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09 August 2019

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 National Consultant (Team Member) for Midterm Review of the Korea-Vietnam Mine Action Project
Period of assignment/services (if applicable):	From 01 Sep to 15 Oct 2019 Team Member (Approximately 25 working days)
Duty Station	Vietnam (mainly in Ha Noi with 04-day field visits to Quang Binh and Binh Dinh)
Tender reference:	K-190810

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1. Submissions should be sent by email to: le.kim.dung@undp.org no later than:
Thursday 23 August 2019

With subject line:

K-190810- National Consultant (Team Member) for Midterm Review of the Korea-Vietnam Mine Action Project

Submission received after that date or submission not in conformity with the requirements specified in 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 including past experiences with similar type of work with names of three references (including name, title, email, telephone number, address...)
- **Signed** Letter to UNDP Confirming Interest and Availability
- Letter of Interest: explaining why he/she is the most suitable candidate for the work and brief proposal on how they will approach and conduct the work, especially as a team member under direct supervision of the team leader.
- 03 samples of relevant reports or research in English and Vietnamese that he/she leads or participates/contributes. In case of participation/contribution, it is necessary to specify what are the contributions.

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **VND for National Consultant** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, 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 Member-National Consultant

Technical Evaluation Criteria	Obtainable Score
1. At least advanced university degree i.e. Master Degree in the field of social science and other relevant fields of study	150
2. At least 7 years of programme/project management and policy formulation experience in mine action and/or related field.	150
3. Proven record of leading complex programmatic evaluations, including Mine Action/UXO programmes.) or related field.	150
4. Demonstrable in-depth understanding of Results-Based Management, gender equality, capacity building and strategic planning;	300
5. Demonstrated experience with UNDP and/or other multilateral/bilateral development assistance agencies in similar assignments is an advantage;	150
6. Fluency in written English and Vietnamese is a requirement.	100
Total score	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 subject to positive reference checks conducted by UNDP

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.

The payment milestones consist of:

- First installment of 30% of the contract value upon receiving and acceptance of the detailed proposal of methodology, work plan and related research tools.
- Second/last payment of 70% of the contract value upon receiving and acceptance of the final report.

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

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



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ANNEX I

TERMS OF REFERENCE

SERVICE: National Consultant for Project Mid-Term Review (MTR)
PROJECT: Korea – Vietnam Mine Action Project
POST LEVEL: Senior Specialist
CONTRACT TYPE: Individual Contract (IC)
DUTY STATION: Vietnam (Hanoi with 04-day field visits to Quang Binh and Binh Dinh)
EXPECTED DURATION: Approximately 25 days within the period of 1 Sep to 15 Oct 2019

I. BACKGROUND

As a result of many years of war, the land and people of Vietnam are severely affected by landmines and unexploded ordnance (hereinafter called Explosive Remnants of War or ERW). According to the results of the project named "Vietnam National Explosive Remnants of War Contamination Surveying and Mapping" from 2010-2014, all 63/63 provinces/cities across the country was contaminated with ERW. According to the Government of Vietnam, the total area of contamination is 6.13 million ha, accounting for 18.82% of the country's area. In order to support the ERW removal efforts in Vietnam, the Korea-Vietnam Mine Action Project (KV-MAP) was developed and founded on the close collaboration between the Government of the Republic of Korea and the Government of the Socialist Republic of Vietnam. The main purpose of the Project is to strengthen the capacities of VNMAC and other responsible parties to further improve the contribution of mine action activities for human development in contaminated areas, especially in Quang Binh and Binh Dinh provinces.

The project is structured around 4 main components, namely survey and clearance, information management, mine risk education and victim assistance.

1. Survey and Clearance

Conducting survey to identify the Confirmed Hazardous Areas (CHAs), recording these findings in the Information Management System for Mine Action (IMSMA) and undertaking the clearance of the CHAs; training on new techniques and technology is included.

2. Information Management

Improving available information for the UXO/mine action sector to support informed policy making and task prioritization; establishing Coordination Offices and Database Centers for Mine Action under VNMAC in Quang Binh and Binh Dinh provinces; training staff and providing technical hardware and assistance for information management of mine action.

3. Mine Risk Education

Developing strategic plan for Mine Risk Education; conducting mine risk knowledge, attitude and practice (KAP) survey; organizing workshops for relevant stakeholders to share best practices for risk education; training relevant professionals and other persons engaged in risk education; delivering Mine Risk Education via radio and TV broadcasting, public events and communication materials.

4. Victim Assistance

Collecting data on UXO/mine victims in the Quang Binh and Binh Dinh provinces and registering them in locally developed software; providing medical, livelihood and rehabilitation services, as well as skills and vocational training and job placement for identified survivors of UXO or mine accidents; establishing and institutionalizing the Victim Assistance support model in related national laws and policies.

The Project is also strategically contributing to:

Policy Development and Sector Coordination

The Project will support the VNMAC in fulfilling its central role of policy development and sector coordination. This support will include technical advice on how best to design and communicate a process for task prioritization and how to ensure quality management of survey and clearance activities.

The Project will further support VNMAC to implement the policy directions for the UXO/mine action sector and the coordination among all stakeholders.

Capacity Building of Local Staff

The overall aim of this cooperation between the Government of Vietnam and KOICA/UNDP is to further strengthen and support the institutional capacity of VNMAC to fulfil its role as coordination entity for the UXO/mine action sector in Vietnam, as well as the MOLISA as the main institution responsible for victim assistance. By further strengthening the capacity of these key institutions, the project will significantly improve national capacity to address the long-term humanitarian and development challenges caused by the threat of UXO and mines. This will be done through provision of technical advice to guide and support relevant staff in all aspects of planning, implementation, quality assurance and financial management needed for the project.

The Project has the duration of 3 years from 1 Feb 2018 to 31 December 2020, but UNDP is expecting a positive decision on an ongoing request for an extension till 31 December 2021. A Mid-Term Review (MTR) for the KV-MAP is therefore planned in 2019 to assess progress against outputs and identify appropriate recommendations for the project to reach its objectives in terms of the achievement, relevance, effectiveness, efficiency and sustainability of the project so far. The MTR also looks at early signs of potential impact and sustainability of results. Findings of this review will be incorporated as recommendations for mid-course adjustment of the project as needed.

The KV-MAP is looking to hire a qualified and experienced national consultant to be a member of the mid-term review team and to work under the supervision of the international consultant (also recruited by UNDP).

II. OBJECTIVE AND SCOPE OF MTR WORK

The objectives of the MTR are to analyze results and performance of the project to date, identifying key constraints and challenges, early signs of potential impact of the project interventions and proposing corrective actions, potential project re-programming and future strategies and directions, if needed, for project implementation from late 2019 onward.

The anticipated scope of work includes, but is not necessarily limited to, assessing the followings:

- The relevance of project design, scope and priorities, including an analysis of the validity of objectives, project components, implementation arrangements, and management set-up from 2016, with focus on the period of October 2017 to date when UNDP was directly involved as the implementing partner, and project achievement against expected results defined in the project document and annual workplans;
- An in-depth review of the implementation of various project components with a view to identifying the level of achievement of the planned project outputs, the contribution to institutional development and sustainable human capacities and; in cases of not effective achievement, and analysis of the underlying reasons with recommendations for improvements, specifically assessing:
 - project management (i.e. arrangement and mechanism, procurement, etc.) in achieving the expected results;
 - project components, including cross-cutting issues of increasing the profile of mine action efforts in Vietnam and gender mainstreaming, as well as application of UNDP Social and Environmental Standards.
 - monitoring, evaluation and risk management through M&E framework and implementation for quality assurance.
 - project communication strategy to ensure project visibility to donors, partners and the public.

- current project management and technical advisory structure and staffing to meet project requirement.
 - factors beyond UNDP's control that influence the project environment and aimed outcome and conduct risk analysis.
 - the level of participation of stakeholders in the achievement of the desired outcome, as well as the effectiveness of such participation.
- Assessment of the early potential impact of project interventions. Possible gaps/ weakness in the current project design and possible interventions and measures that could be continued to support the government partners in the future.
 - Recommendations for future direction, strategies and areas of project focus as per the findings including an outline workplan for the remaining years of the project agreed by all stakeholders.
 - General lessons learned and best practices that can be considered in the planning and design of future technical support activities for the government partners and donor's coordination and harmonization in the area of mine action.

Apart from that, project's mid-term results should be rated in the following aspects:

Relevance: Evaluate the logics and unity of the process in planning and designing the activities for supporting VNMAC, MOLISA and the two provinces.

Efficiency: Evaluate the efficiency of the project implementation, the quality of the results achieved and the time/political/other constraints.

Effectiveness: Conduct an assessment management decision vis-à-vis the cost effectiveness; and to which extend the project outputs are on track to be effectively achieved.

Impact: Evaluate any early indications of the potential impact of the project, as well as its contribution to the SDGs.

Sustainability: Assess the likelihood of results becoming sustainable with specific focus on national capacity and ownership over the process.

III. METHODOLOGY

This mid-term evaluation will adhere to the United Nations Evaluation Group's Norms & Standards, UNDP Evaluation Guidelines and UNDP Evaluation Policy. Please refer to the following links

<http://www.unevaluation.org/document/detail/1914>

<http://web.undp.org/evaluation/guidance.shtml#handbook>

<http://web.undp.org/evaluation/policy.shtml>

It is proposed that the MTE will be a participatory exercise considering the views and suggestions of a wide range of stakeholders within and outside the context of the project.

Stakeholders' ownership of the findings, recommendations and follow up actions is seen as one of the key factors for ensuring commitment to project implementation in the later stage. The evaluation methodology is based on the following activities:

- Propose a detailed work plan, methodology, approach and interview questionnaires
- Collect relevant documents with support from JPMU
- Conduct a desk review of collected documents
- Conduct in depth interviews with key counterparts at central level and local level to understand the reasons for identified gaps in relevance and efficiency as well as to document initial impact and lessons learnt of the project
- Prepare the draft report to seek comments from different stakeholders such as KOICA, VNMAC, MOLISA, PPCs, UNDP, etc.
- Present the key findings and recommendations in a workshop to validate the draft report
- Finalization and submission of report

IV. EXPECTED DELIVERABLES:

The National Consultant will support the team leader in the production of the MTR report, analyzing results and performance of the project to date, identifying key constraints and challenges, early signs of potential impact of the project interventions and proposing corrective actions, potential project re-programing and future strategies and directions, if needed, for project implementation from late 2019 onward.

More specifically, deliverables are:

1. A MTR report which include: (1) Executive Summary (max 3 pages), (2) Introduction, (3) Methodology, (4) Analysis of the current status of the Project with regard to key components, outcomes, outputs, and implementation strategies, (5) Assessment of the context (political, donors' supports in the sector etc.) for the ongoing project implementation, (6) Key findings, early indications of best practices and lessons learned, (7) Conclusions and recommendations reflecting the most likely scenarios for the implementation of the Project in the remaining years; and (8) Annexes

Main text excluding annexes should be a maximum 50 pages.

2. There should be a minimum of the following annexes:
 - a. Evaluation consultant's ToR/short CV;
 - b. Terms of Reference of the review;
 - c. Glossary and Abbreviations;
 - d. List of persons/organizations consulted;
 - e. List of literature/documentation consulted;
 - f. Evaluation work plan executed;
 - g. Problems and adjustments table; and

- h. Findings synthesis table with performance rating.
3. Extract lessons learned and best practices that can be considered in the planning and design of future projects supporting Mine Action sector in Vietnam.
4. Debriefing(s) to KOICA, MOD, Office 701, VNMAC, UNDP, MOLISA, JPMU, and other relevant stakeholders.

V. ASSIGNMENT ROLE AND DURATION, DUTY STATION AND EXPECTED PLACES OF ASSIGNMENT AND TRAVEL

The national consultant will have a duration of up to 25 days, **within 1 September and 15 October 2019**. The expert will work mainly in Vietnam (Hanoi, with 04-day field trips to Quang Binh and Binh Dinh provinces).

The role and tasks of the national consultant: The national consultant will work under the guidance and direction of the international consultant and is expected to:

- Fulfil tasks defined by and work under the supervision of the team leader. Be responsible to provide her/his technical expertise as requested by the team leader to deliver the expected deliverables of the MTR
- Help the team leader in understanding the Vietnamese situation and context. Compile and review key resources, including those that are available in Vietnamese only, and provide summary findings to the team leader for inclusion in the MTR report; Provide analysis, other input and assistance as relevant to the team leader to ensure the relevance of the MTR to the Vietnamese context, including contributing to the draft MTR;
- Conduct consultations with stakeholders and key informants; Interpret for the team leader in discussion with the Vietnamese partners. If relevant and as agreed with the team leader, summarize information which could be obtained in Vietnamese only during interviews.
- As a resource person throughout the process, discuss trends and findings with the team leader to enrich and complete the analysis;
- Translate the evaluation report from English into Vietnamese

Event	Time allocation	Key Deliverables/Outputs	Review and Approvals required
Inputs to detailed proposal of methodology, work plan and related research tools	1.5 days	Written or tracked changes in the document	Team leader
Inputs to desk-review and questionnaires	2.5 days	Written or tracked changes in the document	Team leader
Interpretation and	4 days	Collected and	Team leader

participation in in-depth interviews (Meetings in Hanoi: UNDP, KOICA, VNMAC, MOLISA and other key stakeholders...)		translated set of data and information collected from fieldwork	
Interpretation and participation in field visits, interviews with partners, and key stakeholders in projects' provinces	4 days	Collected and translated set of data and information collected from fieldwork	Team leader
Inputs to draft report and participation in drafting and presenting the PowerPoint presentation at the validation workshop/briefing with VNMAC, MOLISA, KOICA, UNDP and key stakeholders	5 days	Written or tracked changes in the document	Team leader
Inputs to the final draft of report (home based)	4 days	Written or tracked changes in the document	Team leader
Translation of the report into Vietnam. Edit/proofread to ensure the Vietnamese version is ready for dissemination	4 days	Final Vietnamese version	Project Manager in consultation with Programme Analyst
Total number of days	25 days		

While in Hanoi, the MTR team will be based at the UNDP Office. The KVMAP JPMU will facilitate the work of the MTR team before and during its stay in Vietnam, including preparing a schedule of meetings and interviews, producing the necessary background information for the evaluation process.

VI. REQUIRED QUALIFICATIONS:

Educations: At least advanced university degree i.e. Master Degree in the field of social science and other relevant fields of study

Experience:

- At least 7 years of programme/project management and policy formulation experience in mine action and/or related field.
- Proven record of leading complex programmatic evaluations, including Mine Action/UXO programmes.) or related field.
- Demonstrable in-depth understanding of Results-Based Management, gender equality, capacity building and strategic planning;
- Demonstrated experience with UNDP and/or other multilateral/bilateral development assistance agencies in similar assignments is an advantage;

Language requirement: Fluency in English and Vietnamese both oral and written is a requirement.

VII. PROVISION OF MONITORING AND QUALITY/PROGRESS CONTROL:

- The national consultant will work directly under supervision of the MTR team leader; strategic guidance from the UNDP Chief Technical Advisor on Mine Action; Deputy General Director of VNMAC and GPT Unit Head; and in close collaboration with the UNDP M&E Officer and UNDP Programme Analyst on Mine Action.
- JMPU is the supporting unit responsible for progress control of the deliverables

VIII. DOCUMENTS for KV-MAP project:

- Key Project Documents
- Minutes of JPCC meetings
- Workplans for 2018-2020 and details for 2018 and 2019
- Annual and quarterly progress project reports
- JPMU meeting minutes
- Field trip/technical reports
- Audit report
- Relevant documents on other donors' programmes

IX. REVIEW TIME REQUIRED AND PAYMENT TERMS:

Payment instalments for the national consultant will be settled according to the completion milestones of key deliverables as below:

- First installment of 30% of the contract value upon receiving and acceptance of the detailed proposal of methodology, work plan and related research tools.

- Second/last payment of 70% of the contract value upon receiving and acceptance of the final report.

All deliverables will have to be approved by required approval levels in Session V

X. CONSULTANCY RATE AND REQUIRED SUBMISSION OF APPLICATION:

“2017 EU-UNDP Guidelines for Financing Local Costs in Development Cooperation with Viet Nam” will be applied for national consultancy rate. The travel cost (flight ticket, terminal fee, accommodation...) for 1 trip to Quang Binh and 1 trip to Binh Dinh will be covered directly by UNDP according to UNDP travel rules/regulations.

Interested candidate must submit the following documents/information to demonstrate the required qualifications:

- Letter of Interest: explaining why he/she is the most suitable candidate for the work and brief proposal on how they will approach and conduct the work, especially as a team member under direct supervision of the team leader;
- 3 samples of relevant reports or research that he/she leads or participates/contributes in English and Vietnamese. In case of participation/contribution, it is necessary to specify what are the contributions;
- CV, including past experiences with similar type of work with names of three references.

XI. TECHNICAL EVALUATION CRITERIA

Technical Evaluation Criteria	Obtainable Score
1. At least advanced university degree i.e. Master Degree in the field of social science and other relevant fields of study	150
2. At least 7 years of programme/project management and policy formulation experience in mine action and/or related field.	150
3. Proven record of leading complex programmatic evaluations, including Mine Action/UXO programmes.) or related field.	150
4. Demonstrable in-depth understanding of Results-Based Management, gender equality, capacity building and strategic planning;	300
5. Demonstrated experience with UNDP and/or other multilateral/bilateral development assistance	150

agencies in similar assignments is an advantage;	
6. Fluency in written English and Vietnamese is a requirement.	100
Total score	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

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, Processional 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/USD)	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).