



Empowered lives.
Resilient nations.

30 October 2018

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	03 consultants for study on the process of selection of precedents.
Period of assignment/services (if applicable):	November 2018 – December 2018 02 national consultants including: <ul style="list-style-type: none">- Team leader (25 working days)- Senior legal expert (22 working days) 01 international consultant (5 working days)
Duty Station	- For national consultants: Hanoi, Ho Chi Minh and Da Nang (04 travel days for each city) - For international consultant: home based
Tender reference:	D-181002

1. Submissions should be sent by email to: nguyen.thai.duong@undp.org no later than: 17.00 hrs., 11 November 2018 (Hanoi time).

With subject line: **D1-181002 Team Leader**

D2-181002 Senior legal expert

D3-181002 International consultant

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 **35 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

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **Viet Nam Dong for National Consultant and US Dollar for international consultant** including consultancy fees and tax, insurance etc. – see format of financial offer in Annex V.
- For field visit, travel costs and daily allowance costs will be provided separately by UNDP as applied using UN-EU cost norm.
- 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 international consultant and national consultant will be evaluated and selected separately. The technical component will be evaluated using the following criteria:

Team leader:

Consultant(s)' experiences/qualification related to the services		
1.1	<ul style="list-style-type: none"> • Post-graduate degree in law or related field 	200
1.2	<ul style="list-style-type: none"> • A minimum of 20 years working experience in the area of justice; Having understandings of process for selection of 	350

	precedents; Having closed connection with the SPC and people's courts is an advantage	
1.3	<ul style="list-style-type: none"> Excellent spoken, report writing and presentation skills in both Vietnamese and English languages. 	150
1.4	<ul style="list-style-type: none"> Having knowledge about the judiciary and working experience with judges is an advantage; 	200
1.5	<ul style="list-style-type: none"> Having working experience as a team leader of research/consultant teams conducting surveys in the legal field. 	100
Total		1000

Senior legal expert:

Consultant(s)' experiences/qualification related to the services		
1.1	<ul style="list-style-type: none"> Master's degree in law or related field; 	150
1.2	<ul style="list-style-type: none"> A minimum of 15 years working experience in the area of justice; Having understandings of process for selection of precedents; Having closed connection with the SPC and people's courts is an advantage; 	300
1.3	<ul style="list-style-type: none"> Excellent report writing skills in both Vietnamese and English languages; 	150
1.4	<ul style="list-style-type: none"> Knowledge about the judiciary and working experience with judges is an advantage; 	200
1.5	<ul style="list-style-type: none"> Experience conducting surveys in the legal field; Having capacity to work independently and team work; 	100
	<ul style="list-style-type: none"> Skills in designing survey questionnaire, interviews/group discussions, survey data analysing 	100
Total		1000

International consultant:

Consultant(s)' experiences/qualification related to the services

1.1	Post-graduate degree in law or related field;	200
1.2	A minimum of 10 years working experience in the area of justice;	300
	Having understandings of the court system of Viet Nam is an advantage	100
1.3	Excellent spoken and report writing skills in English	200
1.4	Knowledge about selection process of precedents in foreign countries and in Viet Nam is an advantage	200
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:

- International consultant whose work involves travel is required to complete the courses on Basic Security in the Field and Advanced Security in the Field and submit certificates to UNDP before contract issuance.

Note: In order to access the courses, please go to the following link: <https://training.dss.un.org>
The training course takes around 3-4 hours to complete. The certificate is valid for 3 years.

- Full medical examination and Statement of Fitness to work for consultants from and above 62 years of age and involve travel. (This is not a requirement for RLA contracts).
- Release letter in case the selected consultant is government official.

6. Payment

UNDP shall effect payments to the consultant (by bank transfer to the consultant's bank account provided in the vendor form (Annex V) upon acceptance by UNDP of the deliverables specified the TOR.

For national consultants:

- 1st installment: 20% of contract amount upon receiving and acceptance of detailed workplan and outline of the final report
- 2nd installment: 30% of contract amount upon receiving and acceptance of desk review section for the report and questionnaire for interviews
- Final installment: 50% of contract amount shall be paid upon satisfactory completion of all deliverables specified in the TORs.

For international consultant:

- Payment will be made upon satisfactory certification of the final product by the Head of the Governance and Participation, UNDP Vietnam following UNDP rules.

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

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

TERMS OF REFERENCE

TITLE: Study on the Selection Process of Precedents in Viet Nam
NATIONAL OR INTERNATIONAL: 02 national consultants including:
- Team leader (25 working days)
- Senior legal expert (22 working days)
01 international consultant (5 working days)
DURATION OF ASSIGNMENT: November 2018 – December 2018
COUNTRY OF ASSIGNMENT: Vietnam

1) GENERAL BACKGROUND

The Supreme People's Court (SPC) is assigned "the task of providing guidance for consistent application of law, developing judicial precedent and deciding cases under cassation and reopening procedure" by the Resolution No.49-NQ/TW dated 2 June 2005 of the Politburo on Judicial Reform Strategy.

Article 104 of the 2013 Constitution provides that the SPC is responsible to "collect adjudication experience in practice and ensure the uniformity of law application." In 2014, the Law on the Organization of Courts recognized precedents as one of the methods the SPC utilizes to guide lower courts to apply the law. Article 22.2 (c) of the Law stipulated that one of the duties of the Council of Justices of the SPC is "to select its cassation trial decisions and judgments and decisions of courts which have taken legal effect and are of standard nature, summarize and develop them into court precedents and publicize court precedents for courts to study and apply in trial"; Article 27.5 also stipulated one of the Chief Justice of SPC's duties is "to direct [...] summarization, development and publicization of court precedents".

In order to ensure the legal validity and quality of the precedents published in accordance with the law, the Justice Council of the SPC issued Resolution No. 03/2015/ NQ-HDTP dated 28- 10-2015 guiding the process of selection, publication and application of the precedents.

After Resolution No. 03/2015 / NQ-HDTP came into force, in 2016 and 2017, the Justice Council of the SPC selected 16 precedents from 6000 judgments and decisions and published them.

In September 2018, the SPC issued a report on the assessment of three years of implementation of Resolution 03, based on the data and reports submitted by local courts. At the same time, they also developed a draft revised Resolution 03 to improve the process of selection, publication and application of the precedents.

In order to further support SPC in their efforts to improve the draft revised Resolution 03, UNDP seeks to commission 02 national experts and 01 international expert to conduct a study on the current selection process of precedents and provide inputs to the draft revised Resolution 03.

2) OBJECTIVES OF THE ASSIGNMENT

Key objectives of the assignment are:

1. To review the existing legal framework, including Resolution 03 and available reports relating to the selection process of precedents.

2. To collect and analyze data through interviews with key relevant stakeholders, e.g. judges, lawyers, academics, etc. to assess the gaps in the current selection process of precedents.

3. To provide recommendations for improving the current selection process of precedents.

4. To provide comments and suggestions to improve the text of the draft revised Resolution 03.

3) SCOPE OF WORK

The 3 consultants will work together as a team. The assignment for the team includes desk review of legal documents and reports and interviews with key relevant stakeholders in 03 selected cities (Ha Noi, Da Nang, HCM city).

National consultants:

a. Team leader:

- The Team leader is ultimately responsible for the final report
- Takes the lead in discussions with UNDP on identifying key relevant stakeholders and methodology for the interviews
- Responsible for the whole process of the assignment, including:

Desk review:

- Review and finalize the desk review section for the report prepared by the senior legal expert on assessment of the current process of selection of precedents.

Interviews:

- Liaison with the Supreme People's Court, high courts and provincial courts in the three provinces to identify 30 people from each city for interviews, ensuring participation of members of the Precedent Advisory Council and judges from high courts and provincial courts, lawyers, academics, etc.
- Review the questionnaires submitted by the senior legal expert
- Lead interviews/group discussions with selected key relevant stakeholders

Report:

- Review and finalize the outline of the report submitted by the senior legal expert
- Share the outline of the report with UNDP and integrate inputs/comments from UNDP
- Share the draft report with UNDP, Supreme People's Court and integrate inputs/comments from UNDP, Supreme People's Court
- Review and finalize the report developed by the senior legal expert to ensure that UNDP comments, Supreme People's Court's comments and comments from the consultation workshop are fully integrated.

Presentations:

- Present research findings/recommendations at the consultation workshop organized by the Supreme People's Court.

b. Senior Legal Expert:

Desk review:

- Study the existing legal framework, including Resolution 03 and available reports relating to the process to select precedents to identify the gaps, causes and provide recommendations to improve the process;
- Draft the desk review section of the report.

Interviews:

- Develop the interview questionnaire in cooperation with UNDP
- Cooperate with the team leader to conduct the interviews/group discussions with selected key relevant stakeholders.
- Collect and analyze data of the survey, draft that section of the report.

Report:

- Develop outline of the final report
- Draft the final report, that includes the desk review results and interview results with recommendations.
- Provide inputs to the draft revised Resolution 03

International consultant:

- Review and provide inputs to the draft report prepared by the national consultants
- Edit/proofread the English version of the report

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

The assignment will be carried out within November 2018 – December 2018.

Duty station:

- For national consultants: Hanoi, Ho Chi Minh and Da Nang (04 travel days for each city)
- For international consultant: home based

5) FINAL PRODUCTS***

- A report in English and Vietnamese (about 30 pages), including the desk review results and interview results with recommendations. The report should include the following:
 - Assessment of the current selection process of precedents;
 - Identification of the gaps in the process
 - Recommendations for improving the legal framework and practical measures for a better process for selection of precedents
 - Inputs to the draft revised Resolution 03
- An executive summary in English and Vietnamese (5-7 pages)
- A presentation on the desk review, interview findings and comments to the draft revised Resolution in Vietnamese and English to be delivered in workshop

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The 3 consultants will work in close collaboration with the Programme Officer in charge in the UNDP Governance and Participation Team.

Monitoring and Progress Control will be followed up by the timeline below:

#	Activities	Timeline/DL
---	------------	-------------

1.	Submission of work plan and outline of report	Mid November 2018
2.	Submission of desk review section of the report and questionnaire for interviews	End November 2018
2.	Interviews of selected key relevant stakeholders	Beginning December 2018
3.	Submission of draft report	Mid December 2018
4.	Presenting the draft report at the consultation workshop	Mid December 2018
5.	Finalization of report based on the comments from UNDP and consultation workshop	End of December 2018
6.	Evaluation certification	End of December 2018

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

Team leader

- Post-graduate degree in law or related field;
- A minimum of 20 years working experience in the area of justice; Having understandings of process for selection of precedents; Having closed connection with the SPC and people's courts is an advantage;
- Excellent spoken, report writing and presentation skills in both Vietnamese and English languages.
- Having knowledge about the judiciary and working experience with judges is an advantage;
- Having working experience as a team leader of research/consultant teams conducting surveys in the legal field.

Senior legal expert

- Master's degree in law or related field;
- A minimum of 15 years working experience in the area of justice; Having understandings of process for selection of precedents; Having closed connection with the SPC and people's courts is an advantage;
- Excellent report writing skills in both Vietnamese and English languages;
- Knowledge about the judiciary and working experience with judges is an advantage;
- Experience conducting surveys in the legal field; Having capacity to work independently and team work;
- Skills in designing survey questionnaire, interviews/group discussions, survey data analysing

International expert

- Master's degree in law or related field;
- A minimum of 10 years working experience in the area of justice; Having understandings of the court system of Viet Nam is an advantage;
- Excellent spoken and report writing skills in English;
- Knowledge about selection process of precedents in foreign countries and in Viet Nam is an advantage

8) REVIEW TIME REQUIRED AND PAYMENT TERM

For national consultants:

- 1st installment: 20% of contract amount upon receiving and acceptance of detailed workplan and outline of the final report
- 2nd installment: 30% of contract amount upon receiving and acceptance of desk review section for the report and questionnaire for interviews
- Final installment: 50% of contract amount shall be paid upon satisfactory completion of all deliverables specified in the TORs.

For international consultant:

- Payment will be made upon satisfactory certification of the final product by the Head of the Governance and Participation, UNDP Vietnam following UNDP rules.

9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☒ NONE ☐ PARTIAL ☐ INTERMITTENT ☐ FULL-TIME

EVALUATION CRITERIA WITH ASSIGNED SCORES

Guidelines:

1. *Evaluation criteria to be developed will be based on:*

- *Required qualifications indicated in the TOR and*
- *Requirements on (i) past experience of consultants on services of a similar nature to the required service and (ii) approach and methodology proposed and/or problems addressed and technical approach consultant would adopt to address them; (iv) implementation of activities and timelines*

2. *Total scores given to all criteria: 1000*

- *Each criterion will be assigned with certain scores as per its importance i.e. the more important the criterion is, more scores are given.*

3. *Technically qualified threshold: 700 points.*

4. *In case the consultants are not required to submit Technical Proposals, please omit Section 2 “Technical Proposal”.*

(see below sample)

Team leader:

Consultant(s)' experiences/qualification related to the services		
1.1	<ul style="list-style-type: none">• Post-graduate degree in law or related field	200
1.2	<ul style="list-style-type: none">• A minimum of 20 years working experience in the area of justice; Having understandings of process for selection of precedents; Having close connection with the SPC and people's courts is an advantage	350
1.3	<ul style="list-style-type: none">• Excellent spoken, report writing and presentation skills in both Vietnamese and English languages.	150
1.4	<ul style="list-style-type: none">• Having knowledge about the judiciary and working experience with judges is an advantage;	200

1.5	<ul style="list-style-type: none"> Having working experience as a team leader of research/consultant teams conducting surveys in the legal field. 	100
Total		1000

Senior legal expert:

Consultant(s)' experiences/qualification related to the services		
1.1	<ul style="list-style-type: none"> Master's degree in law or related field; 	150
1.2	<ul style="list-style-type: none"> A minimum of 15 years working experience in the area of justice; Having understandings of process for selection of precedents; Having closed connection with the SPC and people's courts is an advantage; 	300
1.3	<ul style="list-style-type: none"> Excellent report writing skills in both Vietnamese and English languages; 	150
1.4	<ul style="list-style-type: none"> Knowledge about the judiciary and working experience with judges is an advantage; 	200
1.5	<ul style="list-style-type: none"> Experience conducting surveys in the legal field; Having capacity to work independently and team work; 	100
1.6	<ul style="list-style-type: none"> Skills in designing survey questionnaire, interviews/group discussions, survey data analysing 	100
Total		1000

International consultant:

Consultant(s)' experiences/qualification related to the services		
1.1	Master's degree in law or related field;	200
1.2	A minimum of 10 years working experience in the area of justice;	300
1.3	Having understandings of the court system of Viet Nam is an advantage	100
1.4	Excellent spoken and report writing skills in English	200

1.5	Knowledge about selection process of precedents in foreign countries and in Viet Nam is an advantage	200
Total		1000

Annex 3: Key elements in the evaluation report

Acronyms

Table of Contents

List of Tables and Figures

Acknowledgement

Executive summary

1. Introduction

2. Methodology

3. Findings

3.1 Project implementation

3.2 Project outcomes

- Relevance
- Effectiveness
- Efficiency
- Sustainability and replicability
- Impacts
- Green housing options

4. Conclusions and Recommendations

- ToR
- Itinerary
- List of persons interviewed
- Summary of field visits
- List of documents reviewed
- Evaluation Question Matrix
- Questionnaire used and summary of results
- Evaluation Consultant Agreement Form
- Report Clearance Form

Annex 4: Code of Conduct

Evaluators:

1. Must present information that is complete and fair in its assessment of strengths and weaknesses so that decisions or actions taken are well founded.
2. Must disclose the full set of evaluation findings along with information on their limitations and have this accessible to all affected by the evaluation with expressed legal rights to receive results.
3. Should protect the anonymity and confidentiality of individual informants. They should provide maximum notice, minimize demands on time, and respect people's right not to engage. Evaluators must respect people's right to provide information in confidence, and must ensure that sensitive information cannot be traced to its source. Evaluators are not expected to evaluate individuals, and must balance an evaluation of management functions with this general principle.
4. Sometimes uncover evidence of wrongdoing while conducting evaluations. Such cases must be reported discreetly to the appropriate investigative body. Evaluators should consult with other relevant oversight entities when there is any doubt about if and how issues should be reported.
5. Should be sensitive to beliefs, manners and customs and act with integrity and honesty in their relations with all stakeholders. In line with the UN Universal Declaration of Human Rights, evaluators must be sensitive to and address issues of discrimination and gender equality. They should avoid offending the dignity and self-respect of those persons with whom they come in contact in the course of the evaluation. Knowing that evaluation might negatively affect the interests of some stakeholders, evaluators should conduct the evaluation and communicate its purpose and results in a way that clearly respects the stakeholders' dignity and self-worth.
6. Are responsible for their performance and their product(s). They are responsible for the clear, accurate and fair written and/or oral presentation of study imitations, findings and recommendations.
7. Should reflect sound accounting procedures and be prudent in using the resources of the evaluation.

Evaluation Consultant Agreement Form¹

Agreement to abide by the Code of Conduct for Evaluation in the UN System

Name of Consultant: _____

Name of Consultancy Organization (where relevant): _____

I confirm that I have received and understood and will abide by the United Nations Code of Conduct for Evaluation.

Signed at *place* on *date*

Signature: _____

¹www.unevaluation.org/unegcodeofconduct

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 62 years of age with assignments that require travel and are required, **at their own cost**, to undergo a full medical examination including x-rays and obtaining medical clearance from **an UN-approved doctor** prior to taking up their assignment.*

I undertake, if my proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

I agree to abide by this proposal for a period of 120 days from the submission deadline of the proposals.

Dated this day /month of year

Signature

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