



6 May 2020

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	International Consultant on NAP operationalization
Period of assignment/services (if applicable):	May – December 2020 (80 working days)
Duty Station:	Homebase with missions to Hanoi
Tender reference:	A-200502

1. Submissions should be sent by email to: [quach.thuy.ha@undp.org](mailto:quach.thuy.ha@undp.org) no later than:  
**23.59 hrs., Thursday 14 May 2020 (Hanoi time)**

**With subject line: A-200502 – International Consultant on NAP**

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](mailto: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 **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**

#	Requirements	Score
1	Postgraduate degree in Environment, Climate Change, Economics or relevant subjects or related field;	200
2	At least 7 years of work experience on climate change policies and strategies, practices with countries in the region, preferably with experience in Viet Nam context	200
3	Proven experience and understanding of global, regional and national process for NAP, including up to date knowledge and international practices and guideline of UNFCCC LEG, UN practices on NAP and NDC	200
4	Experience of working with GCF/GEF programme development practices will be an advantage	150
5	Proven experience as team leader in project development and project management	150
6	Excellent writing skills in English by provision of 1-2 writing reports	100

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

<b>Job code title:</b>	01 International Consultant on NAP operationalisation (80 days)
<b>Project title:</b>	Viet Nam National Adaptation Plan (NAP) Development and Operationalization Support Project
<b>Report to:</b>	NAP Project Manager/UNDP PO on Climate Change and Resilience
<b>Coordination:</b>	MONRE's DCC Project Director, UNDP Climate Change and Environment Head, Project Coordinators in MONRE and MPI, 05 Line Ministries focal points for NAP, National and International Experts in UNDP CCE team as required.
<b>Estimated working days:</b>	80 working days
<b>Duration:</b>	From May – December 2020

#### 1. GENERAL BACKGROUND

Ranked 8<sup>th</sup> on the 2017 Climate Risk Index<sup>1</sup>, Viet Nam is a country highly vulnerable to climate change. Average temperatures have risen by 0.5 degrees and sea levels by 20 cm in the last 50 years. Extreme weather events such as typhoons and tropical storms have increased in frequency and intensity, magnifying socio-economic and health impacts on rural, urban, coastal, and mountain communities, and endangering critical transportation and drainage infrastructure. The Mekong Delta is one of the most susceptible deltas in the world to sea level rise.

Consequently, climate change adaptation (CCA) has been well recognized in Viet Nam through a series of national climate change, green growth, and sustainable development policies, strategies, and action plans. The Government of Viet Nam (GoV) has developed the National Strategy on Climate Change 2012-2020. Some elements of a National Adaptation Plan (NAP) are already in place, such as integration of CCA into the national five-year Socio-Economic Development Plan (SEDP). To date, the government has been able to put in place several key climate change related decisions, including the landmark Plan for Implementation of the Paris Agreement in 2016 and prepare its Nationally Determined Contribution (NDC), which has an adaptation component.

<sup>1</sup> Germanwatch, 2017, Global Climate Risk Index 2017. (<https://germanwatch.org/de/download/16411.pdf>)

The main readiness challenge in Viet Nam is the lack of capacity in government structures to effectively integrate climate change adaptation into plans and budgets at different levels and to design, operationalize, finance, and monitor adaptation actions. Barriers include lack of technical capacity to integrate data and information, and undertake assessments for adaptation planning, lack of capacity for appraising adaptation options in sector and provincial departments, ineffective inter-ministerial coordination, lack of active participation from private sector and local communities, lack of financing strategies, limited government and external resources, and lack of participatory and results-based monitoring and evaluation frameworks.

To address these barriers, the **Viet Nam National Adaptation Plan (NAP) Development and Operationalization Support Project** is designed along the following outcomes:

**Outcome 1:** Capacity for data integration enhanced and National Adaptation Plan (NAP) prepared and aligned with NDC review 2.

**Outcome 2:** National adaptation plan and CCA integrated into national, subnational, and sectoral development plans and budget of priority sectors with private sector participation.

**Outcome 3:** Participatory results-based monitoring and evaluation mechanism developed and operationalized.

These three outcomes and their associated activities will contribute to the overall objective of the project, which is to *“establish an effective system to integrate climate change adaptation into government administration processes in the priority sectors.”* The priority sectors to be addressed under this proposal are: Agriculture and Rural Development, Transport, Health, Natural Resources and Environment, and Planning and Investment.

This is a multi-stakeholder project involving collaboration between a number of ministries, including: MONRE (Ministry of Natural Resource and Environment), MARD (Ministry of Agriculture and Rural Development), MPI (Ministry of Planning and Investment), MOT (Ministry of Transportation), and MOH (Ministry of Health). Outside of the GoV, research institutions, civil society and private sector organizations will also be involved.

**Outcome 1:** MONRE will be the lead agency to carry out activities, in close collaboration with MPI, MARD, MOT, and MOH.

**Outcome 2:** MPI will take the lead in the implementation of Outcome 2 in close collaboration with MONRE, MARD, MOT, and MOH.

**Outcome 3:** MONRE will be the lead agency for Outcome 3 to coordinate M&E of the NAP Process in coordination with MPI, MARD, MOT, and MOH. Achievement of NDC targets will also be monitored.

## 2. OBJECTIVES OF THE ASSIGNMENT

The main objective of the international consultant is to support UNDP to develop the overall inception report and provide direct technical support in the operationalisation of the NAP project. The international consultant is expected to work closely with a National Consultant for the project inception report, who is also being mobilised by UNDP and MONRE.

The international consultant will support UNDP, MONRE and government focal points from line ministries of MPI, MARD, MOH, MOT, to review the project logframe, conceptualise relevant approaches, and develop key terms of references and provide direct technical inputs and quality assurance for UNDP during the implementation of the project activities under the NAP Process Project. Specifically,

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<sup>2</sup> As a part of the overall management and coordination of climate change adaptation, the government envisions that the entire NAP process will align with the National Determined Contributions on climate change adaptation (NDC-Adaptation) review and update process.

1. Draft and finalise the **Project Inception Report**, including recommendations for overall project management and coordination approach, roles and responsibilities of line ministries under the project mechanism (20 days).
2. Draft the **detail implementation plan**, including the terms of reference of prioritised work packages under the project workplan/procurement plan, detail the terms and reference of relevant working groups for NAP development and operationalisation established by the project (15 days).
3. Provide **direct technical inputs and peer-reviews** on technical reports and knowledge products (e.g trainings, communications etc.) in the project to ensure they are aligned with UNFCCC and global good practices, including several draft of NAP versions (35 days).
4. Provide **regular inputs to multi-stakeholder consultations** and building synergy with on-going adaptation initiatives with the line ministries on NDC and Climate Change (e.g. NAP-Ag, CBIT-GEF, NDC private sector engagement, GCF projects, VN-SIPA by GIZ-MONRE, and other adaption pipelines) (10 days).

### 3. SCOPE OF WORK AND THE GENERAL APPROACH

To implement the objective, the international consultant is expected to undertake the following activities during the assignment:

1. Support UNDP and MONRE on project Inception Report

The international consultant will be the **team leader** for inception report with the support of the national consultant/team member. Under this task, the consultant is expected to:

- Work with UNDP and MONRE to agree on the overall workplan and approach for the assignment, with the support of the national consultant for project inception report
  - Review relevant literatures provided by the project team and guide the national consultation on relevant data collection approach and analysis for the inception report, including the following intervention
  - Liaise with the relevant experts in Government, NGOs, CSOs, Private Sector, Development Partners to obtain critical input, including expert advice, information from relevant documents that can feed into the preparation of project inception and detail implementation plan for the whole project;
  - In-depth review of institutions that are involved in climate adaptation planning and implementation at national, sub-national and local levels to understand the mandates and functions of agencies/institutes on climate change action
  - Analyse gaps within government agency mandates to address climate change action and other institutional arrangements for coordinated and concerted actions on under NAP;
  - Draft and finalise the report following the indicative report outline as annex
2. Detail project implementation plan and operationalisation (supplementary to the inception report)
    - Analyse and identify the technical and capacity gaps of the key sectors to flesh out project components and all technical and training sections;
    - To organize, lead, participate and collate information based on a series of consultations with stakeholders;

- Consult with all technical experts from focal ministries for background data for NAP standardised data system
  - Propose the revised indicators, targets, inputs and outputs for project M&E as required
  - To synthesize key information from existing documents of relevance, given the scope of the intended project, that can then be used as input to the development of a feasibility assessment, concept design and proposal development
  - Draft and finalise the technical specifications for project implementation and draft relevant TORs, including
    - ✓ Scope for data and information for integrated NAP analytics and prioritisation process, including risk and vulnerability assessment. The scope should take into account the lessons from NAP-Ag and other global good practices, and including methodology for rolling out across sectors
    - ✓ Scope, methodology and approach for prioritisation of adaptation measures and appraisal of projects for public/private investment as part of the social economic development plan
    - ✓ Revised workshop and training schedule with explanations as agreed by stakeholders
    - ✓ NAP stakeholders mapping and engagement plan in the NAP process
    - ✓ ToRs for the NAP technical working groups (NAP implementation, NAP finance and NAP M&E as proposed in the Project)
    - ✓ Approach on M&E framework for NAP and NAP communication of Viet Nam following UNFCCC guideline and practices
3. Provide direct technical inputs and peer-reviews on technical reports and knowledge products
- Provide direct technical clarification to the focal points of line ministries for scoping sectoral adaptation baselines and recommend the focus areas of support under the NAP Process, building on existing good practices in NAP and NDC in Viet Nam and alignment with UNFCCC and SGDs;
  - Provide direct inputs into the capacity development plan and trainings for the line ministries and relevant stakeholders on NAP following UNFCCC guidelines
  - Provide technical inputs to align the NAP financing and investment strategy with broader climate financing initiatives underway in Viet Nam, including the identification of opportunities to involve private sector actors;
  - Provide peer review into relevant technical reports and products for the line ministries, particularly those TORs/work packages prioritised in the Output 2
  - Provide direct inputs to some project knowledge related products on a demand basis
4. Provide regular inputs to multi-stakeholder consultations and building synergy with on-going adaptation initiatives
- Provide analysis and inputs to ensure coherence with efforts to implement the Nationally Determined Contribution (NDCs);
  - Provide technical inputs for policy dialogue for NAP project team and UNDP;
  - Support multi-stakeholder consultations with key representatives from government institutions, non-governmental organizations, Civil Society Organizations (CSOs), academic institutions to explore the challenges and opportunities within the existing mandates with an aim to map the stakeholders and develop a plan for engaging them in the NAP process

#### 4. DURATION OF THE ASSIGNMENT

The international consultant is expected to work for 80 working days inclusively. The international consultant will start from May and is expected to complete all detail outputs by Dec 2020.

#### 5. EXPECTED OUTPUTS OF THE ASSIGNMENT

The international consultant will work closely with UNDP project manager, experts from MONRE and other 4 ministries to reach agreement on the inception and detail plan of actions. The outputs will be approved by UNDP and MONRE.

The international consultant is expected to deliver the following outputs.

Key Outputs/Deliverables	Time
<ul style="list-style-type: none"><li>Product 1: Draft and revised workplan for the overall assignment considering the comments of sectoral ministries on technical and capacity needs</li></ul>	End May 2020
<ul style="list-style-type: none"><li>Product 2: Draft and Final of inception report for consultation with line ministries and 01 consultative workshop with all stakeholders in Hanoi</li></ul>	Mid June 2020
<ul style="list-style-type: none"><li>Product 3: Draft and Final <b>detail implementation plan</b>, including key terms of reference of prioritised work packages</li></ul>	July-Aug 2020
<ul style="list-style-type: none"><li>Product 4: <b>Direct technical inputs and peer-reviews</b> on technical reports and knowledge products</li></ul>	Jun – Dec 2020
<ul style="list-style-type: none"><li>Product 5 <b>regular inputs to multi-stakeholder consultations</b> and building synergy with on-going adaptation initiatives</li></ul>	Jun – Dec 2020

**The key roles and responsibilities of the consultants during the inception phase are expected as below**

International Consultant - Team Leader is responsible for

- Lead in design overall conceptualisation of the report for the team, ensure the full participation of all related sectors.
- Review and recommend relevant background and good practices from NAP global and UNDP
- Propose approach and detail implementation plan in close discussion with the 05 sector's experts, with support of National Consultant
- Primary responsible for the full technical and policy reports, building on the inputs of team members, as described in the TOR.
- Overall representation of the team in presenting the findings with Government and UNDP
- Guide the team member in collecting data and information relevant for the TOR and ensuring timely delivery by team members.
- Present and/or participate in writeshop and consultation workshop.
- The delivery of the final products as described in these Terms of Reference.



#### 01 National Consultant – team member is responsible for

- Contributing to the inception and reporting process led by the team leader.
- Undertake review of literatures, baseline data, capacities and conditions related to the project development context in Viet Nam.
- Collect/Verify the information of policy, institutional arrangement, needs and capacity gaps for targeted sectors, including summarised necessary data that only available in Vietnamese.
- Contributing to the formulation of conclusions and recommendations for their related sectors and contribute to the overall report
- Present and/or participate in writeshop and consultation workshop.
- The delivery of the final products as described in these Terms of Reference.
- Provide support in summary of Vietnamese report and to MONRE on relevant reporting in Vietnamese as required.

### **6. PROVISION OF MONITORING, REVIEW, QUALITY CONTROL AND PROGRESS CONTROLS**

The consultant is supervised by a UNDP Project Manager, with administrative and technical support from international and/or national experts assigned by UNDP and MONRE.

All deliverables of the consultant will be submitted in English. The progress and deliverables will be reviewed by UNDP Project Manager and relevant experts assigned by UNDP. The final products will be approved by UNDP and MONRE.

### **7. DEGREE AND QUALIFICATIONS OF THE SERVICE PROVIDER**

The qualification requirements for the consultant team is as follows:

- Postgraduate degree in Environment, Climate Change, Economics or relevant subjects or related field;
- At least 7 years of work experience on climate change policies and strategies, practices with countries in the region, preferably with experience in Viet Nam context
- Proven experience and understanding of global, regional and national process for NAP, including up to date knowledge and international practices and guideline of UNFCCC LEG, UN practices on NAP and NDC
- Experience of working with GCF/GEF programme development practices will be an advantage
- Proven experience as team leader in project development and project management
- Excellent writing skills in English by provision of 1-2 writing reports.

### **8. ADMIN SUPPORT**

All domestic travel requirement, if any, from the assignment will be arranged by UNDP separately. The consultant is preferred to base in Hanoi. If not, the consultant is expected to present intermittently in Hanoi in three missions with the approximate duration of 10 days for each mission. Travel cost and per-diem should be included in the financial offer.

The selected consultants will be responsible for providing necessary preparation for consultation meetings and workshops during the inception phase. Meetings/workshops will be facilitated or chaired by MONRE and UNDP.

MONRE Project Team will be able to provide necessary communication with the line ministries and stakeholder to support the consultant team in undertaking the inception process.

UNDP and/or MONRE can provide office space for the consultants as needed during the assignment.

## 9. REFERENCE DOCUMENT

Once selected, the consultant team will receive detail project document, workplan and relevant reference by UNDP and MONRE.

The NAP project proposal could be referred here

<https://www.greenclimate.fund/document/adaptation-planning-support-viet-nam-through-undp>

## 10. QUALIFICATIONS AND PAYMENT TERMS

Key Outputs/Deliverables	Time	Payment terms
<ul style="list-style-type: none"><li>Product 1: Draft and revised workplan for the overall assignment considering the comments of sectoral ministries on technical and capacity needs</li></ul>	End - May 2020	10% of the contract value
<ul style="list-style-type: none"><li>Product 2: Draft and Final of inception report for consultation with line ministries and 01 consultative workshop with all stakeholders in Hanoi</li></ul>	Mid-June 2020	20% of the contract value
<ul style="list-style-type: none"><li>Product 3: Draft and Final detail implementation plan, including key terms of reference of prioritised work packages</li></ul>	July-Aug 2020	20% of the contract value
<ul style="list-style-type: none"><li>Product 4: Direct technical inputs and peer-reviews on technical reports and knowledge products</li></ul>	Jun – Dec 2020	25% of the contract value
<ul style="list-style-type: none"><li>Product 5 regular inputs to multi-stakeholder consultations and building synergy with on-going adaptation initiatives</li></ul>	Jun – Dec 2020	25% of the contract value

## 11. CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

The consultant will receive necessary support to work intermittently at PMU or UNDP office.

Duty station: home based with three 10 days missions to Ha Noi. Pls provide tentative dates of each mission

## **Annex 1 – Indicative Project Inception Report outline**

Executive Summary

GCF-UNDP agreed objectives and outcomes

Background to the project, including original rationale if any

Changes in the project environment since the project's approval, if any, including Policies, Programmes, (include the existing provincial action plans), Investments, and other projects of relevance for NAP process

Baselines:

- Administrative,
- Legal and institutional
- Technical Capability (technical infrastructure, technical track records)
- Standards, codes and guidelines (including dates and frequency of revision)
- Data for NAP availability

Project inception update, if any: changes as per log frame, updates on baseline projects, baseline information and values

Revised Project Results Framework ('logframe') if any

Updated and detailed risks and assumptions, including Covid-19 risk impacts, as per LPAC minutes.

Updates on Project strategy, as necessary and guidance notes to the project team under each outcome.

Key issues and recommendations

Detailed project implementation and operationalisation plan as agreed by all project stakeholders:

- Detail UNDP 'work plan' for project's 1st year, if any
- Overall output-based project work plan for the entire duration of the project (not as detailed as the first year annual work-plan but highlight main activities that can be determined already at this point).
- Key technical expertise required for project implementation and draft TOR's for those key technical and capacity gaps in the project
  - ✓ Scope for data and information for integrated NAP analytics and prioritisation process, including risk and vulnerability assessment. The scope should take into account the lessons from NAP-Ag and other global good practices, and including methodology for rolling out across sectors
  - ✓ Scope, methodology and approach for prioritisation of adaptation measures and appraisal of projects for public/private investment as part of the social economic development plan
  - ✓ Revised workshop and training schedule with explanations as agreed by stakeholders
  - ✓ NAP stakeholders mapping and engagement plan in the NAP process
  - ✓ ToRs for the NAP technical working groups (NAP implementation, NAP finance and NAP M&E as proposed in the Project)
  - ✓ Approach on M&E framework for NAP and NAP communication of Viet Nam following UNFCCC guideline and practices

## **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.

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**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 ..... (USD for International 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)			
	<b>Total</b>			

\* 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).*