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24 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 to provide Scoping study on innovative financing for disaster and climate change impacts in Viet Nam
Project name:	Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam
Period of assignment/services (if applicable):	May - June 2019
Duty Station	Homebased with travel to project sites
Tender reference:	PN-N-190404

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

With subject line: PN-N190404-International consultant to provide Scoping study on innovative financing for disaster and climate change impacts in Viet Nam

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

Note:

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.
- Maximum size per email is **30 MB**.
- Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP Viet Nam will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

- After submitting proposal, bidder should send notification by email (without attachment) to: procurement.vn@undp.org informing that the bidder has submitted proposal. UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to above address.
- Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female consultants.

2. Please find attached the relevant documents:

- [Terms of Reference \(TOR\)](#).....(Annex I)
- [Individual Contract & General Conditions](#)..... (Annex II)
- [Reimbursable Loan Agreement](#) (for a consultant assigned by a firm).....(Annex III)
- [Letter to UNDP Confirming Interest and Availability](#) (Annex IV)
- [Financial 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 **USD for International Consultant** including consultancy fees and all associated costs i.e. communication, consumables, tax, 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:

Se	Criteria	Score
1.	Masters degree or higher qualification in finance, banking, insurance or related business field.	200
2.	At least 5 years of working experience in working in insurance, risk transfer, financial modelling of disasters or related fields	300
3.	Experience related to typhoon and flood related disasters in coastal areas preferred	100
4.	Experience working in developing countries with high-risk developing countries, and especially in Southeast Asia preferred	100

5	Proven experience in research, report writing and the development of recommendations for action and follow-up by Government and/or UN agencies, financial institutions and other stakeholders	300
	Total	1000

A two-stage procedure is utilized in evaluating the submissions, with evaluation of the technical components being completed prior to any price proposals being opened and compared. The price proposal will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical component.

The technical component is evaluated on the basis of its responsiveness to the Term of Reference (TOR).

Maximum 1000 points will be given to the lowest offer and the other financial proposals will receive the points inversely proportional to their financial offers. i.e. $S_f = 1000 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the submission under consideration.

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

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

Interview with the candidates may be held if deemed necessary.

5. Contract

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

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

Documents required before contract signing:

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

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

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

6. Payment

UNDP shall effect payments to the consultant (by bank transfer to the consultant’s bank account provided in the vendor form 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.

TERMS OF REFERENCE

1. GENERAL INFORMATION

Position	01 international consultant
Project	Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam (RVCC)
Consultancy service	Scoping study on innovative financing for disaster and climate change impacts in Viet Nam
Type of appointment	Individual contract
Location	Home-based with 1 mission (5days) to Viet Nam (travel costs budgeted separately)
Duration	Part-time to be completed by 30 June 2019 Total working days: 25 (5 days mission included)
Report to	Programme Management Specialist
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 ecosystems are increasing in Viet Nam. Climate change projections further point to increasing intense and less predictable floods and storms. Over the last two decades disaster losses have reduced GDP growth by more than 1% annually in Viet Nam. Climate change resilience requires the development of suite of financial services and investments that can incentivize action and promote truly sustainable development.

As the world economy and population grows, so do the economic costs of disasters globally. According to Swiss Re; an insurance and reinsurance company, 2017 was the costliest year ever in terms of losses from natural catastrophes, with an estimated USD 337 billion worldwide. The economic losses were almost twice the 2016 total of USD 180 billion, and well above the inflation-adjusted average of USD 190 billion of the past decade. The trend remains true in percentage of GDP measures.¹

This trend also is exacerbated by climate change, which is making the frequency of storms and other extreme weather events more unpredictable and their impact more severe. Developing countries, many of which are very vulnerable to climate change-related impact, are under growing pressure to manage disaster risks in a more integrated manner to enhance their climate resilience and to achieve sustainable development².

In developing countries, the main climate related disaster risk mitigation measures include planning and zoning regulations, and programs to build more resilient housing and infrastructure. Disaster risk transfer mechanisms, for example, insurance, are less widely applied. A 2015 estimate showed that only about 100

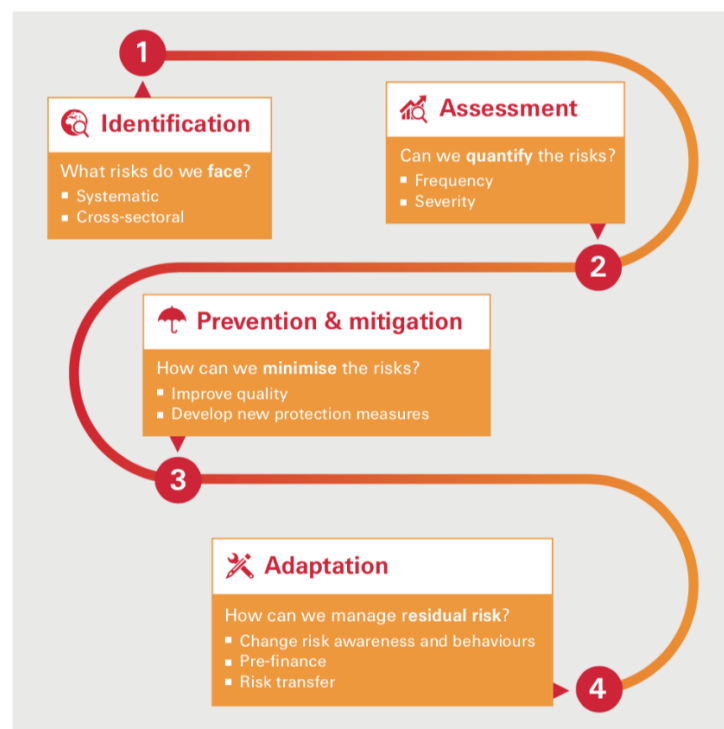
¹ Ibid.

² <https://www.oecd.org/daf/fin/insurance/OECD-Recommendation-Disaster-Risk-Financing-Strategies.pdf>

million people in the developing world are currently covered by climate risk insurance³. This means that the financing gap for residual risks is borne largely by the public sector.⁴ This is done through national or provincial budgets and in the case of large disasters, the provision of national or international humanitarian assistance. According to data of Inter-American Development Bank, humanitarian assistance typically covers only 8% of direct losses on average.⁵

The conceptual frameworks of disaster risk reduction and climate change adaptation focus on managing the risk of extreme event, and this is well articulated in the disaster focused Sendai Framework for Action, but also the vulnerability analysis of the Inter-governmental panel for Climate Change (IPCC). Key concepts of risk identification, assessment, prevention and mitigation as being key to effective climate change adaptation are also being increasingly taken up by the insurance and private sector. The chart below developed by Swiss Reinsurance Company (Swiss Re) Re shows four key 'pillars' of risk management, focusing on identification, assessment, prevention and mitigation and finally adaptation/ management of residual risk.⁶

Figure 1 Pillars of Integrated DRM



Source: Swiss Re⁷

While most developing country Governments in disaster prone areas have invested significantly in risk reduction and direct disaster mitigation efforts, systems for adapting and managing financial risks are less developed. However, as disaster losses place a significant drag on economic growth and sustainable development, managing this risk well is essential. Ideally, to ensure sustainable growth despite disasters, the public and private sector, as well as individuals, should select or be protected by a combination of appropriate risk financing instruments according to the types of assets at risk and the level of exposure.

³ http://www.bmz.de/g7/en/Entwicklungspolitische_Schwerpunkte/Klimawandel/index.html

⁴ http://www.swissre.com/library/expertise-publication/Closing_the_protection_gap_-_Disaster_risk_financing.html

⁵ http://media.swissre.com/documents/pub_closing_the_financial_gap_W1.pdf

⁶ http://www.swissre.com/library/expertise-publication/Closing_the_protection_gap_-_Disaster_risk_financing.html

⁷ Ibid.

In particular, the ability to manage financial risk of low-probability, high-impact events has been identified as perhaps the largest difference between low- and middle-income countries' adaptation capabilities⁸. Take the example of the earthquakes in Haiti (January 12, 2010) and New Zealand (September 4, 2010), both of a magnitude of 7.0 and with epicenter near a densely populated area. New Zealand suffered from 18% of its GDP's economic loss (USD 36.6 billion in 2017 price) and 185 casualties, whereas Haiti 120% of its GDP (USD 8.8 billion in 2017 price) and more than 200,000 casualties⁹. When an 8.8-magnitude earthquake hit Peru in 2010, Peru's government debt was only at 3.2% of GDP, providing the fiscal flexibility to rebound from the disaster. In contrast, with a government debt at 91% of GDP, Grenada defaulted just one year after the 2004 Hurricane Ivan struck¹⁰.

Table 1 below provides a summary of key types of assets, the 'carrier' or party responsible for that risk. A key assumption of this table is that while the Government can and should be the bearer of some risk related to disasters, it is essential that other actors, such as the private sector and households also invest in managing their risk and exposure to disasters.

Table 1 Types of Asset at Risk

Asset at risk	Risk-carrier	Scale of solution
Public physical assets	Governments	Macro
Emergency response costs		<i>Risk transfer solutions for (sub)sovereigns to cover their direct or indirect costs</i>
Forgone revenue		
Uninsured private assets	Businesses, homeowners, farmers	National schemes
		<i>Insurance schemes and pools to increase insurance penetration</i>
Livelihood assistance	Individuals	Micro
		<i>Simplified products distributed through aggregators such as MFIs, NGOs, and corporates</i>

Source: Swiss Re¹¹

Most risk exposure approaches are based on considering the severity and frequency of events. Figure 3 below shows how a "layered approach" to disaster risk financing can be applied where different instruments can cover disaster risks of a range of frequency-impact profiles. For example, while low-frequency low-severity events may not require special risk management measures, different financial tools are suitable for more frequent and more severe events. In general, risk financing tools that may involve third parties or risk sharing mechanisms beyond locally available resources, are usually designed to address disasters with a return period of more than 10 years which are moderately or highly severe.

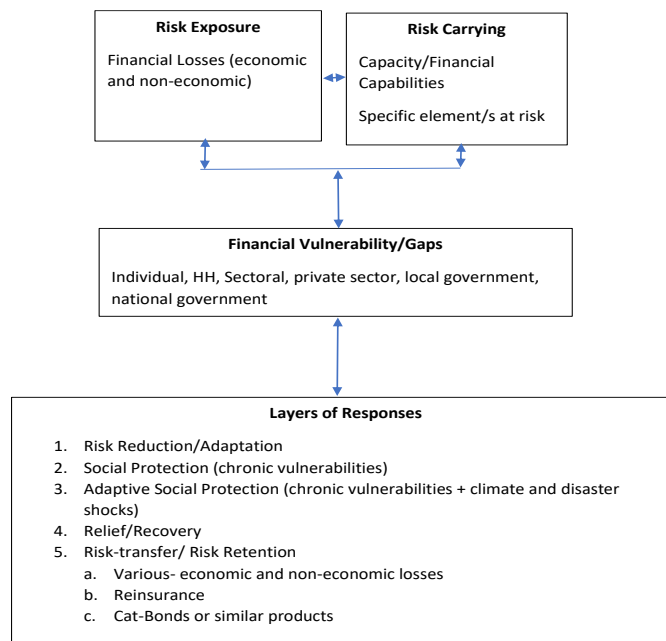
Figure 3: Risk Exposure and Risk Carrying

⁸ https://www.greenclimate.fund/documents/20182/574760/Funding_proposal_-_FP013_-_UNDP_-_Viet_Nam.pdf/e1b576a6-cccc-46bc-8678-a57636bd7202

⁹ http://www.swissre.com/library/expertise-publication/Closing_the_protection_gap_-_Disaster_risk_financing.html

¹⁰ http://media.swissre.com/documents/pub_closing_the_financial_gap_W1.pdf

¹¹ Ibid.



Source: Sanny Jegillos, UNDP

Viet Nam Context

Viet Nam is highly exposed to extreme weather and disasters, and the related impact of climate change. Climate projections suggest an increasing likelihood of major climate change related disasters in Viet Nam, such as the 2013 super typhoon which devastated neighboring Philippines, resulting in losses in excess of 3% of GDP¹².

Currently, the Vietnamese government directly bears the burden of virtually all major financial risks associated with extreme climate events, compensating victims through disaster relief assistance or through reconstruction projects. As Viet Nam grows, and total assets increase in high risk areas, this model is increasingly expensive and potentially unsustainable for the Government; particularly when government budgets are stretched, and the international assistance is shrinking.

The role of disaster risk financing in national frameworks and fiscal systems is not clear, and this lack of clarity is hindering the development of disaster risk financing tools and markets. Depending on the types of asset at risk and the frequency and impact of that risk, there are various schemes and financial instruments can be combined to cover disaster and climate change related exposure. The optimal combination of instruments will be determined by factors including the amount of available financial resources, the level of responsibility for the risk, and whether the risk should be borne by the Government, private sector or other entity such as the household.

Furthermore, credit rating agencies are starting to consider such contingent liabilities faced by public administrations.¹³ Consequently, exposure to disaster-related financial risks by various level of governments may have further implications for the economy and their access to private investors and international capital for sustainable development.

Despite Viet Nam's experience in disaster response, it is still in the process of establishing a robust and integrated disaster risk management (DRM) system that can manage both physical impacts and financial

¹² http://www.swissre.com/library/expertise-publication/Closing_the_protection_gap_-_Disaster_risk_financing.html

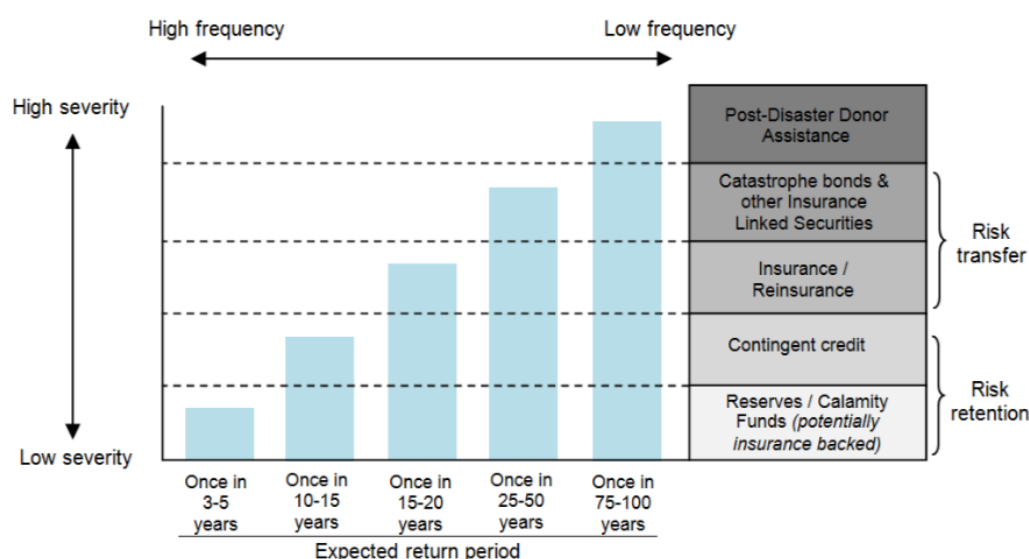
¹³ Ibid.

risks. An ADB research and project on strengthening city disaster risk financing in Viet Nam¹⁴ highlighted several constraints faced by Viet Nam, such as:

- **Inadequate capacity** of responsible public administrations in key planning, budget, and decision-making functions to adopt disaster risk financing, especially in an evolving regulatory environment and insurance market;
- **The lack of awareness** of the insurance concept and benefits among individuals, as the Vietnamese insurance market is still young and still focuses on life and property insurance;
- **Reluctance of local governments** purchasing insurance to enhance disaster-related fiscal risk and to supplement financial resources provided by provincial and central government sources in the aftermath of a disaster;
- **The unclear role of disaster risk financing**, including insurance, in national frameworks despite the adoption of the 2013 Law on Disaster Prevention and Control and the existence of the 2007 National Strategy for Disaster Prevention, Response and Mitigation to 2020.

However, recent developments, including the enactment of the Law on Disaster Prevention and Control, as well as advancements in the national financial systems of the country suggest significant opportunities to strengthen current systems.

Figure 4 Layered Approaches to Disaster Risk Financing



Source: ADB, adapted from the World Bank¹⁵.

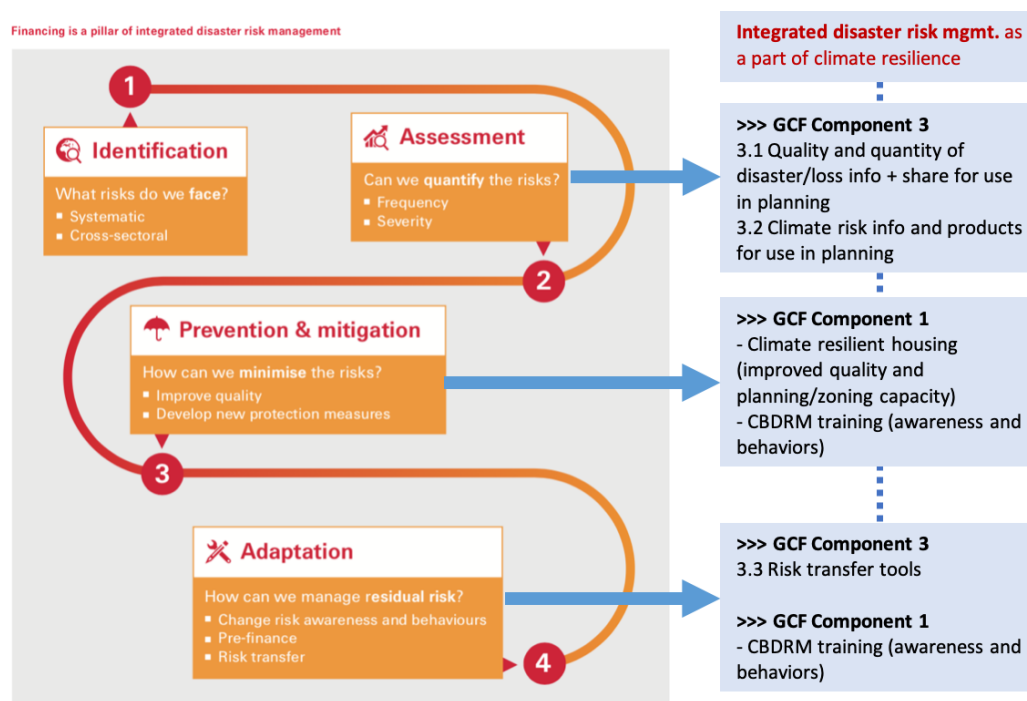
UNDP and the Government of Viet Nam are jointly implementing the GCF funded “Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam project” (RVCC). The GCF project is supporting Viet Nam through an integrated approach which aims to build storm- and flood-resilient housing for poor and vulnerable populations; while also regenerating mangrove buffer zones to mitigate typhoon impacts in coastal areas. Component 3 of this project aims to help coastal provinces better manage financial risks from major climate-related disasters and to improve the affordability and accessibility of risk transfer financial vehicles so that these provinces and their vulnerable populations recover more quickly after climate-related disasters.

¹⁴ <https://www.adb.org/sites/default/files/publication/176535/strengthening-city-disaster-risk-financing-viet-nam.pdf>

¹⁵ https://www.unescap.org/sites/default/files/Session_4_Erik_Kjaergaard_Disaster_Risk_Financing.pdf

Component 3.3.1 includes specific activities which require the project to facilitate dialogue between the Government and insurance sector to research opportunities to increase access to insurance related products in high risk coastal areas. Further sub-activities require the project to research innovative financial schemes and non-grant de-risking mechanisms; to develop improved financial loss models for exposure to climate events, and to provide technical support to a Government plan so that they are better able to cope with a potential future large scale disaster should it occur. These activities are part of integrated approach which links the project components as outlined in the chart below.

Figure 2 Linkages to integrated DRM of the GCF project



Adapted from Swiss Re¹⁶

Therefore this consultancy contributes to Activity 3.3.2 of RVCC project which aims to research innovative financial schemes and non-grant de-risking mechanisms to improve access to government financial preparedness and response capacity. This can include analysis of a range of de-risking tools or methods, including the development of catastrophe insurance, catastrophe bonds or related financial de-risking methods.

Objective:

The objective of this consultancy is to develop a high-quality scoping study and technical brief with clear analysis and documenting global good practice in innovative risk-transfer mechanisms. The reports should suggest a road-map and set recommendations for the Government for how to develop and strengthen its systems for managing the financial risks of a major event.

Scope of work:

The consultant will be responsible for conducting an analysis of existing good practice as well as opportunities and challenges in incentivizing the development and/or scale up of innovative financial risk transfer or sharing options. This will include developing a research plan, conducting a desk review of global good practice, executing interviews with key stakeholders, and documenting lessons learned and future options for innovation among the public and private sector based on national and international existing good practice. The consultant's results will consist of:

¹⁶ http://www.swissre.com/library/expertise-publication/Closing_the_protection_gap_-_Disaster_risk_financing.html

- A scoping study report that provides an overview of the project methodology and key findings and recommendations
- A 5-7 page Technical brief on summarizing key experience and findings based on analysis and recommendations outlined in the longer scoping study.

The consultant will be responsible for analysis and for developing a series of recommendations for specific actions which could be taken forward by the Government, by the RVCC project, and by the private sector to act upon recommendations and analysis provided in the report.

Key questions to be considered by the consultant should include:

- What is the current state of analysis of macro-economic and financial analysis of the impact of disasters in Viet Nam? What data is available regarding historical impacts of climate related disasters on economic growth and public finances? This should include a review of current practice and potential options for incorporating disasters into economic forecasting and economic models as an input into decision making. Do any of these methods consider climate change?
- Are there global and national good practices in developing 'layered' approaches to disaster risk finance? How could current financial arrangements for post-disaster response be revised to more effectively cover different types of loss, covering both localized annual events and less frequent more extreme ones?
- In the context of Viet Nam, which kinds of disaster risk financing approaches might be appropriate to cover which kinds of risk? What are the current bottlenecks in applying a layered approach to risk financing in Viet Nam?
- What might be the costs and benefits of applying such an approach to Government fiscal policy and to the wider sustainable economic growth?

Key tasks

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 network and experience in the mortgage/ insurance sector.
2. Conduct interviews in Hanoi, and in at least one project province to collect data from households, provincial level financial service providers, Provincial government and other stakeholders. (Costs to be covered separately)
3. Complete desk review of international and national level data, and analyze data collected through interviews.
4. 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.
5. Finalize scoping study and develop concise Technical Brief for senior management and decision makers on key findings and recommendations for consideration by Government, the RVCC project and the private sector
6. Develop a high-quality PowerPoint presentation and present key messages and findings at the ½ launching dialogue to be held in Hanoi.

Stakeholders for consultation

1. Selected members of the Central Steering Committee for Disaster Prevention and Control and especially VDMA and MOC
2. Ministry of Finance
3. Representative from provincial PPCs, DARDs and construction departments
4. Representatives from the United Nations in Viet Nam, the World Bank, KfW and GIZ, Women's Union, and key Government institutes

5. Banks, mortgage providers, micro-finance organizations, insurance and other relevant financial companies with products and services that provide financial products and services relevant to the scale-up of current or future storm resilient housing programs.
6. Other stakeholders identified by the consultant and agreed in the inception report.

2. EXPECTED DELIVERABLES

The expert is expected to submit following deliverables:

#	Deliverables	Deadline
1	Short inception report detailing workplan, list of experts/ organizations to be consulted and documents for initial review and approval by MOC/RVCC project	20 May 2019
2	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 (budgeted separately)	30 May 2019
3	Final draft of scoping study and initial draft of Technical Brief	15 June 2019
4	Final scoping and Technical Brief accepted by MOC/RVCC and PowerPoint available for use at a launch event in Hanoi	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 consultant 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 consultant is from date of signature to 30 June 2019.

Maximum number of working days for the consultant are 25 days

5. SELECTION CRITERIA – EVALUATION CRITERIA

- Master's degree or higher qualification in finance, banking, insurance or related business field. **200 points**
- At least 5 years of working experience in working in insurance, risk transfer, financial modelling of disasters or related fields. **300 points**
- Experience related to typhoon and flood related disasters in coastal areas preferred. **100 points**
- Experience working in developing countries with high-risk developing countries, and especially in Southeast Asia preferred. **100 points**
- Proven experience in research, report writing and the development of recommendations for action and follow-up by Government and/or UN agencies, financial institutions and other stakeholders. **(300 points)**

6. PAYMENT

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

- 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+4)

The consultant will need to send a financial proposal based on Daily Fee using UN rate. 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 rate.

7. PRESENCE REQUIRED ON DUTY STATION / UNDP OFFICE

☐ NONE ☒ PARTIAL ☐ INTERMITTENT ☐ FULL-TIME

8. APPLICATION

Interested candidates are required to send (1) an expression of interest describing how they meet the selection criteria; (2) proposed daily rate (2) and a CV (all in English).

Annex 1: Potential interesting articles to contribute to the bibliography (to be expanded by the consultant)

<http://www.air-worldwide.com/Blog/attachments/Resilience-Finance-Report/>

<https://obamawhitehouse.archives.gov/blog/2016/08/03/getting-smart-about-how-we-finance-disaster-resilience>

<http://pubs.iied.org/pdfs/10643IIED.pdf>

https://www.researchgate.net/publication/279922776_Opportunities_to_Build_Disaster-Resilient_Shelter_and_Settlements_Lessons_Learnt_from_a_Housing_Architecture_Design_Competition

https://www.vista-analyse.no/site/assets/files/6578/va-report_2018-16_vietnam_evaluation_report.pdf

<http://www.oecd.org/dac/financing-sustainable-development/Summary%20-%20Climate%20and%20Disaster%20Resilience%20Financing%20in%20Small%20Island%20Developing%20States%20.pdf>

<https://www.mmc.com/content/dam/mmc-web/Global-Risk-Center/Files/climate-resilience-handbook-2018.pdf>

<http://www.worldbank.org/content/dam/Worldbank/document/Climate/climate2014-resilience-brief-091214.pdf>

https://books.google.com.vn/books?id=G4gCw_aqha4C&pg=PA4&lpg=PA4&dq=benson+vietnam+finance&source=bl&ots=uUaSgqtha_&sig=ACfU3U1loBFntNSU6iS0AJuwBJ-

[3I2in_g&hl=en&sa=X&ved=2ahUKEwiizL-DhIjgAhXOdd4KHTs7Aw8Q6AEwAXoECAkQAQ#v=onepage&q=benson%20vietnam%20finance&f=false](https://www.researchgate.net/publication/275738561_Innovative_Housing_Financing_for_Sustainable_Growth/links/5545ce010cf23ff71686b24a/Innovative-Housing-Financing-for-Sustainable-Growth.pdf?origin=publication_detail)

https://www.researchgate.net/profile/Peter_Makachia/publication/275738561_Innovative_Housing_Financing_for_Sustainable_Growth/links/5545ce010cf23ff71686b24a/Innovative-Housing-Financing-for-Sustainable-Growth.pdf?origin=publication_detail

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).