



Empowered lives.  
Resilient nations.

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:  <b>Expert 1 (Water Resources Engineering Expert – Team Leader):</b> focus on impacts of the project on agriculture, transportation, economy, society and environment;  <b>Expert 2 (Hydraulics Expert):</b> focus on hydraulic calculations, water balance, basic design parameters of the system and works on Cai Lon – Cai Be Water Management System (HTTL CL-CB);  <b>Expert 3 (Water Management Works Expert):</b> focus on assessing the scale and size of works on the HTTL CL-CB and the impact on infrastructure serving economy, social and environmental activities).
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:	(1-170803)

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:** (1-170803) Expert 1 (Water Resources Engineering Expert – Team Leader) or (1-170803) Expert 2 (Hydraulics Expert) or (1-170803) Expert 3 (Water Management Works Expert)

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 **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:

**Water Resources Engineering Expert (Team Leader) (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 engineering, 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 a UNDP project and a good command of English	200
	<b>TOTAL</b>	<b>1000</b>

**Hydraulic Expert (Expert 2) and Water Management Works Expert (Expert 3)**

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

1	Master's degree or higher in Irrigation, Hydraulics, or Construction	200
2	At least 5 years of experience with hydraulic modelling (Hydraulics Expert) or construction design (Water Management Works Expert) and in water resources planning or development projects	300
3	Excellent analytical skills	300
4	Prior experience in a UNDP project and a good command of English	200
	<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)
- 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 report (Deliverable 1 in section V of TOR.) and acceptance of the draft minutes of the workshops meeting as required in section V of TOR (Deliverable 3) 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 report (Deliverable 1), sharing of data (Deliverable 2) and final minutes of three workshops (Deliverable 3) (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.

### TERMS OF REFERENCE (TOR)

#### I. SUMMARY

**Title:** Assessment of the potential impact of the Cai Lon - Cai Be Water Management System project (phase 1) on the Ca Mau peninsula in the context of sustainable development and responding to climate change.

**Positions:** Three national experts, on: (1) **Water Resources Engineering Expert** (Team Leader; focus on impacts of the project on agriculture, transportation, economy, society and environment); (2) **Hydraulics Expert** (focus on hydraulic calculations, water balance, basic design parameters of the system and works on Cai Lon – Cai Be Water Management System (HTTL CL-CB); and (3) **Water Management Works Expert** (focus on assessing the scale and size of works on the HTTL CL-CB and the impact on infrastructure serving economy, social and environmental activities).

**Duty station:** Viet Nam

**Report to:** Head of UNDP Climate Change and Environment Unit; National Project Director of CBICS Project

**Timing and Duration of Appointment:** 70, 35 and 35 working days respectively, in the period early September 2017 to 31 December 2017

**Contract type:** Individual contract

#### II. 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.

The Ca Mau Peninsula (CMP) plays a very important role in the socio-economic development of the Mekong Delta. Weather extremes, coupled with dam construction and water use in upstream countries have reduced dry season water flow into the Mekong Delta including the CMP. The problems are being exacerbated by climate change and sea level rise, which also enhance river flood risks in wet seasons and saline water intrusion in dry seasons. Thus, urgent solutions for drought as well as flood risks are needed. The objective of the CMP water management planning is to ensure reasonable use of fresh water resources in line with development in the immediate period without negatively affecting long-term options for adaptation; meeting the requirements of production and clean water supply and rural environmental sanitation, minimizing damages caused by natural disasters; and contributing to stable and sustainable socio-economic development in the context of climate change and sea level rise.

The proposed Cai Lon - Cai Be Water Management System (HTTL CL-CB) is delimited by the Cai San canal in the north; the Quan Lo-Phung Hiep canal in the south and southeast; the Hau River in the northeast and the Gulf of Thailand in the West (see Prime Minister Decision 498/QD-TTg of 17 April 2017 on the investment plan for the first phase of the HTTL CL-CB). The total natural land area is 909,248 ha, including land of 6 provinces and centrally managed cities: Hau Giang, Kien Giang, Ca Mau, Soc Trang, Bac Lieu and Can Tho City (according to 2016 data of the provincial Departments of Natural Resources and Environment).

The construction of the Cai Lon - Cai Be Water Management System (HTTL CL-CB) is necessary and urgent and is in line with the approved Mekong Delta Water Management Master Plan in the context of Climate Change and Sea Level Rise 2012-2020 (Prime Minister Decision 1397/QĐ-TTg of 25 September 2012). The HTTL CL-CB (Decision 498/QĐ-TTg) aims to

- Control salinity, resolve the conflict between coastal aquaculture and agricultural production areas of Kien Giang, Hau Giang and Bac Lieu provinces in the Cai Lon - Cai Be river basin. At the same time, contribute to the stable development of fisheries in the coastal area of Kien Giang province;
- To actively respond to climate change and sea level rise, and create fresh water sources for the coastal areas in order to address the shortage of fresh water in the dry season and prevent forest fires, especially in drought years, contributing to stable socio-economic development;
- Strengthen the drainage capacity to deal with floods and inundation, and improve acid sulphate soils;
- Combine water management with waterway development in the project area.

The main investments in Phase 1 according to Decision 498/QĐ-TTg will include:

- Cai Lon sluice gate, Cai Be sluice gate;
- Dyke with Highway 61 connecting the two sluice gates at Cai Lon and Cai Be;
- Channel connecting Cai Lon and Cai Be;
- Repair Trac Thu shipping lock.

These are located in Kien Giang and Ca Mau provinces.

The investments should reduce saline water intrusion from the West Sea; control the fresh water level in the Cai Lon - Cai Be river; increase fresh water from the Hau River to the project area; provide fresh water to U Minh Thuong, U Minh Ha, the area West of Quan Lo - Phung Hiep, An Minh - An Bien and Ca Mau in the dry season; increase drainage and reduce flooding in the rainy season in the Cai Lon - Cai Be drainage canal area (i.e. reduce inundation); and, combined with sea dykes, it must help prevent future natural disasters due to sea level rise. This project might have many benefits, but potential negative aspects are not fully understood yet, so further research is needed.

Decision 498/QĐ-TTg list the following activities in item 11 of Article 1:

- + To continue studying and evaluating the impact of the project, including the in-depth assessment of impacts on the water and soil environment in the project area, solutions to mitigate and overcome the situation after the Project.
- + To study the impact of the works on the beneficiary area, thereby reorganizing the region's production to meet the requirements of socio-economic development and water sources. To formulate planning orientations for agricultural, forestry and fishery production, etc. to effectively use the system of works upon completion.
- + On the management and operation of the HTTL CL-CB system: build models, organizational management structure of inter-provincial projects and systems; develop an operation procedure for the system and clarify the effects of the Cai Lon - Cai Be works on the project area; to install monitoring and surveillance equipment to ensure the proper operation of the system, the use and protection of water sources and the supervision and protection of the environment; calculate the cost of operating the project after completion and determine the source of finance for operation (after investment).
- + Research advanced construction technology and propose for application.
- + Supplement the assessment, analysis and selection of the large-scale solution of Cai Lon - Cai Be works as set up and the approach to cover each sub-region with the purpose of using different water qualities for production (salty / sweet / brackish).
- + Locate Ninh Quoi shipping lock in accordance with the salinity control through the Cai Lon- Cai Be works.
- + Propose solutions for collection of saline water for shrimp rice (brackish shrimp farming) in Hong Dan, Phuoc Long district, Bac Lieu province; review and supplement the planning for a number of items in the Cai Lon - Cai Be Water Management System, phase 2; to study the scientific basis, propose solutions for storing fresh water for agricultural production, aquaculture and domestic use in drought conditions, adapting to climate change, subsidence and the effects of hydropower on the upper Mekong which affect the Ca Mau Peninsula.
- + Write an environmental impact assessment report and submit to the Ministry of Natural Resources and Environment for appraisal and approval.

For a review of the Cai Lon - Cai Be Water Management System Project, the project "Capacity Building for Implementation of the National Climate Change Strategy – MARD component (CBICS-MARD)" funded by the United Nations Development Program (UNDP), the project management board is recruiting a consultant-contractor to implement the "study of the potential impact of the Cai Lon - Cai Be water management system (phase 1) on the Ca Mau peninsula in the context of sustainable development and responding to climate

change”, with three consultants in three areas: (i) Water Resources Engineering; (ii) Hydraulics and (iii) Water Management Works; to perform this task, with key requirements as set out below.

### **III. OBJECTIVES**

#### ***Overall objective:***

To objectively, independently review existing studies on the Cai Lon - Cai Be Water Management System project and the EIA of the project, to provide Ministry of Agriculture and Rural Development with objective, independent views on the impact of the HTTL CL-CB on the economy, society and environment of the Ca Mau Peninsula in particular and the Mekong Delta in general.

#### ***Specific objectives:***

- To assess the suitability of the HTTL CL-CB project within the overall Mekong Delta development planning and in particular Ca Mau Peninsula (CMP);
- To assess the expected impact of the project on economic, social and environmental development of the project area on the basis of existing documents;
- To propose solutions to limit negative impacts that will potentially be caused by the project.

### **IV. SCOPE AND KEY ACTIVITIES**

#### ***IV.1 General requirements***

- Collect research results on the HTTL CL-CB project and objectively assess the advantages and disadvantages in the project's pre-feasibility study. The reviews and comments must be exchanged thoroughly and frankly at scientific meetings with the participation of agencies and experts in different fields. Inconsistent opinions need to be discussed in order to reach reasonable and appropriate assessments for achieving sustainable development in the Mekong Delta in general and the CMP in particular.
- Propose feasible and strategic solutions based on an interregional and multidisciplinary approach and sustainable development of the Mekong Delta region as well as the CMP zone and be accepted by most scientists and managers.

#### ***IV.2 The Study's content includes, but is not limited to the following***

Using the results of the research already completed; do an objective assessment of the potential impact of the HTTL CL-CB project on the economy, society and environment, with particular attention to what has been agreed and what is still in dispute, especially concerning rice cultivation and aquaculture. Consult with reputable managers and scientists in the Mekong Delta, in close coordination with MARD units, to update information and avoid duplication.

***IV.2.1. All three experts collect the results of research on the HTTL CL-CB project and related studies to assess the impact of the Project, including:***

1. Mekong Delta Water Management Planning
2. Provincial Water Management Planning
3. Pre-feasibility study reports including appendices with calculations on the HTTL CL-CB project
4. Process of HTTL CL-CB system operation
5. Environmental Impact Assessment (EIA) report on of the HTTL CL-CB Project

Additional data should be collected on: status of infrastructure in the study area; the current state of the water management system; the use of water resources; and the future socio-economic needs of the project area and its population and businesses.

All collected documents must be forwarded to the Team Leader for use, archiving, and submitting to the UNDP and PMU.

***IV.2.2. An overview of the results of the research conducted on the HTTL CL-CB project in particular and the CMP in general, especially the pre-feasibility study (phase 1), operational procedures, and the EIA of the HTTL CL-CB Project:***

- The Hydraulics Expert assesses the results of hydraulic, hydrological and water balance calculations for the pre-feasibility study of the HTTL CL-CB project (Phase 1), in conformity with regional linkages, and reports to the Team Leader.
- The Water Management Works Expert assesses the suitability of the project against the planning and socio-economic development, and reports to the Team Leader.
- The Team Leader / Water Resources Engineering Expert will combine reports of Hydraulic and Water Management Works experts, and assess the situation of: salt water intrusion control from the West Sea; fresh water level control in the Cai Lon - Cai Be river; the potential to channel fresh water from the Hau River into the project area; the potential for fresh water supply for U Minh Thuong, U Minh Ha, West of Quan Lo - Phung Hiep, An Minh - An Bien and Ca Mau in the dry season; the current and planned drainage capacity to reduce flooding and inundation in the rainy season in the area of Cai Lon - Cai Be canal area works; and assess the potential of the project combined with sea dykes, to prevent future natural disasters due to sea level rise (including storm surges).

**IV.2.3. Assessment of the results of the pre-feasibility study and the impact on the construction of Cai Lon - Cai Be Irrigation System (phase 1) on infrastructure, economy, society and environment in Ca Mau Peninsula in the context of sustainable development and responding to climate change; proposing appropriate solutions.**

#### A. Hydraulics Expert

- Research, examine the existing simulation models and calculations already done; assess, analyse the potential impact of the project on the water and soil environment in the beneficiary areas; propose mitigation measures to overcome bad effects after the project.
- Evaluate the process of managing the operation of the system; Analysing the impact of the process of operating the Cai Lon - Cai Be system to the project area;
- Assess and analyse the results and proposed solutions for irrigation, drainage and the water balance in the HTTL CL-CB pre-feasibility study;
- Report the assessment and recommendations to the Team Leader.

#### B. Water Management Works Expert

- Assess and analyse the data and calculation results regarding the scale of works, the appropriateness of the alternatives for construction proposed in the HTTL CL-CB pre-feasibility study.
- Assess and analyse the construction works and technologies proposed in the HTTL CL-CB pre-feasibility study.
- Research advanced construction technology to propose application thereof.
- Assess and forecast the impacts of the HTTL CL-CB on infrastructure (especially impacts on transport by water) in the Ca Mau Peninsula in the context of sustainable development and climate change adaptation capacity.
- Report the assessment and recommendations to the Team Leader.

#### C. Water Resources Engineering Expert (Team Leader)

- Summarise, analyse the assessment results of the Hydraulics and Water Management Works Experts.
- Evaluate the impact of the HTTL CL-CB project on infrastructure and on socio-economic and environmental development of the region, and propose measures to limit the negative impacts. Propose measures to protect the ecosystem associated with people's lives, create harmony with nature, pursue integrated management.
- A general report assessing the shortcomings of the solutions in the HTTL CL-CB pre-feasibility study with specific calculations, analysis and based on exchanges with experts in other fields.
- Specific comments on the pre-feasibility study, including on the scale of the water works in phase 1, the process of investment/implementation and operation, environmental impact assessment, etc.

**IV.2.4. Workshops for consultation with central and local departments, scientists and representatives of social groups.**

- Expected is to organise three workshops.

## **V. DELIVERABLES**

The 3 experts will jointly deliver the following outputs:

1. Report on additions to the planning and arrangement of works in the HTTL CL-CB project (phase 1); on impact of the HTTL CL-CB on infrastructure, and on economic, social and environmental impacts in the Ca Mau Peninsula in particular and the Mekong Delta in general. This must include:
  - + An overview of the results of research conducted on the HTTL CL-CB in particular and the CMP's overall water management planning, especially the HTTL CL-CB pre-feasibility study (phase 1);
  - + Impact assessment of the project, including assessment of the impact on the water and land environment in the project area; solutions to reduce and overcome negative effects after the project;
  - + Assess the impact of the project on the beneficiary area, thereby reorganizing the region's production to meet the requirements of socio-economic development and water resources. To formulate orientations for agricultural, forestry and fishery production planning in order to effectively use the system of works upon completion;
  - + Proposals for building models and the organizational management structure for management of inter-provincial projects and systems; proposals for a system operation procedure to clarify the effects of the Cai Lon - Cai Be works on the project area. Proposals for installation of monitoring and surveillance equipment to ensure proper operation of the system, the use and protection of water sources and the supervision and protection of the environment; propose the cost of operating the project after completion and determine the source of finance (after investment);
  - + Propose advanced construction technology for application;
  - + Analyse the selection of large-scale solutions of Cai Lon - Cai Be works as set up and the approach to cover each sub-region with the purpose of using different water qualities for production (salty / sweet / brackish);
  - + Suggest location of the Ninh Quoi shipping lock, appropriate for salinity control through the Cai Lon-Cai Be works;
  - + Propose solutions for collection of saline water for shrimp rice (brackish shrimp farming) in Hong Dan, Phuoc Long district, Bac Lieu province; review and supplement the planning for a number of items in the Cai Lon - Cai Be Water Management System, phase 2
  - + Propose solutions for retention and supply of fresh water for agricultural production, aquaculture and domestic use in drought conditions, adapting to climate change, soil subsidence and the effects of hydropower on the upper Mekong which affect the Ca Mau Peninsula.
2. Resources and data collected on the planning and arrangement of works in the HTTL CL-CB project, with the soft files stored on a CD and submitted to the UNDP and PMU
3. Minutes on the participation, inputs and discussions in the three workshops.

Deliverable 1. must be prepared and submitted to the PMU and UNDP in both English and Vietnamese, both printed and electronic versions. Deliverables 2 and 3 do not need to be translated into English.

## **VI. DURATION, TIME ALLOCATION AND PLACE**

- The Water Resources Engineering Expert (Team Leader), will focus on impacts of the project on agriculture, transportation, economy, society and environment as per the pre-feasibility study for construction of the Cai Lon - Cai Be Water Management System (HTTL CL-CB) Phase 1, as well as the content of the system management & operation (70 working days, including working days by agriculture, transport, economic, social and environmental experts);
- The Hydraulics Expert will focus on checking and assessing results of hydrodynamic model calculations, water balance, basic design parameters of the system and works on Cai Lon – Cai Be Water Management System (HTTL CL-CB) (35 working days).
- The Water Management Works Expert will focus on assessing the scale and size of works on the HTTL CL-CB and the impact on infrastructure serving businesses and the economy, social and environmental activities (35 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.



## **VII. QUALIFICATIONS AND EXPERIENCE**

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

The professional requirements of the three experts are:

### **1. Water Resources Engineering Expert (Team Leader)**

- Master's degree or higher in the field of water resources engineering, 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 Water Management Works Expert**

- Master's degree or higher in Irrigation, Hydraulics, or Construction
- At least 5 years of experience with hydraulic modelling (Hydraulics Expert) and construction design (Water Management Works Expert).
- At least 5 years of experience in planning or water resources development projects;
- Excellent analytical skills
- Good interpersonal skills, team worker
- Preferably prior experience in UNDP project activities on climate change;
- Preferably a good command of English (listening and writing)

## **VIII. 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 consultancy 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).

## **IX. 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 report (Deliverable 1 in section V.) and acceptance of the draft minutes of the workshops meeting as required in section V (Deliverable 3) 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 report (Deliverable 1), sharing of data (Deliverable 2) and final minutes of three workshops (Deliverable 3) (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:**

<b>No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit rate (VND)</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