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28 November 2018

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Project:	Promotion of non-fired bricks production and utilization in Viet Nam
Description of the assignment:	Development of the handbook: Guideline for use of non-fired building materials and components
Period of assignment/services (if applicable):	Estimated 85 working days (December 2018 – 30 September 2019)
Duty Station	Ha Noi and other provinces as required
Tender reference:	A-181103

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

Wednesday 12 December 2018

With subject line: **A-181103 – National Consultant for Handbook**

Submission received after that date or submission not in conformity with the requirements specified in 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 **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(s)' experiences/qualification related to the services		
1	Have at least an engineer degree, preferably with doctoral or master degree in the following specializations: building materials engineering, construction materials technology, chemical silicate engineer, architecture, civil engineering or related field.	200
2	At least 10 years of experience in the areas of research, consultancy, design, inspection, construction, supervision, project management of construction project	250
3	Proven experience in development of training materials and documents and delivering training in areas of building materials and construction	300
4	Specialized expertise in and production of building materials/non - fired bricks; understanding of the norms, standards of using non-fired building materials is advantage	150
5	Experience in providing services for donor supported project is an advantage	100
Total		1000

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

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

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

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

Interview with the candidates may be held if deemed necessary.

5. Contract

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

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

Documents required before contract signing:

- Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel. (This is not a requirement for RLA contracts).
- Release letter in case the selected consultant is government official.

6. Payment

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

The payment milestones consist of:

ID.	Description of Instalments	Percentage of Payment
1	Submission and Approval of the final detailed outline of the Handbook	20%
2	Submission and Approval of 1 st draft Handbook	50%
3	Submission and Approval of 3 rd updated and final draft of the Handbook and all the projects under the contract	30%

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



*Empowered lives.
Resilient nations.*

TERMS OF REFERENCE

TERMS OF REFERENCE

Project Name:	Promotion of non-fired bricks production and utilization in Viet Nam
Assignment Name:	Development of the handbook: Guideline for use of non-fired building materials and components
Working location:	Ha Noi and other provinces as required
Duration	Estimated 85 working days (December 2018 – 30 September 2019)
Direct supervisor:	The project Building Material Specialist, Project Manager, UNDP

1. Background

On 29 August 2008, Decision No. 121/QD-TTg approving the “Master Plan on development of building materials up to 2020” was issued by the Government. Later on, this was replaced by Decision No. 1469/QD-TTg dated 22 August 2014 of the Prime Minister on “Master Plan on building materials development up to 2020 with vision to 2030”

To motivate the development of Non-Fired Bricks (NFB), Decision No. 567/QD-TTg dated 28 April 2010 on NFB development program up to 2020 (Program 567) was issued by the Prime Minister. Major objectives of the program are as follows:

- Market share of NFB will increase by 20%-25% by 2015 and 30% – 40% by 2020, respectively;
- Utilization of around 15-20 million tonnes of industrial waste (ash) from coal-fired power generation and other industries to produce non-fired building materials, saving around 1,000 hectares of agriculture land annually; and
- All traditional fired clay brick (FCB) making plants will be gradually replaced by NFB production facilities.

On 19 September 2014, the Prime Minister issued Decision No. 1686/QD-TTg on approval of Project Categories, funded by the United Nations Development Programme (UNDP) and assigned the Ministry of Science and Technology as main in charge entity, Ministry of Construction is co-implementing agency.

The objective of the NFB Project is to reduce the annual growth rate of GHG emissions by displacing the use of fossil fuels and the usage of good quality soil for brick making through the increased production, sale and utilization of non-fired bricks in Vietnam. This objective will be achieved by removing barriers to increase production and utilization of NFBs through 4 components:

- i) Component 1: Policy support for NFB technology development.
- ii) Component 2: Technical capacity building on NFB technology application and operation and use of NFB products.
- iii) Component 3: Sustainable financing support for NFB technology application.
- iv) Component 4: NFB production technology demonstration, investment and replication.

The Project will be implemented over a 5-year period and is expected to generate GHG emission reductions through the displacement of coal-fired clay brick kilns. Direct GHG reduction is estimated at 383 kilo tonnes CO₂. Indirect emission reduction is estimated at 13,409 kilo tonnes CO₂ that is cumulative for a 10-year period after the end of the Project.

The necessity to compile a handbook **“Guideline for use of non-fired building materials and components”**:

- a) At present, engineers and workers should have handbook/guide book or pocket book, so that they can carry for consulting and reference conveniently during working time related to non-fired building materials (printed manual and A5 format in color with many illustrations)
- b) The technique of using non-fired building materials is the weakest stage (as the result of more than 30 classes and workshops in the provinces), which is one of the causes of cracking, permeability, no quality assurance and aesthetics.
- c) Since each locality has different types of non-fired building materials, there are several types of non-fired materials in the same building, while only one of them can be taught in one project. Therefore, during construction, workers encounter different types of materials will be embarrassing and making mistakes.
- d) Many investors do not have knowledge about non-fired building materials, so it's very important to disseminate these knowledge to them (especially the private investors, large numbers)

The compilation of the Handbook for the use of non-fired building materials and components is very necessary and important to:

- a) Instructing the contractor, supervising consultants, design consultants, investors to understand and use non-fired building materials according to the standard in all cases and for all types of these materials.
- b) Ensure the acceptance test in accordance with Vietnamese standards (TCVN) and techno-economic norms.
- c) Disseminate the technology for using non-fired building materials for many people, especially workers and private investors.

Based on the project work-plan 2018, the project “Promotion of non-fired bricks production and utilization in Viet Nam” is looking for a national consultant to develop a handbook: **Guideline for use of non-fired building materials and components**” for documentation, reference in research, teaching, design, inspection, appraisal, construction, acceptance of works using non-fired building materials.

2. Objectives

The objective of assignment is to develop of a handbook “Guideline for use of non-fired building materials and components”, including at least the following main products: concrete bricks, interlocking bricks, non-fired heavy building components (Acotec panels), autoclave aerate concrete, non-autoclave aerate concrete, foamed concrete, non-fired lightweight building components as references in research, teaching, design, inspection, appraisal, construction, acceptance of works using non-fired building materials.

3. Scope of works

The national consultant shall be responsible for the following tasks:

- 3.1. Establish the outlines and detailed plans for implementing the tasks.
- 3.2. Investigate, collect and consult domestic and foreign textbook, and documents of the Project Management Unit on concrete bricks, autoclaved aerate concrete and other related documents including 5 training materials, lecture materials for technical staff and supervisors and technical workers in construction of buildings using concrete bricks.

3.3. Establish the detailed outline of Handbook “Guideline for use of non-fired building materials and components”. Consult the expert’s opinions. Revise and complete the detailed outline.

3.4. Proceeding of the draft Handbook: “Guideline for use of non-fired building materials and components” including the basic contents agreed with the Project Management Unit in section 3.1.

3.5. Support to organise the workshop for comments on the draft Handbook: “Guidelines for use of non-fired building materials and components”. Finalize the draft of the manual according to the conclusion of the workshop.

3.6. Support to organise the Scientific and Technological Council to evaluate the draft Handbook: “Guidance on the use of non-fired building materials and components”. Complete the manual according to the conclusion of the Science and Technology Council.

3.7. Report on the performance of assigned tasks

Methodology:

- The consultant shall base on the objective of the task is “to develop the **Guideline for use of non-fired building materials and components**”, to establish a suitable and effective method of implementation. He/she shall be responsible to engage additional experts as required so as to deliver the above mentioned tasks and outputs as set in section 5.
- The consultant has to apply the latest analysis and evaluation methods in research, survey, data collection and updating, processing data to obtain a full handbook “Guideline for use of non-fired building materials and components” highly practical which could be widely applied to many subjects.
- Referring to the domestic and international experience of writing handbooks on the use of construction materials, the Project Management Unit's documentation of the handbook of building materials and construction components will help the consultant a more comprehensive view of the content of the outline, writing the handbook, updating new knowledge, new approaches and new products suitable to Vietnam's conditions.
- Working closely with experts from the Vietnam Association for Building Materials, Vietnam Concrete Association, research institutes, universities, non-fired building materials manufacturers, contractors in process of performing the task.
- Consulting regularly the Project Management Unit (PMU) during the implementation of project.

4. Duration of assignment, duty station and Expected places of travel

Duration: Estimated 85 man-day during December 2018 – 30 September 2019.

Duty Station: Home-based and Ha Noi. In case of travel to the field/provinces (if required), separate travel arrangement including DSA will be covered separately by PMU or UNDP based on the UN-EU cost norm.

5. Deliverables

5.1. **Draft and final outline** of the content of the handbook in consultation with PMU’s and relevant expert's comments.

5.2. **The 1st Draft Handbook:** “Guideline for use of non-fired building materials and components”, compiled in accordance with the the agreed detailed outline of section 5.1, including at least the following sections:

Preamble (Introduction) should be in both Vietnamese and English;

Part 1: Guideline for use of heavy non-fired building materials and components with 2 chapters:

Chapter 1: Guideline for use of concrete bricks

Chapter 2: Guideline for use of non-fired heavy building components (acotec panels)

Part 2: Guideline for use of lightweight non-fired building materials and components, including 3 chapters:

Chapter 1: General introduction;

Chapter 2: Guideline for use of lightweight non-fired building materials (autoclave aerate concrete bricks, non-autoclave aerate concrete bricks, foamed concrete bricks);

Chapter 3: Guideline for use of lightweight building components.

Part 3: Guideline for use of other non-fired building materials (soil-cement brick, laterite bricks, natural stone bricks)

Part 4: Guideline for use of mortars and ready-mixed mortars

Part 5: Safety technique in the use of non-fired building materials and components

5.3. The **2nd Updated Draft Handbook**: “Guideline for use of non-fired building materials and components”, that has been revised, supplemented and completed as per PMU and relevant expert's comments.

5.4. The **3rd updated and final Draft Handbook**: “Guideline for use of non-fired building materials and components”, that has been revised, supplemented and completed as per the comments by Evaluation council set up by Project Management Unit.

The Handbook should be presented with concise and clear languages and colourful pictures and graphs illustrated the text and the procedure.

Implementation plan

The consultant will provide a detailed roadmap for the implementation of the task. Below is the indicative milestones which will be finalised at the commencement of the assignment:

- 31/1/2019: The consultant will complete the task of researching, collecting data, consulting domestic and foreign textbooks, and documents of the Project Management Unit on non-fired bricks. Establish and complete the detailed outline of Handbook “Guideline for use of non-fired building materials and components”.
- 30/4/2019: The consultant will complete the **1st draft Handbook** “Guideline for use of non-fired building materials and components” including the main content of section 3.1
- 31/5/2019: The consultant will complete **2nd updated draft Handbook** “Guideline for use of non-fired building materials and components”
- 30/06/2019: The consultant will complete **the 3rd updated and final draft Handbook** “Guideline for use of non-fired building materials and components”

Expected progress and working day:

No	Content of task	Number of workdays	Tentative deadline
1	Research, collect data, consult domestic and foreign textbooks, and documents of the Project Management Unit on non-fired bricks. Establish and complete the detailed outline of Handbook “Guideline for use of non-fired building materials and components”	14	31 January, 2019
1.1	Researching, collecting data, referring to foreign documents	4	
1.2	Studying, collecting data, consulting documents, in Vietnam, teaching materials of the Project Management Unit.	4	
1.3	Investigating, collecting actual data of concrete bricks factories, autoclave aerate concrete bricks, non-autoclave	4	

	aerate concrete bricks, foamed concrete bricks, soil-cement bricks in the country		
1.4	Establish and complete the detailed outline of Handbook “Guideline for use of non-fired building materials and components”	2	
2	The 1st draft Handbook “Guideline for use of non-fired building materials and components”	45	30 April 2019
2.1	<i>Preamble (Introduction);</i>	1	
2.2.	<i>Part 1: Guideline for use of heavy non-fired building materials and components</i>	17	
2.2.1	Chapter 1: Guideline for use of concrete bricks	10	
2.2.2	Chapter 2: Guideline for use of non-fired heavy building components (acotec panels)	7	
2.3	<i>Part 2: Guideline for use of lightweight non-fired building materials and components</i>	17	
2.3.1.	Chapter 1: General introduction	1	
2.3.2.	Chapter 2: Guideline for use of lightweight non-fired building materials (autoclave aerate concrete bricks, non-autoclave aerate concrete bricks, foamed concrete bricks)	7	
2.3.3	Chapter 3: Guideline for use of lightweight building components	7	
2.3.4	Chapter 4: Guideline for use of inter-locking bricks	2	
2.4	<i>Part 3: Guideline for use of other non-fired building materials (soil-cement brick, laterite bricks, natural stone bricks)</i>	5	
2.5	<i>Part 4: Guideline for use of mortars and ready-mixed mortars</i>	5	
3	The 2nd updated Draft Handbook “Guideline for use of non-fired building materials and components”, revised, supplemented and completed as per the expert's comments	15	31 May 2019
3.1	Organizing the workshop for comments on the draft Handbook: “Guidelines for use of non-fired building materials and components”	2	
3.2	Finalize the draft of the manual according to the conclusion of the workshop	13	
4	The 3rd updated and final Draft Handbook “Guideline for use of non-fired building materials and components” including the main content of section 5.1, revised, supplemented and completed as per the comments of Evaluation council of PMU.	8	30 June 2019
	Total working days	85	

6. Provision of monitoring and Progress Control

The selected consultant shall report to National Project Director/Project Manager and UNDP through the Project National building material specialist. The expert shall work in close collaboration with PMU staff in order to ensure best knowledge sharing and highest quality of products.

A monitoring and progress control will be agreed with the expert and will be included in the work-plan, stating clear deadlines and verification activities

7. Admin support and reference document

Relevant documents including training documents and technical reports will be provided upon signing of the contract. In consultation with PMU, the consultant shall be responsible for identifying and engagement of qualified expert to support him to undertake the assignment. The consultant shall ensure regular consultations with the Project Management Unit during implementation of the task.

8. Qualification and experience requirements

- Have at least an engineer degree, preferably with doctoral or master degree in the following specializations: building materials engineering, construction materials technology, chemical silicate engineer, architecture, civil engineering or related field.
- At least 10 years of experience in the areas of research, consultancy, design, inspection, construction, supervision, project management of construction project
- Proven experience in development of training materials and documents and delivering training in areas of building materials and construction
- Specialised expertise in and production of building materials/non - fired bricks; understanding of the norms, standards of using non-fired building materials is advantage.
- Experience in providing services for donor supported project is an advantage

9. Payment terms

ID.	Description of Instalments	Percentage of Payment	Due date
4	Submission and Approval of the final detailed outline of the Handbook	20%	31 January 2019
5	Submission and Approval of 1 st draft Handbook	50%	30 April 2019
6	Submission and Approval of 3 rd updated and final draft of the Handbook and all the projects under the contract	30%	30 July 2019

10. Consultant presence required on duty station/UNDP Premise

☒ NONE ☐ PARTIAL ☐ INTERMITTENT ☐ FULL-TIME

EVALUATION CRITERIA WITH ASSIGNED SCORES

National Consultant

Consultant(s)' experiences/qualification related to the services		
1	Have at least an engineer degree, preferably with doctoral or master degree in the following specializations: building materials engineering, construction materials technology, chemical silicate engineer, architecture, civil engineering or related field.	200
2	At least 10 years of experience in the areas of research, consultancy, design, inspection, construction, supervision, project management of construction project	250
3	Proven experience in development of training materials and documents and delivering training in areas of building materials and construction	300
4	Specialized expertise in and production of building materials/non - fired bricks; understanding of the norms, standards of using non-fired building materials is advantage	150
5	Experience in providing services for donor supported project is an advantage	100
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

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).