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11 December 2018

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Project:	Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam
Description of the assignment:	National Expert for establishment of SEC profiles and Energy benchmarks for hotels, office buildings and malls in Viet Nam
Period of assignment/services (if applicable):	Estimated 92 working days (December 2018 – December 2019)
Duty Station	Home based, Hanoi, Ho Chi Minh City, Da Nang
Tender reference:	A-181203

1. Submissions should be sent by email to: [quach.thuy.ha@undp.org](mailto:quach.thuy.ha@undp.org) no later than:  
**Monday 17 December 2018**

With subject line: **A-181203 – National Consultant for SEC and Energy**

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](mailto: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	University degree or higher degree in energy, statistics or in a construction or relevant field.	150
2	Experience working in energy survey/audit data collection, processing and statistical analysis. Working experience related to energy efficiency and/or the building sector is an advantage (construction or building operations).	250
3	Experience in Energy Efficiency or Green Building rating tools and energy modelling	250
4	Experiences in working with national, provincial, or local organisations (EVN, local companies, associations related to building management, energy efficiency, Departments of construction is an advantage	150
5	Experience in development of technical documents for presentation and communication purpose	100

<b>6</b>	The consultant must have excellent communication skills and methods. Good at written and oral English language skills			100
<b>Total</b>				<b>1000</b>

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:

- 1<sup>st</sup> payment of 20% of the contract value will be made upon submission and approval of Deliverables No. 5.1 and 5.2 by January 2019;
- 2<sup>nd</sup> payment of 60% of the contract value will be made upon submission and approval of Deliverables No. 5.3 and a written input report to Deliverable 5.4 by May 2019.
- Last payment of 20% of the contract value will be made upon submission and approval of a written input report to Deliverables No. 5.5, 5.6, 5.7 and all products under the contract by September 2019.

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

<b>Job title</b>	A team of International and <b>National Experts</b> for establishment of SEC profiles and Energy benchmarks for hotels, office buildings and malls in Viet Nam
<b>Project:</b>	Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam
<b>Duration of Appointment:</b>	Estimated 22 work days for 01 International Expert, <b>92 work days for 01 National Expert</b> , (December 2018 – December 2019)
<b>Duty Station:</b>	Home based, Hanoi, Ho Chi Minh City, Da Nang
<b>Report to:</b>	International Technical Specialist, National Project Manager, UNDP

#### 1) GENERAL

Ministry of Construction (MOC)/ Department of Science, Technology and Environment (DOSTE) is implementing the Project “Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam” funded by GEF/UNDP and co-financed by Vietnam’s agencies/institutions and enterprises.

Implemented between 2016 and 2020, the project’s goal is to reduce intensity of GHG emissions from the building sector in Viet Nam. The project objective is to improve the energy utilization performance of commercial and high-rise residential buildings in Viet Nam. Realization of this objective will be achieved through implementation of the three following components:

- 1) Improved Enforcement of Energy Efficiency Building Code;
- 2) Building Market Development Support Initiatives; and
- 3) Building EE Technology Applications and Replications.

Each component comprises a number of complementary activities that are designed to remove barriers to the stringent enforcement of the revised EEBC, and application of EE designs, materials, technologies and equipment in commercial and residential buildings. By EOP, the GEF investment will have catalysed direct GHG emission reduction of about 37,680 tCO<sub>2</sub>e. The cumulative direct reduction in GHG emissions over the lifetime of the project is envisioned to be 236,382 tCO<sub>2</sub>e.

The project is intended to define Specific Energy Consumption (SEC) profiles and related Energy Benchmarks for several typologies of buildings in different climate zones in Vietnam. A methodology for establishment of the SEC profiles and energy benchmarks has been

defined by PMU, of which performance-based approach is applied. Up to date energy surveys have been carried out in three regions in Viet Nam (Hanoi, Hochiminh and Danang cities) to help define the profiles.

The project is therefore seeking a team of 01 National Consultant and 01 International Consultant to help assist and supervise local firms in charge of collecting building data in Hanoi, Ho Chi Minh City and Da Nang and then refine collected data for development of the SEC profiles and Energy benchmarks.

## 2) OBJECTIVE OF ASSIGNMENT

Objective of the assignment is to produce SEC profiles and energy benchmark for high-rise buildings in Viet Nam based on survey data results through:

- Supervise and advise local firms during the course of collecting building data to ensure data accuracy and consistency.
- Review, approve, normalize data to define SEC profiles and Energy Benchmarks for:
  - o Private and public office buildings, malls, 2 and 3 stars hotels, and 4 and 5 stars hotel, in Hanoi and Ho Chi Minh City
  - o 4 and 5\* hotel in Da Nang.

## 3) SCOPE OF WORK

With the international expert acting as the team leader, the team of experts shall carry out specific tasks as follows:

### 3.1. Supervise test surveys for the 02 local firms in charge of data collection:

- 05 test surveys are to be organised in Hanoi (05 buildings)
- 05 test surveys in Ho Chi Minh City (05 buildings)

This shall consist of managing and following these 10 surveys at site by verifying the proper implementation of survey methodologies, reviewing collected data quality and issuing a revision of survey documents and methodology if deemed necessary.

### 3.2. Supervise / assist survey teams during surveys implementation in the 03 above-mentioned cities (Total of 165 buildings nationwide, 75 in Hanoi, 75 in Ho Chi Minh City, 15 in Da Nang) in order to assure the quality of collected data.

This shall consist of providing necessary support/assistance/guidance to survey teams in the course of surveys in the 03 cities, to clarify/solve any arising issues.

### 3.3. Review/ approval of collected data.

This work shall consist of reviewing all collected data for each surveyed building to assess about their quality, accuracy, adequacy and reliability.

When inconsistency is identified, the team of Experts will revert to survey teams and instruct them about found issues and how to address them to ensure quality and consistency of finally collected data. This also includes technical inputs to the final synthesis survey reports of survey teams.

### 3.4. Draft the SEC profiles and energy benchmarks report through processing collected and analysed data.

This work shall consist of reviewing, approving data through normalization and statistical regression to ensure data homogeneity and finally calculate adequate SEC profiles and Energy Benchmarks for:

- Private and public office buildings, malls, 2 and 3 stars hotels, and 4 and 5 stars hotel, in Hanoi and Ho Chi Minh City
- 4 and 5\* hotel in Da Nang.

This should consist of recapping methodologies, documents, survey performance implementation feedbacks, calculation method and final outputs as well as short recommendations on how to develop further SEC profiles for other building typologies.

**3.5. Prepare presentation materials for the dedicated presentation/consultation Workshop and a workshop report with all comments well addressed by the team.**

This work shall consist of developing presentation materials to present the methodology, the survey implementation performance review, the calculation method and finally achieved results, i.e. SEC profiles and Energy Benchmarks for all defined building typologies and climate zones.

**3.6. Finalize the report about SEC profiles and Energy Benchmarks for the above-mentioned typologies and climate zones.**

**3.7. Prepare a summary report on establishment of the SEC profiles and Energy Benchmarks for high-rise buildings in Viet Nam.** (Note: This work shall be done by the international expert.)

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

Duration: Estimated 22 working days for the International Expert and **92 working days for the National Expert**, and on an intermittent basis, during December 2018 to July 2019.

Location: Hanoi, Ho Chi Minh City, Da Nang and Home based.

During the assignment, it is expected that the international expert shall have 1 mission for 2 calendar day to Hanoi. The national expert may be required to conduct local site visits when necessary and approved by PMU. The site visits are estimated with totally 03 return airfares with total 11 calendar days. Details are as below:

1. 1 site support mission by one expert for testing survey forms (07 calendar days);
2. 1 further training mission by one expert for the survey team in Hanoi (02 calendar days);
3. 1 mission for consultation workshop for 01 expert (02 calendar days);

If any missions (other than above-mentioned) arises as requested by PMU, travel, related travel cost will be covered by UNDP/PMU based on the UN-EU cost-norm or UNDP policy.

#### **5) DELIVERABLES**

All reports, work-plans, and products submitted to the PMU should be prepared in Vietnamese and English, including the mentioned below products with suggested timeline

<b>Deliverables</b>	<b>International Expert Workdays</b>	<b>National Expert Workdays</b>	<b>Timeline</b>
5.1. An integrated site supervision plan	0	1	December 2018

<b>Deliverables</b>	<b>International Expert Workdays</b>	<b>National Expert Workdays</b>	<b>Timeline</b>
5.2. A summary report about test survey performance	1	17	January 2019
5.3. A summary report of inputs to the survey performance reports of survey teams	2	38	April 2019
5.4. A draft report about SEC profiles and Energy Benchmarks for all required building typologies and climate zones	5	22	May 2019
5.5. Presentation materials and consultation workshop summary report.	2	3	June 2019
5.6. Final report about SEC profiles and Energy benchmarks, including all relevant consultation workshop outputs	2	3	July 2019
5.7. An executive report on the establishment of SEC profiles, energy benchmark, M&V and energy labelling for high-rise buildings in Viet Nam	10	8	September 2019
<b>Total</b>	<b>22</b>	<b>92</b>	

*Notes: Deliverables 5.4, 5.5, 5.6 and 5.7 shall be developed by the international expert with support by the national expert and delivered in both English and Vietnamese.*

**i) Main Deliverables:**

Description of Deliverables:

**Integrated site supervision plan:**

To be submitted and discussed with the PMU within 01 week upon the signing of the contract. a very detailed site supervision plan should be discussed with PMU and related survey team before hand for consistency.

**Draft Report and Final Report about SEC profiles and Energy Benchmarks for the 5 requested building typologies and the 3 climate zones.**

(i) This report should recap the implemented methodology, a summary of survey performance / implementation supervision and provided guidance/assistance. It shall state main faced issues and how they got addressed, and include all used documents.

(ii) It shall also cover data analysis and processing aspects, and final calculation results after normalisation and statistical regression to work out the final SEC profiles and Energy benchmarks for the 05 requested building typologies and the 3 climate zones.

Draft report shall be finalised by the team leader based on comments by PMU, UNDP and results of the consultation workshop.



**An executive report on the establishment of SEC profiles, energy benchmark, M&V and energy labelling for high-rise buildings in Viet Nam**

Based on all related products, the international expert shall develop a summary report to describe the whole development process of the SEC profiles, energy benchmark, M&V and energy labeling for high-rise buildings in Viet Nam which includes (but not limited to) following contents: an executive summary, relevant international practices, main reasons for the application of the performance-based method in Viet Nam, main ingredients of this approach, data collection, special notes on energy surveys, analysis method, results and main recommendations for further improvements (i.e to cover all building categories). The executive report can be published as the project paper/document

*Note: the outlines of reports 5.4 and 5.7 which include table of contents and detailed description of ideas for development of the products shall be submitted to PMU in March 2019 for comments and no objection before development.*

**ii) Sub-Deliverables**

**A summary report about test survey performance**

This report shall recap the test survey performance and detail all necessary changes that were needed to upgrade survey methodologies and forms, identified issues and found solutions, as well as updated/ upgraded survey forms and methodology if deemed necessary.

**A summary report of inputs to the survey performance reports of survey teams**

This report shall recap the whole peer-review process of related products with description of support provided to survey teams, lessons learnt with change-tracked versions associated.

**Presentation materials for the consultation workshop on the draft SEC profiles and Energy Benchmarks**

The consultant will be in charge of developing presentation materials and make presentation for the national consultation workshop(s). They should be done on power point and be made in both English and Vietnamese languages with a summary paper (if required).

**Consultation workshop(s) – comments summary report(s).**

Following the performance of the consultation workshop(s), the consultant shall list up all received comments, analyse them and prepare a summary of relevant ones to be integrated to the initial proposal.

**Working methodology:** The international expert shall be the team leader, responsible for supervising and providing the national expert with instructions and for quality of the final products delivered by the team. During contract performance, the team shall act as a quality supervisor to survey teams; the team therefore shall work in close collaboration with two survey teams and PMU in order to define a consistent and feasible supervision workplan.

**6) PROVISION OF MONITORING AND PROGRESS CONTROLS**

The team shall report to International Senior Technical Advisor, National Project Manager, PMU and UNDP. This will be further detailed at contract signing. The team shall work in close collaboration with PMU staff and national partners in order to ensure best knowledge sharing and highest quality of the product.

A monitoring and progress control will be agreed with the expert and included in the inception report with clear deadlines and verification activities.

## **7) ADMIN SUPPORT AND REFERENCE DOCUMENTS**

**Reference documents:** The project document, inception reports of survey teams and relevant report templates will be made accessible to the expert (soft file).

Admin support: PMU will support the expert in logistic arrangements for meetings with relevant individuals/state agencies and hotel and meeting room reservation. The transportation cost will be covered by PMU based on UN – EU Guidelines for Financing of Local Costs in Development Co-operation with Viet Nam. The cost of printing will be covered by PMU based on the specific request of the expert approved by Project Manager.

Any cost other than the above cost shall be submitted to the PMU for approval. The expert does not have interpretation support during contract performance.

## **8) DEGREE OF EXPERTISE AND QUALIFICATIONS**

### **International Expert:**

- Post Graduate degree (master's level, equivalent or higher) with knowledge in the field of energy, environment, engineering, architecture or construction; The academic requirements can be lowered/waived if possessing greater experience in this area
- At least 10 years of practical experience on managing, implementing and monitoring energy efficiency policies and programs in the buildings. Relevant experience in the building sector will be an advantage.
- Technical expertise in Energy policy and audit, SEC profile and Building Energy benchmarking, statistics, building design, construction and operations;
- Wide familiarity with current best practices in SEC profiles and energy benchmarking, definition and implementation
- Proven experience in preparation and writing of analytical and technical reports.
- Ability to supervise and manage multicultural teams
- Relevant experience of Viet Nam or South East Asia countries is an advantage.
- English Fluency is a must with similar sample report submitted.

### **National Expert:**

- University degree or higher degree in energy, statistics or in a construction or relevant field.
- Experience working in energy survey/audit data collection, processing and statistical analysis. Working experience related to energy efficiency and/or the building sector is an advantage (construction or building operations).
- Experience in Energy Efficiency or Green Building rating tools and energy modelling.
- Experiences in working with national, provincial, or local organisations (EVN, local power companies, associations related to building management, energy efficiency, Departments of construction is an advantage.
- Experience in development of technical documents for presentation and communication purpose.
- The consultant must have excellent communication skills and methods.
- Good at written and oral English language skills

## **9) PAYMENT TERM**

### **International Expert:**

- 1<sup>st</sup> payment of 35% of the contract value will be made upon submission and approval of the written review and input report for Deliverables No. 5.2, 5.3 and 5.4 by May 2019.
- Last payment of 65% of the contract value will be made upon submission and approval of Deliverables No. 5.5, 5.6 and Deliverable No. 5.7 and all products under the contract by September 2019.

**National Expert:**

- 1<sup>st</sup> payment of 20% of the contract value will be made upon submission and approval of Deliverables No. 5.1 and 5.2 by January 2019;
- 2<sup>nd</sup> payment of 60% of the contract value will be made upon submission and approval of Deliverables No. 5.3 and a written input report to Deliverable 5.4 by May 2019.
- Last payment of 20% of the contract value will be made upon submission and approval of a written input report to Deliverables No. 5.5, 5.6, 5.7 and all products under the contract by September 2019.

**10. CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISE**

☒ NONE                      ☐ PARTIAL                      ☐ INTERMITTENT                      ☐ FULL-TIME

## 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.

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**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 .....VND

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).....			
	<b>TOTAL</b>			

*\* 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).*