



5 May 2020

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	02 National Technician Consultants to produce four short videos on the labor rights of vulnerable groups in accordance with the 2019 Labor Code
Period of assignment/services (if applicable):	May – September 2020
Duty Station:	Ha Noi and Home based
Tender reference:	A-200501

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

12.00 hrs. (noon), Thursday 14 May 2020 (Hanoi time)

With subject line:

A-200501 – National Consultant to produce 04 short video on the labor rights of vulnerable groups

Submission received after that date or submission not in conformity with the requirements specified this document will not be considered.

Note:

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.
- Maximum size per email is **30 MB**.
- Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP Viet Nam will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.
- After submitting proposal, bidder should send notification by email (without attachment) to: procurement.vn@undp.org informing that the bidder has submitted proposal. UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to above address.
- Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female consultants.

2. Please find attached the relevant documents:

- [Term of References](#)..... (Annex I)
- [Individual Contract & General Conditions](#)..... (Annex II)
- [Reimbursable Loan Agreement](#) (for a consultant assigned by a firm)..... (Annex III)
- [Letter to UNDP Confirming Interest and Availability](#)..... (Annex IV)
- [Financial Proposal](#)..... (Annex V)

3. Interested individual consultants must submit the following documents/information (in English, PDF Format) to demonstrate their qualifications:

a. Technical component:

- Signed Curriculum vitae
- Signed Letter to UNDP Confirming Interest and Availability
- Copy of 1-3 publications/writing samples on relevant subject.
- Letter of Introduction
- Reference contacts of past 4 clients for whom you have rendered preferably the similar service (including name, title, email, telephone number, address...)

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **Vietnamese dong for National 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:

Consultant(s)' experiences/qualification related to the services		
1.1	Advanced university degree in law	200
1.2	Have technical knowledge on labor law and minimum of 5 years of work experience in legal field; knowledge on gender, children, disability related issues is preferred;	500
1.3	Working experience with government agencies and association of vulnerable groups, especially on gender, children, disability issues, is an asset;	200
1.4	Fluent in oral and written in English with one English sample provided;	100
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.

ANNEX I



TERMS OF REFERENCE

Service	Produce four short videos on the labor rights of vulnerable groups in accordance with the 2019 Labor Code
Consultancy	<ul style="list-style-type: none">- Two national technical consultants- One national media firm
Duty station:	Ha Noi and home based
Expected Duration	From May to September 2020
Supervision:	The national technical consultants and national media firm will work closely with the Program Officer and the Communication Officer in charge in the UNDP Governance and Participation Unit, the Child Protection Specialist of UNICEF and the Legal Department (LD) of the Ministry of Labor, Invalids and Social Affairs (MOLISA)

1. BACKGROUND

Promoting public awareness on rights is an integral component for building a coherent rule of law system in Viet Nam. In the area of employment, the groups of workers that are most vulnerable and often face difficulties in knowing their rights and how to protect them are women, children, persons of ethnic minorities, persons with disabilities, internal migrant and domestic workers. Efforts have been made to provide legal information and raise awareness on rights for these groups. However, not all of them are effective due to the lack of innovative and effective outreach methods that are most suitable to the target audience.

In November 2019, the National Assembly of Vietnam adopted the Labor Code No. 45/2019/QH14 (hereinafter referred to as "2019 Labor Code") which took effect from 1 January 2021. The 2019 Labor Code replaced the previous 2012 Labor Code with many new provisions. Among the new provisions, there are changes that matter significantly to the vulnerable workers, including women, children, persons with disabilities and domestic workers. It is important that members of these vulnerable groups are aware of their entitlements under the new law and how to use them for their advantage.

The recent changes in the law as well as the need for a more innovative and effective approach to legal dissemination for vulnerable groups of workers prompts the need to produce videos that are visually attractive, easy to follow and to remember. With that purpose, under the EU Justice and Legal Empowerment Programme (EU JULE), UNDP and UNICEF Viet Nam support the Legal Department of the Ministry of Labor, Invalids and Social Affairs (MOLISA) to develop four short videos that visualise the major rights of vulnerable workers, including women, children, persons with disabilities (PWDs) and domestic workers.

These videos will be distributed via various media platforms, including official websites of MOLISA, UNDP, UNICEF, mass media and social media. The videos will also be employed for public events on workers' rights, such as conferences, workshops, training courses, meetings, communication campaigns, in order to create effective channels for people to access to legal information.

2. TARGET AUDIENCE

The target audience of the videos include workers, especially the vulnerable workers including women, children, PWDs and domestic workers; employers; government officials at national and subnational levels; labor management and employment agencies, and; relevant associations.

3. OBJECTIVES OF THE ASSIGNMENT

To produce four short videos that are substantively and visually attractive with audible quality aiming at the target audience in order to:

- Raise awareness on the rights of workers, especially the rights of minor workers, persons with disabilities, women and domestic workers, which were regulated in the 2019 Labor Code among the public, employers and relevant association members, labor management and employment agencies;
- Provide guidance for the vulnerable groups of workers on how to invoke their rights and to seek support when needed;

Specific objectives:

3.1. A short video featuring the rights of minor workers by providing legal information on the rights of children, including their entitlements to adequate working conditions (minimum age, hours and conditions of work, restrictions on hazardous work), work classification (formal vs. informal, light vs hazardous work), and protective measures.

Target audience: minor workers, parents, legal guardians, caregivers, local child protection officers, employers, government officials, child protection association, labor management and employment agencies, and the general public.

3.2. A short video that provides an overall picture of the rights and the various labor rights issues faced by PWDs, and useful information and a guidance and for PWDs on how to invoke their rights and to seek support when needed.

Target audience: PWDs, DPOs, trade unions, employers, labor management and employment agencies, and the general public.

3.3. A short video that provides an overall picture of the labor rights of women and various labor right issues faced by this group, that disseminates of the new provisions on the labor rights of women regulated in the Labor Code 2019, and provides useful information and guidance female workers on how to invoke their rights and to seek support when they need it.

Target audience: female workers, trade union, relevant associations, employers, labor management and employment agencies, and the general public.

3.4. A short video featuring labor rights of domestic workers, including domestic workers and the various labor rights issues of this group, which explaining the new provisions on labor

rights of domestic workers regulated in the 2019 Labor Code, providing guidance and information for domestic workers on how to invoke their rights and to seek support when they need it.

Target audience: domestic workers, relevant associations, labor management and employment agencies, and the general public.

4. SCOPE OF WORK

The activity will be carried out by two national technical consultants and 1 national media firm hired by UNDP in cooperation with the MOLISA Legal Department and UNICEF.

Each consultant will be responsible to develop two technical papers on:

- Labor rights of (1) minor workers and (2) persons with disabilities; and
- Labor rights of (3) women and (4) domestic workers.

The technical consultants and media firm will work together. The scope of work for this assignment is as follows:

a. National technical consultants to develop content of the videos (13 working days for each consultant):

- Conduct research to develop technical paper on the rights of vulnerable workers, including women, children, PWDs and domestic workers; identifying key issues on the rights of each group; indicating new provisions on their labor rights regulated in the 2019 Labor Code, providing guidance and information supporting them to invoke their rights and how to seek support when they need; share the technical papers timely with UNDP, UNICEF and Legal Department of MOLISA for inputs/comments (4 days)
- After reviewing existing videos which have already been produced, develop an overall creative concept and scenario for each video; share the drafts timely with UNDP, UNICEF and Legal Department of MOLISA and the media firm for inputs/comments (2 days);
- Draft a preliminary script of each video; share the drafts timely with UNDP, UNICEF and Legal Department of MOLISA and the media firm for inputs/comments (3 days);
- Prepare and deliver presentations on the preliminary script of videos that each consultant is responsible for conducting to seek inputs from participants at the 2-half day technical meetings per video organized in Ha Noi by the Legal Department MOLISA (2 days);
- Finalize the script for videos based on the inputs collected from the technical meetings; Work closely with the media firm to ensure that final script for the videos documented are conveyed effectively in the four videos (2 days);
- Display the final videos at the launching workshop.

b. National media firm:

- Create 04 story boards for 04 videos that are visually attractive and with good audible quality based on the video scripts;
- Prepare and deliver presentations on the story boards and a recommended communication strategy to disseminate the videos for each specific group of audience (e.g., channels, appropriate languages, voice, graphics, real life scenarios/examples, etc.);
- Create editorial video contents (e.g. images, graphics, footages, etc.);
- The use of any copyrighted materials (e.g. images, graphics, music, footages, etc.) for the development of all above-mentioned communication products must be legally licensed. The media firm is required to avoid copyright infringements in any way possible; Any legal disputes over the materials employed by the media firm will be entirely of the firm's responsibility before the law.
- Produce and present the draft videos to project beneficiaries and stakeholders at the 2-half day technical meetings per video organized in Ha Noi by Legal Department MOLISA in order to finalize the videos based on feedback provided by the workshop's participants and the UNDP project team;
- For the video on labor rights of PWDs: Produce the final video ready to use with subtitles in Vietnamese and English; sign language, and voice-over in Vietnamese in line with guidelines of UNDP and UNICEF for audio-video production and brand image.
- For the videos on labor rights of minor workers, women and domestic workers: Produce three final videos ready to use with subtitles in Vietnamese and English; and voice-over in Vietnamese in line with guidelines of UNDP and UNICEF for audio-video production and brand image.
- Display final videos at the launching workshop

5. METHODOLOGY

The two consultants and the media firm selected for this assignment will work as a team and perform the following indicative tasks:

- Participate in a brainstorming and discussion session to initiate ideas for the 04 videos with the Communication Officer, Program Officer in charge at the UNDP Governance and Participation Unit, the UNICEF Child Protection Specialist and members of the MOLISA Legal Department;
- Present a work plan for the assigned work;
- Review available data and reports to collect media/video material;

- Work together to develop the 04 video scripts in English and Vietnamese under the facilitation of the UNDP team;
- Present the video scripts and the story boards;
- Conduct appropriate short interviews with the Projects' major partners, beneficiaries and stakeholders if necessary;
- Work on the desired products for this consultancy, including high resolution videos.

6. FINAL PRODUCTS

Two consultants and media firm will produce:

- Final videos ready to use with maximum 4 minutes on labor rights of (1) minor workers, (2) women, and (3) domestic workers, mixed with subtitles in Vietnamese and English; and voice-over in Vietnamese in line with guidelines of UNDP and UNICEF for audio-video production and brand image. Among those videos, the one on labor rights of minor workers is expected to be available by 10 June 2020.
- Final video ready to use with maximum 4 minutes on labor rights of PWDs mixed with sign language, subtitles in Vietnamese and English; and voice-over in Vietnamese in line with guidelines of UNDP and UNICEF for audio-video production and brand image.
- A detailed report on all photography and filming locations including the script in digital format, names and contact details of all individuals interviewed (if any), their proof of consent and other persons involved.
- Provision of all the raw video footage (if any).
- Full usage of the rights for ideas, graphics, and music for which copyrights have been granted;

7. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

The assignment is expected to last approximately 5 months.

The consultants and media firm shall work collaboratively on this assignment and deliver final outputs as described in Section 5 above.

Duty station: Hanoi and home-based

The duration of the consultancy starts from the date both parties signing the consultancy contract. The consultants, in collaboration with the the Legal Department (MOLISA) and UNDP Vietnam, are expected to provide services specified in this TOR from May to September 2020.

8. DEGREE OF EXPERTISE AND QUALIFICATIONS

National technical consultants to create the content of the videos:

- Advanced university degree in law;
- Have technical knowledge on labor law and minimum of 5 years of work experience in the legal field; Knowledge on gender, children, disability related issues is preferable;
- Working experience with government agencies and associations of vulnerable groups, especially on gender, children, disability issues, is an asset;
- Fluent in oral and written English with one English sample provided;
- Proven working experience as a team member of a consultant team with teamwork skills.

Media firm

It is expected that the executing firm has a team with good understanding and a high experience in video production. The firm should possess the following detailed qualifications and experience:

Team leader:

- Advanced university degree in Communication or equivalent;
- Expertise in video production, including script writing, target audience analysis, storyboards, graphic animation; video production, narration, etc; One high quality portfolio to be submitted;
- Experience in using sign language in videos for people with disability or making child-friendly videos for children is an asset;
- Good writing skills in English language;
- Effective communication skills with clients; experience working on legal issues, especially in the field of labor rights, with vulnerable groups, government officers, and international organizations especially in the fields of labor rights is an asset.

Team member(s)

- University degree in communication or equivalent;
- Having experience on audio-visual recording, editing, and media production;
- Clear understanding of the technical aspects of video making process along with experiences on using different tools and techniques in developing appropriate and quality audio-visual products.

9. COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS

All outputs produced in this action shall remain the property of UNDP, UNICEF Vietnam and MOLISA who shall have exclusive rights over their use.

The consultants and media firm may not use, reproduce such works without prior consent from UNDP and UNICEF.

10. REFERENCE DOCUMENTS AND ADMINISTRATIVE SUPPORT

The MOLISA Legal Department will support the consultant team to produce 4 short videos, by providing available data, existing reports and research.

11. CONTRACT PAYMENTS

Deliverables	Expected Results	Deadlines	Payment
Contract payments for 2 national consultants			
<ul style="list-style-type: none">- A detailed workplan for producing 4 videos- An overall creative concept and scenario for each video to be shared with and endorsed by UNDP, UNICEF, the Legal Department MOLISA- Draft technical papers on the rights of vulnerable workers (children, PWDs, women and domestic workers) submitted to UNDP, UNICEF, the Legal Department (MOLISA) and shared with experts at technical meetings for validation.	<ul style="list-style-type: none">- Approved workplan of producing 4 videos- The overall creative concept and scenario for each video approved- Documentation of the research	May 2020	30% of the total contract value
Draft of preliminary scripts and presentations in Vietnamese and English to be shared with UNDP, the Legal Department MOLISA and experts at technical meetings	Draft preliminary scripts and presentations in Vietnamese and English	June-July 2020	70% of the total contract value
Finalization of scripts in English and Vietnamese of four short videos (following approval by UNDP and UNICEF)	Scripts in English and Vietnamese finalized	August 2020	
Contract payments for media firm			
First draft of a short video on labor rights of minor workers with subtitles in Vietnamese and English; and voice-over in	Draft of 2 videos on labor rights of minor workers and PWDs	May 2020	30% of the total contract

<p>Vietnamese (following approval by UNDP and UNICEF);</p> <p>First draft of a short video on labor rights of PWDs mixed with sign language, subtitles in Vietnamese and English; and voice-over in Vietnamese (following approval by UNDP and UNICEF);</p>			value
<p>First draft of two short videos on labor rights of (3) women and (4) domestic workers with subtitles in Vietnamese and English; and voice-over in Vietnamese (following approval by UNDP and UNICEF);</p>	<p>Draft of 2 videos on labor rights of women and domestic workers</p>	<p>June – July 2020</p>	<p>30% of the total contract value</p>
<p>Final video ready to use on labor rights of minor workers with subtitles in Vietnamese and English; and voice-over in Vietnamese in line with guidelines of UNDP and UNICEF for audio-video production and brand image (following approval by UNDP and UNICEF);</p>	<p>Video finalization</p>	<p>June 2020</p>	
<p>Final videos ready to use on labor rights of women and domestic workers with subtitles in Vietnamese and English; and voice-over in Vietnamese in line with guidelines of UNDP and UNICEF for audio-video production and brand image;</p> <p>Final video ready to use on labor rights of PWDs mixed with sign language, subtitles in Vietnamese and English; and voice-over in Vietnamese in line with guidelines of UNDP and UNICEF for audio-video production and brand image;</p> <p>Display the 4 final videos at the</p>	<p>Videos finalization</p>	<p>July -August</p>	<p>40% of the total contract value</p>

launching workshop			
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12. EVALUATION CRITERIA

National consultants to create content of videos:

Consultant(s)' experiences/qualification related to the services		
1.1	Advanced university degree in law	200
1.2	Have technical knowledge on labor law and minimum of 5 years of work experience in legal field; knowledge on gender, children, disability related issues is preferred;	500
1.3	Working experience with government agencies and association of vulnerable groups, especially on gender, children, disability issues, is an asset;	200
1.4	Fluent in oral and written in English with one English sample provided;	100
Total		1000

Media firm

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	200
2.	Proposed Methodology, Approach and Implementation Plan	300
3.	Management Structure and Key Personnel	500
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	60
1.2	Litigation and Arbitration history	20
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country	90
1.4	Working experience with government officials, desirable related to	30

	the legal sector	
Total Section 1		200

Section 2. Adequacy of the Proposed Methodology, Approach and Implementation Plan responding to the TOR		Points obtainable
2.1	Does the suggested research schedule sufficiently address the key tasks/responsibilities expressed in the TOR?	50
2.2	Is the suggested methodology for the research sufficient to address the needs/demands of the TOR?	100
2.3	Does the proposal commit commissioning a strong team of national experts to deliver the expected outputs?	50
2.4	Is the presentation of the proposal clear and provided with succinct sequence of approaches to the research?	100
Total Section 2		300

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Team Leader		350
	Advanced university degree in Communication or equivalent	50	
	Expertise in video production, including script writing, target audience analysis, storyboards, graphic animation; video production, narration, etc;	100	
	Proven experience with one high quality portfolio to be submitted	100	
	Experience in using sign language in videos for people with disability or making child-friendly videos for children is an asset.	50	
	Effective communication skills with clients; experience working on legal issues, especially in the field of labor rights, with vulnerable groups, government officers, and international organizations especially in the fields of labor rights is an asset.	50	
	Good writing skills in English language		

3.2 b	Team members		150
	University degree in communication or equivalent	30	
	Having experience on audio-visual recording, editing, and media production;	80	
	Experiences on using different tools and techniques in developing appropriate and quality audio-visual products	40	
Total Section 3			500

ANNEX IV

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

Date _____

United Nations Development Programme

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [*delete this item if the TOR does not require submission of this document*];
- E) I hereby propose to complete the services based on the following payment rate: [*please check the box corresponding to the preferred option*]:
 - ☐ An all-inclusive daily fee of [*state amount in words and in numbers indicating currency*]
 - ☐ A total lump sum of [*state amount in words and in numbers, indicating exact currency*], payable in the manner described in the Terms of Reference.
- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex V;
- G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- H) This offer shall remain valid for a total period of _____ days [*minimum of 90 days*] after the submission deadline;

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

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

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

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

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

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

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

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

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

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

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

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

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

Name	Relationship	Name of International Organization

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

YES ☐ NO ☐

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

YES ☐ NO ☐ If answer is "yes", WHEN?

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

Full Name	Full Address	Business or Occupation

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

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

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

DATE: _____

SIGNATURE: _____

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

Annexes *[please check all that applies]:*

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

GUIDELINES FOR CV PREPARATION

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

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

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

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

SUMMARY OF EXPERTISE

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

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

Credentials/education/training, relevant to the expertise

LANGUAGES

Mother Tongue:

Indicate written and verbal proficiency of your English:

SUMMARY OF RELEVANT WORK EXPERIENCE

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

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

UN SYSTEM EXPERIENCE

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

UNIVERSITY DEGREES

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

PUBLICATIONS

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

MISCELLANEOUS

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

Annex V

FINANCIAL OFFER

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

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

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).....			
2.5	VAT** if applicable (in case your company signs the contract)			
	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.

** Individual Consultants/Contractors who request their employer to sign a Reimbursable Loan Agreement (RLA) with UNDP for their behavels 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).