



Empowered lives.
Resilient nations.

15 January 2020

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 National Communication Consultant for the Climate Change and Environment Unit
Period of assignment/services (if applicable):	February 2020 – July 2020 (Full time for 6 months with possible extension)
Duty Station	Hanoi and other provinces upon request
Tender reference:	3-191101

1. Submissions should be sent by email to: luu.ngoc.diep@undp.org no later than:
23.00 hrs., 29 January 2020 (Hanoi time)

With subject line:

3-191101 National Communication Consultant for the Climate Change and Environment Unit

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 **35 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:

- [Terms of Reference \(TOR\)](#)..... (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
- Examples of communication products:
 - A press release prepared during a previous assignment.
 - A communication strategy prepared during a previous assignment.
 - A media report of an event/campaign implemented.
 - A short film/clip produced for a campaign.

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **Viet Nam Dong for National Consultant and US Dollar for international consultant** including consultancy fees and 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:

No	Criteria	Score
1	Advanced degree in communication, journalism, development, environment, or international policy.	200
2	At least 7 years of experience in areas of developing communication strategy, journalism, media, content creation, advocacy.	250
3	Excellent skills in graphics design (from design to print) and video production.	150
4	Proven knowledge and familiarity with climate change, environment, existing development and environment policies in Viet Nam and experience working with international organisations, NGOs, embassies.	250
5	Fluency in Vietnamese and English in communication, writing and discussion.	150
	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 BSAFE course and submit certificate to UNDP before contract issuance.
Note: In order to access the course, please go to the following link: <https://training.dss.un.org/course/category/6>. Type in your name and password, create a new user. After you have completed the courses, please print/save the certificates to submit to us
- Full medical examination and Statement of Fitness to work for consultants *from and above 62 years of age and involve travel*. (This is not a requirement for RLA contracts).
- Release letter in case the selected consultant is government official.

6. Payment

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

1. First instalment of 25% of the contract amount will be made upon submission and approval of Output 1.
2. Second instalment of 25% of the contract amount will be made upon submission and approval of Output 2.
3. Third instalment of 25% of the contract amount will be made upon submission and approval of Output 3.
4. Final instalment of 25% of the contract amount will be made upon submission and approval of the Outputs 4 & 5

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

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

ANNEX I



*Empowered lives.
Resilient nations.*

TERMS OF REFERENCE

Title: National Communication Consultant

Type of Contract: Individual Consultant

Duty Station: Hanoi, and other provinces upon request

Duration: Full time – 6 months with possible extension

Reporting: Head, Climate Change and Environment Unit

1. BACKGROUND

The United Nations Development Programme (UNDP) works to eradicate poverty while protecting the planet. In Viet Nam, the Government and UNDP partnership officially began in 1978. Since then, UNDP has been working closely with the Government and other partners to expand choices for people and ensure that everyone has equal access to opportunities to realise their full potential. Viet Nam's SEDP 2016-2020 aspires to build an inclusive and sustainable development model balancing economic, social and environmental imperatives, so all citizens benefit from development gains.

UNDP Country Programme Document (CPD) 2017-2021 provides a solid framework for UNDP support to the government to address some key development challenges, especially in the areas of natural resources management and climate change.

UNDP Climate Change and Environment Unit aims to help Viet Nam accelerate its transition to sustainable development and green growth while enhancing adaptation and resilience to climate change and natural disasters. It supports Viet Nam to be more effective in managing and protecting valuable natural resources and biodiversity and mainstreaming the circular economy approach in Viet Nam's development plans.

UNDP Climate Change and Environment Unit is currently implementing new projects and events which require additional support in the field of content, communication and media. UNDP Viet Nam intends to produce and disseminate 360-degree communication campaigns related to these projects, support visibility and advocacy, enhance outreach activities and highlight good practices.

Area 1: Waste/Plastic Management and Circular Economy

Plastic waste makes up between 10 and 12% of the total amount of solid waste generated in Viet Nam – the country produces approximately 1.8 million tons of plastic waste every year. According to a 2017 report by Ocean Conservancy, four ASEAN countries (Thailand, Philippines, Viet Nam and Indonesia) are together responsible for 60% of the plastic dumped into the sea.¹ ASEAN nations adopted the 'Bangkok Declaration on Combating Marine Debris in the ASEAN Region' in June 2019 in an effort to eliminate marine plastic debris in the region. At the G7 Summit in June 2018, Prime

¹ <https://oceanconservancy.org/wp-content/uploads/2017/04/full-report-stemming-the.pdf>

Minister Nguyen Xuan Phuc called for greater international cooperation to respond to plastic pollution, and prevent plastic waste from getting into our oceans.

Waste management has become a major concern in Viet Nam, as waste generation is increasing at an unprecedented pace and is projected to triple over the next 15 years. Currently, the country does not have the capacity to effectively handle this waste: 70% is disposed in landfills where the implementation of environmental standards is limited, and the rest is burned or discarded in nature, with much of it eventually ending up in the sea. The complex structure of solid waste management at the policy and governance level, together with the lack of reliable data and poor regional coordination, worsen the situation. Citizens and businesses are not generally aware of the negative impacts improper waste management has on human health and the natural environment, which calls for increased investment in education. Moreover, Viet Nam has become a major producer and consumer of plastic, a trend which has had immediate negative consequences in terms of marine pollution, population well-being, and on the tourism and fishery industries.

The project *Scaling up a socialised model of waste and plastic management* aims to develop integrated, green and fair models to improve domestic waste and plastic management in five Vietnamese cities. This objective will be met through the achievement of five key outcomes: (1) Five cities have developed effective small-scale models of domestic waste management; (2) Enhanced regulatory framework and capacity of the local authorities and stakeholders through the promotion of the circular economy approach; (3) Increased awareness and participation of all stakeholders in reducing single-use plastic and in improving waste management; (4) Increased income and safety of the waste picker groups; (5) Innovation and information platforms created and promoted. This project is established in partnership with five local NGOs and CSOs which will be awarded a Small Grant to develop localised waste/plastic initiatives.

The project *Ending Plastic Pollution Innovation Challenge (EPPIC)* seeks to reduce plastic pollution in coastal areas in four ASEAN countries, contributing to the achievement of SDG 14 (Life Below Water) and SDG 12 (Responsible Production and Consumption). The expected outcomes are to strengthen the circular economy of plastic in the ASEAN region and to increase knowledge, cooperation and networking in ASEAN-countries for prevention and reduction of plastic waste.

Area 2: High-Level Conference on Sustainable Ocean Economy and Climate Change Adaptation

The oceans are essential for realizing the 2030 Agenda for Sustainable Development; however, they are under considerable threat from climate change, overfishing and marine pollution. Sustainable ocean economy, or the Blue Economy, is an emerging concept which refers to the development of ocean economic activities in an integrated and sustainable way. It includes different economic sectors, including renewable energy, tourism, fisheries, maritime transport, and waste management. A sustainable ocean economy approach goes beyond considering the ocean as the sole provider of economic resources. Instead, it calls for the protection and restoration of natural resources while seeking to improve human well-being and social equity. Such an approach must fully anticipate and incorporate the impacts of climate change. Viet Nam will assume the role of a non-permanent member at the United Nations Security Council (UNSC) for the 2020-2021 term and will chair the ASEAN network in 2020. As part of its commitment in ASEAN, Viet Nam will convene an international conference on sustainable ocean economy and climate change adaptation with the aim to accelerate climate actions. The outcomes from the conference will feed into the discussions and debates at ASEAN and the UNSC in 2020-2021.

This high-level conference on Sustainable Ocean Economy and Climate Change Adaptation will bring leaders, decision-makers, practitioners, scientists, experts, and communities together during a two-day conference in Viet Nam to: (1) Discuss key opportunities to promote sustainable use of ocean resources and key challenges posed by climate change and environmental pollution; (2) Identify opportunities to accelerate actions to protect ocean ecosystems for economic development and

enhance the resilience of vulnerable countries and communities; (3) Share experiences, best practices and research results to enhance shared knowledge of successful sustainable ocean economy and climate change adaptation strategies and actions; and (4) Encourage networking for South-South and North-South collaboration, foster cooperation and develop synergies between initiatives.

Area 3: Climate Change and Environment Unit's Communication Action Plan

The Climate Change and Environment Unit implements projects related to biodiversity, green chemistry, health, climate change, and forestry, and requires a communication action plan to promote this work through communication activities and social media channels.

Online and offline engagement will play a crucial role in the success of the three Areas described above. In this context, UNDP is looking for a qualified Communication Consultant to join the Climate Change and Environment Unit for a six month period, with possible extension.

These ToR specify objectives, the scope of work and the tasks required to carry out the assignment.

2. OBJECTIVES

The core objective of this assignment is to enhance communication and media outreach of the CCE unit, focusing on the above 3 areas. Specifically, the consultant will be expected to:

- Develop and implement communication strategies and plans including innovative campaigns to raise awareness and foster behavioural change related to waste and plastic management, as well as the circular economy approach, targeting citizens, businesses, and local government (Area 1)
- Implement communications activities for the International Conference on Sustainable Ocean Economy and Climate Change Adaptation (Area 2)
- Support the development of the Climate Change and Environment Unit's communication action plan (Area 3)

3. SCOPE OF WORK

The multi-disciplinary nature of this assignment will require tight coordination with several Project Officers and consultants, simultaneously undertaking tasks and completing deliverables. The consultant will work under the supervision of the CCE Media & Communication Analyst and the Programme Analyst – Chemicals, Waste and Circular Economy and in collaboration with Project Officers, international consultants (technical support), and the local NGOs/CSOs in five sites (Area 1)

The consultant will collect and compile information to develop and contribute to the communication strategies and plans for various projects, utilising information from:

- Project Documents and Annual Workplans,
- Reports from UNDP and development partners (International and National NGOs, etc.),
- Consultations with relevant experts and stakeholders,
- Best practices in the field of waste & plastic management as well as ocean economy and circular economy, from Viet Nam and other countries,
- Existing surveys produced by DONRE and other Departments (Area 1),
- Academic papers and articles published by the High-Level Conference speakers, and information/news on the theme of ocean economy and climate change (Area 2).

To deliver the objectives of the assignment, the consultant will undertake the following tasks (but not limited to):

3.1. Area 1: S/he will lead the design and implementation of the communication strategy for the two projects to ensure effective communication/advocacy, including but not limited to:

- Review and synthesise the overall communication needs for the two projects. This should include geographical scopes (ASEAN, nation-wide, province/district level), communication materials, events, multimedia content, press relations, advocacy, networking, etc.
- Develop communication strategies to present: (1) the theory of change, (2) specific messages/content (English/Vietnamese), (3) indicative timeline, (4) target audience, and (5) media channels, (6) evaluation and KPI, and potential partner(s).
- Develop and implement detailed communication plans for the two projects. The plans should include a detailed list of communication activities. Each communication activity should be accompanied with detailed objectives, description, target audience, implementation method, expected results, necessary budget and M&E.
- Establish and generate contents for online media (website, social media channels), emphasizing the contribution of the projects to overall efforts on Waste/ Plastic Management and Circular Economy in Viet Nam.
- Collect, develop and draft articles, press releases, blogs, human-interest stories and other advocacy/information materials for the two projects through web-based and traditional media, as appropriate.
- Lead and/or support generation and organization of public support for related events and activities to promote the two projects.
- Support preparation of messages and materials for advocacy at high-level dialogues, public events, media interviews by UNDP Senior Management.
- Develop social media packages for important days and key project milestones.
- Review and amend (if necessary) the communication plans provided by five local partners NGOs/CSOs (Project *Scaling up a socialised model of waste and plastic management*). Ensure that the information is clear, reliable and tailored to the targeted citizens.
- Support the development of short films, including contributing to scripts and working with filmmakers and other experts to ensure high quality, appropriate and compelling content.
- Ensure synergies and close collaboration with related programmes undertaken by development partners on communication aspects.
- Provide other tasks when required to support projects on the circular economy, marine plastics.

3.2. Area 2: S/he will implement communication activities, in close collaboration with MONRE and other assigned Government's Departments (e.g. the Press Department of the Ministry of Foreign Affairs), to ensure the High-Level Conference is professionally organised, and UNDP's visibility is highlighted, including but not limited to:

- Before the Conference:
 - Collect information and update the conference website <http://conference.undp.org.vn/>.
 - Maintain contact with the Ministry of Natural Resources and Environment and related organizations to ensure the professional organization of the international conference including the setting of the conference room, press room and other function rooms.
 - Support media registration and inquiries, especially from international media.
 - Design the layout of communications materials and disseminate information to a wide range of partners on policy-related issues through a variety of media outlets, including websites and social media networks.
 - Ensure the communication equipment and media room are of high quality.
 - Support development and translation of Press Releases and translation of the Conference Statement into English and/or Vietnamese.
 - Produce a calendar of posts on social media and design infographics/banners.
 - Complete other tasks when required.

- During the Conference:
 - Cooperate with MONRE to receive the media, coordinate interview requests (provide timely and accurate information, press release, official photos).
 - Provide technical support to ensure the live video is professional and of high quality.
 - Complete other tasks when required.
- After the Conference:
 - Prepare summary report of media outreach.

3.3. Area 3: S/he will work closely with the UNDP CCE Media & Communications Analyst to:

- Support the development of the action plan on communication for the unit and identify target audiences.
- Provide support in developing social media packages for key events of the projects/unit.
- Complete other tasks when required.

4. OUTPUTS/DELIVERABLES

Output 1: Inception Reports (Area 1 and 2)

The consultant will prepare an inception report that will include the proposed communications activities for both projects (*Scaling up a socialised model of waste and plastic management* and *the High-Level Conference*). It will also include the proposed approach to collect information, generate extensive media coverage, drive awareness and encourage behavioural change.

Output 2: Communication strategy and plan for the two projects (Area 1)

The consultant will develop and implement communication strategies and plans, including the elements mentioned in the scope of work. The final strategy and plan will require UNDP's approval before implementation. The consultant will prepare regular media coverage and communication reports for the two projects.

Output 3: Communication materials finalised and shared with relevant stakeholders (Area 1)

The consultant will write, design, and coordinate the production of all relevant materials to launch the communication and awareness campaigns of the projects.

Output 4: Summary Report of media outreach of the High-Level Conference (Area 2)

The consultant will prepare a report (in English) presenting all publications concerning the High-Level Conference, including mass and social media coverage (where possible).

Output 5: 1-pager of each target audience with priority level (Area 3)

Deliverables and key milestones

No	Expected results	Timeline
1	Inception Reports for Area 1 and 2	Feb 2020
2	Communication strategy and plan for the two projects (Area 1)	Feb-Mar 2020
3	Communication materials finalised and shared with relevant stakeholders (Area 1)	Apr-May 2020
4	Summary Report of media outreach of the High-Level Conference (Area 2)	May 2020

5	1-pager of each target audiences with priority level (Area 3)	Jun 2020
---	---	----------

5. DURATION OF ASSIGNMENT AND DUTY STATION

The consultant is expected to work on the assignment full time between February 2020 and July 2020. The consultant is expected to work at UNDP office (304 Kim Ma - Hanoi) but s/he may undertake travel to project sites as required. Travel costs, if required, will be supported separately from the contract following UN-EU cost norm.

6. PROVISION OF MONITORING, PROGRESS CONTROL

The UNDP CCE Media & Communication Analyst and the Programme Analyst – Chemicals, Waste and Circular Economy and will supervise this assignment in consultation with the Head of Climate Change and Environment Unit, and with the support from UNDP Programme Officers.

7. ADMINISTRATIVE SUPPORT AND REFERENCE DOCUMENTS

UNDP will provide the consultant with all working documents, latest reports, and access to current analysis on waste and plastic management.

8. QUALIFICATIONS AND WORK EXPERIENCE

National Communication and Content Expert - Qualification related to the services		
1	Advanced degree in communication, journalism, development, environment, or international policy.	200
2	At least 7 years of experience in areas of developing communication strategy, journalism, media, content creation, advocacy.	250
3	Excellent skills in graphics design (from design to print) and video production.	150
4	Proven knowledge and familiarity with climate change, environment, existing development and environment policies in Viet Nam and experience working with international organisations, NGOs, embassies.	250
5	Fluency in Vietnamese and English in communication, writing and discussion.	150
Total		1000

9. REVIEW TIME REQUIRED AND PAYMENT TERM

Payment will be made in four phases:

- First instalment of 25% of the contract amount will be made upon submission and approval of Output 1.
- Second instalment of 25% of the contract amount will be made upon submission and approval of Output 2.
- Third instalment of 25% of the contract amount will be made upon submission and approval of Output 3.
- Final instalment of 25% of the contract amount will be made upon submission and approval of the Outputs 4 & 5

10. CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

NONE

PARTIAL

INTERMITTENT

FULL-TIME

11. DOCUMENTS TO BE SUBMITTED FOR EVALUATION

- Detailed CV addressing experience and communication work.
- Financial offer.
- Examples of communication products:
 - A press release prepared during a previous assignment.
 - A communication strategy prepared during a previous assignment.
 - A media report of an event/campaign implemented.
 - A short film/clip produced for a campaign.

ANNEX IV

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

Date _____

(Name of Resident Representative/Bureau Director)
United Nations Development Programme
(Specify complete office address)

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of *[indicate title of assignment]* under the *[state project title]*;
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 *[delete this item if the TOR does not require submission of this document]*;
- E) I hereby propose to complete the services based on the following payment rate: *[please check the box corresponding to the preferred option]*:
- An all-inclusive daily fee of *[state amount in words and in numbers indicating currency]*
- A total lump sum of *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.
- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex V;
- G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- H) This offer shall remain valid for a total period of _____ days *[minimum of 90 days]* after the submission deadline;
- I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists]*;
- J) If I am selected for this assignment, I shall *[please check the appropriate box]*:

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

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

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

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

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

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

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

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

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

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

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

Name	Relationship	Name of International Organization

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

YES NO

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

YES NO If answer is "yes", WHEN?

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

Full Name	Full Address	Business or Occupation

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

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

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

DATE: _____

SIGNATURE: _____

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

Annexes *[please check all that applies]:*

CV shall include Education/Qualification, Professional Certification, Employment Records /Experience

Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

GUIDELINES FOR CV PREPARATION

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

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

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

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

SUMMARY OF EXPERTISE

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

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

Credentials/education/training, relevant to the expertise

LANGUAGES

Mother Tongue:

Indicate written and verbal proficiency of your English:

SUMMARY OF RELEVANT WORK EXPERIENCE

Provide an overview of work history in reverse chronological order. Provide dates, your function/title, the area of work and the major accomplishments include honorarium/salary. References (name and contact email address) must be provided for each assignment undertaken by the consultant that UNDP may contact.

UN SYSTEM EXPERIENCE

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

UNIVERSITY DEGREES

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

PUBLICATIONS

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

MISCELLANEOUS

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

Annex V

FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum ofVND (for National Consultant) or 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 (USD or VND)	Total (USD or VND)
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).....			
2.6	VAT** if applicable (in case your company signs the contract)			
	TOTAL			

* Individual Consultants/Contractors who are over 62 years of age with assignments that require travel and are required, **at their own cost**, to undergo a full medical examination including x-rays and obtaining medical clearance from **an UN-approved doctor** prior to taking up their assignment.

** Individual Consultants/Contractors who request their employer to sign a Reimbursable Loan Agreement (RLA) with UNDP for their behalves are reminded to add the Value Added Tax into the total lump sum of the Financial Offer if applicable.

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).