



Empowered lives.  
Resilient nations.

14 August 2019

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	02 National Consultants to Research on solutions to improve the quality of consultations with vulnerable groups directly affected by new policies and legal documents
Period of assignment/services (if applicable):	August – November 2019
Duty Station:	Hanoi and home office
Tender reference:	D190803

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

**23.59 hrs., 29 August 2019 (Hanoi time)**

With subject line:

**D190803A – Team leader to Research on solutions to improve the quality of consultations with vulnerable groups directly affected by new policies and legal documents.**

Or

**D190803B – Team member to Research on solutions to improve the quality of consultations with vulnerable groups directly affected by new policies and legal documents.**

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

### Note:

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

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

## 2. Please find attached the relevant documents:

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

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

### a. Technical component:

- Signed Curriculum vitae
- Signed Letter to UNDP Confirming Interest and Availability
- 2 samples of similar type of work

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

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

## 4. Evaluation

The technical component will be evaluated using the following criteria:

### Team Leader

Consultant(s)' experiences/qualification related to the services		
1.	Advanced university degree in law or related fields;	200
2.	Proven track record of conducting research, survey and data analysis; Have knowledge and a minimum of 10 years of work experience in legal field; Have knowledge and working experience in gender related issues and vulnerable groups would be an assess	400
3.	Working experience with government officials and NGOs in the legal/ access to justice sector, preferably relating to challenges faced by vulnerable groups and/or gender issues.	150

4.	Capable of communicating and writing report in Vietnamese and English; Two sample written reports on legal related issues in English to be submitted	<b>150</b>
5.	Excellent teamwork skills and experience working as a team leader of a consultant team	<b>100</b>
<b>Total</b>		<b>1000</b>

### Team Member

Consultant(s)' experiences/qualification related to the services		
1.	Advanced university degree in law or related fields	<b>200</b>
2.	Proven track record of conducting research and data analysis; Have knowledge and minimum of 5 years of work experience in legal field	<b>400</b>
3.	Have knowledge and working experience in gender related issues and vulnerable groups would be an assess	<b>200</b>
4.	Working experience with government officials and NGOs in the legal sector, preferably relating to challenges faced by vulnerable groups and/or gender issues.	<b>200</b>
<b>Total</b>		<b>1000</b>

A two-stage procedure is utilized in evaluating the submissions, with evaluation of the technical components being completed prior to any price proposals being opened and compared.

The price proposal will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical component. The technical component is evaluated on the basis of its responsiveness to the Term of Reference (TOR). Maximum 1000 points will be given to the lowest offer and the other financial proposals will receive the points inversely proportional to their financial offers. i.e.  $S_f = 1000 \times F_m / F$ , in which  $S_f$  is the financial score,  $F_m$  is the lowest price and  $F$  the price of the submission under consideration.

The weight of technical points is 70% and financial points is 30%.

Submission obtaining the highest weighted points (technical points + financial points) will be selected subject to positive reference checks on the consultant's past performance.

Interview with the candidates may be held if deemed necessary.

### 5. Contract

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

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

Documents required before contract signing:

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

## **6. Payment**

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

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

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

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

## **ANNEX I**



*Empowered lives.  
Resilient nations.*

### **TERMS OF REFERENCE**

Service	<b>Research on solutions to improve the quality of consultations with vulnerable groups directly affected by new policies and legal documents</b>
Duty station:	Hanoi and home office
National or International	Two national consultants <ul style="list-style-type: none"><li>- One team leader (20 working days)</li><li>- One team member (18 working days)</li></ul>
Expected Duration	From August to November 2019
Supervision:	The service provider will work closely with the Programme Officer in charge at the UNDP Governance and Participation Unit and the Department of Legislative General Affairs, Ministry of Justice (MOJ)

#### **1. BACKGROUND**

Consultations with citizens and vulnerable groups who are directly affected by new policies and legal documents is a compulsory procedure in formulating and promulgating legal documents, according to the provisions of the 2015 Law on Promulgation of Legal Documents (hereafter referred to as “Law 2015”.) One of responsibilities of leading agencies, who draft legal documents is to consult with related agencies, citizens, including vulnerable groups through different forms, such as public posting on mass media, meetings and seminars, etc. This regulation contributes to the expansion of democracy, enhances the openness and transparency in making policies, drafting and promulgating legal documents. However, after three year-implementation of the Law 2015, consultation quality with citizens, including vulnerable groups, who are under direct impact by new policies and legal documents remains limited and falls short of expectations.

This issue stems from several reasons, including but not limited to the following: (1) Opinions of citizens, including and especially those who directly affected by newly drafted laws and policies, are not yet prioritised by leading agencies. Instead, the agencies have only focused on consulting with some compulsory state agencies and organisations in accordance with the Law 2015, including Ministry of Finance, Ministry of Home Affairs, Ministry of Foreign Affairs and Ministry of Justice; (2) Ineffective and undiversified consultation methods present a barrier in bridging citizens and affected groups with laws and policies that matter to them. While the most common consultation channel is through websites of leading agencies and state organisations, they are inaccessible to vulnerable people. Plus, the frequency of interactions and inputs of users through these websites do not meet expectation, and; (3) The content of draft legal documents is not accessible to the marginalized for it is neither translated into ethnic minority languages nor conversed into

formats/languages that are friendly to people with disability. This poses another challenge that undermines the consultation process which is legally required for the legal drafting process.

As a result, the above shortcomings have not led to the effectiveness of developing and promulgating legal documents, nor has it provided an enable environment for vulnerable groups to claim their rights.

The EU Justice and Legal Empowerment Programme (EU JULE), implemented by UNDP and UNICEF, is designed to strengthen the rule of law through a more reliable, trusted and better accessed justice system. It specifically aims to increase access to justice for women, children and those groups who, according to dependable data, face the greatest obstacles in using the justice system to invoke their rights, including ethnic minorities and poor people. The objectives of the programme are to be achieved through a number of results. Some of which includes increased public awareness and understanding of rights, how to invoke those rights according to principles enshrined in Vietnamese law, and; mechanisms and procedures for how to use the law, as well as options for seeking legal advice, assistance and representation. Understanding that unequal access to legal information can impede people in accessing public services, employment opportunities, and public institutions, the programme will prioritise support to increase rights consciousness, access to justice and rights protection, in particular for women, children, ethnic minorities and the poor. As one of the activities designed to achieve this result, the research on solutions to improve quality of consultations with citizens and vulnerable groups directly affected by new policies and legal documents is now being conducted by a national consultant team.

To support this, as the activities designed to achieve this result, UNDP will commission a team of 2 national consultants (hereafter referred to as “Service Provider”, including 1 team leader and 1 team member, to conduct the research solutions to improve quality of consultations with citizens and vulnerable groups directly affected by new policies and legal documents (hereinafter referred to as the research).

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

- Assess the current status of consultations with citizens, focusing on vulnerable groups directly affected by new policies and legal documents in according to the provisions of the Law on Promulgation of legal documents in 2015; identify challenges, causes and propose solutions to improve the quality of consultations with these groups.
- To identify means and methods by which the vulnerable groups are consulted with in the process of making policies and legal documents;
- Findings and policy recommendations from the research will be used to inform MOJ and other stakeholders for proposing solutions to improve quality of consultations with vulnerable groups under the direct impact in process of making policies and legal documents.

## **3. SCOPE OF WORK**

The activity will be carried out by 2 national consultants hired by UNDP in cooperation with the Department of Legislative General Affairs, Ministry of Justice (MOJ). The Department of Legislative General Affairs will support the consultants to conduct the research.

### **a. National consultant – Team leader (20 days)**

*General:*

- Take ultimate responsibility for the final report
- Take the lead in discussions and responsibility for the whole process of the assignment with UNDP and the Department of Legislative General Affairs;

- Cooperate closely with team member and international consultant; stay in close touch with UNDP and the Department of Legislative General Affairs during the process of completing the assignment.

*Specific:*

No	Tasks	Day allocation
1.	Desk research on the topic (focusing on existing literature, relevant references, research plan navigation)	2
2.	Draft outline of report; share the drafts timely with other consultants for inputs/comments;	1
3.	Develop and finalise report outline based on the inputs from the other consultants, UNDP Programme Officer in charge of Access to Justice and the Department of Legislative General Affairs;	0.5
4.	Review questionnaires prepared by consultant-team member for interviews and carry out the interviews with representatives of 10 drafting committees/editing groups of laws/draft laws having direct impact to vulnerable groups, which have been enacted since 2015;	1.5
5.	Take part in building questionnaires for interviews	1
6.	Develop the draft report based on the inputs from the consultant team member (in both English and Vietnamese), including recommendations on improving quality of consultations with citizens and vulnerable groups directly affected by new policies and legal documents	8
7.	Revise the report based on the inputs/comments from consultant-team member, UNDP Programme Officer in charge of Access to Justice and the Department of Legislative General Affairs; develop the executive summary (from 2,000 – 3,000 words)	2
8.	Prepare and deliver presentations on the final draft report to seek inputs from participants at the consultations workshop organised by the Department of Legislative General Affairs;	1
9.	Finalise the report and the executive summary to submit to UNDP Programme Officer in charge of Access to Justice and the Department of Legislative General Affairs based on the inputs from team member and the workshop participants.	2
10.	Prepare presentation, share the research results and solution applicability in coming policies and legal documents at the validation workshop organised by the Department of Legislative General Affairs	1
<b>Total</b>		<b>20 days</b>

b. National consultant – team member (18 working days)

*General:*

- Work closely with team leader and international consultant; stay in close touch with UNDP and MOJ Department of Legislative General Affairs during the process of completing the assignment.

*Specific:*

No	Tasks	Time allocation
1.	Provide inputs/comments to the report outline prepared by the team leader international consultant	0.5
2.	Conduct an analysis of the legal framework of Viet Nam on ensuring the rights to contribute opinions of citizens on process of making policies and legal documents to share with the team leader	5
3.	Develop and finalise the interview questionnaire based on the inputs from the national-team leader, UNDP Programme Officer in charge of Access to Justice and the Department of Legislative General Affairs;	2
4.	Conduct interviews with representatives of 10 drafting committees/editing groups of laws/draft laws having direct impact to vulnerable groups, which have been enacted since 2015. The consultant-member team will cooperate with the Department of	5

	Legislative General Affairs, Ministry of Justice (MOJ) in arranging and organizing interviews	
5.	Provide inputs/comments to the draft report and draft executive summary;	1.5
6.	Attend the consultation workshop organised by the Department of Legislative General Affairs to provide feedbacks on the issue; deliver brief presentation to summarise pre-workshop feedback on the draft report and responses; document all feedback and share with consultant team leader	1
7.	Support team leader incorporate feedback into the draft report; finalise the draft and the executive summary for submission.	2
8.	Attend the dissemination workshop organised by the Department of Legislative General Affairs to share research results and prepare plan for imitative applicability in coming policies and legal documents	1
<b>Total</b>		<b>18 days</b>

#### 4. METHODOLOGY

The methodology for the research should include:

- (i) A desk review of the literature/studies of the last three years on the implementation of the Law on Promulgation of Legal Documents in 2015 and regulations on consultations with citizens, focusing on vulnerable groups directly affected by new policies and legal documents. The desk review will analyse the legal framework of Viet Nam on ensuring the rights of citizens to access legal information and being consulted with in the process of making policies and legal documents.  
The desk review also identifies challenges arising from the implementation of legal regulations; determines causes and proposes solutions to overcome those challenges as well as improves the current quality of consultation process with citizens, focusing on vulnerable groups directly affected by new policies and legal documents in Viet Nam;
- (ii) The Key Informant Interview (KII) will serve to complement the main themes within the desk review; interviews will be conducted with representatives of 10 drafting committees or editing groups of laws/legal documents having direct impact to vulnerable groups, which have been enacted since 2015. These interviews will allow the research team to further contextualize the gaps and barriers/issues most salient within the desk review.

#### 5. FINAL PRODUCTS

- A set of survey questionnaires for assessing quality of consultations with citizens, focusing on vulnerable groups directly affected by new policies and legal documents;
- An executive summary, maximum 5 pages (with from 2,000 to 3,000 words), including key findings and recommendations in English and Vietnamese.
- A research report in both English and Vietnamese, maximum 30 pages, consisting of the following components:
  - ✓ An analysis of the legal framework of Viet Nam on ensuring the rights to access legal information and contribute opinions of vulnerable groups in process of making policies and legal documents;
  - ✓ Baseline data and findings about the current implementation status of consultations with citizens, focusing on vulnerable groups directly affected by new policies and legal documents.



- ✓ Policy recommendations for improving process quality of consultations with citizens, focusing on vulnerable groups directly affected by new policies and legal documents;
- Presentations in both Vietnamese and English about (1) overall results of the research to be delivered at the consultation workshop, and (2) solutions/initiatives applicability on consultations with vulnerable groups in coming law at the validation workshop.

## 6. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

The assignment is expected to last approximately 3 months.

The Service Provider shall work independently on this assignment and deliver final outputs as described in Section 5 above. The location of this assessment will be home-based and Ha Noi. The duration of the consultancy starts from the date when both parties shall have signed the consultancy contract. The Service Provider is expected to provide services specified in this TOR from August to October 2019.

The Service Provider, in collaboration with the MOJ the Department of Legislative General Affairs and UNDP Vietnam, shall deliver the deliverables as below:

#	Tasks	Deliverables	Timeframe
1.	Develop the detailed workplan for conducting research, timeline, outline of the report	Approved workplan, outline of the report	August 2019
2.	- Desk review - Develop the questionnaires for KII and interviews	- Results of the desk review - Approved questionnaires - Baseline data	September 2019
3.	First draft of the report and presentation on the results to be shared at the consultation workshop First draft of the executive summary	Draft report and presentations	September 2019
4.	Finalisation of the research report Finalization of the executive summary Presentation on solution applicability in coming policies and legal documents to be shared at the validation workshop	Final report, final executive summary and presentation	October- November 2019

## 7. DEGREE OF EXPERTISE AND QUALIFICATIONS

Interested Vietnamese consultants shall form a team that consists of one senior technical expert – team leader and one technical expert – team member.

### **Senior national technical expert – team leader:**

- Advanced university degree in law or related fields;
- Proven track record on conducting research, survey and data analysis;
- Knowledge of and a minimum of 10 years of work experience in legal field; Knowledge of and working experience in gender related issues and vulnerable groups would be an assess;
- Working experience with government officials and NGOs on legal/ access to justice sector, desirable related to vulnerable and/or gender issues;
- Working experience as a team leader of a consultant team;

- Capable of communicating and writing reports in Vietnamese and English; Two sample written reports on related legal issues in English to be submitted;

**National Technical Expert – team member:**

- Advanced university degree in law or related fields;
- Proven track record on conducting research and data analysis;
- Knowledge of and a minimum of 5 years of work experience in legal field; Knowledge of and working experience in gender related issues and vulnerable groups would be an assess;
- Working experience with government officials and NGOs in the legal sector, preferably relating to challenges faced by vulnerable groups and/or gender issues.

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

The Department of Legislative General Affairs, Ministry of Justice (MOJ) will support the consultant team to conduct the research, KII, providing available data, reports, and research.

## **9. CONTRACT PAYMENTS**

<b>Deliverables</b>	<b>Expected Results approved by the Programme Officer in charge of Access to Justice</b>	<b>Deadlines</b>	<b>Payment</b>
Develop the detailed workplan for conducting research, timeline, outline of the report	Approved workplan, outline of the report	September 2019	30% of the total contract value
<ul style="list-style-type: none"> <li>- Conduct a desk review</li> <li>- Develop the questionnaires for KII and interviews</li> </ul>	Results of the desk review and approved questionnaire for KII		
Draft report and presentation on the results to be shared at the consultative workshop	Draft report and presentations	September 2019	40% of the total contract value
Final research report and presentation on solutions applicability in coming law to be shared at the dissemination workshop.	Report finalised Presentations	November 2019	30% of the total contract value

## **10. CONSULTANCY RATE AND REQUIREMENTS FOR SUBMISSION OF APPLICATIONS**

National Consultants:

“2017 EU-UNDP Guidelines for Financing Local Costs in Development Cooperation with Vietnam” will be applied for national consultancy rate.

Interested teamed consultants must submit the following documents/information to demonstrate their qualifications:

- CV, including past experience with 2 samples of similar type of work and the names of three references;
- Financial proposal

## **11. EVALUATION CRITERIA**

**Senior national technical expert – team leader:**

Consultant(s)' experiences/qualification related to the services		
6.	Advanced university degree in law or related fields;	<b>200</b>
7.	Proven track record of conducting research, survey and data analysis; Have knowledge and a minimum of 10 years of work experience in legal field; Have knowledge and working experience in gender related issues and vulnerable groups would be an assess	<b>400</b>
8.	Working experience with government officials and NGOs in the legal/ access to justice sector, preferably relating to challenges faced by vulnerable groups and/or gender issues.	<b>150</b>
9.	Capable of communicating and writing report in Vietnamese and English; Two sample written reports on legal related issues in English to be submitted	<b>150</b>
10.	Excellent teamwork skills and experience working as a team leader of a consultant team	<b>100</b>
<b>Total</b>		<b>1000</b>

**National Technical Experts – team member:**

Consultant(s)' experiences/qualification related to the services		
5.	Advanced university degree in law or related fields	<b>200</b>
6.	Proven track record of conducting research and data analysis; Have knowledge and minimum of 5 years of work experience in legal field	<b>400</b>
7.	Have knowledge and working experience in gender related issues and vulnerable groups would be an assess	<b>200</b>
8.	Working experience with government officials and NGOs in the legal sector, preferably relating to challenges faced by vulnerable groups and/or gender issues.	<b>200</b>
<b>Total</b>		<b>1000</b>

## ANNEX IV

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

Date \_\_\_\_\_

*(Name of Resident Representative/Bureau Director)*

United Nations Development Programme

*(Specify complete office address)*

Dear Sir/Madam:

I hereby declare that:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Name	Relationship	Name of International Organization
------	--------------	------------------------------------


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

YES ☐ NO ☐

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

YES ☐ NO ☐ If answer is "yes", WHEN?

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

Full Name	Full Address	Business or Occupation

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

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

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

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

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

---

**Annexes** *[please check all that applies]:*

- ☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

## **GUIDELINES FOR CV PREPARATION**

WE REQUEST THAT YOU USE THE FOLLOWING CHECKLIST WHEN PREPARING Your CV:

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

Sex, Date of Birth, Nationality, Other Citizenship, Marital Status

Company associated with (if applicable, include company name, contact person and phone number)

### **SUMMARY OF EXPERTISE**

Field(s) of expertise (be as specific as possible)

Particular development competencies-thematic (e.g. Women in Development, NGOs, Privatization, Sustainable Development) or technical (e.g. project design/evaluation)

Credentials/education/training, relevant to the expertise

### **LANGUAGES**

Mother Tongue:

Indicate written and verbal proficiency of your English:

### **SUMMARY OF RELEVANT WORK EXPERIENCE**

Provide an overview of work history in reverse chronological order. Provide dates, your function/title, the area of work and the major accomplishments include honorarium/salary.

References (name and contact email address) must be provided for each assignment undertaken by the consultant that UNDP may contact.

### **UN SYSTEM EXPERIENCE**

If applicable, provide details of work done for the UN System including WB. Provide names and email address of UN staff who were your main contacts. Include honorarium/salary.

### **UNIVERSITY DEGREES**

List the degree(s) and major area of study. Indicate the date (in reverse chronological order) and the name of the institution where the degree was obtained.

### **PUBLICATIONS**

Provide total number of Publications and list the titles of 5 major publications (if any)

### **MISCELLANEOUS**

Indicate the minimum and maximum time you would be available for consultancies and any other factors, including impediments or restrictions that should be taken into account in connection with your work with this assignment.

## Annex V

## FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum of ..... (VND for National Consultant; USD for international Consultant).

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	Total
1	Consultancy fee			
2	Out of pocket expenses			
2.1	Travel			
2.2	Per diem			
2.3	Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel – (required before issuing contract).			
2.5	Others (pls. specify) ....			
	<b>TOTAL</b>			

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

I undertake, if my proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

I agree to abide by this proposal for a period of 120 days from the submission deadline of the proposals.

Dated this day /month of year

Signature

*(The costs should only cover the requirements identified in the Terms of Reference (TOR) Travel expenses are not required if the consultant will be working from home).*