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21 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 International Consultant and 02 National Consultants for developing rights-based and gender sensitive training materials for legal aid providers
Period of assignment/services (if applicable):	February 2020 – May 2020
Duty Station:	Hanoi, Vietnam
Tender reference:	T200104

1. Submissions should be sent by **email** to: luu.thi.trang@undp.org no later than:
23.59 hrs., 10 February 2020 (Hanoi time)

With subject line:

T200104A – 01 International Consultant for developing rights-based and gender sensitive training materials for legal aid providers

T200104B – 01 National Consultant for developing rights-based and gender sensitive training materials for legal aid providers (Team leader)

T200104C – 01 National Consultant for developing rights-based and gender sensitive training materials for legal aid providers (Team member)

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 and a cover letter
- Signed Letter to UNDP Confirming Interest and Availability
- Financial offer
- For International Expert, two writing sample reports (English) must be provided.
- For Team Leader, one sample writing report in English must be provided.
- For Team Member, one sample writing report in Vietnamese must be provided.

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:

International Consultant

Consultant(s)' experiences/qualification related to the services		
1.1	<ul style="list-style-type: none"> Master's degree in law or related field; 	200
1.2	<ul style="list-style-type: none"> Minimum 5 years of work experience in developing learning materials in relation to legal aid/advice and/or legal awareness-raising; demonstrated use of online learning materials and ICT a strong advantage 	400
1.3	<ul style="list-style-type: none"> Expertise and experience in relation to the application of international legal aid standards, in particular the UN Principles and Guidelines on Access to Legal Aid in Criminal Justice System, is an advantage; 	200
1.4	<ul style="list-style-type: none"> 	
1.5	<ul style="list-style-type: none"> Experience in relation to Viet Nam, especially in relation to legal aid/access to justice in Viet Nam, is an advantage; 	100
1.6	<ul style="list-style-type: none"> Excellent writing skills in English language (two writing samples provided). 	100
Total		1000

National Consultant (Team leader)

Consultant(s)' experiences/qualification related to the services		
1.1	<ul style="list-style-type: none"> Master's degree in law or related field; 	200
1.2	<ul style="list-style-type: none"> Expertise in developing and using training materials to deliver training is essential; demonstrated use of online learning materials and ICT a strong advantage ; 	400
1.3	<ul style="list-style-type: none"> Experience with legal aid or legal awareness-raising activities or participating in legal aid/awareness-raising projects (including clinical legal education programmes in university law programmes) is a strong advantage; 	200
1.4	<ul style="list-style-type: none"> Working experience with NLAA, government officials 	100

	and civil society organizations is an advantage;	
1.5	<ul style="list-style-type: none"> Excellent report writing in English, one sample writing report to be submitted; 	100
Total		1000

National Consultant (Team member)

Consultant(s)' experiences/qualification related to the services		
1.1	<ul style="list-style-type: none"> University degree in law or related field; 	200
1.2	<ul style="list-style-type: none"> Working experience with legal aid activities or participating in legal aid or legal awareness-raising projects; 	400
1.3	<ul style="list-style-type: none"> Experience conducting legal research; 	200
1.4	<ul style="list-style-type: none"> Working experience with NLAA, government officials and civil society organizations is an advantage; 	200
Total		1000

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

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

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

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

Interview with the candidates may be held if deemed necessary.

5. Contract

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

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

Documents required before contract signing:

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

6. Payment

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

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

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

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

TERMS OF REFERENCE

ANNEX IV

TITLE:	Develop rights-based and gender sensitive training materials for legal aid providers
NATIONAL OR INTERNATIONAL:	2 national consultants including: <ul style="list-style-type: none"> - Team leader (34 working days) - Senior expert (20 working days) 1 international consultant (13 working days)
DUTY STATION:	Home based
DURATION OF ASSIGNMENT:	February – May 2020
COUNTRY OF ASSIGNMENT:	Viet Nam

1) GENERAL BACKGROUND

The EU Justice and Legal Empowerment Programme (EU JULE), implemented by UNDP and UNICEF together with relevant State agencies, is designed to strengthen the rule of law through a more reliable, trusted and better accessed justice system, and specifically to increase access to justice for women, children and those groups which face the greatest obstacles in using the justice system to invoke their rights, including ethnic minorities and poor people.

The objectives of the programme are to be achieved through a number of interventions, including increased public awareness and understanding of rights and how to invoke those rights according to principles enshrined in Vietnamese law, mechanisms and procedures for how to use the law, and options for seeking legal advice, assistance and representation. Understanding that unequal access to legal information can impede people in accessing public services, employment opportunities, and public institutions, the program is prioritizing support to increase information on rights, access to justice and rights protection, in particular for women, children, ethnic minorities and the poor. Under the EU JULE, support is provided to implement the Law on Legal Aid and the Legal Aid Reform Project for the period 2020 - 2025.

The United Nations Principles and Guidelines on Access to Legal Aid in Criminal Justice Systems (UNPG) provide that “States should consider the provision of legal aid their duty and responsibility. To that end, they should consider, where appropriate, enacting specific legislation and regulations and ensure that a comprehensive legal aid system is in place that is accessible, effective, sustainable and credible. States should allocate the necessary human and financial resources to the legal aid system.”

In Viet Nam, the legal aid system was established by Decision No. 734/TTg dated September 6, 1997 of the Prime Minister. According to this Decision, the system of the State legal aid providing organizations includes the National Legal Aid Agency (NLAA) under the Ministry of Justice (MOJ) and State legal aid centers under the local Departments of Justice

in the provinces. The first Legal Aid Law was promulgated in 2006. After 10 years of implementation, the 2006 Legal Aid Law exposed many gaps and was replaced by the 2017 Legal Aid Law, which came into effect on 1st January 2018.

According to the 2017 Legal Aid Law, legal aid providing organizations include State legal aid centers and Legal aid participating organizations (registered legal aid providers and contracted legal aid providers). Currently, there are 63 State legal aid centers in 63 provinces and cities, and 195 legal aid organizations. The new Legal Aid Law expanded the scope of legal aid beneficiaries from 6 groups to 14 groups. It led the number of legal aid beneficiaries to increase.

Since August 2019, UNDP has supported the NLAA to conduct a capacity needs assessment for legal aid providers. The assessment revealed that legal aid providers need more specialized skills to work with some vulnerable groups, such as ethnic minorities, children, victims of domestic violence, people with disability, litigation skills, skills for gathering evidence. Legal aid providers need to strengthen their skills, especially, in the area of rights and gender.

Furthermore, one of the key targets of the 2017 Legal Aid Law is to improve the quality of legal aid services to better protect the rights and interests of vulnerable groups. The legal aid reform project for the period 2015 – 2025 also aims at improving the capacity of legal aid providers and improve the quality of legal aid services through training.

In this context, it is necessary to improve the knowledge and skills for legal aid providers to ensure both the quality of legal aid and better protect the rights and interests of the legal aid beneficiaries in accordance with the laws.

2) OBJECTIVES OF THE ASSIGNMENT

In order to improve the knowledge and skills of legal aid providers, UNDP seeks to hire 2 national experts and 1 international expert to develop a set of rights-based and gender sensitive training materials for legal aid providers, in accordance with the Law on Legal Aid 2017 and incorporating the UN Principles and Guidelines on Access to Legal Aid. The training materials will be used by the NLAA of MOJ for both online trainings and face-to-face trainings in the following years to enhance the knowledge and skills of legal aid providers on rights and gender.

The training materials include two pilot lessons, one on legal aid for people with disability and one on legal aid for victims of domestic violence, which should include:

- (i) Two lessons designed for an online platform including videos reflecting the barriers faced by people with disabilities and victims of domestic violence respectively in accessing justice, online quizzes/tests and other media to ensure a vivid and effective learning experience which will cover both technical aspects (legal framework and rights of people with disabilities and victims of domestic violence under Vietnamese law and informed by

international standards under CRPD and CEDAW, role of different duty bearers, pathways to justice) and also raise learners' awareness of stigma, stereotypes and prejudices faced by these target groups as well as soft skills (interviewing techniques, rights-based approach to negotiation on behalf of clients) and how to raise awareness in the community about the availability of legal aid services and ensure these are accessible.

- (ii) Two lessons designed for face-to-face trainings developing and assessing the practical skills and knowledge of learners. These lessons should include knowledges on specific characteristics of people with disabilities and victims of domestic violence, the rights on access to justice of these groups under Vietnamese laws and international conventions, to which Viet Nam is a party, skills for providing legal aid to each of these two groups.

The pilot lessons will be consulted with a group of stakeholders at a workshop and refined in line with comments received, and then pilot-tested with a selected group of legal aid officers.

3) SCOPE OF WORK

The 3 consultants will work together as a team. Although the international consultant will work remotely, he/she will be expected to liaise on a frequent basis (e.g. by regular skype calls) with the national consultants in order, so far as possible, to work as a team throughout the design and development of the materials.

National consultants:

a. Team leader – senior expert:

Taking leading role (2 days):

- The team leader is ultimately responsible for the final products
- Takes the lead in discussions with the two other consultants, UNDP and NLAA on implementing the assignment
- Responsible for the whole process of the assignment, especially:
 - Discuss with two other consultants to develop a workplan with clear deadlines for each activity and send to UNDP and NLAA for approval;
 - Monitor and review the work done by other two consultants to get deliverables from them and submit the final products to UNDP and NLAA by the deadlines.

Develop training materials:

- Develop workplan for the team to implement the assignment with clear sequencing and timeframes and finalise in discussion with team members (1 days);
- Prepare draft outline of the two lessons and share the draft with team members, UNDP and MOJ to get inputs and finalize the outline (2 days);

- Based on the guidance and materials provided by international and national consultant, develop two pilot legal aid lessons (including online and face-to-face components), one on legal aid for people with disabilities and one on legal aid for victims of domestic violence (12 days);
- Share the draft lessons with team members, UNDP and NLAA to get comments and revise the draft (5 days);
- Prepare and deliver presentation at a consultation workshop in Hanoi (1 days);
- Revise the draft lessons according to the comments at the workshop (3 days).
- Conduct a pilot training exercise in Hanoi (online and face-to-face) with pre- and post-training evaluation of the skills and knowledge of participants (4 days)
- Finalize the pilot lessons based on the results of the pilot training (2 days)
- Write a brief report with recommendations based on the experience of the pilot to guide MOJ on further steps required to design and roll out a full legal aid curriculum based on the pilot methodology, including recommended changes to the methodology (2 days)

b. Team member – legal expert:

- Review and analyze the capacity need assessment survey report to identify what skills and knowledge are still insufficient for legal aid providers, to identify the focus of the training materials (1 days);
- Collect and analyze existing legal documents, including Law on Legal Aid, Law on Disability, Law on the Prevention and Control of Domestic Violence, Law on Grassroots Conciliation, other laws providing rights and benefits for people with disabilities and victims of domestic violence, and relevant international conventions to which Viet Nam is a party including CRPD and CEDAW as well as studies, reports relating to legal aid providers to identify what are the legal requirements for legal aid providers, what skills and knowledge are still insufficient for legal aid providers, to identify the focus of the training materials (4 days);
- Collect and analyze the existing training materials/modules relating to legal aid providers to provide relevant information to the team leader to develop the two lessons (2 days);
- Provide inputs to the team's workplan and draft outline of the two lessons prepared by the team leader (1 days);
- Support team leader in developing the two lessons and provide inputs to the draft lessons (5 days);
- Attend the consultation workshop to support the team leader to collect comments from participants for the draft lessons (0.5 days);
- Support team leader in revising the two lessons (2.5 days);
- Support team leader in conducting the pilot training including designing pre- and post-training evaluation (2 days)
- Support team leader in finalizing the lessons and preparing the brief report (2 days)

International consultant:

- Provide guidance and support to the national consultants on the methodology and content for the two lessons, based on international standards and best practices on right-based and gender sensitive training material for legal aid providers using both online platforms and face-to-face trainings including for people with disabilities and victims of domestic violence, including examples of some lessons that can be applied in Viet Nam (6 days);
- Provide comments/inputs to the (i) team workplan's and (ii) draft outline of the two lessons prepared by national consultants (2 days);
- Provide ongoing comments/inputs to the draft lessons prepared by national consultants (3 days)
- Edit/proofread the final English version of the training materials (2 days).

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

The assignment will be carried out within February – May 2020.

Duty station for national consultants: home based and Ha Noi

Duty station for international consultant: Home based

5) FINAL PRODUCTS***

- Two pilot legal aid lessons (including online and face-to-face component), one on legal aid for people with disabilities and one on legal aid for victims of domestic violence, in accordance with the guidance above.
- A brief report including assessment of the results of the pilot training based on the evaluation of learners (both learners' own evaluation and consultants' assessment of objective changes in skills and knowledge) with recommendations to MOJ/NLAA for further steps in developing a full curriculum based on the methodology

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The 3 consultants will work in close collaboration with each other and under monitoring of the Programme Officer in charge in the UNDP Governance and Participation Team.

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

#	Activities	Timeline/DL
1.	Submit work plan and outline of the training manuals	February 2020
2.	Submit analysis of the capacity need assessment survey report, relevant legal documents, studies,	February 2020

	reports, training materials/modules to provide relevant information to the team leader to develop the training materials	
3.	Provide guidance and support to the national consultants on the methodology and content for the training materials	February 2020
4.	Submit draft outline of the two lessons and share the draft with team members, UNDP and MOJ to get inputs and finalize the outline	March 2020
5.	Submit draft two pilot legal aid lessons (including online and face-to-face component), one on legal aid for people with disabilities and one on legal aid for victims of domestic violence	April 2020
6.	Prepare and deliver presentation at a consultation workshop	April 2020
7.	Revise and finalize the draft lessons	April 2020
8.	Conduct a pilot training exercise (online and face-to-face) with pre- and post-training evaluation of the skills and knowledge of participants	May 2020
9.	Submit assessment report and recommendations	May 2020

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

National Team leader

- Master's degree in law or related field;
- Expertise in developing and using training materials to deliver training is essential; demonstrated use of online learning materials and ICT a strong advantage;
- Experience with legal aid or legal awareness-raising activities or participating in legal aid/awareness-raising projects (including clinical legal education programmes in university law programmes) is a strong advantage;
- Working experience with NLAA, government officials and civil society organizations is an advantage;
- Excellent spoken, report writing and presentation skills in Vietnamese;
- Excellent report writing in English, one sample writing report to be submitted;
- Having working experience as a team leader of research/consultant teams.

Senior National expert

- University degree in law or related field;
- Working experience with legal aid activities or participating in legal aid or legal awareness-raising projects;
- Experience conducting legal research;

- Working experience with NLAA, government officials and civil society organizations is an advantage;
- Excellent spoken, report writing skills in Vietnamese;
- Having capacity to work independently and team work.

International expert

- Master's degree in law or related field;
- Minimum 5 years of work experience in developing learning materials in relation to legal aid/advice and/or legal awareness-raising; demonstrated use of online learning materials and ICT a strong advantage
- Expertise and experience in relation to the application of international legal aid standards, in particular the UN Principles and Guidelines on Access to Legal Aid in Criminal Justice System, is an advantage;
- Experience in relation to Viet Nam, especially in relation to legal aid/access to justice in Viet Nam, is an advantage;
- Excellent writing skills in English language (two writing samples provided).

8) REVIEW TIME REQUIRED AND PAYMENT TERM

- 1st installment: 20% of contract amount upon receiving and acceptance by UNDP of detailed workplan and outline of the training materials;
- 2nd installment: 40% of contract amount upon receiving and acceptance by UNDP of draft two pilot legal aid lessons;
- Final installment: 40% of contract amount shall be paid upon satisfactory completion of all deliverables specified in the TORs and accepted by UNDP.

9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☒ NONE
 ☐ PARTIAL
 ☐ INTERMITTENT
 ☐ FULL-TIME

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, Processional 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).