



File: CIRC/2017  
24 de octubre del 2017

**CIRCULAR N°: 38**

A: Representantes, Directores  
Personal de Naciones Unidas  
Candidatos internos y externos al Sistema de Naciones Unidas

De: Soledad Bauza  
Representante Residente a.i



Asunto: **Anuncio de vacante : Gerente para los proyectos financiados por el Fondo Mundial de lucha contra el sida, la tuberculosis y la malaria (GFATM)**

Tengo el agrado a invitar a todas las personas interesadas de dentro o fuera del Sistema de Naciones Unidas en Cuba y que reúnan los requisitos estipulados en la Descripción de Puesto que acompaña esta circular, a presentar su candidatura para el siguiente puesto en la Oficina del Programa de las Naciones Unidas para el Desarrollo en Cuba (PNUD):

**Gerente para los proyectos financiados por el Fondo Mundial de lucha contra el sida, la tuberculosis y la malaria**

Las personas interesadas deberán presentar una carta de motivación con extensión no mayor a una cuartilla y el formulario de Historia Personal P.11 que se acompaña, el cual puede ser reproducido y presentarse debidamente completado y firmado.

El puesto está abierto a todas las personas interesadas. Esta Oficina se reserva el derecho de responder sólo a las candidaturas que resulten competentes y que cumplan los términos anunciados.

La persona será contratada bajo la modalidad de Contrato a Término Fijo (Fixed Term Appointment), por período de un año, que puede ser prorrogable.

La información requerida deberá presentarse en sobre sellado con el asunto **VACANTE Project Manager GF**, dirigido a Recursos Humanos PNUD Cuba y se entregará en la sede de nuestra Oficina sita en Calle 18 No. 110 entre 1ra y 3ra Miramar, **antes o hasta el lunes 6 de noviembre del 2017 hasta las 4:30 pm.**

Mucho les agradeceré su atención a esta Circular.



**UNITED NATIONS DEVELOPMENT PROGRAMME  
JOB DESCRIPTION**

**I. Position Information**

**Job Title: Project Manager**  
**Position number: 00124957**  
**Grade Level: NOB**  
**Duty Station: UNDP Havana, Cuba**  
**Reports to: UNDP Deputy Resident Representative**  
**Duration and Type of Assignment: More than a year; Fixed Term Appointment**

**II. Job purpose and Organizational Context**

The United Nations Development Programme (UNDP) is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in 170 countries and territories, working with governments and people on their own solutions to global and national development challenges to help empower lives and build resilient nations.

The HIV, Health and Development Strategy 2016-2021: 'Connecting the Dots' elaborates UNDP's work on HIV and health in the context of the 2030 Agenda for Sustainable Development. UNDP has an important role in supporting health outcomes by supporting countries to address the social, cultural and economic determinants of HIV and health, in partnership with UN entities and other organizations. This is done through UNDP's core work in reducing inequalities and social exclusion that drive HIV and poor health, promoting effective and inclusive governance for health, and building resilient and sustainable systems for health. UNDP also contributes through its coordinating and convening role in bringing together multiple partners and resources at national and local levels.

UNDP works with partners to address the interactions between governance, human rights and health responses. Sometimes this is done through focused or specialized programmes, such as promoting attention to the role of legal environments (law and access to justice) in facilitating stronger HIV responses, including the use of flexibilities in intellectual property and human rights law to lower the cost of drugs and diagnostics and to increase access to HIV-related treatment. UNDP also works to empower and include people living with HIV and marginalized populations who are disproportionately affected by HIV - also known as key populations - such as sex workers, men who have sex with men, transgender people. Beyond these focused efforts, UNDP plays a key role in ensuring attention to HIV and health within broader governance and rights initiatives, strengthening of national human rights institutions and increasing access to justice for marginalized populations.

As a trusted, long-term partner with extensive operational experience, UNDP supports countries in effective implementation of complex, multilateral and multi-sectorial health programmes while simultaneously investing in capacity development so that national and local partners can assume these responsibilities over time. When requested, UNDP acts as interim Principal Recipient (PR), working with national partners and the Global Fund to improve management, implementation and oversight, while simultaneously developing national capacity for governments or local entities to be able to assume the PR role over time.

The HIV response in Cuba is based on a thorough epidemiological analysis that established the foundation for the strategic prioritization outlined in the National Strategic Plan. UNDP has assumed the role of Principal Recipient for Global Fund grants since 2003. The current Global Fund-supported HIV programme aims to reduce the incidence of HIV and STIs among key populations, with an emphasis on men who have sex with men. Strategies supported by the Global Fund grant include a) Promoting behaviour change among key populations at highest risk for HIV, fostering gender equality and respect for people of different sexual orientation and gender identity; b) Strengthening equal and universal access to basic diagnostic, health care, treatment, monitoring and support services. The grant from 1 January 2018 – 1 December 2021 will be the last Global Fund HIV grant to Cuba as the country enters a period of phased transition from external donor support (the "Programme").

Under the supervision of the UNDP the Deputy Resident Representative, the Project Manager develops

an effective and strong relationship with the Global Fund, as well as with the United Nations agencies and donor countries interested in HIV/AIDS collaboration. The Project Manager also develops and maintains sound and effective relationships with the national and local authorities, civil society actors, and other national actors. A close collaboration with government actors is critical to the success of the transition grant to ensure commitments are honored in line with agreed timelines. Regular engagement with civil society and key populations is also of paramount importance to a successful program to ensure that their needs are being addressed.

The Project Manager has the overall responsibility for the management of the Programme ensuring compliance with UNDP's grant agreement with the Fund, the achievement of Programme targets and effective and transparent use of grant resources. The Project Manager works in close collaboration with the other UNDP programme cluster teams and the operations group and the Health Implementation Support Team, Bureau of Policy and Programme Support. The Project Manager will lead on the transition activities to national counterparts for sustainability of Global Fund investments in Cuba.

He/she keeps abreast of the new global initiatives on HIV/AIDS and provides leadership in identifying and anticipating new areas and opportunities for cooperation and resource mobilization. He/she leads a permanent process of systemization of the best practices and dissemination of the main results obtained through the UNDP HIV/AIDS cooperation in Cuba. He/she may represent UNDP at national and international events.

The Project Manager also oversees the HIV/AIDS activities, ensuring synergies and complementarity with UNDP's other programmes, mainly in human development portfolio. In particular, the Project Manager also works in close coordination with other UN agencies and has an active role in supporting and developing joint interagency HIV/AIDS initiatives within the context of UNDAF – which includes HIV/AIDS prevention and rights approach as part of the social programs area – (including events and communication activities).

### **III. Functions / Key Results Expected**

#### **Summary of key functions:**

- Ensures effective management of the Global Fund programme and oversight of resources and results, in close collaboration with government, civil society and other technical partners
- Ensures creation of strategic partnerships and support the implementation of the resource mobilization
- Ensures provision of policy advice and strategic technical guidance
- Ensures guidance and capacity building and facilitation of knowledge building and sharing

#### **1. Ensures effective management of the Global Fund programme and oversight of resources and results focusing on achievement of the following results:**

- Coordination and overall supervision of administrative, financial, procurement and programmatic aspects, in accordance with the grant agreement with the Global Fund and UNDP rules, regulations, policies and procedures;
- Overall oversight and management of programme planning, implementation with emphasis on achievement of Programme targets, while identifying, assessing and managing risks;
- Financial and substantive monitoring and evaluation of the Programme; approval of financial transactions in line with project work plan and budget; identification of potential implementation problems and recommend appropriate and timely solutions;
- Assess the programmatic impact and oversee the appropriateness and the accuracy of methods used to verify progress and the results;
- Ensure that projects managed by Sub-recipients are executed according to their approved work plan and budgets and the terms and conditions of grant agreements ensuring quality of the projects and achievement of Programme targets;
- Overall management of the PMU staff, including recruitment, performance management, compliance with UNDP rules and regulations and to motivate and promote organizational excellence; and
- Lead on development of risk management plan and is the focal point for Programme audits to the Global Fund programme and ensure timely follow up on audit recommendations in liaison with the audit Focal point in the Country Office.

#### **2. Ensures creation of strategic partnerships and support the implementation of the resource mobilization;**

- Coordinate and build partnerships with the national disease programmes, Ministry of Health, UN

Agencies, financial and technical partners and other implementing partners as well as with international and local stakeholders to ensure transparent and effective implementation of the Global Fund Programme;

- Maintain close co-ordination between the Global Fund programmes with other health initiatives in the country to ensure and promote continuity, partnership building and avoid duplication of programmatic activities;
- Maintain effective partnership with government and regional institutions, implementing partners and UNDP colleagues to exchange critical and technical information and resolve programme/project implementation issues to ensure results are achieved as planned; and
- Establish dialogue with donors, partners and stakeholders to maintain effective working relationships, sustain interests, resource mobilization and cooperation.

**3. Ensures provision of policy advice and strategic technical guidance focusing on achievement of the following results:**

- Support the national strategic planning processes for the Global Fund Programme based on evidence gained during implementation of the Programme;
- Ensure harmonization and integration of the Global Fund Programme into the national strategic documents on disease programmes;
- Provide technical advice to the Ministry of Health, other government ministries, national disease programmes, and implementing partners and support work on Programme adjustments as necessary; and
- Participate in technical committees of the Country Coordinating Mechanism and provide advice on Global Fund procedures as required.

**4. Ensures guidance and capacity building and facilitation of knowledge building and sharing, focusing on achievement of the following results:**

- Engage with national partners and oversee the development of strategies aimed at assisting governments and national entities to implement and gradually assume the PR functions;
- Ensure access to appropriate tools and resources required to support government and national entities in the implementation and oversight of the Programme and for timely transfer of UNDP's PR responsibilities;
- Support the work of the technical committees and provide advice on Global Fund procedures; and
- Synthesis of lessons learnt and disseminate best practices for management of the Programme.

**IV. Impact of Results**

The key results have an impact on the success of country programme within specific areas of cooperation. In particular, the key results have an impact on the design, operation and programming of activities, creation of strategic partnerships as well as reaching resource mobilization targets.

**V. Competencies**

Advocacy/Advancing A Policy-Oriented Agenda

**Level 1.2: Preparing information for advocacy**

- Identifies and communicates relevant information for a variety of audiences for advocating UNDP's mandate

Results-Based Programme Development and Management

**Level 1.2: Contributes into results through primary research and analysis**

- Assesses project performance to identify success factors and incorporates best practices into project work
- Researches linkages across programme activities to identify critical points of integration
- Monitors specific stages of projects/programme implementation
- Analyzes country situation to identify opportunities for project development
- Participates in the formulation of project proposals and ensures substantive rigor in the design and application of proven successful approaches and drafts proposals accordingly

Building Strategic Partnerships

**Level 1.2: Maintaining a network of contacts**

- Maintains an established network of contacts for general information sharing and to remain up-to-date on partnership related issues
- Analyzes and selects materials for strengthening strategic alliances with partners and stakeholders

Innovation and Marketing New Approaches

**Level 1.2: Enhancing processes or products**

- Generates new ideas and proposes new, more effective ways of doing things
- Documents and analyses innovative strategies/best practices/new approaches

Promoting Organizational Learning and Knowledge Sharing

**Level 1.2: Basic research and analysis**

- Generates new ideas and approaches, researches best practices and proposes new, more effective ways of doing things
- Documents and analyses innovative strategies and new approaches

Job Knowledge/Technical Expertise

**Level 1.2: Fundamental knowledge of own discipline**

- Understands and applies fundamental concepts and principles of a professional discipline or technical specialty relating to the position
- Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks
- Strives to keep job knowledge up-to-date through self-directed study and other means of learning
- Demonstrates good knowledge of information technology and applies it in work assignments
- Demonstrates in-depth understanding and knowledge of the current guidelines and project management tools and utilizes these regularly in work assignments

Global Leadership and Advocacy for UNDP's Goals

**Level 1.2: Preparing information for global advocacy**

- Identifies and communicates relevant information for advocacy for UNDP's goals for a variety of audiences
- Identifies and takes advantage of opportunities for advocating for UNDP's mandate

Client Orientation

**Level 1.2: Establishing effective client relationships**

- Researches potential solutions to internal and external client needs and reports back in a timely, succinct and appropriate fashion
- Organizes and prioritizes work schedule to meet client needs and deadlines
- Anticipates client needs and addresses them promptly

**Core Competencies:**

- Demonstrating/safeguarding ethics and integrity
- Demonstrate corporate knowledge and sound judgment
- Self-development, initiative-taking
- Acting as a team player and facilitating team work
- Facilitating and encouraging open communication in the team, communicating effectively
- Creating synergies through self-control
- Managing conflict
- Learning and sharing knowledge and encourage the learning of others. Promoting learning and knowledge management/sharing is the responsibility of each staff member
- Informed and transparent decision making

**VI. Recruitment Qualifications**

Education:	Master's Degree or equivalent in Business Administration, Public Administration, Economics, Political Sciences, Social Sciences, Medical, Health Sciences or related field.
Experience:	<ul style="list-style-type: none"><li><input type="checkbox"/> At least 5 years of relevant experience at the national or international level in providing management advisory services, hands-on experience in design, monitoring and evaluation of health and development projects;</li><li><input type="checkbox"/> Work experience in implementing HIV/AIDS programmes;</li><li><input type="checkbox"/> Knowledge and experience in working with Global Fund an asset;</li><li><input type="checkbox"/> Experience in the usage of computers and office software packages, experience in handling of web based management systems;</li><li><input type="checkbox"/> Experience working with UNDP or/and UN Agencies as asset.</li></ul>
Language	Fluent English and Spanish are required

<p align="center"><b>INSTRUCCIONES</b></p> <p>Por favor responda cada pregunta de manera completa y clara. Escriba en letra imprenta. Lea cuidadosamente y siga las instrucciones.</p>	<p align="center"><b>PROGRAMA DE LAS NACIONES UNIDAS PARA EL DESARROLLO</b></p>  <p align="center"><b>ANTECEDENTES PERSONALES</b></p>				<p align="center">Foto</p>						
1. Primer apellido		Segundo apellido		Primer nombre		Segundo nombre					
2. Fecha de nacimiento	Día	Mes	Año	3. Lugar de nacimiento	4. Nacionalidad de nacimiento	5. Otra nacionalidad	6. Sexo				
7. Estatura	8. Peso	9. Estado Civil Soltero <input type="checkbox"/> Casado <input type="checkbox"/> Separado <input type="checkbox"/> Viudo <input type="checkbox"/> Divorciado <input type="checkbox"/>									
10. Cédula de identidad:											
11. Dirección permanente  No. de teléfono  Correo electrónico			12. Dirección actual (si es diferente)  No. Teléfono			13. Laboral  No. de teléfono No. de fax Correo electrónico					
14. Tiene usted cónyugue y/o hijos/as? SI <input type="checkbox"/> NO <input type="checkbox"/> si su respuesta es "SI", complete la siguiente información:											
NOMBRE		Fecha de nacimiento		Parentesco		NOMBRE		Fecha de nacimiento		Parentesco	
15. ¿Ha tenido algún estado legal permanente en cualquier país diferente al de su nacionalidad? SI <input type="checkbox"/> NO <input type="checkbox"/> Si su respuesta es "SI", ¿cuál país?											
16. ¿Ha tomado acciones legales para cambiar su nacionalidad actual? SI <input type="checkbox"/> NO <input type="checkbox"/> Si su respuesta es "SI", explique:											
17. ¿Trabaja alguno de sus familiares en algún organismo público internacional? SI <input type="checkbox"/> NO <input type="checkbox"/> Si su respuesta es "SI", complete la siguiente información:											
NOMBRE			Parentesco			Nombre del organismo internacional					
18. ¿Cuál es su campo laboral preferido?											
19. IDIOMAS - ¿Cuál es su lengua materna?											
OTROS IDIOMAS		LECTURA		ESCRITURA		ORAL		COMPRESION			
		Fácilmente	No fácilmente	Fácilmente	No fácilmente	Fluido	No Fluido	Fácilmente	No fácilmente		
20. Solamente para puestos administrativos Indique la velocidad de palabras por minuto						Lista de máquinas o equipo de oficina que sabe usar					
Digital Taquigrafía		Inglés	Francés	Otros idiomas							

21. EDUCACION. Favor dar todos los detalles - N.B. Por favor indicar el nombre exacto del título o grado académico en el idioma original.

A. UNIVERSIDAD O EQUIVALENTE Por favour no traduzca ni haga equiparaciones con otrosngrados.

NOMBRE, LUGAR Y PAIS	DESDE / HASTA		GRADOS y DISTINCIONES ACADÉMICAS OBTENIDAS	PLAN DE ESTUDIO PRINCIPAL
	Mes/Año	Mes/Año		

B. COLEGIO U OTRA EDUCACION FORMAL DESDE LOS 14 AÑOS (ejemplo: escuela técnica o vocacional)

NOMBRE, LUGAR Y PAIS	TIPO	DESDE / HASTA		CERTIFICADOS O DIPLOMAS OBTENIDOS
		Mes/Año	Mes/Año	

22. LISTA DE ASOCIACIONES PROFESIONALES Y/O ACTIVIDADES EN GRUPOS CIVICOS, PUBLICOS O INTERNACIONALES A LOS QUE PERTENECE

23. LISTA DE PUBLICACIONES IMPORTANTES ESCRITAS POR USTED (Por favor no adjuntarlas)

24. HISTORIAL LABORAL: Comenzando con su cargo actual, haga una lista descendente de todos los trabajos que ha tenido. Use un cuadro de descripción de labores para cada función. Incluya también sus servicios en las Fuerzas Armadas e indique los periodos en que no tuvo un trabajo remunerado. Si necesita más espacio, puede agregar páginas del mismo tamaño. Dé la información de su salario bruto y neto por año para su último cargo y para el actual.

A. CARGO ACTUAL (ÚLTIMO CARGO, SI ACTUALMENTE NO TIENE UN TRABAJO)

DESDE	HASTA	SALARIO POR AÑO		NOMBRE EXACTO DE SU PUESTO:
MES/AÑO	MES/AÑO	INICIAL	FINAL	
NOMBRE DE LA EMPRESA				TIPO DE EMPRESA:
DIRECCION (incluya teléfono, fax y dirección electrónica):				NOMBRE DE SU SUPERVISOR/A (teléfono, email)
				NO. Y TIPO DE EMPLEADOS/AS SUPERVISADOS/AS POR USTED
				MOTIVO DE SALIDA:

DESCRIPCION DE SUS TAREAS

DESDE MES/AÑO	HASTA MES/AÑO	SALARIO POR AÑO INICIAL      FINAL		NOMBRE EXACTO DE SU PUESTO	
NOMBRE DE LA EMPRESA:				TIPO DE EMPRESA:	
DIRECCION (incluya teléfono, fax y dirección electrónica):				NOMBRE DE SU SUPERVISOR/A(teléfono, email)	
				NO. Y TIPO DE EMPLEADOS/AS SUPERVISADOS/AS POR USTED	MOTIVO DE SALIDA:
DESCRIPCION DE SUS TAREAS					
DESDE MES/AÑO	HASTA MES/AÑO	SALARIO POR AÑO INICIAL      FINAL		NOMBRE EXACTO DE SU PUESTO	
NOMBRE DE LA EMPRESA:				TIPO DE EMPRESA:	
DIRECCION (incluya teléfono, fax y dirección electrónica):				NOMBRE DE SU SUPERVISOR/RA(teléfono, email)	
				NO. Y TIPO DE EMPLEADOS/AS SUPERVISADOS/AS POR USTED	MOTIVO DE SALIDA:
DESCRIPCION DE SUS TAREAS					
DESDE MES/AÑO	HASTA MES/AÑO	SALARIO POR AÑO INICIAL      FINAL		NOMBRE EXACTO DE SU PUESTO	
NOMBRE DE LA EMPRESA:				TIPO DE EMPRESA:	
DIRECCION (incluya teléfono, fax y dirección electrónica):				NOMBRE DE SU SUPERVISOR/RA(teléfono, email)	
				NO. Y TIPO DE EMPLEADOS/AS SUPERVISADOS/AS POR USTED:	MOTIVO DE SALIDA:
DESCRIPCION DE SUS TAREAS					
DESDE MES/AÑO	HASTA MES/AÑO	SALARIO POR AÑO INICIAL      FINAL		NOMBRE EXACTO DE SU PUESTO	
NOMBRE DE LA EMPRESA:				TIPO DE EMPRESA:	
DIRECCION (incluya teléfono, fax y dirección electrónica):				NOMBRE DE SU SUPERVISOR/RA: (teléfono, email)	
				NO. Y TIPO DE EMPLEADOS/AS SUPERVISADOS/AS POR USTED:	MOTIVO DE SALIDA:
DESCRIPCION DE SUS TAREAS					



DESDE MES/AÑO	HASTA MES/AÑO	SALARIO POR AÑO INICIAL      FINAL		NOMBRE EXACTO DE SU PUESTO	
NOMBRE DE LA EMPRESA:				TIPO DE EMPRESA:	
DIRECCION (incluya teléfono, fax y dirección electrónica):				NOMBRE DE SU SUPERVISOR/RA(teléfono, email)	
				NO. Y TIPO DE EMPLEADOS/AS SUPERVISADOS/AS POR USTED	MOTIVO DE SALIDA:
DESCRIPCION DE SUS TAREAS					
DESDE MES/AÑO	HASTA MES/AÑO	SALARIO POR AÑO INICIAL      FINAL		NOMBRE EXACTO DE SU PUESTO	
NOMBRE DE LA EMPRESA:				TIPO DE EMPRESA:	
DIRECCION (incluya teléfono, fax y dirección electrónica):				NOMBRE DE SU SUPERVISOR/RA(teléfono, email)	
				NO. Y TIPO DE EMPLEADOS/AS SUPERVISADOS/AS POR USTED	MOTIVO DE SALIDA:
DESCRIPCION DE SUS TAREAS					
DESDE MES/AÑO	HASTA MES/AÑO	SALARIO POR AÑO INICIAL      FINAL		NOMBRE EXACTO DE SU PUESTO	
NOMBRE DE LA EMPRESA:				TIPO DE EMPRESA:	
DIRECCION (incluya teléfono, fax y dirección electrónica):				NOMBRE DE SU SUPERVISOR/RA(teléfono, email)	
				NO. Y TIPO DE EMPLEADOS/AS SUPERVISADOS/AS POR USTED:	MOTIVO DE SALIDA:
DESCRIPCION DE SUS TAREAS					
DESDE MES/AÑO	HASTA MES/AÑO	SALARIO POR AÑO INICIAL      FINAL		NOMBRE EXACTO DE SU PUESTO	
NOMBRE DE LA EMPRESA:				TIPO DE EMPRESA:	
DIRECCION (incluya teléfono, fax y dirección electrónica):				NOMBRE DE SU SUPERVISOR/RA: (teléfono, email)	
				NO. Y TIPO DE EMPLEADOS/AS SUPERVISADOS/AS POR USTED:	MOTIVO DE SALIDA:
DESCRIPCION DE SUS TAREAS					

25. ¿TIENE USTED ALGUNA OBJECION PARA QUE SU SUPERVISOR/RA ACTUAL NOS DÉ REFERENCIAS SUYAS? SI  NO

26. ¿TIENE USTED O HA TENIDO UN PUESTO PÚBLICO PERMANENTE EN EL GOBIERNO DE SU PAIS? ? SI  NO   
 Si su respuesta es "SI", CUANDO?

27. REFERENCIAS : nombre de tres personas que no estén directamente relacionadas con usted  
*No repita el nombre del/la supervisor/ra indicado en el punto 24*

NOMBRE COMPLETO	DIRECCION / TELEFONO/ e-mail	EMPRESA / OCUPACION

28. INDICAR CUALQUIER ASPECTO RELEVANTE QUE RESPALDE SU SOLICITUD RELACIONADA CON CUALQUIER RESIDENCIA FUERA DEL PAÍS DE SU NACIONALIDAD.

29. ¿HA SIDO ARRESTADO/A, PROCESADO/A O CITADO/A PARA COMPARECER ANTE LOS TRIBUNALES COMO DEMANDADO/A EN UN PROCESO CIVIL O HA SIDO SENTENCIADO/A, MULTADO/A O ENCARCELADO/A POR VIOLAR ALGUNA LEY (se excluyen las infracciones de tránsito menores)? SI  NO   
 Si la respuesta es "SI", explique detalladamente cada caso en una declaración adjunta.

30. Certifico que las declaraciones hechas en las preguntas anteriores son verdaderas y completas, a mi leal saber y ctender. Comprendo que cualquier declaración falsa u omisión importante hecha en un formulario de Antecedentes Personales o en cualquier otro documento solicitado por el organismo puede resultar en la rescisión del contrato de servicios sin previo aviso.

FECHA: \_\_\_\_\_ FIRMA: \_\_\_\_\_

Nº Identidad o Pasaporte \_\_\_\_\_

**NB. Se le solicitará que proporcion pruebas documentales que respalden las declaraciones anteriores. No obstante, no debe enviar ninguna prueba documental hasta tanto no se le solicite y, en cualquier caso, no envíe los documentos de referencia o testimonios originales, a menos que hayan sido emitidos para el uso exclusivo del PNUD.**