

10 September 2021



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	Team Leader to develop a research report on legal aid providers on-duty at investigation agencies and detention facilities
Period of assignment/services (if applicable):	From September to December 2021 National Team Leader: 27 days
Duty Station:	Ha Noi and home based
Tender reference:	P210809B

1. Submissions should be sent by email to: [nguyen.ngoc.phuong@undp.org](mailto:nguyen.ngoc.phuong@undp.org) no later than:

**23.59 hrs., 19 September 2021 (Hanoi time)**

With subject line:

**P210809B-TL to develop a research report on legal aid providers on-duty**

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:**

- Detailed CV addressing the experience and work you have done.
- Financial offer
- **TL**: one writing sample in English to be submitted

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

- The financial proposal shall specify a total lump sum amount in **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 legal consultant – team leader:**

Consultant(s)' experiences/qualification related to the services		
1	- Master 's degree in law	200
2	- Having at least 15 year working experience in legal field. Expertise and knowledge on legal aid is essential.	300
3	- Proven track record in in doing research, data collection and analysis (a list of at least 5 publications is shown in the consultant's CV)	300
4	- Working experience with government agencies, United Nations agencies is an asset	50
5	- Working experience as a team leader in a similar consultancy is an advantage	50
1.6	- Excellent report writing and presentation skills in English (one report sample in English to be submitted)	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:

- International consultant whose work involves travel is required to complete the courses on BSAFE which the new online security awareness training is 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**

- 1st payment: 20% of the contract amount upon receiving and acceptance by UNDP of deliverables 1 and 2 specified in Session 6
- 2nd payment: 40% of the contract amount upon receiving and acceptance by UNDP of deliverables 3, 4, 5, 6, 7 and 8 specified in Session 6
- Final payment: 40% of the contract amount upon satisfactory completion of all deliverables specified in Session 6

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



#### **TERMS OF REFERENCE**

Service	<b>Develop a research report on legal aid providers on-duty at investigation agencies and detention facilities</b>
Consultancy	Two national legal consultants One international legal consultant
Duty station:	Ha Noi and home based for national consultants Home-based for international consultant
Expected Duration	From September to December 2021
Supervision:	Three consultants will work in a team under the supervision of the Program Officer in charge in the UNDP Governance and Participation Unit

#### **1. 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.

Under the EU JULE, one of the key areas of intervention is to support implementation of the Law on Legal Aid, in which legal aid should aim at the best protection of legitimate rights and interests of legal aid beneficiaries. Some activities were designed to support for developing mechanisms to help legal aid beneficiaries to immediately access to legal aid services when they face legal difficulties, especially in early stages of legal proceedings.

The coordination between the state legal aid centers and the procedure-conducting agencies plays an important role in supporting legal aid beneficiaries to access to legal aid when participating in legal proceedings. On June 29, 2018, the Ministry of Justice, the Ministry of National Defense, the Ministry of Public Security, the Ministry of Finance, the

Supreme People's Court and the Supreme People's Procuracy issued Joint Circular No. 10/2018/TTLT-BTP-BQP-BCA-BTC-TANDTC-VKSNDTC coordinating legal aid in legal proceedings.

In 2020, through EU JULE, UNDP has supported the National Legal Aid Agency (NLAA) to develop a guideline on legal aid providers on duty at court. This guideline was posted on the portal of the Ministry of Justice and disseminated to localities. Many legal aid centers have used this in their work and highly appreciate its practical effectiveness.

Considering this mechanism is very effective for ensuring the right to access to legal aid, this year, under the request of the NLAA, UNDP continues supporting NLAA to conduct a research report on legal aid providers on-duty at investigation agencies and detention facilities.

## **2. OBJECTIVES OF THE ASSIGNMENT**

In order to support the National Legal Aid Agency (NLAA) of the Ministry of Justice in further promoting the right to access to legal aid, UNDP seeks to commission 2 national legal consultants and 1 international legal consultant to develop a research report of legal aid providers on-duty at investigation agencies and detention facilities.

## **3. FINAL PRODUCT**

Three consultants will produce:

A research report in English and Vietnamese (10,000 words max, equivalent of about 30 pages, excluding annexes). The report can focus on, but not limited to the following key contents:

- Analysis of the legal framework based on current Vietnamese legal provisions, international conventions/standards relating to legal aid providers on duty at investigation agencies and detention facilities
- Analysis of international experience, including key points of international conventions/standards, the laws and law implementation experience of at least 3 countries that stipulate and implement the mechanism of legal aid providers on-duty at investigation agencies and detention facilities and lessons learned for Viet Nam
- Analysis of the collected data through a rapid survey of investigation officers, detention facility officials, legal aid managers, legal aid providers, legal aid beneficiaries on the practical situation of legal aid on-duty at investigation agencies, detention facilities
- Assessment of the impact of this mechanism to the targeted groups, including investigation agencies, detention facilities, legal aid agencies, legal aid beneficiaries with recommendations

The product can be seen as final when it gets approval from UNDP and NLAA.

## **4. SCOPE OF WORK**

The activity will be carried out by two national legal consultants and one international legal consultant hired by UNDP in consultation with the NLAA.

Three legal consultants will work together in a team. The scope of work for this assignment is as follows:

**a. National legal consultant – team leader (27 days)**

- Responsible for the entire process of performing the task and delivering the final product
- Take the leading role in discussing with UNDP, NLAA on the assignment and coordinating with other two consultants in the process
- Develop a work plan with detailed timetable for each activity and send it to UNDP and NLAA for approval

Based on the summary review prepared by team member on Vietnamese legal provisions, existing practice relating to legal aid providers on duty at investigation agencies and detention facilities, discuss with other national consultant to prepare a report outline in Vietnamese and English to share with international consultant, UNDP and NLAA and finalize the outline based on the comments received	3 days
Discuss with other national consultant to finalize the survey questionnaires and interview questions in Vietnamese for investigation officers, detention facility officials, legal aid managers, legal aid providers, legal aid beneficiaries. Translate into English and share with international consultant, UNDP and NLAA to get inputs and revise based on the comments received	3 days
With support from NLAA and UNDP select five cities/provinces to send survey questionnaires and 3 cities/provinces to conduct interviews. Provinces/cities that have piloted the mechanism of legal aid providers on-duty at investigation agencies/detention facilities will be given priority.	1 day
With support from NLAA and UNDP identify at least 30 people, including investigation officers, detention facility officials, legal aid managers, legal aid providers, legal aid beneficiaries in 3 selected provinces/cities and conduct telephone interviews	4 days
Analyze the data collected from telephone interviews	1 day
Draft the report in Vietnamese and English based on the desk review, analysed data, information provided by the other two consultants.	7 days
Share the draft report with other team member consultants, UNDP, NLAA to	2 days

get inputs and revise the report accordingly	
Prepare ppt slides and deliver presentations to Vietnamese experts on the key findings of the report at a consultation workshop or two technical meetings in Hanoi to get comments on the draft report. Discuss with UNDP and NLAA to agree on the key points that need to be addressed in finalising the report.	2 days
Finalize the report in Vietnamese and English according to the comments received from the workshop..	4 days
Total	27 days

**b. National legal consultant – team member (19 days)**

- Work closely with the team leader in implementing this assignment
- Support team leader in translating requested documents from Vietnamese into English, discuss and exchange emails with international consultant upon the request of the team leader

Conduct a quick desk study on Vietnamese legal provisions, existing reports and documents, as well as practice relating to legal aid providers on duty at investigation agencies and detention facilities to provide a summary review to team leader	2 days
Provide inputs on the report outline prepared by team leader.	1 day
Support team leader in developing survey questionnaires and interview questions for investigation officers, detention facility officials, legal aid managers, legal aid providers	3 days
With support from NLAA and UNDP to identify at least 100 people including legal aid providers, legal aid managers, investigation officers, detention facility officers, legal aid beneficiaries in at least 5 provinces/cities to send survey questionnaires and collect survey questionnaires	5 days
Analyze the data collected from surveyed questionnaires and share the result with team leader	3 days
Provide inputs and comments to the draft report prepared by the team leader..	2 days
Attend and support team leader when he/she delivering presentation at the	1 day

consultation workshops or two technical meetings in Hanoi. Prepare workshop/meeting notes to share with team leader.	
Support team leader when he/she finalizes the report.	2 days
Total	19 days

**c. International legal consultant – team member (8 days)**

Study, analyze and prepare a 5-page summary analysis on the key provisions of international conventions, the laws and law implementation experiences of at least 3 countries that stipulate and implement the mechanism of legal aid providers on-duty at investigation agencies and detention facilities	2 days
Provide inputs and continuous support to the team leader consultant in developing report outline, survey questionnaires and interview questions	1 day
Provide inputs and continuous support to the team leader consultant in developing draft research report	2 days
Prepare and attend online to a consultation workshop or technical meeting in Hanoi to deliver presentation on international standards and experiences	1 day
Review and edit English for the final version of the report	2 day
Total	8 days

**5. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL**

The assignment is expected to last approximately 4 months (September – December 2021).

Duty station: Hanoi and home-based for national consultants, home-based for international consultant

**6. PROVISION OF MONITORING AND PROGRESS CONTROL**

The consultants shall work collaboratively on this assignment, under monitoring of the Program Officer in charge in the UNDP Governance and Participation Unit.

Monitoring and progress control will be followed up by the timeline below:

#	Activities	Deliverable	Timeline/Deadline
1	Submit to UNDP and NLAA a work plan with detailed timetable for	Workplan approved by	September 2021



	each activity	UNDP and NLAA	
2	Develop and finalize report outline in Vietnamese and English	Outline approved by UNDP and NLAA	September 2021
3	Study, analyze and prepare a 5-page summary analysis on the key provisions of international conventions, the laws and law implementation experience of at least 3 countries that stipulate and implement the mechanism of legal aid providers on-duty at investigation agencies and detention facilities	Summary analysis with recommendations submitted and approved by UNDP and NLAA	September 2021
4	Liaise with NLAA and UNDP to select five cities/provinces to send questionnaires and 3 cities/provinces to interview	List of cities/provinces approved by UNDP and NLAA	September 2021
5	Develop survey questionnaires and interview questions in Vietnamese and English for investigation officers, detention facility officials, legal aid managers, legal aid providers	Survey questionnaires and interview questions approved by UNDP and NLAA	October 2021
6	Send to and collect survey questionnaires from at least 100 investigation officers, detention facility officials, legal aid managers, legal aid providers and conduct 30 telephone interviews	List of surveyed and interviewed people sent to UNDP and NLAA with the survey notes	November 2021
7	Develop draft research report in Vietnamese and English	Draft report approved by UNDP and NLAA to be shared at a consultation workshop or technical meetings	November 2021
8	Prepare and attend to deliver presentations at the consultation workshop or technical meetings in	Presentations delivered	December 2021

	Hanoi		
9	Finalize the draft report in Vietnamese and English according to the comments received from the workshop	Final report in Vietnamese and English approved by UNDP and NLAA and uploaded on the website of MOJ	December 2021

## **7. DEGREE OF EXPERTISE AND QUALIFICATIONS**

*The consultants cannot have participated in the project's implementation and should not have a conflict of interest with project's related activities.*

### **a. National legal consultant – team leader**

- Master 's degree in law
- Having at least 15 year working experience in legal field. Expertise and knowledge on legal aid is essential
- Proven track record in doing research, data collection and analysis (a list of at least 5 publications is shown in the consultant's CV)
- Working experience with government agencies, United Nations agencies is an asset
- Working experience as a team leader in a similar consultancy is an advantage
- Excellent report writing and presentation skills in English (one report sample in English to be submitted)

### **b. National legal consultant – team member**

- Master's degree in law
- Having at least 10 year working experience in legal field. Expertise and knowledge on legal aid is an asset
- Proven track record in doing research, data collection and analysis
- Excellent writing skills, communication skills in Vietnamese are essential (one report sample in Vietnamese to be submitted)

### **c. International legal consultant - team member**

- Master's degree in law
- Having knowledge and expertise on legal aid, including international conventions, laws and law implementation
- Proven track record in doing research, analysis. Experience in doing research on legal aid providers on duty at investigation agencies and detention facilities is a strong advantage (one research report on this topic to be submitted)

- Knowledge and expertise on the issue of legal aid/access to justice in Viet Nam is a strong advantage
- Excellent writing skills, communication and presentation skills in English are essential (one report sample in English to be submitted).

*Candidates who are applying for the one of the above positions should submit application form in English with the following documents:*

- a. Technical proposal:
  - Expression letter of interest to explain why you are the best suited for the position you are applying for.
  - Your CV and requested documents to prove your capacity and experience
- b. Financial proposal:
  - Consultancy rate per day and other costs (if any)

## **8. COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS**

All outputs produced in this action shall remain the property of UNDP, MOJ who shall have exclusive rights over their use.

The consultants may not use, reproduce such works without prior consent from UNDP and MOJ.

## **9. REFERENCE DOCUMENTS AND ADMINISTRATIVE SUPPORT**

UNDP and NLAA will support the consultant team to complete this assignment, by providing available data, existing reports and research.

## **10. CONTRACT PAYMENTS**

- 1<sup>st</sup> payment: 20% of the contract amount upon receiving and acceptance by UNDP of deliverables 1 and 2 specified in Session 6
- 2<sup>nd</sup> payment: 40% of the contract amount upon receiving and acceptance by UNDP of deliverables 3, 4, 5, 6, 7 and 8 specified in Session 6
- Final payment: 40% of the contract amount upon satisfactory completion of all deliverables specified in Session 6

## **11. EVALUATION CRITERIA**

### **a. National legal consultant – team leader:**

<b>Consultant(s)' experiences/qualification related to the services</b>		
<b>1.1</b>	- Master 's degree in law	<b>200</b>

<b>1.2</b>	- Having at least 15 year working experience in legal field. Expertise and knowledge on legal aid is essential.	<b>300</b>
<b>1.3</b>	- Proven track record in in doing research, data collection and analysis (a list of at least 5 publications is shown in the consultant's CV)	<b>300</b>
<b>1.4</b>	- Working experience with government agencies, United Nations agencies is an asset	<b>50</b>
<b>1.5</b>	- Working experience as a team leader in a similar consultancy is an advantage	<b>50</b>
<b>1.6</b>	- Excellent report writing and presentation skills in English (one report sample in English to be submitted)	<b>100</b>
<b>Total</b>		<b>1000</b>

**b. National legal consultant – team member**

Consultant(s)' experiences/qualification related to the services		
<b>1.1</b>	- Master's degree in law	<b>250</b>
<b>1.2</b>	- Having at least 10 year working experience in legal field. Expertise and knowledge on legal aid is an asset	<b>300</b>
<b>1.3</b>	- Proven track record in doing research, data collection and analysis	<b>300</b>
<b>1.4</b>	- Excellent writing skills, communication skills in Vietnamese are essential (one report sample in Vietnamese to be submitted)	<b>150</b>
<b>Total</b>		<b>1000</b>

**c. International legal consultant – team member:**

Consultant(s)' experiences/qualification related to the services
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<b>1.1</b>	- Master's degree in law	<b>200</b>
<b>1.2</b>	- Having knowledge and expertise on legal aid, including international conventions, laws and law implementation	<b>250</b>
<b>1.3</b>	- Proven track record in doing research, analysis. Experience in doing research on legal aid providers on duty at investigation agencies and detention facilities is a strong advantage (one research report on this topic to be submitted)	<b>300</b>
<b>1.4</b>	- Knowledge and expertise on the issue of legal aid/access to justice in Viet Nam is a strong advantage	<b>150</b>
<b>1.5</b>	- Excellent writing skills in English language (one writing sample in English to be submitted); communication and presentation skills in English are essential.	<b>100</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 .....US\$

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 (US\$)	Total
1	Consultancy fee (daily rate)			
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).....			
2.6	VAT** if applicable (in case your company signs the contract)			
	<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.

\*\* Individual Consultants/Contractors who request their employer to sign a Reimbursable Loan Agreement (RLA) with UNDP for their behalves are reminded to add the Value Added Tax into the total lump sum of the Financial Offer if applicable.

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).*