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| **REFERENCE REQUEST FOR A SHORTLISTED OFFEROR TO AN INDIVIDUAL CONTRACT ASSIGNMENT**  ***Title of Assignment : [please indicate here]*** | bundp170mm |

This document is intended for the exclusive use of the United Nations Development Programme (UNDP) and will be kept strictly confidential. It will not be disclosed to the individual concerned nor to any unauthorized persons and/or entities. Please answer in a concise and candid manner.

**Name of the Individual : [please indicate]**

**Type of Services to be provided: [please indicate]**

**Key Responsibilities of the Assignment:**

**Location of the Assignment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reference Check Questionnaire:**

1. Briefly describe the nature of your professional relationship with the individual (supervisor/colleague/employee):

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2. When were you working with him/her? Please provide specific dates/periods.

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3. In your opinion, is the individual technically qualified to perform satisfactorily (i.e., timely, competently, and with good results) for this type of assignment?

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4. Please describe the individual’s qualities, as follows:

1. Ability to develop and motivate his/her peers/colleagues/team members

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1. Honesty and integrity

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1. Willingness to accept responsibility and contribute beyond the demands of his/her assignment

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1. Respect for a diverse working environment

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1. Ability to produce written outputs/reports clearly and concisely

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5. Would you work with him/her again? Why or why not?

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6. From a professional perspective, what are the individual’s strengths and weaknesses as a service provider?

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7. From a professional perspective, would you have any concerns regarding the Individual’s performing the assignment described above, or being involved with the work of an international organization, such as the UN/UNDP?

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8. Please use this space to provide UNDP with any other relevant information of a professional or personal nature regarding the individual that might be of interest to UNDP in making a final decision. .

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Name:

Title:

Signature:

Date: