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Date: 04 November 2013

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	International Consultant/Team Leader for Formulation of Project Document
Project name:	“Vietnam POPs and Sound Harmful Chemicals Management “
Period of assignment/services:	Estimated 30 working days tentatively from Nov 2013 to May-Jul 2014

1. Submissions should be sent by email to: [le.tuyet.sinh@undp.org](mailto:le.tuyet.sinh@undp.org) no later than: **12 November 2013 (Hanoi time)**.

With subject line: **International Consultant-“Vietnam POPs and Sound Harmful Chemicals Management “**

Submission received after that date or submission not in conformity with the requirements specified this document will not be considered.

**Note:** Maximum size per email is **7 MB**.

Any request for clarification must be sent in writing, or by standard electronic communication to [le.tuyet.sinh@undp.org](mailto:le.tuyet.sinh@undp.org) . 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 interested consultants and

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) & [General Conditions](#) (Annex III)
- [Insurance Coverage Table](#) (Annex IV)

- [Vendor Form](#) (Annex V)
- [Confirmation of interest](#) (Annex VI)
- [Guidelines for CV preparation](#) (Annex VII)
- [Format of financial proposal](#). (Annex VIII)

3. Interested individual consultants must submit the following documents/information **(in PDF Format)** to demonstrate their qualifications:

a. Technical component:

- Confirmation of Interest ~~template~~ [Annex VI](#)
- Signed Curriculum vitae with contact details of 03 clients for whom you have rendered preferably the similar service

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

- The financial proposal shall specify a total lump sum amount in **US Dollar** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in Annex VIII.
- 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 US Dollar at UN Exchange Rate at the submission deadline.

**Please note:** Any individual employed by a company or institution who would like to submit an offer in response to a Procurement Notice for IC must do so in their individual capacity, even if they expect their employers to sign an RLA with UNDP

4. Evaluation:

The technical component will be evaluated using the following criteria:

Consultant's experiences/qualification related to the services		Max points
1	Postgraduate or post education degree in the field of chemical, chemical management, hazardous waste management, environmental management and/or related field ;	150
2	At least 5-7 years of extensive professional and practical work experience in environment/chemical management; Prove experience, knowledge and advisory capability in GEF environment/chemical management projects; preferably specific experience with POP/PTS and mercury management project.	
3	Prove strong understanding and experience on project development and formulation; Specific experience with GEF-UNDP project formulation including process and template would be an asset.	350
4	Knowledge of chemical/environmental policy framework and specific experience with POP/PTS projects and mercury issues in Viet Nam and other developing countries will be an advantage;	300
5	Prove good interpersonal experience to lead a small group of consultants;	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).

Technically qualified consultants may be selected for an interview before financial evaluation.

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%.

Individual consultants will be evaluated based on Cumulative analysis, the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

## 8. 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:

- Personal History
- International consultant whose work involves travel is required to complete the course on Basic Security in the Field and submit certificate to UNDP before contract issuance.

Note: The Basic Security in the Field Certificate can be obtained from website: <https://training.dss.un.org/consultants>. The training course takes around 3-4 hours to complete. The certificate is valid for 3 years.

- Full medical examination and Statement of Fitness to work for consultants from and above 62 years of age and involve travel. (This is not a requirement for RLA contracts).
- Release letter in case the selected consultant is government official.

## 9. Payment:

UNDP shall effect payments to the consultant (by bank transfer to the consultant's bank account provided in the vendor form (Annex V) upon acceptance by UNDP of the deliverables specified the TOR.

Payment Term includes two installments after completion of each phase and acceptance of outputs by UNDP, as follows:

- First installment of 30% of the total contract will be paid after the submission the detailed work plan.
- The second installment of 30% contract amount will be paid upon submission the final draft of full ProDoc and GEF CEO Endorsement Request with relevant tracking tools, with satisfactory acceptance by UNDP and MONRE.
- The third payment of 20% will be paid upon the submission of the final ProDoc and GEF CEO Endorsement Request with relevant tracking tools that are ready for submission to GEF, with satisfactory acceptance by UNDP and MONRE.
- Last payment of 20% will be made upon submission of final products under the contract, with satisfactory acceptance by UNDP, MONRE and GEF approval. Your proposals are received on the basis that you fully understand and accept these terms and conditions.

## Annex I

### TERMS OF REFERENCE (TOR)

#### **International Consultant for Formulation of Project Document “Vietnam POPs and Sound Harmful Chemicals Management Project”**

<b>Title:</b>	International Consultant/Team leader for preparation of “Vietnam POPs and Sound Harmful Chemicals Management” project
<b>Project ID and title:</b>	5067: Vietnam POPs and Sound Harmful Chemicals Management Project
<b>Duration:</b>	<b>30 working days tentatively from Nov 2013 to May-Jul 2014</b>
<b>Duty station:</b>	Home-based, Hanoi and local travel to the field if needed
<b>Reporting:</b>	UNDP Viet Nam, Ministry of Environment and Natural Resources (MONRE, Vietnam Environment Administration)

### **BACKGROUND**

Vietnam signed the Stockholm Convention on May 23, 2001 and ratified it on July 22, 2002. Vietnam is also a Party to the Basel Convention having acceded to this convention in 1995 and a Party to the Rotterdam Convention which it acceded to in 2007. It is also active in the INC process leading to a global convention on mercury having participated in INC -1,2 and 3. With the establishment of the Vietnam Chemicals Agency in 2008, the country intends to become an active member of the International Conference on Chemicals Management and is currently undertaking a project under the SAICM Quick Start Program. Additionally, the country is actively pursuing implementation of the Global Harmonized System of Chemicals Classification and Labeling (GHS) and modeling its overall chemicals regulations on the EC chemicals regulation (REACH).

The principal national plan directly relevant to this project is the Stockholm Convention (SC), NIP that was adopted and submitted to the Stockholm Convention in November 2007 (Decision No. 184/2006/QD-TTg dated 10 August 2006 on approval of the National Implementation Plan for the Stockholm Convention on POPs). The NIP forms the basis of current programs related to POPs undertaken nationally, including four GEF-4 Projects addressing POPs stockpiles and wastes (POPs pesticides, PCBs, and high concentration dioxin contamination) and U-POPs, as well as participation in a Global project on medical waste management. With the approval of new POPs by SC, Vietnam is going to update its NIP 2005. The updated NIP is expected to be finalized in 2014 and approved by the Government no later than 2015. Currently, the government has adopted an overall strategy of integrating NIP implementation into a national framework for the sound management of chemicals throughout their life-cycle, such that the effectiveness of international and national efforts is optimized. A central part of this strategy is working with the GEF on development of an overall GEF-5 program aimed at addressing outstanding and emerging POPs and PTS issues, as well as ensuring that the NIP update is undertaken within the developing SCM framework. More recently, the 2011 National Target Program on Pollution Remedies and Environmental Improvement adopted by the Government of Vietnam provides a direct implementation framework to which the project can be linked, particularly in relation to POPs contaminated sites.

The Vietnam Government is preparing “Vietnam POPs and Sound Harmful Chemicals Management Project” within GEF-5 program focused on persistent organic pollutants (POPs) and persistent toxic substances (PTS) with the financial support from GEF. This GEF grant is 2.550.000 USD will help Vietnam to continue reduction of environmental and health risks through POPs and harmful chemicals release reduction. The specific objectives of this project are to strengthen national

capacity on safety management of POPs and harmful chemicals and to control; and reduce release of POPs to environment from POPs contaminated sites. The project's specific components are as follows:

- Component 1: Policy Framework for Sound Chemicals Management including POPs/PTS – Provides Key support for the integration of POPs/PTS legal and regulatory measures into an overall sound chemicals management framework (including mercury) as reflected in the national laws on Environmental Protection and Chemicals and in a system of detailed regulatory guidelines, and for the strengthening related human resources capacity.
- Component 2: Monitoring and Reporting of POPs and PTS - Develops a consolidated baseline of national POPs and PTS monitoring data, strengthens the current monitoring system, certifies supporting laboratories, undertaking appropriate training, and creates a comprehensive data base and reporting system for POPs/PTS monitoring data.
- Component 3: Management of POPs Contaminated Sites - Supports the development of unified comprehensive POPs/PTS contaminated sites policies and capacities including key regulatory measures, a national inventory, human resource capacity for key assessment and management techniques, public awareness and demonstration of key technical tools on priority sites.
- Component 4: National Mercury Inventory and Release Reduction Strategy – Initiates a proactive initiative in support of Vietnam's participation in the INC process leading to an international Convention on mercury including development of a national baseline inventory and a release reduction measures.

To prepare the full-sized project documents, UNDP Viet Nam and MONRE are recruiting one international consultant who is to be in charge of preparing and support VEA and UNDP finalizing the required documents.

This TOR is designed for this International Consultant.

## **OBJECTIVES OF THE ASSIGNMENT**

The assignment aims at supporting UNDP and MONRE in formulating "Vietnam POPs and Sound Harmful Chemicals Management Project". The consultant is expected to lead and coordinate the project formulation team and draft and finalize the documents including: i) a full-sized UNDP project document; ii) a GEF CEO Endorsement Request (CER)/Template with completed relevant GEF tracking tool; (iii) respond matrix for comments from GEF and GEF council member.

## **SCOPE OF WORK**

Under the overall guidance of Head of the Sustainable Development Unit, UNDP Viet Nam and Vietnam Environment Administration (VEA, MONRE) in coordination with Vietnam Chemicals Agency (VINACHEMIA, MOIT), and in close cooperation with other recruited national consultants, the International Consultant will be responsible for following duties and tasks:

### ***Leading, guiding and coordinating inputs from national consultants and relevant stakeholders***

- List the necessary information/inputs to be provided by national consultants to formulate the full Project Document before conducting development of Project Document Frame/GEF project outline

- Work with national consultants to draw up a detailed work plan, including defining scope, specific tasks and expected outputs by national consultants and their inputs to the preparation of the Project Document (ProDoc) and the GEF CEO Endorsement Request;
- Provide advice and guidance to national consultants to perform their tasks in the start-up/inception phase and during the process;
- Coordinate inputs and provide advice to improve quality of their inputs as needed;
- Field surveys with national consultants if needed;
- Facilitate and coordination with national consultants in term of technical issues to hold necessary workshops (inception workshop and consultation workshops) .

***Designing and preparing the Logical Framework (Log-frame)/Project Results Framework of the project***

- Analyze and develop the problems tree and objectives tree;
- In close consultation with UNDP, MONRE and MOIT, relevant stakeholders, and national consultants, define measurable project outcomes, outputs, activities and verifiable indicators, baselines, targets, means of verifications, and assumptions;
- Prepare the log-frame/Project Results Framework for the project, meeting UNDP and GEF requirements.
- Facilitate inception/log-frame workshops to collect consultation information on log-frame/Project Results Framework from relevant stakeholders included UNDP Vietnam, MONRE, MOIT and other relevant offices.

***Drafting and finalizing a full project document (full ProDoc), GEF CEO Endorsement Request, and completed relevant GEF and MONRE tracking tools, formats and questions as requested.***

- Develop one comprehensive report on assessment of collected informations by national consultants and conclusion of necessary activities, outputs, outcomes to be inserted in full ProDoc. In addition, consultants is required to comment and suggest more intensive activities in POPs/PTS and mercury management in Vietnam to develop further projects based on obtained result from this project;
- Based on desk/literature review, interviews with stakeholders and inputs from national consultants, draft a comprehensive full-sized ProDoc, in line with UNDP and GEF requirements and government priorities;
- Draft the GEF CEO Endorsement Request and the completion of relevant GEF and MONRE tracking tools, formats and questions as requested ;
- Compile all relevant annexes for the full-sized ProDoc and CEO Endorsement Request;
- Undertake necessary consultations with relevant government agencies, stakeholders and experts to obtain comments/suggestions and incorporate these comments into the draft documents;
- Provide written responses to comments from UNDP, MONRE and GEF reviewers on the ProDoc and CEO Endorsement Request, and incorporate these comments into the final documents for GEF approval;
- Holding final workshop to present the draft of ProDoc, CEO Endorsement Request, GEF and MONRE Tracking Tools to GEF, UNDP, MONRE, MOIT and other relevant offices;
- Complete the final ProDoc, CEO Endorsement Request, GEF and MONRE Tracking Tools for submission.

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

**Duration and Timing:** 30 days over the period from Nov 2013 to June-July 2014

**Duty station:** Home- based and Hanoi. The international consultant will be expected to have a maximum of 15 working days for two missions to Hanoi. Exact dates and timing will be discussed and agreed prior to each visit. During the missions, travel to the field maybe required. Upon prior written agreement between UNDP and the selected consultant, additional cost of local travel will be covered by UNDP.

With the exception of two missions to Hanoi, the international consultant is expected to work mostly from their home based office and communicate with national consultants and with UNDP, MONRE and MOIT electronically.

## **FINAL PRODUCTS AND DUE DATE**

The main outputs of the assignment are:

1. Comprehensive report on:
  - Assessment of collected informations by national consultants,
  - Conclusion of necessary activities, outputs, outcomes to be inserted in ProDoc, and
  - Comment and suggest more intensive activities in POPs, PTS and mercury management in Vietnam to develop further projects based on obtained result from this project;
2. UNDP Project Document (ProDoc);
3. GEF CEO Endorsement Request, with required annexes; and
4. Completed relevant GEF and MONRE tracking tools.

**The due date for submission of final ProDoc, GEF Endorsement Request and completed relevant GEF and MONRE tracking tools that are ready for submission to GEF 15 April 2014 or May 2014 (*this date is subject for discussion based on GEF funding cycle*).**

The ProDoc must include the following key indicative sections:

- Situation Analysis (including sections on context and global significance, barriers analysis, institutional/sectoral/policy context, stakeholder analysis, business-as-usual-analysis, POPs and harmful chemicals status analysis, business-with-GEF-analysis)
- Strategy (including sections on project rationale for GEF assistance and policy conformity, project goal, objective, outcomes, outputs and activities, project indicators, risks and assumptions, country ownership, sustainability and replicability)
- Management Arrangements
- Monitoring framework and evaluation plan and associated budgets
- Incremental Cost Reasoning
- Logical Framework/ Project Results Framework
- Total Budget and Work-plan (GEF and co-financing)
- Project Organigram
- Project timetable
- Terms of Reference for Project staff (project management unit staff, international and national consultants) and main sub-contracts

- Stakeholder involvement Plan
- Letters of Endorsement and co-financing
- Annexes and additional information (i.e. Implementation Arrangement, Baseline data and annual targets)

These sections are indicative. As templates may be subject to change, the International consultant will be required to obtain guidance by the UNDP/GEF Regional Technical Advisor on applicable formats and templates and ensure that his/her work is compliant with UNDP/GEF requirements.

## **PROVISION OF MONITORING AND PROGRESS CONTROL**

The selected consultant will have regular meetings and discussions with and reporting to the responsible staff of UNDP Viet Nam (as the primary reporting line), MONRE and MOIT. The international consultant needs to report to UNDP any difficulties in a timely manner in order to find solutions and ensure smooth process.

## **DEGREE OF EXPERTISE AND QUALIFICATIONS**

The International Consultant shall have the following minimum qualifications and experience:

- Postgraduate or post education degree in the field of chemical, chemical management, hazardous waste management, environmental management and/or related field ;
- At least 5-7 years of extensive professional and practical work experience in environment/chemical management; Prove experience, knowledge and advisory capability in GEF environment/chemical management projects; preferably specific experience with POP/PTS and mercury management project.
- Prove experience, knowledge and advisory capability in environment/chemical project development/management, especially GEF projects;
- Prove strong understanding and experience on project development and formulation; Specific experience with GEF-UNDP project formulation including process and template would be an asset.
- Knowledge of chemical/environmental policy framework and specific experience with POP/PTS projects and mercury issues in Viet Nam and other developing countries will be an advantage;
- Prove good interpersonal experience to lead a small group of consultants;
- Fluently English skills.

## **PROJECT SUPPORT AND REFERENCE DOCUMENTS**

### ***Arrangement of meeting and interview***

- UNDP and VEA/MONRE will provide all logistical and administrative support to the selected international consultant and the whole consultancy team, including entry visa to Viet Nam;
- UNDP and VEA/MONRE will arrange meetings, partners/stakeholders consultations or/and field assessments as needed.

### ***Cooperation with national consultants***

- UNDP will mobilize 4 (four) national consultants to work with the international consultant/team leader
- Team leader will have overall responsibility for guiding and coordinating inputs from these four national team members. Certification for Payment by the Team Leader may be required before payment is made to Team Member(s).

**Documents:** Copies of the following documents will be made accessible to the international consultant upon commencement of the assignments:

- The final PIF and PPG;
- Templates of the ProDoc, GEF CEO Endorsement Request and relevant tracking tools, form, format and template;
- Contact list of key stakeholders of the project.

#### **REVIEW TIME REQUIRED AND PAYMENT TERM**

- First installment of 30% of the total contract will be paid after the submission the detailed work plan.
- The second installment of 30% contract amount will be paid upon submission the final draft of full ProDoc and GEF CEO Endorsement Request with relevant tracking tools, with satisfactory acceptance by UNDP and MONRE.
- The third payment of 20% will be paid upon the submission of the final ProDoc and GEF CEO Endorsement Request with relevant tracking tools that are ready for submission to GEF, with satisfactory acceptance by UNDP and MONRE.
- Last payment of 20% will be made upon submission of final products under the contract, with satisfactory acceptance by UNDP, MONRE and GEF approval.

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

☐ NONE                      ☒ PARTIAL                      ☐ INTERMITTENT                      ☐ FULL-TIME

**Annex VI**

**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 or Personal History Form (P11) 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 : *[pls. 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) F  
or your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- 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) his offer shall remain valid for a total period of \_\_\_\_\_ days [*minimum of 90 days*] after the submission deadline; T

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*]; I

j) f I am selected for this assignment, I shall [*pls. check the appropriate box*]: I

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

- ☐ 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) 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. I

m) **f you are a former staff member of the United Nations recently separated, pls. 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. I

n)

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.

I

Full Name and Signature:

Date Signed :

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**Annexes** *[pls. check all that applies]:*

- ☐ CV or Duly signed P11 Form
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- ☐ Brief Description of Approach to Work (if required by the TOR)

## **Annex VII**

### **GUIDELINES FOR PREPARING CV**

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.

Please ensure the following statement is included in the resume and that it is signed and dated:

I CERTIFY THAT ALL INFORMATION STATED IN THIS RESUME IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE UNDP/UNOPS OR ITS AGENT TO VERIFY THE INFORMATION PROVIDED IN THIS RESUME.

(Signature)

## FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum of USD .....

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

### Cost breakdown:

No.	Description	Number of days	Rate (USD)	Total
1	Remuneration			
1.1	Services in Home office			
1.2	Services in field			
2	Out of pocket expenses			
2.1	Travel cost			
2.2	Per diem			
2.3	Full medical examination and Statement of Fitness to work for consultants from and above 62 years of age and involve travel – (required before issuing contract). *			
2.4	Others (pls. specify).....			
	<b>TOTAL</b>			

*\* Individual Consultants/Contractors who are over 62 years of age with assignments that require travel and are required, at their own cost, to undergo a full medical examination including x-rays and obtaining medical clearance from **an UN-approved doctor** prior to taking up their assignment.*

I undertake, if my proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

I agree to abide by this proposal for a period of 120 days from the submission deadline of the proposals.

Dated this day /month                      of year

Signature