



Empowered lives.
Resilient nations.

29 April 2020

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	1 National Specialist on hydrological engineering or irrigation to support development of workplan and budget plan for Year 1
Period of assignment/services (if applicable):	2020 – June 2020
Duty Station:	Home-based
Tender reference:	T200404

1. Submissions should be sent by **email** to: luu.thi.trang@undp.org no later than:

23.59 hrs., 06 May 2020 (Hanoi time)

With subject line:

T200404 - 1 National Specialist on hydrological engineering or irrigation to support development of workplan and budget plan for Year 1.

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

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:

Technical criteria	Points
<ul style="list-style-type: none"> • At least Master degree in hydrological engineering, water resources management, environmental sciences, or related areas. 	200
<ul style="list-style-type: none"> • 10 years of experience in the design, construction or in managing agricultural irrigation, with experience in irrigation or agricultural production solutions. 	350

<ul style="list-style-type: none"> Expertise and knowledge of agriculture policies and strategies and the impacts of climate change on water sources and water use in agricultural production in Viet Nam. 	300
<ul style="list-style-type: none"> Ability to communicate in Vietnamese and English 	150
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

1. GENERAL INFORMATION

Post Title	National Consultant
Consultancy service required	1 National Specialist on hydrological engineering or irrigation to support development of workplan and budget plan for Year 1
Type of appointment	Individual consultancy contract (IC)
Duty Station	Hanoi-based
Duration	May – June 2020 Total estimated working days: 10 days
Reports to	Head of Climate Change and Environment Unit, UNDP Viet Nam

2. GENERAL BACKGROUND

Viet Nam is particularly vulnerable to climate change and already impacted by more irregular and intense climate variability and change. Two of the regions most vulnerable to climate risks affecting smallholder farmers are the Central Highlands and South-Central Coast. Changes in precipitation are leading to increasing deficits in surface and ground water availability for agricultural production with longer periods of severe water scarcity during the dry season and increased frequency and intensity of droughts. Overall agricultural productivity is falling, with corresponding declines in yields and incomes particularly harmful to small-scale farmers vulnerable to reduced water availability on rain fed lands and within this group, poor and near-poor, ethnic minority and women farmers.

UNDP is collaborating with the Ministry of Agriculture and Rural Development (MARD), Ministry of Planning and Investment (MPI), as the GCF National Designated Authority), and the five participating provinces of Dak Lak, Dak Nong, Binh Thuan, Ninh Thuan, and Khanh Hoa to implement the project “*Strengthening the resilience of smallholder agriculture to climate change-induced water insecurity in the Central Highlands and South-Central Coast regions of Vietnam*” (herein after referred to as “the Project”), financed by the Green Climate Fund (GCF).

The objective of this project is to empower vulnerable smallholders in five provinces of the Central Highlands and South-Central Coast regions of Vietnam – particularly women and ethnic minority farmers – to manage increasing climate risks to agricultural production. To achieve its objective, the project will enable smallholder farmers to adapt to climate-driven rainfall variability and drought through implementation of two linked Outputs integrating GCF and co-financing resources from the Asian Development Bank (ADB) and the Government of Vietnam (GoV):

1. improved access to water for vulnerable smallholder farmers for climate-resilient agricultural production in the face of climate-induced rainfall variability and droughts, and
2. strengthened capacities of smallholder farmers to apply climate and market information, technologies, and practices for climate-resilient water and agricultural management.

For the first year, the project plants to implement some tasks belonging two inter-connected activities as follows:

- Activity 1.3: Enhance supplementary irrigation for rain fed smallholders to cope with rainfall variability and drought (See Annex 1).
- Activity 1.4: Increase smallholder capacities to apply on-farm water efficient practices and technologies to maximize water productivity in coping with rainfall variability and drought
- Activity 2.1 Investments in inputs and capacities to scale up climate-resilient cropping systems and practices (soil, crop, land management) among smallholders through Farmer Field Schools

See Annex 2 for tasks of these activities which can be implemented in 2020.

UNDP and MARD is developing the budget plan for Year 1¹, which needs to spend 1,6 million USD. The budget plan needs to reflect the budget for these activities, primarily the activity 1.3.1. Therefore, we are now looking for one National Specialist to review/validate the final siting locations of the initially proposed ponds, come up with best cost-estimate for construction or upgrading ponds, and finally to support our team in development of the budget plan for Year 1.

3. CONSULTANCY SERVICE

Overall objective of this assignment is to support the development of a comprehensive and realistic workplan and budget for Year 1 of the project, with primary inputs from the activity 1.3.1.

Scope of work and specific tasks:

- Screen through the initially proposed siting locations of the ponds, using the consultant's knowledge, information and analysis.
- Suggest the list of ponds that can be most feasibly, with strong evidence, upgraded in Year 1
- Suggest the list of ponds that can be most feasibly, with strong evidence, constructed in Year 1

¹ Starting from July 2020 to June 2021

- Collect prevailing costs (materials, tools/machinery, labor) for both upgrading and construction of ponds
- Provide a detail and solid cost-estimate, per cost, for each pond in each list
- Prepare a realistic workplan for Year 1, including the number of ponds that can be upgraded or constructed in each province
- Prepare a detailed budget that includes a realistic and solid estimation of all the costs for Year 1 for each province
- Review the Feasibility Study report and compile any missing information
- Review all work related to the activities mentioned above, and provide a report clarifying: how to implement those activities, water sharing mechanism, drip and sprinkler installation, bio-engineering solutions, etc.
- Identify and take lead in developing bidding packages (including TOR and relevant documents) which are related to the activities mentioned above.

4. DELIVERABLE AND NUMBER OF DAYS FOR EACH

The Consultant is to submit the following deliverables:

No.	Deliverables (in English language)	Number of pay-days	Expected due date (2020)
1	List 1: Ponds that can be upgraded in year 1	01	By 15 May
2	List 2: Ponds that can be constructed in year 1	01	By 16 May
3	Solid cost-estimates for all expenses for List 1 and for List 2	01	By 17 May
4	One budget plan for Year 1 (incorporating all expenses of activity 1.3.1)		By 20 May
5	One workplan for Year 1	01	
6	All missing information of the Feasibility Study report reviewed and compiled and submitted to the CPO.	01	30 May
7	Bidding packages/ TOR and relevant documents fully developed	05	30 May
	Total	10 days	

All deliverables must be presented in a template that will be agreed among UNDP and the national expert at the commencement of the assignment.

5. MONITORING AND PROGRESS CONTROL

The assignment will be supervised by UNDP and the consultant must work closely with UNDP Team Leader for Climate Change and Environment Unit and assigned Programme Analysts. All products under the TOR shall be submitted to UNDP for review and approval.

6. ADMINISTRATIVE SUPPORT AND REFERENCE DOCUMENTS

The consultant will be provided with following support:

- Copies of all relevant documents including the Project Document and related feasibility studies.

- Support the working process with relevant ministries, sectors and localities (if any)
- Arrange meetings with stakeholders if necessary.

7. DURATION

The timing and duration of the assignment: May - June 2020; 10 workdays

Duty Station: Home-based and Hanoi

8. QUALIFICATIONS AND WORK EXPERIENCE

The selected consultant should meet the below requirements.

- At least Master degree in hydrological engineering, water resources management, environmental sciences, or related areas.
- 10 years of experience in the design, construction or in managing agricultural irrigation, with experience in irrigation or agricultural production solutions.
- Expertise and knowledge of agriculture policies and strategies and the impacts of climate change on water sources and water use in agricultural production in Viet Nam.
- Ability to communicate in Vietnamese and English

9. PAYMENT TERMS

The Consultant must send a proposed fee for a total number of 10 working days.

- The proposed fee shall quote an all-inclusive budget for the contract period. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the Consultant in completing the assignment are already factored into the fee.

The costs associated to travel within Hanoi should be borne by consultant (included in the contract) and travel to other provinces (if required) will be covered by UNDP following the effective UN cost norms.

Payment schedule:

Installment of Payment	Deliverables	Approval should be obtained from	Payment (USD)
1 st Payment	All deliverables 1 to 5	UNDP	50%
Final Payment	Deliverable 6 and 7	UNDP	50%

10. PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☐ NONE
TIME

☒ PARTIAL

☐ INTERMITTENT

☐ FULL-

11. HOW TO APPLY

The application should contain:

- **Cover letter indicating draft approach to the assignment (two pager)**
- **Financial proposal with breakdown of the cost items, attach to the last page of the CV along with all other required documentation above.**
- **Updated CV to include qualifications/competencies and relevant past experience in similar projects and contact details of 2 professional referees who can certify your competencies, professionalism, quality of presentation and overall suitability to this TOR**

12. EVALUATION CRITERIA

The Consultant will also be evaluated on the following methodology:

- Technical Criteria weight: 70%.
- Financial Criteria weight: 30%.

Technical Evaluation: 70% of total evaluation (maximum 70 points)

Technical criteria	Points
<ul style="list-style-type: none">• At least Master degree in hydrological engineering, water resources management, environmental sciences, or related areas.	200
<ul style="list-style-type: none">• 10 years of experience in the design, construction or in managing agricultural irrigation, with experience in irrigation or agricultural production solutions.	350
<ul style="list-style-type: none">• Expertise and knowledge of agriculture policies and strategies and the impacts of climate change on water sources and water use in agricultural production in Viet Nam.	300
<ul style="list-style-type: none">• Ability to communicate in Vietnamese and English	150
Total	1000

Annex 1: proposed locations of the ponds per target province

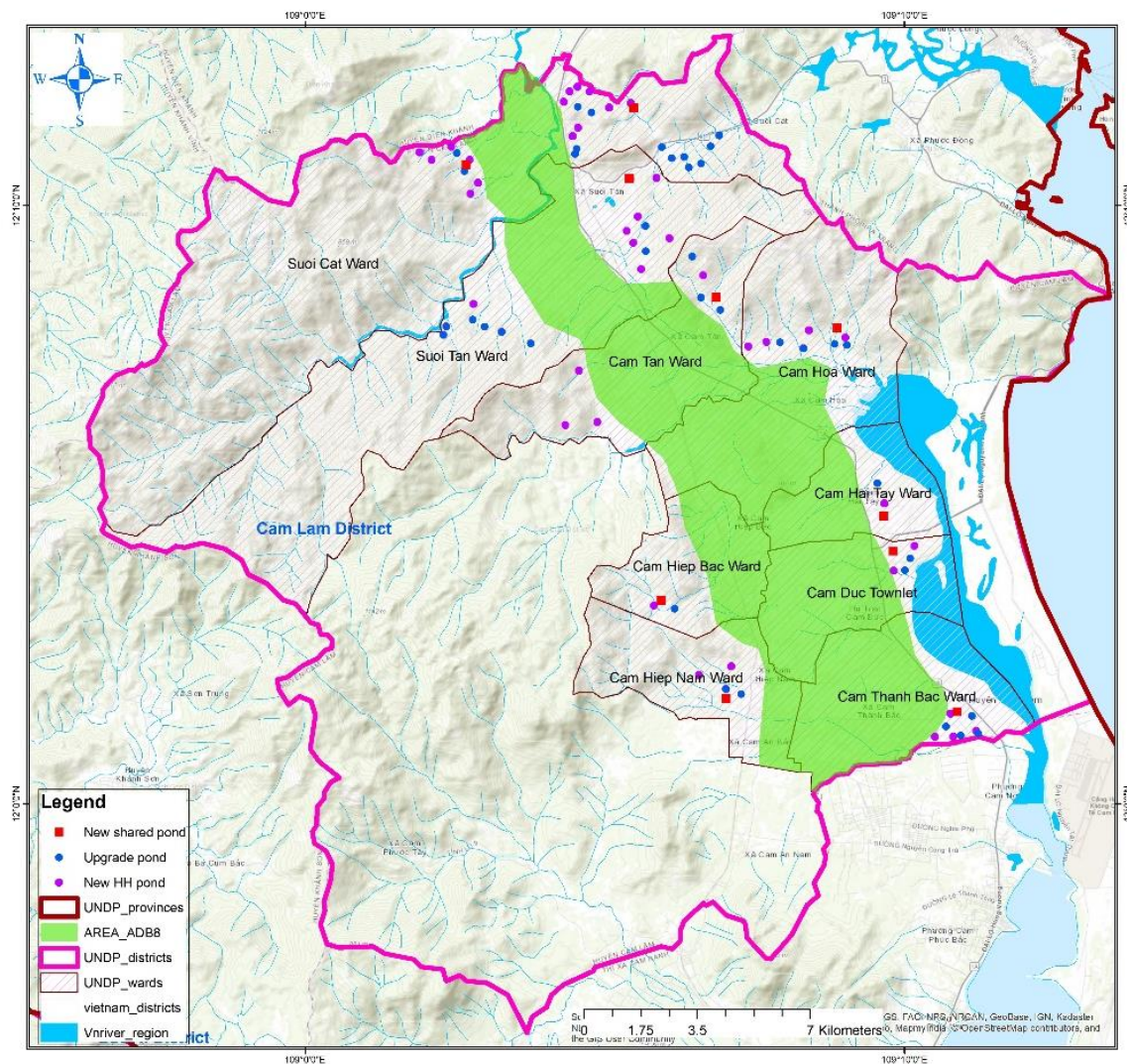
1. Criteria for selection of pond location:

- options for upland, midland or flatland area;
- in reach of the most vulnerable people;
- arranged in accordance with the overall layout of the existing water collection system;
- ensuring maximum and sustainable water catchment within all climate scenarios;
- increasing the ability of gravity irrigation; and not unnecessarily disrupting farming activities.

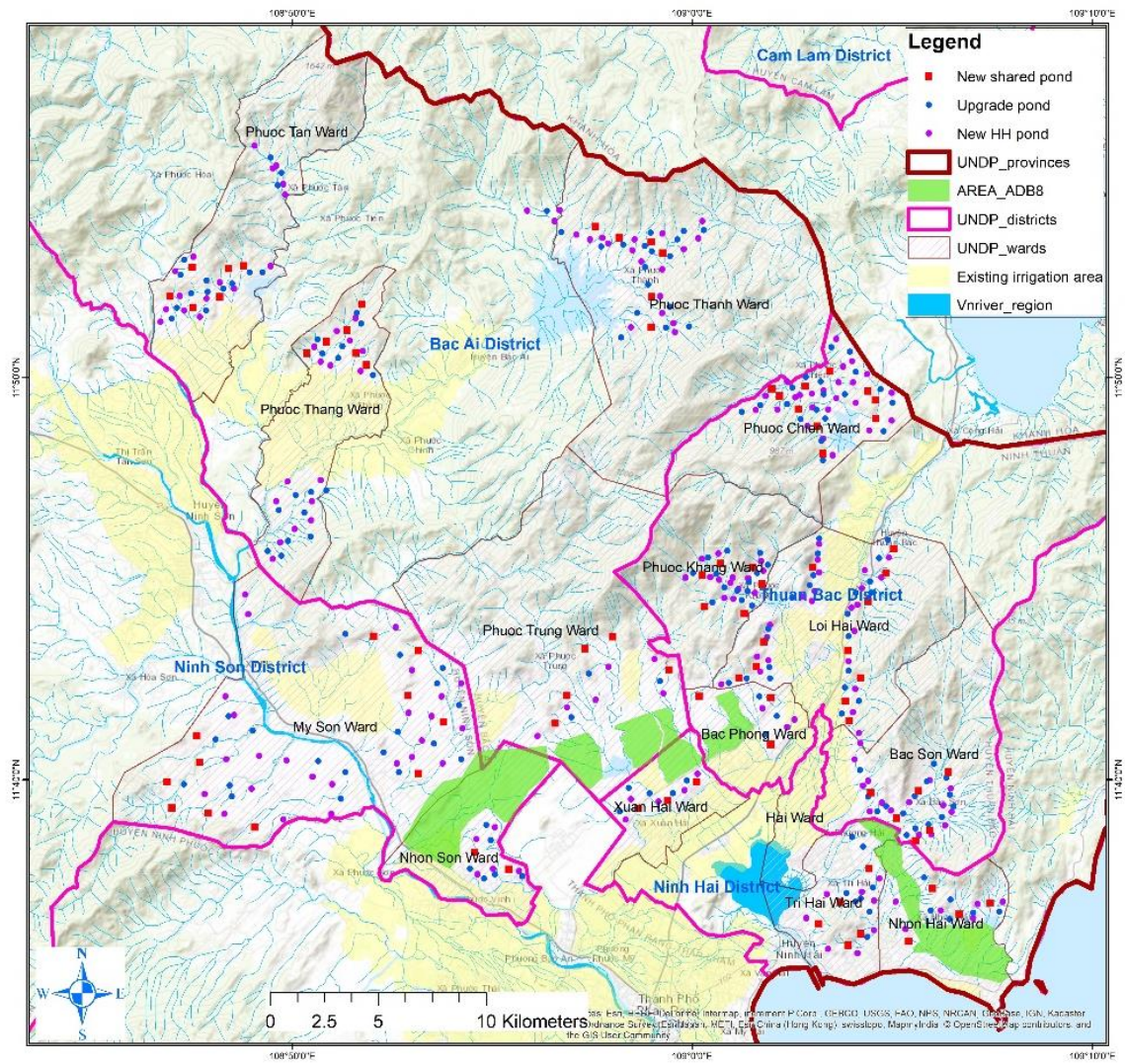
2. Criteria for the design of ponds are:

- ensuring sufficient supply of water for crops in the dry season;
- simple construction with easy maintenance;
- limited evaporation and permeability to avoid loss of stored water;
- include a water distribution system;
- integration with surface water collection if possible;
- preventing sedimentation;
- adaptability to changing water and climate conditions;
- based on bioengineering principles; and.
- suitability for ethnic minorities and women, for example not creating additional workload.

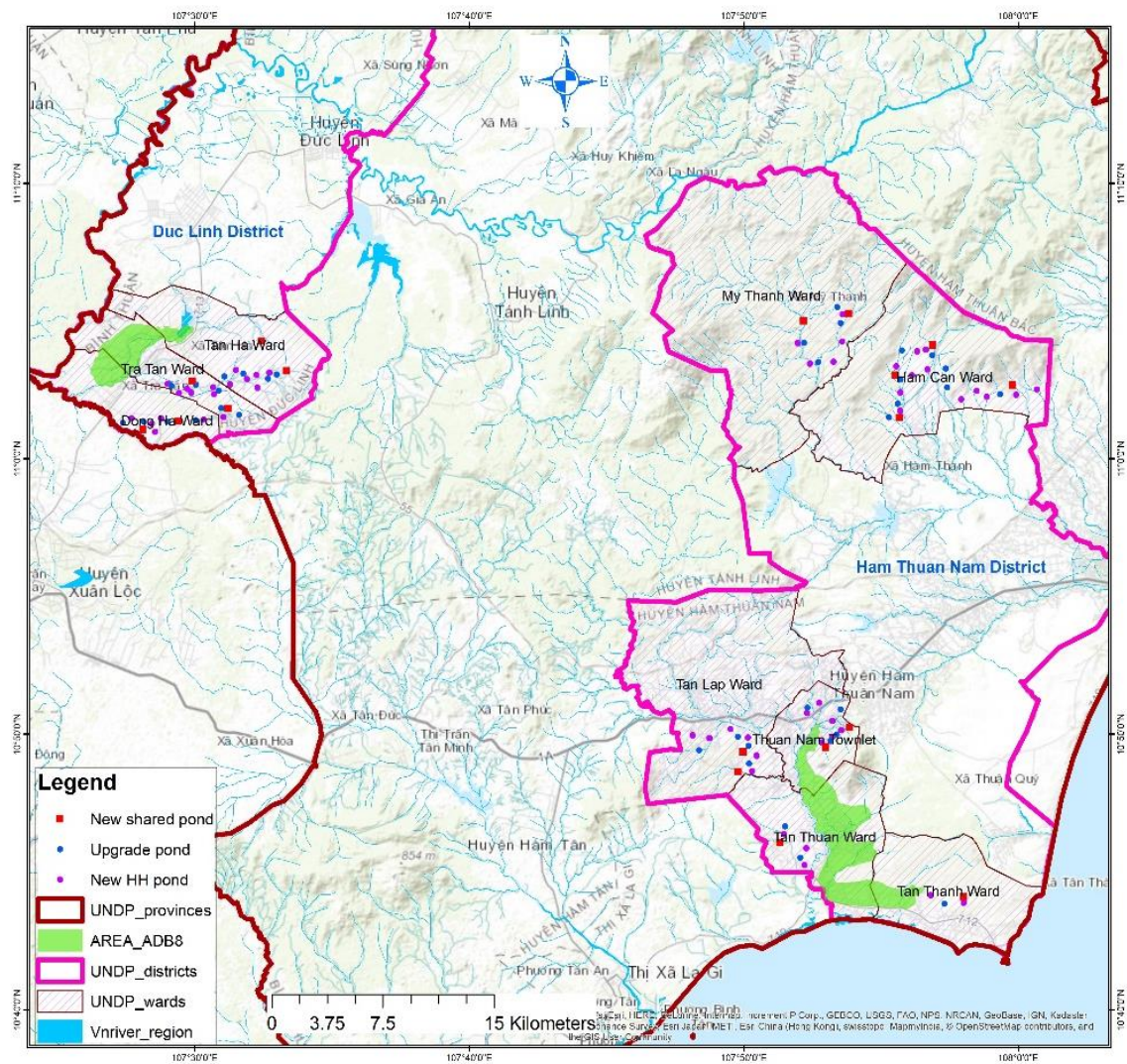
3. Proposed locations of ponds in Khanh Hoa



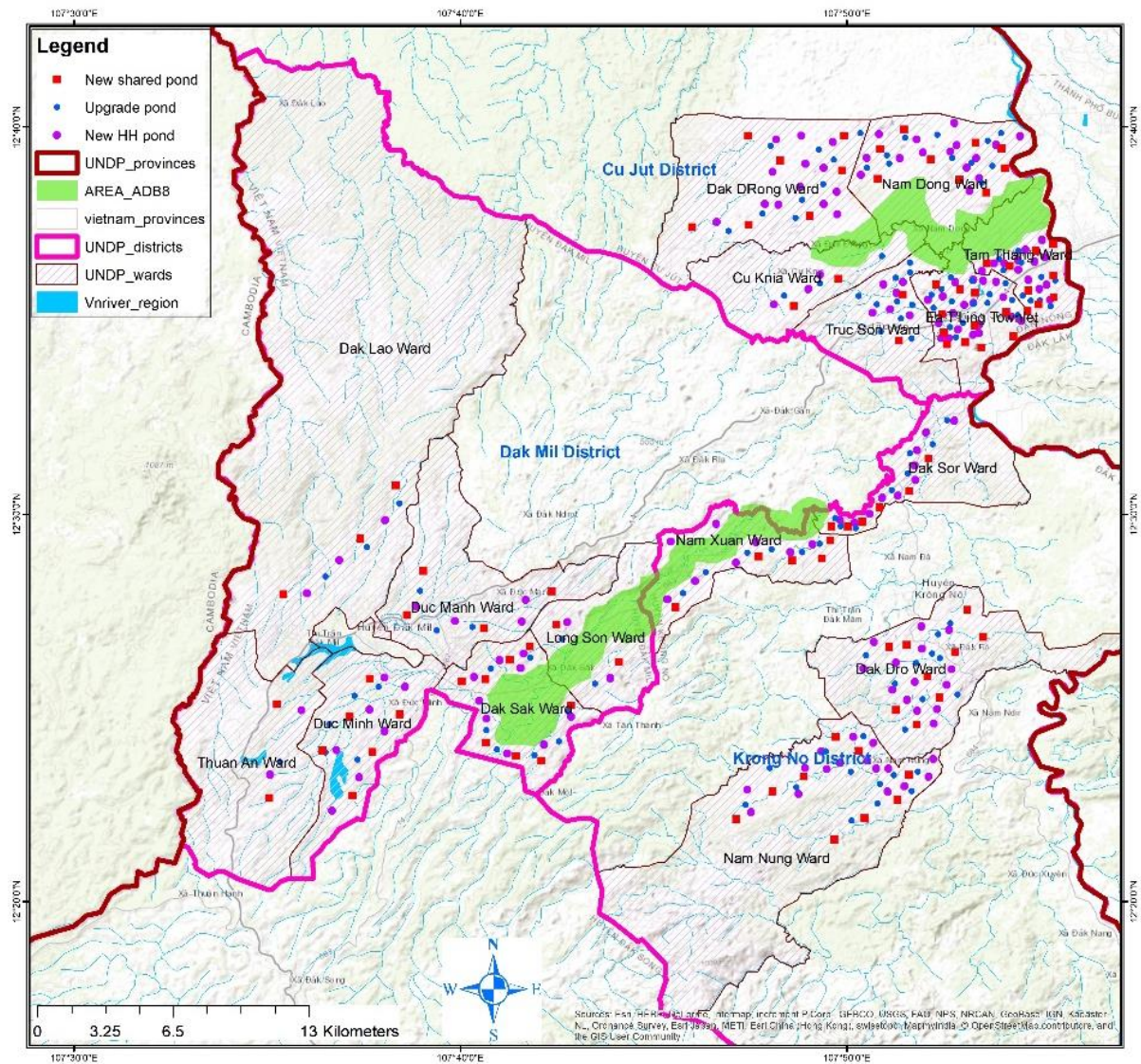
4. Proposed locations of ponds in Ninh Thuan



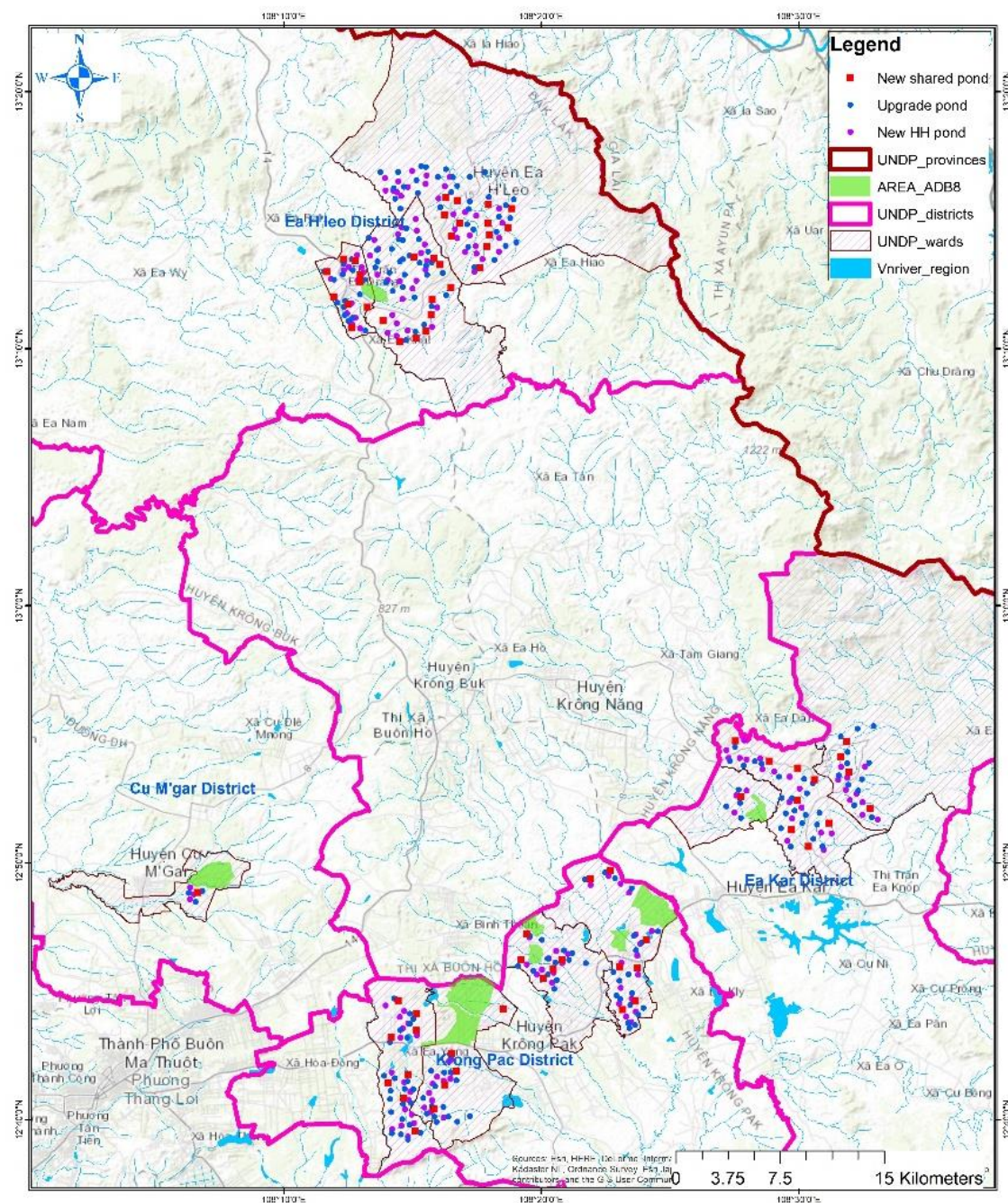
5. Proposed locations of ponds in Binh Thuan



6. Proposed locations of ponds in Dak Lak



7. Proposed locations of ponds in Dak Nong



8. Pond design specifications per province and pond category

based on initial water balance modeling conducted at the project feasibility stage resulted in the following details:

No	Pond type	Catchment area (ha)	Maximum crop area (ha)	Minimum storage (m3)	Dimension (LxWxH, m)
I	House hold pond in flatland				
1	<i>Khánh Hòa</i>	0.5 - 2	0.2	900	16x16x3.5
2	<i>Ninh Thuận</i>	0.5 - 2	0.2	900	16x16x3.5
3	<i>Bình Thuận</i>	0.5 - 2	0.2	900	16x16x3.5
II	Shared pond in flatland				
1	<i>Khánh Hòa</i>	5-10	1	4500	30x30x5
2	<i>Ninh Thuận</i>	5-10	1	4500	30x30x5
3	<i>Bình Thuận</i>	5-10	1	4500	30x30x5
III	House hold pond in midland				
1	<i>Khánh Hòa</i>	1-3	0.2	800	15x15x3.5
2	<i>Ninh Thuận</i>	1-3	0.2	800	15x15x3.5
3	<i>Bình Thuận</i>	1-3	0.2	800	15x15x3.5
4	<i>Đắk Lắk</i>	1-3	0.3	1000	18x18x3.5
5	<i>Dak Nong</i>	1-3	0.3	1000	18x18x3.5
IV	Shared pond in midland				
1	<i>Khánh Hòa</i>	5-15	1.8	4000	28x28x5
2	<i>Ninh Thuận</i>	5-15	1.8	4000	28x28x5
3	<i>Bình Thuận</i>	5-15	1.8	4000	28x28x5
4	<i>Đắk Lắk</i>	5-15	2	4500	30x30x5
5	<i>Dak Nong</i>	5-15	2	4500	30x30x5
III	House hold pond in upland				
1	<i>Khánh Hòa</i>	2-5	0.3	900	16x16x3.5
2	<i>Ninh Thuận</i>	2-5	0.3	900	16x16x3.5
3	<i>Bình Thuận</i>	2-5	0.3	900	16x16x3.5
4	<i>Đắk Lắk</i>	2-5	0.4	1000	18x18x3.5
5	<i>Dak Nong</i>	2-5	0.4	1000	18x18x3.5
IV	Shared pond in upland				
1	<i>Khánh Hòa</i>	10-20	2	4500	30x30x5
2	<i>Ninh Thuận</i>	10-20	2	4500	30x30x5
3	<i>Bình Thuận</i>	10-20	2	4500	30x30x5
4	<i>Đắk Lắk</i>	10-20	3	6500	35x35x5
5	<i>Dak Nong</i>	10-20	3	6500	35x35x5

Annex 2: Tasks which can be implemented in 2020.

Activity 1.3: Enhance supplementary irrigation for rain fed smallholders to cope with rainfall variability and drought

- 1) Provision of consultancy services for preparation of training materials and manual and technical support for works.
- 2) Provision of consultancy services for i) Development of pictorial and local language O&M guidance notes and manuals; ii) Setup shared pond user/management group, governance and O&M plan and planning for 185 shared ponds. A local NGO will be engaged to facilitate/coordinate with communities under the supervision of DARD.
- 3) Provision of consultancy services for i) Validation survey of Final siting locations of the 1159 proposed ponds based on initial mapping; and ii) Final climate resilient designs of ponds and landscape elements in the 60 communes; iii) Formulation of sub-contracts for construction.
- 4) Provision of consultancy services for i) Coordination for organization of workshops; ii) Conducting workshops in 60 communes. 60 communes X 100 farmers X 2 times in each commune in year 2 and year 3.
- 5) Provision of contractual services for i) the upgrade of 484 existing ponds including bioengineering solutions; ii) construction of 490 new HH ponds including bioengineering solutions; and iii) Provision of contractual services for the construction of 185 shared ponds including bioengineering solutions (Construction sub-contracts for at-least 5 companies)

Tasks for Activity 1.4: Increase smallholder capacities to apply on-farm water efficient practices and technologies to maximize water productivity in coping with rainfall variability and drought

- 1) TOR's and procurement of a local NGO(s)/Service provider(s) for implementing the FFS trainings i) NGO for organization of 180 trainings for lead farmers and the 900 FFSs on soil and biomass management; and ii) NGO for providing technical assistance i.e. coaching and mentoring to lead farmer courses during the FFSs; iii) NGO for supervision and monitoring of FFS and follow-up activities; [FFS 1];
- 2) Commencement of Procurement process for supply contract for on-farm water efficiency systems for 8,621 poor/ near poor smallholders
- 3) Impact assessment baseline survey (Output 1)

Tasks for Activity 2.1 Investments in inputs and capacities to scale up climate-resilient cropping systems and practices (soil, crop, land management) among smallholders through Farmer Field Schools

- 1) TORs and procurement for trainers/technical specialists for Training of Trainers i.e. i) Provincial level DARD extension staff on the CRA package; and ii) District level training for 30 Lead farmers; Commune level training for 30 Lead farmers;
- 2) TORs and commencement of procurement process for consultancy services of a Technical expert/NGO for mapping [vetting] and networking of water efficiency technology providers. This expert will be common for sub-activities 1.4 and 2.1 at 50% each
- 3) TORs and commencement of procurement process for consultancy services for conducting the Risk and vulnerability assessments in the five representative provinces
- 4) TOR's and procurement of a local NGO(s)/Service provider(s) for implementing the FFS trainings i) NGO for organization of 180 trainings for lead farmers and the 900 FFSs on scaling up of climate resilient cropping systems and practices; and ii) NGO for providing technical assistance i.e. coaching and mentoring to lead farmer courses during the FFSs; iii) NGO for supervision and monitoring of FFS and follow-up activities; [FFS 2];
- 5) Commencement of Procurement process for supply contract for CRA input packages for 8,621 poor/ near poor smallholders
- 6) Impact assessment baseline survey (Output 2)

ANNEX IV

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

Date _____

(Name of Resident Representative/Bureau Director)

United Nations Development Programme

(Specify complete office address)

Dear Sir/Madam:

I hereby declare that:

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

G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;

H) This offer shall remain valid for a total period of _____ days [*minimum of 90 days*] after the submission deadline;

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

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

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

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

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

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

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

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

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

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

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

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

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

Name	Relationship	Name of International Organization

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

YES ☐ NO ☐

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

YES ☐ NO ☐ If answer is "yes", WHEN?

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

Full Name	Full Address	Business or Occupation

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

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

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

DATE: _____

SIGNATURE: _____

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

Annexes *[please check all that applies]:*

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

GUIDELINES FOR CV PREPARATION

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

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

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

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

SUMMARY OF EXPERTISE

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

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

Credentials/education/training, relevant to the expertise

LANGUAGES

Mother Tongue:

Indicate written and verbal proficiency of your English:

SUMMARY OF RELEVANT WORK EXPERIENCE

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

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

UN SYSTEM EXPERIENCE

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

UNIVERSITY DEGREES

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

PUBLICATIONS

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

MISCELLANEOUS

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

Annex V

FINANCIAL OFFER

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

This is a lump sum offer covering all associated costs for the required service (fee, meal, accommodation, travel, taxes etc).

Cost breakdown:

No.	Description	Quantity	Unit Rate	Total
1	Consultancy fee			
2	Out of pocket expenses			
2.1	Travel			
2.2	Per diem			
2.3	Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel – (required before issuing contract).			
2.4	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).