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Date: 20 July 2018

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	International Technical Advisor and Reviewer for Expert technical review and editing of BIOFIN reports for dissemination in Viet Nam and globally
Project title	BIOFIN
Period of assignment/services (if applicable):	August 2018 – December 2018
Duty Station:	Homebased and Hanoi (if required)
Tender reference:	A-180705

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1. Submissions should be sent by email to: quach.thuy.ha@undp.org no later than:
5pm Monday 30 July 2018 (Hanoi time).

With subject line: (A-180705) – 01 International Consultant for BIOFIN

Submission received after that date or submission not in conformity with the requirements specified in 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 **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:

No	Criteria	Score
1.	At least MSc degree in a field relevant to the assignment.	100
2.	At least 10 years' experience in providing support to international agencies and/or UN Agencies on technical advisory to projects in the field of biodiversity conservation, protected areas and financing; work experience with Country Offices of UNDP is an advantage.	250
3.	At least two years' work experience in Viet Nam	100
4.	Good understanding of Vietnam's legal, regulatory and institutional system, specifically related to biodiversity conservation, biodiversity finance priorities.	150
5.	Demonstrated affinity and work experience with, and knowledge of, biodiversity conservation, protected areas or other topics relevant to the BIOFIN project in Viet Nam, as well as work experience with UN agencies in Viet Nam.	200
6.	Acknowledged English language capabilities, in reading, writing and communication, with specific demonstrated experience in producing high quality reports in the English language	200
	Total	1,000

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.

Four (4) payments will be made to the International Consultant during the duration of the contract, conditioned by formal approval of UNDP Viet Nam of specific deliverables, as follows:

- The first payment - 20% of the contract value: Upon approval of the BER Final Report and FNA Final Report.
 - The second payment - 30% of the contract value: Upon approval of the BFP Final Report.
 - The third payment - 30% of the contract value: Upon approval of the Final Report on Refurbishing Plan for the Nature Museum of Cuc Phuong National Park, the Final Report on Visitor Fee Collection Scheme for Nature Museums, and the Final Report on Development of a Circular on Collection and Use of Fees for Services provided by Nature Museums.
 - The fourth payment - 20% of the contract value: Upon approval of the Final Report on Legal Guidance for Applying Results-Based Budgeting in Protected Areas of Viet Nam, and the Synthesis Report.
7. Your proposals are received on the basis that you fully understand and accept these terms and conditions.



THE BIODIVERSITY FINANCE INITIATIVE PROJECT (BIOFIN) TERMS OF REFERENCE FOR NATIONAL CONSULTANT

Consultancy position	: International Technical Advisor and Reviewer
Consulting duties	: Expert technical review and editing of BIOFIN reports for dissemination in Viet Nam and globally
Location	: Home-based and Hanoi (if required)
Starting Date	: August 2018
Duration of contract	: 40 work days (From August to December 2018)

1. Context and objectives of BIOFIN

National governments have demonstrated clear commitment to fulfil their mandates for biodiversity conservation and sustainable use in ways compatible with national development goals, and to identify a diverse range of financing solutions for biodiversity management. UNDP believes a transformation is needed in the way biodiversity finance is planned and managed to unlock the resources required to meet the Aichi Targets defined in the CBD's Strategic Plan 2011-2020 in a manner that promotes sustainable development and the eradication of poverty.

The global Biodiversity Finance Initiative (BIOFIN) is managed by UNDP, in partnership with the European Commission and the Governments of Germany, Switzerland, Norway and Flanders. The \$29 million initiative was launched in October 2012, set to run until the end of 2018, with further support being sought to extend it. An additional \$3.1 million in finance is provided through several GEF-financed UNDP-managed projects working in participating countries to support governments to revise National Biodiversity Strategies and Action Plans and to implement specific financing solutions.

Guided by a global steering committee representing its partners, BIOFIN aims to develop a methodology for quantifying the biodiversity finance gap at national level, for improving cost-effectiveness through mainstreaming of biodiversity into national development and sectoral planning, and for developing comprehensive national finance plans. BIOFIN will thus provide a framework for undertaking "bottom-up" analyses and resource mobilization strategies, embedded in a transformative process led by national stakeholders, aimed at allowing countries to implement their NBSAPs and achieve national biodiversity targets. BIOFIN will feed into the development of NBSAPs, while the NBSAP projects in turn will provide a platform for integration into decision-making processes.

Working with the global BIOFIN team, 30 countries are currently involved in developing and piloting the new methodology, to be refined through regional and global learning, and made available more widely: Belize, Brazil, Bhutan, Botswana, Chile, Colombia, Costa Rica, Cuba, Ecuador, Fiji, Georgia, Guatemala, India, Indonesia, Kazakhstan, Kyrgyzstan, Malaysia, Mexico, Mongolia, Peru, Philippines, Seychelles, South Africa, Sri Lanka, Rwanda, Thailand, Rwanda, Uganda, Vietnam and Zambia. BIOFIN is managed by UNDP's Ecosystems and Biodiversity Program.

In these countries national teams work with the global BIOFIN team on the following components, corresponding to steps 3-7 of the BIOFIN Workbook (2016 version):

- During the **Inception Phase** the national BIOFIN team is recruited and the Steering Committee established. Once operational, the national BIOFIN team carries out a first review of the national context, outlining available information, identifying cooperation modalities with related initiatives and organizing the inception workshop, a first introduction to a wider group of stakeholders and a first moment of active engagement, with the underlying purpose to start building a national vision on biodiversity finance. The inception report is developed to capture initial national level baseline information on biodiversity finance, describe recommendations from stakeholders made through the inception workshop, highlight adjustments made in national implementation arrangements and provide preliminary analysis for entry points to advance biodiversity finance in the country.
- **Component 1: Integrating biodiversity and ecosystem services in sectoral and development policy, planning and budgeting:** This first range of work enables participating countries to analyze current policies, institutions and expenditures affecting biodiversity and ecosystem services both positively and negatively, in order to evaluate their impact and effectiveness, and to understand key opportunities for mainstreaming, for example, through the removal of perverse incentives. It helps countries to establish a firm baseline of current biodiversity expenditure levels and projections, while reviewing the underlying institutional and policy framework that directs expenditures from public, private, national and international source. Decades of development experience have taught us that it is important to mainstream biodiversity into national development plans, as well as into the policy, planning and financing frameworks of other key sectors. This component takes this process a step further by providing a workbook tool enabling an analysis of the specific threats posed by sectors to biodiversity; as well as the quantified benefits that ecosystems provide to these sectors and society in general as a basis for making the case for and initiating a transition from a business-as-usual scenario to a sustainable ecosystem management scenario in these sectors (which will in turn have a bearing on the costs of addressing biodiversity loss). It also lays the groundwork for an evaluation of the cost-effectiveness of current expenditure and recommendations to improve this. It consists of 2 separate but interrelated activities:
 - I. Biodiversity Finance Policy and Institutional Review (PIR)** – The first step includes identifying the existing national vision and key trends for biodiversity and sustainable development, mapping sectoral interactions with biodiversity, ecosystems and ecosystem services. The Review then helps to create a preliminary inventory of existing financing mechanisms used for biodiversity and looks into how existing subsidies affect biodiversity, followed by an analysis of the main drivers of biodiversity loss, identifying relevant stakeholders and their specific mandates related to NBSAP, as well as institutional arrangements. Policy recommendations, particularly on harmful subsidies and other incentives that contribute to continued biodiversity loss, can be incorporated in the NBSAP. Stakeholder engagement is ensured through a consultation workshop in the early stages and a validation workshop at the end to discuss the complete findings and recommendations.
 - II. A Biodiversity Expenditure Review (BER)** – The expenditure review is based on the institutions identified under the PIR. For each relevant finance actor, both national and international, public and private, budget and expenditure data are collected for the past 5-7 years, identifying biodiversity relevant budgets. For each main expenditure the percentage that can be attributed to biodiversity needs to be identified. The expenditures and their outcomes need to be briefly described and where possible tagged with the national budget code, indicating whether these are a one-time or recurring expenditures. Based on these figures, projections are developed for future expenditures, while harmful subsidies and biodiversity generated revenue are assessed more in detail. At the end the amounts are aggregated to produce multiple national biodiversity expenditure figures. The final report should provide very specific recommendations on (i) possible re-alignment of expenditures; (ii) identification of available sources of financing; and (iii) improvement of processes towards estimation of biodiversity expenditures. Stakeholder engagement is ensured through a consultation workshop in the early stages and a validation workshop at the end to discuss the complete findings and recommendations.
- **Component 2: Assessing the financing needs for the management and conservation of biodiversity and ecosystem services:** Component 2 involves an estimation of the financial needs

for biodiversity management across all sectors of government, NGOs and the private sector. It primarily consists of a bottom-up financing needs assessment, developing projections of the costs required to reach a country's national biodiversity goals and successfully implement all activities of the National Biodiversity Strategy's Action Plan. BIOFIN Global will develop and pilot a workbook tool that enables countries to find answers to several fundamental questions in this regard, including: (a) what are the cost coefficients for the delivery of basic biodiversity management functions against which cost-effectiveness can be assessed? What opportunities and barriers exist to improved cost-effectiveness? (b) How much would it cost to remove the above barriers? What other options are available? What are the costs of inaction? (c) What financing is hence required at a national level to meet national targets set in terms of the global biodiversity targets adopted under the new CBD Strategic Plan for the period 2011-2020? To address these questions in a comprehensive and rigorous manner, costed action plans will be developed for addressing the gaps and barriers, building on the pilot countries' development of their new NBSAPs, and providing useful data for use in the context of the CBD's Resource Mobilization Strategy. This starts out by reviewing which actions in the NBSAP and other major policies require to be costed. For each of these costable actions specific cost elements and units are calculated. The cumulative figure represents the national finance needs for biodiversity, and is compared with existing expenditure levels to measure the national biodiversity finance gap. Stakeholder engagement is ensured through a consultation workshop in the early stages and a validation workshop at the end to discuss the complete findings and final recommendations.

- **Component 3: Developing a Biodiversity Finance Plan including a vision for the future sustainable management of biodiversity, reviewing past expenditures and financing needs, and identifying and prioritising a wide range of financing solutions** - Under this component, a national roadmap/plan is developed for future financing of biodiversity, addressing all possible dimensions of finance, including additional resource mobilization, improving effectiveness of expenditures, avoiding future expenditures and re-aligning expenditures towards biodiversity goals. The national experts will work closely with the global team to review a wide range of possible finance solutions and establish an agreed upon approach to prioritize based on a variety of characteristics of each solution, including the financing potential, the legal context and socio-economic/gender impacts, while mapping barriers that currently prevent further financing. For a selected number of the most promising financing mechanisms a more detailed feasibility study will be carried out. A large national workshop involving a wide variety of stakeholders should be organized as a key element of the consultation process followed by a smaller workshop planned at the end to validate the strategy and its recommendations.

Component 4: Initiate implementation of the Biodiversity Finance Plan at national level – Under this final component, support is provided to implement one or more priority areas likely to show significant and relatively rapid results. Based on the process to develop the finance plan, the national BIOFIN team will prepare one or more proposals and submit these for review by the global team. The selected activities can include a wide range of finance-related areas, including the provision of technical or advocacy support for developing laws and regulations, revising taxes and fees, the identification of legal thresholds, removal or reduction of biodiversity harmful incentives, certification processes, public-private-partnerships, voluntary agreements, awareness raising campaigns, behavior change through education and training measures etc.

For component 4, additional experts are to be recruited depending on the proposed activities.

2. Context and necessity of the task

Viet Nam is one of the world's sixteen most biologically diverse countries. It contains about 10% of the world's species although it covers less than 1 per cent of the global land area. Viet Nam hosts a diversity of marine, coastal, wetlands, forests and mountain ecosystems and a high number of endemic species. Protecting biodiversity is important to the achievement of Viet Nam's national sustainable development strategy and social economic development strategy and plans. At the same time, like many countries, Viet Nam is experiencing rapid biodiversity loss due to illegal logging, overexploitation of natural resources and wildlife poaching, while habitats are being lost due to forest

conversion, the expansion and intensification of agriculture and aquaculture, as well as urbanization and industrial development.

To date, no comprehensive assessment was conducted of current financial flows to biodiversity conservation in Viet Nam, nor of the financing needed to ensure its effective conservation. In order to support sustainable development and protect Viet Nam's natural heritage, a better understanding of the nature of biodiversity financing and the identification revenue generating mechanisms and innovative financing models is required. Since 2016, Viet Nam is a partner in the BIOFIN Initiative and the financial partners to BIOFIN are highly supportive of Viet Nam's participation. Through technical and financial support, BIOFIN is assisting Viet Nam to assess the current financial flows to biodiversity protection and develop appropriate action plans and mechanisms to improve the flow and sustainability of finance. Specifically, BIOFIN in Viet Nam is based on costing the implementation of the recently undated National Biodiversity Strategy and Action Plan (NBSAP).

In line with the guidance of the BIOFIN global team, the BIOFIN project in Viet Nam is currently implementing the four components described in section 1 through a range of outputs and activities. In addition to focusing on policies & institutions, current expenditures and needs assessment, and the formulation of a Biodiversity Finance Plan, the BIOFIN project in Viet Nam will also engage piloting the implementation of the Biodiversity Finance Plan. For this, the project team in close consultation with the government stakeholders has selected the development of legal guidance to introduce Results-based budgeting in Viet Nam. The project also supports the adoption of legal guidance on a financial mechanism for public service delivery agencies, specifically Nature Museums, to collect, remit and use self-generated income, an approach that is piloted through developing and implementing a refurbishment plan for the Nature Museum in Cuc Phuong National Park, Ninh Binh province, with the purpose to strengthen self-revenue generation from services provided to its visitors.

In order to support comprehensive reporting and dissemination of the results of the BIOFIN project in Viet Nam, specifically through targeted reports being prepared, including on BER, FNA, Biodiversity Finance Plan (BFP) for Viet Nam, 4 reports on priority initiatives for implementation of the BFP and the BIOFIN Viet Nam Synthesis report, the BIOFIN Project in Viet Nam requests the services of an international consultant to prepare expert technical and editorial support to produce quality project reports in the English language, to promote the sharing of project results and understanding on current practices and opportunities for biodiversity finance in Viet Nam to a wide audience of national and global professionals in the government and private sector as well as the general public.

3. Objective

The International Consultant will support UNDP Viet Nam by providing technical and editorial services for the finalizing of at least 8 reports produced under the BIOFIN project in Viet Nam by 31 December 2018.

4. Scope of Work

The UNDP BIOFIN project in Viet Nam will engage a qualified, experienced International Consultant to support the project in quality reporting on the results of project implementation, in close consultation with, and under oversight provided by, the UNDP Viet Nam Country Office as the lead coordinator for implementation of the BIOFIN project in Viet Nam.

Specifically, under the assignment the International Consultant shall provide technical and editorial support to the BIOFIN team in Viet Nam for the completion of at least 7 Thematic Reports and 1 Synthesis Report, including:

- Biodiversity Expenditure Review (BER).
- Biodiversity Financial Needs Assessment (FNA).
- Biodiversity Finance Plan (BFP).

- Report on Refurbishing Plan for the Nature Museum of Cuc Phuong National Park, Viet Nam.
- Report on Visitor Fee Collection Scheme for Nature Museums in Viet Nam.
- Report on Development of a Circular on Collection and Use of Fees for Services provided by Nature Museums in Viet Nam.
- Report on Legal Guidance for Applying Results-Based Budgeting in Protected Areas of Viet Nam.
- BIOFIN Viet Nam Synthesis Report.

The International Consultant shall be engaged at the final stage of reporting by appointed teams of National Consultants assigned with individual contractual responsibilities for implementation of specific activities, the results of which will be reflected in dedicated draft Final Reports as listed above.

Specifically, the tasks of the International Consultant shall include:

- Stage 1: Review, and provide detailed technical and editorial comments to, draft Final Reports submitted by relevant National Consultants to UNDP Viet Nam, focusing on highlighting errors, omissions, ambiguous and/or unclear statements, and possible inconsistencies in each report.
- Stage 2: Provide English language editorial services to produce well-readable and understandable Final Reports in English, for dissemination nationally and globally.

The English language Final Reports shall be approved by UNDP Viet Nam and serve as input for producing Final Reports in Vietnamese (not included in the current assignment).

5. Implementation arrangements

For the timely and successful implementation of the above described Scope of Work, the following implementation arrangements apply:

- UNDP Viet Nam shall provide zero-draft Final Reports (in English) to the International Consultant for obtaining (within 5 working days) the International Consultant's technical and editorial comments to the draft Final Report in the format of a Response Matrix to guide the relevant National Consultant in revising and improving the draft Final Report.
- UNDP Viet Nam shall provide the internally approved revised final-draft Final Report (in English) to the International Consultant for obtaining (within 5 working days) the edited and formatted Final Report in English for final review, approval and publication.
- The specific date of completion for delivering comments and edited of specific thematic and Synthesis reports shall be agreed individually between UNDP Viet Nam and the International Consultant on each occasion, in acknowledgement of and response to the currently unknown and variable dates of delivery of individual draft Final Reports.
- Prior to commissioning the International Consultant to conduct the final English language final editing and formatting, UNDP may commission both National Consultants and the International Consultant to conduct an additional technical and editorial review, in response to specific comments and recommendations obtained from the International Consultant during stage 1.
- The BIOFIN project/UNDP is the contract signing, progress monitoring and quality control, and payment agency for the contractor.

6. Remuneration and payments

Remuneration is based on agreed lumpsum: up to 50 working days as home-based assignment. The assignment may include one (1) mission to Hanoi/Viet Nam, the costs of which will be paid

separately by UNDP based on its adopted regulations.

Four (4) payments will be made to the International Consultant during the duration of the contract, conditioned by formal approval of UNDP Viet Nam of specific deliverables, as follows:

- The first payment - 20% of the contract value: Upon approval of the BER Final Report and FNA Final Report.
- The second payment - 30% of the contract value: Upon approval of the BFP Final Report.
- The third payment - 30% of the contract value: Upon approval of the Final Report on Refurbishing Plan for the Nature Museum of Cuc Phuong National Park, the Final Report on Visitor Fee Collection Scheme for Nature Museums, and the Final Report on Development of a Circular on Collection and Use of Fees for Services provided by Nature Museums.
- The fourth payment - 20% of the contract value: Upon approval of the Final Report on Legal Guidance for Applying Results-Based Budgeting in Protected Areas of Viet Nam, and the Synthesis Report.

All reports shall be submitted in agreed formal stipulated by UNDP Viet Nam, in good English language in grammar and spelling, using clear and unambiguous language to ensure maximum clarity in presentation of data, analytic statements, conclusions and recommendations to a broad audience of professional and non-technical readers.

7. Requirements for the Consultant

UNDP Viet Nam is seeking a highly qualified International Consultant with professional understanding of BIOFIN globally and in Viet Nam and demonstrated experience in producing high quality and well edited reports in professional English.

Specific requirements include

- At least MSc degree in a field relevant to the assignment.
- At least 10 years' experience in providing support to international agencies and/or UN Agencies on technical advisory to projects in the field of biodiversity conservation, protected areas and financing; work experience with Country Offices of UNDP is an advantage.
- At least two years' work experience in Viet Nam.
- Good understanding of Vietnam's legal, regulatory and institutional system, specifically related to biodiversity conservation, biodiversity finance priorities.
- Demonstrated affinity and work experience with, and knowledge of, biodiversity conservation, protected areas or other topics relevant to the BIOFIN project in Viet Nam, as well as work experience with UN agencies in Viet Nam.
- Acknowledged English language capabilities, in reading, writing and communication, with specific demonstrated experience in producing high quality reports in the English language.

Candidates will be evaluated on their past experiences as well as their reporting portfolio. Previous contracting agencies may be contacted for the provision of a reference on the contractors technical and English language editorial abilities.

8. Selection Criteria

No	Criteria	Score
1.	At least MSc degree in a field relevant to the assignment.	100
2.	At least 10 years' experience in providing support to international agencies and/or UN Agencies on technical advisory to projects in the field of biodiversity conservation, protected areas and financing; work experience with Country Offices of UNDP is an advantage.	250
3.	At least two years' work experience in Viet Nam	100
4.	Good understanding of Vietnam's legal, regulatory and institutional system, specifically related to biodiversity conservation, biodiversity finance priorities.	150
5.	Demonstrated affinity and work experience with, and knowledge of, biodiversity conservation, protected areas or other topics relevant to the BIOFIN project in Viet Nam, as well as work experience with UN agencies in Viet Nam.	200
6.	Acknowledged English language capabilities, in reading, writing and communication, with specific demonstrated experience in producing high quality reports in the English language	200
	Total	1,000

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:

No.	Description	Quantity	Unit rate (USD)	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