

## TERMS OF REFERENCE

### for an international consultant to provide a capacity building programme on Gender Equality in Peacebuilding for peace process actors

**Project:** 00133100, Building sustainable and inclusive peace, strengthening trust and social cohesion in  
Moldova

**Duty Station:** Home Based and In-person training in Chisinau,  
Moldova

**Type of contract:** Individual Contract

**Post Level:** International expert

**Languages required:** English

**Application deadline:** 21 February 2023

**Starting date:** 01 March 2023

**Expected Duration of Assignment:** Up to 40 working days, within a 12 calendar months  
period

#### Background

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

The work of UN Women in Moldova is guided by its new Country Strategic Note 2023-2027, aligned with the UN Sustainable Development Cooperation Framework for Moldova (2023-2027), [UN Women Global Strategic Plan](#), National Programs and Strategies and aims to contribute to the gender-responsive implementation of the 2030 Agenda for Sustainable Development. The Strategic Note focuses on four main areas: 1) Ending Violence against Women; 2) Women's Leadership and Governance; 3) Women's Economic Empowerment and 4) Humanitarian and Peace development nexus and UN Coordination on Gender equality.

All over the world, UN Women works to promote peace by supporting women of all backgrounds and ages to participate in processes to prevent conflict and build and sustain peace. UN Women supports women's full and equal representation and participation in all levels of peace processes and security efforts. UN Women's work on women, peace, and security is guided by 10 UN Security Council resolutions—[1325](#), [1820](#), [1888](#), [1889](#), [1960](#), [2106](#), [2122](#), [2242](#), [2467](#), and [2493](#) and is bolstered by a number of [related normative frameworks](#), which make up the broader women, peace, and security (WPS) agenda. UN Women leads on implementing the WPS agenda through research initiatives, data collection, learning exchanges, and documentation of good practices to inform policy and programming.

Under the Peacebuilding Fund, UN Women, in partnership with OHCHR and UNDP, is implementing a two-years project "Building sustainable and inclusive peace, strengthening trust and social cohesion in Moldova" (hereinafter – PBF project) on both banks of Nistru river. The project seeks to facilitate an enabling environment for improved cross-river cooperation, reduced social tensions and the continuation of the fragile Transnistrian region settlement process in the context of growing regional and domestic geopolitical tensions exacerbated by the war in Ukraine, through the advancement of, and cross-river collaboration on human rights, Women, Peace and Security, and the promotion of equal access to services and through ensuring early intervention to prevent deepening divisions between the populations on either side of the conflict divide which are currently being affected by highly divisive narratives and misinformation.

The project is aligned with the provisions under the draft of the second-generation National Program and Action Plan (NAP) for the implementation of UNSCR 1325 on Women, Peace, and Security (WPS) for the period 2023-2027 developed in Moldova with UN Women support. The new NAP, expected to be enacted in early 2023, is based on the four Pillars of the UNSCR 1325: Prevention, Participating, Protection, Relief, and Recovery and it addresses, among other aspects, actions aimed at enhancing women's meaningful participation in the security

and defense sector, including in the conflict settlement processes and peacebuilding efforts, primarily from a human security perspective and includes intervention at the local level to decentralize the WPS commitments.

## Rationale

Moldova's prospects for sustained peace, stability and shared prosperity remain hampered by the protracted conflict on its territory. The Transnistrian region (with Tiraspol as its main city) remains effectively separated from the rest of the country since the end of the active conflict in 1992, not controlled by the government in Chisinau and with a de facto leadership that is supported by the Russian Federation. Despite the existence for many years of an active, formal OSCE-led settlement process (the "5+2 format" which was created in 2005), no political resolution of the overall conflict has been achieved. Following the Russian invasion of Ukraine in February 2022, the situation has further deteriorated. With growing concerns that Russia's intentions could stretch beyond Ukraine, Moldova sought to expedite its European integration plans and on 23 June 2023 has received the status of candidate country for accession to the European Union<sup>1</sup>. While the leadership of both banks appear willing to continue negotiations on key practical issues both at the level of negotiators and experts (several "1+1" meetings have taken place in 2022 at the level of the working groups)<sup>2</sup>, the OSCE has confirmed that the highest level of the talks - the formal 5+2 format - is for now on hold, also due to Ukraine's and Russian's role as guarantors in these talks, until further notice. The potential of EU membership may however inspire new efforts to resolve the situation.

The settlement process presently includes three level of talks: (1) the so-called "5+2" format that includes the two Sides of the conflict negotiations – alongside the OSCE, Russia and Ukraine as mediators and the US and the EU as observers; (2) the 1+1 meetings at the level of Political Representatives of the Sides and (3) 11 thematic working groups and three subgroups on the level of experts. The negotiations agenda in the 5+2 process consists of "three baskets": socio-economic issues, legal and humanitarian issues and human rights.

Human rights form one of the topics in the formal settlement process on which progress must be made for a final agreement on status and reintegration of the Transnistrian region to be clarified and concluded. While initially dealt within one of the three subgroups discussing issues of civil status documents and population documentation, a dedicated Thematic Human Rights Working Group was later established as part of the negotiation framework to address specific human rights issues such as: the rights of persons with disabilities, rights of children at risk, repatriation of child victims of trafficking, trafficking in persons, tackling hate speech, prevention and combating of domestic violence, protection of persons living with HIV/AIDS against discrimination and their social inclusion. However, there has been little progress on other issues due to the inevitable linkage between the working groups and the stalled political process. The Human Rights Working Group has, furthermore, met very infrequently so far, and its potential has not yet been reached. In addition, while the working group on human rights could have been an efficient platform to specifically discuss the issue of women's rights and the participation of women in peacebuilding processes and women's social inclusion, it has not addressed those issues yet.

The fourth and fifth (2013<sup>3</sup>) and sixth (2020<sup>4</sup>) periodic reports of the Republic of Moldova to the CEDAW Committee provided specific recommendations regarding women's rights in the Transnistrian region. Although isolated measures were taken to reduce the gender divide in the context of peacebuilding efforts, including capacity building in gender equality and gender-sensitive conflict analysis for the female members of the Joint Working Groups in the framework of the Transnistrian settlement process, this was of a piecemeal nature and

---

<sup>1</sup> <https://www.consilium.europa.eu/en/policies/eastern-partnership/moldova/>

<sup>2</sup> <https://gov.md/ro/content/lista-coordonatorilor-grupurilor-de-lucru-din-partea-chisinaului>

<sup>3</sup> Concluding observations on the combined fourth and fifth periodic reports of the Republic of Moldova, Committee on the Elimination of Discrimination against Women, Convention on the Elimination of All Forms of Discrimination against Women, CEDAW/C/MDA/CO/4-5, 29 October 2013,

<https://undocs.org/en/CEDAW/C/MDA/CO/4-5>

<sup>4</sup> Concluding observations on the sixth periodic report of the Republic of Moldova, Committee on the Elimination of Discrimination against Women, Convention on the Elimination of All Forms of Discrimination against Women, CEDAW/C/MDA/CO/6, 10 March 2020, [https://tbinternet.ohchr.org/\\_layouts/15/treatybodyexternal/Download.aspx?symbolno=CEDAW/C/MDA/CO/6&Lang=En](https://tbinternet.ohchr.org/_layouts/15/treatybodyexternal/Download.aspx?symbolno=CEDAW/C/MDA/CO/6&Lang=En)

there is a need for a holistic approach and consistent interventions to truly advance the role of women in the settlement process.

Women from both banks of Nistru river, especially the left bank, are underrepresented in decision-making, including in official governmental peace processes and, where present, mainly focused on 'feminized' areas of activity such as education, healthcare, social protection and humanitarian aid. Consequently, gender blind decisions are taken in the other areas of peace talks, further perpetuating the gender divide.

At the same time, recent gender studies revealed that while women are significantly under-represented in official peace talks they are more represented in unofficial processes and over-represented at grassroots-level mediation<sup>5</sup>. Conflict resolution theory and practice promote the idea of multi-track diplomacy, which supposes that each conflict needs to be addressed at a number of different levels, where meaningful participation of women plays an essential role across all tracks to achieve sustainable peace. Therefore, the PBF project aims at bringing an impetus to the broader negotiations process through a more efficient involvement of CSOs in bringing new ideas to the attention of the working groups and other negotiations formats. From informal advocacy and meetings to formal negotiations, the WPS agenda is an apt example of how all the tracks can work together in synchronization.

The settlement of the Transnistrian conflict remains a key focus for the Government of Moldova, the Action Plan of the Bureau for Reintegration for 2022 having set as first objective to ensure the ongoing interaction on all negotiation platforms for the Transnistrian settlement process and identification of viable solutions for the issues on the negotiations' agenda.<sup>6</sup>

The overarching goal of organizing capacity development activities is raising gender awareness among stakeholders at the negotiation table, while concurrently continuing to advocate for balanced representation of women in decision-making at all levels and putting in place enabling conditions to stimulate women's meaningful participation in peacebuilding.

As an expected impact of this intervention, Women, Peace and Security Agenda will be better integrated in the work of settlement process actors, and more women and men negotiators and women peacebuilders will acquire specific knowledge, skills, and tools to be efficiently engaged in high-level peace talks and peace processes.

### Scope of Work

Under this announcement, UN Women seeks to contract [an International Consultant](#) to design and implement in collaboration with national, international expert/s, assigned by UN Women and partner agencies, a capacity building program [on Gender Equality in Peacebuilding](#) for governmental and non-governmental peace process actors. The Programme will include tailored trainings, support and advise to project team in designing of international experience exchanges, development of knowledge products/ policy recommendations/ tools, highlighting the importance and benefits of balanced and meaningful participation of women in conflict settlement processes and broader peacebuilding.

**Note:** The activities within this assignment should cover both governmental and nongovernmental peace processes actors.

In this sense, governmental peace process actors are Bureau of Reintegration Policies staff, representatives of sectoral Working groups from both banks of Nistru river, diplomatic staff of the Ministry of Foreign Affairs and European Integration, Members of Delegation of Moldova to Joint Control Commission, other relevant state authorities' delegates.

Non-governmental peace process actors: CSOs, women peacebuilders, gender and human rights activists and experts, community local actors from both banks of Nistru river.

The consultant will work under the direct supervision of the Project Officer on Gender Equality in Peacebuilding, and overall guidance of the Programme Officer on Women, Peace and Security and Programme Analyst on Women in Leadership and Governance (WILG).

---

<sup>5</sup> <https://wps.unwomen.org/pdf/CH03.pdf>

<sup>6</sup> See the Action Plan for 2022 of the Bureau for Reintegration on the [link](#)

The consultant will be responsible for the following main tasks:

**Task 1:** Develop the methodology of assignment, embracing all activities envisaged.

**Task 2:** Co-facilitate, in collaboration with an expert on human rights, assigned by OHCHR, two 2-days in-person trainings on gender mainstreaming in peace negotiations for governmental settlement process actors.

**Note:** The training should be designed to foster gender awareness and women leadership, revealing the main systemic barriers and inequalities that can jeopardize women's effective participation in decision-making and peace processes (i.e. discrimination, stereotypes, harassment, sexual harassment etc.) and offer the working solutions to address them. The training should include also analyses of international case studies on women's participation in peace negotiations, demonstrating their influence on the durability and quality of peace.

**Task 3:** Conduct workshops on gender-sensitive conflict resolution, effective negotiation techniques and post-conflict reconstruction for governmental and non-governmental peace process actors.

**Note:** The training sessions should be developed with an interactive and participatory approach. The sessions facilitated by the trainer should allow the participants the space and opportunity to discuss, reflect on gender-sensitive approach for conflict resolution, unfolding grassroots potential.

**Task 4.** Develop knowledge products/advocacy papers/policy recommendations for the Bureau of Reintegration Policies and/or other relevant stakeholders, in collaboration with a national expert, assigned by UN Women.

**Note:** The knowledge products, advocacy papers, policy recommendations should be based on the professional/institutional needs assessment received and documented while interacting with settlement process actors during the trainings and/or interviewing/surveys disseminating, other modalities.

**Task 5.** Deliver 1 mid-term and 1 final report providing a summary on carried out activities, achievements, and challenges, as well as recommendations for the future integration of gender equality commitments into peace processes in Moldova.

**Task 6:** Support Project Team in other ad-hoc project related activities and peacebuilding initiatives;

### Expected deliverables

#### Deliverables and Timeframe

During the implementation of this assignment, the consultant shall be responsible for delivering of the following outputs, comprising of the main milestones:

No	Deliverables	Estimated workload (workdays)	Timeframe
1	<b>Detailed Work Plan</b> , including methodology, timelines and brief description of activities to be undertaken and methodologies to be used.	5 days (home based work)	Within 2 weeks after signing the contract
2	<b>Report on delivered: Capacity development activities for settlement process actors:</b> <ul style="list-style-type: none"> <li>● Activity-relevant visits, preparatory meetings, discussions.</li> <li>● Training sessions on gender mainstreaming in peace negotiations for settlement process actors.</li> </ul>	1 <sup>st</sup> mission in Moldova  (5 working days in Moldova and 3 home-based work)	July 2023
3	Developed knowledge products/advocacy papers/policy recommendations, in collaboration with a national expert, assigned by UN Women.	10 days	December 2023
4	<b>Report on delivered: Capacity development activities for settlement process actors:</b>	2 <sup>nd</sup> mission in Moldova	October 2023

	<ul style="list-style-type: none"> <li>Activity-relevant visits, preparatory meetings, discussions.</li> <li>Workshops on conflict resolution, effective negotiation techniques and the post-conflict reconstruction, for governmental and non-governmental peace process actors.</li> </ul>	(5 working days in Moldova and 3 home-based work)	
5.	Report on supporting UN Women project team on other ad-hoc project-related activities and peacebuilding initiatives;	5 days	March 2023 – March 2024
6.	<b>Deliver a final report</b> providing a summary on carried-out activities, achievements, and lessons learned, as well as recommendations for the future integration of gender equality commitments into peace processes in Moldova.	4 days (home based work)	March 2024
<b>Total</b>		40 days	100 %

All written deliverables should be agreed with UN Women and be provided in English Language, in electronic copy.

### Duration of the assignment

It is expected that the consultant shall begin work in **March 2023 with work being completed by the end March 2024**, in conformity with the indicative timeframe described under the “Expected deliverables” section.

**Note:** The mentioned number of working days has been estimated as being sufficient/feasible for the envisaged volume of work to be completed successfully and is proposed as a guideline for the duration of the assignment. It cannot and shall not be used as a criterion for the completion of work/assignment. The provision of envisaged deliverables approved by the UN Women WILG Programme Analyst, Programme Officer on Women, Peace and Security and Project Officer on Gender Equality in Peacebuilding shall be the only criteria for the international consultant’s work being completed and eligible for payment/s.

### Management arrangements

The International Consultant will work under the overall guidance of WILG Programme Analyst and Programme Officer on Women, Peace and Security and under direct supervision of the UN Women Project Officer on Gender Equality in Peacebuilding. The consultant is also expected to inform in a written form UN Women of any unforeseen challenge or risk that might occur during the duration of the assignment, as well as come up with a backup plan to ensure the accomplishment of deliverables.

Contributions: UN Women will put at the disposal of selected individual all available materials and necessary information for tasks achievement and will facilitate the meetings, as needed. During assignment’s related missions, the International Consultant may use the facilities of the office (i.e. internet access, printing, copying, local phone calls, etc.). However, s/he is expected to use his/her own personal computer.

### Travel and other logistic arrangements

It is envisaged that the international consultant will undertake at least two missions to the Republic of Moldova, as indicated above in the “Expected deliverable”. However, depending on the epidemiological or security situation, or other unexpected circumstances, online work arrangements for the missions should be considered. All envisaged travel costs related to missions in the country will be covered by UN Women Moldova CO.

In general, UN Women should not accept travel costs exceeding those of an economy class ticket. Should the contractor wish to travel on a higher class he/she should do so using their own resources.

### Performance evaluation

Consultant’s performance will be evaluated against such criteria as: timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered.

### Financial arrangements

Payments will be disbursed to the consultant in instalments, after satisfactorily completing the assignments, upon submission of the report on deliverables and certification by the supervisor that the services have been satisfactorily performed. The time needed to complete tasks will be agreed upon with the Project officer prior to being carried out. The Consultant will need to prepare a comprehensive work report with the cost breakdown.

### **Competencies and qualifications:**

#### **Core Values:**

- Respect for Diversity;
- Integrity;
- Professionalism.

#### **Core Competencies:**

- Awareness and Sensitivity Regarding Gender Issues;
- Accountability;
- Creative Problem Solving;
- Effective Communication;
- Inclusive Collaboration;
- Stakeholder Engagement;
- Leading by Example.

Please visit this link for more information on UN Women's Core Values and Competencies: <https://www.unwomen.org/sites/default/files/Headquarters/Attachments/Sections/About%20Us/Employment/UN-Women-values-and-competencies-framework-en.pdf>

#### **Functional Competencies:**

- Mature judgment and initiative;
- Ability to think out-of-the-box;
- Promotes the vision, mission, and strategic goals of UN Women;
- Ability to work in multi-disciplinary and multi-cultural teams;
- Ability to work under pressure against strict deadlines;
- Ability to present complex issues persuasively and simply;
- Flexible and open to learning and new experiences;
- Displays cultural, gender, religion and age sensitivity and adaptability.

### **Required Skills and Experience**

#### **Education:**

- Advanced University Degree (Master's degree or equivalent) in Gender Studies, Social Sciences, Political Sciences, International relations, International law, or related field;
- Additional trainings and certifications in one of the areas relevant for the assignment would be an asset.

#### **Experience**

- At least 5 (five) years of experience in the area of Gender Equality, Gender Mainstreaming in Conflict Resolution, peace negotiations, peacebuilding.
- At least 2 years of relevant international working experience in conflict and post-conflict settings;
- Experience in developing and delivery of various types of trainings and capacity building programs from Gender perspective will be considered an asset;
- Relevant working experience in research, knowledge products development, policy analysis will be considered an asset;
- Previous work experiences with UN agencies and/or other international organizations would be an asset;

#### **Language skills:**

- Fluency in written and oral English is required;
- Knowledge of Romanian, Russian will be an asset.

### **Application Procedure**

Interested applicants should apply to this announcement through UNDP jobs site: [jobs.undp.org](http://jobs.undp.org).

Interested individual consultants must submit the following documents/information to demonstrate their qualifications in one single PDF document:

- All applications must include (as an attachment) the completed UN Women Personal History form (P-11) which can be downloaded from <https://www.unwomen.org/sites/default/files/Headquarters/Attachments/Sections/About%20Us/Employment/UN-Women-P11-Personal-History-Form.doc>;
- Kindly note that the system will only allow one attachment, please combine all your documents into one (1) single PDF document. Applications without the completed UN Women P-11 form will be treated as incomplete and will not be considered for further assessment;
- Letter of Intent to include a brief overview of the consultant's previous experiences makes the candidate the most suitable candidate for the advertised position. It should reflect the above-mentioned required skills and experience.
- Financial proposal – specifying a total lump sum amount for the task specified in Terms of References. The Financial proposal shall include a breakdown of this lump sum amount (daily rate). Please see ANNEX I and ANNEX II.
- Applications received after the close date will not be accepted;
- Only short-listed candidates will be contacted.

***In July 2010, the United Nations General Assembly created UN Women, the United Nations Entity for Gender Equality and the Empowerment of Women. The creation of UN Women came about as part of the UN reform agenda, bringing together resources and mandates for greater impact. It merges and builds on the important work of four previously distinct parts of the UN system (DAW, OSAGI, INSTRAW and UNIFEM), which focused exclusively on gender equality and women's empowerment.***

***The United Nations in Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.***

#### **Evaluation and Interviewing Procedure:**

For evaluation of short-listed candidates, a cumulative analysis scheme will be applied with a total score being obtained upon the combination of weighted technical and financial attributes. Cost under this method of analysis is rendered as an award criterion, which will be 30% out of a total score of 500 points.

Evaluation of submitted offers will be done based on the following formula:

$$B = T + \frac{C_{low}}{C} \times X$$

where:

$T$  is the total technical score awarded to the evaluated proposal (only to those proposals that pass 70% of maximum 500 points obtainable under technical evaluation);

$C$  is the price of the evaluated proposal;

$C_{low}$  is the lowest of all evaluated proposal prices among responsive proposals; and

$X$  is the maximum financial points obtainable (150 points)

Technical evaluation will be represented through desk review of applications and further interview will be organized if needed, depending on the short-listed candidates' qualifications.

**Technical Evaluation and Interview:** The technical part is evaluated on the basis of its responsiveness to the Terms of Reference (TOR).



#	Criteria for technical evaluation	Scoring	Max. points
1.	Advanced University Degree (Master's degree or equivalent) in Gender Studies, Social Sciences, Political Sciences, International relations, International law, or related field;	Master's degree – 20 pts; PhD – 30 pts.	30
2.	At least 5 (five) years of experience in the area of Gender Equality, Gender Mainstreaming in Conflict Resolution, peace negotiations, peacebuilding;	5 years – 70 pts, each year over 5 years– 10 pts, up to a max of 100 pts	100
3.	Experience in developing and delivery of various types of trainings and capacity building programs from Gender perspective will be considered an asset;	No – 0 pts Yes – 20 pts	20
4.	Relevant working experience in research, knowledge products development, policy analysis will be considered an asset;	each assignment- 5 pct, up to a maximum of 30 pts	30
5.	Previous work experiences with UN agencies and/or other international organizations would be an asset;	No – 0 pts Yes – 20 pts	20
<b>Total Technical Scoring</b>			<b>200</b>
<b>Interview</b> (at least 70%, i.e. 140 pts, are required to be obtained to pass to the interview stage)			
6.	Relevant international working experience in conflict and post-conflict settings, knowledge of security and peacebuilding aspects in frozen conflicts context;	No – 0 pts Yes - 50	50
7.	Working experience in interacting efficiently with officials, to lead in a productive manner a large group of participants from state institution and/or non-governmental organizations	No – 0 pts Yes - 50	50
8.	Excellent command of English ; Knowledge of Romanian, Russian will be an asset; Knowledge of other additional languages will be an asset.	20 pts - fluency in EN, 10 pts –knowledge of Romanian, 10 pts – knowledge of Russian, 10 pts – other languages.	50
<b>Total interview scoring</b>			<b>150</b>
<b>Maximum total scoring</b>			<b>350</b>

**Financial evaluation:**

*In the Second Stage, the financial proposal of the candidate, who have attained minimum 70% score in the technical evaluation and interview (at least 245 points), will be compared.*

**WINNING CANDIDATE**

The winning candidate will be the candidate, who has accumulated the highest aggregated score (technical scoring + financial scoring).



## Annex I: Price Proposal Guideline and Template

The prospective National Consultant should take the following explanations into account during submission of his/her price proposal.

### 1. Daily fee

The daily price proposal should indicate a "lump sum amount" which is "all-inclusive". All costs (professional fees, communications, consumables during field related missions, etc.) that could be incurred by the Contractor needs to be factored into the proposed price.

UN Women will not withhold any amount of the payments for tax and/or social security related payments. UN Women shall have no liability for taxes, duties, or other similar charges payable by the Individual Contractor in respect of any amounts paid to the Individual Contractor under this Contract, and the Contractor acknowledges that UN Women will not issue any statements of earnings to the Individual contractor in respect of any such payments.

### 2. Travel costs

UN Women will not cover transportation cost within Chisinau.

### 3. Daily Subsistence Allowance

Not applicable.

### 4. Currency of the price proposal

The applicants are requested to submit their price proposals in MDL. In case of proposals in other currency, these shall be converted into MDL using the official UN exchange rate for currency MDL conversion to MDL at the date of applications' submission deadline.

Annex II: Price Proposal Submission Form

To: United Nations Entity for Gender Equality and the Empowerment of Women

Ref: **International consultant on Gender Equality in Peacebuilding.**

Dear Sir / Madam,

I, the undersigned, offer to provide professional consulting services to UN Women within the scope of the referred Assignment.

Having examined, understood and agreed to the Terms of Reference and its annexes, the receipt of which are hereby duly acknowledged, I, the undersigned, offer to deliver professional services, in conformity with the Terms of Reference.

My maximum total price proposal for the assignment is given below:

Deliverables	MDL
Daily fee all inclusive	
Total price	

I confirm that my financial proposal will remain unchanged. I also confirm that the price that I quote is **gross**, and is inclusive of all legal expenses, including but not limited to social security, income tax, pension, etc., which shall be required applicable laws.

I agree that my proposal shall remain binding upon me for 30 days.

I understand that you are not bound to accept any proposal you may receive.

[Signature]

Date:

Name:

Address:

Telephone/Fax:

Email: