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Date: 2 October 2015

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	Two international consultants to provide technical assistance to develop and implement the NFB training program including: <ul style="list-style-type: none">• 01 international AAC Training Specialist• 01 international NFB Construction Training Specialist
Project name:	Project 00087517 "Promotion of Non-Fired Brick (NFB) Production and Utilization in Viet Nam"
Period of assignment/services (if applicable):	October 2015 – October 2016

1. Submissions should be sent by email to: nguyen.thi.hoang.yen@undp.org no later than: **11 October 2015 (Hanoi time)**.

With subject line: **01 international AAC Training Specialist**
 or
 01 international NFB Construction Training Specialist

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 **7 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.

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)..... (Annex III)
- [Guidelines for CV preparation](#)..... (Annex IV)
- [Format of 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
- Copy of 1-3 publications/writing samples on relevant subject.
- Reference contacts of past 4 clients for whom you have rendered preferably the similar service

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 VII.
- 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.

4. Evaluation:

The 2 international consultants will be evaluated and selected separately. The technical component will be evaluated using the following criteria:

Consultant's experiences/qualification related to the services		
	Criteria	Maximum Points
1	Postgraduate university degree with knowledge in building materials, AAC technology, design and construction or related field. A PhD degree is considered an asset	250
2	Have at least five (5) years of working experience in developing and delivering training program on Building Materials; experience with NFB is considered an asset	250
3	Proven track record in coordination and monitoring of training program.	200
4	Experience in developing countries, especially Asian countries, is an advantage, Experience working in international donor-funded projects is an advantage	200
5	Fluent in written English (01 writing sample must be provided for assessment)	100
	TOTAL	1000

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.

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:

- 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.

6. 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.

- The first installment of 20% contract value will be paid upon submission of the comments on TNA report (Output 1) with satisfactory acceptance by UNDP.
- The second payment of 20% will be paid upon the submission of an assessment report of existing training modules and materials (Output 2) with satisfactory acceptance by UNDP;
- The third payment of 30% will be paid upon the submission of the training materials (output 3 and 4) with satisfactory acceptance by UNDP;
- The last payment of 30% will be paid upon submission of all products under the contract satisfactory acceptance by UNDP

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

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

8. Notification of selection result: UNDP will contact only successful bidder for contracting.



TERMS OF REFERENCE (TOR)

02 INTERNATIONAL NFB TRAINING SPECIALISTS

Assignment: Two international consultants to provide technical assistance to develop and implement the NFB training program:

- 01 AAC Training Specialist:
- 01 NFB Construction Training Specialist

Project title: Promotion of Non-Fired Brick (NFB) Production and Utilization in Viet Nam
Project ID: 87517
Implementing Partner: Ministry of Science and Technology (MOST)
Duty Location: Hanoi (Viet Nam) with in-country travel as required
Duration: October 2015 – October 2016 (**AAC Training Specialist: 31 person days; NFB Construction Training Specialist: 28 person days**)

1. INTRODUCTION TO THE PROJECT

Ministry of Science and Technology (MOST) is implementing the Project “Promotion of Non-Fired Brick (NFB) Production and Utilization in Viet Nam” funded by GEF/UNDP and co-financing by relevant Government of Viet Nam (GoV) institutions.

The objective of the Project is to reduce the annual growth rate of GHG emissions by displacing the use of fossil fuels and the usage of good quality soil for brick making through the increased production, sale and utilization of non-fired bricks in Viet Nam. This objective will be achieved by removing barriers to increased production and utilization of NFBs through four components:

- i) Policy support for non-fired brick technology development.
- ii) Technical capacity building on NFB technology application and operation and use of NFB products.
- iii) Sustainable financing support for NFB technology application.
- iv) NFB technology demonstration, investment and replication.

The Project will be implemented over a 5-year period and is expected to generate GHG emission reductions through the displacement of coal-fired clay brick kilns with NFBs. Direct GHG reduction estimates are 383 ktonnes CO₂. Indirect emission reduction estimates are in the order of 13,409 ktonnes CO₂, cumulative over a 10-year period after the end of the Project.

The training program of Component 2 of this Project is of particular relevance to this assignment. One of the Project’s strategies is to transfer knowledge and to build capacity and skills of NFB investors, brick making enterprises, equipment suppliers, technical services providers, financing institutions, provincial governments and other relevant stakeholders; this would enable all relevant stakeholders to more effectively plan and promote NFB technology application and operations and increase the use of NFB products.

The development and implementation of a Comprehensive Training Program (CTP) is necessary. The CTP will identify target training groups, the training needs, training modules and prepare training materials and training plan. The objective of the CTP is to transfer systematically the knowledge and best international and national experiences on NFB planning, design, construction, operation, and maintenance. This will increase stakeholder knowledge and experiences on design and construction of buildings and experience on development and implementing the NFB Promotion Plan and retire energy inefficient and traditional FCB kilns by provincial authorities.

The expected outcomes from the outputs that will be delivered by the activities to be carried out under this component will be the increased availability of technically skilled and qualified local suppliers and service providers who are able to plan, design, engineer, install, maintain and operate NFB plants to produce consistent NFB products that meet international quality standards; entrepreneurs and producers who are capable of producing NFBs that meet product standard quality; and the enhanced knowledge of engineers, architects and building developers on the various advantages and uses of NFBs in construction, to increase demand of NFBs for use in the construction industry.

Project Management Unit (PMU) has primarily identified 5 training modules:

- Module 1: PNFB-1: Introduction (basic knowledge) of NFB, policy and standards;
- Module 2: PNFB-2: Design and construction of works using NFBs;
- Module 3: PNFB-3: Production technology of autoclaved aerated concrete brick (AAC);
- Module 4: PNFB-4: Production technology of Concrete Block Brick (CBB);
- Module 5: PNFB-5: Investment planning of NFB project.

Modules 2 and 3 will be prepared and conducted by International Consultants in cooperation with national consultants. Module 1, module 4 and module 5 will be prepared and conducted by National training Institution.

To respond to these identified needs, the NFB Project depends to hire:

- A team of two qualified international consultants to provide technical assistance to develop and implement the NFB training program.
 1. 01 international consultant (AAC Training Specialist) who will lead the delivery of expected outputs and the development and implementation of training module PNFB-3
 2. 01 international consultant (NFB Construction Training Specialist) who will support the team leader and be in charge of development and implementation of training module PNFB-2.
- A national institution will be responsible for: (i) support the development of NFB training program including training module and training plan; (ii) prepare training materials; and (iii) organize training courses that are designed for different target training groups.

2. OBJECTIVE OF THE ASSIGNMENT

Objective of assignment is to support the development and implementation of a CTP for the NFB Project that includes identification of target groups, assessment of training needs based on international and national experiences, development of modules and training materials, formulation of training plans, and development of guidelines for monitoring and assessment of results and impacts of the CTP.

3. SCOPE OF WORK

The international consultants will work together as a team with the national training institution and share the responsibility to support the development and implementation of the NFB training program through the following activities:

- Identify the target training groups;
- Determine training needs;
- Assess current training program and modules to identify opportunities for strengthening current training programs in the country;
- Obtain information on international best practices and lessons learnt that can be adopted on the NFB Project;
- Develop a set of training modules tailored to identified training needs;
- Develop NFB training plan and conduct training courses for different target training groups; and
- Develop guidelines for monitoring and assessment of results and impacts of the training program.

The specific tasks of the international consultants are as follows:

Task 1: Assess the training needs of target groups

- Consult with NPD, NPM, national experts and the PMU regarding overall training strategies and priorities;
- Identify the target groups and assess the their respective training needs to identify gaps in consultation with local consultants;

- Design questionnaires and provide guidelines to the national training institution in conducting surveys and a formal training needs assessment (TNA);
- Comment on the TNA report prepared by the national training institution and make recommendations to design the CTP for the NFB project.

Task 2: Review the existing training modules/curricula and develop training materials

- Assess the existing training modules and materials on NFB in Viet Nam on their relevance and usability;
- Provide the national consultants with samples and examples of international best practices in NFB training curricula/modules that are relevant to the identified TNA shown in Task 1 and can be applied for Viet Nam;
- Work closely with the national training institution to propose a set of training modules tailored to the identified training needs;
- Prepare the training materials for modules possibly PNFB-2 and PNFB-3;
- Provide written comments on training modules and training materials (possibly PNFB 1, PNFB 4, PNFB 5) prepared by the national training institution.

Task 3: Develop a training plan for NFB in cooperation with PMU and the national institution

- Design training program for identified target groups;
- Formulate the overall training plan for 15 training courses (as expected), based on the results from Tasks 1 & 2 and inputs contributed by the national training institution.

Task 4: Provide training seminars on AAC Technology (by AAC training specialist) and design and construction using NFB products

- Formulate material for two seminar sessions (2.5 days each) and deliver training on AAC technology and production (PNFB-3);
- Seminar topics should cover priorities of local AAC entrepreneurs. This may include AAC resource and production efficiencies and the production of AAC products that meet international standards;

Task 5: Provide training seminars on design and construction using NFB products (by NFB Construction Training Specialist)

- Formulate material for the training courses (two days each) and deliver training on design and construction using NFB products (PNFB-2);

Task 6: Develop M&E guidelines for assessment of results and impacts of CTP for NFB Project

Develop guidelines to monitor and evaluate the impacts of the CTP based on the summary of work and activities as contained in: (1) Appendix I that lists activities, outputs and supported inputs provided by PMU; and (2) Appendix III that lists supported inputs provided by the national training institution.

4. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Duration and Timing: During the period of October 2015 to October 2016, with expected details as follows:

- AAC Training Specialist: estimated 31 person days
- NFB Construction Training Specialist: estimated 28 person days

Appendix 2 provides an indicative schedule for the international consultants team.

Duty station: Home based and Hanoi with expected local travel as required

The detailed schedule will be developed and agreed with UNDP and the PMU before commencing. Each international consultant is expected to have at least 2 missions to Hanoi, Viet Nam. In case of in-country travel (if needed), travel costs will be covered by the project based on the UN-EU cost norm. The two missions are expected as follow:

- 1st mission for 5 working days (for both consultants) to consult with relevant stakeholders and manufacturers for identification of target groups and training needs and training modules
- 2nd mission for 7 working days to provide training on AAC technology (for AAC training specialist)
- 2nd mission for 7 working days to provide training on construction and use of NFB (for NFB Construction Training Specialist)

5. FINAL PRODUCTS

The team shall deliver the following outputs:

5.1. For AAC training Specialist:

1. Written comments on the report on Training Need Assessment prepared by the National Training Institution with focus on target groups, training needs and NFB training program.
2. An assessment report on the existing training curricula/modules and materials with the following information:
 - a. Short description of current modules identifying missing technical elements and gaps;
 - b. How curricula and modules are relevant to identified training needs;
 - c. Lessons learnt from applying these modules;
 - d. Recommendations on how these modules can be used, or modified to fit training needs for of NFB target groups;
 - e. List of criteria for selecting materials for proposed training modules;
3. A set of training modules, program and plan enclosed with detailed outlines of each training module. The module outline should clearly indicate description, duration, objectives, target groups, training pre-requisites, training tools and methodologies, content outline, and post training assessment;
4. All training materials in the form of training manuals and PowerPoint presentations for modules PNFB 3 mentioned in the aforementioned Output 3;
5. Written assessment of training materials prepared by the national training institution;
6. Reports on training courses and modules delivered. Those post training reports should capture major activities of the course, how expectation of participants is met, and how evaluation results could be used to modify and refine the next set of similar trainings, and lessons learnt and recommendations to finalize the NFB training program.
7. Draft and final monitoring and evaluation guidelines that include:
 - a. Clear explanations on how transferred skills and knowledge will be assessed;
 - b. A set of clear indicators and criteria for post training assessment, and impact assessment;
 - c. Sample of questionnaires and instruction of how to develop trainers own questionnaires.

5.2. For NFB Construction Training Specialist:

1. Written comments on the report on Training Need Assessment prepared by the National Training Institution with focus on target groups, training needs and NFB training program.
2. An assessment report on the existing training curricula/modules and materials with the following information:
 - a) Short description of current modules identifying missing technical elements and gaps;
 - b) How curricula and modules are relevant to identified training needs
 - c) Lessons learnt from applying these modules
 - d) Recommendations on how these modules can be used, or modified to fit training needs for of NFB target groups;
 - e) List of criteria for selecting materials for proposed training modules;
3. A set of training modules, program and plan enclosed with detailed outlines of each training module. The module outline should clearly indicate description, duration, objectives, target groups, training pre-requisites, training tools and methodologies, content outline, and post training assessment;
4. All training materials in the form of training manuals and PowerPoint presentations for modules PNFB 2 mentioned in the aforementioned Output 3;
5. Written assessment of training materials prepared by the national training institution;
6. Reports on training courses and modules delivered. Those post training reports should capture major activities of the course, how expectation of participants is met, and how evaluation results

could be used to modify and refine the next set of similar trainings and lessons learnt and recommendations to finalize the NFB training program.

7. Written comments and inputs to the monitoring and evaluation guidelines prepared by the AAC training Specialist

6. PROVISION OF MONITORING AND PROGRESS CONTROL

The selected consultants will work closely with PMU staff (Project Manager, National Technical Advisor, and Building Material Specialist) and the UNDP Program Officer with regular consultation and guidance by the National Project Director (NPD).

PMU and UNDP staff will support the consultants on general issues and oversee the consultants on the completion of the assignment.

PMU will provide logistic supports and coordinate works between International and National training institution and third parties.

7. DEGREE OF EXPERTISE AND QUALIFICATIONS

The team of consultants should have the following qualifications:

- Postgraduate university degree with knowledge in building materials, AAC technology, design and construction or related field. A PhD degree is considered an asset;
- Have at least five (5) years of working experience in developing and delivering training program on Building Materials; experience with NFB is considered an asset;
- Proven track record in coordination and monitoring of training program;
- Experience in developing countries, especially Asian countries, is an advantage;
- Experience working in international donor-funded projects is an advantage; and
- Be fluent in English, both spoken and written.

8. ADMINISTRATIVE SUPPORT AND REFERENCE DOCUMENTS

Documents/ secondary documents

Copies of following documents will be made available to the consultants upon commencement of the assignment by the MOST/PMU as well as UNDP Viet Nam:

1. Project Documents and documents of relevant policies; and
2. Preliminary TNA report and available training materials prepared by national training institution.

Arrangement of meetings and interviews:

Administrative support and arrangement of meetings will be provided by the PMU.

Cooperation and responsibilities between international and national experts

The consultants are expected to communicate via email or skype and will team up with PMU staff during the mission in Viet Nam

9. REVIEW TIME REQUIRED AND PAYMENT TERM

- The first installment of 20% contract value will be paid upon submission of the comments on TNA report (Output 1) with satisfactory acceptance by UNDP.
- The second payment of 20% will be paid upon the submission of an assessment report of existing training modules and materials (Output 2) with satisfactory acceptance by UNDP;
- The third payment of 30% will be paid upon the submission of the training materials (output 3 and 4) with satisfactory acceptance by UNDP;
- The last payment of 30% will be paid upon submission of all products under the contract with satisfactory acceptance by UNDP.

10. CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☐ NONE ☒ PARTIAL ☐ INTERMITTENT ☐ FULL-TIME

APPENDIX 1: Summary of work activities, outputs and inputs from PMU and national training institution in the preparation of the CTP

The overall responsibility of the international consultant on NFB Training Program is to support development and implementation of the NFB training program. The following table summarizes the tasks that are carried out by the international consultant in terms of brief description, indicative inputs with contribution from PMU.

Description	Indicative Service Provider Inputs	Outputs	National Training Institution input	PMU Inputs
Task 1: Assess the training needs of target groups identified by National training Institution				
Identify the target groups and assess the training need to identify gaps;	proposed by IC	Evaluation		
Design the questionnaire and provide guidelines to the national training institution in carrying out an additional TNA;	proposed by IC	Questionnaires and guidelines		Comments
Comment on the TNA report prepared by the national training institution and make recommendations to finalize the NFB training program	proposed by IC	TNA Report (reviewed and amended)	TNA report draft	Comments
Task 2: Review the existing training modules/ curricula and develop training materials				
Assess the existing training modules on NFB in Vietnam on their relevance and usability;	proposed by IC	Assessment report	Provide the existing training modules, training materials on NFB in Viet Nam	Comments
Provide the national consultants with samples of the international best practices in NFB training curricula / modules that are relevant to the identified TNA shown in Task 1	proposed by IC	Information / documents		
Work closed with the national training institution to propose a set of training modules that tailor to the identified training needs;	proposed by IC	Report		Comments
Prepare the training materials of indicated modules and make comments on the training materials of other modules and develop training tools and methods for modules	proposed by IC	Training materials	Prepare the training materials in the form of lecture and slides for the modules PNFB-1, PNFB-4, PNFB-5	Comments
Task 3: Develop a training plan for NFB in cooperation with PMU and the national training institution				
Design training courses for different target groups;	proposed by IC	Plan	Develop criteria for selection of local trainers and trainees	Comments

Formulate the training plan, based on the results/outputs from task 1 & 2 and inputs contributed by the national training institution.	proposed by IC	Plan	Develop a training schedule for the whole training program	Comments
Task 4: Provide training lectures in two courses on modules of Technology AAC (one in Hanoi and one in Ho Chi Minh City) and 3 training courses on Design and construction using NFB in Cities Ha Noi, Ho Chi Minh, Da Nang.				
Modules 2 and Module 3	proposed by IC	Lectures given Post-training report	Support PMU to select trainees from target groups	Logistic preparations
Task 5: Develop a Monitoring and Evaluation Guidelines for results and impacts of NFB Training Program				
Develop a Monitoring and Evaluation Guidelines for results and impacts of NFB training program	proposed by IC	Guideline documents		Comments
Completion report				
Completion report including all lessons learnt and recommendations to finalize the NFB training program	proposed by IC	Report		Report and completion workshop Comments

APPENDIX II: Tentative Schedule

[illegible]

[illegible]

APPENDIX III: Scope of Work for the national training institution

B. SCOPE OF WORK

Main works needed for development of NFB training program are as follows:

- Identify the target training groups;
- Assessment of training needs;
- Assess the capacity of training institutions to the aspects of a) their own staff capacity, b) current training program and modules, in order to identify opportunities for replicating current successful training experience in the country;
- To obtain information about international best practices and lessons learnt and identify opportunity for replicating them in NFB training program;
- Develop a set of training modules that tailor to the identified training needs; and
- Development of NFB training plan and conduct training courses at different target training groups;
- Develop guidelines for monitoring and conduct assessment of results and impacts of the training program.

The overall responsibility of the National Subcontractor is to work closely with international consultant to develop the NFB training program and conduct the training courses indicated by PMU. The specific tasks of the national subcontractor are as follows:

Task 1: Assess the training needs of target groups identified

- Provide the results of the previous training need assessment (TNA) to the international training institution to identify gaps;
- Conduct an additional survey on TNA based on guidelines/questionnaire designed by the international subcontractor and draft the TNA report;
- Finalize the TNA report that incorporates all comments and recommendations from the international consultant, PMU and independent training experts.

Task 2: Review the existing training modules/curricula and develop training materials

- Provide the existing training modules on NFB in Viet Nam and make comment on the Assessment Report prepared by the international consultant on the relevance and usability of those training materials;
- Prepare the training materials in the form of lecture notes and slides for the modules PNFB-1, PNFB-4, PNFB-5, Provide comments on training materials prepared by the international consultant on the modules PNFB-2 and PNFB-3.

Task 3: Support the international consultant in development of the training plan

- Develop criteria for selection of local trainers and trainees from target groups from service providers, equipment suppliers, potential investors, NFB-producers, and officials from provinces.
- Develop a training schedule for the whole training program in close cooperation with PMU;
- Make cost estimates for each course.

Task 4: Conduct the following works in close coordination with PMU

- Assist PMU in selecting local teachers along with international trainers for preparation of training materials as well as provision of lectures for the modules said in Task 2;
- Identify and select the qualified and capable local trainers from technology universities, institutes as well as from service providers and NFB's consultant companies for PMU's approval;
- Select trainees from target groups as indicated in Task 3;
- Conduct others training courses on NFB in others places/provinces(to be identified in during consultancy time)

Task 5: Provide Coordination and logistical arrangement for conduct of training courses listed in Task 4

- Translate the training plan into Vietnamese;
- Translate the existing training materials on NFB in Viet Nam and others documents for IC references;
- Translate training modules into Vietnamese and print training materials for use in training courses;
- Coordinate with PMU in finalizing participant list;
- Support PMU Coordinate travel and accommodation arrangements of participants and trainers;

D. DELIVERABLES:

1. Report on Training Need Assessment that captures the essences of training needs of different target groups.

2. Summary on comments and recommendations on the assessment report on the existing training curricula/modules on NFB in Viet Nam, prepared by the international training institution, including the following information:
 - a. Short description of current modules;
 - b. How are they relevant to identified training needs;
 - c. What are lessons learnt from applying these modules;
 - d. Recommendations on how these modules can be used, or modified in order to fit into training needs for NFB target groups;
 - e. List of criteria for selecting materials for proposed training modules.
3. Completion profile of training materials of all modules listed in Task 2 in Vietnamese for local trainers (preparation of indicated modules and comments and translation of other modules).
4. Reports on all training courses and modules delivered. Those reports should capture major activities of the course, how expectation of participants is met, and how evaluation results could be used to modify and refine the next set of similar trainings.
5. Completion report including all lessons learnt and recommendations to improve NFB training program.

Annex VI

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)

Annex VII

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 etc).

Note: The number of work-days in the TOR is estimated only. The bidder should make his/her own estimate of the time taken to complete the assignment in line with this TOR and his/her proposal, and use this estimate as the basis for financial proposal.

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			
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). *			
2.5	Others (pls. specify).....			
	TOTAL			

** 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