23. 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 <input type="checkbox"/> NO <input type="checkbox"/> If "yes", give full particulars of each case in an attached statement.		
24. 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.		
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>DATE: _____</div> <div>SIGNATURE: _____</div> </div>		
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.		