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5 October 2018

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 International Technical Advisor for Vietnam POPs and Sound Harmful Chemicals Management Project
Period of assignment/services (if applicable):	90 working days from November 2018 to December 2019
Duty Station	Home based with 02 missions to Vietnam
Tender reference:	A-181002

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1. Submissions should be sent by email to: quach.thuy.ha@undp.org no later than:
Sunday 21 October 2018

With subject line: A-181002- International Technical Advisor for PHCM

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 **US dollar for International 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:

<u>Consultant experience/qualification related to the service</u>		
No	Description	Scores
1	A minimum of 15 years' experience on chemicals managements and/or environment protection, in particular on hazardous chemicals, POPs, PTS including mercury	150
2	Advanced university degree (PhD is an asset) in Chemistry, Environmental Science or related field	150
3	Relevant work experience in developing countries and previous work experience in Viet Nam or Asian countries	100
4	Strong analytical skills and proven experience in drafting reports and project-documents	100
5	Knowledge of Stockholm Convention on POPs and Minamata Convention on mercury	100
6	In depth knowledge of PRTR and safety procedures to be adopted in hazardous places;	100
7	Demonstrated experience in information and data collection	100
8	Proven ability in team working, data and knowledge sharing including experience in providing input to technical/scientific documents and reports	100
9	Working and advanced writing knowledge of English (2 sample report writings are required to attach to submission)	50
10	Knowledgeable in institutional set-ups, reporting procedures. Knowledge of UNDP policies and procedures	50
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. $Sf = 1000 \times Fm / F$, in which Sf is the financial score, Fm 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:

- 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 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 upon acceptance by UNDP of the deliverables specified the TOR.

The payment milestones consist of:

- 10% of the financial offer upon approval of Deliverable 1;
- 10% of the financial offer upon approval of Deliverable 2,3;
- 20% of the financial offer upon approval of Deliverable 4, 5;
- 30% of the financial offer upon approval of Deliverable 6, 7, 8;
- 30% of the financial offer upon approval of Deliverable 9, 10, 11, 12.

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



Project Title:	Vietnam POPs and Sound Harmful Chemicals Management Project – PHCM (Project ID: 91381)
Consultancy Title:	International Technical Advisor (TA)
Type Contract:	Individual contract
Duty Location:	Home based with two missions (10 days each mission) to Vietnam
Duration:	90 working days from November 2018 to December 2019
Report to:	UNDP, PMU

1. GENERAL INFORMATION

Chemicals make up our physical world: they form the basis of life and they are the building blocks from which we make our products. But they can also cause significant damage if mismanaged.

Sound management of chemicals and promotion of safe use of chemicals are increasing demands in Viet Nam due to public concern about negative impacts to the environment and human health that may arise from improper use of chemicals. Persistent Organic Pollutants (POPs) and Persistent Toxic Substances (PTS) are organic chemical substances. They possess a particular combination of physical and chemical properties such as persistence, long-range transport, bioaccumulation and harmfulness. Strengthen institutional capacity in chemicals management including POPs and PTS is one of the main priorities in Viet Nam. Viet Nam commitment to implement international conventions on chemicals, in particular Stockholm and Minamata Conventions, aims to pursue the continued reduction of environmental and health risks posed by POPs and harmful chemicals in order to protect human health and the environment. Vietnam POPs and Sound Harmful Chemicals Management Project (PHCM) is built on past experience derived from GEF-4 (Global Environment Facility) projects supported by United Nations Development Programme (UNDP) addressing POPs/PTS issues. Vietnam Environment Administration (VEA) within the Ministry of Natural Resources and Environment (MoNRE) as the UNDP's National

Implementing Partner (NIP) executes the project. The official starting date of the project is 29/1/2016 and expected closure date is 31/12/2018.

The project is built on 4 different components, namely:

- » **Component 1:** Policy framework for sound chemicals management, including POPs/PTS, developed and implemented;
- » **Component 2:** Monitoring and reporting of POPs and PTS;
- » **Component 3:** Management of POPs contaminated sites;
- » **Component 4:** National mercury baseline inventory and release reduction.

UNDP and Project Management Unit (PMU) are seeking a qualified candidate to undertake the role of International Technical Advisor (TA).

2. ROLE and ORGANIZATION

The International Technical Advisor (TA) will implement his/her main functions under the supervision of PMU, UNDP and coordinate with Project Manager (PM). Specific tasks will be agreed with PMU, UNDP and VEA/MONRE through mission plan. Mission plan should be agreed among stakeholder at least 1-2 weeks before the start of each mission.

The TA is a key technical advisor to the National Implementing Partner (VEA/MONRE), the Co-National Implementing Partner (VINACHEMIA/MOIT), PMU and the UNDP on technical aspects of all the activities to be carried out under the project and carry out specific technical activities, including: i) Drafting the State of Environment Report - chapter on chemicals; ii) Inventory and development of a POPs/PTS database in Binh Duong province; iii) Piloting PRTR at provincial level and finalize PRTR system; iv) Developing the provincial plan on POP/PTS sound management; v) Developing a roadmap for management and reduction of U-POPs and Hg emission and a roadmap for phasing out Hg containing products; and vi) Project completion report. The TA must coordinate with relevant National Consultants of the project complement each other in order to achieve the highest possible quality of project outputs.

The TA works in close collaboration with PMU and national counterparts as well as with the staff in the UNDP Country Office to ensure knowledge sharing and the highest possible quality of project outputs. S/He ensures the alignment of the project outputs with intended outcomes, benefits and impacts of the UN One Strategic Plan 2017-2021 and UNDP Country Programme Document in Viet Nam. S/He also contributes to capacity building for the National Implementing Partner and PM in the area of sound harmful chemicals management.

3. OBJECTIVE OF THE ASSIGNMENT

The objective of the assignment is:

- a. Provide technical advice to the project management and project quality assurance
- b. Provide technical advice and knowledge to the design, planning, support to implement and supervise the relevant national consultants/firms to ensure required quality and progress; provide relevant international experiences; and provide inputs and revise the final report prepared by the national consultants/firms of following activities:
 - i) Drafting the State of Environment Report - chapter on chemicals;
 - ii) Inventory and development of a POPs/PTS database in Binh Duong province;
 - iii) Piloting PRTR at provincial level and finalize PRTR;
 - iv) Developing the Environmental Management Plan of Binh Duong province including POP/PTS sound management;
 - v) Developing a roadmap for management and reduction of U-POPs and Hg emission and a roadmap for phasing out Hg containing products.

4. SCOPE of WORK

a. Advise on project management and project quality assurance

- Technical review and quality assurance of the project, including quality of terms of references and project activities/outputs/products;
- Provide inputs to the preparation of progress project reports, project results/products to publish and disseminate.
- Technical support to PMU in participating in meetings with UNDP and the PSC, and in coordinating the work of international consultants; and in drafting minutes of the meetings
- Providing technical support to the project implementation progress at different stages;
- Timely and proactively provide recommendation for the improvement of all project activities;
- Reporting and documenting lessons and best practices: Provide inputs to the preparation of progress project reports, including reports to donors, focusing on capturing results and lessons, and undertake necessary reviews to ensure quality reports; initiate and ensure proper documentation of project lessons, experiences, best practices, and human interest stories;

- Publishing and disseminating project results/ products: Ensure technical aspects of project publication products, including policy briefs, research results/ products, and proceedings of policy dialogues/ technical meetings, and wide disseminations of these output
 - Prepare project completion (terminal) report.
- b. Provide technical advice and knowledge to the activities as follow:***
- *Drafting a chapter on chemical in the environment in the State of Environment Report:* Provide technical support to National Consultant(s) to draft and finalize, for the first time in Viet Nam, a new section on chemicals in the environment in the report on the State of Environment. Particular emphasis shall be given to hazardous chemicals including POPs, PTS and mercury. The tasks including:
 - Provide the methodology for developing the chapter on chemicals;
 - Conduct data analysis and data interpretation;
 - Report findings and provide recommendations;
 - Assist the National Consultant in developing the draft and finalizing the section on chemicals in the Report on the State of Environment.
 - *Inventory and development of a POPs/PTS database in Binh Duong province:* develop strategy for sampling and analysis of POPs and PTS in industrial settings and support and supervise the development and data collection of national consultants/firms with special task below:
 - Collaborate with National Consultant identify industrial sectors which are more likely to generate contamination of sites (i.e identify industrial contaminated sites);
 - Support and collaborate with National Consultant to conduct preliminary investigation and assessment of potentially contaminated sites and prepare a preliminary investigation and assessment report.
 - Support and collaborate with National Consultant conduct detailed investigation and assessment of contaminated sites and prepare a detailed investigation and assessment report.
 - Finalize an inventory report of the industrial contaminated sites in the Binh Duong province.
 - *Piloting PRTR at Binh Duong province and finalize PRTR system:* Provide technical support to national consultants/firms to select at least 20 industries among 2 of the most representative industrial sectors in Binh Duong province for piloting PRTR and support and supervise national consultants/firms of the piloting and technical guide for national consultants/firms to finalize PRTR system, including:

- For each selected industry, provide direct instruction on the standardization of data and data input into the software for PRTR report.
- Verify the applicability of the POPs/PRTR database and software developed by national consultant with the purpose to suggest modification to that software and improve its applicability, if needed, and submit a recommendation report.
- Finalize a PRTR system.
- *Developing the Environmental Management Plan of Binh Duong province:* working closely with national consultants/firms and support DONRE Binh Duong to develop the plan on POP/PTS sound management, including:
 - Mapping of all the relevant information on contaminated sites on a web-based GIS system
 - Facilitating the strategic planning based on risk and logistic considerations
 - Conduct a site prioritization and preliminary risk assessment
 - Identification of the monitoring and cleanup needs
 - Preliminary identification of the needed cleanup activities
 - Draft and final of a preliminary provincial environmental management plan (PEMP) for the industrial contaminated sites in the Binh Duong province.
- *Developing the roadmap for management and reduction of U-POPs and Hg emission and the roadmap for phasing out Hg containing products:* Coordinate with the National consultant(s) in developing the final road maps and based on the road maps develop the initial proposal/concept note for new project to support implementing the road maps.

5. EXPECTED RESULTS and DELIVERABLES

The TA is expected to provide the National Consultants with her/his high quality recommendations based on her/his international experience in regard to the deliverables reported in the following table:

No	Deliverable	Due Date (tentative)
Phase 1 (until December 2018):		
1.	Deliverable 1: Detailed work plan including the method(s) of work and technical approaches that will be used	2 weeks after signing the contract
2.	Deliverable 2: The strategy for sampling and	2 months after

	analysis of POPs and PTS in industrial settings	signing the contract
3.	Deliverable 3: List of 20 selected industries and PRTR system	2 months after signing the contract
Phase 2 (January – December 2019):		
4.	Deliverable 4: The report and database of the pilot PRTR filled	5 months after signing the contract
5.	Deliverable 5: The chapter on chemical in the environment in the State of Environment Report	6 months after signing the contract
6.	Deliverable 6: The inventory report of the industrial contaminated sites in the Binh Duong province	7 months after signing the contract
7.	Deliverable 7: The roadmap for management and reduction of U-POPs and Hg emission and the roadmap for phasing out Hg containing products	8 months after signing the contract
8.	Deliverable 8: The Environmental Management Plan of Binh Duong province	9 months after signing the contract
9.	Deliverable 9: The initial project proposal(s) to support to implement the roadmaps	13 months after signing the contract
10.	Deliverable 10: Summary of project results/achievements that can be used as inputs for dialogue with the Government and for public awareness and communication;	In June 2019 and in Dec. 2019
11.	Deliverable 11: Project completion report	December 2019
12.	Deliverable 12: Mission reports and Meeting minutes, with special reference to the technical parts.	14 months after signing the contract

6. TIMING and DURATION

Total time allocated for this assignment is 90 (ninety) working days from November 2018 to December 2019 including 02 (two) missions to Hanoi, Vietnam (and project provinces if required).

The detailed work plan shall be submitted to PMU in the inception phase and in any case not later than 2 weeks from contract's signature.

The International Technical Advisor will work at home and will coordinate with the National consultants and PMU through emails and other online communication methods.

The International Technical Advisor will have 02 (two) missions, 10 (ten) days each mission to Viet Nam (at PMU office in Hanoi and project provinces). Travel cost to project provinces if required will be paid separately by PMU based on the UN-EU cost norms.

7. MONITORING and PROGRESS CONTROL

The selected International Technical Advisor will work under supervision of National Project Director (NPD)/Deputy National Project Director (DNPD), assigned staff of UNPD and Project Manager (PM).

The selected International Technical Advisor will discuss further details with UNDP, PMU at the beginning of the assignment in the work plan; have regular meetings and discussion with related National consultant(s) and with UNDP and PMU; and regularly report to and consult with UNDP and PMU on the progress of the work based on the agreed work plan.

The selected International Technical Advisor is expected to communicate with the PMU/PCD via email and/or Skype/direct communication and will team up with PMU staff during the mission.

8. MINIMUM REQUIREMENTS, SKILLS and EXPERTISE

The candidates will be evaluated against the following minimum requirements:

- Advanced university degree (PhD is an asset) in Chemistry, Environmental Science or related field;
- A minimum of 15 years' experience on chemicals managements and/or environment protection, in particular on hazardous chemicals, POPs, PTS including mercury;
- In depth knowledge of PRTR and safety procedures to be adopted in hazardous places;
- Knowledge of Stockholm Convention on POPs and Minamata Convention on mercury;
- Relevant work experience in developing countries and previous work experience in Viet Nam or Asian countries is an asset;
- Demonstrated experience in information and data collection;
- Proven ability in team working and knowledge sharing including experience in

providing input to technical/scientific documents and reports;

- Strong analytical skills and proven experience in drafting reports and project-documents;
- Knowledgeable in institutional set-ups, reporting procedures. Knowledge of UNDP policies and procedures is desirable;
- Working and advanced writing knowledge of English.

In addition, the candidate should be independent and should not have any personal interest related to project activities which may hinder its independence and which may distort or bias his performance.

9. PAYMENT TERMS

Based on the TOR, interested candidates should submit their financial proposal based on a daily working fee.

All payments will only be authorized upon PMU and UNDP approval of the deliverables as follows:

- 10% of the financial offer upon approval of Deliverable 1;
- 10% of the financial offer upon approval of Deliverable 2,3;
- 20% of the financial offer upon approval of Deliverable 4, 5;
- 30% of the financial offer upon approval of Deliverable 6, 7, 8;
- 30% of the financial offer upon approval of Deliverable 9, 10, 11, 12.

10. EVALUATION CRITERIA

Evaluation Criteria with assigned scores

(Interview will be set up if deemed necessary to compensate CV evaluation)

<u>Consultant experience/qualification related to the service</u>		
No	Description	Scores
1	A minimum of 15 years' experience on chemicals managements and/or environment protection, in particular on hazardous chemicals, POPs, PTS including mercury	150
2	Advanced university degree (PhD is an asset) in Chemistry, Environmental Science or related field	150
3	Relevant work experience in developing countries and previous	100

	work experience in Viet Nam or Asian countries	
4	Strong analytical skills and proven experience in drafting reports and project-documents	100
5	Knowledge of Stockholm Convention on POPs and Minamata Convention on mercury	100
6	In depth knowledge of PRTR and safety procedures to be adopted in hazardous places;	100
7	Demonstrated experience in information and data collection	100
8	Proven ability in team working, data and knowledge sharing including experience in providing input to technical/scientific documents and reports	100
9	Working and advanced writing knowledge of English (2 sample report writings are required to attach to submission)	50
10	Knowledgeable in institutional set-ups, reporting procedures. Knowledge of UNDP policies and procedures	50
Total		1.000

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.

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 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 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).