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25 September 2018

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 National Consultant to conduct a Biodiversity Impact Assessment of industrial zone development in and near the planned Thai Thuy Wetland Protected Area
Period of assignment/services (if applicable):	Total 50 working days, including 10 mission days and 40 home-based days, between October 2018 and November 2018.
Duty Station	Hanoi with travel to Thai Binh province as per actual requests
Tender reference:	A-180903

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

Tuesday 16 October 2018

With subject line: **A-180903- National Consultant to conduct a Biodiversity Impact Assessment**

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

The technical component will be evaluated using the following criteria:

Consultant experiences/qualification related to the services		
1	At least Master's degree in environmental sciences, biodiversity conservation, natural resources and environment management, impact assessment, environmental engineering, industrial planning or related field	100
2	At least fifteen (15) years of work experience with environmental management in development planning at various levels,	200
3	Relevant work experience in Vietnam's coastal zone, specifically the Red River Delta is an advantage.	150
4	Excellent conceptualization and analytical skills and proven experience in conducting site-based inventory, data collection and objective analysis on biodiversity and development.	200
5	Hand-on experience in conducting similar impact assessment such as environment impact assessment, biodiversity impact assessment, etc and planning for mitigation	100
6	Strong written and spoken skills in English and Vietnamese are a must.	100
7	The deliverables contain a complete and objective analysis of all existing and gathered information, and propose relevant and logical mitigation measures.	100
8	The deliverables are written in excellent English and Vietnamese, and are well formatted.	50
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:

- Payment 1 - 20% of the contract value - after approval by BCA and technical clearance by UNDP of the Inception Report for the assignment.
- Payment 2 - 40% of the contract value - after approval by BCA and technical clearance by UNDP of the draft BIA report.
- Payment 3 - 40% of the contract value - after approval by BCA and technical clearance by UNDP of the final BIA report to the PMU.

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

Position Title	Conduct a Biodiversity Impact Assessment of industrial zone development in and near the planned Thai Thuy Wetland Protected Area.
Implementation	National Consultant, total 50 days, including 10 mission days and 40 home-based days, between October 2018 and November 2018.
Location of Assignment	Hanoi with travel to Thai Binh province as per actual requests.
Project Title	<i>Conservation of Critical Wetland Protected Areas and Linked Landscape</i>

1. INTRODUCTION

The Project “Conservation of Critical Wetland Protected Areas and Linked Landscapes” (the “Wetlands Project”) is being funded by the Global Environment Facility (GEF) through the United Nations Development Program (UNDP), being implemented in 4 years from 2015 to 2018. The project will provide technical assistance to the Government of Viet Nam in establishing new Wetland Protected Areas, strengthening systematic, institutional and operational capacities for their effective management and the mitigation of threats for wetland biodiversity from linked landscapes.

The project was approved under the Decision No. 1131/QĐ-TTg dated July 09, 2014 by the Prime Minister of Viet Nam and Decision No. 837/QĐ-BTNMT dated April 13, 2015 by the Minister of Natural Resources and Environment (MONRE) of Viet Nam. The Institute of Strategy and Policy on Natural Resources and Environment (ISPONRE) under MONRE is assigned as the National Implementing Partner; the Biodiversity Conservation Agency (BCA) under MONRE is the co- implementing partner, and two pilot provinces were selected for project implementation activities – Thua Thien Hue (TTH) province and Thai Binh (TB) province.

Under the current TOR, the Wetlands Project is seeking an experienced consultant to conduct a Biodiversity Impact Assessment in relation to the potential impacts on wetland ecosystems and biodiversity from industrial zone development within and near the boundaries of the planned Thai Thuy Wetland Protected Area in Thai Thuy district, Thai Binh province.

2. BACKGROUND

Over the past century, the coastal zones in many countries have increasingly become the focus of expansion of urban, agricultural and industrial areas. These developments had and continue to have a major impact on natural coastal wetland ecosystems, leading to the widespread loss and degradation of mangroves, brackish and saline coastal marshes and lagoons, intertidal flats and the near-shore shallow open water. Specifically, coastal wetlands

are under threat from a range of anthropogenic activities, including site-specific ones (e.g. land reclamation, disturbance, overexploitation), or those originating in the wider landscape and river basin (e.g. pollution from urbanized areas, industry, agriculture, aquaculture). In addition, natural wetlands are also impacted by the global processes of climate change and its driving cause – the increasing human-induced atmospheric concentration of greenhouse gasses.

In Viet Nam, the continuing focus on economic development and rapid population growth has led to significant areas of coastal lands already being transferred for human purposes, as urban areas, for industry, agriculture or aquaculture. Today, most of the coastline of the Red River (RR) delta is controlled by “hard” engineered infrastructure (sea dikes), on some locations accompanied by natural or planted forests, including mangroves, for additional protection. Lands within the dikes are typically used as industrial zones, agricultural fields or ponds, and urbanized areas. In lands “outside” the dikes, a network of smaller dikes frequently transforms once natural coastal wetlands into human-controlled aquaculture ponds, including in areas previously occupied by mangroves. In addition, the high population density of the coastal zone drives the intense use of natural resources in the remaining dynamic coastal wetlands beyond any dikes, with typical land use including open water fisheries as well cage fish & shrimp production in shallow coastal waters, and clam production in the intertidal zone. As a result, overall pressures on coastal wetlands ecosystems and biodiversity are huge. In addition to transforming natural wetlands, land reclamation and dike construction as well as overexploitation impact on dynamic environmental processes, including on the physical possibilities for natural ecosystems to retreat inland, on sedimentation patterns, environmental quality, etc. The forecasted impacts from climate change, specifically sea level rise, in combination with “hard” infrastructure in place and reduced river sediment influx due to river flow regulation and training, already result in natural coastal wetlands being “squeezed” between the dikes and the sea.

As today and in the foreseeable future pressures on land in the Red River delta remain high or will increase further, development processes of land reclamation focus on relocating existing dikes in seaward direction. In the Thai Binh province of the RR delta, in 2017 the Prime Minister issued Decision No. 36/QĐ-TTg on the establishment of the Thai Thuy Economic Zone (10,700 ha), for which currently the Economic Zone Management Board has been set up and the master plan is being prepared, including a detailed plan of the functional zones in the economic zone. Plans for development of the Thai Thuy Economic zone include the establishment of 3 industrial zones in the coastal zone, .

At the same time, there is widespread recognition of Thai Thuy coastal wetlands ecosystems as an area important for national and globally valuable biodiversity, with mangroves, shallow waters and intertidal ecosystems serving as habitat in support of local flora and fauna species, as well as migratory birds on the East Asian–Australasian Flyway. The dynamic coastal wetlands provide reproductive, nursing and feeding habitat for both invertebrates and vertebrate terrestrial and aquatic fauna, and play a role in maintaining genetic diversity. Also the coastal wetland ecosystems of Thai Thuy provide for an important range of ecosystem services of importance to human livelihood. Mangroves provide protection and mitigation against the increasingly frequent occurrence of typhoons and storm surges, while the populations of commercially valuable fish and shellfish benefit from suitable habitat conditions in the coastal zone.

Accordingly, in support of Prime Minister Decision 45/QĐ-TTg on the Master Plan for Nation-wide Biodiversity Conservation by 2020, vision to 2030, adopted on January 8, 2014, which presented the list of Protected Areas planned by 2020 and 2030, including the Thai Thuy (TT) wetlands PA (WPA) of 13,100 hectares, on January 6, 2017 Thai Binh DONRE has issued Report # 06/BC-STNMT that confirmed the allocation of land fund for Thai Thuy WPA. Also Thai Binh PPC has issued the Decision # 1298/QĐ-UBND dated May 24, 2017 on the Action Plan for development of the Conservation Area Establishment Project (Profile) for establishing the Thai Thuy WPA. As the area envisioned for the Thai Thuy WPA largely overlaps with the area of the planned Thai Binh Economic Zone, causing potentially threatening conflicts in management and implementation of economic zone projects as well as impacts on coastal wetland biodiversity, with Correspondence No.1686A/UBND-CTXDGT dated May 9, 2017 Thai Binh PPC formally requested postponing of 2 dike relocation projects in the area of the planned TT WPA, described in task assignment “Adjust the stability of dyke base No.8 from K26+700 to K31+700 in Thai Thuy for construction of base for the development of industry and services” and “Relocate the sea dyke from K26+700 to K31+700 for transport in Thai Thuy, Thai Binh”. Also, Thai Binh province authorities submitted the final Land Use Plan (2016 - 2020) for Thai Binh province to the Government (Report No. 142/TTr-UBND dated 11/8/2017 and Report No. 70/TTr-BTNMT dated 23/10/2017), formally incorporating the area of the envisioned WPA in Thai Thuy district into the adjustment of the planning, with a total land area of 13,100 ha outside the dike. Accordingly, ongoing planning processes in Thai Binh province show that in parallel two overlapping development activities are ongoing that focus on (i) establishing industrial zones in the coastal zone partly overlapping with (ii) the area designated for the planned Thai Thuy WPA, development activities that potentially lead to conflicts in their management and implementation. Specifically, industrial zone development plans involve dike relocation, for which an area of mangrove is envisioned to be cleared, which will affect water flow and sedimentation patterns off-shore, which in turn may impact on the location, size of intertidal flats as non-breeding grounds for shorebirds, including globally threatened ones like the Critically Endangered Spoon-billed Sandpiper. Also the removal of mangrove forest will increased the risk of negative impacts from extreme climate events, specifically typhoon winds and storm surges. At the same time, the anticipated removal/relocation of aquaculture pond farmers currently active in the area of the planned industrial zone may increase the pressure on the (un)regulated overexploitation of natural resources, specifically fish and mangroves in the offshore zone, as alternative solution to ensure household livelihoods.

In order to support the planning and decision making on development processes, Viet Nam has adopted comprehensive legal requirements for conducting Environmental Impact Assessment (EIA) in the Law on EIA (2014) and the Circular 27/2015/TT-BTNMT dated 29 May 2015 on Strategic Environmental Assessment (SEA), EIA and environmental protection plans. To ensure that any EIA in practice pays sufficiently attention to addressing impacts from development on biodiversity, in 2015 the Viet Nam Environment Administration (VEA) of the Ministry of Natural Resources and Environment (MONRE) of Viet Nam developed Technical Guidelines for mainstreaming Biodiversity Impact Assessment in EIA processes.

In order to support decision making on economic development and conservation planning in the Thai Thuy coastal zone of Thai Binh province, UNDP with the TOR requests the support of an independent consultant to prepare a BIA scoping study to assess the potential impacts from industrial zone development in and near the land area designated for the establishment of the Thai Thuy WPA.

3. OBJECTIVES

Conduct a Biodiversity Impact Assessment scoping study to assess and forecast the current and future potential impacts – direct, indirect and cumulative - from Thai Thuy economic zone development and industrial zone establishment on the environment and biodiversity in the area designated for the establishment of the Thai Thuy Wetland Protected Area in Thai Binh province.

4. SCOPE OF ASSIGNMENTS

The National Consultant shall conduct the Biodiversity Impact Assessment scoping study in relation to planned development of industrial and economic zones in the coastal zone of Thai Thuy district and its relevant communes within or near the proposed boundaries of the planned Thai Thuy WPA. The work of the National Consultant shall be guided by the Technical Guidelines for BIA in the EIA process as issued by VEA of MONRE in 2015 as well as other relevant national and international guidance on conducting comprehensive BIA scoping studies for economic development projects.

With respect to the scope of the assignment, the following specific tasks are envisioned:

Inception Phase

Prepare the Inception Report describing any relevant comments to this TOR, and including a detailed work plan of anticipated tasks, including desk studies, schedule of field missions, stakeholder consultations, proposed outline of the BIA report, and information sources to be consulted.

Description of the environment

Summary description of physical, chemical and biological conditions, specifically ecosystems and biodiversity, including nationally and globally threatened species. Summary description of human and social features, including demography & occupation, land and natural resources use activities (subsistence and commercial; legal and illegal), in the wider landscape as relevant for the impact analysis. Describe the legal-institutional arrangements related to the socio-economic development planning as well as nature and biodiversity conservation and mainstreaming for Thai Binh province in general and Thai Thuy district specifically.

Description of the development intervention

Comprehensive description of the development of the Thai Thuy Economic Zone and related industrial zones planned, including detailed locations and land allocation, current land ownership and land use activities, planned activities on infrastructure development and dike relocation, land clearance and infilling of new land and source area of materials, anticipated investment in establishing industrial activities, and measures planned to mitigate, reduce and/or offset environmental and social impacts, others as relevant (water supply, wastewater facilities). The review shall also describe the status of relevant legal-regulatory and institutional arrangements in place in support of socio-economic and industrial zone planning.

Identification and assessment of potential direct and indirect impacts from industrial/economic zone development on biodiversity and ecosystems

Review identified components of industrial/economic zone development with all possible types of industry/economics and analyze potential direct and indirect impacts, positive and negative, profiled to assess the magnitude and importance of

each impact. Conclusions shall be founded in available data, the completeness and quality of which shall be characterized, and sources cited as appropriate. Any data and/or information deficiencies shall be described, as well as any uncertainties associated with the predictions of impacts.

Analysis of impacts of industrial/economic zone development shall include, but not be limited to, impacts on land, water, air, citizens (resettlement) from construction, clearance of natural vegetation, especially mangroves, earthworks, land filling and land preparation, anticipated types of future industries and their auxiliary facilities (water supply and drainage, wastewater treatment and disposal, handling of accidents, etc.)

The assessment of impacts from industrial/economic zone development shall also include a comparative analysis of other sources of impacts on ecosystems and biodiversity of the planned Wetland Protected Area from parallel human activities in the study area or wider landscape, as appropriate, which may interfere with impacts from industrial/economic zone development and each industrial/economic types. A non-exhaustive list of such potential impacts include pollution from municipal, industrial and agricultural sources, overexploitation of fish, shellfish and other biotic and abiotic materials, illegal bird hunting, and climate change, specifically sea level rise and the occurrence of extreme events.

Recommended actions towards mitigation

For each potential and significant impact identified, appropriate solutions to avoid, mitigate or offset such impact shall be proposed, based on national and global best practices, and with attention to enhancement of beneficial impacts, land and resources conservation.

Recommendations for a Biodiversity Action Plan shall be drafted, including but not limited to describing the needs for additional inventory and data collection, activities for avoiding, mitigating and offsetting of impacts, appropriate financial regulations, etc.

This section shall also describe any legal-regulatory instruments and documentation that require attention to be paid to as part of the considerations for strengthening mainstreaming biodiversity conservation aspects into the planning for industrial/economic zone development.

The section shall also elaborate on any residual negative impacts for which no mitigation solution could currently be proposed.

Also attention shall be paid to examining relevant alternatives to the development intervention at hand – establishing industrial/economic zones in/near the planned Wetland Protected Area, which may e.g. focus on clustering industrial/economic zones, relocation, formulation of requirements for types of industry/economic or regulations for impact mitigation, etc.

Stakeholder presentations

Present the results of the Biodiversity Impact Assessment including key conclusions and recommendations at one stakeholder consultation meeting in Hanoi and one in Thai Binh province / Thai Thuy district.

Final Report

Finalize the Biodiversity Impact Assessment report based on comments received from stakeholders

5. IMPLEMENTATION ARRANGEMENTS

The designated period for implementation of the consultancy assignment is from 10 October 2018 to 31 December 2018, during which the following deliverables shall be provided:

No.	Deliverables	Schedule
1	Inception Report	(within 10days after signing the contract)
2	Draft BIA report	10 November 2018
3	Final BIA report	31 December 2018

All the deliverables shall be submitted in English and Vietnamese, for technical clearance by UNDP CO and formal approval by MONRE/BCA. During implementation of the assignment, the UNDP CO and MONRE/BCA may request regular meetings and/or updates as required.

For the implementation of the assignments specified above, the National Consultant is expected to (i) conduct desk reviews to collect and analyze secondary data, available from the relevant sources at national, provincial and district level as appropriate, as well as the Wetlands Project; (ii) conduct Focal Group Discussions (FGDs) and Key Informant Interviews (KIIs) to expand the understanding on the local development and conservation situation in Thai Thuy district and Thai Binh province; (iii) conduct stakeholder consultations to facilitate brainstorming on proposed mitigation solutions, and consolidate comments received into revised BIA Final Report.

The content of the BIA report aims at a non-technical audience of readers, and shall include maps, drawings, tables and figures as appropriate.

Implementation of the consultancy will be coordinated by BCA as the co-implementing partner of the Wetlands Project responsible for the activities in Thai Binh province, and the UNDP Country Office in Viet Nam.

Logistics to (i) conduct KIIs with stakeholders, national and local authorities; (ii) organize FGDs; and (iii) organize workshops, shall be provided for by UNDP CO and/or MONRE/BCA, in accordance with the Work Plan in the Inception Report agreed with the UNDP CO and MONRE/BCA at the start of the assignment, or as requested, relevant and needed during the implementation of the assignment.

The National Consultant will sign an individual contract with payments according to the following schedule:

- Payment 1 - 20% of the contract value - after approval by BCA and technical clearance by UNDP of the Inception Report for the assignment.

- Payment 2 - 40% of the contract value - after approval by BCA and technical clearance by UNDP of the draft BIA report.
- Payment 3 - 40% of the contract value - after approval by BCA and technical clearance by UNDP of the final BIA report to the PMU.

6. QUALIFICATIONS

For the successful and timely implementation of the assignment, the National Consultant shall have the following qualifications:

- At least Master's degree, in environmental sciences, biodiversity conservation, natural resources and environment management, impact assessment, environmental engineering, industrial planning or related field.
- At least fifteen (15) years of working experience with environmental/Biodiversity management in development planning at various levels,
- Hand-on experience in conducting similar impact assessment such as environment impact assessment, biodiversity impact assessment, and planning for mitigation.
- Relevant work experience in Vietnam's coastal zone, specifically the Red River Delta is an advantage.
- Excellent conceptualization and analytical skills and proven experience in conducting site-based inventory, data collection and objective analysis on biodiversity and development.
- Prior experience with UNDP-GEF or another UN or international organizations will be an asset.
- Strong written and spoken skills in English and Vietnamese are a must.
- The deliverables contain a complete and objective analysis of all existing and gathered information and propose relevant and logical mitigation measures.
- The deliverables are written in excellent English and Vietnamese and are well formatted.

7. SELECTION CRITERIA

The National Consultant shall be selected based on the following criteria:

Consultant experiences/qualification related to the services		
1	At least Master's degree in environmental sciences, biodiversity conservation, natural resources and environment management, impact assessment, environmental engineering, industrial planning or related field	100
2	At least fifteen (15) years of work experience with environmental management in development planning at various levels,	200
3	Relevant work experience in Vietnam's coastal zone, specifically the Red River Delta is an advantage.	150
4	Excellent conceptualization and analytical skills and proven experience in conducting site-based inventory, data collection and objective analysis on biodiversity and development.	200

5	Hand-on experience in conducting similar impact assessment such as environment impact assessment, biodiversity impact assessment, etc and planning for mitigation	100
6	Strong written and spoken skills in English and Vietnamese are a must.	100
7	The deliverables contain a complete and objective analysis of all existing and gathered information, and propose relevant and logical mitigation measures.	100
8	The deliverables are written in excellent English and Vietnamese, and are well formatted.	50
Total		1000

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 ofVND (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 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).