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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:	National Consultant - Integrated Natural Resources Management (INRM)/ Sustainable Land Management (SLM) / Sustainable Forest Management (SFM)
Project name:	Mainstreaming Natural Resource Management and Biodiversity Conservation Objectives into Socio-economic Development Planning and Management of Biosphere Reserve in Vietnam (Project ID 100626)
Period of assignment/services (if applicable):	Hanoi with travels to Lao Cai, Quang Nam and Dong Nai provinces as per actual requests, Vietnam
Tender reference:	(1-17010-NC) - INRM

1. Submissions should be sent by email to: ngo.thi.bich.thuy@undp.org no later than: **23 January 2017 (Hanoi time)**.

With subject line:

National Consultant - Integrated Natural Resources Management (INRM)/ Sustainable Land Management (SLM) / Sustainable Forest Management (SFM)

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) - **attached to this Notice**..... (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
 - 2 writing samples
 - 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 **VND** 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:

Consultant experiences/qualification related to the services			
1	At least Master's degree in forestry sciences, biodiversity conservation, natural resources and environment management or related fields.		100
2	Proven knowledge in INRM/SLM/SFM program/policy formulation and implementation.		100
3	At least seven (7) years working experience in in conducting land management and/or forestry policy analysis and providing policy advice to the government agencies to enhance national and provincial policies in relevant topics.		100
4	Excellent conceptualization and analytical skills and proven experience in leading policy researches in INRM/SLM/SFM and/or biodiversity relevant topics.		100
5	Good advocacy and communications skills, able to take a forward looking strategic view.		100
6	Good interpersonal skills and teamwork to work in a multi-cultural environment.		100
7	Prior experience with UNDP-GEF or another UN or international organizations in SFM/Biodiversity conservation project formulation will be an asset.		150
8	Good skills in standard software (Word processing, spreadsheets) are expected.		50
9	Experience with the use of databases is an important asset.		100
10	Strong written skill of English is a must.		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 terms:

Payment milestones:

- 20% on approval of work schedule.
- 40% on approval by UNDP CO and MONRE/BCA of the draft UNDP Project Document.
- 40% on approval by UNDP CO and MONRE/BCA of the final UNDP Project Document and the GEF CEO Endorsement Request including annexes and support documentation.
- Travel costs will be paid separately on actual basis. UN-EU cost norms will be applied for travel cost and per-diem

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

Annex I

TERMS OF REFERENCE

Position Title	National Consultant - Integrated Natural Resources Management (INRM)/ Sustainable Land Management (SLM) / Sustainable Forest Management (SFM)
Duration	75 working days from February 2017 (including tentatively 5 days for each province)
Location of Assignment	Hanoi with travels to Lao Cai, Quang Nam and Dong Nai provinces as per actual requests, Vietnam
Project Title	<i>Mainstreaming Natural Resource Management and Biodiversity Conservation Objectives into Socio-economic Development Planning and Management of Biosphere Reserve in Vietnam</i>

1. Background

Viet Nam is located within the Indo-Burma Biodiversity Hotspot. The country is ranked as the 16th most biodiversity rich country in the world. It hosts 110 Key Biodiversity Areas, 59 Important Bird Areas and 9 Biosphere Reserves (BRs). In Viet Nam, BRs represent a relatively new concept that is not well understood by most decision makers and is not yet fully recognized or integrated into policy making on conservation and development at either the national or provincial level. Moreover, the lack of clear mandates, uniform legislative and institutional regulations as well as agreed operational processes for BRs at the national and site levels contributes coordinated management mechanisms, insufficient enforcement capacities (for example to control encroachment or illegal wildlife hunting and consumption) as well as to a shortage of financial support. As a result, at present BRs in Viet Nam suffer from a lack of landscape level planning, monitoring and evaluation, and have yet to mainstream biodiversity conservation or Protected Area (PA) management into socio-economic development plans and processes, resulting in on-going conflicts between conservation and development stakeholders. In addition, the weak regulatory / policy system, and a lack of industry standards or systems to guide and control tourism sector activities, has allowed tourism development and operations to negatively impact biodiversity and ecosystem services in BRs, while also failing to harness the tourism sector as a partner and potential funding source for BR management activities that can combine sustainable tourism with both conservation and other development objectives. Underlying the difficulties in coordinating responsibilities and partnerships for the management of BRs in Vietnam is insufficient information on biodiversity, ecosystem functioning and values, and resource use patterns within BRs necessary to support Integrated Natural Resources Management (INRM) and biodiversity conservation across the conservation and development landscapes that typify Viet Nam's BRs. Besides, institutional structures and stakeholder capacities at targeted BR sites are not effective at integrating biodiversity conservation and sustainable resource use into overall BR planning and management.

In order to support the Government of Viet Nam to better manage BRs and mainstream biodiversity conservation with development measures in BRs, the UNDP, in partnership with the Ministry of Natural Resources and the Environment (MONRE), has requested assistance from the Global Environment Facility (GEF) to further develop a full size project (FSP) entitled "Mainstreaming Natural Resource Management and Biodiversity Conservation Objectives into Socio-economic Development Planning and Management of Biosphere Reserve in Vietnam".

The envisioned project aims at mainstreaming and advancing natural resources management and biodiversity conservation objectives into development planning and tourism sector development in targeted BRs in Viet Nam, by implementing activities under two project components:

- *Component 1: Enhanced enabling environment for integrated ecosystem management in Biosphere Reserves.* To address the current ambiguity surrounding national and provincial responsibilities for the planning and management of BRs in Viet Nam, envisioned project activities include (i) providing for a legal recognition of BRs in Viet Nam and integrating

considerations into relevant policies, laws, mandates and regulations governing the planning, management and enforcement of conservation and development activities in BRs at the national and provincial levels; (ii) formalizing the policy framework for BRs in Viet Nam including institutional roles and responsibilities for the operation of individual BRs as well as the overall BR network, including creating the BR management system as coordination mechanism for multi-sectoral planning and management; (iii) enhancing practices at BRs towards a better integration of biodiversity conservation and PA management planning and implementation into socio-economic development plans and processes; (iv) strengthening the capacity of state and non-state institutions on sustainable development and management of BRs, including their technical familiarity with institutional change management (v) adapting the existing financing arrangements and mechanisms for BRs; (vi) reviewing current regulations, policies, industrial standards, compliance mechanisms and systems regarding the use of EIA in development planning, with specific focus on safeguards from tourism development in BRs and voluntary certification; and (vii) improving the availability of updated and complete information on biodiversity, ecosystem functioning and values, and resource use patterns within BRs for the use in informed decision making. Based on lessons learned, a replication strategy will be elaborated to facilitate upscaling of the new BR planning and management model to other existing or planned BRs in Viet Nam.

- Component 2: Sustainable resource use, protected areas management, and BD-friendly development measures mainstreamed into the management of 3 targeted Biosphere Reserves.*

At the site level, the proposed project will work to integrate biodiversity conservation, sustainable management of land and forests, and PA management into consolidated INRM approaches that are aligned with existing provincial planning and management structures. For a selected 3 pilot BRs - Cu Lao Cham - Hoi An BR, Dong Nai BR and the planned Hoang Lien Son BR – envisioned project activities include: (i) establishing / strengthening multi-stakeholder BR Committees; (ii) Completing Biodiversity/Land Degradation Assessments for each pilot BR to document causes of land degradation (including impacts from tourism development) and threats to biodiversity and ecosystem functioning, and provide baseline information for landscape planning / spatial zoning; (iii) developing integrated land and resource use and conservation management plans for each pilot BR; (iv) mainstreaming mechanisms for integrating BRs principles in planning, zoning, resources use and other interventions across the entire landscapes of BR sites and into provincial and district level land and resource use planning and development processes such as Provincial Socio-Economic Development Plans; (v) supporting sustainable forest management activities within the target BR sites, including reforestation and creation of green belts, and ensuring that additional funding is in place for BD conservation and SLM / SFM interventions; (vi) assessing existing levels of personnel and other resources available for BR and PA management, including existing and potential contributions from the tourism sector (vii) developing and implementing strategic plans for eco-tourism at the pilot BRs, including institutional linkages and cooperation between the tourism sector, BRs and PA authorities, financial mechanisms (including tax benefits), guidelines, regulations and enforcement mechanisms and mandates, including penalties for malfeasance; (viii) reducing human pressures on biodiversity and ecosystem functioning through social monitoring systems (i.e. identification and prioritization of selected social indicators) and by supporting sustainable livelihoods activities; (ix) implementing community-based nature protection models in each BR site that include income-generating activities such as wildlife eco-tourism and the sustainable use of wildlife products, including incentive mechanism and benefit sharing based on their knowledge and experiences; (x) demonstrating the conservation of priority species/habitats - coral reefs at Cu Lao Cham MPA, the medicinal herb *Panax stipuleanatus* H.T.Tsai & K.M.Feng and the Fansipan Fir at Hoang Lien Son BR, and Guar, Elephant and Yellow-Cheeked Gibbon at Dong Nai BR; (xi) conducting a capacity needs assessment and developing a capacity building strategy for key stakeholders to implement

INRM and BD conservation as well as sustainable land/forest management (SLM/SFM) and forest ecosystem rehabilitation in a coordinated manner and at the level of large landscapes; (xii) developing a biodiversity monitoring system and ecosystem-based risk assessment system according to acceptable levels of change to enable effective landscape planning/spatial zoning within BR sites, and to track negative impacts from tourism and infrastructure development, agricultural expansion, or other development processes; and (xiii) developing and implementing awareness raising campaigns on conservation needs for and economic benefits from BRs.

2. Project Preparation Phase

The project concept has been approved by the GEF. For the further development of the approved project concept into a fully formulated project proposal, a number of studies and stakeholder consultations will be undertaken during the project preparatory phase. The final output of the preparatory phase will be a UNDP-GEF project document and GEF COA Endorsement Request including all support documentation in line with GEF and UNDP regulations ready for submission to UNDP and GEF.

For the implementation of specific project preparation activities, the UNDP envisions establishing a team of consultants, including:

- An International Consultant - GEF Project Design Specialist and Project Preparation Team Leader.
- A National Consultant - Biosphere Reserves / Protected Areas.
- A National Consultant - INRM / SLM / SFM Planning.
- A National Consultant - Sustainable Tourism.
- A National Consultant – Livelihood, Economics and Financing.
- A National Project Formulation Coordinator.
- A Project Site Coordinator.

During the project preparation phase, the team of consultants will contribute to conducting the following main types of activities:

1. Corroborate and expand the barrier description and full justification of detailed specific outputs (alternative scenario) proposed in the PIF, by conducting baseline studies and assessment of needs/potential for changes, on (i) policy, legal and institutional framework for the BRs at the national and provincial levels, including mandates, roles and regulations governing overall planning, management and enforcement for BRs; (ii) current practices at BR sites for integrating biodiversity conservation and PA management into socio-economic development plans and processes; (iii) capacity of state and non-state institutions on BR planning and INRM at the landscape level; (iv) current pressures on natural resources use in BRs, including demand and supply of forest resources from transitional zone, tourism development, etc.; (v) specific policies, regulations, and standards, including EIA, to guide and regulate the tourism sector in BRs; (vi) community based conservation programs and community participation and engagement in conservation activities, incentive mechanism and benefit sharing (vii) information/data from environment and biodiversity monitoring in BRs, suitable to track impacts from developments, including tourism, and effects from conservation; (viii) awareness and understanding among local residents and other stakeholders of the conservation and economic benefits of BRs; (ix) ecosystem and biodiversity services. Additional studies may be commissioned as determined relevant during the preparatory phase.
2. Identify/describe the three pilot BRs, including current conditions and threats, existing programs and opportunities for collaboration, key stakeholders.

3. Describe baseline natural resource management programs and projects relevant to the proposed project, including projected funding levels, planned by national, provincial, district authorities or third parties, with specific focus on BRs, land and natural resources management, forest management, PA management, tourism development, monitoring and enforcement of regulations; analyze weaknesses and gaps in the programmatic baseline; and identify opportunities for joint action and/or potential co-financing of this project.
4. Complete relevant GEF Focal Area Tracking Tools & Scorecards: SFM Tracking Tool, Capacity Development Scorecard, Land Degradation PMAT Tracking Tool, Management Effectiveness Tracking Tool, and Financial Sustainability Scorecard.
5. Address technical issues and questions raised by the GEF; Council members and STAP.
6. Analyze opportunities/risks identified during environmental and social screening of the project proposal, from INRM plans and conservation plans for BRs, SLM/SFM and forest restoration activities in core and buffer zones of BRs, and develop brief mitigation strategies for negative social/environmental impacts that were rated as high for both likelihood of occurring and level of impact.
7. Participate in stakeholder consultations during technical review.
8. Finalize the UNDP-GEF project document, including project results framework; monitoring and evaluation (M&E) framework; sustainability plan, management arrangements, gender mainstreaming plan, project budget and co-financing budget, etc.; complete the CEO endorsement request form and support documentation as needed.

Under the current TOR, UNDP will contract a qualified National Consultant to serve as the **National Consultant – INRM/SLM/SFM**.

3. Objectives of the Assignment

Under the technical guidance and supervision of the International Consultant (IC), the National Consultant – INRM/SLM/SFM is responsible for conducting technical assessment studies in the field of INRM, SLM and SFM, to collect and analyze baseline data, and proposing appropriate interventions under relevant components of the proposed project.

4. Assignment Scope of Work

Under supervision of UNDP CO and MONRE/BCA and under technical guidance of the IC/Team Leader, the National Consultant – INRM/SLM/SFM will conduct relevant baseline assessments to generate inputs for formulation of appropriate project interventions. Specifically the National Consultant – Biosphere Reserves / Protected Areas will:

- With specific relevance to INRM/SLM/SFM: corroborate and expand the barrier description and full justification of targeted outputs (alternative scenario) proposed in the PIF to meet the project objective, by conducting relevant baseline studies and assessment of needs/potential for changes. Pay specific attention to questions raised by the GEF Sec, GEF Council members and GEF-STAP, including on considering strengthening the GEB section. Development of the proposed SFM activities in detail and commensurate with the SFM investment (in close consultation with the IC and concerned stakeholders).
- Contribute to identifying/describing the three pilot BRs, including current conditions and threats, existing programs and opportunities for collaboration, key stakeholders. Specific attention shall be paid to (i) relevant aspects of land use, specifically forestry, and other socio-economic development activities with impact on natural ecosystems and biodiversity in BRs; (ii) total areas available for reforestation / green belts to improve forest connectivity and enhance BD conservation in the pilot BRs;
- Contribute to preparing the Project Results Framework with INMR/SLM/SFM appropriate objective-level and outcome-level quantitative and qualitative, SMART indicators, and end-of-project targets. Special attention will be made to include socio-economic and gender disaggregated indicators, and to quantifying baseline and target values for selected indicators.

- Contribute to completing relevant sections of the GEF Focal Area Tracking Tools & Scorecards, specifically SFM Tracking Tool, Capacity Development Scorecard, Land Degradation PMAT Tracking Tool.
- Contribute to analyzing opportunities/risks identified during environmental and social screening of INRM/SLM/SFM related interventions proposed, and develop brief mitigation strategies for negative social/environmental impacts from INRM/SLM/SFM that were rated as high for both likelihood of occurring and level of impact.
- Elaborate a sustainability plan for INRM/SLM/SFM related interventions, outlining the principles and guidelines for ensuring the long-term sustainability INRM/SLM/SFM related interventions as a contribution to the project achievements as a whole. It will also outline an exit strategy, seeking the continuation of key activities/achievements without the need of long-term international financing.
- Support the IC in defining the monitoring and evaluation (M&E) framework, specifically identifying and developing INRM/SLM/SFM relevant detailed M&E activities, indicators, and tools, including clearly identified responsibilities and accountabilities, as well as an appropriate M&E budget, as inputs to the project overall M&E plan.
- Conduct stakeholder consultations, involving key government representatives and other stakeholders in the development of project interventions INRM/SLM/SFM to ensure strong national ownership, and ensuring agreement on the objectives and outcomes.
- Support the IC in consolidating all technical and consultation inputs, with specific reference to INRM/SLM/SFM, properly into a clearly written UNDP Project Document and CAO Endorsement Request with all relevant sections and annexes.
- Other relevant assignments as deemed feasible by the IC, under guidance of the UNDP CO and MONRE/BCA.

5. Deliverables

The National Consultant – INRM/SLM/SFM has overall responsibility to contribute to the key deliverable of the team of consultants, under the overall guidance of the GEF Project Design Specialist and Project Preparation Team Leader - an approved comprehensive UNDP Project Document and the GEF CEO Endorsement Request, prepared in a style accessible to senior policy makers.

Specific deliverables of the National Consultant - INRM/SLM/SFM include:

- Situation Analysis (including proposal sections on context, threats/root causes/barriers analysis, institutional/sectoral/policy context, stakeholder analysis, business-as-usual-analysis, gender issue analysis, indigenous groups, business-with-GEF-analysis) with reference to INRM/SLM/SFM.
- Project Strategy (including proposal sections on project rationale and policy conformity, project goal, objective, outcomes, outputs and activities, project indicators, risks and assumptions, country ownership, sustainability and replicability) with reference to INRM/SLM/SFM.
- Input to the PSF for INRM/SLM/SFM related activities, including indicators with quantified baseline and target values.
- Sustainability plan for INRM/SLM/SFM related interventions.
- GEF Focal Area Tracking Tools & Scorecards, specifically SFM Tracking Tool, Capacity Development Scorecard, Land Degradation PMAT Tracking Tool.
- M&E activities, indicators, and tools for INRM/SLM/SFM related interventions.
- Stakeholder consultations inputs for project design.

B.

6. Timing and Duration

The estimate level of effort for this assignment is 75 working days. The UNDP Project Document and the GEF CEO Endorsement Request including all necessary supportive documentation shall be completed by September 2017.

DELIVERABLE	DUE DATE
1. Situation Analysis	Feb 28, 2017
2. Project Strategy	Apr 30, 2017
3. Input to the PSF	May 31, 2017
4. Sustainability plan	Jun 30, 2017
5. GEF Focal Area Tracking Tools & Scorecards	Jul 31, 2017
6. M&E activities, indicators, and tools for BR and PA related interventions	Aug 31, 2017
7. Stakeholder consultations inputs	Sep 15, 2017

7. Provision of Monitoring and Progress Control

The National Consultant will be supervised by the UNDP CO and MONRE/BCA. A work schedule will be developed and agreed with the UNDP and MONRE/BCA at the start of the assignment. The MONRE/BCA may request regular meetings and/or updates as required.

8. Qualification and Experience

The deliverables of the National Consultant as presented above will be accepted based on their satisfactory meeting of the following indicative criteria:

- Quality collection and completeness of existing and gathered information.
- The deliverables contain a complete and objective analysis of all existing and gathered information.
- The deliverables are written in excellent English and are well formatted.

Both MONRE/BCA and the UNDP CO shall serve as Proposed Quality Reviewer.

9. Administrative Support and Reference Documents

Copies of the following documents will be made available to the National Consultant upon commencement of the assignments:

1. PIF approved by GEF
2. GEF STAP review and other relevant GEF documentation on the PIF proposal.
3. UNDP Initiation Plan.

Logistics to meet with stakeholders, national and local authorities shall be provided for by UNDP CO and/or MONRE/BCA as relevant and needed, and in accordance with the work schedule agreed with the UNDP CO and MONRE/BCA at the start of the assignment.

10. Terms of Payment

Payment milestones:

- 20% on approval of work schedule.
- 40% on approval by UNDP CO and MONRE/BCA of the draft UNDP Project Document.
- 40% on approval by UNDP CO and MONRE/BCA of the final UNDP Project Document and the GEF CEO Endorsement Request including annexes and support documentation.
- Travel costs will be paid separately on actual basis. UN-EU cost norms will be applied for travel cost and per-diem

11. Selection Criteria

Consultant experiences/qualification related to the services			
1	At least Master's degree in forestry sciences, biodiversity conservation, natural resources and environment management or related fields.		100
2	Proven knowledge in INRM/SLM/SFM program/policy formulation and implementation.		100
3	At least seven (7) years working experience in in conducting land management and/or forestry policy analysis and providing policy advice to the government agencies to enhance national and provincial policies in relevant topics.		100
4	Excellent conceptualization and analytical skills and proven experience in leading policy researches in INRM/SLM/SFM and/or biodiversity relevant topics.		100
5	Good advocacy and communications skills, able to take a forward looking strategic view.		100
6	Good interpersonal skills and teamwork to work in a multi-cultural environment.		100
7	Prior experience with UNDP-GEF or another UN or international organizations in SFM/Biodiversity conservation project formulation will be an asset.		150
8	Good skills in standard software (Word processing, spreadsheets) are expected.		50
9	Experience with the use of databases is an important asset.		100
10	Strong written skill of English is a must.		100
Total			1000

1. Only proposals obtaining more than 70% of total technical scores are qualified for financial assessment)
2. Proposal obtaining the highest points (technical points + financial points) will be selected.

Annex IV

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 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

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

Cost breakdown:

No.	Description	Number of days	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