



08 October 2021

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 National Consultant to develop communication materials on the Vietnamese Legal Code to strengthen access to legal information for citizen
Period of assignment/services (if applicable):	October 2021 – March 2022
Duty Station:	Ha Noi, home-based
Tender reference:	L211003A

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1. Submissions should be sent by **email** to: nguyen.duc.long@undp.org no later than:
23.59 hrs., 15 October 2021 (Hanoi time)

With subject line:

L211003A – A National Consultant to develop communication materials on the Vietnamese Legal Code to strengthen access to legal information for citizen

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

Note:

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.
- Maximum size per email is **30 MB**.
- Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP Viet Nam will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

- After submitting proposal, bidder should send notification by email (without attachment) to: procurement.vn@undp.org informing that the bidder has submitted proposal. UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to above address.
- Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female consultants.

2. Please find attached the relevant documents:

- [Term of References](#).....
(Annex I)
- [Individual Contract & General Conditions](#).....
(Annex II)
- [Reimbursable Loan Agreement](#) (for a consultant assigned by a firm).....
(Annex III)
- [Letter to UNDP Confirming Interest and Availability](#).....
(Annex IV)
- [Financial Proposal](#).....
(Annex V)

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

a. Technical component:

- Signed Curriculum vitae
- Signed Letter to UNDP Confirming Interest and Availability
- At least a communication material or training material in the legal issues legal policy analysis and development to be submitted.

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **VND for national consultant and US dollar for International Consultant** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in Annex V.
- Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.
- If quoted in other currency, prices shall be converted to the above currency at UN Exchange Rate at the submission deadline.

4. Evaluation

The technical component will be evaluated using the following criteria:

No.	Requirement	Points
1	Advanced university degree of law	200
2	Have at least 15 years of working experience in legal field; have	300

	professional experience in codification as an asset	
3	Have experience in developing communication materials and training materials, experience in developing communication materials in legal field as an asset. Submission of a communication material or training material in the legal issues legal policy analysis and development.	300
4	Excellent writing skills in Vietnamese. Ability to communicate in English	100
5	Having experience in similar consultancy with government and UN agencies	100
	Total	1,000

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.

5. Contract

"Lump-sum" Individual Contract will be applied for freelance consultant (Annex II)

"Lump-sum" RLA will be applied for consultant assigned by firm/institution/organization (Annex III)

Documents required before contract signing:

- International consultant whose work involves travel is required to complete the courses on BSAFE which is the new online security awareness training and submit certificate to UNDP before contract issuance.
- Note: In order to access the courses, please go to the following link: <https://training.dss.un.org>
The training course takes around 3-4 hours to complete.
- Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel. (This is not a requirement for RLA contracts).
- Release letter in case the selected consultant is government official.

6. Payment

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

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

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

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



TERMS OF REFERENCE INDIVIDUAL CONSULTANT

REF#: ENTER REF #

Name of service:	Development of communication materials on the Vietnamese Legal Code to strengthen access to legal information for citizen.		
Project:	The EU Justice and Legal Empowerment Program in Vietnam (EU JULE)		
Reporting to:	The Governance and Participation Unit of UNDP		
Duty Station:	Ha Noi, home-based	Travel Required:	No
Duration of Assignment:	From October 2021 to March 2022		
Start Date:	10/15/2021	End Date:	3/31/2022

I. BACKGROUND & PROJECT DESCRIPTION

In 2012, the Ordinance on Codification of the legal system was approved which enables to build a comprehensive legal library for citizen to easily get access to and search for legal information they need. The codification is aimed to build a better transparency and easier access to the legal system. According to the Ordinance, state agencies will review, collect and arrange current legal documents to formulate a Legal Code (Bộ Pháp điển). The Legal Code is the official Code and can be used for reference in law application and enforcement. Currently, the Vietnamese Legal Code goes online at phapdien.moj.gov.vn with 185/271 legal topics have been codified. Though the codification involves efforts from different ministries and agencies, the use of the Legal Code for law implementation and enforcement is still limited. One of the causes is limited communication and dissemination of the Legal Code, thus, not many people or public officials know about the Legal Code and how to use it. The EU Justice and Legal Empowerment Programme (EU JULE) funded by the EU and being implemented by UNDP and UNICEF seeks to strengthen the rule of law through a more reliable, trusted and better accessed justice system. One of the strategic objectives is to increase public awareness and understanding of rights and how to invoke those rights. Development of communication materials on Vietnamese Legal Code with an aim of raising public awareness of the legal codification and using of the Legal Code, strengthening access to legal information is one of the critical ways to achieve the Programme's objectives.

In such context, under the EU JULE, United Nations Development Programme (UNDP) commissions a team of two national consultants to develop communication materials on

Codification to strengthen access to legal information for citizens. The target audience of these communication products includes general public and government officials, legal communicators (bao cao vien phap luat), legal disseminators (tuyen truyen vien phap luat) who will use these communications products for disseminating legal information to citizens. These communication materials are developed to ensure disability accessibility and gender neutrality.

II. OBJECTIVES

To produce a leaflet and a video introducing the Vietnamese Legal Code for the general public, and how to use the Code, which are substantively and visually attractive, disability inclusive and accessible, with high quality to promote access to legal information through introducing the Vietnamese Legal Code and its application to general public and government officials

III. SCOPE OF WORK

The assignment will be carried out by a team of a national technical consultant and one media/communication firm. The successful team is expected to be responsible to produce (1) a leaflet on the Codification, and (2) a video clip introducing how to use the Codification, with the following tasks:

1. National technical consultant- (15 days)

General tasks:

- Take ultimate responsibility for the final products
- Take the lead in discussions and responsibility for the whole process of the assignment with UNDP and the Department of Examination of Legal Documents (hereinafter referred to as the Department)

Specific tasks

No.	Tasks	Number of working days
1.	Conduct desk review of the documents and materials relating to Codification to propose the main contents and key messages of the leaflet and video clip; discuss with the Department and UNDP	3
	Leaflet	
2.	Develop contents of the leaflet of Codification; identify the key messages for the leaflet Share the draft contents with the Department and UNDP for comments and inputs Work closely with the communication firm in designing, revising and finalizing the leaflet	3
3.	Prepare and present the leaflet contents at a technical meeting with legal practitioners and target groups organized by the	2

	Department Work closely with the Department to finalize the leaflet before sending it out for printing by the Department.	
	Video	
4.	Draft content and script of the video clip, identifying key communication messages. Discuss the content with UNDP and the Department and revise and finalize it. Work closely with the media firm during the production of the video clip to ensure the quality of images and appropriateness of contents to present the contents and key messages.	3
5.	Participate in discussion with UNDP and the Department during revising the scripts of the video clip and prepare and present the contents of the video clip at a technical meeting with legal practitioners and target groups organized by the Department in Ha Noi. Work closely with the communication firm to finalize the clip, based on the comments and inputs at the technical meeting.	4
Total of days		15 days

2. Communication/media firm

- Based on the communication contents approved by the Department and UNDP, develop leaflet design and video clip close collaboration with the national technical consultant; Share the draft design and scrip with the Department and UNDP for comments and inputs, revise and finalize it upon their inputs.
- Discuss with the national technical consultant to consider and make final proposal for the video clip
- Work closely with the national consultant to develop the story board and detailed scripts of the video clip.
- Revise and finalize the scripts and contents of the video clips and leaflet, based on the comments and inputs provided at the technical meetings
- Provide substiles in Vietnamese; sign language, and voice over in Vietnamese for video clip, subtitle in English, sign language and voice over in Vietnamese, and provide English translation of contents of the leaflet. The English translation is shared with national consultant, UNDP and the Department for review and revision if necessary
- Create editorial video contents (images, graphics, footages, etc.) in close collaboration with the national technical consultant. The use of any copyrighted materials (e.g., images, graphics, music, footages, etc.) for the development of all above-mentioned communication products must be legally licensed. The media firm is required to avoid copyright infringements in any way possible; Any legal disputes over the materials employed by the media firm will be entirely of the firm's responsibility before the law

- Produce and present the draft video and leaflet to relevant stakeholders at 2 one-day technical meetings in Ha Noi organized by the Department and UNDP
- Based on the comments at the internal meetings with UNDP and the Department and the technical meetings, revise and finalize editorial video contents including image, graphics, footages, subtitle and voice over, etc.
- Produce mock video and leaflet design layout
- Submit the final products (Video clip and leaflet) to UNDP and the Department for final approval.

IV. DELIVERABLES & IMPLEMENTATION TIMELINE

Final product

The national consultant and the communication/media firm are expected to deliver the final products as follows:

(1) A Leaflet of Vietnam's Legal Code (Bộ Pháp điển)

- The target audience: general public, legal communicators and disseminators, especially who are working with the vulnerable populations such as women, children, people with disabilities. The leaflet will be pilot disseminated in some provinces.
- The leaflet of the Codification consists of the major contents: introduction of the Legal Code, its role in law implementation, key contents and structure of the Legal Code, how to use the Code for searching legal information.
- The design layout of the leaflet will be ready for printing and uploaded to the MOJ website, website of DOJ, Codification web-portal, UNDP and EU JULE communication channels

(2) A video clip introducing how to search legal information in the Codification

- Target audience: general public, legal communicator and disseminators especially who are working the vulnerable populations, including women, children and people with disabilities, ethnic minorities, the poor.
- Video clip consists of major contents: brief introduction of the Codification, its roles in law implementation, key contents and structures and how to use the Legal Code for searching legal information.
- Length of the video clip: not exceeding 3 minutes, using infographics, animation or any other, or in the format of PSA
- User friendly; have Vietnamese subtitle, voice over in Vietnamese and sign language (another version of English subtitle, voice over in Vietnamese and sign language).
- The video clip will be uploaded at the MOJ website, Vietnam Codification website, websites of some Department of Justices, UNDP and EU JULE communication channels. It will be also disseminated at related workshops, conferences.

Implementation timeline

No	Deliverable	Target due date
1.	Draft content of the leaflet and video clip	15 November 2021
2.	Leaflet design layout and final video clip script and frames	30 November 2021
3.	Presentation of draft video clip and leaflet at two one day technical meetings organized by the Department and UNDP in Ha Noi.	15 December 2021
4.	A final video clip and leaflet submitted to UNDP and the Department for approval.	31 March 2022

V. COPY RIGHTS AND INTELLECTUAL PROPERTY RIGHTS

All outputs produced in this TORs shall remain the property of UNDP and MOJ Department of Examination of Legal Documents who shall have exclusive rights over their use.

The consultants may not use, reproduce such works without prior consent from UNDP and MOJ Department of Examination of Legal Documents.

VI. DURATION OF ASSIGNMENT, DUTY STATION & EXPECTED PLACES OF TRAVEL

Estimated number of working days: 15 days for national technical consultant

Duty station: Hanoi and home-based for national consultants.

Expected places of travel: None

VII. PROVISION OF MONITORING & PROGRESS CONTROL

The national technical consultant and media/communication firm shall work collaboratively on this assignment, under monitoring of the Communication Officer and Program Officer in charge in the UNDP Governance and Participation Unit and MOJ Department of Examination of Legal Documents and deliver final products as described in Section IV above.

VIII. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

Administrative Support

UNDP will collaborate with MOJ Department of Examination of Legal Documents to invite stakeholders to the technical meetings for the draft products.

IX. DEGREE OF EXPERTISE & QUALIFICATIONS

UNDP selects two national consultants in consultation with MOJ Department of Examination of Legal Documents, with the following expected qualifications:

1. National consultant

Qualifications	<ul style="list-style-type: none">Advanced university degree of law
Relevant Professional Experience	<ul style="list-style-type: none">Have at least 15 years of working experience in legal field; have professional experience in codification as an assetHave experience in developing communication materials and training materials, experience in developing communication materials in legal field as an asset. <p>Submission of a communication material or training material in</p>

	the legal issues
Other Competencies	<ul style="list-style-type: none"> • Have experience in working as consultant with government, UN agencies
Language Requirements	<ul style="list-style-type: none"> • Excellent writing skills in Vietnamese. Ability to communicate basically in English

2. Communication/Media firm

It is expected that the communication/media firm have a team of rich experience in communication productions, including leaflet and creative video clip production. The firm should process the following detailed qualifications and experience:

- A communication or medial firm, having at least 3-year experience in designing and production of media and audio clips. Experience in developing creative products such as leaflets and video clip, etc. in legal fields in Vietnamese, English and sign language is an asset.
- Product samples like leaflets and video clip product samples with English and Vietnamese subtitles and sign language to be submitted.
- Having working experience with governmental organizations, non-governmental organizations, international organizations in producing communication materials as advantage
- Having assigned a qualified team with different tasks in video and audio production:

a. National Team leader:

- ✓ Advanced university degree in Communication or equivalent.
- ✓ Expertise in video and audio production, including script writing, target audience analysis, storyboards, graphic animation; video production, narration, etc.; One high - quality portfolio with product samples to be submitted; Experience in using sign language in videos for persons with disabilities is an asset.
- ✓ Good writing skills in Vietnamese and English language.
- ✓ Effective communication skills with clients; experience working on legal issues, having experience in working with governmental organizations, non-governmental organizations, international organizations in legal field as advantage.
- ✓ Having experience as team leader in similar assignment.

b. National Team member(s)

- ✓ University degree in communication or equivalent.
- ✓ Having experience on audio-visual recording, editing, and media production.
- ✓ Clear understanding of the technical aspects of video and audio making process along with experiences on using different tools and techniques in developing appropriate and quality audio-visual products., having rich experience in creative production,
- ✓ Good writing skills in English and Vietnamese

X. PAYMENT TERMS**For National consultant:**

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount
1	Upon submission of deliverable 1 indicated in Section IV	30 October 2021	30%
2	Upon submission of all deliverables indicated in Section IV	31 March 2022	70%

For communication/media firm

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount
1	Upon submission of deliverable 2 indicated in Section IV	15 November 2021	30%
2	Upon submission of all deliverables indicated in Section IV	31 March 2022	70%

XI. CONSULTANT PRESENCE REQUIRED ON DUTY STATION

☒ NONE ☐ PARTIAL ☐ INTERMITTENT ☐ FULL-TIME

XII. EVALUATION CRITERIA**1. National technical consultant**

No.	Requirement	Points
1	Advanced university degree of law	200
2	Have at least 15 years of working experience in legal field; have professional experience in codification as an asset	300
3	Have experience in developing communication materials and training materials, experience in developing communication materials in legal field as an asset. Submission of a communication material or training material in the legal issues legal policy analysis and development.	300
4	Excellent writing skills in Vietnamese. Ability to communicate in English	100
5	Having experience in similar consultancy with government and UN agencies	100
	Total	1,000

2. Communication/Media firm

Summary of Technical Proposal Evaluation Forms		Obtainable points
1.	Bidder's qualification, capacity, and experience	100
2.	Proposed Methodology, Approach, and Implementation Plan	400
3.	Management Structure and Key Personnel	500
	Total	1000

Section 1. Bidder's qualification, capacity, and experience		Points obtainable	Documents to be reviewed
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	30	Establishment decision/ business license and company profile
1.3	Having at least 3-year experience in designing and production of communication products, including leaflet and video clips Experience in developing creative products such as leaflets and video clip, etc in legal fields in Vietnamese, English and sign language is an asset.	50	-List of relevant products and partners - A high-quality of portfolio with two product samples to be submitted with technical proposal
1.5	Having working experience with governmental organizations, non-governmental organizations, international organizations, and in legal sector as an advantage	20	Profile and list of contractual partners with services provided
Total Section 1		100	
Section 2. Adequacy of the Proposed Methodology, Approach and Implementation Plan responding to the TOR		Points obtainable	Documents to be submitted for assessment
2.1	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference with the commitment to the proposed timeline.	400	A detailed implementation proposal and methodology
Total Section 2		400	
Section 3. Management Structure and Key Personnel		Points obtainable	Documents to be submitted for assessment
3.1	Composition and structure of the team proposed	50	A description of the roles of team members participating in the assignment
3.2	Qualifications of key personnel proposed		
3.2 a	National Team Leader	250	
	Advanced university degree in Communication or equivalent	50	Copy of degree, CV

	Expertise in video and audio production, including script writing, target audience analysis, storyboards, graphic animation; video production, narration, etc.; experience in using sign language in videos for persons with disabilities is an asset. Good writing and speaking skills in Vietnamese and English	100		- CV - One high -quality portfolio with product sample(s)
	Having experience as team leader in similar assignment.	50		- CV
	Having experience in working with governmental organizations, non-governmental organizations, international organizations in legal field as advantage.	50		- CV
3.2 b	Team member(s)		200	
	University degree in communication or equivalent;	50		- CV and copy of the relevant degrees
	Having experience on audio-visual recording, editing, and communication production; Strong understanding of the technical aspects of video and audio making process along with experiences on using different tools and techniques in developing appropriate and quality audio-visual products, Having rich experience in creative production	100		- CV - 2-3 Product samples
	Good writing skills in English and Vietnamese	50		- CV - Product samples
Total Section 3			500	

Documents for Submission

Applicants will be expected to include the following along with their application:

Core Documents for national consultant

1. **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
2. **Current and complete CV** in English;
3. **01 sample communication product for national consultant** as indicated above (if required);
4. **Financial offer** using the standard UNDP template.

ANNEX IV

OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date _____

(Name of Resident Representative/Bureau Director)

United Nations Development Programme

(Specify complete office address)

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [*delete this item if the TOR does not require submission of this document*];
- E) I hereby propose to complete the services based on the following payment rate: [*please check the box corresponding to the preferred option*]:
 - ☐ An all-inclusive daily fee of [*state amount in words and in numbers indicating currency*]
 - ☐ A total lump sum of [*state amount in words and in numbers, indicating exact currency*], payable in the manner described in the Terms of Reference.
- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex V;
- G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- H) This offer shall remain valid for a total period of _____ days [*minimum of 90 days*] after the submission deadline;

I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*

J) If I am selected for this assignment, I shall *[please check the appropriate box]:*

- ☐ Sign an Individual Contract with UNDP;
- ☐ Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

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

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- ☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

L) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

M) **If you are a former staff member of the United Nations recently separated, please add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

N) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES ☐ NO ☐ If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

P) Do you have any objections to our making enquiries of your present employer?

YES ☐ NO ☐

Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES ☐ NO ☐ If answer is "yes", WHEN?

R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Address	Business or Occupation

S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: _____

SIGNATURE: _____

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

Annexes *[please check all that applies]:*

☐ CV shall include Education/Qualification, 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 and USD for International Consultant).

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

No.	Description	Quantity	Unit Rate	Total
1	Consultancy fee			
2	Out of pocket expenses			
2.1	Travel			
2.2	Per diem			
2.3	Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel – (required before issuing contract). *			
2.4	Others (pls. specify).....			
2.5	VAT** if applicable for local firm (in case your company signs the contract)			
	Total			

* Individual Consultants/Contractors who are over 65 years of age with assignments that require travel and are required, **at their own cost**, to undergo a full medical examination including x-rays and obtaining medical clearance from **an UN-approved doctor** prior to taking up their assignment.

** 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).