



**International Centre For Integrated Mountain Development**

Kathmandu

**Individual Consultancy Contract Letter**

Contract No. : CONID02377

Name : Pranab Mukhopadhyay  
Nationality : India  
Expertise And : Consultant - Economist  
Service Duration : From : February 1, 2019 To : December 31, 2019

USD.5,750/- lump sum to be paid in two installments. Details as per ToR.

\*The consultant is personally liable to pay his/her consultancy tax as per the prevailing laws of his/her country of residence.

Account To Charge : 6-948-000-0-C; 948-02-01-19

Benefits/Facilities : None

**Duties and Responsibility:**

- (a) To provide research support to SANDEE secretariat  
To participate in the R&T workshops as resource person  
Other duties as per ToR
- (b) Work under the overall supervision and guidance of  
Program Coordinator, SANDEE

Reporting Requirements : Refer the Term of Reference.

Final Output of Consultancy Assignment : Refer the Term of Reference.

Copyright Conditions : ICIMOD.

Special Conditions : The consultant certifies that funding for this contract will not be received from any other source and that the consultant is legally in a position to take up this assignment.

Please refer to the HR policies for details

DIRECTOR GENERAL

Date: 30 JAN 2019

DIRECTOR ADMINISTRATION  
& FINANCE

Date: 30 JAN 2019

To

The Director General  
ICIMOD

I hereby accept the contract described in this letter, subject to the conditions therein specified.

Date:

Appointee:

**Title:** Consultant - Economist, Support to the SANDEE initiative of ICIMOD

**Duties and responsibilities:**

As a Consultant of SANDEE, you are expected to make contribution in the specific area identified below, under the overall supervision and guidance of SANDEE's Program Coordinator.

The tasks involved will be two-fold and will involve:

- a) Providing research support to the SANDEE secretariat. This involves reviewing concept notes and proposals received from India and providing feedback to improve quality of the proposals.
- b) Identifying reviewers, developing memo to researchers after reviewing comments from the reviewers and communicating with the SANDEE secretariat – (15 days).
- c) Attending SANDEE Research and Training Workshops in June and December and providing feedback on the proposals and progress reports presented in the workshop (8 days).

**Term of Engagement:** February 1<sup>st</sup> to December 31<sup>st</sup>, 2019

**Remuneration:**

1. For the assignment performed, SANDEE will provide you USD 5750 as a lump sum payment.
2. Any travel costs related to SANDEE work and participation in the workshops not included here will be reimbursed as per ICIMOD rules and regulations.
3. During the workshop, SANDEE will provide hotel and food.

**Method of Payment:**

On recommendation and approval of Program Coordinator of SANDEE and upon successful completion of the duties and responsibilities stipulated in the above agreement, ICIMOD will approve payment as per this agreement. The payments will be made in two installments after the completion of R&T workshops in June and December.

*Note: All the tax liabilities, as applicable to the Consultant, shall be borne by the consultant.*

FORM RDRM C

PROPOSAL FOR APPROVAL FOR TAKING UP CONSULTANCY

Please refer to Statutes SA38 for more details

1. TITLE OF PROPOSED PROJECT: Resource person (Consultant)
2. Principal Consultant
  - a. Name: Pranab Mukhopadhyay
  - b. Designation: Professor
  - c. Department: Goa Business School
3. CLIENT:
  - a. Firm: UNCTAD— United Nations Conference on Trade and Development, Geneva, Switzerland
  - b. Address for Communication: Consultancy Desk, E-3071, Palais des Nations, 8-14 Avenue de la Paix 1211 Geneva 10, Switzerland
  - c. Contact person in the Organization: Ms. Stephanie Blankenburg and Mr. Alex Izurieta, UNCTAD
4. Names, Designation and Department of the staff members involved in this consultancy (including students)

Pranab Mukhopadhyay, Professor, Goa Business School
5. Name and Address of Outside Expert (if any) involved in the Consultancy: Nil
6. Whether the Consultancy shall make use of any University facilities such as equipment or laboratory  
Not applicable
7. Time Schedule
  - a. Duration (Weeks, months or years): Two months
  - b. Starting Date: December 28, 2020
8. Estimate of Charges

Sr.	Items	Amount
1	Honorarium to PI	350000
2	Hiring of support Research Assistant staff @ 20,000 per month (four months)	80000
3	Computer (Laptop), Software, other IT equipment as required	225000



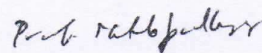
4	Miscellaneous: Stationery, Communication, Travel, Consumables	17050
5	Contingency	14000
6	Sub total (Item 1 to 5)	686050
7	15% University Overhead (on Item 2,3,4; Item 1 is below sharable limit as per SA 38)	50407.5
8	Total (Item 6+7)	736457.5

9. Give a brief description of the work to be done that includes scope of the work, Receivables from the client and Deliverables to the client. (See ToR attached)

As per Terms of Reference in offer of Contract

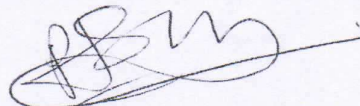
**Declaration by Consultant(s)**

- A. I/we shall ensure that the proposed consultancy project does not affect my/our regular academic, research and related activities and other duties which are assigned to me/us by the University.
- B. Number of Consultancies at present with me does not exceed four in number.
- C. This is to certify that there is no close relationship between me/us and the client funding the consultancy project, or any vendor to whom payments are to be made from the consultancy project funds, or any such issue leading to conflict of interests.
- D. We have agreed to share the Honorarium as per following distribution.  
Not Applicable
- E. I/we undertake to abide by all the provisions of Statute SA-38 in connection with the Consultancy project proposed herewith.

  
(Pranab Mukhopadhyay, PhD)

**Declaration by Vice Dean (Academic) GBS**

- A. For the present consultancy the CLIENT *UNCTAD* - United Nations Conference on Trade and Development, Geneva, Switzerland, has requested the services of Pranab Mukhopadhyay (letter is placed for records) and he may be permitted to take up the consultancy work.
- B. Based on the expertise available in the Department, Pranab Mukhopadhyay has been assigned the present consultancy work.

  
Signature of the Vice Dean (Research), GBS

The present consultancy project has been registered in RDRM and the reference number is

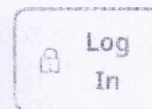
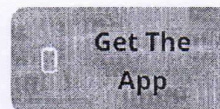
GU/D-RDRM/Consult./UNCTAD/PM/GBS/16/2020-21.

Signature of In-charge RDRM

Approved/Not Approved

*Namun Jadhvi*  
(Vice-Chancellor)



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10,000

**10,000 USD = 736,501.85****INR****1 INR = 0.0135777 USD****1 USD = 73.6502 INR**

US Dollar to Indian Rupee Conversion

Last updated: 2020-12-15 06:22 UTC

FEEDBACK



Pranab Mukhopadhyay <pm@unigoa.ac.in>

**UNCTAD Approved Contract No: 25002466978 - Mr. Pranab MUKHOPADHYAY, JO 146035**

Alain Robert Genoud <alain.genoud@unctad.org>

Mon, Dec 14, 2020 at 9:37 PM

To: "PM@UNIGOA.AC.IN" <PM@unigoa.ac.in>

Cc: UNCTAD-ConsultancyDesk <ConsultancyDesk@unctad.org>, Ivonne Paredes-Ayma <ivonne.paredes@unctad.org>

Dear Mr. Mukhopadhyay,

On behalf of the UNCTAD's Secretary-General, we are pleased to send the contractual documents attached for your consideration.

Please note that this contract will not take into effect until it is signed by both parties and returned to the responsible department, office or mission.

If the terms of the contract are acceptable to you, kindly sign no later than the beginning date of the contract, retain a copy for your records and send the originals to the below postal address.

Consultancy Desk

E-3071

Palais des Nations

8-14 Avenue de la Paix 1211 Geneva 10

Switzerland








For purposes of expediting processing of further administrative actions, please return by replying to this email the scanned and signed documents.

1. Terms of Reference	
2. Signed and stamped part of the contract	PLEASE RETURN SIGNED
3. Contract general conditions	
4. Beneficiary Form	PLEASE RETURN SIGNED



5. Health and Insurance Certification	PLEASE RETURN SIGNED
6. Secretary-General's Bulletin on Prohibition of discrimination, harassment, including sexual harassment, and abuse of authority (ST/SGB/2008/5)	
<p>7. Secretary-General's Administrative Instruction on Consultants and Individual Contractors (ST/AI/2013/4)</p> <p>As per section 5.20 on <b>Taxes on income</b>, kindly note that "The fees of consultants and individual contractors are expressed in gross amounts. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local laws. The United Nations does not reimburse consultants or individual contractors for any taxes, duty or other contribution payable by the consultants or individual contractors on payments made under the individual contract. The United Nations does not issue statements of earnings to consultants and individual contractors."</p>	

7 attachments

-  TOR.pdf  
32K
-  Contract.pdf  
500K
-  C IC General Conditions of Contracts.pdf  
120K
-  P2-B Designation of Beneficiary.doc  
55K
-  C-IC Health Self Certification.doc  
42K
-  ST SGB 2008 5.pdf  
51K
-  ST AI 2013 4 C IC.pdf  
125K



# United Nations Nations Unies

## CONTRACT FOR THE SERVICES OF A CONSULTANT OR INDIVIDUAL CONTRACTOR

CONTRACT TYPE: HR active: Not Progen Relevant (See Section 2 of ST/AI/2013/4)

<b>CONTRACT NO.:</b> 2500246697	<b>Status:</b> Approved	<b>Revision:</b> 14/Dec/2020,15.33	<b>Department:</b>
<b>Fund:</b> 64ROA SFSASuppDevAct		<b>Index No.:</b> 10166143	<b>Nationality:</b> Indian
<b>Fund Centre:</b> 13108			

This Contract is entered into between the **United Nations** and **Pranab MUKHOPADHYAY**, hereinafter referred to as the **Contractor**

Address: Address: D-14, La Marvel Colony, Dona Paula, Goa,  
Panaji,403004,India  
Email Address : PM@UNIGOA.AC.IN Tel. No.:

**1 TERMS OF REFERENCE OR WORK ASSIGNMENT** (See Section 3 of ST/AI/2013/4; use additional pages if necessary)  
Travel Details: Travel not applicable. JO 146035.  
(if authorized)

**2 DURATION OF CONTRACT:** Within the period indicated below.

This Contract shall commence on 28/Dec/2020, and shall expire on the satisfactory completion of the services described above, but not later than 28/Feb/2021, unless sooner terminated under the terms of this contract. This Contract is subject to the conditions on the following pages.

**3 CONSIDERATION** - As full consideration for the services performed by the Contractor under the terms of this Contract, the United Nations shall pay the Contractor, upon certification that the services have been satisfactorily performed in accordance with the requirements of this Contract, as follows:

• A fee of ☐ Daily ☐ Weekly ☐ Monthly ☒ Lump sum Currency: USD Total Fee: 10,000.00

• Where two currencies are involved, the rate of exchange shall be the official rate applied by the United Nations on the day the United Nations instructs its bankers to effect the payment(s);

• The fee is payable on satisfactory completion of contract. For payment in instalments, certification of satisfactory performance at each phase is required.

Service ID	Description	Additional Description	Qty	Units	Rate	AMOUNT
3000464	Consultant Services (Delivery)	Macroeconomic and Climate Adaptation Exp	1	Activ.unit	10,000.00	10,000.00 USD

**4 WORK LOCATION AND HEALTH CERTIFICATION:** The Contractor shall perform the work assignment at the following location or locations: Home based. In accordance with Sections 4.9 and 4.10 of ST/AI/2013/4:

The Contractor has submitted a certificate of good health

# United Nations Nations Unies

## CONTRACT FOR THE SERVICES OF A CONSULTANT OR INDIVIDUAL CONTRACTOR

CONTRACT TYPE: HR active: Not Progen Relevant (See Section 2 of ST/AI/2013/4)

By signing below and initialling to the right, I, the Contractor, acknowledge and agree that I have read and accept the terms of this Contract, including the General Conditions of Contract set forth on the following pages, which form an integral part of this Contract, and that I have been provided with a copy of, have read and understood, and agree to abide by the standards of conduct set forth in the Secretary-General's Bulletin, ST/SGB/2003/13, of 9 October 2003, concerning "Special measures for protection from sexual exploitation and sexual abuse."

CONTRACTOR'S  
INITIALS: \_\_\_\_\_

Name: Pranab MUKHOPADHYAY

CONTRACTOR'S

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

AUTHORIZING OFFICER:

DATE: 14.12.2020

On behalf of the United Nations:

(Name and Title) Isabelle SUBIRATS PEREZ, SENIOR HUMAN RESOURCES ASSISTANT

SIGNATURE: \_\_\_\_\_

*ISubirats*





International Centre For Integrated Mountain Development

Kathmandu

## Individual Consultancy Contract Letter

Contract No. : CONID02669

Name : Pranab Mukhopadhyay  
National of : India  
Expertise and Position : Consultant - Economist, Support to the SANDEE initiative of ICIMOD  
Service Duration : From : July 1, 2020 To : December 31, 2020

USD 4,500/- lump sum payment to be made in two installments. Details as per ToR.

\*The consultant is personally liable to pay his/her consultancy tax as per the prevailing laws of his/her country of residence.

Account To Charge : 6-948-000-0-C; 948-03-01-20

Benefits/Facilities : None

### Duties and Responsibility:

- (a) Provide research support to SANDEE secretariat  
Participate in R&T workshops as a Resource Person  
Details as per ToR
- (b) Work under overall supervision and guidance of SANDEE Programme Coordinator

Reporting Requirements : Refer the Term of Reference.

Final Output of Consultancy Assignment : Refer the Term of Reference.

Copyright Conditions : ICIMOD.

Special Conditions : The consultant certifies that funding for this contract will not be received from any other source and that the consultant is legally in a position to take up this assignment.

Please refer to the HR policies for details

\_\_\_\_\_  
DIRECTOR GENERAL

\_\_\_\_\_  
DIRECTOR ADMINISTRATION  
& FINANCE

Date:

Date:

To

The Director General  
ICIMOD

I hereby accept the contract described in this letter, subject to the conditions therein specified.

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Appointee:



## ICIMOD Core Values and Code of Conduct

ICIMOD values the contributions of all of its staff members and seeks to maintain an environment where the highest standards of professionalism prevail. By accepting this contract with ICIMOD I agree to conduct myself in a manner that will foster and preserve these standards and the professional image of the Centre, demonstrating behavior based on ICIMOD's core values which are:

- \* Honesty, integrity and selfless devotion to the service of poor mountain people
- \* Encouraging openness and creating an enabling trusting environment of team work
- \* Recognizing and respecting gender, diversity of cultures and inclusion
- \* Empowering staff and encouraging creativity and innovativeness
- \* Conservation of the natural and cultural inheritance of the mountains

**Additionally, by accepting this contract with ICIMOD, I agree to uphold the code of conduct, which is:**

- \* Follow all norms, policies, procedures, rules and regulations of the organization
- \* Be devoted to the well-being and development of poor mountain people
- \* Abide by ICIMOD's zero tolerance towards fraud, financial irregularity and other potential malpractices
- \* Abide by ICIMOD's zero tolerance towards sexual harassment
- \* Demonstrate mutual respect and courtesy to all, regardless of language, ethnicity, culture, gender, religion, age, sexual orientation or health status
- \* Uphold and promote the highest standards of ethical and professional conduct, and carry out duties with honesty, and integrity
- \* Use ICIMOD property and resources wisely and for the benefit of ICIMOD and the people of Hindu Kush Himalaya
- \* Respect personal and professional confidentiality, and exercise discretion in all official matters related to ICIMOD
- \* Maintain the confidentiality, integrity and availability of all information at ICIMOD
- \* Maintain the confidentiality of proprietary and other non-public information even after resignation, retirement or involuntarily termination
- \* Avoid conflicts of interest, or even the appearance of a conflict, between personal interests and professional responsibilities
- \* Avoid abuse of power or authority and avoid behaving in a manner that is offensive, humiliating, embarrassing or intimidating to another person
- \* Be open-minded, flexible, and non-hierarchical
- \* Promote teamwork
- \* Perform job tasks and responsibilities as per the required job standards
- \* Abide by the laws of the land, where one operates and resides
- \* Maintain and demonstrate respect for the RMC governments and partners
- \* Refrain from participation in political activities that may interfere or conflict with duties or status as a staff member
- \* Assist in the creation of a safe, open, friendly, harmonious and pleasant work environment, free from any intimidation, hostility, offence and any form of harassment and discrimination
- \* Promote conservation of the environment
- \* Act responsibly and carefully with the environment and natural resources in line with the principles of sustainable development

Any failure to uphold the Code of Conduct, behavioral standards, internal policy regulations and norms shall be construed as misconduct and render you liable to disciplinary action. The disciplinary action for any such misconduct will be taken in line with the provisions in Section 7 of the HR Policy 2020.

I hereby commit to follow ICIMOD Core Values and Code of Conduct as described above.

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Date :

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Appointee

**FORM RDRM C**

**PROPOSAL FOR APPROVAL FOR TAKING UP CONSULTANCY**

Please refer to Statutes SA38 for more details

1. TITLE OF PROPOSED PROJECT: Resource person (Consultant)
2. Principal Consultant
  - a. Name: Pranab Mukhopadhyay
  - b. Designation: Professor
  - c. Department: Goa Business School
3. CLIENT:
  - a. Firm: South Asian Network for Development and Environmental Economics, International Centre for Integrated Mountain Development, Kathmandu, Nepal
  - b. Address for Communication: ICIMOD, GPO Box 3226, Khumaltar, Kathmandu, Nepal
  - c. Contact person in the Organization: Executive Director, South Asian Network for Development and Environmental Economics
4. Names, Designation and Department of the staff members involved in this consultancy (including students)

Pranab Mukhopadhyay, Professor, Goa Business School
5. Name and Address of Outside Expert (if any) involved in the Consultancy: Nil
6. Whether the Consultancy shall make use of any University facilities such as equipment or laboratory  
Not applicable
7. Time Schedule
  - a. Duration (Weeks, months or years): 22 days (February 1 to December 31, 2021)
  - b. Starting Date: May 3, 2021

8. Estimate of Charges

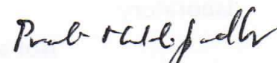
Sr.	Items	Amount
1	Honorarium to PI	3,50,000.00
2	Miscellaneous: Equipment, Stationery, Communication, Travel, Consumables, Data Collection	2,2000.00
3	Contingency	2,1750.00
4	Sub total (Item 1 to 5)	3,93,750.00
5	15% University Overhead (on Item 2,3; Item 1 is below sharable limit as per SA 38)	6562.50
6	Total (Item 5+6)	4,00,312.50

9. Give a brief description of the work to be done that includes scope of the work, Receivables from the client and Deliverables to the client. (As annexure I)

As per Terms of Reference in offer of Contract

**Declaration by Consultant(s)**

- A. I/we shall ensure that the proposed consultancy project does not affect my/our regular academic, research and related activities and other duties which are assigned to me/us by the University.
- B. Number of Consultancies at present with me does not exceed four in number.
- C. This is to certify that there is no close relationship between me/us and the client funding the consultancy project, or any vendor to whom payments are to be made from the consultancy project funds, or any such issue leading to conflict of interests.
- D. We have agreed to share the Honorarium as per following distribution.  
Not Applicable
- E. I/we undertake to abide by all the provisions of Statute SA-38 in connection with the Consultancy project proposed herewith.


  
(Pranab Mukhopadhyay, PhD)

**Declaration by Vice Dean (Research) GBS**

- A. For the present consultancy the CLIENT International Centre for Integrated Mountain Development, Kathmandu, Nepal has requested the services of Pranab Mukhopadhyay (letter may be placed for records) and he may be permitted to take up the consultancy work.



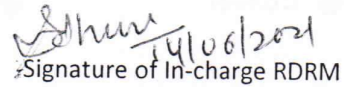
a. Pranab Mukhopadhyay



Signature of the Vice Dean (Research), GBS

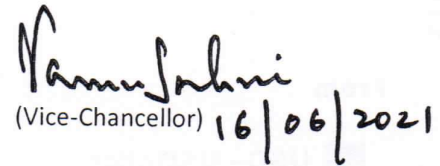
The present consultancy project has been registered in RDRM and the reference number is

GU/D-RDRM/CONSULT./SANDEE-ICIMOD/PM/GBS/64/2020-21.



Signature of In-charge RDRM

Approved/Not Approved



(Vice-Chancellor) 16/06/2021

AD

Get the App

## Convert 5,500 USD to INR

Xe Currency Converter



Convert



Send



Charts



Alerts

Amount

\$5,500.00

From



USD - US Dollar



We use midmarket rates

To



INR - Indian Rupee



5,500.00 US Dollars =

**400,327.57 Indian Rupees**

1 USD = 72.7868 INR

1 INR = 0.0137387 USD

US Dollar to Indian Rupee conversion Last updated Jun 7, 2021, 12:32 UTC

View transfer quote



International Centre For Integrated Mountain Development  
Kathmandu

Individual Consultancy Contract Letter

Contract No. : CONID02787

Name : Pranab Mukhopadhyay  
National of : India  
Expertise and Position : Consultant - Senior Economist, Support to the SANDEE initiative of ICIMOD  
Service Duration : From : February 1, 2021 To : December 31, 2021

USD 5500/- lump sum amount payable in two installments.

\*The consultant is personally liable to pay his/her consultancy tax as per the prevailing laws of his/her country of residence.

Account To Charge : 6-948-224-0-P; 948-02-01-21; CONS-001

Benefits/Facilities : None

Duties and Responsibility:

- (a) Providing research support to the SANDEE secretariat.  
Participation at two research and training workshops (summer and winter) as a person. Please refer the ToR for details
- (b) Work under the overall supervision and guidance of SANDEE's Program Coordinator


Reporting Requirements : Refer the Term of Reference.

Final Output of Consultancy Assignment : Refer the Term of Reference.

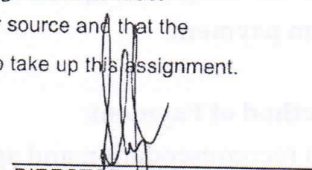
Copyright Conditions : ICIMOD.

Special Conditions : The consultant certifies that funding for this contract will not be received from any other source and that the consultant is legally in a position to take up this assignment.

Please refer to the HR policies for details

  
DIRECTOR GENERAL

Date: 15 FEB 2021

  
DIRECTOR ADMINISTRATION  
& FINANCE

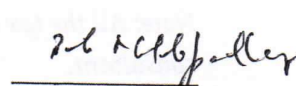
Date: 15 FEB 2021

To

The Director General  
ICIMOD

I hereby accept the contract described in this letter, subject to the conditions therein specified.

Date: \_\_\_\_\_

  
Appointee:



**Title:** Consultant – Senior Economist, Support to the SANDEE initiative of ICIMOD

**Name and Designation:** Pranab Mukhopadhyay, PhD, Professor at Goa University, India

**Duties and responsibilities:**

As a Consultant to the SANDEE initiative of ICIMOD, you are expected to make contribution in the specific area identified below, under the overall supervision and guidance of SANDEE's Program Coordinator.

The tasks involved will be two-fold and will involve:

- a) Providing research support to the SANDEE secretariat. This involves reviewing concept notes and proposals received for two rounds (January and June 2021) from India and providing feedback to improve quality of the proposals
- b) Identifying reviewers, developing memo to researches after reviewing comments from the reviewers and communicating with the SANDEE secretariat.
- c) Participation at two research and training workshops (summer and winter) as a resource person. This will involve providing support during the workshops (June and December), and helping grantees with their research.

**Term of Engagement:** February 1<sup>st</sup> – December 31<sup>st</sup> 2021 for 22 days.

**Remuneration:**

For the assignment performed, ICIMOD will provide you USD 5500 as a lump sum payment.

**Method of Payment:**

On recommendation and approval of Program Coordinator of SANDEE and upon successful completion of the duties and responsibilities stipulated in the above agreement, ICIMOD will approve payment as per this agreement provided appropriate invoices for these services are given to ICIMOD. The payments will be made in two installments after the completion of R&T workshops in August and December.

*Note: All the tax liabilities, as applicable to the Consultant, shall be borne by the consultant.*



International Centre For Integrated Mountain Development

Kathmandu

**Individual Consultancy Contract Letter**

Contract No. : CONID02787

Name : Pranab Mukhopadhyay  
National of : India  
Expertise and Position : Consultant - Senior Economist, Support to the SANDEE initiative of ICIMOD  
Service Duration : From : February 1, 2021 To : December 31, 2021

USD 5500/- lump sum amount payable in two installments.

\*The consultant is personally liable to pay his/her consultancy tax as per the prevailing laws of his/her country of residence.

Account To Charge : 6-948-224-0-P; 948-02-01-21; CONS-001

Benefits/Facilities : None

**Duties and Responsibility:**

- (a) Providing research support to the SANDEE secretariat.  
Participation at two research and training workshops (summer and winter) as a person. Please refer the ToR for details
- (b) Work under the overall supervision and guidance of SANDEE's Program Coordinator

Reporting Requirements : Refer the Term of Reference.

Final Output of Consultancy Assignment : Refer the Term of Reference.

Copyright Conditions : ICIMOD.

Special Conditions : The consultant certifies that funding for this contract will not be received from any other source and that the consultant is legally in a position to take up this assignment.

Please refer to the HR policies for details

  
DIRECTOR GENERAL

Date: **15 FEB 2021**

  
DIRECTOR ADMINISTRATION  
& FINANCE

Date: **15 FEB 2021**

To

The Director General  
ICIMOD

I hereby accept the contract described in this letter, subject to the conditions therein specified.

Date: \_\_\_\_\_

Appointee: \_\_\_\_\_



International Centre For Integrated Mountain Development  
Kathmandu

**Individual Consultancy Contract Letter**

Contract No. : CONID03192

Name : Pranab Mukhopadhyay  
National of : India  
Expertise and Position : Consultant - Senior Economist  
Service Duration : From : May 1, 2022 To : December 31, 2022

USD 3,600/- lump sum payment to be made in two installments. Details as per ToR.

\*The consultant is personally liable to pay his/her consultancy tax as per the prevailing laws of his/her country of residence.

Account To Charge : 6-948-000-0-C; 948-02-02-22

Benefits/Facilities : None

**Duties and Responsibility:**

- (a) Provide research support to SANDEE Secretariat.  
Provide technical support during the RnT workshops.  
Participate in the two RnT workshops. Refer ToR for more details.
- (b) Work under overall supervision and guidance of SANDEE Programme Coordinator

Reporting Requirements : Refer the Term of Reference.

Final Output of Consultancy Assignment : Refer the Term of Reference.

Copyright Conditions : ICIMOD.

Special Conditions : The consultant certifies that funding for this contract will not be received from any other source and that the consultant is legally in a position to take up this assignment.

Please refer to the HR policies for details

DIRECTOR GENERAL

Date: **29 APR 2022**

  
DIRECTOR ADMINISTRATION  
& FINANCE

Date: **29 APR 2022**

To

The Director General  
ICIMOD

I hereby accept the contract described in this letter, subject to the conditions therein specified.

Date: \_\_\_\_\_

Appointee: \_\_\_\_\_



## ICIMOD Core Values and Code of Conduct

ICIMOD values the contributions of all of its staff members and seeks to maintain an environment where the highest standards of professionalism prevail. By accepting this contract with ICIMOD I agree to conduct myself in a manner that will foster and preserve these standards and the professional image of the Centre, demonstrating behavior based on ICIMOD's core values which are:

- \* Honesty, integrity and selfless devotion to the service of poor mountain people
- \* Encouraging openness and creating an enabling trusting environment of team work
- \* Recognizing and respecting gender, diversity of cultures and inclusion
- \* Empowering staff and encouraging creativity and innovativeness
- \* Conservation of the natural and cultural inheritance of the mountains

**Additionally, by accepting this contract with ICIMOD, I agree to uphold the code of conduct, which is:**

- \* Follow all norms, policies, procedures, rules and regulations of the organization
- \* Be devoted to the well-being and development of poor mountain people
- \* Abide by ICIMOD's zero tolerance towards fraud, financial irregularity and other potential malpractices
- \* Abide by ICIMOD's zero tolerance towards sexual harassment
- \* Demonstrate mutual respect and courtesy to all, regardless of language, ethnicity, culture, gender, religion, age, sexual orientation or health status
- \* Uphold and promote the highest standards of ethical and professional conduct, and carry out duties with honesty, and integrity
- \* Use ICIMOD property and resources wisely and for the benefit of ICIMOD and the people of Hindu Kush Himalaya
- \* Respect personal and professional confidentiality, and exercise discretion in all official matters related to ICIMOD
- \* Maintain the confidentiality, integrity and availability of all information at ICIMOD
- \* Maintain the confidentiality of proprietary and other non-public information even after resignation, retirement or involuntary termination
- \* Avoid conflicts of interest, or even the appearance of a conflict, between personal interests and professional responsibilities
- \* Avoid abuse of power or authority and avoid behaving in a manner that is offensive, humiliating, embarrassing or intimidating to another person
- \* Be open-minded, flexible, and non-hierarchical
- \* Promote teamwork
- \* Perform job tasks and responsibilities as per the required job standards
- \* Abide by the laws of the land, where one operates and resides
- \* Maintain and demonstrate respect for the RMC governments and partners
- \* Refrain from participation in political activities that may interfere or conflict with duties or status as a staff member
- \* Assist in the creation of a safe, open, friendly, harmonious and pleasant work environment, free from any intimidation, hostility, offence and any form of harassment and discrimination
- \* Promote conservation of the environment
- \* Act responsibly and carefully with the environment and natural resources in line with the principles of sustainable development

Any failure to uphold the Code of Conduct, behavioral standards, internal policy regulations and norms shall be construed as misconduct and render you liable to disciplinary action. The disciplinary action for any such misconduct will be taken in line with the provisions in Section 7 of the HR Policy 2020.

I hereby commit to follow ICIMOD Core Values and Code of Conduct as described above.

\_\_\_\_\_  
Date :

\_\_\_\_\_  
Appointee



International Centre For Integrated Mountain Development  
Kathmandu

**Individual Consultancy Contract Letter**

Contract No. : CONID03512

Name : Pranab Mukhopadhyay  
National of : India  
Expertise and Position : Consultant - Senior Economist  
Service Duration : From : March 1, 2023 To : December 31, 2023

Maximum lump sum amount USD 5,850/- payable in two installments. Refer ToR for more details.

\*The consultant is personally liable to pay his/her consultancy tax as per the prevailing laws of his/her country of residence.

Account To Charge : 3-SG3-00-000-C; SG3-AT0-01-23

Benefits/Facilities : None

**Duties and Responsibility:**

- (a) Providing research support to the SANDEE secretariat  
Participation at the two research and training (RnT) workshops  
Provide feedback on research concept notes/proposals
- (b) Work under overall supervision and guidance of SANDEE Programme Coordinator

Reporting Requirements : Refer the Term of Reference.

Final Output of Consultancy Assignment : Refer the Term of Reference.


Copyright Conditions : ICIMOD.

Special Conditions : The consultant certifies that funding for this contract will not be received from any other source and that the consultant is legally in a position to take up this assignment.

Please refer to the HR policies for details

  
\_\_\_\_\_  
DIRECTOR GENERAL

Date: **28 FEB 2023**

  
\_\_\_\_\_  
DIRECTOR ADMINISTRATION  
& FINANCE

Date: **28 FEB 2023**

To  
The Director General  
ICIMOD

I hereby accept the contract described in this letter, subject to the conditions therein specified.

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Appointee:



## ICIMOD Core Values and Code of Conduct

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Date :

\_\_\_\_\_  
Appointee