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23 April 2019

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 International Consultant and 02 national consultants for development a comprehensive approach on plastics in Viet Nam and finalization of the National Action Plan on marine plastic debris management.
Period of assignment/services (if applicable):	May – December 2019
Duty Station	Hanoi and provinces (if travel is required)
Tender reference:	3-190402

1. Submissions should be sent by email to: [luu.ngoc.diep@undp.org](mailto:luu.ngoc.diep@undp.org) no later than:  
**17.00 hrs., 12 May 2019 (Hanoi time)**

With subject line:

- 3-190402-I International Consultant for development a comprehensive approach on plastics in Viet Nam and finalization of the National Action Plan on marine plastic debris management.**
- 3-190402-N1 National Consultant 1 for development a comprehensive approach on plastics in Viet Nam and finalization of the National Action Plan on marine plastic debris management.**
- 3-190402-N2 National Consultant 2 for development a comprehensive approach on plastics in Viet Nam and finalization of the National Action Plan on marine plastic debris management.**

Submission received after that date or submission not in conformity with the requirements specified this document will not be considered.

**Note:**

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.

- Maximum size per email is **35 MB**.
- Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP Viet Nam will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.
- After submitting proposal, bidder should send notification by email (without attachment) to: [procurement.vn@undp.org](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

**b. Financial proposal (with your signature):**

- The financial proposal shall specify a total lump sum amount in **Viet Nam Dong for National Consultant and US Dollar for international consultant** including consultancy fees and tax, insurance etc. – see format of financial offer in Annex V.
- 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:

<b>International Consultant</b>		
No	Criteria	Score
<b>1</b>	Master or PhD in Environmental Science, Chemistry, Biology, Economics or related fields	<b>150</b>
<b>2</b>	Excellent knowledge of waste management and policies	<b>250</b>
<b>3</b>	Experience in ecological, social and economic assessment	<b>250</b>
<b>4</b>	Experience in preparing a comprehensive and holistic approach in addressing macro issues, similarly to plastic.	<b>250</b>
<b>5</b>	Excellent English and writing skills ( <b>two sample reports must be submitted</b> )	<b>100</b>

	<b>Total</b>	<b>1,000</b>
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<b>National Consultant 1</b>		
<b>No</b>	<b>Criteria</b>	<b>Score</b>
<b>1</b>	Master or PhD in Environmental Science, Chemistry, Biology, Economics or related fields	<b>150</b>
<b>2</b>	Excellent knowledge of waste management and policies	<b>200</b>
<b>3</b>	Experience in undertaking survey of waste management, generation and composition	<b>200</b>
<b>4</b>	Excellent capacity to perform statistical analysis and modelling of large amount of data, including time-trend and geographic mapping.	<b>200</b>
<b>5</b>	Excellent experience in life cycle assessment	<b>150</b>
<b>6</b>	Good English and writing skills (two sample reports must be submitted)	<b>100</b>
	<b>Total</b>	<b>1,000</b>

<b>National Consultant 2</b>		
<b>No</b>	<b>Criteria</b>	<b>Score</b>
<b>1</b>	Master or PhD in Environmental Science, Chemistry, Biology, Economics or related fields	<b>150</b>
<b>2</b>	Experience on the socio-economic assessment of industrial sectors	<b>250</b>
<b>3</b>	Experience on marketing strategy and behavioural change	<b>250</b>
<b>4</b>	Experience in designing and implementing awareness raising campaign in the environmental sectors	<b>250</b>
<b>5</b>	Excellent English and writing skills (two sample reports must be submitted)	<b>100</b>
	<b>Total</b>	<b>1,000</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:

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

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

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

## **6. Payment**

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

1. 20% upon completion of Deliverable 1
2. 40% upon completion of Deliverable 2, 3, 4
3. 40% upon completion of Deliverable 5

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.**



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## **TERMS OF REFERENCE**

### **DEVELOPMENT A COMPREHENSIVE APPROACH ON PLASTICS IN VIET NAM AND FINALISATION OF THE NATIONAL ACTION PLAN ON MARINE PLASTIC DEBRIS MANAGEMENT**

#### **INDIVIDUAL CONSULTANT**

**Title:** 01 International Consultant and 02 national consultants for development a comprehensive approach on plastics in Viet Nam and finalisation of the National Action Plan on marine plastic debris management

**Duty Station:** Hanoi and provinces (if travel is required)

**Duration:** May – December 2019

**Reporting:** VASI and UNDP

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#### **1. Background**

Around the world, more than one million plastic drinking bottles are purchased every minute, while up to 5 trillion single-use plastic bags are used every year. 300 million tonnes of plastic are produced annually, of which 13 million tonnes leak into the ocean. It is estimated that some plastic products retain their original recognizable form 400 years after discharge into the ocean. According to recent studies, Viet Nam is among the top five countries globally contributing as much as 60 percent of all plastic waste that enters the world's seas.

One of the fastest growing segments of plastic production is plastic packaging, the market's largest sector, which represents over 40% of the total production volume (World Economic Forum et al., 2016). Unsurprisingly, disposable plastic packaging is the greatest contributor to plastic pollution as demonstrated by the itemization of plastic trash by many environmental organizations including Ocean Conservancy (2015), Heal the Bay (2016) and others. Between 2000 and 2015, plastic's share of global packaging volume increased from 17% to 39.6%, driven by a strong growth in the market (Plastics Europe 2016). Plastic packaging volumes are expected to continue their strong growth, doubling within 15 years and more than quadrupling by 2050 – greater than the entire plastics industry today (World Economic Forum et al., 2016).

Globally, the toy, athletic goods and durable household goods sectors use the most plastic in products per US\$1 million revenue. The soft drinks, personal products and pharmaceutical sectors are among the most intensive users of plastic in packaging. The retail, restaurant and tobacco sectors use the most plastic per \$1m revenue in their supply chains (UNEP 2014, Valuing plastics).

With its distinctive interconnected space, dominated by circulation, marine plastic debris pollution has become a worldwide problem. It not only affects the quality of the environment and of marine

ecosystems, but also directly impacts economic activities and coastal communities, potentially threatening food and energy security.

In that context, Viet Nam has made great efforts through strong political commitments and ground activities to manage and reduce its plastic waste. At the G7 Summit held in Canada on 9 June 2018, Prime Minister Nguyen Xuan Phuc welcomed the Canadian initiative to prevent plastic debris to the ocean and confirmed that Viet Nam was ready to cooperate with Canada and international organizations to implement this initiative. In particular, the Prime Minister has raised an initiative to promote the creation of a global & regional cooperation mechanism for plastic litter reduction and plastic-free oceans. UNDP supports Viet Nam's regional initiative to tackle ocean plastic pollution.

Currently the Viet Nam Seas and Islands Administration, Ministry of Natural Resources and Environment (MONRE) is developing the first draft of the National Action Plan on marine plastic debris management which needs to be revised and finalized for submission and approval.

Therefore, the Viet Nam Seas and Islands Administration, Ministry of Natural Resources and Environment (MONRE) and the United Nations Development Programme (UNDP) are looking for one international consultant and two national consultants to analyze the status of plastic manufacturing, use and pollution and to propose a comprehensive and holistic approach to address plastic pollution, particularly marine plastics and to finalize the draft National action plan on marine plastic waste management.

## **2. Objective of the assignment**

The objective of the assignment is to support the Government of VN to:

- Develop a comprehensive and holistic program framework to address plastic pollution, particularly marine plastic pollution.
- Finalize the National action plan (NAP) on marine plastic debris management

## **3. Scope of work & responsibilities**

International consultant and national consultants must work closely together to fulfil the above objectives. They should propose the methodology to implement the assignment. Detailed responsibilities of each consultant are as below.

### ***3.1. International consultant:***

The international consultant will be responsible for implementation of the assignment, quality of deliverables specified in the TOR. Moreover, the international consultant provides materials and guide the national consultants to complete their tasks in appropriate manners.

The international consultant should undertake the following tasks, but my not be limited to:

- a) Finalize the NAP on marine plastic debris management
  - Share international experience in marine plastic debris management from relevant countries; highlight lessons learnt and recommendations/suggestions for Viet Nam's situation
  - Cooperate with national consultants to develop the workplan and methodology for implementation of the task.
  - Provide technical guidance and advice on the overall structure of the NAP in the context of Viet Nam
  - Identify the gaps where analysis is needed to be done to provide inputs to the NAP
  - Provide guidance and work closely with national consultants to collect data/information, conduct the gaps analysis in certain areas and provide inputs to the NAP.

- Identify a list/framework of prioritized projects/tasks; propose criteria for selection of priority tasks and projects for implementing the NAP. Priority tasks/projects should be specific and have clear result indicators which contribute to achieve the NAP's objectives and targets. The action plan should consist of clear step-wise and time-based policy actions and projects. Proposed actions and projects must have clear result indicators which contribute to achieve the action plan objectives and targets.
  - Develop the M&E for the NAP
  - Support to finalize NAP for submission and approval.
  - Present the draft National Action Plan to different stakeholders for comments and take actions to revise the Action Plan accordingly
- b) Develop a comprehensive and holistic program framework to address plastic pollution, particularly marine plastic pollution
- Cooperate with national consultants to develop the workplan and methodology for implementation of the task
  - With the support of national consultants to analyze the status of plastic manufacturing and use in Viet Nam; identify key stakeholders or main consumers of plastic goods.
  - With the support of national consultants, to prepare estimation of plastic waste generation and proposal for alternative products.
  - With the support of national consultants, identify key players/stakeholders in influencing the plastics in Viet Nam; propose suggestions/recommendations for behaviour change in plastic production, use and disposal.
  - Map out the national plastic manufacturing and pollution.
  - With the support and inputs of national consultants, prepare a theory of change and propose a comprehensive and holistic program framework to address plastic pollution, particularly marine plastic pollution.
  - Propose a list of potential interventions (outputs/activities) of the program framework
  - Present the results in relevant meetings if required.

### ***3.2. National consultants***

The national consultants should undertake the following tasks, but may not be limited to:

#### **Consultant 1: Estimation of plastic waste generation from the coastal cities in Vietnam and Life-cycle assessment of alternative to plastic in key sectors and proposal for alternative products.**

Duties of the national consultant: Prepare a report containing bellow information and work with international consultant and the other national consultant to prepare the final report; support to finalize the NAP on marine plastic debris management

- Prepare the list of coastal cities in Vietnam (near rivers on sea) with at least 100,000 inhabitants
- Gather statistics on the population trends of these cities
- Gather and systematize the statistics on waste production and composition of waste from these cities: generated, collected, placed in landfills, dumped outside, burned.
- Gather information on the effectiveness of waste collection and management at these cities.

- Gather information / perform survey on the plastic component of these waste, with specific focus on plastic bottles, plastic packaging, plastic from medical waste, plastic bags (cross checked with production data)
- Gather information / perform surveys and observations on the amount and typology of plastic which enter the rivers and is transported toward the sea. Direct observation surveys on river and beach transects should be performed. The aim of these surveys and observation is to achieve quantitative and up to – state information on the composition and source of the plastic waste entering the sea.
- Perform projections on the increase of plastic waste based on statistic population trends.
- Undertake an estimation of the plastic waste which will be transported from the lands to the ocean based on different conceptual models.
- Review the comparative life cycle assessment of single use plastic grocery bags (shoppers) versus reusable plastic or cotton shoppers based on the papers published in scientific journals or grey literature from 2010 onward.
- Review the comparative life cycle assessment of single use plastic bottles versus reusable plastic, glass or steel bottles based on the papers published in scientific journals or grey literature from 2010 onward.
- Based on the reviewed above, propose an alternative to single-use plastic shoppers and single-use plastic bottles for Vietnam and perform the lifecycle assessment of that alternative.
- Based on the lifecycle assessment to single-use plastic bags and bottles, identify the key aspect a government regulation should have to promote the use of reusable shoppers and containers, and propose the main contents of an awareness campaign aimed at promoting the use of reusable shoppers and containers.
- Identify key stakeholders in this topic and propose potential interventions
- Support the international consultant to finalise the national action plan on marine plastic waste management and the programme framework on plastic pollution.
- Support the NAP formulation board and editing board to finalise the NAP on marine plastic waste management
- Work with the other national consultant to finalise all products in Vietnamese
- Present the result in relevant meetings and consultations if required.

**Consultant 2: Socio-economic analysis of the plastic industry and market in Vietnam, with focus on the packaging and disposable items**

Duties of the national consultant: Prepare a report containing below information and work with international consultant and national consultants to prepare the final report; support to finalise the NAP on marine plastic debris management

- Data on the financial turnover trend of the plastic industry in Vietnam, with specific reference to disposable items, shoppers, packaging in the last 10 years
- Number of jobs created by the plastic industry in the last 10 years
- Governmental policies aimed at supporting the plastic industry
- Governmental legislation and rules regulating the use of plastic packaging
- Governmental policies and gaps for the prevention of plastic pollution.
- Packaging and disposable marketing strategy: best and worse case studies.



- Marketing criteria for sustainable packaging: how product plastic packaging can be successfully replaced by non-plastic packaging and increase selling of products.
- Marketing of behavioural change: how to promote the shifting toward a non-plastic behaviour (even in the absence of economic incentives).
- Identify key stakeholders in this topic and propose potential interventions
- Support the international consultant to finalise the national action plan on marine plastic waste management and the programme framework on plastic pollution.
- Support the NAP formulation board and editing board to finalise the NAP on marine plastic waste management
- Work with the other national consultant to finalise all products in Vietnamese
- Present the result in relevant meetings and consultations if required.

#### 4. Methodology

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

#### 5. Duration of assignment, duty station and Expected places of travel

- International consultant: **30 working days**
- National consultant 1: **50 working days**
- National consultant 2: **30 working days**

**Duration:** May – December 2019

**Duty Station:** Hanoi and provinces (if travel is required)

For the international consultant, the assignment shall include one 10-work-day mission in Hanoi, Viet Nam (Mission schedule will be agreed later with the UNDP and VASI, after the signing of the contract).

In-country travels will be paid by UNDP based on the EU-UN Cost norm.

#### 6. Deliverables

No.	Deliverables	Due date	By
1	Workplan for completion of the assignment with proposed step-wise method	Two weeks after signing the contract	International consultant & national consultants
2	Draft report by the first national consultant	3 months after signing the contract	National consultant 1
3	Draft report by the second national consultant	3 months after signing the contract	National consultant 2
4	Draft final report	4 months after signing the contract	International consultant

5	Final report by national consultants and for the whole assignment & the final national action plan on marine plastic waste management	5 months after signing the contract	International consultant & national consultants
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All the products shall be in English & Vietnamese.

## 7. Provision of monitoring, progress control

The consultants will work closely with and under the guidance of UNDP and VASI.

The deliverables shall be submitted to MONRE and UNDP for review and approval.

## 8. Administrative support and reference documents

Administrative support will be provided by UNDP and MONRE. Copies of relevant documents and templates will be made available to the consultants upon commencement of the assignment. UNDP and MONRE will also facilitate logistical arrangements for meeting with core project partners in Viet Nam.

## 9. Qualification and work experience

### *Required qualifications of international consultant:*

- Master or PhD in Environmental Science, Chemistry, Biology, Economics or related fields.
- Excellent knowledge of waste management and policies.
- Experience in ecological, social and economic assessment
- Experience in preparing a comprehensive and holistic approach in addressing macro issues, similarly to plastic.
- Excellent English and writing skills (two sample reports must be submitted)

### *Required qualifications of national consultant 1:*

- Master or PhD in Environmental Science, Chemistry, Biology or related fields.
- Excellent knowledge of waste management and policies.
- Experience in undertaking survey of waste management, generation and composition.
- Excellent capacity to perform statistical analysis and modelling of large amount of data, including time-trend and geographic mapping.
- Excellent experience in life cycle assessment
- Good English and writing skills (two sample reports in English must be submitted)

### *Required qualifications of consultant 2:*

- Master or PhD in social sciences or economics,
- Experience on the socio-economic assessment of industrial sectors
- Experience on marketing strategy and behavioural change
- Experience in designing and implementing awareness raising campaign in the environmental sectors
- Good English and writing skills (two sample reports in English must be submitted)

## 10. Payment term

Payments are based upon outputs, i.e. upon delivery of the products specified in the TOR.

- The first instalment of 20% contract amount will be paid upon submission of the detail assignment plan agreed by the VASI/MONRE and UNDP (deliverable 1)
- The second instalment of 40% contract amount will be paid upon submission of the draft reports (with satisfactory acceptance by VASI/MONRE and UNDP (deliverable 2, 3, 4)
- The last payment of 40% will be paid upon the completion of final products under the contract, with satisfactory acceptance by VASI and UNDP (deliverable 5)

## 11. Evaluation criteria

### EVALUATION CRITERIA WITH ASSIGNED SCORES

#### International consultant

Consultant(s)' experiences/qualification related to the services		
1	Master or PhD in Environmental Science, Chemistry, Biology, Economics or related fields	150
2	Excellent knowledge of waste management and policies	250
3	Experience in ecological, social and economic assessment	250
4	Experience in preparing a comprehensive and holistic approach in addressing macro issues, similarly to plastic.	250
5	Excellent English and writing skills (two sample reports must be submitted)	100
<b>Total</b>		<b>1000</b>

#### National consultant 1

Consultant(s)' experiences/qualification related to the services		
1	Master or PhD in Environmental Science, Chemistry, Biology, Economics or related fields	150
2	Excellent knowledge of waste management and policies	200
3	Experience in undertaking survey of waste management, generation and composition	200
4	Excellent capacity to perform statistical analysis and modelling of large amount of data, including time-trend and geographic mapping.	200
5	Excellent experience in life cycle assessment	150
6	Good English and writing skills (two sample reports must be submitted)	100
<b>Total</b>		<b>1000</b>

#### National consultant 2

<b>Consultant(s)' experiences/qualification related to the services</b>		
<b>1</b>	Master or PhD in Environmental Science, Chemistry, Biology, Economics or related fields	150
<b>2</b>	Experience on the socio-economic assessment of industrial sectors	250
<b>3</b>	Experience on marketing strategy and behavioural change	250
<b>4</b>	Experience in designing and implementing awareness raising campaign in the environmental sectors	250
<b>5</b>	Excellent English and writing skills (two sample reports must be submitted)	100
<b>Total</b>		<b>1000</b>

**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 (for National Consultant) and USD (for International Consultant)

This is a lump sum offer covering all associated costs for the required service (fee, meal, accommodation, travel, taxes etc).

#### Cost breakdown:

No.	Description	Quantity	Unit Rate (VND)	Total
1	Consultancy fee			
2	Out of pocket expenses			
2.1	Travel			
2.2	Per diem			
2.3	Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel – (required before issuing contract). *			
2.5	Others (pls. specify).....			
	<b>TOTAL</b>			

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

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

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

Dated this day /month    of year

Signature

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