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7 September 2018

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	Stakeholder Engagement Evaluation for UN-REDD Viet Nam Phase II Programm
Period of assignment/services (if applicable):	September – November 2018 (30 working days)
Duty Station	UNDP Country Office Vietnam
Tender reference:	A-180901

1. Submissions should be sent by email to: [quach.thuy.ha@undp.org](mailto:quach.thuy.ha@undp.org) no later than:  
**16 September 2018**

With subject line: **A-180901-NC for Stakeholder engagement evaluation for UN-REDD**

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)
- [Letter to UNDP Confirming Interest and Availability](#) ..... (Annex IV)
- [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
- Signed Letter to UNDP Confirming Interest and Availability
- 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 for National Consultant** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in Annex V.
- Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.
- If quoted in other currency, prices shall be converted to the above currency at UN Exchange Rate at the submission deadline.

**4. Evaluation**

The technical component will be evaluated using the following criteria:

Consultant(s)' experiences/qualification related to the services		
1	Master's degree in social sciences, anthropology, natural resource management, environment, forestry, or related fields.	200
2	At least 15 years of experience designing, implementing or evaluating participatory engagement approaches and strategies in the development sector at national and subnational levels. Familiarity with REDD+ is an added advantage.	300
3	Strong and extensive knowledge and experience of the legal, regulatory and institutional framework in Viet Nam, particularly engagement with non-ethnic and ethnic minority communities.	300
4	Demonstrated good communication skills, including writing and presentation, as well as project management.	100
5	Fluent in verbal and written English.	100
<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:

- Full medical examination and Statement of Fitness to work for consultants from and above 65 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 payment milestones consist of:

	Products, requirements	Payment
1 <sup>st</sup> payment	Upon submission of Product 1 that is accepted by NPD and UNDP within one week since date the contract is signed	20% of the total contract value
2 <sup>nd</sup> payment	Upon submission of Product 2 that is accepted by NPD and UNDP by October 31 <sup>st</sup> 2018	50% of the total contract value
3 <sup>rd</sup> payment	Upon submission of Product 3 that is accepted by NPD and UNDP by November 15 <sup>th</sup> 2018	30% of the total contract value

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**

### **Stakeholder Engagement Evaluation for UN-REDD Viet Nam Phase II Programme**

<b>Consultancy service:</b>	01 National consultant to conduct the Stakeholder Engagement Evaluation for UN-REDD Viet Nam Phase II Programme
<b>Project name/ID:</b>	UN-REDD Viet Nam Phase II Programme/Reducing Emissions from
<b>Duty Station:</b>	Deforestation and Forest Degradation UNDP Country Office, Viet Nam
<b>Duration of Appointment</b>	30 workdays over 2 months (September 2018- November 2018)
<b>Working arrangement/ Conditions</b>	Individual contract

#### **1. Background**

Viet Nam is one of the first countries engaged in REDD+, through its participation in the UN-REDD Programme (Programme), the World Bank Forest Carbon Partnership Facility (FCPF), and numerous REDD+ initiatives. Together with other projects, the UN-REDD Viet Nam Phase I Programme (2009 – 2012) established a basis for REDD+ implementation in Viet Nam. This led to a National REDD+ Action Programme (NRAP) for the period of 2011-2020 that was approved by the Prime Minister on 27 June 2012. The UN-REDD Viet Nam Phase II Programme (2013 – 2018) further supported a revised NRAP covering 2017 to 2030, approved by the Prime Minister 5 April 2017. Work is currently underway to develop an NRAP Mid-Term Implementation Plan (NRIP) for 2017 to 2020 that will turn the policies and measures set out in the NRAP into concrete actions and quantified targets, supported by adequate financial resources.

Viet Nam was also the first UN-REDD partner country to pilot Free, Prior and Informed Consent (FPIC) in early 2010 when there was minimal experience implementing FPIC in the forestry sector. These early activities generated valuable lessons and series of FPIC related tools and materials that were later collated into national level guidelines in November 2013. The FPIC guidelines were later incorporated into three other guidelines: National Guidelines for the development of Provincial REDD+ Action Plans (PRAPs)<sup>1</sup>; Site Based REDD+ Action Planning (SiRAP) Guidelines for Commune; and Site REDD+ Agreement (RiA) Development Process Guidelines for Forest Management Board.

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<sup>1</sup> Ministry of Agriculture and Rural Development Decision No. 5414/QĐ-BNN-TCLN on Approving the guidelines on development of provincial action plan on reducing greenhouse gases emissions through efforts to reduce deforestation and forest degradation, sustainable forest management, and conservation and enhancement of forest carbon stocks (REDD+), 25 December 2018.

As Viet Nam advances towards meeting and strengthening the four elements of the UNFCCC Warsaw Framework: National Strategy/Action Plan; National Forest Monitoring System; Forest Reference Level/Forest Reference Emissions Level; and Safeguards and Safeguards Information System, it is timely to evaluate the results from the stakeholder engagement approaches in the Programme, with specific focus on FPIC at provincial and site levels. The results and recommendations emerging from this assignment will be integrated not only as Viet Nam draws closer to accessing results-based payments for REDD+, but as it also approaches fulfilling the vision of the revised NRAP.

## 2. Scope of Assignment

### 2.1 Objectives

This assignment will evaluate the stakeholder engagement approaches for the Programme, specifically FPIC, at two levels: provincial and site-based. It will focus on the six pilot provinces of the Programme: Bac Kan, Binh Thuan, Ca Mau, Ha Tinh, Lam Dong and Lao Cai.

It will assess whether the provisions for FPIC, if and when consent is required, in the three guidelines: PRAP, SiRAP and RiA, were

- Adequate to promote and safeguard the rights as well as mitigate the risks faced by men and women from non-ethnic local communities and ethnic minority communities.
- Well-understood by users of these three guidelines.
- Fully and robustly implemented during the design, implementation and monitoring of REDD+ interventions.

### 2.2 Framework for evaluation

The evaluation will be done against the following summary elements, with expanded explanation in Annex 1:

Key elements	Sub-elements
Representation	Legitimacy
	Accountability
Information	Access
	Transparency
Participation	Capacity
	Systems for feedback, oversight and accountability
	Provisions for free, prior and informed consent
	Respect for traditional knowledge and cultural heritage
Rule of law	Clarity of law
	Rights to lands, territories and resources
Justice	Access

### 2.3 Main tasks

- Review key applicable policies, procedures and practices on stakeholder engagement for non-ethnic and ethnic minority communities in the forestry and land use sector;
- Review the guidelines for (i) PRAP, (ii) SiRAP and (iii) RiA for Forest Management Board adopted by the Programme;

- Review the revised NRAP, draft NRIP, six PRAPs and 17 SiRAPs that were developed under Decision No. 5399. Specifically, review the 18 RiAs as well as all relevant documents such as background reports, records of consultation, field reports, progress and monitoring reports from Binh Thuan, Lam Dong and Lao Cai where field evaluations will be conducted;
- Design survey and evaluation tools that are gender sensitive;
- Conduct field evaluation to assess the process, implementation and emerging outcomes from the SiRAP and RiA guidelines in Binh Thuan, Lam Dong and Lao Cai:
  - Organize expert consultative meetings with PRAP development committees, Ethnic Minority Network provincial and commune representatives. Where possible, all efforts should be undertaken to ensure these meetings are gender balanced;
  - Additionally and specifically for Lam Dong and Lao Cai, to assess the emerging impacts from the pilot PFES/REDD+ integration model at two BDS pilot sites (Tan Thuong and Bao Yen). Impacts should be differentiated collectively and individually as well as disaggregated between men and women.
- Produce a report of the key findings and recommendations;
- Produce a policy brief with GoV as the key audience.

#### 2.4 Methods:

The consultant should combine a suite of methods that will promote participation by men, women and youths such as, but not limited to:

- Desk reviews and data collection;
- Key informants' interviews;
- Focus group discussions with relevant stakeholders;
- Consultation workshops.

### 3. Time, location and supervision

- Time: From September to November 2018
- Location: Hanoi-based, with travels to Bac Kan, Lam Dong and Lao Cai
- The consultants will receive technical and administrative support, where relevant throughout the implementation of the assignment, by related UNDP and UN-REDD experts and PMU of the Programme and UNDP respectively.
- The consultant will work under the supervision of UNDP, the Chief Technical Advisor and National Programme Director of UN-REDD Viet Nam Phase II.

The consultant should expect to spend between 12 to 15 days for the field evaluations. These costs should be included in the financial offer.

#### 4. Expected results

The consultant will deliver the following:

Product 1: Inception report with workplan and proposed annotated table of contents for the evaluation report.

Product 2: Evaluation report of maximum 25 to 30 pages (excluding annexes) to summarize the findings and recommendations. The findings should explicitly address the three objectives listed in 2.1 above. Recommendations with clear and specific action items should be divided into immediate (till end of 2018), medium (2019 to 2022) and long term (2023 to 2030). A proposed workplan for these recommendations should be produced to include details of who will be responsible and estimated costs to implement.

Product 3: Policy brief of maximum eight pages comprising the key findings and recommendations for both policy and practice to be considered by GoV.

#### 5. Requirements

The consultant must meet the following requirements.

<b>Education</b>	Master's degree in social sciences, anthropology, natural resource management, environment, forestry, or related fields.
<b>Work experience</b>	<ul style="list-style-type: none"><li>• At least 15 years of experience designing, implementing or evaluating participatory engagement approaches and strategies in the development sector at national and subnational levels. Familiarity with REDD+ is an added advantage.</li><li>• At least 10 years of working experience with government agencies, development partners, civil society and ethnic minority communities. Working experience with ethnic minority representatives and communities is a necessity.</li><li>• Strong and extensive knowledge and experience of the legal, regulatory and institutional framework in Viet Nam, particularly engagement with non-ethnic and ethnic minority communities.</li><li>• Demonstrated good communication skills, including writing and presentation, as well as project management.</li><li>• Fluent in verbal and written English.</li></ul>

## **6. Payment terms**

The payments for the consultant are made upon the acceptance of UNDP and NPD on the products/outputs submitted by the consultant by the deadlines. It is indicated as below:

	<b>Products, requirements</b>	<b>Payment</b>
1 <sup>st</sup> payment	Upon submission of Product 1 that is accepted by NPD and UNDP within one week since date the contract is signed	20% of the total contract value
2 <sup>nd</sup> payment	Upon submission of Product 2 that is accepted by NPD and UNDP by October 31 <sup>st</sup> 2018	50% of the total contract value
3 <sup>rd</sup> payment	Upon submission of Product 3 that is accepted by NPD and UNDP by November 15 <sup>th</sup> 2018	30% of the total contract value



## EVALUATION CRITERIA WITH ASSIGNED SCORES

### National Consultant

Consultant(s)' experiences/qualification related to the services		
<b>1</b>	Master's degree in social sciences, anthropology, natural resource management, environment, forestry, or related fields.	200
<b>2</b>	At least 15 years of experience designing, implementing or evaluating participatory engagement approaches and strategies in the development sector at national and subnational levels. Familiarity with REDD+ is an added advantage.	300
<b>3</b>	Strong and extensive knowledge and experience of the legal, regulatory and institutional framework in Viet Nam, particularly engagement with non-ethnic and ethnic minority communities.	300
<b>4</b>	Demonstrated good communication skills, including writing and presentation, as well as project management.	100
<b>5</b>	Fluent in verbal and written English.	100
<b>Total</b>		<b>1000</b>

## Annex 1-TOR: Framework for Evaluation

Key elements	Sub-elements	Types of rights	Brief Key Description <sup>2</sup>
Representation	Legitimacy	Procedural	<ul style="list-style-type: none"> <li>a) CSO and Ethnic Minorities representative bodies or institutions participating in national and or provincial policy discussions should be <b>recognised</b> and <b>endorsed</b> by their respective stakeholder groups.</li> <li>b) They should be nominated from a <b>self-selection</b> process by their stakeholder groups.</li> <li>c) The <b>scope</b> and <b>boundaries</b> of their representation should be discussed and agreed by the men, women and youths in their stakeholder groups. For example, groups may agree their representative can make decisions on their behalf, but with prior consultation.</li> </ul>
	Accountability	Procedural	<ul style="list-style-type: none"> <li>a) These national and or provincial representative bodies should be <b>answerable</b> to the men, women and youths in these stakeholder groups for their actions and/or decisions.</li> <li>b) There should be <b>common understanding</b> between the representative body and its stakeholder group regarding appropriate actions if accountability is not respected.</li> </ul>
Information	Access	Procedural	<ul style="list-style-type: none"> <li>a) The affected stakeholders, whether men, women or youths, should be able to freely obtain <b>timely, relevant</b> and <b>usable</b> information related to all aspects of REDD+ interventions at all levels.</li> <li>b) The information should be <b>easily available</b> from <b>multiple sources</b> in culturally appropriate language and format.</li> </ul>
	Transparency	Procedural	<ul style="list-style-type: none"> <li>a) The information should be <b>comprehensive</b>, for instance, both the risks and benefits of a proposed REDD+ intervention should be clearly presented without favouring one over the other.</li> </ul>
Participation	Capacity	Procedural	<ul style="list-style-type: none"> <li>a) Stakeholders must have the <b>knowledge</b>,</li> </ul>

<sup>2</sup> Compiled from Rey, D., Roberts, J., Korwin, S., Rivera, L., and Ribet, U. (2013) *A Guide to Understanding and Implementing the UNFCCC REDD+ Safeguards*. ClientEarth, London, United Kingdom, and UN-REDD Phase II Programme Clarification of the Cancun Safeguards in accordance with Viet Nam's national circumstances (Draft) (2016).

			<b>skills and abilities</b> to participate in different levels and objectives of engagement: information sharing, consultation, collaboration, joint decision-making and empowerment.
	Systems for feedback, oversight and accountability	Procedural	<p>a) Selected CSO and EM representative bodies or institutions should establish clear and easily accessible ways to <b>share information</b> and <b>receive feedback</b> from their respective constituencies.</p> <p>b) This should include <b>provisions</b> where the men, women and youths in their constituencies can hold their representative bodies or institutions <b>accountable</b>, including <b>mutually agreed actions</b> if and when representative bodies or institutions go beyond agreed scope and boundaries of representation.</p> <p>c) For <b>government institutions</b>, these systems should, among others, clarify who is responsible, how feedback is acknowledged and addressed.</p>
	Provisions for free, prior and informed consent	Procedural	<p>a) More pertinent to indigenous peoples or ethnic minorities, there are <b>specific circumstances</b><sup>3</sup> where free, prior and informed consent must be sought. However, this should also include consideration for consent to be withheld.</p> <p>b) Non-indigenous forest-dependent communities who may be impacted by REDD+ interventions, and have a role in decision-making, should also be provided with every opportunity to make <b>informed decisions</b>.</p>
	Respect for traditional knowledge and cultural heritage	Substantive and procedural	<p>a) The policy, legal and regulatory frameworks in a country should actively <b>protect</b> the exercise and maintenance of cultural inheritance, including not to be subjected to forced assimilation or destruction of their culture.</p> <p>b) This includes the <b>right to maintain, protect and develop</b> the past, present</p>

<sup>3</sup> Relocating an indigenous population from their lands; taking “cultural, intellectual, religious and spiritual property”; causing “damaged, takings, occupation, confiscation and uses of their lands, territories and resources”; “adopting and implementing legislative or administrative measures”; and approving “any project affecting their lands or territories and other resources, particularly in connection with the development, utilisation or exploitation of mineral, water or other resources”. (*UN-REDD Programme Guidelines on Free, Prior and Informed Consent*, January 2013).

			and future manifestations of their cultures.
Rule of law	Clarity of law	Substantive	<ul style="list-style-type: none"> <li>a) The legal framework for stakeholder engagement should be appropriate in <b>promoting the right to participate</b>, and clearly describe provisions for participation, including provisions for <b>gender equality</b>.</li> <li>b) The framework should also provide clear land tenure, fair benefit sharing, gender equity and cross-sectoral coordination.</li> <li>c) There should be <b>coherence</b> in national, subnational legal, policy and regulatory frameworks.</li> <li>d) All public agencies should act in accordance with their legal mandates.</li> </ul>
	Rights to lands, territories and resources	Substantive	<ul style="list-style-type: none"> <li>a) This is an <b>overarching right</b> consisting of sub-rights: legal certainty of territorial property; effective mechanisms to resolve land disputes; restoration of land; installation of basic services and utilities for the communities.</li> <li>b) Recognition and provisions for these <b>collective</b> and <b>individual</b> rights to ancestral lands are of importance to indigenous peoples due to their unique connection and cultural dependence to these particular areas and associated livelihoods.</li> </ul>
Justice	Access	Procedural	<ul style="list-style-type: none"> <li>a) The right of all individuals and organisations to <b>access formal and informal legal institutions</b> and ask for protection of their legitimate right and interests.</li> <li>b) In land management related decisions, access should be provided to <b>dispute resolution mechanisms</b>, legal services and support <b>at all levels</b>. This includes access to appeals, remediation, compensation and the enforceability of its decisions.</li> </ul>

## **ANNEX IV**

### **OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

Date \_\_\_\_\_

*(Name of Resident Representative/Bureau Director)*  
United Nations Development Programme  
*(Specify complete office address)*

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [*delete this item if the TOR does not require submission of this document*];
- E) I hereby propose to complete the services based on the following payment rate: [*please check the box corresponding to the preferred option*]:
  - ☐ An all-inclusive daily fee of [*state amount in words and in numbers indicating currency*]
  - ☐ A total lump sum of [*state amount in words and in numbers, indicating exact currency*], payable in the manner described in the Terms of Reference.
- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex V;
- G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- H) This offer shall remain valid for a total period of \_\_\_\_\_ days [*minimum of 90 days*] after the submission deadline;
- I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office [*disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists*];

J) If I am selected for this assignment, I shall *[please check the appropriate box]:*

- ☐ Sign an Individual Contract with UNDP;
- ☐ Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

K) I hereby confirm that *[check all that applies]:*

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- ☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

L) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

M) *If you are a former staff member of the United Nations recently separated, please add this section to your letter:* I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

N) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES ☐ NO ☐ If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

P) Do you have any objections to our making enquiries of your present employer?

YES ☐ NO ☐

Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES ☐ NO ☐ If answer is "yes", WHEN?

R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Address	Business or Occupation

S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

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**Annexes** *[please check all that applies]:*

☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience

☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

## **GUIDELINES FOR CV PREPARATION**

**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.



## **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 (for National Consultant) and USD (for International Consultant)

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).....			
	<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

*(The costs should only cover the requirements identified in the Terms of Reference (TOR) Travel expenses are not required if the consultant will be working from home).*