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Date: 17 Aug 2017

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	Three national experts on: Expert 1 (Team Leader and Planning Expert): planning of water resources, agriculture, transport, economy, society and environment (Team Leader; focus on multi-sector planning); Expert 2 (Hydrologist): Mekong river hydrology (focus on potential flood water retention, dry season flow, salinity intrusion and climate change effects in in the Mekong river basin, assess current and future fresh water demand for agriculture, aquaculture, domestic and industrial use); Expert 3 (Hydraulic expert): Mekong Delta hydraulics (focus on hydrological and hydraulic model calculations).
Project name:	Project “Capacity Building for Implementation of the National Climate Change Strategy – MARD component (CBICS-MARD)”
Period of assignment/services (if applicable):	Early September 2017 to 31 December 2017
Tender reference:	(1-170802)

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

With subject line: (1-170802) Expert 1/ or Expert 2 / or Expert 3

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 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 **Viet Nam Dong** 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 3 national consultants will be evaluated and selected separately. The technical component will be evaluated using the following criteria:

The technical component will be evaluated using the following criteria:

Team Leader and Planning Expert (Expert 1)

Consultant's experiences/qualification related to the services		
	Criteria	Maximum Points
1	Master's degree or higher in the field of water resources, water resources development	200
2	At least 10 years of working experience related to water resources development planning AND water resources development projects	300
3	Excellent analytical skills	300
4	Prior experience in UNDP a good command of English	200
	TOTAL	1000

Hydrologist (Expert 2) and Hydraulic expert (Expert 3)

Consultant's experiences/qualification related to the services		
	Criteria	Maximum Points

1	Master's degree or higher in Irrigation, Hydraulics, or Hydrology	200
2	At least 5 years of experience with hydraulic modeling (Hydraulics Specialist) and hydrological modeling (hydrological expert) and in water resources planning or development projects	300
3	Excellent analytical skills	300
4	Prior experience in UNDP a good command of English	200
	TOTAL	1000

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.

- The first payment: 25% of the contract value will be paid to the contractor upon reaching agreement and approval by UNDP and the PMU on the detailed proposal of the method, content and timing of all the work
- The second payment: 45% of the contract value will be paid to the contractor upon completion of the draft reports (deliverable 1-3 in section V or TOR.) and acceptance of the minutes of the expert consultation meeting as required in section V of TOR (part of Deliverable 5) by UNDP and the PMU.
- The third and final payment: 30% of the contract value will be paid to the contractor after the UNDP and PMU approve the final reports (Deliverables 1-4) with inclusion of peer review comments (Deliverable 6) and minutes of two meetings (Deliverable 5) (see section V of TOR.).

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.

Annex I



TERMS OF REFERENCE (TOR)

- Title:** Pre-feasibility study of Mekong Delta water retention potential and techniques suitable for increasing flood and rainwater retention, supplying freshwater in the dry season, coastal salinity control, and sustainable development of the Mekong Delta in the context of climate change and sea level rise.
- Positions:** Three national experts, on: (1) planning of water resources, agriculture, transport, economy, society and environment (Team Leader; focus on multi-sector planning); (2) Mekong river hydrology (focus on potential flood water retention, dry season flow, salinity intrusion and climate change effects in the Mekong river basin, assess current and future fresh water demand for agriculture, aquaculture, domestic and industrial use) - Hydrologist; and (3) Mekong Delta hydraulics (focus on hydrological and hydraulic model calculations) - Hydraulic expert.
- Report:** Head of UNDP Climate Change and Environment Unit; National Project Director of CBICS Project
- Timing and Duration of Appointment:** 75, 40 and 40 working days respectively, in the period early September 2017 to 31 December 2017
- Contract type:** Individual contracts
- Duty station:** Viet Nam

I. BACKGROUND

The national climate change strategy (NCCS; Prime Minister Decision 2139 / QD-TTg, 5 December 2011), states that climate change is increasing and is affecting all aspects of society. Viet Nam is particularly vulnerable to the effects of climate change and sea level rise and the NCCS proposes measures to respond to climate change and integrate this as a priority into the national social economic development plan, sector plans and local plans.

The Mekong Delta is one of the three deltas in the world most affected by sea level rise according to the Inter-governmental Panel on Climate Change (IPCC). Recent research also shows that several parts are subsiding as a result of excessive, unsustainable groundwater extraction, at higher rates than sea level rise. The Mekong river flow as well as sediment content of the river water is strongly affected by upstream dam building and other developments in the wider river basin. The Mekong Delta is also the most important agricultural area in the country to ensure national food security and it is a major export region of agricultural commodities.

Viet Nam has numerous forestry, agriculture, water resource management and other relevant strategies and plans that must enhance climate change adaptation and increase resilience of farmers, communities, provinces and regions to the effects of climate change. The Mekong Delta Plan, issued in 2013 and developed with international support presents a long-term vision of a sustainable and resilient Mekong Delta region despite climate change, sea level rise and negative development impacts in the river basin. According to this vision, the Mekong Delta would have a long-term “agro-business industrialisation” future, using the comparative advantages of the delta. It

divides the Vietnamese Mekong delta into zones with different water management regimes and economic development patterns, and promotes development of adapted, specialised land use, livelihoods and businesses in each zone. This includes the upper delta with controlled fresh water flooding; the middle delta with intense rice and fruit cultivation; and the coastal zone, including parts of the Ca Mau peninsula and the estuaries in the East of the delta, with salt tolerant aquaculture and agriculture. These zones face different climate-related extremes such as river-flooding; storms and related coastal storm surges; and drought and saline water intrusion.

Drought and saline water intrusion were acute in late -2015 to mid-2016. The last extreme floods were in 2011, and they were enhanced because of reduced flood retention capacity as a result of dyke building when compared with the previous extreme floods in 2000 and 2001. In order to cope with extreme floods as well as extreme droughts there is need for increased water storage during flood (rainy) seasons as well as retention of more flood water for the supply of fresh water and control of salt intrusion in the dry season. In order to develop sustainably, the Mekong Delta needs to develop practices to adapt to (i.e. to “live with”) average floods and droughts, and prioritize the planning and construction of water resource management systems and practices to reduce risks associated with extreme floods and droughts.

Recent studies on dry season flow and salinity intrusion in the Mekong Delta focused on assessing the impacts of upstream hydropower projects. They provide suggestions for (i) construction of irrigation and drainage provisions and dikes; (ii) changes in production methods, seasonal cropping calendars; and (iii) increasing water retention capacity. The latter is however limited to small areas and water storage for local services, and does not include the concept of water storage during the flood season for water supply and salinity control for the whole Mekong Delta in the dry season.

Based on the above analysis, the project “Capacity Building for Implementation of the National Climate Change Strategy (CBICS) – MARD component” funded by the United Nations Development Program (UNDP) is hiring three consultants to do a pre-feasibility study of “Mekong Delta water retention potential and techniques suitable for increasing flood and rainwater retention, supplying freshwater in the dry season, coastal salinity control, and sustainable development of the Mekong Delta in the context of climate change and sea level rise”.

II. OBJECTIVES

To assess Mekong Delta water retention potential and propose the most effective measures and techniques for fresh water storage and supply in the dry season for sustainable development in the context of climate change and sea level rise, in average years as well as years with extreme floods or droughts.

III. SCOPE AND KEY ACTIVITIES

1. General requirements

Based on existing quantitative data on fresh water flow, rainfall, and salinity levels in coastal zones, existing studies and publications as well as additional hydrological modelling:

- To quantify the annual water flow into the Vietnamese Mekong Delta and water flow patterns through the Mekong Delta in average and extreme years (extreme rainfall and flooding; river basin drought, upstream water diversion and salinity intrusion);
- To quantify current fresh water demand (in agriculture, aquaculture, domestic and industry sectors) with current land use, per major zone of the Mekong Delta;

- To estimate fresh water deficit and saline water intrusion per major zone of the Mekong Delta in average and extremely dry years, considering current water storage capacities and practices;
- To assess the potential of the main techniques and management & operation practices that can increase flood retention (in canals, lakes, fields, etc), surface water storage for dry season use (canals, large lakes, small ponds, household level containers), and groundwater recharge and retention (urban, rural) in and for the major zones of the Mekong Delta. Consider techniques and management & operation practices for water supply and salinity control for different zones in the Mekong Delta (floodplain, central and coastal areas), but identify water storage options and water supply solutions for coastal areas in particular;
- To assess the potential for mitigation of salinity intrusion in the coastal zones through increased wet season water retention during average as well as extreme dry seasons in the Mekong Delta;
- To assess the main advantages and potential disadvantages of enhanced / new water retention techniques and management practices in terms of (water, road) transport; economic and spatial development (rural, urban); and social relations including gender relations (for example regarding changes in household and community level water storage, groundwater recharge and groundwater extraction).

2. Specific contents

2.1. Study the current and potential future water flow and salinity intrusion, based on existing studies and written sources and additional modelling regarding the Vietnamese Mekong Delta.

Hydrologist:

- Upstream
 - + Assess the upstream flow regime in average and extreme years, wet and dry years and seasons (as water enters Viet Nam) as observed in the past three decades;
 - + Assess the expected impact of climate change on water entering the Vietnamese Mekong Delta (changes in rainfall total/year, intensities; changes in evapotranspiration in the river basin; changes in the seasonal distribution of rain and drought risks), by 2050 and 2100;
 - + Assess the potential impact on water entering the Vietnamese Mekong Delta of further dam building in the mainstream of the Mekong River (China, Laos, Cambodia), damming of the Tonle Sap lake, and other major developments (such as deforestation, urbanisation, and water diversion) on wet and dry season flow (average and extreme years).
- Vietnamese Mekong Delta
 - + Assess the water flow distribution and water level at river stations in the main river system in the Mekong Delta and all the major zones of the Vietnamese Mekong Delta during average years and extreme years (with floods and / or droughts), in dry and wet seasons;
 - + Quantify current fresh water demand (in agriculture, aquaculture, domestic and industry sectors) with current land use, per major zone of the Mekong Delta, in average wet and dry seasons;
 - + Quantify fresh water shortage (in agriculture, aquaculture, domestic and industry sectors) with current land use, per major zone of the Mekong Delta, in extreme dry seasons (small upstream inflow into Viet Nam, no local rainfall), in particular as observed in early 2016;

- + Estimate how flood risks (extremely wet years) and drought risks (extremely dry years) are expected to develop by 2050 and 2100 as a result of climate change in the river basin and sea level rise; upstream developments; and groundwater mining and soil subsidence, per major zone of the Vietnamese Mekong delta.
- Assess coastal tide trends and saline water intrusion into the Mekong Delta
 - + Evaluate the tide rules during the wet and dry seasons (East coast and West Coast);
 - + Estimate saline water intrusion in the coastal zone of the Mekong Delta in average and extremely dry years, considering current infrastructure (East Coast, West Coast and estuary zone) and based on historical data (including measurements in 2016);
 - + Estimate saline water intrusion in the coastal zone of the Mekong Delta, and how that would develop by 2050 and 2100 in average and extremely dry years as a result of climate change in the river basin and sea level rise; upstream developments; and groundwater mining and soil subsidence (East Coast, West Coast and estuaries), considering current infrastructure and management & operation practice of water management systems.

2.2. Assessment of canal systems / water management systems, potential techniques and management & operation practices for storage/retention of fresh water that can be used for water supply and salinity control in the dry season in the Mekong Delta.

Hydraulic expert and hydrologist (based on available data and studies as well as additional simulations):

- Assess the current and potential water storage capacity of the canal system (irrigation and drainage systems), per major zone of the Mekong Delta.
 - + Describe the current canal / water management systems per major zone of the Mekong Delta (length, capacity, volume, etc);
 - + Assess the water distribution in the canal systems during an average and an extremely dry season, per major zone of the Mekong Delta (considering the past three decades and including the 2016 extreme drought);
 - + Assess the actual water storage/retention (in low lying areas, canals, fields) per major zone of the Mekong Delta at the end of average and extreme wet seasons (considering the past three decades and including the 2011 extreme flood as well as those in 2000 and 2001);
 - + Estimate the potential increase in water retention in low lying areas, canals, fields from the end of the flood season (average, extreme), for use in the dry season, compared to current infrastructure and operation & management practice, per major zone of the Mekong Delta; discuss how this theoretical potential is expected to change as a result of climate change and upstream developments by 2050 and 2100.
 - + Assess in detail the management & operation practices regarding water storage / retention and later use of that water, concerning some specific irrigation & drainage systems in different major zones of the Mekong Delta;
 - + Make recommendations on changes in infrastructure and management & operation practice (rules) of existing water management systems in order to maximise water storage / retention in low lying areas, canals, fields at the end of the rainy/flood season, for water supply and salinity prevention during the dry season (consider present and potential dykes; sluice gates; canal system of level 1 or level 2).
- Assess the potential for groundwater recharge and retention (rural, urban), per major zone of the Mekong Delta.

- + Assess experience in the Mekong Delta, other parts of Viet Nam and internationally of groundwater recharge practices to increase ground water retention in different aquifers during the wet season, for sustainable use of groundwater in the dry season and limiting soil subsidence in different zones of the Mekong Delta;
 - + Estimate theoretical potential of volumes of groundwater recharge using different techniques in urban and rural parts of the major zones of the Mekong Delta;
 - + Propose pilot measures to assess practical measures to recharge groundwater in urban and rural parts of the major zones of the Mekong Delta.
- Assess the current and potential practices of rainwater harvesting and storage for drinking water supply, per major zone of the Mekong Delta.
 - + Assess current measures as well as potential to harvest and store rainwater in urban and rural parts of the major zones of the Mekong Delta, for local use during the dry season;
 - + Assess how this potential would be affected by climate change (changes in rainfall patterns) by 2050 and 2100.

2.3. Synthesis report, with integrated water resource planning, and recommendations.

Team Leader and Planning Expert (based on the technical analysis by the hydrologist and hydraulic expert as well as additional studies and data):

- Propose measures for increased water retention capacity in the major zones of the Vietnamese Mekong Delta, to retain average as well as extreme flood water, and increase the availability of fresh water to combat drought and salinity intrusion in dry seasons, in the context of climate change, sea level rise and upstream developments.
 - + Summarise the results of the technical (hydrological and hydraulic) assessments;
 - + Propose structural measures (works) in each of the major zones of the Mekong Delta that increase fresh water retention, including in dedicated (new) sluice gates, dams, dykes, reservoirs, canals, fields, floodplains, groundwater recharge practices, and local fresh water storage ponds and containers. Indicate timing of certain (groups of) measures in the period to 2050;
 - + Propose changes in the management & operation schedules (rules) of canals / major works / water management systems to maximise water storage and minimise fresh water discharge during the rainy/flood seasons in order to maximise potential fresh water use in dry seasons;
 - + Propose non-structural solutions such as changes in cropping patterns and seasonal calendars as well as aquaculture practices so as to reduce fresh water consumption and increase efficiencies in the major zones of the Mekong Delta;
 - + Assess the main advantages and potential disadvantages of enhanced / new water retention techniques and management practices in terms of (water, road) transport, and include proposals to mitigate negative consequences for transport;
 - + Assess the main advantages and potential disadvantages of enhanced / new water retention techniques and management practices for economic and spatial development of (rural, urban) businesses and livelihood specialisations by farmers, and include proposals to mitigate negative consequences for economic development;
 - + Assess the main advantages and potential disadvantages of enhanced / new water retention techniques and management practices for social relations including gender relations (for example regarding changes in household and community level water storage, groundwater recharge and groundwater extraction), and include proposals to mitigate negative consequences for social relations;

- + Recommend how proposals and assessments from this study could be integrated in anti-drought and salinity policies of the Ministry of Agriculture and Rural Development.
- + Summarise the entire study (three reports) into a “summary for policy makers” and a power point presentation

3. Consultations

- The initial findings of the study must be presented to a workshop for getting expert feedback;
- The final draft study will be peer-reviewed by some independent national and international experts;
- The three final reports must be presented to a workshop with leaders of MARD and Mekong Delta provinces, but with a focus on recommendations for policy makers

IV. DELIVERABLES

The 3 experts will jointly deliver the following outputs:

1. Study of the current and potential future water flow and salinity intrusion, based on existing studies and written sources and additional modelling regarding the Vietnamese Mekong Delta (see 2.1 above). This report must provide references to publications used in the text according to international standards and provide a complete list of references in annex. It must include as embedded files or separately the electronic files of data used, and files with the results of simulations.
2. Assessment of canal systems / water management systems, potential techniques and management & operation practices for storage/retention of fresh water that can be used for water supply and salinity control in the dry season in the Mekong Delta (see 2.2 above). This report must provide references to publications used in the text according to international standards and provide a complete list of references in annex. It must include as embedded files or separately the electronic files of data used, and files with the results of simulations.
3. Synthesis report with integrated water resource planning, and recommendations (see 2.3 above). This report must provide references to publications used in the text according to international standards and provide a complete list of references in annex.
4. Summary for policy makers and Power Point presentation (see 2.3 above).
5. Written minutes of the expert meeting and of the workshop with leaders of MARD and provinces.
6. An overview with how peer-review feedback was used in the final version of the reports.

Deliverables 3, 4, 5 and 6 must be prepared and submitted to the Project Management Unit and UNDP in both English and Vietnamese, both printed and electronic versions; deliverables 1 and 2 do not need to be translated into English.

V. DURATION, TIME ALLOCATION AND PLACE

- The expert on water resources, agriculture, transport, economy, society and environment planning (Team Leader), will focus on the planning and policy aspects, considering integrated and sustainable water resources management, transport, economic and social analysis in the context of climate change and upstream development impacts on the Vietnamese Mekong Delta (75 working days);
- The hydrological expert will be in charge of collecting data to assess the current and potential water flow in the Mekong River basin and salinity intrusion in the delta, as well as current and future water demand (40 working days).

- Hydraulics expert will be in charge of data collection and hydrodynamic modeling as well as calculations for water resource planning and salinity control in the Mekong Delta (40 working days);
- Working time of experts: from early September 2017 to the end of December 2017
- Location: Ho Chi Minh City, Hanoi.

Travel cost to field sites will be settled separately based on UN-EU Cost Norms, upon prior approval of UNDP.

VI. QUALIFICATIONS AND EXPERIENCE

The contractor must have the legal status to undertake consultancy package and be experienced in similar research and planning in the Mekong Delta.

The professional requirements of the three experts are:

1. Team Leader and Planning Expert

- Master's degree or higher in the field of water resources, water resources development;
- At least 10 years of working experience related to water resources development planning;
- At least 10 years of experience in water resources development projects;
- Excellent analytical skills
- Experience as team leader;
- Good interpersonal skills
- Preferably prior experience in UNDP project activities on climate change;
- Preferably a good command of English (listening and writing)

2. Hydraulic expert and hydrologist

- Master's degree or higher in Irrigation, Hydraulics, or Hydrology
- At least 5 years of experience with hydraulic modeling (Hydraulics Specialist) and hydrological modeling (hydrological expert).
- At least 5 years of experience in planning or water resources development projects;
- Excellent analytical skills
- Good interpersonal skills, teamworker
- Preferably prior experience in UNDP project activities on climate change;
- Preferably a good command of English (listening and writing)

VII. REPORTING AND ADMINISTRATIVE SUPPORT

1. Reporting.

- The contractor is responsible for reporting and updating the UNDP and CBICS-MARD Project Management Board on the progress of content and quality of work during the execution of the consultancy package.

2. Administrative support.

- The contractor will be assisted with necessary administrative procedures for the implementation of the tender package.
- The contractor will be assisted in providing relevant information and documents available to the UNDP and the CBICS-MARD PMU for implementation of the consultancy package.
- The contractor is responsible for all costs associated with the execution of the tender package, including travel and accommodation expenses (if any).

VIII. REVIEW AND PAYMENT SCHEDULE

1. UNDP will sign individual contract with each expert. The Team Leader is responsible for coordinating the work of the group.
2. Payment conditions are as follows:
 - The first payment: 25% of the contract value will be paid to the contractor upon reaching agreement and approval by UNDP and the PMU on the detailed proposal of the method, content and timing of all the work
 - The second payment: 45% of the contract value will be paid to the contractor upon completion of the draft reports (deliverable 1-3 in section V.) and acceptance of the minutes of the expert consultation meeting as required in section V (part of Deliverable 5) by UNDP and the PMU.
 - The third payment: 30% of the contract value will be paid to the contractor after the UNDP and PMU approve the final reports (Deliverables 1-4) with inclusion of peer review comments (Deliverable 6) and minutes of two meetings (Deliverable 5) (see section V.).

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 VND

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

Cost breakdown:

No.	Description	Quantity	Unit rate (VND)	Total
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).....			
	TOTAL			

** 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