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21 November 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 Consultant to design and initiate a corporate social responsibility (CSR) initiative related to green chemistry
Period of assignment/services (if applicable):	10 working days for the international consultant during the period November – December 2018
Duty Station	Home based with 05 day mission to Hanoi, Vietnam
Tender reference:	A-180905

1. Submissions should be sent by email to: quach.thuy.ha@undp.org no later than:
Tuesday 4 December 2018

With subject line: **A-180905- Intl Consultant to design and initiate CSR initiative**

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 **30 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:

International Consultant

Order	Criteria	Score
1	Postgraduate or post education degree in social science, economy or in environmental economy; degree in environmental or industrial chemistry is also accepted if enough experience on point 2 below is demonstrated.	150
2	At least 5 years of practical working experience in the development, negotiation, implementation or management of social and environmental policies of manufacturing firms (including CSR, Clean Production, voluntary Eco-labelling, environmental certification);	400
3	Experience on Green Chemistry and Clean Production	200
4	Knowledge of chemical/environmental policy framework and specific experience with POP/PTS projects and mercury issues in Viet Nam and/or other developing countries will be an advantage	150

5	Fluent in English	100
Total		1000

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

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

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

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

Interview with the candidates may be held if deemed necessary.

5. Contract

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

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

Documents required before contract signing:

- 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 (Annex V) upon acceptance by UNDP of the deliverables specified the TOR.

The payment milestones consist of:

- 20% of the contract value will be paid upon submission of the detailed workplan of the activities, approved by UNDP and PMU/MOIT
- 60% of the contract value will be paid upon submission of the deliverables, approved by UNDP and PMU/MOIT

- 20% of the contract value will be paid upon submission of the MOU jointly signed by the Company implementing the CSR, UNDP and MOIT.

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



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TERMS OF REFERENCE

DESIGN AND INITIATE A CORPORATE SOCIAL RESPONSIBILITY (CSR) INITIATIVE RELATED TO GREEN CHEMISTRY

Country: Vietnam

Project name: Application of Green Chemistry in Viet Nam to support green growth and reduction in the use and release of POPs/harmful chemicals

Description of the Assignment: 01 international consultant for designing and initiating a corporate social responsibility CSR initiative related to green chemistry

Time: November – December 2019

Location: Homebased with 05 day mission to Hanoi, Vietnam

1) GENERAL BACKGROUND

The Viet Nam Chemical Agency (Vinachemia) under Ministry of Industry and Trade (MOIT) is implementing the Project “Application of Green Chemistry in Viet Nam to support green growth and reduction in the use and release of POPs/harmful chemicals (Green Chemistry)” funded by GEF/UNDP and with co-financing by Viet Nam agencies/institutions and companies. The project is currently in its first year of implementation.

The project aims to create the enabling environment for the introduction of Green Chemistry in Viet Nam and introduce Green Chemistry applications in productive sectors with the purpose of reducing the use and release of chemicals controlled under Stockholm and Minamata Conventions. The project also expects to result in a reduction in the use and release of chemicals of concern not covered under the MEAs, as well as improve energy and natural resource efficiency and generate Green House Gas (GHG) release reduction co-benefits in the sectors and industries supported by the project.

The project will reduce the use of Persistent Organic Pollutants (POPs) and release of Unintentional Persistent Organic Pollutants (U-POPs) through the introduction of green chemistry approach in six industrial sectors in Viet Nam: chrome plating, pulp and paper manufacturing, plastic manufacturing, textile, pesticides and solvents. Specific guidance for each sector will be developed, and the green chemistry approach will be streamlined into the relevant legislation. Two industrial facilities from 2 different sectors (out of the above six sectors) will be selected for the practical demonstration of the green chemistry approach. The project is structured in 3 components:

1. Developing the enabling environment for Green Chemistry in Viet Nam;
2. Promote awareness on Green Chemistry and the benefits of the application of Green Chemistry and its guiding principles; and
3. Introduce Green Chemistry approaches into priority sectors and at least 2 entities.

Based on the preliminary outcomes achieved during the project preparation phase, the following shortlist of priority sectors for the application of GC principles has been identified:

- 1) **Electro-plating industry**, due to its use of PFOS as etching agent and mist suppressant;
- 2) **Plastic manufacturing industry**, due to its use of deca-BDE (which has the potential to be degraded into POPs-PBDE) as well as PBBs (flame retardant) used in many plastic polymers and due to the use of short chain chlorinated paraffins;
- 3) **The textile industry**, due to the potential release U-POPs into products associated with contaminated raw materials (i.e. dyes), the potential use of PFOS and PFAS for water – repellency purposes, the potential use of deca-BDEs as flame retardant, and the use of chlorine as bleaching agent;
- 4) **The pulp and paper industry**, due to the use of chlorine-based bleaching agents that may result in the secondary formation of chlorinated compounds in the environment (including PCDD/F);
- 5) **The pesticide sector**, due to the continuation of the import and use of some restricted chemicals including POPs, and for the use of mercury in some pesticide or biocide formulations
- 6) **The solvent and paint sector**, due to the use of chlorinated solvents and short chain chlorinated paraffins in paints, as well as the use of mercury in some paint formulations.

The activities to be carried out under this assignment pertain to Component 2: (Promote awareness on Green Chemistry and the benefits of the application of Green Chemistry and its guiding principles (Implemented by MOIT and MONRE), Outcome 2.1 (Awareness on GC and its guiding principles increased to a level necessary to support a shift to GC application.), Output 2.1.2 Corporate Social Responsibility (CSR) Green Chemistry initiatives initiated.

A brief summary of the application of a Corporate Social Responsibility (CSR) approach to Green Chemistry is reported in Annex I of this TOR.

For the development of a CSR approach, the project anticipates to collaborate with a one high profile enterprise that would be interested to showcase/apply GC (as part of their CSR) to further build their brand in the eye of the client and the wider public for either domestic or export markets. This might lead to an important market force and transformation as these company can use the application of GC as a competitive edge, which consequently might inspire other enterprises to do the same.

UNDP and VINACHEMIA is seeking one national and one international consultant, with experience in the development / implementation of Corporate Social Responsibility initiatives in one of the sectors covered by the project. Ideally these consultants should be already familiar with the enterprise for which the CSR initiative will be developed.

2) OBJECTIVES OF THIS ASSIGNMENT

The objective of the assignment is to work with one or more industries to support them in the development and implementation of a Corporate Social Responsibility initiative related to Green Chemistry.

3) SCOPE OF WORK

The scope of work will therefore cover the following:

- 1) Selection / proposal of one industrial company for the implementation of a CSR initiative related to GC
- 2) Bring examples from the national or international experience related to CSR initiatives for the proposed industrial sector
- 3) Assess the technical and financial feasibility of the implementation of a CSR initiative in the selected company
- 4) Draft a plan, a guidance document and a Memorandum of Understanding for the implementation of the GC initiative in the proposed industry.

- 5) Achieve the signature of a Memorandum of Understanding between the selected company and the government on the implementation of the CSR initiative related to Green Chemistry.

3.1 TASKS

International consultant

Under this assignment, the international consultant will:

- 1) Draft a detailed work-plan which should also include the proposal for selection of the Company where the CSR initiative will be implemented;
- 2) Assess and summarize the CSR initiative already in place in the selected company (in Vietnam or abroad);
- 3) Verify which ones of the GC principles can be more easily and effectively be integrated in the CSR policy of the selected company;
- 4) Assess the technical and financial feasibility of the implementation of a CSR initiative in the selected company;
- 5) Propose the extension of the CSR initiative already in place to cover the implementation of some of the Green Chemistry principles;
- 6) Based on the consultation outcome and on the characteristic of the industrial plants involved and of their commercial strategy, review the guidance document for the extension of the existing CSR policy with a CSR initiative dedicated to Green Chemistry prepared by the national consultant;
- 7) Review the technical and financial plan for the implementation of the proposed CSR initiative on Green Chemistry prepared by the national consultant;
- 8) Draft a Memorandum of Understanding between the Company, UNDP and the Government on the implementation of the CSR related to Green Chemistry.

National consultant

Under this assignment, the national consultant will:

- 1) Contribute to the drafting of the detailed work-plan;
- 2) Work the stakeholders to identify a list of industrial enterprises/companies (from the six targeted industrial sectors) that have potentials for application of CSR on GC (i.e. companies that have already CSR policies or plan to apply CSR policy);
- 3) Set up criteria for selection of a feasible company for realization of the CSR initiative that is related to GC
- 4) Contribute to the assessment of the CSR initiative already in place in the selected company (in Vietnam);
- 5) Support the international consultant in the identification of the GC principles which can be more easily and effectively be integrated in the CSR policy of the selected company in Vietnam;
- 6) Draft the financial and technical feasibility assessment of the technical and financial feasibility of the implementation of a CSR initiative in the selected company;
- 7) Conduct consultations with the company management, and the community and staff representatives to gather feedback on the proposed CSR initiatives related to Green Chemistry;
- 8) Based on the consultation outcome and on the characteristic of the industrial plants involved and of their commercial strategy, draft a guidance document for the extension of the existing CSR policy with a CSR initiative dedicated to Green Chemistry;
- 9) Conduct technical and financial analysis to be used for the drafting of the plan for the implementation of the proposed CSR initiative on Green Chemistry;
- 10) Draft, together with the international consultant, the Memorandum of Understanding between the Company, UNDP and the Government on the implementation of the CSR related to Green Chemistry and translate the same in Vietnamese.

- 11) Participate in the negotiation aimed at achieving the signature of the MoU.
- 12) Monitor and evaluate the implementation of the CSR initiative on GC: prepare a report on the CSR initiative's implementation

4) METHODOLOGY:

The selected consultants will propose and discuss with UNDP and MOIT the approach in undertaking the assignment.

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

International consultant: 10 working days during the period November – December 2018.

Duty station: Home based with a 5 days mission to Hanoi.

6) FINAL PRODUCTS / DELIVERABLES

- 1) Detailed workplan of the activities
- 2) Meeting / Consultation minutes
- 3) Guidance document on the implementation of CSR on Green Chemistry in the selected company.
- 4) Technical and financial plan for the implementation of CSR on Green Chemistry in the selected company.
- 5) Memorandum of Understanding on the implementation of CSR on Green Chemistry in the selected company signed by the parties.
- 6) CSR implementation report.

All submitted documents are prepared in English and Vietnamese.

International consultant

No.	Type of deliverables	Deadline
1	Work-plan for completion of the assignment (with proposed step-wise method)	Two weeks upon the signing of the contract
2	Guidance document on the implementation of CSR on Green Chemistry in the selected company & Technical and financial plan for the implementation of CSR on Green Chemistry in the selected company	30 November 2018
3	Memorandum of Understanding on the implementation of CSR on Green Chemistry in the selected company signed by the parties & final report	30 December 2018

7) PROVISION OF MONITORING AND PROGRESS CONTROLS

The selected consultants will work closely with PMU staff and the UNDP Programme Officer with regular consultation and guidance by the UNDP and the MOIT.

The consultants are required to regularly report to UNDP Vietnam and the MPU on the progress of the assignment implementation based on the agreed work plan.

8) DEGREE OF EXPERTISE AND QUALIFICATIONS

The international consultant should have knowledge, skills and experience as follows:

- 1) Postgraduate or post education degree in social science, economy or in environmental economy; degree in environmental or industrial chemistry is also accepted if enough experience on point 2 below is demonstrated.
- 2) At least 5 years of practical working experience in the development, negotiation, implementation or management of social and environmental policies of manufacturing firms (including CSR, Clean Production, voluntary Eco-labelling, environmental certification);
- 3) Experience on Green Chemistry and Clean Production;
- 4) Knowledge of chemical/environmental policy framework and specific experience with POP/PTS projects and mercury issues in Viet Nam and/or other developing countries will be an advantage;
- 5) Fluent in written and spoken English, with submission of at least two reports written in English.

9) PAYMENT TERMS

The following payment schedule will apply:

- 20% of the contract value will be paid upon submission of the detailed workplan of the activities, approved by UNDP and PMU/MOIT
- 60% of the contract value will be paid upon submission of the deliverables, approved by UNDP and PMU/MOIT
- 20% of the contract value will be paid upon submission of the MOU jointly signed by the Company implementing the CSR, UNDP and MOIT.

Selection criteria

No	Criteria	Score
1	Postgraduate or post education degree in social science, economy or in environmental economy; degree in environmental or industrial chemistry is also accepted if enough experience on point 2 below is demonstrated.	150
2	At least 5 years of practical working experience in the development, negotiation, implementation or management of social and environmental policies of manufacturing firms (including CSR, Clean Production, voluntary Eco-labelling, environmental certification);	400
3	Experience on Green Chemistry and Clean Production	200
4	Knowledge of chemical/environmental policy framework and specific experience with POP/PTS projects and mercury issues in Viet Nam and/or other developing countries will be an advantage	150
5	Fluent in English	100
	Total	1000

ANNEX I. CORPORATE SOCIAL RESPONSIBILITY AND GREEN CHEMISTRY

Based on the definition provided by the European Commission, Corporate Social Responsibility is *“a concept whereby companies decide voluntarily to contribute to a better society and a cleaner environment. A concept whereby companies integrate social and environmental concerns in their business operations and in their interaction with their stakeholders on a voluntary basis.”*

For common understanding, Green Chemistry (GC) is instead defined as *“the design of chemical products and processes that reduce or eliminate the use and generation of hazardous substances “.*

The green chemistry approach has been standardized in 12 general principles: 1. Prevent waste; 2. Maximize atom economy; 3. Design less hazardous chemical syntheses; 4. Design safer chemicals and products; 5. Use safer solvents and reaction conditions; 6. Increase energy efficiency; 7. Use renewable feedstocks; 8. Avoid chemical derivatives; 9. Use catalysts, not stoichiometric reagents; 10. Design chemicals and products to degrade after use; 11. Analyse in real time to prevent pollution; 12. Minimize the potential for accidents¹.

In general, CSR is the attitude of companies to manage the business to produce an overall positive impact on the society, instead of only focusing on profits.

CSR goes beyond the mandatory fulfilment of the basic (financial, social, environmental) responsibilities established under the law. Companies with good CSR programs are therefore already compliant with all the obligations established under the law and are willing to improve their environmental and social impact in order to be perceived as a positive factor for the society.

The best examples of CSR are therefore initiatives linked to the core business of the company, rather than purely philanthropic initiatives. This is because a purely philanthropic CSR may be perceived as a sort of “compensation” against a recognized negative impact of the company business; whilst a CSR linked to the core business of the company will enhance the sustainability of the business itself and increase the positive perception by the public of the company's product.

Good examples of corporate social responsibilities are for instance these aimed at supporting the sustainability of raw material – for instance, in the case of plastic manufacturing business, a CSR could aim at supporting the door-to-door collection of plastic, by improving from one side the quality of the plastic and by supporting the community of collectors of used plastic. This could at the same time have a beneficial environmental and social impact and improve the perception of plastic articles as they are made out of recycled plastic which has been collected before being dumped in landfills. Other examples may be related to ensuring the sustainability of pulp and paper process, by preventing the use of wood coming from virgin forests and sustaining the land and population where harvesting of wood is made, etc.

CSR initiatives may therefore be addressed toward different stakeholders:

- **CSR for employees:** Ensuring ethical recruitment and promotion, ensuring safe working conditions, promote equal access for women and men to job opportunities at any level, promote job opportunities, prevent
- **CSR for customers:** Providing quality products made of safe, non-harmful materials at reasonable prices; undertaking research and development aimed at the commercialisation of innovative and more useful products from time to time

¹ Anastas, P. T.; Warner, J. C. Green Chemistry: Theory and Practice, Oxford University Press: New York, 1998, p.30.

- **CSR for suppliers (for instance suppliers of recycled materials):** Making competitive payment to the suppliers for the products purchased from them; sustaining the community of suppliers instead of exploiting them; provide training to the suppliers so that they can provide better and more safe materials;
- **CSR for the society:** Undertaking community development and area development programmes, with focus on the area where the factory or the source of supply (i.e. in the case of pulp and paper) are located.
- **CSR for the environment and health:** Ensuring the purchase of environment-friendly and socially sustainable supplies. Avoid the disruption of biodiversity (i.e. monocultures replacing mature ecosystems). Ensuring a pollution-free process of production. Transparency in the communication of environmental information. Promote eco-friendly packaging. Finally, making the product and the process of production as environment-friendly as possible, with specific reference to the voluntary adoption of Green Chemistry process can be considered part of the CSR policy of a company. For common understanding,

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).