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21 October 2019

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 International Consultant to develop agricultural Hub for Sustainable Agricultural Business in Viet Nam
Period of assignment/services (if applicable):	(November 2019 – January 2020)
Duty Station:	Homebased and Hanoi, Vietnam
Tender reference:	A-191004

1. Submissions should be sent by **email** to: quach.thuy.ha@undp.org no later than:

23.59 hrs., Monday 28 October 2019 (Hanoi time)

With subject line:

A-191004 - International Economist to develop agricultural hub

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 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
- Copy of 1-3 publications/writing samples on relevant subject.
- Letter of Introduction
- 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 **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:

International Economist

No.	Consultant's experiences/qualification related to the services	Max points
1.	Master's degree in Economics, Data Science and Statistics and/or other related field;	200
2.	A minimum of 10 years working experience in the area of agriculture businesses, data analytics particularly in the areas of agriculture, environment and climate change;	200
3.	Proven experience and understanding of value chain dynamics and climate change adaptation and mitigation are preferred;	200
4.	Proven at least 2 similar experience in designing information system in the field of agriculture, agriculture entrepreneurship, climate change and sustainable business operation	200
5.	Excellent report writing skills in English language;	100
	Knowledge about Vietnamese context is an advantage;	50
	Having capacity to work independently and team work;	50
	Total	1,000

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

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

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

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

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

TERMS OF REFERENCE



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TITLE:	Support to Develop Agricultural Hub for Sustainable Agriculture Businesses in Viet Nam
POST:	1 International Consultant (20 working days)
DURATION:	November 2019 – January 2020
COUNTRY:	Viet Nam
REPORT:	UNDP Programme Officer on Climate Change and DRR
COORDINATION:	S/he will work closely with the National Consultant recruited by UNDP to deliver the assignment. The Consultant is expected to work and coordinate closely with UNDP Experts in Climate Change and Environment, Accelerator Lab, MARD Experts in The International Cooperation Department, Sustainable Agriculture Partnership, Institute for Agriculture Policy and Strategy (IPSARD), and targeted businesses in Fruit sub-sector

1) GENERAL BACKGROUND

Agriculture plays an essential role in the economy of Viet Nam. In 2018, the agriculture sector accounted for 14.57% of Viet Nam's Gross Domestic Product (GSO, 2019), About 65% of the population of Viet Nam lives in rural areas, with 35.4% reliant on agriculture, fisheries, and forestry as their primary source of income. However, a much larger proportion is dependent on the agricultural sectors for their livelihoods, including informal labour (GSO, 2019).

Agro-businesses, particularly small and medium enterprises, play an essential role in the economy of Viet Nam. According to GSO statistics, in 2017, Viet Nam had 519,000 enterprises and the trend continues to increase in both quantity and quality. Out of these enterprises, 98% are small and medium and among those 2.2% are medium, 29.6% are small and 68.2% are micro enterprises. In a national survey undertaken by MPI SME Department in 2018, among 4010 enterprise participated in the survey, 80% of them are small and micro enterprises who are operating in the sectors of agriculture (29%), forestry (26%), aquaculture (26%) and other services and trading (20%).

The sustainable and high value added agriculture objective and climate commitments of agriculture sector in Viet Nam Nationally Determined Contributions (NDC) come at the crossroad of multiple complementary objectives including climate mitigation, climate resilient, high value added value chain development and sustainable natural resource management, inclusive and sustainable socioeconomic development, green economy, food security and safety, etc.

For many years, Viet Nam is an important partner of the World Economic Forum (WEF). Viet Nam has participated New Vision for Agriculture initiative (NVA) since 2010 by linking participation of related stakeholders as government, enterprises and farmers, especially Public-Private Partnership models. Within MARD, the Private Partnership for Sustainable Agriculture development of Vietnam (PSAV) has been established and operated with the participant of a wide range of stakeholders of the key agricultural commodity value chains e.g., coffee, tea, rice, agricultural chemical, fisheries, spices and pepper, vegetables and livestock, chaired by MARD's Minister.

However, the lack of timely and high-quality agricultural data is handicapping efforts to implement the UN's Agenda for Sustainable Development. Shortcomings in the quality and availability of agricultural data impede lower-middle income countries, Viet Nam included, from elaborating development strategies, making sound policy decisions, or monitoring progress in the agriculture sector. Particularly, the lack of timely and high-quality data and information on the nexus of agriculture and climate change is undermining the efforts to implement the Agriculture Restructure Programme's objectives and NDC commitments of agricultural sector, hence development SDG Agenda. Shortcomings in the quality and availability of agricultural data impede both public and private sectors from elaborating development strategies, making sound policy decisions, or monitoring progress in the agriculture sector. The information architecture is increasingly critical to successful operation of leading agribusinesses as the ability to access, analyze, and manage vast volumes of data is more and more necessary.

In this context, agribusinesses are looking for ways to improve their businesses through:

- **Improved production** technologies and practices to increase supply chain efficiencies,, including yields and values.
- Maintaining a **sustainable production eco-system** and eco-services throughout the production process and in business transactions/trading, including, for example, sustainable environment standards and labelling, zero-deforestation, fair and green trade, low emission footprints, etc.
- **Generating sustainable demands** and consumption of green sustainable agriculture commodities.

Apart from the more traditional statistical data, big data based architecture offers new types of opportunities as it enables analyzing a variety of data sources for improved insights¹. This, in turn, broadens the analytics and predictive options leading to better outcomes. Today these data sources can include: traditional enterprise data from operational systems, farm field sensor data (e.g. temperature, humidity, rainfall, sunlight), farm equipment sensor data (from tractors, plows, and harvesters), harvested goods and livestock delivery vehicles (from farms to processing facilities) sensor data, commodities trade data, financial forecast data, weather data, animal and plant genomics research data, social media data and data on GHG emissions. Following is a list of top areas where data can provide benefits for an agribusiness:

- Improved forecasting of climate, yields, production and markets;
- Better optimized seeds and livestock and new methodologies that improve yields and production;
- Faster delivery of goods produced to distribution centers and consumers;
- Real-time decisions and alerts based on data from fields and equipment;
- Integrated production and business performance data for improved decision making;
- Rationalized performance data across multiple geographies;
- Real time market information;

¹ <http://www.oracle.com/us/technologies/big-data/big-data-agribusiness-2797222.pdf>

- Carbon footprint tracking

Additionally, many times the businesses simply lack information about the latest technologies, innovation and access to capital to increase the sustainability and decrease the carbon footprint on their operations.

UNDP aims to support MARD Institute for Policy and Strategy for Agriculture and Rural Development (IPSARD) to establish an agricultural information Hub to support Agricultural value chain development. The agricultural information Hub has two main objectives: (i) to provide reliable data, modelling and insights to inform sustainable business decisions and farming practices of the supply chain actors and (ii) to provide support services in integrating new technological solutions to improve productivity and sustainability of business operations and farming practices throughout the agricultural supply chain.

2) OBJECTIVES OF THE ASSIGNMENT

The international consultant, in cooperation with the national consultant, is expected to support MARD and UNDP in designing and piloting a prototype for Agricultural Hub for Sustainable Agriculture Businesses in Viet Nam.

Key objectives of the assignment are:

1. Review of relevant data production and management models and international best practices;
2. Scoping of which data is currently available (who owns it, where it sits), which data could be available (new sources of data, etc.), what type of analytics can be run and what kind of data services could the hub provide;
3. Consultation workshop with relevant stakeholders to design the agricultural information Hub prototype, with pilot demonstration of fruit sector, to meet the needs of Agri-businesses hosted by the MARD (initially can be hosted by the Sustainable Agriculture Partnership or IPSARD);
4. A detail plan and specifications for piloting the Agriculture Information Hub Prototype for Fruit Sector in 2 years.
5. A Draft and final design of the Prototype of the Agriculture Hub and roadmap to pilot the Hub for Fruit Sub-Sector

Following is a list of potential functions that the agricultural information Hub is expected to capture:

- Store data from multiple sources in agricultural databases. The potential data sources to be systematically mapped and classified to promote sustainable agribusiness practice (improved productivity, sustainable production eco-services, sustainable demands). An indicative typology of data flow include: financial and natural resources used/invested, production input/output, market information (supply and demand), business process and ecosystem services, investment pipelines and fund opportunities, technology and social

innovations, policies and regulations to support the agricultural development.

- Systematic data management structure which allow options to host multiple subset of data based. Management solutions include innovative applications that can transfer unstructured data such as those written in different languages or formats into structured data for analysis
- Maximise open source data and build connection to interoperate the fragmented databases.
- The Hub includes apart from the traditional statistical data, big data based architecture, Artificial Intelligence (AI) and IoT to offer new types of analytical opportunities and decision making scenarios more accurately and reliably in order to enable PSAV's capacity and operation in implementing the sector's development objectives and NDC commitments
 - Integrated data analytical system that Measure or gather data on the factors affect the sustainable production of agriculture such as climate, soil, water, pest, services of the ecosystem for the production sites/farm, etc;
 - Monitor the performance of agriculture product in a real-time manner across multiple geographies and demographics;
 - Use the data related to the agricultural production to build a predictive model to forecast crop yields, production performance and tracking of relevant social-environment standards or services;
 - Gather the data of the demand in the market from distributors, retailers, and customers and benchmark them with the supply data;
 - Collect delivery data and conduct analysis to optimize the route and resource dedicated for faster delivery
 - Track the carbon footprint across the supply chain following international good practices and standards².
- Integrate data analysis into decision making flows of business and of policy makers, with pilot of fruit sectors, such as
 - Translated result from data analysis into actionable insights timely;
 - Feed the actionable insights into monitoring process and decision making process
- An infrastructure that is accessible to stakeholders based on the consideration of data privacy, data sharing agreement with data owner and ethical principles.
- A sustainable model to ensure long term functioning, services, operation and maintenance of the Data Hub with endorsement of MARD and UNDP

3) SCOPE OF WORK

The scope of the work includes the following:

1. Understand the key development priorities for Sustainable Agriculture Business development which will be catalyzed for support as part of the Agricultural Information Hub in Viet Nam;

² <https://ghgprotocol.org/calculation-tools-faq>

2. Horizon scanning of successful or inspiring practices related to agriculture and data management in Viet Nam and other countries
3. Outline the agriculture data roadmap/framework in the fruit sector based on the following tracks:
 - Agricultural supply chain: Where will data be generated? How to capture them?
 - Data management and analytics: How to store and manage the existing data and ensure interoperability among them? What analysis could be done?
 - Data for action: how to embed insights generated from the data interpretation into feedback loop and decision-making process?
 - Supporting infrastructure: What technical capacity and resource are needed for the development of the Hub? What management and regulation support are needed?
4. Rapid mapping on the available data sources and accessibility in the existing system in governments (MARD, MONRE and Provinces) and with businesses: Scoping of what data is currently available (who owns it, where it sits), what alternative data could be utilized (new sources of data, etc.), what type of analytics can be run and what kind of data services could the hub provide;
5. Initial mapping on the relevant stakeholders from the perspective of data owners, data producers, data beneficiaries, ecosystem enablers, policymakers in Viet Nam;
6. Validate the findings and insights with key stakeholders through interviews;
7. Design and organize a data dive with relevant stakeholders to help
 - surface the demand and the problems to be addressed;
 - understand the data chain across the data generation journey in the supply chain of fruit production and interoperability of different data systems;
 - map data assets and identify gaps;
 - identify key stakeholders to engage with;
 - develop options of data experiments that contribute to the design of Agricultural Information Hub with specification for piloting in Fruit Sector.
8. Iterate the options derived from the desktop research, interviews and data dive and propose consolidated experiments/prototypes. Based on that, develop the roadmap to pilot the Hub for Fruit Supply Chain/Fruit Sector in 2 years to track the sustainable businesses and carbon footprints of the whole chain for MARD and UNDP agreement
9. Recommendations for design of experiments/prototypes and the roadmap for Agricultural Information Hub in fruit sector with timeline

The international consultant will work closely with a national consultant under the guidance of MARD assigned experts and UNDP experts.

The assignment for the team includes desk review of relevant data production and management models, data hub functions and international best practices as reference. Additionally, the assignment includes interviews and a consultation workshop in Hanoi.

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

The duration of this consultancy is up to 20 days as below.

Activity	Duration	Time	Location
Desk Review			
Horizon scanning of successful or inspiring practices related to agriculture and data management in Viet Nam and other countries	1 days	Early Nov 2019	Home based
Outline the agriculture data roadmap/framework in the fruit sector	1 days	Early Nov 2019	Home based
Rapid mapping on what data is currently available (who owns it, where it sits), what alternative data could be utilized (new sources of data, etc.), what type of analytics can be run and what kind of data services could the hub provide. And initial mapping on the relevant stakeholders from the perspective of data owners, data producers, data beneficiaries, ecosystem enablers, policymakers in Viet Nam	3 days	Early Nov 2019	Home based
Interviews and Consultation Meeting			
Carry out interviews of relevant stakeholders identified together with MARD and ISPONRE	3 days	Mid November 2019	Ha Noi
Co-design and co-organize a data dive with relevant stakeholders to develop experiments /prototypes for the agricultural information Hub with specific focus in the fruit sector, to meet the needs of Agri-businesses hosted by the MARD (initially can be hosted by the Sustainable Agriculture Partnership or IPSARD);	4 day	end November 2019	Ha Noi
Design of Agriculture Hub Prototype			
A draft design of the experiments /prototypes for the Agriculture Information Hub and roadmap to pilot the Hub for Fruit Sector A draft plan and specifications for piloting the Agriculture Information Hub Prototype for Fruit Sector in 2 years	4 days	Late November 2019	Home based
A final design of the experiments/prototypes of the Agriculture Information Hub and roadmap to pilot the Hub for Fruit Sub-Sector	4 days	Mid January 2020	Ha Noi

A detail plan and specifications for piloting the Agriculture Information Hub Prototype for Fruit Sector in 2 years.			
Total	20 days		

5) FINAL PRODUCTS***

1. A final design of the experiments/prototypes of the Agriculture Information Hub and roadmap to pilot the Hub for Fruit Sub-Sector
2. A detail plan and specifications for piloting the Agriculture Information Hub Prototype for Fruit Sector in 2 years.
3. A presentation on the concept note to be delivered for UNDP and MARD.

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant will report to the Programme Officer in charge in the UNDP Climate Change and Environment team.

Monitoring and Progress Control will be followed up by the timeline below:

#	Activities	Timeline/DL
1.	Submission of work plan and outline of the concept note	Early November 2019
2.	Submission of desk review report and interview questions	Early November 2019
3.	Interviews	Mid November 2019
4.	Consultation workshop – data dive	Mid November 2019
5.	Submission of draft prototype and plan for Agriculture Hub and detail specification for piloting in Fruit Sector	End November 2019
6.	Finalization of the Hub prototype and Pilot Plan for Fruit Sectors based on the comments from UNDP and stakeholders	Mid December 2019
7.	Presentation of the Final Design for UNDP and MARD	Mid January 2020

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

- Master's degree in Economics, Data Science and Statistics and/or other related field;
- A minimum of 10 years working experience in the area of agriculture businesses, data analytics particularly in the areas of agriculture, environment and climate change;
- Proven experience and understanding of value chain dynamics and climate change adaptation and mitigation are preferred;

- Proven at least 2 similar experience in designing information system in the field of agriculture, agriculture entrepreneurship, climate change and sustainable business operation
- Excellent report writing skills in English language;
- Knowledge about Vietnamese context is an advantage;
- Having capacity to work independently and team work;

8) Admin support and reference documents

Interested firms must submit the following documents/information to demonstrate the qualification of the international consultant:

Letter of Interest: explaining why they are the most suitable for the work; providing a brief overview on how they will approach and conduct the work;

CV, including past experience with similar type of work and the names of three references;

Daily consultancy fee.

9) REVIEW TIME REQUIRED AND PAYMENT TERM

- 1st installment: 20% of contract amount upon receiving and acceptance of detailed workplan and outline of the final report
- Final installment: 80% of contract amount shall be paid upon satisfactory completion of all deliverables specified in the TORs.

Payment will be made upon satisfactory certification of the products by the Programme Officer in charge, UNDP Viet Nam following UNDP rules.

10) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☒ NONE ☐ PARTIAL ☐ INTERMITTENT ☐ FULL-TIME

EVALUATION CRITERIA WITH ASSIGNED SCORES

International Consultant

(A) International Consultant's experiences/qualification related to the services		
1.1	Master's degree in Economics, Data Science and Statistics and/or other related field;	200
1.2	A minimum of 10 years working experience in the area of agriculture businesses, data analytics particularly in the areas of agriculture, environment and climate change;	200
1.3	Proven experience and understanding of value chain dynamics and climate change adaptation and mitigation are preferred;	200
1.4	Proven at least 2 similar experience in designing information system in the field of agriculture, agriculture entrepreneurship, climate change and sustainable business operation	200
1.5	Excellent report writing skills in English language; Knowledge about Vietnamese context is an advantage; Having capacity to work independently and team work;	100 50 50
Total		1000

ANNEX IV

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

Date _____

United Nations Development Programme

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 (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)			
	TOTAL			

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

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).