



Empowered lives.  
Resilient nations.

23 July 2019

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	02 National Consultants for the Assessment of the pilot model on court annexed mediation and dialogue.
Period of assignment/services (if applicable):	July – November 2019
Duty Station	Hai Phong, Ha Noi, Ho Chi Minh and Nghe An
Tender reference:	3-190701

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., 31 July 2019 (Hanoi time)**

With subject line:

- 3-190701-N1 Team Leader (National Consultant 1) for the Assessment of the pilot model on court annexed mediation and dialogue.**
- 3-190701-N2 Senior Legal Expert (National Consultant 2) for the Assessment of the pilot model on court annexed mediation and dialogue.**

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:

Team Leader (National Consultant 1)		
No	Criteria	Score
1	Master's degree in law or related field	200
2	A minimum of 15 years' working experience in the area of justice; Having knowledge and understanding of the court system is an advantage	350
3	Experience in conducting legal research, including in the field	150
4	Report writing skill in Vietnamese; and report writing skill in English, <b>one sample writing report in Vietnamese and one sample writing report in English to be submitted</b>	200
5	Having working experience as a team leader of research/consultant teams	100
	<b>Total</b>	<b>1,000</b>

Senior Legal Expert (National Consultant 2)		
No	Criteria	Score
1	Master's degree in law or related field	200

<b>2</b>	A minimum of 10 years' working experience in the area of justice; Having knowledge and understanding of the court system is an advantage	<b>350</b>
<b>3</b>	Experience conducting legal research, including in the field	<b>200</b>
<b>5</b>	Experience in conducting interviews/group discussions and data analysis	<b>250</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 BSAFE course and submit certificate to UNDP before contract issuance.

Note: In order to access the courses, please go to the following link:

<https://training.dss.un.org/course/category/6>. Type in your name and password, create a new user.

- 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<sup>st</sup> installment: 20% of contract amount upon receiving and acceptance of detailed workplan and outline of the report
- 2<sup>nd</sup> installment: 40% of contract amount upon receiving and acceptance of detailed plans for field research;

- Final installment: 40% of contract amount shall be paid upon satisfactory completion of all deliverables specified in the TORs.

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

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

## **ANNEX I**



*Empowered lives.  
Resilient nations.*

### **TERMS OF REFERENCE**

**TITLE:** Assessment of the pilot model on court annexed mediation and dialogue

**NATIONAL OR INTERNATIONAL:** 01 international consultant (10 working days)

02 national consultants including:

- Team leader (40 working days)
- Senior legal expert (35 working days)

**DUTY STATION:** Hai Phong, Ha Noi, Ho Chi Minh and Nghe An

**DURATION OF ASSIGNMENT:** July – November 2019

**COUNTRY OF ASSIGNMENT:** Viet Nam

#### **1) GENERAL BACKGROUND**

The EU Justice and Legal Empowerment Programme (EU JULE), implemented by UNDP and UNICEF together with relevant State agencies, is designed to strengthen the rule of law through a more reliable, trusted and better accessed justice system, and specifically to increase access to justice for women, children and those groups which face the greatest obstacles in using the justice system to invoke their rights, including ethnic minorities and poor people.

The objectives of the programme are to be achieved through a number of interventions, including increased public awareness and understanding of rights and how to invoke those rights according to principles enshrined in Vietnamese law, mechanisms and procedures for how to use the law, and options for seeking legal advice, assistance and representation. Understanding that unequal access to legal information can impede people in accessing public services, employment opportunities, and public institutions, the program is prioritizing support to increase information on rights, access to justice and rights protection, in particular for women, children, ethnic minorities and the poor. Under the EU JULE, support is provided to strengthen dispute resolution mechanism that enable vulnerable groups to access to justice without resorting to the formal justice system.

Mediation and dialogue can play an important role in resolving various types of disputes. Court annexed mediation can be understood as mediation carried out before the court formally registers the case according to the provisions of civil procedure legislation, by a mediator at a mediation and dialogue center established at the court, to support the parties in solving civil disputes. Court annexed dialogue is a dialogue carried out before the court receives the case in accordance with the administrative procedure law, by a dialoguer at a mediation and dialogue center established at the court, to support the parties in solving administrative complaints. Court annexed mediation and dialogue may involve retired judges, prosecutors or lawyers to join with the courts to carry out mediation/dialogue to resolve civil and administrative disputes. Successful mediation and dialogue help resolving disputes without having to go to trial, thereby saving costs, time and efforts.

Recognizing the importance of mediation and dialogue in resolving civil disputes and administrative complaints and avoiding unnecessary court proceedings, the Central Steering Committee for Judicial Reform assigned the SPC on 15 December 2017 to conduct a study to develop a project for strengthening mediation and dialogue in the process of resolving civil and administrative cases outside court. On 22 January 2018, the SPC issued Plan No. 11 / KH-SPC to pilot court annexed mediation and dialogue for resolving civil disputes and administrative complaints at Haiphong City

People's Court and 9 district people's courts in Hai Phong City. Under the guidance of the SPC, Hai Phong People's Court Chief Justice issued Decision No. 345 / QD-TA on 16 March 2018 to establish 10 mediation and dialogue centers at these courts.

Based on the initial success of the 6-month pilot in Hai Phong, the Central Steering Committee for Judicial Reform assigned the SPC to continue piloting in Hai Phong and expand the pilot project to some other provinces. The 16 provinces selected by the SPC for piloting are Hanoi, Da Nang, Ho Chi Minh City, Can Tho, Hai Phong, Bac Ninh, Vinh Phuc, Quang Ninh, Thai Binh, Thanh Hoa, Nghe An, Quang Nam, Khanh Hoa, Dong Nai, Binh Duong and Long An.

In parallel, the SPC submitted in December 2018 a proposal for the development of a Law on court annexed Mediation and Dialogue to the Standing Committee of the National Assembly. Since then, the SPC has been preparing the draft law which is expected to be submitted to the National Assembly in October 2019 for comments and in May 2020 for approval.

## **2) OBJECTIVES OF THE ASSIGNMENT**

In order to support the SPC in assessing the pilot project on court annexed mediation and dialogue for its further improvement and for providing inputs for the draft Law on court annexed Mediation and Dialogue, UNDP seeks to commission 2 national experts and 1 international expert in order:

1. To identify international best practices on court annexed mediation and dialogue which can be replicated in Viet Nam;
2. To analyze the existing legal documents and studies, reports on the pilot project on court annexed mediation and dialogue to identify successful factors/best practices, including in the form of case studies, as well as gaps;
3. To collect feedback, e.g. through interviews, from all relevant stakeholders, including users, on the pilot project on court annexed mediation and dialogue;
4. To collect and analyze baseline data, especially on number of cases, types of cases and outcomes, on the pilot project on court annexed mediation and dialogue in 3 selected cities (Hai Phong, Ha Noi, Ho Chi Minh) and 01 province (Nghe An), that represent North, Middle and South of Viet Nam;
5. To provide recommendations for improving the current pilot model on court annexed mediation and dialogue and for improving the draft Law on Court Annexed Mediation and Dialogue, based on the assessment.

## **3) SCOPE OF WORK**

The 3 consultants will work together as a team.

### **National consultants:**

#### **a. Team leader:**

- The team leader is ultimately responsible for the final report
- Takes the lead in discussions with the international consultant and UNDP on identifying key relevant stakeholders
- Responsible for the whole process of the assignment, especially:

#### ***Desk review:***

- Review the desk review section of the report prepared by the senior expert.

***Analysis of feedback and data collection:***

- Liaise with the Supreme People's Court, court-annexed mediation and dialogue centers in the four cities/provinces to collect feedback and data from mediators, dialoguers, judges, lawyers, academics, users, etc. The minimum number of people to interview per each province/city is 100 persons, including mediation and dialogue center managers, mediators/dialoguers, mediation/dialogue users, judges, lawyers, academics.
- Using both quantitative and qualitative methods, provide:
  - Baseline data and findings about how the pilot model on court annexed mediation and dialogue operate in practice and what results have been obtained so far, including number of cases, types of cases and outcomes. Baseline data will as far as possible be disaggregated by geographical location, gender, ethnic origin, and other relevant criteria;
  - Assessment of the pilot court annexed mediation and dialogue procedure and methodologies;
  - Assessment of capacity of mediators and dialoguers, including their socio-cultural knowledge and capacity working with women, children, ethnic minorities and other vulnerable groups;
  - Assessment of the impact/effectiveness of the pilot court annexed mediation and dialogue;
  - Identify interesting case studies to illustrate best practices/lessons learned;
  - Other relevant information and data.

***Report:***

- Develop outline of the report, that includes three sections: (1) desk review; (2) data analysis and findings; and (3) recommendations;
- Share the outline of the report with the international consultant, UNDP and SPC and integrate their inputs/comments;
- Draft the report, that incorporates the desk review results prepared by the senior expert, and includes data analysis, case studies and recommendations.
- Share the draft report with the international consultant, UNDP and SPC and integrate inputs/comments;
- Finalize the report based on the comments received from consultation workshop.

***Presentation:***

- Present research findings/recommendations at the consultation workshop organized by the SPC.

**b. Senior Expert:*****Desk review:***

- Collect and analyze the existing legal documents and studies, reports on the pilot model on court annexed mediation and dialogue to identify successful factors/best practices, including case studies, as well as gaps of the pilot;
- Draft the desk review section of the report.

***Feedback and data collection:***

- Develop interview questions in cooperation with the international consultant and with inputs from UNDP and SPC;
- Collect and analyze data on the pilot model on court annexed mediation and dialogue in the four cities/provinces, including on number and types of cases, outcomes, where possible disaggregated by geographical location, gender, ethnic origin, and other relevant criteria;
- Identify interesting case studies to illustrate best practices/lessons learned;

### **International consultant:**

- Provide international best practices on court annexed mediation and dialogue to share with the national consultants;
- Provide regular advice to the national consultants, including inputs to the interview questions prepared by the national consultants;
- Review and provide inputs to the outline of the report and successive drafts of the report prepared by the national consultants;
- Attend and deliver presentation on international experience at the consultation workshop organized by the SPC;
- Edit/proofread the English version of the final report.

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

The assignment will be carried out within July – November 2019.

Duty station:

- For national consultants: home based and travel to Hai Phong, Ha Noi, Ho Chi Minh and Nghe An (04 travel days for each city/province)
- For international consultant: home based and Ha Noi (2 travel days to Ha Noi)

### **5) FINAL PRODUCTS\*\*\***

- A report in English and Vietnamese (about 30 pages), including the desk review, international best practices, analysis of feedback and data from the four cities/provinces, case studies and recommendations;
- An executive summary of the report in English and Vietnamese (5-7 pages);
- Presentation on international experience prepared by international consultant to be delivered at the consultation workshop;
- Presentation on the key findings and recommendations in Vietnamese and English prepared by the national consultants to be delivered in the workshop;

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

The 3 consultants will work in close collaboration with the Programme Officer in charge in the UNDP Governance and Participation Team.

Monitoring and Progress Control will be followed up by the timeline below:

#	Activities	Timeline/DL
1.	Submission of work plan and outline of report	Mid July 2019
2.	Submission of international best practices and examples by international consultant	End July 2019
3.	Submission of detailed plans for field research in the four cities/provinces, including lists of persons to interview and data to be collected	Beginning August 2019
4.	Field research in Hai Phong, Ha Noi, Ho Chi Minh and Nghe An by national consultants	End September 2019
5.	Submission of draft report	Mid October 2019
6.	Delivering presentations at the consultation workshop	End October 2019
7.	Finalization of report after consultation workshop	Mid November 2019
8.	Evaluation certification	End November 2019



## 7) DEGREE OF EXPERTISE AND QUALIFICATIONS

### Team leader

- Master's degree in law or related field;
- A minimum of 15 years' working experience in the area of justice; Having knowledge and understanding of the court system is an advantage;
- Experience in conducting legal research, including in the field;
- Excellent spoken, report writing and presentation skills in Vietnamese; and excellent report writing in English, one sample writing report to be submitted;
- Having working experience as a team leader of research/consultant teams.

### Senior expert

- Master's degree in law or related field;
- A minimum of 10 years' working experience in the area of justice; Having knowledge and understanding of the court system is an advantage;
- Experience conducting legal research, including in the field; Having capacity to work independently and team work;
- Experience in conducting interviews/group discussions and data analysis

### International expert

- Master's degree in law or related field;
- A minimum of 10 years' working experience in the area of justice, including in Asia; Having knowledge and understandings of court annexed mediation is an advantage;
- Experience in working with national legal researchers is an advantage
- Excellent spoken and report writing skills in English; two samples of reports to be submitted

## 8) REVIEW TIME REQUIRED AND PAYMENT TERM

- 1<sup>st</sup> installment: 20% of contract amount upon receiving and acceptance of detailed workplan and outline of the report
- 2<sup>nd</sup> installment: 40% of contract amount upon receiving and acceptance of detailed plans for field research;
- Final installment: 40% of contract amount shall be paid upon satisfactory completion of all deliverables specified in the TORs.

## 9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☒ NONE                      ☐ PARTIAL                      ☐ INTERMITTENT                      ☐ FULL-TIME

### EVALUATION CRITERIA WITH ASSIGNED SCORES

#### International consultant:

Consultant(s)' experiences/qualification related to the services		
1.1	<ul style="list-style-type: none"><li>• Master's degree in law or related field;</li></ul>	250

<b>1.2</b>	<ul style="list-style-type: none"> <li>A minimum of 10 years' working experience in the area of justice, including in Asia; Having knowledge and understandings of court annexed mediation is an advantage;</li> </ul>	<b>450</b>
<b>1.3</b>	<ul style="list-style-type: none"> <li>Experience in working with national legal researchers is an advantage</li> </ul>	<b>150</b>
<b>1.4</b>	<ul style="list-style-type: none"> <li>Excellent report writing skills in English; <b>two samples of reports to be submitted</b></li> </ul>	<b>150</b>
<b>Total</b>		<b>1000</b>

**National consultants:**

**Team leader:**

<b>Consultant(s)' experiences/qualification related to the services</b>		
<b>1.1</b>	<ul style="list-style-type: none"> <li>Master's degree in law or related field;</li> </ul>	<b>200</b>
<b>1.2</b>	<ul style="list-style-type: none"> <li>A minimum of 15 years' working experience in the area of justice; Having knowledge and understanding of of the court system is an advantage;</li> </ul>	<b>350</b>
<b>1.3</b>	<ul style="list-style-type: none"> <li>Experience in conducting legal research, including in the field;</li> </ul>	<b>150</b>
<b>1.4</b>	<ul style="list-style-type: none"> <li>Report writing skill in Vietnamese; and report writing skill in English, <b>one sample writing report in Vietnamese and one sample writing report in English to be submitted;</b></li> </ul>	<b>200</b>
<b>1.5</b>	<ul style="list-style-type: none"> <li>Having working experience as a team leader of research/consultant teams</li> </ul>	<b>100</b>
<b>Total</b>		<b>1000</b>

**Senior expert:**

<b>Consultant(s)' experiences/qualification related to the services</b>		
<b>1.1</b>	<ul style="list-style-type: none"> <li>Master's degree in law or related field;</li> </ul>	<b>200</b>
<b>1.2</b>	<ul style="list-style-type: none"> <li>A minimum of 10 years' working experience in the area of justice; Having knowledge and understanding of of the court system is an advantage;</li> </ul>	<b>350</b>
<b>1.3</b>	<ul style="list-style-type: none"> <li>Experience conducting legal research, including in the field;</li> </ul>	<b>200</b>
<b>1.4</b>	<ul style="list-style-type: none"> <li>Exeprience in conducting interviews/group discussions and data analysis</li> </ul>	<b>250</b>
<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.

---

**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).*