

9 December 2019



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## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

|  |  |
|--|--|
| Country:                                       | Viet Nam   |
| Description of the assignment:                 | <p>National consultants to review, update and revise the List of important wetland areas according to the Decree 66 /2019/ND-CP on wetland conservation and sustainable use</p> <p>-Team Leader on wetland &amp; environment/biodiversity (55 workdays)</p> <p>-Team Member on wetland &amp; aquaculture/fisheries (50 workdays)</p> |
| Period of assignment/services (if applicable): | (December 2019 – June 2020)  |
| Duty Station                                   | Hanoi with travel to provinces   |
| Tender reference:                              | A-191201   |
| Country:                                       | Viet Nam   |

1. Submissions should be sent by **email** to: [quach.thuy.ha@undp.org](mailto:quach.thuy.ha@undp.org) no later than:

**Sunday 15 December 2019**

**With subject line:**

**A-191201-a-Team Leader on Wetland**

**A-191201-b-Team Member on Wetland**

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 refer to the attached for the relevant documents:**

- [Terms 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
- Copy of 1-3 publications/writing samples on relevant subject.
- Reference contacts of past 4 clients for whom you have rendered preferably the similar service (including name, title, email, telephone number, address...)

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

- The financial proposal shall specify a total lump sum amount in **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 Leader**

|    | Consultant's experience/qualification related to the services  | Score |
|----|--|-------|
| 1. | Advanced degree in Environment, Ecology, Geological, Biodiversity, Agriculture, Fishery, Natural Resource Management other related fields providing suitable and relevant advanced knowledge | 200   |
| 2. | At least 15 years of work experiences in areas of environment/biodiversity/wetlands/ marines and islands.  | 200   |

|              |  |              |
|--------------|--|--------------|
| <b>3.</b>    | Experience with managing and leading team toward a shared output   |              |
| <b>3.1</b>   | <i>Understandings about wetlands and relevant planning/policies on biodiversity/wetlands/marines and islands in Viet Nam</i>   | 200          |
| <b>3.2</b>   | <i>Experience in participating in projects on inventory and classification of wetlands and investigate wetlands/important wetlands</i>   | 200          |
| <b>3.3</b>   | <i>Experienced in management or equivalent position (head of units, team leader, key consultant or project manager related to wetlands, biodiversity, islands and environment)</i> | 100          |
| <b>4.</b>    | Excellent communication skills, including strong ability in written and oral English (at least two reports in writing submitted)   | 100          |
| <b>Total</b> |  | <b>1,000</b> |

### Team Member

|              | <b>Consultant's experience/qualification related to the services</b>   | <b>Score</b> |
|--------------|--|--------------|
| <b>1.</b>    | Advanced degree in Environment, Ecology, Geological, Biodiversity, Agriculture, Fishery, Natural Resource Management other related fields providing suitable and relevant advanced knowledge | 200          |
| <b>2.</b>    | At least 15 years of work experiences in areas of environment/biodiversity/wetlands/marines and islands.   | 200          |
| <b>3.</b>    | Experience in developing a similar report, legal document on wetland/ fishery management and in designing and conducting surveys and analyzing data.   |              |
| <b>3.1.</b>  | <i>Understandings about Viet Nam's wetlands and relevant legal documents/planning/policies on biodiversity, wetlands, fishery.</i>   | 200          |
| <b>3.2</b>   | <i>Experience in developing legal documents/planning/policies on wetlands/fishery management and legal document related to identify important wetlands.</i>                                  | 300          |
| <b>4.</b>    | Good communications, organization and presentation skills and experienced working for UNDP/GEF projects and government   | 100          |
| <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:

- 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 outputs, deliverables, i.e. specified the TOR.

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

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

## **ANNEX I**



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### **TERMS OF REFERENCE**

|                                  |   |   |
|----------------------------------|---|---|
| <b>Title</b>                     | : | National consultants to review, update and revise the List of important wetland areas according to the Decree 66 /2019/ND-CP on wetland conservation and sustainable use  |
| <b>Description of assignment</b> | : | Formulating the draft Decision of Ministry of Natural Resources and Environment on promulgation of the list of important wetland areas in Viet Nam according to the Decree 66/2019/ND-CP on wetlands conservation and sustainable use.  |
| <b>Duty station</b>              | : | Ha Noi and travel to provinces.   |
| <b>Project code and name:</b>    | : | 00088048/Conservation of Critical Wetland Protected Areas and Linked Landscapes (Wetland Project)   |
| <b>Requirement</b>               | : | <p>A consulting team consisting of 01 national consultant/Team leader and one national consultant/Team member (maximum of 105 working-days for team)</p> <p><b>Two National Consultants:</b></p> <ul style="list-style-type: none"><li>• NC1 – National expert on wetlands and environment/biodiversity (Team Leader: 55 workdays)</li><li>• NC2 – National expert on wetland and aquaculture/ fisheries (Team member: 50 workdays)</li></ul> |
| <b>During and timing</b>         | : | December 2019 to June 2020  |
| <b>Reporting</b>                 | : | Sub-Project Management Unit (sub-PMU), Project Management Unit of Wetland Project and UNDP in Viet Nam  |

### **GENERAL BACKGROUND**

The project “Conservation of Critical Wetland Protected Areas and Linked Landscapes’ (Wetland Project) is implemented from 2015 to 2019 and is expected to extend to 2020, funded by the Global Environmental Facility (GEF) through UNDP. The project will provide technical support to the Government of Vietnam in establishing new wetland protected areas, developing an institutional and organizational capacity for effective wetland operation and management to reduce threats to biodiversity and linked landscapes among wetland areas.

The project was approved by the Ministry of Natural Resources and Environment (MONRE) in Decision No. 837/QĐ-BTNMT dated April 13, 2015. The Institute of Strategy, Policy on Natural Resources and Environment (ISPONRE) is the project owner and Biodiversity Conservation Agency (BCA) is the co-implementing agency, which is responsible for implementing the project component on consolidating legal framework on wetland, strengthening capacity for wetland conservation and sustainable use, and establishment and operation of wetland protected area in Thai Thuy, Thai Binh province.

In 2016, the project supported to conduct the Activity no. 1.1.1.2.2 namely Survey, collect the needed data to revise, updated and consolidate existing inventories of wetland in Vietnam and develop the detailed list of

important wetlands and mapping on result of important wetlands inventories with aims to update and complete the inventory of Vietnam wetlands, following the newly revised wetlands classification system (2016). As a result, the Vietnam wetland inventories had been developed with mapping of wetland types in 8 ecological and a list of important wetlands was recommended based on a set of proposed criteria with updated database on 27 important wetland areas.

Up to now, the Project has achieved certain results on updating the national wetland inventory data, proposed a list of important wetland areas, submitted to the Government for the promulgation of Decree No. 66/2019/ND-CP dated July 29, 2019 on wetlands conservation and sustainable use and established Thai Thuy wetland conservation area. In order to implement Article 9 of Decree No. 66/2019/ND-CP regulated the Ministry of Natural Resources and Environment promulgating and announcing the List of important wetlands, the project will recruit a national expert team with experiences in the field of environment/biodiversity, wetlands or fisheries to conduct the activity "Review, update and revise the List of important wetland areas in Vietnam according to the Decree No. 66/2019/ND-CP on wetland conservation and sustainable use" based on the list of important wetland areas that proposed in 2016, provincial biodiversity conservation planning and current status in provinces.

The implementation of this activity will contribute to achieving the results of item "Associated legal guidance to clarify and guide the implementation of the new Decree" and ensure the feasibility of Decree No. 66/2019/ND-CP dated July 29, 2019 of the Government of Viet Nam on the Conservation and Sustainable Use of Wetlands, especially providing adequate legal and scientific basis on conditions for establishing future wetland conservation areas as prescribed in Article 12 of the Decree 66/2019/ND-CP.

## **OBJECTIVES OF THE ASSIGNMENT**

The overall objective of this assignment is to formulate the draft Decision of Ministry of Natural Resources and Environment on promulgation of the list of important wetland areas in Viet Nam. It aims to review, update and revise the List of important wetland areas in Vietnam according to the Decree 66/2019/ND-CP on the Conservation and Sustainable Use of Wetlands for the submission to the Minister of Natural Resources and Environment. This will serve as a basis for elaborating provincial biodiversity conservation planning, establishing wetland conservation areas, proposing wetlands of international importance (Ramsar sites), monitoring important wetlands and maintaining the services, functions of the wetlands for effective management on important wetlands in Vietnam.

## **SCOPE OF WORK**

### **Joint Tasks and Activities of the Team**

To complete this assignment, the team will undertake the following activities:

- Given the complexity of various types of critical wetland areas nationwide, the consultant team is requested to develop and submit their own methodologies and work-plan, including field survey plans for the overall assignment. This will be prepared in the Inception phase which will guide the implementation of the assignment.
- Develop a framework of the List of important wetland areas in accordance with the provisions in Article 9 of Decree No. 66/2019/ND-CP of July 29, 2019 on the Conservation and Sustainable Use of Wetlands;
- Review and refer to basic information about important wetland areas in the List of important wetland areas that was proposed in 2016 to update to the framework of the List of important wetland areas in accordance with the provisions of Decree No. 66/2019/ND-CP for each ecological region, including updating the national database (where possible);

- Collect available information and data on wetlands of provinces in whole country (provincial biodiversity conservation planning, the research results related to wetlands, biodiversity...) including the current implementation status on the Article 9 of Decree No. 66/2019/ND-CP of July 29, 2019;
- Review, update and correct all information on important wetland areas in each province/central city of Viet Nam;
- Develop synthetic reports based on the general information about the important wetland areas of the provinces according to each ecological region for the update and revision of the List of important wetland areas in Viet Nam;
- Carry out field surveys to the key selected important wetlands proposed by provincial stakeholders during the inception phases;
- Drafting updates and revisions of the List of important wetland areas as required in Article 9 of Decree 66/2019/ND-CP;
- Participate and present draft findings in technical/consultation meetings, and finalize the draft version based on comments and feedback from stakeholders;

## Specific Responsibilities of Team Members

Specific tasks for each of team members as bellows:

### Team Leader

- Lead the management and coordination of all works of the team, work directly with and be responsible before the Sub-PMU for the assignment progress and results;
- Develop methodologies and work-plan, including field surveys and the framework of the List of important wetland areas in accordance with the provisions in Article 9 of Decree No. 66/2019/ND-CP of July 29, 2019 on the Conservation and Sustainable Use of Wetlands;
- Provide technical guidance and lead the review, update of information of important wetlands in each of the selected provinces/central cities of Viet Nam, and the current implementation status on the Article 9 of Decree No. 66/2019/ND-CP of July 29, 2019;
- Lead synthetic report of the general information about the important wetland areas of the provinces according to each ecological region to update and revise the List of important wetland areas in Viet Nam;
- Be responsible for technical and operational design and implementation of field surveys in some provinces as identified in inception phase;
- Lead the drafting Decision on List of important wetland areas as required in Article 9 of Decree 66/2019/ND-CP;
- Deliver the presentation and consultation process of the draft Decision, obtaining and addressing comments and for the completion of the List of important wetland areas;
- Ensure the progress and quality of the assignment, the input and quality work of the individual team members, and timely deliverables as per agreed on the work plan.

### Team member

- Participate and provide inputs in developing the inception report;
- Support in developing methodologies and work-plan, including field surveys and the framework of the List of important wetland areas in accordance with the provisions in Article 9 of Decree No. 66/2019/ND-CP of July 29, 2019 on the Conservation and Sustainable Use of Wetlands;
- Support in reviewing and updating to basic information about important wetland areas in the List of important wetland areas that was proposed in 2016 in order to update to the framework of List of important wetland areas for each ecological region in accordance with the provisions of Decree No. 66/2019/ND-CP and the current implementation status;

- Conduct field surveys as identified in inception phase to collect information on wetlands of some provinces (provincial biodiversity conservation planning, the research results related to wetlands, biodiversity...);
- Participate in reviewing, updating and correcting information of important wetlands in each province/central city of Viet Nam;
- Develop the draft Decision on List of important wetland areas as required in Article 9 of Decree 66/2019/ND-CP
- Participate and present in technical/consultation meetings to get comments and complete the List of important wetland areas;
- Comment and provide inputs to finalize the updated List of important national wetland areas in Viet Nam and the draft Decision on List of important wetland areas as required in Article 9 of Decree 66/2019/ND-CP

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

The duration and timing of the assignment from **December 2019 to June 2020**.

**Duty Stations:** Ha Noi, home-based, and travel to selected provinces as inception report. The travel related costs with the detailed field mission plans will be made and agreed with the sub-PMU, PMU and UNDP during the Inception Phase and to be paid separately based on UN-EU cost norms.

## **EXPECTED RESULTS/DELIVERABLES**

### **Tentative Schedule of Outputs**

|           | <b>Deliverable</b>  | <b>Expected due date</b>                   |
|-----------|---|--|
| <b>1.</b> | Inception report & work plan/methodologies  | within two weeks after signing of contract |
| <b>2.</b> | Data collection tools/questionnaires and field survey plans   | 1 months after signing of contract         |
| <b>3.</b> | Revised and updated List of important wetland areas is completed according to Article 66/2019/ND-CP | 3 months after signing of contract         |
| <b>4.</b> | Draft Decision on List of important wetland areas as required in Article 9 of Decree 66/2019/ND-CP  | 5 months after signing of contract         |

*The above schedule is tentative and will be finalized in the Inception Report.*

## **MONITORING AND PROGRESS CONTROL**

The assignment will be directly supervised by sub-PMU, and under the overall supervision of PMU and UNDP.

In addition to collaboration with stakeholders and concerned provinces, the consultant team will also routinely report to the sub-PMU on progress. The consultants will provide concise information about implemented activities and adjustments to the work plan regularly.

## **ADMINISTRATIVE SUPPORT AND REFERENCE DOCUMENTS**

The consultant team will be provided with the following support from sub-PMU and/or PMU:

- Support the working process with relevant stakeholders and provinces during the field survey and consultation processes.
- Provision of relevant documents of Wetland Project to the assignment.

## **QUALIFICATIONS AND WORK EXPERIENCE**

The selected consultants should meet the below requirements.

### **Team Leader**

- Master's degree in Environment, Ecology, Geological, Biodiversity, Agriculture, Fishery, Natural Resource Management or relevant fields. PhD is preferred;
- At least 15 years of work experiences in areas of environment/biodiversity/wetlands/marines and islands;
- Understandings about wetlands and relevant planning/policies on biodiversity/wetlands/marines and islands in Viet Nam;
- Experience in participating in projects on inventory and classification of wetlands and investigate wetlands/important wetlands is preferred.
- Experienced in management or equivalent position (head of units, team leader, key consultant or project manager related to wetlands, biodiversity, islands and environment);
- Excellent analytical, synthetic and report writing skills in the field of environment and/or biodiversity, in both Vietnamese and English;
- Experienced working for ODA projects and international donors, especially UNDP and/or GEF is an advantage;
- Good communications, organization and presentation skills, capable of guiding and managing a team of experts.

### **Team member**

- Bachelor's degree in Environment, Ecology, Geological, Biodiversity, Agriculture, Fishery, Natural Resource Management or relevant fields;
- At least 15 years of experiences in areas of law and policy development on environment/biodiversity/wetlands/fishery/aquaculture;
- Understandings about Viet Nam's wetlands and relevant legal documents/planning/policies on biodiversity, wetlands, fishery. Prefer who has experience in developing legal documents/planning/policies on wetlands management and legal document related to identify important wetlands
- Good communications, organization and presentation skills;
- Experienced working for UNDP/GEF projects and government;
- Ability to work as a team member.

## **PAYMENT TERMS**

Total cost for the assignment is equivalent to the budget for 105 working-days (maximum) with travel costs included in the contract value with the payment terms are the following:

#### Team Leader

- First payment of 20% of the contract value will be paid upon submission of the inception report (Deliverable #1) with technical clearance by sub-PMU and acceptance by UNDP.
- Second payment of 40% of the contract value will be paid upon submission of the Deliverables #2 and #3 with technical clearance by sub-PMU and acceptance by UNDP.
- Last payment of 40% of the contract value will be paid upon submission of the final Draft Decision on List of important wetland areas as required in Article 9 of Decree 66/2019/ND-CP (Deliverable #4) with technical clearance by sub-PMU and acceptance by UNDP

#### Team member

- First payment of 20% of the contract value will be paid upon submission of the inception report (Deliverable #1) with technical clearance by sub-PMU and acceptance by UNDP.
- Second payment of 40% of the contract value will be paid upon submission of the Deliverables #2 and #3 with technical clearance by sub-PMU and acceptance by UNDP.
- Last payment of 40% of the contract value will be paid upon submission of the final Draft Decision List of important wetland areas as required in Article 9 of Decree 66/2019/ND-CP (Deliverable #4) with technical clearance by sub-PMU and acceptance by UNDP

#### **CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES**

☒ None

☐ Partial

☐ Intermittent

☐ Full-time

## **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:

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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)

This is a lump sum offer covering all associated costs for the required service (fee, meal, accommodation, travel, taxes etc).

#### **Cost breakdown:**

| <b>No.</b> | <b>Description</b>  | <b>Quantity</b> | <b>Unit Rate</b> | <b>Total</b> |
|------------|---|-----------------|------------------|--------------|
| 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).*