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08 October 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 on developing a guiding document for reviewing and assessing quality of legal aid
Period of assignment/services (if applicable):	October – December 2019
Duty Station:	Home based and one two-day mission to Nha Trang
Tender reference:	T190903

1. Submissions should be sent by **email** to: [luu.thi.trang@undp.org](mailto:luu.thi.trang@undp.org) no later than:

**23.59 hrs., 13 October 2019 (Hanoi time)**

With subject line:

**T190903A – A National Consultant (Team leader) on developing a guiding document for reviewing and assessing quality of legal aid.**

**And**

**T190903B – A National Consultant (Senior expert) on developing a guiding document for reviewing and assessing quality of legal aid.**

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](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:

- [Term of References](#)..... (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
- One sample writing report in English to be submitted for National Consultant (Team leader)

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

- The financial proposal shall specify a total lump sum amount in **VND for national consultant and US dollar for International 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:

### A National Consultant - Team Leader

Consultant(s)' experiences/qualification related to the services		
1.1	• Doctoral degree in law or related field	200
1.2	• Working experience in developing legal aid laws or guidelines;	200
1.3	• Working experience with legal aid activities or participating in legal aid projects;	200
1.4	• Working experience with NLAA, government officials and civil society organizations	100

1.5	<ul style="list-style-type: none"> <li>Excellent spoken, report writing and presentation skills in Vietnamese, one sample writing report to be submitted</li> </ul>	150
1.6	<ul style="list-style-type: none"> <li>Excellent report writing in English, one sample writing report to be submitted</li> </ul>	150
<b>Total</b>		<b>1000</b>

#### **A National Consultant – Senior expert**

<b>Consultant(s)' experiences/qualification related to the services</b>		
1.1	<ul style="list-style-type: none"> <li>Master's degree in law or related field;</li> </ul>	200
1.2	<ul style="list-style-type: none"> <li>Working experience with legal aid activities or participating in legal aid projects;</li> </ul>	250
1.3	<ul style="list-style-type: none"> <li>Experience in working with vulnerable groups</li> </ul>	150
1.4	<ul style="list-style-type: none"> <li>Experience conducting legal research</li> </ul>	250
1.5	<ul style="list-style-type: none"> <li>Working experience with NLAA, government officials and civil society organizations</li> </ul>	150
<b>Total</b>		<b>1000</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 subject to positive reference checks on the consultant's past performance.

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 BSAFE which is the new online security awareness training 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>  
The training course takes around 3-4 hours to complete.

- 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.

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

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

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

## ANNEX I



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### TERMS OF REFERENCE

<b>TITLE:</b>	Develop a guiding document for reviewing and assessing quality of legal aid
<b>NATIONAL OR INTERNATIONAL:</b>	2 national consultants including: <ul style="list-style-type: none"><li>- Team leader (26 working days)</li><li>- Senior expert (14 working days)</li></ul> 1 international consultant (10 working days)
<b>DUTY STATION:</b>	<b>For national consultants:</b> Home based and one two-day mission to Nha Trang <b>For international consultant:</b> Home based
<b>DURATION OF ASSIGNMENT:</b>	October – December 2019
<b>COUNTRY OF ASSIGNMENT:</b>	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 implement the Law on Legal Aid and the Legal Aid Reform Project for the period 2020 - 2025.

The United Nations Principles and Guidelines on Access to Legal Aid in Criminal Justice Systems (UNPG) provide that “States should consider the provision of legal aid their duty and responsibility. To that end, they should consider, where appropriate, enacting specific legislation and regulations and ensure that a comprehensive legal aid system is in place that is accessible, effective, sustainable and credible. States should allocate the necessary human and financial resources to the legal aid system.”

In Viet Nam, the legal aid system was established by Decision No. 734/TTg dated September 6, 1997 of the Prime Minister. According to this Decision, the system of the State legal aid providing organizations

includes the National Legal Aid Agency under the Ministry of Justice and State legal aid centers under the local Departments of Justice in the provinces.

The first Legal Aid Law was promulgated in 2006. After 10 years of implementation, the 2006 Legal Aid Law exposed many gaps and was replaced by the 2017 Legal Aid Law, which came into effect on 1<sup>st</sup> January 2018.

According to the 2017 Legal Aid Law, legal aid providing organizations include State legal aid centers and Legal aid participating organizations (registered legal aid providers and contracted legal aid providers). Currently, there are 63 State legal aid centers in 63 provinces and cities, and 195 legal aid organizations. There are nearly 4000 legal aid providers. The new Legal Aid Law expanded the scope of legal aid beneficiaries from 6 groups to 14 groups. It led the number of legal aid beneficiaries to increase.

One of the key targets of the 2017 Legal Aid Law is to improve the quality of legal aid services to better ensure rights and interests of legal aid beneficiaries. Based on the 2017 Legal Aid Law, the Circular 12/2018/TT-BTP dated 28 August 2018 of the Ministry of Justice provides key content on quality management of legal aid cases. However, in order to implement the Law and the Circular, there is a need to develop a more detailed guiding document for reviewing and assessing quality of legal aid.

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

In order to support the National Legal Aid Agency (NLAA) in further improving and managing the quality of legal aid, UNDP seeks to commission 2 national experts and 1 international expert to develop a guiding document on reviewing and assessing quality of legal aid cases. This will be an essential tool for legal aid organizations and management bodies to review and assess the quality of legal aid to implement the Legal Aid Law and the Circular 12.

## **3) SCOPE OF WORK**

The 3 consultants will work together as a team.

### **National consultants:**

#### **a. Team leader – senior expert:**

##### ***Taking leading role (2 days):***

- The team leader is ultimately responsible for the final products
- Takes the lead in discussions with the two other consultants, UNDP and NLAA on implementing the assignment
- Responsible for the whole process of the assignment, especially:
  - Discuss with two other consultants to develop a workplan with clear deadlines for each activity and send to UNDP and NLAA for approval;
  - Monitor the work done by other two consultants to get deliverables from them and submit the final products to UNDP and NLAA by the deadlines.

##### ***Develop a guiding document:***

- Develop a draft outline of a guiding document for reviewing and assessing quality of legal aid cases (1 days);
- Share the draft outline with two other consultants, UNDP and NLAA and integrate their inputs/comments (1 days);

- Based on the information and analyses done by two other consultants, develop a guiding document for reviewing and assessing quality of legal aid cases (15 days);
- Prepare and deliver presentation on draft guiding document at a consultation workshop to get inputs from workshop's participants (2 days);
- Revise and finalize the guiding document based on the inputs from workshop's participants, UNDP and NLAA (5 days).

**b. Senior Expert:**

***Desk review:***

- Collect and analyze the existing legal documents, studies and reports relating to reviewing and assessing quality of legal aid cases and submit the analysis to the team leader (2 days);
- Collect and review the existing similar guiding documents to provide best examples/practices to the team leader for developing the guiding document for reviewing and assessing quality of legal aid cases (2 days);
- Provide comments to the draft outline of the guiding document (1 days);
- Provide comments to the draft guiding document (4 days);
- Attend the consultation workshop to support the team leader in delivering presentation and prepare a workshop report that includes all the comments from workshop's participants (2 days);
- Share the draft guiding document with relevant stakeholders to get comments to submit to the team leader for finalizing the document (3 days).

**International consultant: (10 days)**

- Study and develop an analysis on international best practices on guiding documents for reviewing and assessing quality of legal aid cases with examples that can be applied for Viet Nam to share with national consultants (3 days);
- Provide inputs to the outline of the guiding document prepared by national consultants (1 days);
- Provide inputs to the draft guiding document prepared by national consultants (3 days);
- Edit/proofread the English final version of the guiding document (3 days).

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

The assignment will be carried out within October – December 2019.

Duty station:

- For national consultants: home based and one two-day mission to Nha Trang
- For international consultant: home based

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

- A guiding document for reviewing and assessing quality of legal aid cases in English and Vietnamese (about 40 pages), to provide meaningful information on legal aid services, status of legal aid beneficiaries and other appropriate factors. The guiding document should include a toolkit for assessing quality of legal aid cases, that can include, but not limited to i) methods and process for reviewing quality of legal aid cases; (ii) assessment criteria with scores for legal aid providers, iii) criteria with scores to assess the process and procedures of legal aid; iv) steps for assessment of legal

aid cases. The toolkit should be accepted and approved by the NLAA to be used as a practical tool for annually reviewing and assessing quality of legal aid cases.

- Analysis of the existing legal documents, studies and reports relating to reviewing and assessing quality of legal aid cases and best examples/practices;
- Analysis of international best practices with examples that can be applied for Viet Nam;
- Presentation on draft guiding document 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 each other in accordance with TOR and under monitoring of 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/Outputs	Timeline/DL
1.	Submit work plan and outline of the guiding document	Beginning October 2019
2.	Submit analysis of the existing legal documents, studies and reports relating to reviewing and assessing quality of legal aid cases and best examples/practices by national consultant	Mid October 2019
3.	Submit international best practices and examples by international consultant	Mid October 2019
4.	Submit draft outline of the guiding document	20-25th October 2019
5.	Revise draft outline according to comments collected	End of October 2019
6.	Submit draft guiding document	Early November 2019
7.	Prepare and deliver presentation at the consultation workshop	November 2019
8.	Finalization of guiding document after consultation workshop	End November 2019
9.	Evaluation certification	Mid December 2019

## 7) DEGREE OF EXPERTISE AND QUALIFICATIONS

### Team leader

- Doctoral degree in law or related field;
- Working experience in developing legal aid laws or guidelines;
- Working experience with legal aid activities or participating in legal aid projects;
- Working experience with NLAA, government officials and civil society organizations;
- Excellent spoken, report writing and presentation skills in Vietnamese, one sample writing report to be submitted;
- 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;
- Working experience with legal aid activities or participating in legal aid projects;



- Experiences in working with vulnerable groups;
- Experience conducting legal research;
- Working experience with NLAA, government officials and civil society organizations;
- Excellent spoken, report writing skills in Vietnamese
- Having capacity to work independently and team work.

#### **International expert**

- Master's degree in law or related field;
- Proven track record of conducting research;
- Expertise and experience in relation to the international legal aid standards, in particular the UN Principles and Guidelines on Access to Legal Aid in Criminal Justice Systems, is an advantage;
- Expertise of developing a guiding document on assessing quality of legal aid cases 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 by UNDP of detailed workplan and outline of the guiding document;
- 2<sup>nd</sup> installment: 40% of contract amount upon receiving and acceptance by UNDP of outputs 2,3,4,5,6;
- 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**

##### **Team leader:**

<b>Consultant(s)' experiences/qualification related to the services</b>		
<b>1.1</b>	<ul style="list-style-type: none"> <li>• Doctoral degree in law or related field</li> </ul>	<b>200</b>
<b>1.2</b>	<ul style="list-style-type: none"> <li>• Working experience in developing legal aid laws or guidelines;</li> </ul>	<b>200</b>
<b>1.3</b>	<ul style="list-style-type: none"> <li>• Working experience with legal aid activities or participating in legal aid projects;</li> </ul>	<b>200</b>
<b>1.4</b>	<ul style="list-style-type: none"> <li>• Working experience with NLAA, government officials and civil society organizations</li> </ul>	<b>100</b>
<b>1.5</b>	<ul style="list-style-type: none"> <li>• Excellent spoken, report writing and presentation skills in Vietnamese, one sample writing report to be submitted</li> </ul>	<b>150</b>
<b>1.6</b>	<ul style="list-style-type: none"> <li>• Excellent report writing in English, one sample writing report to be submitted</li> </ul>	<b>150</b>

<b>Total</b>	<b>1000</b>
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**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>Working experience with legal aid activities or participating in legal aid projects;</li> </ul>	<b>250</b>
<b>1.3</b>	<ul style="list-style-type: none"> <li>Experience in working with vulnerable groups</li> </ul>	<b>150</b>
<b>1.4</b>	<ul style="list-style-type: none"> <li>Experience conducting legal research</li> </ul>	<b>250</b>
<b>1.5</b>	<ul style="list-style-type: none"> <li>Working experience with NLAA, government officials and civil society organizations</li> </ul>	<b>150</b>
<b>Total</b>		<b>1000</b>

**International consultant:**

<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>250</b>
<b>1.2</b>	<ul style="list-style-type: none"> <li>Proven track record of conducting research</li> </ul>	<b>250</b>
<b>1.3</b>	<ul style="list-style-type: none"> <li>Expertise and experience in relation to the international legal aid standards, in particular the UN Principles and Guidelines on Access to Legal Aid in Criminal Justice Systems, is an advantage</li> </ul>	<b>100</b>
<b>1.4</b>	<ul style="list-style-type: none"> <li>Expertise of developing a guiding document on assessing quality of legal aid cases is an advantage</li> </ul>	<b>100</b>
<b>1.5</b>	<ul style="list-style-type: none"> <li>Experience in working with national legal researchers is an advantage</li> </ul>	<b>150</b>
<b>1.6</b>	<ul style="list-style-type: none"> <li>Excellent spoken and report writing skills in English; two samples of reports to be submitted</li> </ul>	<b>150</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.

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**Annexes** *[please check all that applies]:*

- ☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

## **GUIDELINES FOR CV PREPARATION**

**WE REQUEST THAT YOU USE THE FOLLOWING CHECKLIST WHEN PREPARING Your CV:**

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

Sex, Date of Birth, Nationality, Other Citizenship, Marital Status

Company associated with (if applicable, include company name, contact person and phone number)

### **SUMMARY OF EXPERTISE**

Field(s) of expertise (be as specific as possible)

Particular development competencies-thematic (e.g. Women in Development, NGOs, Privatization, Sustainable Development) or technical (e.g. project design/evaluation)

Credentials/education/training, relevant to the expertise

### **LANGUAGES**

Mother Tongue:

Indicate written and verbal proficiency of your English:

### **SUMMARY OF RELEVANT WORK EXPERIENCE**

Provide an overview of work history in reverse chronological order. Provide dates, your function/title, the area of work and the major accomplishments include honorarium/salary.

References (name and contact email address) must be provided for each assignment undertaken by the consultant that UNDP may contact.

### **UN SYSTEM EXPERIENCE**

If applicable, provide details of work done for the UN System including WB. Provide names and email address of UN staff who were your main contacts. Include honorarium/salary.

### **UNIVERSITY DEGREES**

List the degree(s) and major area of study. Indicate the date (in reverse chronological order) and the name of the institution where the degree was obtained.

### **PUBLICATIONS**

Provide total number of Publications and list the titles of 5 major publications (if any)

### **MISCELLANEOUS**

Indicate the minimum and maximum time you would be available for consultancies and any other factors, including impediments or restrictions that should be taken into account in connection with your work with this assignment.

## Annex V

## FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum of ..... (VND for National Consultant; 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	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 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).*