



Empowered lives.
Resilient nations.

3 October 2018

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Project:	Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam
Description of the assignment:	03 National Experts in developing and lecturing of a QCXD 9:2017/BXD - based training programme (in total 130 days): - 01 Architect; - 01 Mechanical/Thermal Engineer; - 01 Electrical/Energy Engineer
Period of assignment/services (if applicable):	From November 2018 to March 2019
Duty Station	Homebased, Hanoi and training locations
Tender reference:	A-181001

1. Submissions should be sent by email to: quach.thuy.ha@undp.org no later than:

Thursday 18 October 2018

With subject line: **A-181001-Developing and lecturing of QCXD- Architect**

Or **A-181001-Developing and lecturing of QCXD- Mechanical/Thermal Engineer**

Or **A-181001-Developing and lecturing of QCXD- Electrical/Energy Engineer**

Team Leader will be voluntary basic (please indicate in your proposal if you wish to be Team Leader) or it shall be appointed later by International Senior Technical Advisor.

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

Note:

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.
- Maximum size per email is **7 MB**.

- Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP Viet Nam will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.
- After submitting proposal, bidder should send notification by email (without attachment) to: procurement.vn@undp.org informing that the bidder has submitted proposal. UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to above address.
- Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female consultants.

2. Please find attached the relevant documents:

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

All three positions will be evaluated separately even proposals can be submitted in a team.

The technical component will be evaluated using the following criteria:

National Consultant- Architect

Consultant(s)' experiences/qualification related to the services		
1	Holds a Master's Degree and knowledge in Architecture or related fields	200
2	Have experience in leading (prioritized) or participating in the design of high-rise/ commercial buildings, EE in buildings	300
3	Can demonstrate 5 years' experience in lecturing/conducting Architectural related trainings to industry players or related fields	300
4	Experience working for ODA projects, widely familiar with procedures of international donors will be an advantage	100
5	Has good command of English language: speaking and writing skills	100
Total		1000

National Consultant- Mechanical/Thermal Engineer

Consultant(s)' experiences/qualification related to the services		
1	Holds a Master's Degree and knowledge in Mechanical/thermal Engineering or related fields	150
2	Have experience in leading (prioritized) or participating in the design of high-rise/commercial buildings, EE in buildings	250
3	Has experience performing/ lecturing technical trainings, EE related training or related fields	150
4	Has 5 years' experience in lecturing/conducting Mechanical/ Thermal Engineering related trainings to industry players	250
5	Experience working for ODA projects, widely familiar with procedures of international donors will be an advantage	100
6	Has good command of English language: speaking and writing skills	100
Total		1000

National Consultant- Electrical/Energy Engineering

Consultant(s)' experiences/qualification related to the services		
1	Holds a Master's Degree and knowledge in Electrical/Energy Engineering or related fields	150
2	Have experience in leading (prioritized) or participating in the design of high-rise/commercial buildings, EE in buildings	250
3	Has experience performing/ lecturing technical trainings, EE related training or related fields	200
4	Can demonstrate experience in defining technical training materials for construction practitioners	200
5	Experience working for ODA projects, widely familiar with procedures of international donors will be an advantage	100
6	Has good command of English language: speaking and writing skills	100
Total		1000

A two-stage procedure is utilized in evaluating the submissions, with evaluation of the technical components being completed prior to any price proposals being opened and compared.

The price proposal will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical component. The technical component is evaluated on the basis of its responsiveness to the Term of Reference (TOR). Maximum 1000 points will be given to the lowest offer and the other financial proposals will receive the points inversely proportional to their financial offers. i.e. $S_f = 1000 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the submission under consideration.

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

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

Interview with the candidates may be held if deemed necessary.

5. Contract

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

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

Documents required before contract signing:

- 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:

First payment of 20% of contract value will be paid upon submission and approval of Deliverables No. 5.1 and 5.2.

Second payment of 40% of contract value will be paid upon submission and approval of Deliverables No. 5.3.

Last payment of 40% of contract value will be paid upon submission and approval of all remaining products under the contract.

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

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

ANNEX I



TERMS OF REFERENCE

A Team of 03 National Experts in developing and lecturing of a QCXD 09:2017/BXD - based training programme

Job Title:	03 National Experts in developing and lecturing of a QCXD 09:2017/BXD - based training programme
Project:	Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam
Duration of Assignment:	Estimated 130 man-days from November 2018 to March 2019
Duty Station:	Hanoi, training locations and home-based
Report to:	International Senior Technical Advisor/ National Project Manager/ Project Director;

1) GENERAL BACKGROUND

Viet Nam is facing up with challenges associated with urbanization and modernization, especially deterioration of natural resources, exhaustion of fossil fuel energy, increase in emission of greenhouse gases, and environment pollution. The report by World Business Council for Sustainable Development (WBCSD)¹ showed that energy use in buildings accounts for 40% of the world energy use and generates an amount of CO₂ emissions accounting for 30%. Urbanization pace is expected to increase 45% by 2020, resulting in higher energy demand in building sector.

In response to the challenges, Vietnamese Government has set forth many sustainable solutions namely National targeted program on climate change, National Strategy and Action Plan on Green Growth, Law on Energy Efficiency and Conservation. These are important legal bases for implementing activities on energy efficiency in building sector, namely the Decision No. 811/QĐ-BXD by the Ministry of Construction dated 18 August 2016 on Action Plan in response to climate change of the Building sector, period of 2016-2020; the Energy Efficiency building code (QCXD09:2013) and the Green Growth Action Plan of the construction sector.

Under this situation, the Ministry of Construction (MOC) in cooperation with the United Nations Development Program (UNDP) implements the Project “Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam” (EECB project) funded by Global Environment Fund (GEF). The Project’s goal is to reduce intensity of GHG emissions from the building sector in Viet Nam. The project objective is to improve the energy utilization performance of commercial and high-rise residential buildings in Viet Nam. Realization of this objective will be achieved through implementation of three components: (i) Improvement and Enforcement of Energy Efficiency Building Code; (ii) Building Market Development Support Initiatives, and (iii) Building EE Technology Applications and Replication

¹ Report on Energy Efficiency in buildings by WBCSD issued on 18/03/2010

To contribute to this process, it is expected that the EECB project will support capacity building activities for all stakeholders in the construction sector. This specific training is the first training of a series of other numerous technical trainings to develop and implement. This first one will be addressing the need for understanding of the construction industry about the amended version of the new Energy Efficiency Building Code QCXD09:2017. The project is looking for a team of 3 national experts to develop and implement this training activity.

2) OBJECTIVES OF ASSIGNMENT

The assignment is aiming at updating and upgrading existing training materials related to the QCXD:09 building codes implementation, and at later performing 03 training sessions nationwide of 02 day training for each session.

Following the new release of the QCXD09: 2017/BXD, it is essential to update/upgrade all previously developed training materials related to QCXD09: 2013/BXD.

The upgrade/ update should be made on both qualitative and quantitative aspects of code requirements.

Trainers and future trainees (i.e. practitioners: Architects, Engineers, QS, PM, promoters, etc.) involved in design and construction of new buildings should be provided with clear understanding and robust knowledge about new code requirements to ensure QCXD09: 2017/BXD compliance in their design choices.

After training materials are updated and approved, 03 training sessions are planned to be organised in Hanoi, Da Nang and Ho Chi Minh City to disseminate this new code knowledge among practitioners.

3) SCOPE OF WORK

To update and upgrade current official training materials related to QCXD09: 2013 and perform related training sessions. The team of National Experts shall jointly conduct following activities:

1. Review, comparison and qualitative and quantitative analysis of:
 - a. The new code QCXD09: 2017/BXD against the previous version QCXD09: 2013/BXD
 - b. Other new related (2017) documents against previous ones (2013) (Calculators, checklists, User guideline, etc.)
 - c. Current training materials (training programme, presentations, hands-on exercises, etc.)
 - d. Ongoing work and results of support to demonstration by the EECB project
2. Definition of a workplan for training materials update/upgrade by synthetizing all previous comparative analysis.
3. Definition of a training outline for all concerned presentations and of the related delivery process.
4. Development/upgrade of draft training materials, encompassing:
 - a. The theoretical part related to technical standards and code content
 - b. Practical exercises (hands-out) related to each code requirements (including the group work exercise).

This work implies to amend concerned presentations' content from a theoretical perspective (code requirements), but also to review and amend all hands-on exercises and practical cases if deemed necessary.

Related data/information shall be provided either by the National Consultants or by project's new demo building consultants.

Presentations structure and line up should be following the same ones as the ones previously used for the QCXD09: 2013/BXD version of the code.

Presentation materials should be user friendly then extensively illustrated with case studies, diagrams, synopsis, and other pix.

5. The draft set of presentations shall be peer reviewed and all gathered relevant comments and recommendations shall be noted, considered and then final decisions made shall be justified in a summary report.
6. Finalisation of the training materials following final comments and recommendations
7. Definition of a training guidance document and tentative training programme.
8. Performance of 03 training sessions (02-day training each) nationwide. Logistic arrangement of the organisation of the training sessions will be undertaken by the PMU.
9. Provision of a final report about training feedbacks and recommendations for further improvements.

Each expert shall be technically fully responsible in his/her respective field of expertise, and should work under the supervision of the team leader as regards work schedule and products delivery following the PMU agreed workplan.

The team leader will be in charge of coordinating and consolidating all works, and will be the preferred point of contact for the PMU.

4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Duration: It is expected that the team of experts will be mobilized for a maximum of 130 work-days for the whole team starting from 01/11/2018 to 30/03/2019.

Duty Station: Home-based, Hanoi, Da Nang and Ho Chi Minh City. During the assignment, the consultants may have some field trips to the mentioned provinces and other if appropriate and approved by PMU. Cost for such travel will be covered by the project based on UN-EU cost-norm.

5) DELIVERABLES

The selected team of experts shall be responsible for quality and progress of the implementation plan and related deliverables. All reports and intermediate products submitted to PMU shall be bilingually prepared in English and Vietnamese, namely:

No.	Outputs	Estimated man-days	Time of final submission
5.1	An inception report	3	2 weeks after contract is signed.
5.2	An analysis report including: qualitative and comparative analysis of codes QCXD09: 2013/BXD Vs 2017/BXD and list of associated respective documentations, DANIDA, IFC, USAID training materials update work plan, a training outline and a delivery process.	27	01 month after signing of the contract
5.3	Draft updated training materials (both theory and case-studies- practical exercise)	69	02 months after submission of output 2
5.4	Consolidation of comments, feedbacks and final training materials package including the peer review summary report.	13	02 weeks after the peer review
5.5	Delivery of training presentation at the training sessions and Final report about training performance including recommendations for further improvements and the latest version of training materials.	18	01 week after the completion of the 3 trainings
	Total	130	

Description of Deliverables:

Output 1: An inception report/ implementation outline.

The report should indicate objectives of main tasks, implementation methodology and approach, identification of main information, data sources, data collection, a tentative timeline for accomplishments, and specific working agenda with stakeholders. The support needed from PMU should also be defined in this report. The report shall describe the draft outlines of the training and the workplan with descriptions for key parts.

Output 2: An analysis report including: qualitative and comparative analysis of codes QCXD09: 2013/BXD Vs QCXD 09:2017/BXD and the list of associated respective documentations, training materials update workplan, a precise training outline and a delivery process.

It shall detail all changes and their respective effects on the previously developed training materials and associated documentation (Checklists, calculators, user guideline, etc.). This report shall describe precisely qualitative and quantitative differences.

Finally, it shall list up all changes and all new add-ons to be brought to existing documentation in a detailed workplan.

Output 3: Draft updated training materials and related documentation

This deliverable shall be composed of the list and a full set of updated training materials in Vietnamese and English languages.

It should be composed of presentations, including both theoretical and practical aspects, the training programme, training delivery process.

From this report shall also be extracted necessary presentation materials for the peer review (if necessary).

Output 4: Final updated training materials and related documentation

This deliverable should be composed of:

- The list of training documents
- The final updated set of training materials, in both Vietnamese and English languages
- Training programme, power-point presentation, training delivery process.
- Peer review summary report.

The list of training materials, content of the training outline and documents shall be approved by PMU

Output 5: Final report

This report shall summarise training materials development works, training performance results and feedbacks from trainees, and any other relevant matter that could serve to improve this training set further.

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The team of experts shall report to Project Manager/ PMU Director Advisor and International Technical Advisor. The team of experts shall work in close collaboration with PMU, UNDP and national counterparts in order to ensure best knowledge sharing and highest quality of the product.

A monitoring and progress control will be agreed with the expert and included in the inception report with clear deadlines and verification activities.

If a meeting/ mission is supported by PMU as requested by the expert, a mission/ meeting plan shall be submitted to PMU Director Advisor / Project Manager/ by the expert at least 7 work-days before the mission/ meeting for PMU's approval and support. A mission report shall be submitted to PMU within 05 work-days after the mission has ended. The templates will be provided by PMU for application.

7) QUALIFICATIONS

The team of experts shall be composed of 03 main different profiles: 01 architect, 01 Mechanical/Thermal Engineer, 01 Electrical/ Energy Engineer.

It is expected that team leader will be either architect or Mechanical/Thermal Engineer or the Electrical/Energy Engineer and shall be designated among the team and shall demonstrate experience in coordinating a technical multi-expert team. The joint submission by a team of 3 experts shall specify who will function the role of team leader.

- The Architect shall:
 - a. Holds a Master's Degree and knowledge in Architecture or related fields

- b. Have experience in leading (prioritized) or participating in the design of high-rise/commercial buildings.
 - c. Can demonstrate 5 years' experience in lecturing/conducting Architectural related trainings to industry players; EEN in buildings
 - d. Has good command of English language: speaking and writing skills
 - e. Experience working for ODA projects, widely familiar with procedures of international donors will be an advantage;
- The Mechanical/Thermal Engineer shall:
 - a. Holds a Master's Degree and knowledge in Mechanical/thermal Engineering or related fields
 - b. Have experience in leading (prioritized) or participating in the design of high-rise/commercial buildings.
 - c. Has experience performing/ lecturing technical trainings, EE related training or related fields
 - d. Has 5 years experience in lecturing/conducting Mechanical/Thermal Engineering related trainings to industry players
 - e. Has good command of English language: speaking and writing skills
 - f. Experience working for ODA projects, widely familiar with procedures of international donors will be an advantage;
- The Electrical/Energy Engineer shall:
 - a. Holds a Master's Degree and knowledge in Electrical/Energy Engineering or related fields
 - b. Have experience in leading (prioritized) or participating in the design of high-rise/commercial buildings.
 - c. Can demonstrate experience in defining technical training materials for construction practitioners
 - d. Has experience performing/ lecturing technical trainings, EE related training or related fields
 - e. Has good command of English language: speaking and writing skills
 - f. Experience working for ODA projects, widely familiar with procedures of international donors will be an advantage;

8) ADMIN SUPPORT AND REFERENCE DOCUMENTS

Reference documents: Relevant documents including previous training documents and relevant report templates will be made accessible to the experts (soft file) upon commencement of the assignment.

Admin support: PMU will support the expert in arrangements for meetings with relevant individuals/state agencies. Organisation of training sessions shall be undertaken by the PMU

9) PAYMENT TERM

First payment of 20% of contract value will be paid upon submission and approval of Deliverables No. 5.1 and 5.2.

Second payment of 40% of contract value will be paid upon submission and approval of Deliverables No. 5.3.

Last payment of 40% of contract value will be paid upon submission and approval of all remaining products under the contract.

10) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☒ NONE ☐ PARTIAL ☐ INTERMITTENT ☐ FULL-TIME

ANNEX IV

Consultants submit in a team are required to submit **separate Letter to UNDP confirming Interest and Availability** below:

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.

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

Consultants submit in a team are required to submit separate financial offer.

FINANCIAL OFFER

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

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 65 years of age and involve travel – (required before issuing contract).			
2.5	Others (pls. specify).....			
	TOTAL			

** Individual Consultants/Contractors who are over 65 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).*