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16 May 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 for Consultations and Drafting of Viet Nam Climate Summit Bottlenecks Paper
Period of assignment/services (if applicable):	10 working days (Part-time to be completed by 20 June 2019)
Duty Station	Home-based with 1 mission (7 days) to Viet Nam
Tender reference:	3-190502

1. Submissions should be sent by email to: luu.ngoc.diep@undp.org no later than:
21 May 2019 (Hanoi time).

With subject line: **3-190502 - International Consultant for Consultations and Drafting of Viet Nam Climate Summit Bottlenecks Paper**

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 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 international consultant and national consultant will be evaluated and selected separately. The technical component will be evaluated using the following criteria:

Consultant(s)' experiences/qualification related to the services		
1.	Master's degree or higher qualification in climate change or related field	200
2.	At least 10 years of working experience working in developing financial risk models for climate related risk, preferably with large private sector or state organisations	300
3.	Proven technical knowledge on climate change policy and practice preferably with knowledge of both private sector, and public sector based schemes	300
4.	Experience related to in Viet Nam, or comparable developing country contexts preferred	200
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 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.

ID.	Description of Instalments	Percentage of Payment	Due date
1	Submission and Approval of Deliverable 1	50%	27 May 2019
2	Submission and Approval of Deliverable 3	50%	30 June 2019

If two currencies exist, UNDP exchange rate will be applied at the day UNDP instructs the bank to effect the payment.

7. Your proposals are received on the basis that you fully understand and accept these terms and conditions.

TERMS OF REFERENCE

Position	01 international consultant
Consultancy service	Consultations and Drafting of Viet Nam Climate Summit Bottlenecks Paper
Type of appointment	Individual contract
Location	Home-based with 1 mission (7 days) to Viet Nam
Duration	Part-time to be completed by 20 June 2019 Total working days: 10
Report to	ACD Energy and Environment

1. BACKGROUND:

The UN Secretary General will convene a high-level Climate Summit in New York in September 2019, and the Viet Nam Prime Minister is expected to attend. In preparation for the Summit, under the core objective of Accelerating Actions toward Paris Agreement Achievement, UNDP has been assigned the lead role in two actions:

- Key institutional, governance and financial bottlenecks to implementation identified through review of ongoing activities and assessments undertaken by UNCT and other partners (drawing on the work of the NDC Partnership) (UNDP)
- Coordination of existing support programmes in country, supported by UNCT, to jointly target key bottlenecks including any political engagement needed (UNCT, UNDP)

This paper outlines a provision UNDP Viet Nam approach for completion of the a “bottlenecks” paper to synthesize information on this topic for action prior to the summit. (A further action on tracking current status NDC implementation in countries is not covered in this note)

Bottlenecks Paper Objective: To develop a concise high-quality analytical paper highlighting strategic bottlenecks in Viet Nam for accelerating implementation of the Paris Agreement.

2. SCOPE OF WORK:

The paper will be arranged around the six transformative outcomes that underly the climate summit agenda, namely: energy transition, industry transition, infrastructure cities and local action, resilience and adaptation, nature-based solutions and climate finance and carbon pricing.

For each outcome, the paper should aim to provide a strategic snapshot of the current challenge (localised to Viet Nam), the opportunities and strategies that could be employed to overcome bottlenecks, and the benefits in terms of Paris Agreement implementation and SDG achievement, and financing should those bottlenecks be overcome. The paper should aim to present information primarily in ‘bullet point’ and/or info graphic format, as this more easily accessible to busy senior leaders and decision makers.

The paper will provisionally comprise a short executive summary, followed by two-page summaries for each of the transformative outcome areas highlighted in the summit agenda, and a final two-page recommendations section for policy makers section and a final annex page on methodology and

further resources. Each summary should follow a consistent format, mixing infographics, key messages and opportunities.

The consultant will be responsible for facilitating 9 expert meetings (½ day each) which will be organised by the UN Regional Coordinators Office around these meetings organised by the UN coordination group around each of the six transformative outcomes. The meetings should aim to convene 10-20 experts at UN house drawn from government, private sector, development partners, academia and civil society to discuss strategic themes and bottlenecks in an informal and participatory manner. The UNDP EEU and the UN coordination group should provide overall final technical review. This UNDP/UN coordination group team should also facilitate access to information and suggest the experts to be invited to key sessions.

3. TIMEFRAME:

The consultation meeting must be conducted by 10 June 2019, and consultations and bottlenecks paper drafting and final review should be completed by 30 June 2019 in time for the Climate Summit Preparatory meetings in Abu Dhabi. This ambitious timeline is required to ensure sufficient time for launching of the report, and for stakeholders to have a chance to consider its content sufficiently prior to their participation in the summit.

4. 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	27 May 2019
2	Facilitation of consultations and draft report circulated.	15 June 2019
3	Final draft of scoping study	30 June 2019

5. ADMINISTRATION

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

6. 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 10 days

7. SELECTION CRITERIA

- Master's degree or higher qualification in climate change or related field. (200 points)
- At least 10 years of working experience working in developing financial risk models for climate related risk, preferably with large private sector or state organisations. (300 points)
- Proven technical knowledge on climate change policy and practice preferably with knowledge of both private sector, and public sector based schemes. (300 points)

- Experience related to in Viet Nam, or comparable developing country contexts preferred. (200 points)

8. PAYMENT

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

- 50% of the fee will be paid upon satisfaction and acceptance of the inception report (Deliverable 1)
- 50% of the fee will be paid and liquidated upon satisfaction of deliverables. (Deliverable 3)

The consultant 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.

9. PRESENCE REQUIRED ON DUTY STATION / UNDP OFFICE

☐ NONE ☒ PARTIAL ☐ INTERMITTENT ☐ FULL-TIME

10. 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).

Annexes:

Outline of paper

Background note on climate summit

UN Viet Nam Mapping: Bottleneck Assessment and Solutions to Accelerate NDC Implementation in Viet Nam

General Background

The National Strategy on Climate Change was approved by Prime Minister Decision 2139/QĐ-TTg (December 5, 2011) and emphasizes that climate change will impact all social aspects. As Viet Nam is particularly vulnerable to the effects of climate change and sea level rise, one of the first priorities in responding to climate change is the mainstreaming of climate change into development plans of sector ministries, agencies and localities.

In September 2015, ahead of UN Conference of Parties in Paris, Viet Nam submitted its [Intended Nationally Determined Contribution \(INDC\)](#) to the United Nations Framework Convention on Climate Change (UNFCCC). According to the INDC, Viet Nam will reduce greenhouse gas emissions with domestic resources by 8% by 2030, as compared to the business as usual scenario. This would be increased to 25% with international support. The INDC also includes a component on climate change adaptation. The INDC covers the following sectors: Agriculture, Disaster Risk Management (DRM), Education, Energy, Environment, Health, LULUCF/Forestry, Social Development, Tourism, Transport, Urban, Water, Coastal Zone, Cross-Cutting Area.

Summary Viet Nam NDC

Sector	Unconditional		Conditional	
	Target (%)	GHG (Mil T CO ₂ tđ)	Target (%)	GHG (Tr T CO ₂ tđ)
Energy	4,4	29,46	9,8	65,93
Agriculture	5,8	6,36	41,8	45,78
Waste	8,6	4,16	42,1	20,23
LULUCF*	50,05	22,67	145,7	66,0
Total	8%	62,65	25%	197,94

1) CC impacts assessment: CC; Scenarios; Impact of CC on the sectors, areas, people.

2) Necessity to include the adaptation component

3) CC adaptation to 2020: Implementation of identified plans.

4) Adaptation gaps: Policy; Institutions; capacity; finance; technology.

5) CC adaptation (2021 - 2030): Raising the capacity of forecasting, warning of natural disasters, climate monitoring; prevention of natural disasters, adaptation to CC, reduction of human and property lost due to natural disasters; Ensure food security, water resources security, poverty reduction, gender equality, social security, public health, livelihoods and natural resources protection; Protect the coastal plains and floods in big cities.

6) Strengthen capacity, finance and technology transfer

7) Monitoring and evaluation



Contribution of GHG mitigation by 2030

Necessity of Adaptation Actions

In November 2016, Viet Nam approved the Paris Agreement, and therefore Viet Nam's INDC became its Nationally Determined Contribution (NDC).

As guided by the Paris agreement, countries with INDCs that run to 2025 need to submit a new NDC by 2020. Those countries that have INDCs that run to 2030 – which is the majority of countries – only need communicate or update their NDCs by 2020 and every 5 years thereafter.

The Government of Viet Nam has been undertaking the process to review and update the NDC, with extensive open Consultation processes with stakeholders since 2018¹ with a roadmap for submission of an updated NDC in 2020. Globally, the NDC of all countries, including Viet Nam, are subjected to provide information on the best efforts, contribute to CC adaptation and mitigation of Vietnam in the period of 2021 - 2030, with clear, transparent, quantitative information and achievable in the national context.

UN Approach on NDC

The Joint United Nations Approach to Support Nationally Determined Contributions under the Paris Agreement² shared by the DSG provides broad guidance and direction for advancing these efforts,

¹ UNDP and GIZ are the two development partners providing technical assistance to the Government of Viet Nam for the INDC formulation as well as the current [review and update of NDC](#)

recognizing that pursuing transformational climate action requires tailored solutions that are grounded on higher ambition than is currently the case. The joint approach focuses on three core objectives:

1. Accelerate the current NDC Implementation
2. Strengthen efforts to develop more ambitious next generation of NDCs
3. Mobilise society to contribute and call for climate action from their governments

Global Climate Summit

The United Nations Secretary-General will host a summit on climate change on 23 September 2019 to mobilize political will to raise real ambition for the achievement of the Paris Agreement goals and demonstrate transformative action of the goals. The Expected Outcomes of the summit is:

- Set up coalitions to ensure 6 transformative outcomes, with UN institutional support
- Roadmap for action and time to deliver with clear deadline. E.g. 2020 is when member states completed all NDC process, wrapped up; 2025: actions taken place
- Clear Roadmaps for the next 12 years, base on the recommendation of IPCC 1.5oC

In order to ensure that the transformative actions in the real economy are as impactful as possible, the Secretary-General has prioritized the following action portfolios, which are recognized as having high potential to curb greenhouse gas emissions and increased global action on adaptation and resilience.



UN Mapping on support Viet Nam Nationally Determined Contributions

To facilitate for the identification on areas of enhancement for NDC implementation in Viet Nam and preparation for the UN Global Summit, the UN is undertaking a rapid assessment to map existing efforts and initiatives to boost support in 06 NDC transformation areas and 3 other workstreams as mentioned above.

The mapping includes a two-phase process:

First, a quick stock-taking/mapping exercise on what the UNCT has been doing to support the Government in the implementation of the NDC/Paris Agreement Implementation Plan. The mapping exercise will include a Q&A session on the NDC in Viet Nam and related coordination efforts to support the NDC implementation globally and nationally via NDC Partnership. A joint UN workplan to prepare for the Global Summit will be consolidated by UN RCO.

Second, UNDP will develop a bottleneck analysis to inform/un-lock implementation of the NDC, following the joint UN approach to support NDCs under Paris Agreement. In parallel with UNDP's support to the Government's NDC Review and Update, UNDP will work with other UN agencies to provide a multi stakeholder consultation process. The process will support a broader consultation and consolidation of inputs and recommendations from broader groups.

Annex 2 – Outline - Report on Bottlenecks Assessment and Solutions to Accelerate NDC implementation in Viet Nam (First draft)²

1. Executive Summary (2 pages)

- Stock-take of Viet Nam progress in implementation of NDC in Viet Nam
- Key UN and other stakeholder support to the area
- Process for developing this report and its functions
- Key findings and recommendations

2. Nine chapters each with the following structure (Total of 18-20 pages maximum):

B. Introduction (1 para)

Progress in this area to date, key contributions to date, and potential of the sector to contribute to reduced emissions/ increased resilience

C. 5-7 Key Bottlenecks to NDC achievement in Viet Nam (Bullet points ½ page)

In suggesting bottlenecks consider bottlenecks could be from some or all of the following areas. Bottlenecks should be strategic and precise (linked to a specific example)

- **Policy and planning for NDC** (Consider factors such as political will and concerned interests; Strategies, policies and plans; Legislation and enforcement; Institutional capacities; Coordination and alignment; Accountability and transparency)
- **Budget and financing for NDC** (Consider factors including Resource mobilization; Resource allocation and Resource expenditure)
- **Supply (Service delivery)** Consider factors including Geography and demography; Human resources, skills; Equipment and supply; Quality and equitability; Inclusiveness (are adequate services offered for marginalized groups?)
- **Demand (Service utilisation)** (Consider factors including Empowerment and self-efficiency; Acceptability; Accessibility and affordability; Inclusiveness (are there barriers for specific groups to access services?))

D. 5-7 Accelerators for NDC achievement in the focus area (Bullet points ½ page)

Drivers to accelerate NDC implementation (accelerators here mean specific actions, innovations, catalytic policies or programs that can drive a transformative agenda).

Recommended strategic actions for consideration by government (Bullet points ½ page)

These should be a realistic, specific ‘next-step’ type actions to unplug bottlenecks, or to facilitate accelerators.

3. Conclusions and UN Plans to Accelerate NDC implementation in Viet Nam

Cross-cutting issues for NDC implementation (1 para)

This can include analysis of engagement and advocacy, Coordination and alignment, Accountability and transparency and Communication

² Adapted from the [SDG bottleneck assessments](#)

E. 4. Prioritization of strategic actions outlined in the report (1 page)

Chart listing Prioritization of Bottlenecks/ Accelerators ranked by ability to deliver mitigation impacts, or increased resilience and list strategic actions to address bottlenecks and/or facilitate accelerators

5. Conclusions and Recommendations (1 page)

UN Plan of Action (1 para)

Recommendations for government and other actors (2-3 paras)

6. Links to other resources

(NDC partnership website, relevant UN and government sites etc)

EVALUATION CRITERIA WITH ASSIGNED SCORES

International Consultant

Consultant(s)' experiences/qualification related to the services		
1	Master's degree or higher qualification in climate change or related field	200
2	At least 10 years of working experience working in developing financial risk models for climate related risk, preferably with large private sector or state organisations	300
3	Proven technical knowledge on climate change policy and practice preferably with knowledge of both private sector, and public sector based schemes	300
4	Experience related to in Viet Nam, or comparable developing country contexts preferred	200
Total		1000

ANNEX IV

OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date _____

(Name of Resident Representative/Bureau Director)
United Nations Development Programme
(Specify complete office address)

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of *[indicate title of assignment]* under the *[state project title]*;
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 *[delete this item if the TOR does not require submission of this document]*;
- E) I hereby propose to complete the services based on the following payment rate: *[please check the box corresponding to the preferred option]*:
 - ☐ An all-inclusive daily fee of *[state amount in words and in numbers indicating currency]*
 - ☐ A total lump sum of *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.
- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex V;
- G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- H) This offer shall remain valid for a total period of _____ days *[minimum of 90 days]* after the submission deadline;

I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*

J) If I am selected for this assignment, I shall *[please check the appropriate box]:*

- ☐ Sign an Individual Contract with UNDP;
- ☐ Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

K) I hereby confirm that *[check all that applies]:*

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- ☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

L) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

M) ***If you are a former staff member of the United Nations recently separated, please add this section to your letter:*** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

N) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES ☐ NO ☐ If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

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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 (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).....			
	TOTAL			

** 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).