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26 November 2019

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	06 National Consultants for developing a synthesis report on the potential contributions of the blue economy to the socio-economic development of Viet Nam, based on a series of 7 interrelated thematic technical reviews and other cross-cutting issues.
Period of assignment/services (if applicable):	October 2019 - July 2020
Duty Station:	Ha Noi, home-based, and travel to provinces
Tender reference:	T190902

1. Submissions should be sent by **email** to: luu.thi.trang@undp.org no later than:
23.59 hrs., 03 December 2019 (Hanoi time)

With subject line:

T190902B – NC1 - A National Consultant in Development Economics/Co-Team Leader

T190902C – NC2 – A National Consultant in Marine Renewable Energy

T190902D – NC3 – A National Consultant in Oil & Gas/Marine Resources

T190902F – NC5 – A National Consultant in Coastal & Marine Tourism

T190902H – NC7 – A National Consultant in Environment, Biodiversity & Ecosystem Services

T190902I – NC8 – A National Consultant in Data Analysis

Submission received after that date or submission not in conformity with the requirements specified in 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.
- At least two reports in English must be provided (Except for NC8)

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:

NC1 – National Consultant in Development Economics/Co-Team Leader

	Consultant's experience/qualification related to the services	Score
1.	University/postgraduate degree in and/or knowledge of development or environmental economics, spatial land/ocean use planning, natural resources management, or other related fields providing suitable advanced knowledge.	200
2.	At least 10 years working experience on macro-economics with demonstrated substantial experience in economic development, socio-economic development plans & scenarios.	450
3.	Experience in developing a similar report and in designing and conducting surveys and analysing data.	250
4.	Fluency in English and Vietnamese in communication, writing, and discussion (at least two reports in English must be provided).	100
Total		1000

NC2 – National Consultant in Marine Renewable Energy

	Consultant's experience/qualification related to the services	Score
1.	University/postgraduate degree in and/or knowledge of renewable energy, energy management, or other related fields providing suitable advanced knowledge.	200
2.	At least 10 years' work experience on marine renewable energy (including offshore wind) with intensive understanding of the renewable energy context and development in Viet Nam, including prior experience in assessing renewable energy potential in marine areas, technologies, and development/deployment of marine renewable energy projects	450
3.	Experience in designing and conducting surveys, analysing data and developing a similar report	250
4.	Fluency in English and Vietnamese in communication, writing, and discussion (at least two reports in English must be provided).	100
Total		1000

NC3 – National Consultant in Oil & Gas/Marine Resources

	Consultant's experience/qualification related to the services	Score
1.	University/postgraduate degree in and/or knowledge of oil & gas management, natural	200

	resources, mining, geology or other related fields providing suitable advanced knowledge.	
2.	At least 10 years' work experience on oil and gas resources with intensive understanding of the marine oil and gas context and development in Viet Nam, including prior experience in assessing oil and gas potential, technologies, and development/deployment of marine oil and gas projects.	450
3.	Experience in designing and conducting surveys, analysing data and developing a similar report.	250
4.	Fluency in English and Vietnamese in communication, writing and discussion (at least two reports in English must be provided).	100
Total		1000

NC5 – National Consultant in Coastal & Marine Tourism

	Consultant's experience/qualification related to the services	Score
1.	University/postgraduate degree in and/or knowledge of tourism, social sciences, economics, or other related fields providing suitable advanced knowledge.	200
2.	At least 10 years' work experience on coastal and marine tourism sector with intensive understanding of the coastal and marine tourism context and development in Viet Nam, including prior experience in assessing coastal and marine tourism potential and development/deployment of marine coastal and marine tourism projects .	450
3.	Experience in designing and conducting surveys, analysing data and developing a similar report.	250
4.	Fluency in English and Vietnamese in communication, writing and discussion (at least two reports in English must be provided).	100
Total		1000

NC6 – National Consultant in Marine Transportation

	Consultant's experience/qualification related to the services	Score
1.	University/postgraduate degree in and/or knowledge of marine transportation, marine studies, marine engineering, or other related fields providing suitable advanced knowledge.	200
2.	At least 10 years' work experience on marine transportation sector, including seaports with intensive understanding of the marine transportation context and development in Viet Nam, including prior experience in assessing marine transportation potential, technologies, and development/deployment of marine transportation and seaports	450

	projects.	
3.	Experience in designing and conducting surveys, analysing data and developing a similar report.	250
4.	Fluency in English and Vietnamese in communication, writing, and discussion (at least two reports in English must be provided).	100
Total		1000

NC7 – National Consultant in Environment, Biodiversity & Ecosystem Services

	Consultant's experience/qualification related to the services	Score
1.	University/postgraduate degree in and/or knowledge of the environment, environment economics, preferred disciplines including biodiversity, ecosystem services, climate change adaptation, or other related fields providing suitable advanced knowledge.	200
2.	At least 10 years' work experience on environment, biodiversity and ecosystem services evaluation with intensive understanding of this sector context and development in Viet Nam, including prior experience in assessing environment, biodiversity and ecosystem services potential, and development/deployment of environment, biodiversity and ecosystem services projects	450
3.	Experience in designing and conducting surveys, analysing data and developing a similar report.	250
4.	Fluency in English and Vietnamese in communication, writing, and discussion (at least two reports in English must be provided).	100
Total		1000

NC8 – National Consultant in Data Analysis

	Consultant's experience/qualification related to the services	Score
1.	University/postgraduate degree in and/or knowledge of data analysis, business administration, statistics, or other related fields providing suitable advanced knowledge and involving quantitative methods.	200
2.	5 years' experience of working on national and sectoral statistics, with demonstrable experience in collection of data and statistical analysis.	500
3.	Experience in designing and conducting surveys	200
4.	Fluency in English and Vietnamese in communication, writing, and discussion.	100

	Total	1,000
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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. $Sf = 1000 \times Fm / F$, in which Sf is the financial score, Fm 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.

An additional interview either direct or through telephone/Skype will be applied if 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.**



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TERMS OF REFERENCE

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Title	: Study on Sustainable Blue Economy in Viet Nam
Description of assignment	: Develop a synthesis report on the potential contributions of the blue economy to the socio-economic development of Viet Nam, based on a series of 7 interrelated thematic technical reviews and other cross-cutting issues.
Duty station	: Ha Noi, home-based, and travel to provinces.
Requirement	<p>: A consulting team consisting of 01 international consultant and 08 national consultants.</p> <p>01 International Consultant:</p> <ul style="list-style-type: none">• IC – International Consultant Expert the Blue Economy / Team Leader (50 workdays) <p>08 National Consultants:</p> <ul style="list-style-type: none">• NC1 – National Consultant in Development Economics/Co-Team Leader (80 workdays)• NC2 – National Consultant in Marine Renewable Energy (70 workdays)• NC3 – National Consultant in Oil & Gas/Marine Resources (70 workdays)• NC4 – National Consultant in Aquaculture & Fisheries (70 workdays)• NC5 – National Consultant in Coastal & Marine Tourism (70 workdays)• NC6 – National Consultant in Marine Transportation (70 workdays)• NC7 – National Consultant in Environment, Biodiversity & Ecosystem Services (70 workdays)• NC8 – National Consultant in Data Analysis (15 workdays)
During and timing	: 20 October 2019 - July 2020
Reporting	: Reporting to Head of Climate Change and Environment Unit at UNDP

1 GENERAL BACKGROUND

1.1 Development Context and Policy Framework for Blue Economy Globally and in Viet Nam

Viet Nam is a marine country, and its rich history, traditions, culture, and process of building and defense have always been closely associated with the sea. Viet Nam has a long coastline of over 3,260 km (excluding islands), and its exclusive marine economic zone, at approximately 1 million km², is almost three times as large as its land territory. Its waters are diverse, and each type of natural resource and ecosystem plays a unique role in the sustainable development and protection of Viet Nam's marine environment.

The concept of a "blue economy" came out of the 2012 Rio+20 Conference and emphasizes conservation and sustainable management, based on the premise that healthy ocean ecosystems are more productive and form a vital basis for sustainable ocean-based economies (UN DESA 2014a). The blue economy concept seeks to promote economic growth, social inclusion, and the preservation or improvement of livelihoods while at the same time ensuring environmental sustainability of the oceans and coastal areas. It aims to move beyond business as usual and to consider economic development and ocean health as compatible propositions.

The blue economy has diverse components, including established traditional ocean industries such as fisheries, tourism, and maritime transport, but also new and emerging activities, such as offshore renewable energy, aquaculture, seabed extractive activities, and marine biotechnology and bioprospecting.

The worldwide ocean economy is valued at around US 1.5 trillion per year. For example, aquaculture is the fastest growing food sector and provide about 50% of the fish for human consumption, while 350 million jobs world-wide are linked to fisheries. (Commonwealth).

A blue economy approach must fully anticipate and incorporate the impacts of climate change on marine and coastal ecosystems—impacts both already observed and anticipated.

The East Sea holds significant importance to Viet Nam's strategic geography, economy, and natural resources. Cross-border environmental pollution, climate change, and sea level rise have become urgent global problems. Sustainable development and the goal of harmony between development and marine conservation have become major trends. Globalization and the revolution of science and technology have created many opportunities and challenges.

Within Viet Nam, macroeconomic stability, sustainable development, adaptation to climate change and sea level rise, security, and social safety present great difficulties and challenges.

1.2 Relevant Policies and Initiatives for Developing a Blue Economy

By the International Community

The need for the sustainable management and development of marine resources is recognized globally, and a number of international initiatives, agendas, and laws are in place to regulate its use, for example, Agenda 21, the Johannesburg Plan of Implementation, various decisions taken by the Commission on Sustainable Development, the Rio+20 outcome document The Future We Want, and the 2030 Agenda for Sustainable Development. Furthermore, the 1982 United Nations Convention on the Law of the Sea (UNCLOS), sets out the legal framework within which all activities in the oceans and seas must be carried out, including the conservation and sustainable use of the oceans and their resources.

By the Government of Viet Nam

The Government of Viet Nam have introduced several important policies and initiatives relevant to the development of a strategy for a sustainable blue economy. The Law on Natural Resources and Environment of Sea and Islands was adopted in 2015 and on 22 October 2018, the Eighth Party Conference of the Central Executive Board Term XII promulgated

Resolution 36/NQ-TW on the Strategy for Sustainable Development of the Marine Economy of Viet Nam Until 2030, Vision to 2045 and the Ministry of Natural Resources and Environment (MONRE) is currently developing an action plan for implementation of Resolution 36. Furthermore, the Viet Nam Green Growth Strategy (VGGS) lays out a wider economic agenda for the path of sustainable development.

2 OBJECTIVES OF THE ASSIGNMENT

In order to realize the objectives of the *Strategy for Sustainable Development of the Marine Economy of Viet Nam Until 2030, Vision to 2045*, as well as to assist Viet Nam in meeting its stated goals on socio-economic development and sustainable use and protection of marine resources, UNDP is looking for a team of one (01) International Consultant (IC) and eight (08) National Consultants (NC) to **develop a synthesis report on the potential contributions of the blue economy to the socio-economic development of Viet Nam**.

The **synthesis report** should be between 50 to 70 pages and will be a policy paper written by the IC/Team Leader with assistance from NC1 and will include a concise executive summary of no more than 10 key recommendations and strategies taken from the 07 in-depth **thematic technical reports** to be conducted by NCs 1 through 7, each in specific thematic area. It will be complemented with a 5-page policy paper based on the findings of the synthesis report.

While it is not the focus of this assignment, this first round of reports will help to set a foundation in place for a long-term regular review that takes into consideration the impact of the blue economy on each of the highlighted sectors by contributing to a better awareness of the challenges and opportunities presented by the blue economy in Viet Nam.

3 SCOPE OF WORK

3.1 Joint Tasks and Activities of the Team

To complete this assignment, the team will undertake the following activities:

I. Work Plan & Methodologies

Recognizing that each thematic area might call for a different approach according to its own distinctive context, consultants will be requested to submit their own **methodologies and work plans** in accordance with their respective thematic area. The IC/Team Leader and NC1/Co-Team Leader will also provide inputs and contributions to the proposed methodologies and work plans to each NC. Once submitted and approved by UNDP, consultants will collaborate to elaborate a further methodology.

II. Thematic Reports

All consultants (NC1, NC2, NC3, NC4, NC5, NC6, and NC7), except NC8 will be responsible for producing a **thematic technical report** about their specific sector that is separate from the synthesis report but will be used to provide insight into its finalized content. The reports, which will have a primary focus on economic analysis and a secondary focus on the environmental and social dimensions of each sector, will have 5 primary components:

1. The current Vietnamese policy context and development status of their respective sector specifically for Viet Nam and with connection to global trends. under review.
2. The current contributions of the sector to GDP.
3. The challenges, opportunities, constraints, and potential future contributions of the sector to socio-economic development in Viet Nam.

4. Analyze the connection of the specific sector with international commitments, laws, free trade.
5. Map the linkages and co-benefits of the theme to the Sustainable Development Goals (SDGs) and the contribution to pre-identified cross-cutting themes, such as inequity, innovation and gender.

When drafting their report, consultants will be expected to:

- i. Collect, analyze, and review relevant data; consult with relevant stakeholders.
- ii. Provide a description of the thematic area in question.
- iii. As much as possible, provide linkages to both the other individual themes and to the vision of the project as a whole.
- iv. Include appropriate maps and infographics in the report.

Each consultant should self-mobilize their own team, if needed, in order to get all the required information and data needed. The National Consultant in Data Analysis (NC8) will provide statistics data and statistical analysis if needed for each thematic topic.

An initial outline of each thematic report must be submitted by the respective consultants after two months of the assignment. Further drafts will be submitted and revised according to feedback from peer reviews, UNDP, and consultations with relevant stakeholders before a final version is produced and sent to UNDP for approval.

III. Synthesis Report

The main final product of the assignment is the production of a **synthesis report** combining the key elements of all the thematic reports produced by the consultant team. It will be an executive summary of between 60 to 80 pages that highlights key policy messages for decision-makers and will be compiled by the IC/Team Leader with support from NC1/Co-Team Leader and any additional support required by the rest of the consultant team.

An initial draft of the synthesis report, internal to UNDP, must be submitted one month after all thematic reports are submitted. Further drafts will be submitted and revised according to feedback from peer reviews, UNDP, and consultations with relevant stakeholders before a final version is produced and sent to UNDP for approval.

Once the final draft is submitted to UNDP for review and is accepted, the IC will create a 5-page policy paper based on the final synthesis report.

3.2 Specific Responsibilities of Team Members

3.2.1 IC – International Consultant on the Blue Economy / Team Leader

Tasks

Tasks as Blue Economy Expert

- Carry out an economic analysis of the blue economy related to the economy as a whole, blue economy development trends, and the influence of the blue economy on other sectors and localities.
- Examine future direction/orientation of the blue economy and propose the transition to the blue economy in Viet Nam.
- Provide recommendations for improvement of budgeting, planning, and setting priorities to improve effectiveness and accountability in the implementation.
- Produce a draft and final synthesis report of between 60-80 pages combining the key elements of all thematic reports produced by the consultant team, with the support of the NC1/Co-Team Leader.

- Create a 5-page policy paper based on synthesis report after the final text of the full report has been submitted to and accepted by UNDP.

Responsibilities as Team Leader

The role of the Team Leader has the following functions:

- Lead in the preparation of the overall work plan of the team, overall assignment and lead discussions with UNDP on the scope, methodology, timeframe, quality criteria, etc.
- Provide guidance on methodologies and workplan on each thematic report and scope and identification of key crossing themes for thematic reports.
- Guide the team members throughout the process and share the responsibility of analysis of collected data.
- Screen, identify gaps and provide guidance to improve draft technical reports, with support with NC1/Co-Team leader.

With regard to methodology and data analysis

- Provide advice to the consultant team on what are key data and information types and sources for collecting/gathering for analysis.
- Provide advice on identification of data gaps and options to overcome the information gaps.
- Support and guide the team on consistent application of the methodology used within the assignment, interpretation of the results of the thematic reports produced by the national consultants, and assessment of linkages between the identified investments/expenditures and the evolving policies in Viet Nam.
- Develop methodological approaches to synthesize information provided by the thematic reports in relation to cross-cutting themes and links between SDGs.

With regard to governance structure and M&E

- Provide a perspective on existing institutional setup – institutions have developed and engaged in decision making, formulation and implementation of climate change policy framework, strategies, action plans, and how to improve effectiveness and accountability.
- Provide a perspective on what works and viable improvement and establishment of M&E for blue economy efforts/actions in Viet Nam.

With regard to alignment of budget/expenditure with policy priorities

- Review relevant documents and gather information from a variety of sources.
- Carry out consultations with relevant stakeholders, including government ministries, departments in provinces, and non-governmental stakeholders.
- Participate in team meetings and regularly report on the progress of the work to UNDP.

3.2.2 NC1 – National Consultant in Development Economics/Co-Team Leader

Specific tasks

Tasks as National Consultant in Development Economics

- Serve as thematic leader on **Task II** (thematic technical report) for his or her respective sector, as noted in **Section 3.1**.

- Draft a detailed methodology and thematic report outline as well as detailed work plan and for the completion of the technical report.
- Carry out consultations with relevant stakeholders, including government ministries, departments in provinces, and non-governmental stakeholders.
- Produce a specific report relating to overall potential contribution of blue economy to socio-economic development in Viet Nam which will cover all relevant aspects of economy, social, and environment and sustainable development in general.
- Participate in any related meetings and workshops as required.

Tasks as Co-Team Leader

- Support IC in carrying out a socio-economic analysis of the blue economy related to the economy as a whole, blue economy development trends, and the influence of the blue economy on other sectors and localities.
- Support the IC to carry out different scenarios analysis for the future direction/orientation of the blue economy and in proposing the transition to the blue economy in Viet Nam
- Work closely with the IC to ensure the consistent application of the methodology used within each of the thematic technical reports and support the IC in the peer review of data collection and analysis conducted by the other consultants.
- Support IC to screen, identify gaps and provide guidance to NCs to improve draft technical reports.
- Review the Vietnamese text of the thematic reports.
- Review the Vietnamese text of the synthesis report for quality and accuracy.

3.2.3 NC2 – National Consultant in Marine Renewable Energy

Specific tasks

- Serve as thematic leader on **Task II** (thematic technical report) for his or her respective sector, as noted in **Section 3.1**.
- Draft a detailed methodology and thematic report outline as well as detailed work plan and for the completion of the technical report.
- Assess the potential for wind energy from offshore and other marine renewable energy, in relation to global costing trends
- Produce a thematic technical report addressing the current status, contribution to GDP, and potential opportunities and challenges related to on and off-shore marine renewable in Viet Nam.
- Provide a full financial picture on marine renewable energy, especially from offshore wind.
- Conduct impact assessment of marine renewable energy and energy saving/conservation measures to other industries/sectors
- Provide recommendations for improvement of budgeting, planning, and setting priorities to improve effectiveness and accountability in the implementation.
- Provide detailed information and scenario analysis for key provinces and regions that have high potential for marine renewable energy, especially offshore wind.
- Assess impacts of international commitments, laws and free trade agreements on the sector.

- Carry out consultations with relevant stakeholders, including government ministries, departments in provinces, and non-governmental stakeholders.
- Assess the contribution of marine renewable development to advancing cross-cutting themes and the linkages between marine renewable development and the Sustainable Development Goals (SDGs).
- Participate in any related meetings and workshops as required.

3.2.4 NC3 – National Consultant in Oil, Gas and Mineral Resources

Specific tasks

- Serve as thematic leader on **Task II** (thematic technical report) for his or her respective sector, as noted in **Section 3.1**.
- Draft a detailed methodology and thematic report outline as well as detailed work plan and for the completion of the technical report.
- Produce a thematic technical report addressing the current status, contribution to GDP, and potential opportunities and challenges related to oil and gas resources in Viet Nam and in relation to global costing trends.
- Provide a full financial picture of the oil & gas resources industry
- Conduct impact assessment of the oil & gas resources industry to other industries/sectors
- Provide recommendations for improvement of budgeting, planning, and setting priorities to improve effectiveness and accountability in the implementation.
- Conduct scenarios analysis for the country.
- Provide detailed information and scenario analysis for key provinces and regions where oil & gas resources play important roles.
- Assess impacts of international commitments, laws and free trade agreements on the sector.
- Assess the potential for mineral extraction from the deep sea or coastal areas and its contribution to the blue economy.
- Carry out consultations with relevant stakeholders, including government ministries, departments in provinces, and non-governmental stakeholders.
- Assess the contribution of oil, gas and minerals to advancing cross-cutting themes and the linkages between oil, gas and minerals and the Sustainable Development Goals (SDGs).
- Participate in any related meetings and workshops as required.

3.2.5 NC4 – National Consultant in Aquaculture & Fisheries

Specific tasks

- Serve as thematic leader on **Task II** (thematic technical report) for his or her respective sector, as noted in **Section 3.1**.
- Draft a detailed methodology and thematic report outline as well as detailed work plan and for the completion of the technical report.

- Produce a thematic technical report addressing the current status, contribution to GDP, and potential opportunities and challenges related to aquaculture & fisheries in Viet Nam relation to global trends.
- Provide a full financial picture of the aquaculture & fisheries sector.
- Provide recommendations for improvement of budgeting, planning, and setting priorities to improve effectiveness and accountability in the implementation.
- Conduct impact assessment of the aquaculture & fisheries to other industries/sectors, employment, conservation
- Conduct scenarios analysis for the country
- Provide detailed information and scenario analysis for key provinces and regions where aquaculture & fisheries play important roles
- Impacts of international commitments, laws and free trade agreements on the sector
- Provide a full financial picture of the aquaculture & fisheries
- Assess impacts of climate change on the aquaculture and fisheries.
- Carry out consultations with relevant stakeholders, including government ministries, departments in provinces, and non-governmental stakeholders.
- Assess the contribution of aquaculture and fisheries to advancing cross-cutting themes and the linkages between aquaculture and fisheries and the Sustainable Development Goals (SDGs).
- Participate in any related meetings and workshops as required.

3.2.6 NC5 – National Consultant in Coastal & Marine Tourism

Specific tasks

- Serve as thematic leader on **Task II** (thematic technical report) for his or her respective sector, as noted in **Section 3.1**.
- Draft a detailed methodology and thematic report outline as well as detailed work plan and for the completion of the technical report.
- Produce a thematic technical report addressing the current status, contribution to GDP, and potential opportunities and challenges related to coastal & marine tourism in Viet Nam and in relation to global trends.
- Provide a full financial picture of the coastal & marine tourism.
- Provide recommendations for improvement of budgeting, planning, and setting priorities to improve effectiveness and accountability in the implementation.
- Conduct impact assessment of the coastal & marine tourism to other industries/sectors, employment,
- Conduct scenarios analysis for the country, show trends in coastal & marine tourism development
- Provide detailed information and scenario analysis for key provinces and regions that have high potential for coastal & marine tourism
- Impacts of international commitments, laws and free trade agreements on the sector

- Provide a full financial picture of the coastal & marine tourism.
- Carry out consultations with relevant stakeholders, including government ministries, departments in provinces, and non-governmental stakeholders.
- Assess the contribution of coastal and marine tourism to advancing cross-cutting themes and the linkages between coastal and marine tourism and the Sustainable Development Goals (SDGs).
- Participate in any related meetings and workshops as required.

3.2.7 NC6 – National Consultant in Marine Transportation

Specific tasks

- Serve as thematic leader on **Task II** (thematic technical report) for his or her respective sector, as noted in **Section 3.1**.
- Draft a detailed methodology and thematic report outline as well as detailed work plan and for the completion of the technical report.
- Produce a thematic technical report addressing the current status, contribution to GDP, and potential opportunities and challenges related to marine transportation, including seaports, in Viet Nam and in relation to global trends.
- Provide a full financial picture of the marine transportation sector and seaport develop.
- Provide recommendations for improvement of budgeting, planning, and setting priorities to improve effectiveness and accountability in the implementation.
- Conduct impact assessment of the marine transportation to other industries/sectors, employment, conservation.
- Conduct scenarios analysis for the country, show trends in marine transportation development.
- Provide detailed information and scenario analysis for key provinces and regions that have high potential for marine transportation, including ports
- Assess impacts of international commitments, laws and free trade agreements on the sector.
- Carry out consultations with relevant stakeholders, including government ministries, departments in provinces, and non-governmental stakeholders.
- Assess the contribution of marine transportation to advancing cross-cutting themes and the linkages between marine transportation and the Sustainable Development Goals (SDGs).
- Participate in any related meetings and workshops as required.

3.2.8 NC7 – National Consultant in Environment, Biodiversity & Ecosystem Services

Specific tasks

- Serve as thematic leader on **Task II** (thematic technical report) for his or her respective sector, as noted in **Section 3.1**.
- Draft a detailed methodology and thematic report outline as well as detailed work plan and for the completion of the technical report.

- Produce a thematic technical report addressing the current status, contribution to GDP, and potential opportunities and challenges related to the environment, biodiversity & ecosystem services in Viet Nam and in relation to global trends.
- Provide recommendations for improvement of budgeting, planning, and setting priorities to improve effectiveness and accountability in the implementation.
- Provide the values of ecosystem services provided to the economy and other industries/sectors, particularly focusing in some key provinces/regions
- Conduct different scenarios analysis using the information from other thematic reports to present the potential impacts of other sectors on the environment and biodiversity
- Provide recommendations to internalise environment/biodiversity/ecosystem services values into the economy/accounting system.
- Provide recommendations on ways in which economic growth can be decoupled from losses in environment and biodiversity quality.
- Assess impacts of international commitments, laws and free trade agreements on the sector.
- Carry out consultations with relevant stakeholders, including government ministries, departments in provinces, and non-governmental stakeholders.
- Assess to the contribution of environment, biodiversity & ecosystem services to advancing cross-cutting themes and the linkages between environment, biodiversity & ecosystem services and the Sustainable Development Goals (SDGs).
- Participate in any related meetings and workshops as required.

3.2.9 NC8 – National Consultant in Data Analysis

Specific tasks

- Provide statistics data for all thematic areas of the report upon request
- Provide statistical analysis for each thematic report upon request
- Provide analysis on the link to Sustainable Development Goals (SDGs)
- Contribute inputs to the synthesis report

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

The duration and timing of the assignment from **20 October 2019 to July 2020**.

Duty Station for International Consultant on the Blue Economy: Home-based, and one 7-day mission to Viet Nam.

Duty Stations for National Consultants: Ha Noi, home-based, and travel to selected provinces. In case of travel to provinces, a detailed work plan for the travel shall be developed by the consultants with the consultation and agreement with UNDP. Eligible cost of such travel will be covered by UNDP based on UN-EU cost-norm.

5 EXPECTED RESULTS/DELIVERABLES

5.1 Inception Report & Work Plan/Methodology

Deadline: One month after signing the contract

The International Consultant/Team Leader with the support of the National Consultant in Development Economics/Co-Team Leader (NC1), with inputs from the entire consultant team, will submit the inception report with the following contents:

- Proposed approach to assignment
- Proposed work plan and methodology of the consultants by thematic area
- Approach to collection of information
- Specific timeline for implementation of this assignment and consultative arrangements proposed (if any).

5.2 Final Data Collection and Analysis of the 7 Sectors

Deadline: Three months after signing the contract

Each consultant will be responsible for the data collection and analysis of their respective sectors. The reports on data collection and analysis will correspond to each national consultant's assigned thematic area and all relevant documents.

5.3 Draft Thematic Report

Deadline: Four months after signing of contract

Each NC, except NC 8, will develop a draft thematic report covering the requirements outline in section 3.2 under their respective theme. The draft report will be firstly reviewed by IC/Team Leader and NC1/Co-Team Leader. It will then be reviewed by UNDP and consulted with wider relevant stakeholders.

5.4 Final Thematic Report

Deadline: Six months after signing of contract

After several rounds of consultation, each NC will finalise their respective thematic report. The IC/Team Leader and NC1/Co-Team Leader will also contribute their inputs in finalising the report. The Final thematic report should consist of an executive summary, relevant tables, figures, maps and infographics.

5.5 Draft Synthesis Report

Deadline: Six months after signing of contract

The International Consultant will lead on developing a draft synthesis report, with the support of the NC1 Development Economics/Co-Team Leader. The product will include the following main points:

- Executive summary presenting key findings and recommendations of this assignment.
- Final outcomes of Tasks I-III described in **Section 3.1**.
- Annexes with supporting data collected, data calculation, analysis, and other documentation.

The draft synthesis report will be submitted for review to UNDP, and the comments obtained will be used to finalize the synthesis report.

5.6 Final Synthesis Report, Policy Paper, and All Supporting Relevant Documents

Deadline: Seven months after signing of contract

The International Consultant will lead the finalization of the final synthesis report and related documents, with the support of the NC1/Co-Team Leader, based on comments and feedbacks

on the draft synthesis report. Other related documents must be submitted in hardcopy or electronically to UNDP for reference and use.

All outputs are required in English. The reports by the national consultants are required in both English and Vietnamese.

Below is the tentative schedule of outputs.

Tentative Schedule of Outputs

	Deliverable	Expected due date
1.	Inception report & work plan/methodologies	1 month after signing of contract
2.	Final data collection and analysis of the sectors	3 months after signing of contract
3.	Draft thematic reports	4 months after signing of contract
4.	Final thematic reports	6 months after signing of contract
5.	Draft synthesis report	6 months after signing of contract
6.	Final synthesis report and 5-page policy paper	7 months after signing of contract

The above schedule is tentative and will be finalized in the Inception Report.

6 MONITORING AND PROGRESS CONTROL

The assignment will be supervised by UNDP.

In addition to collaboration with stakeholders, concerned provinces and ministries, the consultant team will also routinely report to the UNDP on progress through bi-monthly meetings. The consultants will provide concise information about implemented activities and adjustments to the work plan.

7 ADMINISTRATIVE SUPPORT AND REFERENCE DOCUMENTS

The consultant team will be provided with the following support:

- Support the working process with relevant ministries, sectors, and localities (if any).
- Coordinate with other programs and projects to maximize results, including training, visitation, and exchange of experience.
- Working with relevant ministries through suggestion of focal points at ministries and sending official request letters for the consultants to work or conduct interviews with stakeholders.
- Provide relevant documents and guidelines to the consultant team upon the commencement of the assignment.
- Arrange meetings with stakeholders if necessary.

8 QUALIFICATIONS AND WORK EXPERIENCE

The selected consultants should meet the below requirements.

IC – International Consultant on the Blue Economy / Team Leader

- Advanced degree in economics, environment/ natural resources, marine science or other related fields providing suitable advanced knowledge.
- At least 10 years proven working experience in blue economy or related marine and coastal resource management. Proven experience in South East Asia or Viet Nam (preferable).
- Prior experience in developing a similar report.
- Experience with Managing and leading team toward a shared output.
- Excellent communication skills, including strong ability in written and oral English (at least two reports in writing submitted).
- Clear brief methodology submitted that demonstrates understanding of the assignment, with logical and realistic planning for efficient implementation of the assignment.

NC1 – National Consultant in Development Economics/ Co-Team Leader

- University/postgraduate degree in and/or knowledge of development or environmental economics, spatial land/ocean use planning, natural resources management, or other related fields providing suitable advanced knowledge.
- At least 10 years working experience on macro-economics with demonstrated substantial experience in economic development, socio-economic development plans & scenarios.
- Experience in developing a similar report and in designing and conducting surveys and analyzing data.
- Fluency in English and Vietnamese in communication, writing, and discussion (at least two reports in English must be provided).

NC2 – National Consultant in Marine Renewable Energy

- University/postgraduate degree in and/or knowledge of renewable energy, energy management, or other related fields providing suitable advanced knowledge.
- At least 10 years' work experience on marine renewable energy (including offshore wind) with intensive understanding of the renewable energy context and development in Viet Nam, including prior experience in assessing renewable energy potential in marine areas, technologies, and development/deployment of marine renewable energy projects.
- Experience in designing and conducting surveys, analyzing data and developing a similar report.
- Fluency in English and Vietnamese in communication, writing, and discussion (at least two reports in English must be provided).

NC3 – National Consultant in Oil & Gas Resources

- University/postgraduate degree in and/or knowledge of oil & gas management, natural resources, mining, geology or other related fields providing suitable advanced knowledge.
- At least 10 years' work experience on oil and gas resources with intensive understanding of the marine oil and gas context and development in Viet Nam,

including prior experience in assessing oil and gas potential, technologies, and development/deployment of marine oil and gas projects.

- Experience in designing and conducting surveys, analyzing data and developing a similar report.
- Fluency in English and Vietnamese in communication, writing and discussion (at least two reports in English must be provided).

NC4 – National Consultant in Aquaculture & Fisheries

- University/postgraduate degree in and/or knowledge of aquaculture, fisheries management, marine science, oceanology or other related fields providing suitable advanced knowledge.
- At least 10 years' work experience on aquaculture & fisheries sector with intensive understanding of the aquaculture & fisheries context and development in Viet Nam, including prior experience in assessing aquaculture & fisheries potential, technologies, and development/deployment of aquaculture & fisheries projects.
- Experience in designing and conducting surveys, analyzing data and developing a similar report.
- Fluency in English and Vietnamese in communication, writing and discussion (at least two reports in English must be provided).

NC5 – National Consultant in Coastal & Marine Tourism

- University/postgraduate degree in and/or knowledge of tourism, social sciences, economics, or other related fields providing suitable advanced knowledge.
- At least 10 years' work experience on coastal and marine tourism sector with intensive understanding of the coastal and marine tourism context and development in Viet Nam, including prior experience in assessing coastal and marine tourism potential and development/deployment of marine coastal and marine tourism projects.
- Experience in designing and conducting surveys, analyzing data and developing a similar report.
- Fluency in English and Vietnamese in communication, writing and discussion (at least two reports in English must be provided).

NC6 – National Consultant in Marine Transportation

- University/postgraduate degree in and/or knowledge of marine transportation, marine studies, marine engineering, or other related fields providing suitable advanced knowledge.
- At least 10 years' work experience on marine transportation sector, including seaports with intensive understanding of the marine transportation context and development in Viet Nam, including prior experience in assessing marine transportation potential, technologies, and development/deployment of marine transportation and seaports projects.
- Experience in designing and conducting surveys, analyzing data and developing a similar report.
- Fluency in English and Vietnamese in communication, writing, and discussion (at least two reports in English must be provided).

NC7 – National Consultant in Environment, Biodiversity & Ecosystem Services

- University/postgraduate degree in and/or knowledge of the environment, environment economics, preferred disciplines including biodiversity, ecosystem services, climate change adaptation, or other related fields providing suitable advanced knowledge.
- At least 10 years' work experience on environment, biodiversity and ecosystem services evaluation with intensive understanding of this sector context and development in Viet Nam, including prior experience in assessing environment, biodiversity and ecosystem services potential, and development/deployment of environment, biodiversity and ecosystem services projects.
- Experience in designing and conducting surveys, analyzing data and developing a similar report
- Fluency in English and Vietnamese in communication, writing, and discussion (at least two reports in English must be provided).

NC8 – National Consultant in Data Analysis

- University/postgraduate degree in and/or knowledge of data analysis, business administration, statistics, or other related fields providing suitable advanced knowledge and involving quantitative methods.
- 5 years' experience of working on national and sectoral statistics, with demonstrable experience in collection of data and statistical analysis.
- Experience in designing and conducting surveys
- Fluency in English and Vietnamese in communication, writing, and discussion.

9 PAYMENT TERMS

The payment terms are the following:

IC – International Consultant on the Blue Economy cum Team Leader

- First payment of 10% of the contract value will be paid upon submission of the inception report and acceptance by UNDP.
- Second payment of 50% of the contract value will be paid upon submission of the draft synthesis report and acceptance by UNDP.
- Last payment of 40% of the contract value will be paid upon submission of the final synthesis report and a 5-page policy paper based on the final synthesize report.

NC1 – National Consultant in Development Economics/Co-Team Leader

- First payment of 10% of the contract value will be paid upon submission of the inception report and acceptance by UNDP.
- Second payment of 50% of the contract value will be paid upon submission of the thematic report and inputs to draft synthesis report and acceptance by UNDP.
- Last payment of 40% of the contract value will be paid upon submission of the final thematic report and inputs to the final synthesis report, submission of relevant documents, and acceptance by UNDP.

NC2 – National Consultant in Marine Renewable Energy

- First payment of 10% of the contract value will be paid upon submission of written input for the inception report.
- Second payment of 50% of the contract value will be paid upon submission of the draft thematic report and acceptance by UNDP.
- Last payment of 40% of the contract value will be paid upon submission of final thematic report.

NC3 – National Consultant in Oil & Gas Resources

- First payment of 10% of the contract value will be paid upon submission of written input for the inception report.
- Second payment of 50% of the contract value will be paid upon submission of the draft thematic report and acceptance by UNDP.
- Last payment of 40% of the contract value will be paid upon submission of the final thematic report.

NC4 – National Consultant in Aquaculture & Fisheries

- First payment of 10% of the contract value will be paid upon submission of written input for the inception report.
- Second payment of 50% of the contract value will be paid upon submission of the draft thematic report and acceptance by UNDP.
- Last payment of 40% of the contract value will be paid upon submission of the final thematic report.

NC5 – National Consultant in Coastal & Marine Tourism

- First payment of 10% of the contract value will be paid upon submission of written input for the inception report.
- Second payment of 50% of the contract value will be paid upon submission of the draft thematic report and acceptance by UNDP.
- Last payment of 40% of the contract value will be paid upon submission of the final thematic report.

NC6 – National Consultant in Marine Transportation

- First payment of 10% of the contract value will be paid upon submission of written input for the inception report.
- Second payment of 50% of the contract value will be paid upon submission of the draft thematic report and acceptance by UNDP.
- Last payment of 40% of the contract value will be paid upon submission of the final thematic report.

NC7 – National Consultant in Environment, Biodiversity & Ecosystem Services

- First payment of 10% of the contract value will be paid upon submission of written input for the inception report.
- Second payment of 50% of the contract value will be paid upon submission of the draft thematic report and acceptance by UNDP.
- Last payment of 40% of the contract value will be paid upon submission of the final thematic report.

NC8 – National Consultant in Data Analysis

- First payment of 10% of the contract value will be paid upon submission of written input for the inception report.
- Second payment of 50% of the contract value will be paid upon submission of data to other consultants.
- Last payment of 40% of the contract value will be paid upon submission of the final thematic reports and synthesis report.

10 CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☐ None ☒ Partial ☐ Intermittent ☐ Full-time

11 EVALUATION CRITERIA WITH ASSIGNED SCORES

An additional interview either direct or through telephone/Skype will be applied if necessary.

IC – International Consultant on the Blue Economy cum Team Leader

	Consultant's experience/qualification related to the services	Score
1.	Advanced degree in economics, environmental law, marine science or other related fields providing suitable and relevant advanced knowledge	150
2.	At least 10 years proven working experience in blue economy or related marine and coastal resource management. Proven experience in South East Asia or Viet Nam (preferable).	300
3.	Prior experience in developing a similar report.	100
4.	Experience with managing and leading team toward a shared output	150
5.	Excellent communication skills, including strong ability in written and oral English (at least two reports in writing submitted)	100
6.	Proposed Methodology	
6a.	To what degree does the Offeror understand the task?	100
6b.	Is the methodology clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation of the assignment?	100
Total		1,000

NC1 – National Consultant in Development Economics/Co-Team Leader

	Consultant's experience/qualification related to the services	Score
1.	University/postgraduate degree in and/or knowledge of development or environmental economics, spatial land/ocean use planning, natural resources management, or other related fields providing suitable advanced knowledge.	200
2.	At least 10 years working experience on macro-economics with demonstrated substantial experience in economic development, socio-economic development plans & scenarios.	450
3.	Experience in developing a similar report and in designing and conducting surveys and analysing data.	250
4.	Fluency in English and Vietnamese in communication, writing, and discussion (at least two reports in English must be provided).	100
Total		1000

NC2 – National Consultant in Marine Renewable Energy

	Consultant's experience/qualification related to the services	Score
1.	University/postgraduate degree in and/or knowledge of renewable energy, energy management, or other related fields providing suitable advanced knowledge.	200
2.	At least 10 years' work experience on marine renewable energy (including offshore wind) with intensive understanding of the renewable energy context and development in Viet Nam, including prior experience in assessing renewable energy potential in marine areas, technologies, and development/deployment of marine renewable energy projects	450
3.	Experience in designing and conducting surveys, analysing data and developing a similar report	250
4.	Fluency in English and Vietnamese in communication, writing, and discussion (at least two reports in English must be provided).	100
Total		1000

NC3 – National Consultant in Oil & Gas/Marine Resources

	Consultant's experience/qualification related to the services	Score
1.	University/postgraduate degree in and/or knowledge of oil & gas management, natural resources, mining, geology or other related fields	200

	providing suitable advanced knowledge.	
2.	At least 10 years' work experience on oil and gas resources with intensive understanding of the marine oil and gas context and development in Viet Nam, including prior experience in assessing oil and gas potential, technologies, and development/deployment of marine oil and gas projects.	450
3.	Experience in designing and conducting surveys, analysing data and developing a similar report.	250
4.	Fluency in English and Vietnamese in communication, writing and discussion (at least two reports in English must be provided).	100
Total		1000

NC4 – National Consultant in Aquaculture

	Consultant's experience/qualification related to the services	Score
1.	University/postgraduate degree in and/or knowledge of aquaculture, fisheries management, marine science, oceanology or other related fields providing suitable advanced knowledge	200
2.	At least 10 years' work experience on aquaculture & fisheries sector with intensive understanding of the aquaculture & fisheries context and development in Viet Nam, including prior experience in assessing aquaculture & fisheries. potential, technologies, and development/deployment of aquaculture & fisheries projects.	450
3.	Experience in designing and conducting surveys, analysing data and developing a similar report.	250
4.	Fluency in English and Vietnamese in communication, writing and discussion (at least two reports in English must be provided).	100
Total		1000

NC5 – National Consultant in Coastal & Marine Tourism

	Consultant's experience/qualification related to the services	Score
1.	University/postgraduate degree in and/or knowledge of tourism, social sciences, economics, or other related fields providing suitable advanced knowledge.	200
2.	At least 10 years' work experience on coastal and marine tourism sector with intensive understanding of the coastal and marine tourism context and development in Viet Nam, including prior experience in assessing coastal and marine tourism potential and development/deployment of marine coastal and marine tourism projects .	450
3.	Experience in designing and conducting surveys, analysing data and developing a similar report.	250
4.	Fluency in English and Vietnamese in communication, writing and discussion (at least two reports in English must be provided).	100
Total		1000

NC6 – National Consultant in Marine Transportation

	Consultant's experience/qualification related to the services	Score
1.	University/postgraduate degree in and/or knowledge of marine transportation, marine studies, marine engineering, or other related fields providing suitable advanced knowledge.	200
2.	At least 10 years' work experience on marine transportation sector, including seaports with intensive understanding of the marine transportation context and development in Viet Nam, including prior experience in assessing marine transportation potential, technologies, and development/deployment of marine transportation and seaports projects.	450
3.	Experience in designing and conducting surveys, analysing data and developing a similar report.	250
4.	Fluency in English and Vietnamese in communication, writing, and discussion (at least two reports in English must be provided).	100
Total		1000

NC7 – National Consultant in Environment, Biodiversity & Ecosystem Services

	Consultant's experience/qualification related to the services	Score
1.	University/postgraduate degree in and/or knowledge of the environment, environment economics, preferred disciplines including biodiversity, ecosystem services, climate change adaptation, or other related fields providing suitable advanced knowledge.	200
2.	At least 10 years' work experience on environment, biodiversity and ecosystem services evaluation with intensive understanding of this sector context and development in Viet Nam, including prior experience in assessing environment, biodiversity and ecosystem services potential, and development/deployment of environment, biodiversity and ecosystem services projects	450
3.	Experience in designing and conducting surveys, analysing data and developing a similar report.	250
4.	Fluency in English and Vietnamese in communication, writing, and discussion (at least two reports in English must be provided).	100
Total		1000

NC8 – National Consultant in Data Analysis

	Consultant's experience/qualification related to the services	Score
1.	University/postgraduate degree in and/or knowledge of data analysis, business administration, statistics, or other related fields providing suitable advanced knowledge and involving quantitative methods.	200
2.	5 years' experience of working on national and sectoral statistics, with demonstrable experience in collection of data and statistical analysis.	500
3.	Experience in designing and conducting surveys	200
4.	Fluency in English and Vietnamese in communication, writing, and discussion.	100
Total		1,000

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)			
	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).