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Date: 10 January 2017

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 National Project Lead and Senior Finance Expert
Project name:	The Biodiversity Finance Initiative (BIOFIN) (Project ID: 93061)
Period of assignment/services (if applicable):	Initial contract of 12 part - time work months over a one-year period (part-time), with a possibility to extend up to 3 years upon quality of deliverables. Estimated number of working days: 144 days (12 days/month x 12 months)
Tender reference:	1-170102

1. Submissions should be sent by email to: nguyen.thi.hoang.yen@undp.org no later than: **19 January 2017 (Hanoi time)**.

With subject line: (1-170102) National Project Lead and Senior Finance Expert for BIOFIN

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 (including name, title, email, telephone number, address...)

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **Viet Nam Dong** 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 the above currency at UN Exchange Rate at the submission deadline.

4. Evaluation:

The technical component will be evaluated using the following criteria:

Se	Criteria	Score
1.	Master's degree in finance, economics or a closely related field, or equivalent relevant work experience	150
2.	At least 10 years of experience in the management or review of public finance	150
3.	Experience in hand-on consultancy works on financial planning and implementation	200
4.	Experience with UNDP and/or UN biodiversity/environment related programmes	200
5.	Demonstrable analytical skills and communication skills	100
6.	Proven excellent financial and budgetary skills	100
7.	Familiarity with the Viet Nam governmental planning and budgeting processes	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 (following UNDP form)

- 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

Monthly payment on number of certified working days in the month based on time sheet and submission of accepted monthly outputs. The contract and payments will be performance-based and regularly assessed by the UNDP Country Office and BIOFIN Central Technical Unit.

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.

The Biodiversity Finance Initiative (BIOFIN)

Terms of Reference

For 01 National Project Lead and Senior Finance Expert

Location: Ha Noi, Viet Nam with possible traveling to in and out country
Starting Date: As soon as possible
Supervisor: UNDP Country Office
Duration of contract: Initial contract consists of 12 part-time work months over a one-year period (part-time), with a possibility to extend up to 3 years upon quality of deliverables and UNDP's requirements.
Estimated number of working days: 144 days (12 days/month x 12 months)

1. CONTEXT AND OBJECTIVES OF BIOFIN

National governments have demonstrated clear commitment to fulfil their mandates for biodiversity conservation and sustainable use in ways compatible with national development goals, and to identify a diverse range of financing solutions for biodiversity management. UNDP believes a transformation is needed in the way biodiversity finance is planned and managed to unlock the resources required to meet the Aichi Targets defined in the CBD's Strategic Plan 2011-2020 in a manner that promotes sustainable development and the eradication of poverty.

The global Biodiversity Finance Initiative (BIOFIN) is managed by UNDP, in partnership with the European Commission and the Governments of Germany, Switzerland, Norway and Flanders. The \$29 million initiative was launched in October 2012, set to run until the end of 2018, with further support being sought to extend it. An additional \$3.1 million in finance is provided through several GEF-financed UNDP-managed projects working in participating countries to support governments to revise National Biodiversity Strategies and Action Plans and to implement specific financing solutions.

Guided by a global steering committee representing its partners, BIOFIN aims to develop a methodology for quantifying the biodiversity finance gap at national level, for improving cost-effectiveness through mainstreaming of biodiversity into national development and sectoral planning, and for developing comprehensive national finance plans. BIOFIN will thus provide a framework for undertaking "bottom-up" analyses and resource mobilisation strategies, embedded in a transformative process led by national stakeholders, aimed at allowing countries to implement their NBSAPs and achieve national biodiversity targets. BIOFIN will feed into the development of NBSAPs, while the NBSAP projects in turn will provide a platform for integration into decision-making processes.

Working with the global BIOFIN team, 30 countries are currently involved in developing and piloting the new methodology, to be refined through regional and global learning, and made available more widely: Belize, Brazil, Bhutan, Botswana, Chile, Colombia, Costa Rica, Cuba, Ecuador, Fiji, Georgia, Guatemala, India, Indonesia, Kazakhstan, Kyrgyzstan, Malaysia, Mexico, Mongolia, Peru, Philippines, Seychelles, South Africa, Sri Lanka, Rwanda, Thailand, Rwanda, Uganda, Vietnam and Zambia. BIOFIN is managed by UNDP's Ecosystems and Biodiversity Programme.

In these countries national teams work with the global BIOFIN team on the following components, corresponding to steps 3-7 of the BIOFIN Workbook (2016 version):

- During the **Inception Phase** the national BIOFIN team is recruited and the Steering Committee established. Once operational, the national BIOFIN team carries out a first review of the national context, outlining available information, identifying cooperation modalities with related initiatives and organising the inception workshop, a first introduction to a wider group of stakeholders and a first moment of active engagement, with the underlying purpose to start building a national vision on biodiversity finance. The inception report is developed to capture initial national level baseline information on biodiversity finance,

describe recommendations from stakeholders made through the inception workshop, highlight adjustments made in national implementation arrangements and provide preliminary analysis for entry points to advance biodiversity finance in the country.

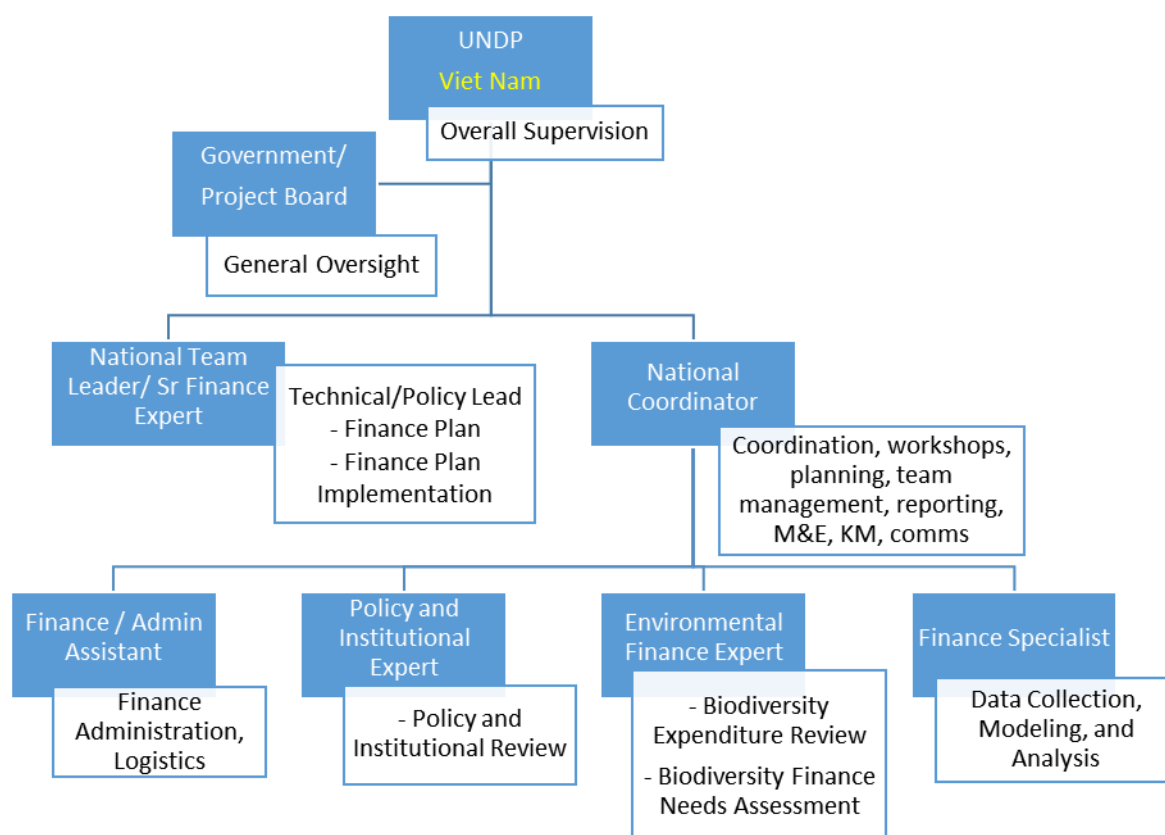
- **Component 1: Integrating biodiversity and ecosystem services in sectoral and development policy, planning and budgeting:** This first range of work enables participating countries to analyse current policies, institutions and expenditures affecting biodiversity and ecosystem services both positively and negatively, in order to evaluate their impact and effectiveness, and to understand key opportunities for mainstreaming, for example, through the removal of perverse incentives. It helps countries to establish a firm baseline of current biodiversity expenditure levels and projections, while reviewing the underlying institutional and policy framework that directs expenditures from public, private, national and international source. Decades of development experience have taught us that it is important to mainstream biodiversity into national development plans, as well as into the policy, planning and financing frameworks of other key sectors. This component takes this process a step further by providing a workbook tool enabling an analysis of the specific threats posed by sectors to biodiversity; as well as the quantified benefits that ecosystems provide to these sectors and society in general as a basis for making the case for and initiating a transition from a business-as-usual scenario to a sustainable ecosystem management scenario in these sectors (which will in turn have a bearing on the costs of addressing biodiversity loss). It also lays the groundwork for an evaluation of the cost-effectiveness of current expenditure and recommendations to improve this. It consists of 2 separate but interrelated activities:
 - I. **Biodiversity Finance Policy and Institutional Review (PIR)** – The first step includes identifying the existing national vision and key trends for biodiversity and sustainable development, mapping sectoral interactions with biodiversity, ecosystems and ecosystem services. The Review then helps to create a preliminary inventory of existing financing mechanisms used for biodiversity and looks into how existing subsidies affect biodiversity, followed by an analysis of the main drivers of biodiversity loss, identifying relevant stakeholders and their specific mandates related to NBSAP, as well as institutional arrangements. Policy recommendations, particularly on harmful subsidies and other incentives that contribute to continued biodiversity loss, can be incorporated in the NBSAP. Stakeholder engagement is ensured through a consultation workshop in the early stages and a validation workshop at the end to discuss the complete findings and recommendations.
 - II. **A Biodiversity Expenditure Review (BER)** – The expenditure review is based on the institutions identified under the PIR. For each relevant finance actor, both national and international, public and private, budget and expenditure data are collected for the past 5-7 years, identifying biodiversity relevant budgets. For each main expenditure the percentage that can be attributed to biodiversity needs to be identified. The expenditures and their outcomes need to be briefly described and where possible tagged with the national budget code, indicating whether these are a one-time or recurring expenditures. Based on these figures, projections are developed for future expenditures, while harmful subsidies and biodiversity generated revenue are assessed more in detail. At the end the amounts are aggregated to produce multiple national biodiversity expenditure figures. The final report should provide very specific recommendations on (i) possible re-alignment of expenditures; (ii) identification of available sources of financing; and (iii) improvement of processes towards estimation of biodiversity expenditures. Stakeholder engagement is ensured through a consultation workshop in the early stages and a validation workshop at the end to discuss the complete findings and recommendations.
- **Component 2: Assessing the financing needs for the management and conservation of biodiversity and ecosystem services:** Component 2 involves an estimation of the financial needs for biodiversity management across all sectors of government, NGOs and the private sector. It primarily consists of a bottom-up financing needs assessment, developing projections of the costs required to reach a country's national biodiversity goals and successfully implement all activities of the National Biodiversity Strategy's Action Plan. BIOFIN Global will develop and pilot a workbook tool that enables countries to find answers to several fundamental questions in this regard, including: (a) what are the cost coefficients for the delivery of basic biodiversity management functions against which cost-effectiveness can be assessed? What opportunities and barriers exist to improved cost-effectiveness? (b) How much would it cost to remove the above barriers? What other options are available? What are the costs of inaction? (c) What financing is hence required at a national level to meet national targets set in terms of the global biodiversity targets adopted under the new CBD Strategic Plan for the period 2011-2020? To address these questions in a comprehensive and rigorous manner, costed action plans will be developed for addressing the gaps and barriers, building on the pilot countries' development of their new NBSAPs, and providing useful data for use in the context of the CBD's Resource Mobilization Strategy. This starts out by reviewing which actions in the NBSAP and other major policies require to be costed. For each of these costable actions specific cost elements and units are calculated. The cumulative figure represents the national finance needs for biodiversity, and is compared with existing expenditure levels to measure the national biodiversity finance gap. Stakeholder engagement is ensured through a consultation workshop in the early stages and a

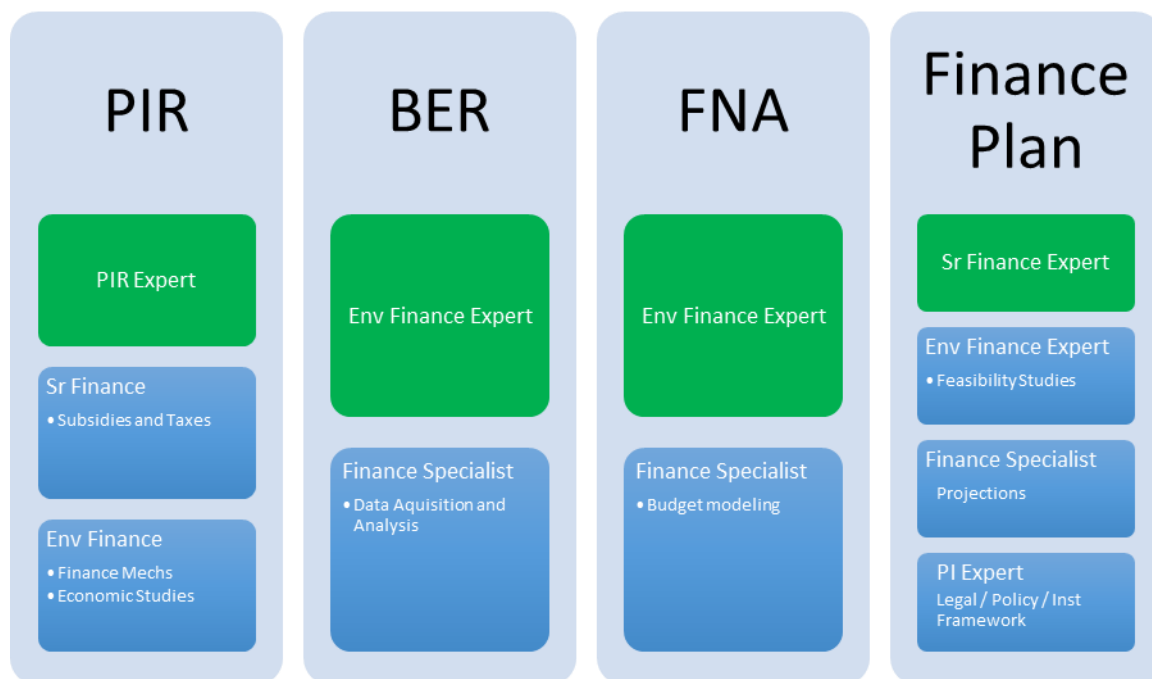
validation workshop at the end to discuss the complete findings and final recommendations.

- **Component 3: Develop comprehensive national Resource Mobilization Strategies to meet the biodiversity finance gap, reviewing past expenditures and financing needs, and identifying and prioritising a wide range of financing solutions-** Under this component, a national roadmap/plan is developed for future financing of biodiversity, addressing all possible dimensions of finance, including additional resource mobilisation, improving effectiveness of expenditures, avoiding future expenditures and re-aligning expenditures towards biodiversity goals. The national experts will work closely with the global team to review a wide range of possible finance solutions, and establish an agreed upon approach to prioritise based on a variety of characteristics of each solution, including the financing potential, the legal context and socio-economic/gender impacts, while mapping barriers that currently prevent further financing. For a selected number of the most promising financing mechanisms a more detailed feasibility study will be carried out. A large national workshop involving a wide variety of stakeholders should be organised as a key element of the consultation process followed by a smaller workshop planned at the end to validate the strategy and its recommendations.
- **Component 4: Initiate implementation of the Biodiversity Finance Plan at national level-** Under this final component, support is provided to implement one or more priority areas likely to show significant and relatively rapid results. Based on the process to develop the finance plan, the national BIOFIN team will prepare one or more proposals and submit these for review by the global team. The selected activities can include a wide range of finance-related areas, including the provision of technical or advocacy support for developing laws and regulations, revising taxes and fees, the identification of legal thresholds, removal or reduction of biodiversity harmful incentives, certification processes, public-private-partnerships, voluntary agreements, awareness raising campaigns, behaviour change through education and training measures etc.

For component 4, additional experts are to be recruited depending on the proposed activities.

BIOFIN NATIONAL TEAM STRUCTURE





2. RESPONSIBILITIES OF PROJECT LEAD AND SENIOR FINANCE EXPERT

The core responsibility of the Project Lead and Senior Finance Expert (Sr. Finance Expert) is to provide overall technical guidance and project leadership at the national level and will produce the **Biodiversity Finance Plan**. The Project Lead will work in close collaboration with the National Project Coordinator, the entire National BIOFIN Team, UNDP CO and the global BIOFIN Team to assure the **high quality delivery of all reports and outcomes of BIOFIN**. These reports will include the Biodiversity Finance Policy and Institutional Review, the Public and Private Biodiversity Expenditure Review, Financing Needs Assessment (Costing of NBSAP) and the Biodiversity Finance Plan. Additionally, the Sr. Finance Expert will be directly responsible for sections of certain reports and for leading and writing the Biodiversity Finance Plan. All reports will be provided to the designated ministries including Ministry of Natural Resources and Environment, Ministry of Finance, and UNDP CO, and validated by the designated Ministries, UNDP CO and the BIOFIN Global team.

The Senior Finance Expert will be the overall leader and spokesperson of BIOFIN at the national level. He/she is expected to have senior experience and to provide substantial technical expertise in assuring horizontal integration and consistency of work streams/studies, as well as quality assurance of national products and processes throughout the duration of the national project. He/she will be responsible for relevant sections of the Policy and Institutional Review, will lead the preparation of the Biodiversity Finance Plan, and will oversee the identification and implementation of activities under Component 4. He/she will also specifically be responsible for outreach activities to national (Government, donors delegation, academia, etc.) and relevant international stakeholders, and the preparation of Synthesis reports, policy briefs, and press releases and briefing notes for Government, UNDP etc.

Specific duties and responsibilities will include:

Technical management and Leadership

- Provide technical guidance, coordination and management to technical working team to assure timely and high quality delivery of all reports and outcomes of BIOFIN.
- Provide technical advice to the National Project Coordinator, the UNDP Country Office and BIOFIN Global and supported by the Finance Assistant, to elaborate/revise the workplan, reporting schedule and budget.
- Provide coaching to the National Project Coordinator to ensure technical activities are managed and executed in a timely and appropriate manner including within planned budget.
- Participate in recruitment processes for the national BIOFIN team.
- Provide technical advice and support to formation and functioning of the National BIOFIN Steering/Advisory Committee.
- Prepare Inception Report and facilitate the Inception Workshop. The Project Lead and Senior Finance Expert will **report to** UNDP Country Office, Biodiversity Conservation Agency and the Global BIOFIN Team.
- Lead project monitoring, reporting and evaluation at national level. Prepare BIOFIN progress reports (substantive and financial) for submission to UNDP and project partners.
- Establish and maintain links with other national and international programmes (e.g. NBSAP) and projects including UNDP-GEF projects.
- Lead capturing and documenting of lessons from project implementation and make recommendations to the National Steering/Advisory Committee for more effective implementation of activities.
- Develop one or more proposals for the global team for activities in Component 4.
- Participate and prepare presentation (if required) in all regional and global BIOFIN webinars, workshops.

Policy Development

- Engage with 2-3 key national policy processes identified in the Inception/PIR stage (in particular national development and sectoral planning and budgeting), provide inputs into budgets and policy documents, and participate in related meetings to promote the adoption of BIOFIN recommendations.
- Provide other inputs into policy development processes as per government requests/emerging opportunities (national/sectoral development plans/NBSAPs/legislation on biodiversity finance) and report on these inputs to the UNDP Country Office and the Global BIOFIN Team.
- Discuss BIOFIN findings with the team responsible for NBSAP development/implementation (Biodiversity Conservation Agency/MONRE) and other related strategic planning projects to identify areas where collaboration can benefit from new insights generated through the BIOFIN Process and vice versa.

- Organise policy discussions with decisions makers on ad-hoc bases to respond to emerging opportunities.

Project Outreach and Communication

- Lead an extensive stakeholder consultation/engagement process for the development of all deliverables, involving actors from the public and private sector, civil society and academia.
- Engage national stakeholders and strongly position BIOFIN objectives and processes towards relevant government departments and partner institutions to catalyse transformational outcomes. Ensure the inclusion of organisations representing indigenous/woman/vulnerable groups where possible.
- Liaise with Governmental institutions (MOF, MONRE, MARD, MPI, etc.) and other concerned stakeholders to facilitate related data collection. Ensure collaboration of counterparts on data and information provision, expert review and verification.
- Work with national and international counterparts, NGOs and other groups to ensure effective coordination and communication of BIOFIN project objectives and activities.
- Train or raise awareness with at least 30 national level experts on the basics concepts of biodiversity financing solutions and work to develop the capacity level of direct government counterparts.
- Edit, print and publish final Summary for Policy Makers (~20 pages). Publicise and promote the results and impacts of BIOFIN at national level.
- Prepare detailed reports and analyses of national BIOFIN project results and impacts including in preparation for COPs and at project's end.

Technical Tasks and Responsibilities

- Act as principal technical contact for national BIOFIN implementation with the BIOFIN Global team with regards to all questions and issues that arise during national implementation.
- Provide key technical leadership on all finance issues and assure horizontal integration and consistency of workstreams/studies.
- Provide technical supervision to the national BIOFIN team to complete BIOFIN deliverables in a consistent and high quality manner.
- Ensure drafts of the work are sent to the UNDP Country Office, MONRE/BCA and the BIOFIN Global team regularly to provide backstopping and assure feedback is adequately integrated into national reports.
- Research and write the sections on subsidies and financing incentives in the PIR
- Provide technical supervision for the data collection, analysis, and conclusions of the Biodiversity Expenditure Review (BER)
- Supervise the data collection, modelling, quality checking, and validation of the Financial Needs Assessment (NBSAP Costing)
- Develop a Biodiversity Finance Plan according to the guidance provided by BIOFIN Global and written guidance documents
 - Develop an outline for the Finance Plan for discussion with the MONRE, MOF, UNDP CO and the global BIOFIN team.
 - Identify, screen and prioritize specific biodiversity finance mechanism and calculate how much revenue/financial contribution or impact each mechanism may generate.
 - Establish and include a detailed plan for implementing key financial mechanisms in the Biodiversity Financing Plan including a timeframe and budget.
 - Develop a draft of the Finance Plan based on the BIOFIN workbook and in line with recommendations from the national consultation workshop and submit for discussion to the MONRE, MOF, UNDP CO and the Global BIOFIN team.
 - Develop the final version of the Finance Plan for discussion with the MONRE, MOF, UNDP CO and the Global BIOFIN team and present the plan for final review during the validation workshop.
- Steer the initial implementation of the Biodiversity Finance Plan under “Component 4”. This may include a set of measures or activities addressing legal, institutional, entrepreneurial, financial, awareness, capacity matters to put the BIOFIN results into action. If these activities require outside expertise, draft the Terms of Reference for these additional consultants and assist in their recruitment and activities. Review all deliverables produced under Component 4 and provide feedback to team members to assure quality and impact.
- Ensure all national level outputs are developed in line with the BIOFIN methodology as described in the current version of the BIOFIN Workbook, while at the same time are sufficiently tailored to the national context. Review all national level deliverables and provide detailed feedback to other team members. Liaise with the global BIOFIN team and government (MONRE, MOF, MPI, and Local Authorities) to obtain timely feedback on deliverables. Obtain final clearance of each deliverable from government and the global BIOFIN team to enable further dissemination.

- Provide feedback on the methodology on a regular basis to the global BIOFIN team through monthly and bi-annual reports, workshops and technical calls.

3. KEY DELIVERABLES:

- **Inception Phase:** Inception Workshop, Inception Report
- **Component 1:**
 - **Policy and Institutional Review** (I) Sections on subsidies and financing mechanisms of the PIR (II) Draft Report, (III) Initial and Final Workshops and workshop reports, (IV) Quality review with BIOFIN Global (V) Final validated report.
 - **Biodiversity Expenditure Review** (I) Draft analysis (II) Draft Report, (III) Initial and Final Workshops and workshop reports, (IV) Quality review with BIOFIN Global (V) Final validated report
- **Component 2: Financial Needs Assessment** (I) Draft analysis (II) Draft Report, (III) Initial and Final Workshops and workshop reports, (IV) Quality review with BIOFIN Global (V) Final validated report
- **Component 3: Biodiversity Finance Plan** (I) Initial Analysis (II) Draft Report, (III) Initial and Final Workshops and reports, (IV) Quality review with BIOFIN Global (V) Final validated report
- **Component 4:** (I) Project proposal (s) for suggested activities, (II) ToR for additional consultants / service contracts, (III) Mid-term and Final Report on the results of implementation.
- **Project Synthesis Report** (with recommendations to government) **and Summary for Policy Makers**
- **Policy Development: Specific policy recommendations/papers for relevant national/sectoral policy processes.**
- Overall transformational process (outreach to government, steering committee, etc.)

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

The contract consists of 12 part-time work months over a one-year period (part-time), with a possibility to extend up to 3 years upon satisfactory quality of deliverables and requirements of UNDP.

Estimated number of working days per year: 144 days (12 days/month x 12 months).

Location: Ha Noi, Viet Nam with possible traveling to in and out country. In case travel outside Hanoi is required by UNDP, UNDP/Project shall settle payment separately based on UN-EU Cost Norms.

5. DEGREE OF EXPERTISE AND QUALIFICATIONS OF THE CONSULTANT

Education:

At least Master's degree in finance, economics or a closely related field, or equivalent relevant work experience

Competencies:

- Excellent organizational skills.
- Strong analytical, writing and communication skills.
- Excellent financial and budgetary skills.
- Strong ability to prepare publications, reports and presentations.
- Ability to manage and work with a multidisciplinary and multicultural team.
- Strong motivation and ability to work and deliver under short deadlines.
- Focuses on impact and result for the client and responds positively to critical feedback.
- Able to work independently with little or no supervision.
- Familiarity with the Viet Nam governmental planning and budgeting processes strongly desired
- Excellent command of English.

Experience:

- At least 10 years of experience in the management or review of public finance.
- Experience in working with international and national experts and institutions.
- Experience in hand-on consultancy works on financial planning and implementation
- Previous experience as a team leader in related areas
- Experience with UNDP and/or UN biodiversity/environment related programmes

- Exposure to environmental issues or biodiversity desirable, but not required.
- Sound understanding of key software packages (MS Office)

6. PAYMENT TERMS

Monthly payment on number of certified working days in the month based on time sheet and submission of accepted monthly outputs. The contract and payments will be performance-based and regularly assessed by the UNDP Country Office and BIOFIN Central Technical Unit.

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 VND

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 (VND)	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 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