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Date: 16 August 2017

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

for individual consultants and individual consultants assigned by consulting firms/institutions

Country:	Viet Nam
Description of the assignment:	International Consultant for supporting and monitoring of site clean-up plan and implementation.
Project name:	Vietnam POPs and Sound Harmful Chemicals Management (Project ID 91381)
Period of assignment/services (if applicable):	Early September 2017 – 31 <sup>st</sup> January 2018
Tender reference:	1-170801

1. Submissions should be sent by email to: [nguyen.thi.hoang.yen@undp.org](mailto:nguyen.thi.hoang.yen@undp.org) no later than: **30 August 2017 (Hanoi time)**.

**With subject line: (1-170801) International Consultant for supporting and monitoring of site clean-up plan and implementation**

Submission received after that date or submission not in conformity with the requirements specified this document will not be considered.

### **Note:**

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.
- Maximum size per email is **7 MB**.
- Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP Viet Nam will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.
- After submitting proposal, bidder should send notification by email (without attachment) to: [procurement.vn@undp.org](mailto:procurement.vn@undp.org) informing that the bidder has submitted proposal. UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to above address.
- Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female consultants.

2. Please find attached the relevant documents:

- [Terms of Reference \(TOR\)](#)..... (Annex I)
- [Individual Contract & General Conditions](#)..... (Annex II)
- [Reimbursable Loan Agreement](#) (for a consultant assigned by a firm)..... (Annex III)
- [Guidelines for CV preparation](#)..... (Annex IV)

- [Format of financial proposal](#)..... (Annex V)

3. Interested individual consultants must submit the following documents/information **(in English, PDF Format)** to demonstrate their qualifications:

**a. Technical component:**

- Signed Curriculum vitae
- Copy of 1-3 publications/writing samples on relevant subject.
- Reference contacts of past 4 clients for whom you have rendered preferably the similar service (including name, title, email, telephone number, address...)

**b. Financial proposal (with your signature):**

- The financial proposal shall specify a total lump sum amount in **US Dollar** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in Annex V.
- Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.
- If quoted in other currency, prices shall be converted to the above currency at UN Exchange Rate at the submission deadline.

4. Evaluation:

The technical component will be evaluated using the following criteria:

Consultant's experiences/qualification related to the services		
	Criteria	Maximum Points
1	Post graduate degree (PhD preference) in chemistry, pollution control, hazardous waste management, environmental sciences, development study or related areas	230
2	At least 15 year experience in the field of the sustainable management of POP-pesticides contaminated sites including remediation, monitoring and aftercare	230
3	Relevant work experience in developing countries; previous work experience in Viet Nam or Asian countries is preference	180
4	Sound experience of Vietnamese politics and decision making processes, and UN/UNDP-GEF policies, procedure and practices and working experience with MONRE, or similar governmental bodies in Vietnam	180
5	Track record experience in donor coordination, networking, knowledge management	180
	<b>TOTAL</b>	<b>1000</b>

A two-stage procedure is utilized in evaluating the submissions, with evaluation of the technical components being completed prior to any price proposals being opened and compared. The price proposal will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical component.

The technical component is evaluated on the basis of its responsiveness to the Term of Reference (TOR).

Maximum 1000 points will be given to the lowest offer and the other financial proposals will receive the points inversely proportional to their financial offers. i.e.  $S_f = 1000 \times F_m / F$ , in which  $S_f$  is the financial score,  $F_m$  is the lowest price and  $F$  the price of the submission under consideration.

The weight of technical points is 70% and financial points is 30%.

Submission obtaining the highest weighted points (technical points + financial points) will be selected.

Interview with the candidates may be held if deemed necessary.

## 5. Contract

“Lump-sum” Individual Contract will be applied for freelance consultant (Annex II)

“Lump-sum” RLA will be applied for consultant assigned by firm/institution/organization (Annex III)

Documents required before contract signing:

- Personal History (following UNDP form)
- International consultant whose work involves travel is required to complete the courses on Basic Security in the Field **and** Advanced Security in the Field and submit certificates to UNDP before contract issuance.

Note: In order to access the courses, please go to the following link: <https://training.dss.un.org>  
The training course takes around 3-4 hours to complete. The certificate is valid for 3 years.

- Full medical examination and Statement of Fitness to work for consultants from and above 62 years of age and involve travel. (This is not a requirement for RLA contracts).
- Release letter in case the selected consultant is government official.

## 6. Payment

UNDP shall effect payments to the consultant (by bank transfer to the consultant's bank account provided in the vendor form (Annex V) upon acceptance by UNDP of the deliverables specified the TOR.

1st payment: 20% of total contract value will be paid upon completion of the deliverables related to Outcome 1 capacity building needs and strategic implementation plans.

2nd payment: 40% of total contract value will be paid upon completion of the deliverables related to Outcome 2 Supervision report

3rd and final payment: 40% of total contract value will be paid upon completion of the deliverables related to Outcome 3 the advice on available and efficient remediation techniques with cost-benefit analysis in line for on-site processing with UNDP's satisfactory acceptance.

If two currencies exist, UNDP exchange rate will be applied at the day UNDP instructs the bank to effect the payment.

## 7. Your proposals are received on the basis that you fully understand and accept these terms and conditions.

## **TERMS OF REFERENCE (TOR)**

<b>Consultancy title:</b>	<b>Technical support from an International Consultant for supporting and monitoring of site clean-up plan and implementation.</b>
<b>Project title:</b>	<b>Vietnam POPs and Sound Harmful Chemicals Management (Project ID 91381)</b>
<b>Type contract:</b>	<b>Individual contracts</b>
<b>Duty Location:</b>	<b>Hanoi (Viet Nam) with in-country travel to the project site in Lam Hoa</b>
<b>Duration:</b>	<b>During period Early September 2017 – 31<sup>st</sup> January 2018</b>
<b>Report to:</b>	<b>UNDP and PMU</b>

### **1. GENERAL INFORMATION**

The project “Vietnam POPs and Sound Harmful Chemicals Management Project” is funded by the Global Environment Facility (GEF) through the United Nations Development Programme (UNDP). The project is executed by Vietnam Environment Administration (VEA) / Ministry of Natural Resources and Environment (MONRE) as the UNDP’s National Implementing Partner (NIP). The official starting date of the project is 29/1/2016 and expected closure date is 31/12/2018.

The project will contribute to the improvement of the environmentally sound management for chemicals and hazardous waste, focused on Persistent Organic Pollutants (POPs), Persistent Toxic Substances (PTS) and Mercury build on UNDP and Vietnam past experience addressing POPs/PTS issues.

The objective of the project is the continued reduction of environmental and health risks through POPs and harmful chemicals release reduction.

In order to achieve the project, four main components are envisaged:

- Component 1. Policy framework for sound chemicals management, including POPs, PTS developed and implemented.
- Component 2. Monitoring and report of POPs and PTS.
- Component 3. Management of POPs contaminated sites.
- Component 4. National Mercury baseline inventory and release reduction strategy.

From 2009 to 2015, MONRE implemented the project entitled “*Building capacity to eliminate POP-pesticides stockpiles in Vietnam*” funded by GEF / UNDP / Food and Agriculture Organisation (FAO). In the scope of this project, Environmental Management Plans (EMPs) for 10 selected POP-pesticides contaminated sites across the country and guidelines on sustainable management of POP-pesticides contaminated sites were made and published by the MONRE. The Guidelines have the following five volumes, each describing a phase of sustainable management of contaminated sites:

- Volume 1 EMP Guidelines for Sustainable Management of POP pesticides contaminated sites, PHASE 1 The Preliminary Site Assessment (Tauw reference R101-1217441BFF-beb-V03-NL) dated 30 April 2015
- Volume 2 EMP Guidelines for Sustainable Management of POP pesticides contaminated sites, PHASE 2 The Site Assessment (Tauw reference R102-1217441BFF-beb-V03-NL) date 30 April 2015
- Volume 3 EMP Guidelines for Sustainable Management of POP pesticides contaminated sites, PHASE 3 The Site Remediation Assessment (Tauw reference R103-1217441BFF-los-V02-NL30) dated 30 April 2015
- Volume 4 EMP Guidelines for Sustainable Management of POP pesticides contaminated sites, PHASE 4 The Site Remediation Management (Tauw reference R104-1217441BFF-los-V02-NL) dated 30 April 2015
- Volume 5 EMP Guidelines for Sustainable Management of POP pesticides contaminated sites, PHASE 5 The Site Monitoring and Aftercare (Tauw reference R105-1217441BFF-beb-V02-NL) dated 30 April 2015

For the Lam Hoa site, Phase 1 - The Preliminary Site Assessment is carried out and reported on 13 November 2015, with the Tauw Reference R021-1217441BFF-los-V02-NL. This report is attached to TOR to provide the

International Consultant with all available site information needed to carry out his consultancy tasks as described in this TOR.

The activity “Remediation of the Lam Hoa site in Quang Binh province” under Component 3 of the Project “*Vietnam POPs and Sound Harmful Chemicals Management*” is designed to sustain the results of the project “*Building capacity to eliminate POP-pesticides stockpiles in Vietnam*”. This activity will implemented to achieve the following expected outcomes:

- Capacity build further to facilitate the countrywide implementation of the sustainable management of POP-pesticides contaminated sites in Viet Nam
- All known stocks of POP-pesticides from the Lam Hoa site are removed and disposed, the associated contaminated soil is remediated and, the Site Monitoring and Aftercare (Phase 5), to sustain the remediation results, is implemented
- The lessons learned in this project are recorded and recommendations are made to improve the implementation of Phase 4 and 5 and update Volume 4 and 5 of the Guidelines of the sustainable management of POP-pesticides contaminated sites if needed

UNDP and PMU is seeking a qualified international consultant to provide technical support to this activity, Phase 2, 3, 4 and 5 of sustainable management of the Lam Hoa site in Quang Binh province.

## **2. ROLES AND ORGANIZATION**

The qualified International consultant will implement the needed consultancy services under the supervision of the National Project Director (Director General of VEA) and Deputy Project Director (Director of WENID). The international consultant will deliver services in the project office in Hanoi and at the Lam Hoa site in Viet Nam.

The international consultant is responsible for quality of all the deliverables.

The international consultant works in close collaboration with the national consultants as well as Deputy National Project Director (Director of WENID), Project Manager, Technical staff of WENID, the other National counterparts and relevant local authorities as well as the staff of UNDP.

The international consultant in close collaboration and support national consultants design capacity building programs, tools, methodologies, and materials for each group of stakeholders involved in relevant areas of work. Also, advise on awareness raising for the project beneficiaries, including farmers and landowners of the land surrounding the Lam Hoa site.

## **3. KEY TASKS**

The key tasks of the International consultant are:

- 3.1. Providing consultancy services to strengthen capacities for the Phase 2 (The Site Assessment), Phase 3 (The Site Remediation Assessment), Phase 4 (The sites remediation Management) and Phase 5 (The Site Monitoring and Aftercare) of the sustainable management of POP-pesticides contaminated sites. These consultancy services are focussed on:
  - Phase 2 capacity building, consisting of sharing all relevant knowledge and experiences at all stages of the site assessment varying from, carrying out a gap analyses, designing a sampling and analyses plan, sampling POP-pesticides, soil and groundwater and reporting the Phase 2 results
  - Phase 3 capacity building, consisting of sharing all relevant knowledge and experiences at all stages of the site remediation assessment varying from making preliminary design, a final design and tender book writing, including tender specifications, product and process requirements and cost estimates
  - The Phase 4 capacity building, consisting of sharing all relevant knowledge and experiences at all stages of the site remediation management varying from planning the works, instructing the contractors, managing the day to day remediation activities, supervising the works focussing on health and safety performance, monitoring environmentally sound behaviour and quality control and quality assurance
  - The Phase 5 capacity building, consisting of sharing all relevant knowledge and experiences at all stages of monitoring and aftercare varying from designing the site monitoring and aftercare, the installation of the monitoring system, the execution of the monitoring and aftercare to sustain the remediation results and the reporting of the monitoring and aftercare results

- 3.2. Assisting the National Project Director with the preparation, the management, the supervision and monitoring of the removal of the all known stocks from the Lam Hoa site and the installation of system to remediate the associated contaminated soil and perform the needed monitoring and aftercare to sustain the remediation results
- 3.3. Reporting the evaluation of the Phase 2, 3 and 4 and recording and reporting all lessons learned including the provision of recommendations to improve the implementation of the sustainable management of POP-pesticides contaminated sites

#### **4. SCOPE OF WORK**

##### **4.1 *Capacity building***

The capacity building to be delivered is a cross-cutting issue. Below the capacity building to be provided is summarized per phase.

- Technical advice on capacity building programs for each group of stakeholders who are involved in relevant areas of work on POP-Pesticide contamination and management.
- Provision of technical advice on development of capacity building methodologies, tools and materials for relevant groups of stakeholder identified in this project
- Share relevant international experience and knowledge on POPs Pesticides remediation with national partners and networks through meeting with project counterparts, workshops, mission reports, so on.
- Review and facilitate the development of implementation plan, curricula of training and the scope for the contractor taking care of Phase 2,3,4.
- Training of trainers on newly developed training materials and methodologies and provision of technical coaching on training skills via followed course conducted by the core trainers.
- Provide comments on the substantive before approval of work plans by the NPD and UNDP.
- Organize weekly toolbox meetings and daily start work analyses to instruct and train all field staff performing their tasks (Phase 2 and Phase 4) in an effective, correct, safe and environmentally sound manner
- Explain in the closing workshop the evaluation report of the executed Phase 2 and Phase 4
- Explain in the closing workshop the scope of the contractor / entity taking care of the monitoring and aftercare Phase 5
- Support for National Consultant to raise awareness for the project beneficiaries, including farmers and landowners of the land surrounding the Lam Hoa site.

##### **4.2 *Repackaging, soil remediated and the Monitoring and Aftercare***

The International consultant assists the National Project Director (NPD), UNDP, National partner, PMU and WENID with the:

- Project preparation by:
  - Providing advice on the construction of site location map with a scale 1:2,000 using a high resolution satellite images (LANDSAT) and a 3 Dimension (3D) digital site recording made by an unmanned aircraft equipped with an advanced 3 Dimension (3D) camera
  - Reviewing the updated site history report. The site history report will be written by the PMU and should be based on studying relevant old military archives, interviews with military staff that have information on the Lãm Hoá site and interviews local people
  - Reviewing the 1:2,000 scaled site location map with the information of the Phase 1 and the site history report
  - Assisting the PMU in providing the UXO searching and clearing organisation with relevant information to allow them to plan their UXO searching and clearing campaigns
  - Reviewing the Contractors Phase 2 and Phase 4 Work Plans
  - Contributing to the inception workshop by presenting the Phase 1 and Phase 3 results and the project Phase 2 and Phase 4 planning and providing feedback on the Contractors Phase 2 and Phase 4 Work Plans

- The execution of Phase 2 by:
  - Coordination on-site of the Phase 2 activities. The Phase 2 and 4 activities will be carried in one working sequence. Only after an intensive campaign for searching and clearing UXO's the vegetation can be removed. After removal of the vegetation the site can be surveyed for DDT and DDT contaminated soil
  - The objective of the survey and assessment is to separate the POP-pesticides (over 50 ppm) and POP-pesticides contaminated soil (below 50 ppm)
  - Supervision to ensure a healthy and safe execution of Phase 2
  - Monitoring to ensure correct execution of Phase 2
- The execution of Phase 4 by:
  - Coordination on-site of the Phase 4 activities. When the first DDT hot spots are cleared from vegetation and UXO's and the quantities of the DDT and the contaminated soil are assessed the repackaging and soil remediation campaign starts after the UXO team further details their searching and clearing
  - Review the work plan of the contractor taking care of Phase 4, the collection of POP-pesticides, the excavation of hot spot of POP-pesticides in the soil, the repackaging of the POP-pesticides and hot spot material, the transportation to the disposal facility and the disposal of the repacked POP-pesticides and hot spot material and the installation and implementation of the soil remediation measures
  - Coordinate with local contractors and national consultants to propose plans and technologies for on-site processing.
  - Supervision to ensure a healthy and safe execution of Phase 4
  - Monitoring to ensure an environmentally sound execution of Phase 4
- The installation of system to perform Phase 5:
  - Coordination on-site of the Phase 5 activities to sustain the remediation results
  - Supervision to ensure a healthy and safe installation of Phase 5
  - Monitoring to ensure an environmentally sound installation of Phase 5

#### **4.3 The lessons learned**

The International consultant evaluates the Phase 2, 3, 4 and 5 activities. Base on the evaluation recommendations are made to improve the Phases of the sustainable management.

### **5. Expected results**

#### **5.1 General**

This section describes the deliverables per outcome as discussed above. The outcome are:

- High quality advice on capacity building needs and strategic implementation plans reflected by international best practices and lessons learnt incorporated in the plans, training materials, and methodologies in line with requirements and standardization set by the Stockholm convention.
- Supervision report provided to the implementation of the major contract (1. Investigation and assessment POP Pesticides contaminated site and 2. POP Pesticides waste, highly contaminated soil with concentration over 50mg/kg destruction packages).
- Technical advice of high quality and relevance, including advice on available and efficient remediation techniques with cost-benefit analysis in line for on-site processing with the country's context and resources, in line with requirements and standardization set by the Stockholm convention.

#### **5.2 Deliverables**

TT	Deliverables	Deadline
1	<p>The deliverables related to Outcome 1 capacity building needs and strategic implementation plans are:</p> <ul style="list-style-type: none"> <li>- Work Plan containing all tasks of the various contractors</li> <li>- Contribution to training materials available and the acceptance council meeting.</li> </ul>	<p>1 months after signing the contract. Expected by Oct 5<sup>th</sup>, 2017</p>
2	<p>The deliverables related to Outcome 2 Supervision report provided to the implementation of the major contract are:</p> <ul style="list-style-type: none"> <li>- Recommendation for the formulation and implementation of field survey and updated site history report.</li> <li>- On-site assistance of the PMU for a period of at least four weeks execution Phase 2 by the Phase 2 contractor and Phase 4 by the Phase 4 contractor.</li> <li>- Recommendation for site assessment report of Phase 2 by the Phase 2 contractor</li> <li>- Recommendation for evaluation report of Phase 4 by the Phase 4 contractor</li> </ul>	<p>3 months after signing the contract Expected by Dec 15<sup>th</sup>, 2017</p>
3	<p>The deliverables related to Outcome 3 the advice on available and efficient remediation techniques with cost-benefit analysis in line for on-site processing are:</p> <ul style="list-style-type: none"> <li>- Recommendations report of remediation techniques and plan for on-site processing (POP-pesticides contaminated soil without traces of POP-pesticides concentration lower than 50 mg/kg)</li> <li>- End of assignment report which focuses on key lessons learned and best practice draw from capacity building processes and POP Pesticides remediation with national partners.</li> <li>- Final assignment report</li> </ul>	<p>5 months after signing the contract Expected by Feb 28<sup>th</sup>, 2018</p>

## 6. REQUIRED DEGREE OF EXPERTISE AND QUALIFICATION

- The Consultant has a Post graduate degree (PhD preference) in chemistry, pollution control, hazardous waste management, environmental sciences, or related areas
- At least 10 year experience in the field of the sustainable management of POP-pesticides contaminated sites including remediation, monitoring and aftercare.
- Relevant work experience in developing countries; previous work experience in Viet Nam or Asian countries is an asset
- Sound understandings about Vietnamese politics and decision making processes, and UN/UNDP-GEF policies, procedure and practices and working experience with MONRE, or similar governmental bodies in Vietnam, are assets

## 7. WORKING METHOD

- The nature of the technical assistance implies a need of flexible planning and flexibility in terms of adjustments of activities in order to ensure delivery of the project outputs. New or more specific activities shall be identified in the development of the project
- The assignment will be carried out in following three missions:
  - o One inception mission of two weeks (10 – in country working days)
  - o One field work mission of four weeks (20 – in country working days)
  - o One acceptance council meeting of 3 days.
- Estimated number of work-days: 33 days
- Duration: From September 2017 to January 2018
- Estimated starting days: Early September, 2017
- The International consultant will keep PMU and UNDP informed on all major issues of importance for the project. This entails a briefing meeting in the beginning of each mission and a debriefing meeting at the end of each mission.
- At least 2 weeks before starting of the mission in Viet Nam, the Mission work plan/request with expected delivery result/outputs shall be prepared and submitted electronically to the PMU/UNDP for approval.

## 8. ADMINISTRATIVE SUPPORT AND REFERENCE DOCUMENTS



Project Management Unit (PMU) will provide administrative support including:

- A work station (desk and internet access) in the PMU office in Hanoi
- Interpretation in meetings and at the Lam Hoa site
- Relevant project document in English
- Logistic support

It is expected the International Consultant will use his/her own laptop.

It is expected that the International Consultant is familiar with the following documents:

- The Guidelines on sustainable management of contaminated sites:
  - o Phase 1; The Preliminary Site Assessment (Tauw Reference R101-1217441BFF-beb-V03-NL)
  - o Phase 2; The Site Assessment (Tauw Reference R102-1217441BFF-beb-V03-NL)
  - o Phase 3; The Site Remediation Assessment (Tauw Reference R103-1217441BFF-los-V02-NL)
  - o Phase 4; The Site Remediation Management (Tauw Reference R104-1217441BFF-los-V02-NL)
  - o Phase 5; The Site Monitoring and Aftercare (Tauw Reference R105-1217441BFF-beb-V02-NL)
- The Standard Operating Procedures for Building capacity to eliminate POP Pesticides in Viet Nam (Tauw Reference R900-4788415BFF-beb-V04-NL)
- Environmental Management Plan Lâm Hoá site, Viet Nam; PHASE 1 (Tauw Reference R021-1217441BFF-los-V02-NL)

## **9. BUDGETING AND PAYMENT TERM**

Based on the TOR, interested candidates should submit their financial proposal, which includes consultancy fee, per diem, budget for travel, accommodations, etc in Hanoi. Field visits to the Lam Hoa site and other places will be arranged and covered by the PMU. All cost related to training, capacity building and awareness raising will be furnished by the project.

All payments will only be authorized upon (i) the PMU and UNDP approval of the deliverables as follows:

- Completion of the deliverables related to Outcome 1 capacity building needs and strategic implementation plans (20%)
- Completion of the deliverables related to Outcome 2 Supervision report (40%)
- Completion of the deliverables related to Outcome 3 the advice on available and efficient remediation techniques with cost-benefit analysis in line for on-site processing (40%)

According to UNDP regulation, travel days will not be counted for consultancy fee.  
Economic flight ticket (where needed and relevant) will be applied.

## **Annex IV**

### **GUIDELINES FOR PREPARING CV**

WE REQUEST THAT YOU USE THE FOLLOWING CHECKLIST WHEN PREPARING YOUR CV:

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

Sex, Date of Birth, Nationality, Other Citizenship, Marital Status

Company associated with (if applicable, include company name, contact person and phone number)

#### **SUMMARY OF EXPERTISE**

Field(s) of expertise (be as specific as possible)

Particular development competencies-thematic (e.g. Women in Development, NGOs, Privatization, Sustainable Development) or technical (e.g. project design/evaluation)

Credentials/education/training, relevant to the expertise

#### **LANGUAGES**

Mother Tongue:

Indicate written and verbal proficiency of your English:

#### **SUMMARY OF RELEVANT WORK EXPERIENCE**

Provide an overview of work history in reverse chronological order. Provide dates, your function/title, the area of work and the major accomplishments include honorarium/salary. References (name and contact email address) must be provided for each assignment undertaken by the consultant that UNDP may contact.

#### **UN SYSTEM EXPERIENCE**

If applicable, provide details of work done for the UN System including WB. Provide names and email address of UN staff who were your main contacts. Include honorarium/salary.

#### **UNIVERSITY DEGREES**

List the degree(s) and major area of study. Indicate the date (in reverse chronological order) and the name of the institution where the degree was obtained.

#### **PUBLICATIONS**

Provide total number of Publications and list the titles of 5 major publications (if any)

#### **MISCELLANEOUS**

Indicate the minimum and maximum time you would be available for consultancies and any other factors, including impediments or restrictions that should be taken into account in connection with your work with this assignment.

Please ensure the following statement is included in the resume and that it is signed and dated:

I CERTIFY THAT ALL INFORMATION STATED IN THIS RESUME IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE UNDP/UNOPS OR ITS AGENT TO VERIFY THE INFORMATION PROVIDED IN THIS RESUME.

(Signature)

## **Annex V**

### **FINANCIAL OFFER**

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum of USD .....

This is a lump sum offer covering all associated costs for the required service (fee, meal, accommodation, travel, taxes etc).

#### **Cost breakdown:**

<b>No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit rate (USD)</b>	<b>Total</b>
1	Consultancy fee			
2	Out of pocket expenses			
2.1	Travel			
2.2	Per diem			
2.3	Full medical examination and Statement of Fitness to work for consultants from and above 62 years of age and involve travel – (required before issuing contract). *			
2.5	Others (pls. specify).....			
	<b>TOTAL</b>			

*\* Individual Consultants/Contractors who are over 62 years of age with assignments that require travel and are required, at their own cost, to undergo a full medical examination including x-rays and obtaining medical clearance from **an UN-approved doctor** prior to taking up their assignment.*

I undertake, if my proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

I agree to abide by this proposal for a period of 120 days from the submission deadline of the proposals.

Dated this day /month                      of year

Signature