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04 April 2019

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	02 national consultants: <ul style="list-style-type: none">• Information needs, analysis and gaps (Team Leader)• Manual development, testing and refinement (Team Member)
Project name:	Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam (RVCC project)
Period of assignment/services (if applicable):	April – August 2019
Duty Station	Homebased with travel to project sites
Tender reference:	PN-N-190402

1. Submissions should be sent by email to: nguyen.thuy.nga@undp.org on or before:
11 April 2019 (Hanoi time).

With subject line: PN-N190402- 02 National consultants on development of Housing Risk Information Manual

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](#).....(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 offer](#).....(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 **Viet Nam Dong for National Consultant** including consultancy fees and all associated costs i.e. consultancy fee, tax, insurance, consumables, communication 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:

Two positions will be evaluated separately even proposals can be submitted in a team.

The technical component will be evaluated using the following criteria:

Team leader:

Consultant(s)' experiences/qualification related to the services		
1	Master's degree or higher qualification in Engineering/ Architecture, Information Technology, Environmental Engineering or field relevant to disaster mapping, analysis and land-use planning	200
2	At least 7 years of working experience in Vietnam working related to risk analysis, insurance risk estimation, construction management or related sectors	400
3	Proven work experience related to the analysis and utilisation of risk maps, GIS data and data tools and management	200
4	Sound knowledge of Ministry of Construction guidelines and approaches at the central and provincial level	50
5	Proven experience in the development of research and analytical reports, preferably with reference to needs analysis for information and mapping systems	100
6	Experience related to low cost or rural housing programs and/or land use planning in Viet Nam preferred.	50
Total		1000

Team member:

Consultant(s)' experiences/qualification related to the services		
1	Masters degree or higher qualification in Development Communication, Graphic and/or Industrial Design or relevant discipline focusing on how to synthesize and communicate complex technical information for daily use	200
2	At least 5 years of working experience in Vietnam developing Manuals, Guidance materials and accessible technical resources	400
3	Proven work experience in needs identification, testing and improving toolkits, manuals and resource materials for the private sector, government or similar target audiences;-	200
4	Proven experience in developing simple text to support utilisation of technical tools, maps or related resources to make technical data more accessible to non-technical audiences	100
5	Full proficiency in Manual layout and design software programmes enabling the development of high-quality reports	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:

- National 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 upon acceptance by UNDP of the deliverables specified the TOR.

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.

1. GENERAL INFORMATION

Position	02 national consultants: <ul style="list-style-type: none"> Information needs, analysis and gaps (Team Leader) Manual development, testing and refinement (Team Member)
Project	Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam (RVCC)
Consultancy service	<ol style="list-style-type: none"> 1) Assess needs, potential and effectiveness of the RVCC project risk information tools to ensure that climate change is considered in resilient house siting and housing development planning. 2) Based on the findings above, develop a Manual for MOC staff at national and local level to support more effective and consistent application of RVCC tools in the project and in their daily work
Type of appointment	Individual contracts
Location	Hanoi home-based including 2 missions (5days each) to two project provinces (travel costs budgeted separately)
Duration	Part-time to be completed by 10 August 2019 Total working days: 25 days each consultant
Report to	Program Management Specialist RVCC project
Technical Supervision	UNDP Senior Technical Advisor RVCC

Background:

Despite significant investments in preparedness and resilience which have reduced loss of life, extreme-weather-related losses and costs to property, and natural resources are increasing in Viet Nam. Climate change projections further point to increasing intense and less predictable floods and storms. Over the last two decades natural disaster losses have reduced GDP growth by more than 1% annually in Viet Nam. As development intensifies and more assets are exposed in coastal high-risk areas, unless systems are strengthened to ensure climate resilient construction this figure could rise. International experience from the US shows for example that insured losses in the U.S. from Hurricane Matthew were between \$1.5 and \$5 billion, with approximately 70% of the losses being incurred by residential homes. In Viet Nam, where housing insurance coverage is significantly below regional averages, incentivizing the application of climate resilient housing construction methods, and the growth insurance products to cover residential housing is an increasing priority, particularly for high-risk coastal provinces and the Ministry of Construction.

In many countries, risk mapping for natural disasters is fundamental to land-use planning and to the establishment of localized building codes suited to local climate and other hazard risk profiles. Increasingly, these codes are now also being revisited with the aim of considering future climate change risks, particularly from factors such as sea-level rise, storm surge or related factors. However, in Viet Nam, until recently risk information has been scattered and there is a need for systematic approaches to climate and disaster information access, analysis and application. Particularly for Provincial Authorities and government bodies like the Ministry of Construction, better application of these kind of data is key to creating resilience to both existing and future climate related risks.

Led by the Vietnamese Ministry of Agriculture and Rural Development (MARD) in collaboration with Ministry of Construction (MOC), UNDP is supporting implementation of a climate change adaptation project: “Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam” (2017-2022). As outlined in the Paradigm Shift Objectives and Impacts section of the project proposal, the project is designed “to contribute to increased climate-resilient sustainable development though employing an integrated approach to ensure more climate resilient homes, strengthen natural defenses through the regeneration of mangroves and improve planning through the integration of climate risk information. The project aims to rebuild 4000 houses and to regenerate 4000 hectares of mangroves. It also aims to increase the quality and accessibility of climate risk related information and therefore increase its utility in decision making. Key results for the project include:

- 1. Increased resilience of infrastructure and the built environment to climate change (Indicator: Number and value of physical assets made more resilient to climate change variability and change considering human benefits)**
- 2. Improved management of land or forest areas contributing to emissions reductions (Indicator: Hectares of land or forests under improved and effective management that contributes to CO2 emission reductions)**
- 3. Increased generation and use of climate information in decision making (Indicator: Use of climate information products/ services in decision making in climate sensitive sectors)**

Implementation of the housing component is led by MOC and target provinces, and early progress in implementation has been positive. As of 31 December 2019, approximately 1100 storm resilient houses have been constructed in five coastal provinces through employing the project’s participatory own led building methodology. (Additional information including the project document, key progress and implementation maps are available on the project website: <http://gcfundp-coastalresilience.com.vn>).

Therefore, activity 1.2.2 of the RVCC project aims to help commune/villages where housing activities are being undertaken to conduct risk assessments, using existing high-quality topography maps for baseline and monitoring purposes. The current methodology makes high quality data available to communes through providing local access to climate projection data and risk maps developed or disseminated by the project. These are then considered in community-based disaster risk assessment processes (CBDRA) processes linked to the Government’s on-going 1002 program at commune level, and these maps are also consulted in siting of individual houses to be supported by the RVCC project. In turn, this process also generates risk maps and data generated by the community that can also be of use at provincial and national level.

During 2017-2018, the application of basic paper-based ‘risk-packs’ and community-assessed risk indicators, following CBDRM/A process, was piloted in 100 communes and initial data collected suggests that this process has led in increased quality and inclusion of climate change risk analysis in commune level plan. In 2019, UNDP is supporting the application of the climaterisk.org.vn website which combines extensive climate change, vulnerability and risk data in an online portal and

providing handouts of key climate facts and maps for GCF provinces. Key project and MOC staff at national and provincial level participated in trainings and gained a basic understanding of these resources. However, MOC has expressed an interest in looking at how these tools can support their work not only within the RVCC project, but also more generally for further application in Programme 48 or their future climate resilient housing programmes/investments in Viet Nam. Technical guidance manuals and training resources for non-technical specialists on how to use the climate.risk.org.vn resources, as well as commune level data developed by CBDRA processes is also lacking.

Therefore this consultancy contributes to Activity 1.1.6 by supporting the RVCC project and specifically MOC and component one by researching and drafting a concise action-oriented “Technical brief on storm resilient housing finance options” which can inform both thinking around design of a new Government flood and storm resilient housing program, and potential future private sector support from the project to encourage the design of partnerships with banks, insurance companies or other stakeholders who can play a role in promoting climate change resilient housing scale up in Viet Nam.

Objectives:

This consultancy has two interconnected objectives:

- 1) **Identify and Assess climate risk information needs, and suggest potential and effectiveness of RVCC project risk information tools to ensure that climate change is considered in resilient house siting and housing development planning in the coastal vulnerable provinces.**
- 2) **Based on the findings above, develop a Manual for MOC staff at national and local level DOC to support more effective and consistent application of tools in the project and in their daily work.**

Scope of work:

The first part of this consulting package aims to assess MOC’s needs with regards to the application of climate change, disaster and risk information to inform decision making both within the RVCC project, and more generally across the ministries wider work portfolio. The consultant will therefore review the available risk data available to MOC, including through the climaterisk.org.vn website, selective RVCC project risk information tools (e.g. Kobo, SeeSaw) and the CBDRA commune level processes to assess the extent to which available data meets the needs identified. The consultant should then provide recommendations on the application of existing data, provide suggestions for how data can be enhanced, and outline gaps in current data availability to support the application of climate change and disaster risk data analysis in resilient house siting and housing development planning. Finally, the consultant will provide technical inputs into the development of the Manual (led by the second consultant) including specific recommendations on available maps, information resources and requirements that can help ensure the manual is useful to provincial and national level MOC staff.

The second part of this consultant package will focus on developing an easy to use, well structured manual for use by provincial and national level MOC staff on how to apply available climate change and disaster risk mapping tools both in the siting of houses in the RVCC project, and in the wider land-use and wider decision-making processes of the Ministry of Construction. This will include developing an accessible and logical layout of text and maps in the report and conducting at least 2 rounds of focus group discussions with end users of the products to test and improve their clarity and effectiveness. The consultant will be required to determine the best maps and other data to be included in the report but can benefit from limited technical inputs from the other consultant above regarding needs, functions and information availability.

The consultant's results will consist of:

- Analytical report for the MOC detailing the climate risk information needs, particularly for GCF coastal vulnerable provinces, potential and effectiveness of RVCC project risk information tools to ensure that climate change is considered in resilient house siting and housing development planning. (approximately 30 pages in length including images and excluding annexes and bibliography)
- A Manual for MOC/DOC staff at national and local level to support more effective and consistent application of tools in the RVCC project and in their daily work.

Key tasks

Team leader

1. Develop a full assessment methodology, mission plan and list of stakeholders to meet during the consultancy drawing on RVCC project knowledge in the project and public sector and the consultant's networks within MOC and risk information system.
2. Complete desk review and testing of available tools, maps and resources including data available in the climaterisk.org.vn portal, Kobo/Seesaw and generated through the CBDRA process. The consultants are recommended to review selective good practices¹ from ISET project in Da Nang or relevant literatures.
3. Conduct field missions to two project provinces to interview stakeholders including DOC and PMU staff regarding local level needs, targeted commune and household beneficiaries under Programme 48, utility of climate risk maps, current usage of Kobo - Seesaw, and related risk information needs and practices.
4. Conduct face to face interviews with key stakeholders at the national level to complement provincial level research
5. Conduct at least one ½ day roundtable discussion on initial research findings presented in scoping study in UN House with key stakeholders to gain feedback and comments on draft recommendations provided.
6. Finalize report based on feedback received and develop a high-quality PowerPoint presentation and present key messages and findings at the a ½ launching dialogue to be held in Hanoi.
7. Provide approximately 5 days of technical support to consultant 2 (Manual Development) related to the inclusion of the most effective maps and resources to support effective use, analysis on needs, and advice on increasing utility of the manual to local and provincial level MOC staff.

Team member:

8. Develop an inception report including full assessment methodology, mission plan and list ideal manual users to inform stakeholder focal group formation in close coordination with the team leader
9. Complete desk review and testing of available tools, maps and resources including data available in the climaterisk.org.vn portal, Kobo-Seesaw data collection tools, and generated through the CBDRA process (building on the analysis and recommendations of the team leader above).
10. Conduct face to face interviews with key stakeholders at the national level to gain feedback on the manual outline, its perceived utility and their level of understanding of current key risk maps

¹ Ref: <https://isetinternational.wordpress.com/tag/da-nang-ccc/>

11. Conduct field missions to two project provinces to conduct focus-group discussions/ interviews with stakeholders including MOC/DOC and PMU and housing staff regarding local level needs, utility of current maps, current usage and related risk information needs and practices.
12. Based on information and feedback received develop an initial draft of the manual in two parts: one focusing on the application of risk information for the RVCC project, and one focusing on the wider application of tools for resilient housing and potentially for other areas in the future in Viet Nam.
13. Consult with Consultant 1 regarding opportunities to enhance the draft, and to ensure the most effective risk data and information is included and to make sure it is in line with key needs identified
14. Conduct a one-day roundtable discussion on initial the use and testing of the Manual in in UN House with key stakeholders to gain feedback and comments on draft recommendations provided. The project will ensure participation of at least two provincial representatives in this meeting.
15. Submit the Manual for initial technical review by MOC to gain further written feedback and comment.
16. Finalize the Manual based on feedback received and develop a high-quality PowerPoint presentation and present key messages and findings at the a ½ launching dialogue to be held in Hanoi.

Stakeholders for consultation

1. Selected members of the RVCC project team, technical consultants who developed the climate change risk mapping resources and the VDMA at national and provincial level
2. Representative from at least two provincial PPCs, provincial construction departments and local government officials with responsibilities for land-use planning
3. Other stakeholders identified by the consultant and agreed in the inception report.

2. EXPECTED DELIVERABLES

The expert is expected to submit following deliverables in English and Vietnamese:

#	Deliverables	Deadline
	Team leader	
1	Short inception report detailing workplan, list of experts/ organizations to be consulted and documents for initial review and approval by MOC/RVCC project	10 May 2019
2	Initial draft of study and completion of a 1/2 day consultation meeting held in Hanoi to gather feedback and suggestions from key stakeholders (budgeted separately for consultation meeting)	30 May 2019
3	Final scoping and Technical Brief accepted by MOC/RVCC and presented in a launch event in Hanoi	30 June2019
	Team member	
4	Short inception report detailing workplan, list of experts/ organizations to be consulted and documents for initial review and approval by	10 May 2019

	MOC/RVCC project	
5	Initial draft of Manual and completion of a ½ day consultation meeting held in Hanoi to gather feedback and suggestions from key stakeholders incorporating inputs from Team leader (budgeted separately for consultation meeting)	30 May 2019
6	Final Manual accepted by RVCC and presented in a launch event in Hanoi (budgeted separately for the event)	30 June 2019

3. ADMINISTRATION

UNDP and the Vietnam Disaster Management Authority will provide administrative support to the expert throughout the implementation of this consultancy service. However, the team should be proactive in making appointments, organizing discussions and consultation meetings with the national consultants and key stakeholders.

4. DURATION

The contract duration for the national consultant is from date of signature to 30 June 2019.

Maximum number of working days for each consultant are 25 days

5. SELECTION CRITERIA

Team leader:

- Master's degree or higher qualification in Engineering/ Architecture, Information Technology, Environmental Engineering or field relevant to disaster mapping, analysis and land-use planning –At least 7 years of working experience in Vietnam working related to risk analysis, insurance risk estimation, construction management or related sectors.
- Proven work experience related to the analysis and utilisation of risk maps, GIS data and data tools and management.
- Sound knowledge of Ministry of Construction guidelines and approaches at the central and provincial level .
- Proven experience in the development of research and analytical reports, preferably with reference to needs analysis for information and mapping systems.
- Experience related to low cost or rural housing programs and/or land use planning in Viet Nam preferred.

Team member:

- Masters degree or higher qualification in Development Communication, Graphic and/or Industrial Design or relevant discipline focusing on how to synthesize and communicate complex technical information for daily use.
- At least 5 years of working experience in Vietnam developing Manuals, Guidance materials and accessible technical resources;
- Proven work experience in needs identification, testing and improving toolkits, manuals and resource materials for the private sector, government or similar target audiences;
- Proven experience in developing simple text to support utilisation of technical tools, maps or related resources to make technical data more accessible to non-technical audiences;

- Full proficiency in Manual layout and design software programmes enabling the development of high-quality reports

6. PAYMENT

Fee will be made after the contract deliverables are accepted by UNDP.

Team leader:

- 20% of the fee will be transferred as a working advance after signing the contract and acceptance of the inception report (Deliverable 1)
- 30% will be paid upon acceptance of the initial draft of scoping study and completion of a 1/2 day consultation meeting held in Hanoi to gather feedback and suggestions from key stakeholders (Deliverable 2)
- 50% of the fee will be paid and liquidated upon satisfaction of deliverables. (Deliverable 3)

Team member:

- 20% of the fee will be transferred as a working advance after signing the contract and acceptance of the inception report (Deliverable 4)
- 30% will be paid upon acceptance of the initial draft of scoping study and completion of a 1/2 day consultation meeting held in Hanoi to gather feedback and suggestions from key stakeholders (Deliverable 5)
- 50% of the fee will be paid and liquidated upon satisfaction of deliverables. (Deliverable 6)

The consultants will need to send a financial proposal based on Daily Fee using UN-EU cost norm 2017. The consultant shall quote an all-inclusive Daily Fee for the contract period for all relevant team members. The term “all-inclusive” implies that all costs (PIT tax, professional fees, communications, consumables, etc.) that could be incurred in completing the assignment are already factored into the daily fee submitted in the proposal.

For field trips, travel costs and daily allowance cost will be provided separately by UNDP as applied using UN-EU cost norm.

7. PRESENCE REQUIRED ON DUTY STATION / UNDP OFFICE

☐ 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.

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 (Consultancy fee, , taxes, communications, consumables, 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).*