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20 May 2020

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	A national team leader and an international team member for a feasibility study of opportunities for Viet Nam to participate in Southeast Asia Disaster Risk Insurance Facility (SEADRIF)
Period of assignment/services (if applicable):	June 2020 – October 2020
Duty Station:	Home-based and 2 missions to 2 selected countries in Southeast Asia
Tender reference:	PN-N200501

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

23.59 hrs., 02 June 2020 (Hanoi time)

With subject line:

PN-N200501: A national team leader for a feasibility study of opportunities for Viet Nam to participate in SEADRIF

PN-N200501: An international team member for a feasibility study of opportunities for Viet Nam to participate in SEADRIF

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
- Copy of 1-2 publications/writing samples on relevant subject.
- Reference contacts of past 4 clients for whom you have rendered preferably the similar service (including name, title, email, telephone number, address...)
- Brief description of approach to work/technical proposal of why the individual considers him/herself as the most suitable for the assignment, and a proposed methodology on how they will approach and complete the assignment; (max 1 page).

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:

No	Qualification	Points
1	National Team leader / representative	1000
1.1	Master's or higher degree in the field of business services, climate change, disaster risk management, environment, communications or related field;	100
1.2	At least 10 years of experience in finance and/or, insurance sector in Viet Nam and/or abroad;	100
1.3	At least 10 years of experience in researching on social development, marketing, policy;	200
1.4	Experience in team leading of similar tasks; priority is given to experience leading team with International experts	200
1.5	Experience conducting studies, research and consultations with various stakeholders;	100
1.6	Working experience related to Vietnam's disaster management system, with insurance sector, working with international organizations, ministries, agencies and UN agencies in Viet Nam related to climate change and insurance;	200
1.7	Good command of English in reporting.	100
2	Team member (International expert)	1000
2.1	Master's or higher degree in the field of business services, climate change, disaster risk management, environment, communications or related field;	200
2.2	At least 7 years of experience in finance and/or, insurance sector in Viet Nam and abroad;	100
2.3	At least 7 years of experience in researching on social development, marketing, policy;	200
2.4	Researching in Asia and Report writing and experience of similar tasks, experience in consultations with various international stakeholders;	100
2.5	Working experience related to financing structure in Vietnam and the ASIAN countries	200
2.6	Work experience related to climate change and disaster management system Vietnam and the ASIAN countries	100
2.7	Good command of communication in English, able to speak Vietnamese language is an advantage	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. $Sf = 1000 \times Fm / F$, in which Sf is the financial score, Fm 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

One national team leader and one international team member

I. GENERAL INFORMATION

Project	Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam (GCF project)
Consultancy service	<i>A national team leader and an international team member for a feasibility study of opportunities for Viet Nam to participate in Southeast Asia Disaster Risk Insurance Facility (SEADRIF)</i>
Type of appointment	Individual consultancy
Location	Home-based with travel to 2 selected countries in Southeast Asia
Duration	From 20 June to 30 October 2020
Report to	Program Management Specialist GCF project
Technical Supervision	UNDP Senior Technical Advisor; Technical Specialists on DRR, Housing, and Livelihoods (GCF project)

II. BACKGROUND

Viet Nam Context

Viet Nam is one of the most vulnerable countries to climate change. The impact of climate change on Viet Nam is very serious, an existent threat to the goal of poverty reduction, and to the implementation of the sustainable development goals by 2030. The Government of Viet Nam has made considerable efforts to cope with climate change, including adopting the National Strategy on Climate Change, the Action Plan to Respond to Climate Change, and the Green Growth Strategy and implementation plan, legal framework, and policies on the prevention of natural disasters.

Despite significant investments in preparedness and resilience which have reduced loss of life, extreme-weather-related losses and costs to property and natural ecosystems are increasing in Viet Nam. Climate change projections further point to increasing intense and less predictable floods and storms. Over the last two decades natural disaster losses have reduced GDP growth by more than 1% annually in Viet Nam.

The Asia countries in general and Viet Nam in particular are joining effort in disaster risk reduction. The Joint Statement of the 21st ASEAN+3 Finance Ministers' and Central Bank

Governors' Meeting in Manila, Philippines, May 2018, informed an establishment of SEADRIF, https://www.seadrif.org/images/SEADRIF_Brochure_EN.pdf which is based in Singapore, aims to provide climate and disaster risk management and insurance solutions to ASEAN member states, and helps to narrow the natural catastrophe protection gap within the region. SEADRIF welcomes the ASEAN Disaster Risk Financing and Insurance Program (ADRFI) to work and collaborate on issues, including data assessment, modeling, and capacity building. SEADRIF reaffirmed its commitment to increase the financial resilience of ASEAN+3 members to climate and disaster risks. With support from Japan, Singapore and the World Bank, SEADRIF welcomed the agreement to establish a regional catastrophe risk insurance pool for Lao PDR and Myanmar as the first of countries to join. Cambodia may also join in this regional catastrophe risk insurance pool, subject to the result of the feasibility studies.

The Viet Nam government is actively participating into the ASIAN structure for better cooperation, particularly in the field of disaster risk reduction, climate change resilience. VNDMA, representing Viet Nam for disaster management, is exploring promotion of regional cooperation for better information sharing and mutual support in case of mass emergency, this is including financial backup and support to/from members of the Asian countries.

UNDP approaches

UNDP has long been supporting Viet Nam in participating in regional forums for cooperation focusing on disaster risk management. UNDP helped Viet Nam and regional countries in the implementation of the Sendai Framework for Disaster Risk Reduction 2015-2030, supported the ASEAN Coordinating Centre for Humanitarian Assistance on Disaster Management (AHA Centre).

Since 2017, UNDP and the Government of Viet Nam are jointly implementing a GCF funded project titled "Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam". In the framework of this project, UNDP is supporting Viet Nam to build resilience of coastal communities through an integrated approach aimed at building storm and flood-resilient housing for poor and vulnerable population, while planting and regenerating mangrove buffer zones to mitigate impacts of floods and cyclones in coastal areas.

In 2019, within the framework of the GCF project, an international consultant supported UNDP and Viet Nam Disaster Management Authority (VNDMA) to carry out a review on Innovative Financing for Disaster and Climate Change Impacts in Viet Nam. As part of this review, a report was produced highlighting the importance of developing disaster risk financing tools that will include options for insurance and other financial instruments available to the government that would support Viet Nam's disaster risk financing strategy. The report focused on:

- Assessing the risks (catastrophic risk modelling);
- Determining the contingent liabilities based on the risks assessed;
- Assessing financial risk sharing options;
- Integrating risk reduction and risk financing;
- Disaster risk financing strategy.

To follow up with the recommendations from this review, VNDMA and UNDP have agreed to proceed to the next phase in identifying practical solutions for disaster and climate risk financing options that would include insurance and other financial instruments available to support households, communities and Government's disaster and climate risk financing. SEADRIF is one such opportunity for Viet Nam to explore options.

The GCF project is therefore seeking services of a technical team of two experts, including one International and one National consultant to undertake the feasibility study in order to develop practical recommendations for Viet Nam to strengthen disaster management and insurance coverage in the country through regional cooperation, particularly in case of large-scale disasters. In case of a positive outcomes from this study, the consultancy team is expected to support Viet Nam/VNDMA in preparing the necessary documents for joining SEADRIF.

III. OBJECTIVE AND SCOPE OF WORK

Objectives:

The objectives of this consultancy are to: (i) develop a high-quality technical report with clear analysis of advantages and disadvantages for Viet Nam joining SEADRIF. The final decision will be made based on Viet Nam's socio-economic situation, disaster risk management system, cultural and social structures, which are expected to inform recommendations for policy makers to understand and take a final decision Viet Nam; and (ii) in case of a positive outcome, support Viet Nam/VNDMA in preparing the necessary documents to join SEADRIF.

Scope of work:

The selected consultant team will be responsible for conducting a qualitative feasibility study, analyzing all advantages and disadvantages related to memberships with SEADRIF, including and not limited to implications on policy, resources and existing systems in Viet Nam.

The consultant team will further support Viet Nam/VNDMA to prepare the necessary document for joining SEADRIF. This process may require national consultations with key stakeholders, led by VNDMA

Deliverable:

The consultant team is expected to submit following deliverables:

#	Deliverables	Deadline
1	Short inception report detailing workplan, list of experts/ organizations to be consulted and relevant documents (to be submitted in English for initial review and approval by UNDP)	30 June 2020
2	2.1 Initial draft of the feasibility study results, in English and Vietnamese (including a study report with situation analysis and recommendations, appendixes with tables of data showing pros and cons and updated data of achievements of the countries that are already part of SEADRIF). 2.2 Draft agenda for consultation workshop (reviewed and approved by UNDP), PowerPoint presentation	25 August 2020
3	3.1 Consultation workshop report and final draft of Technical	25 September

	Report (reviewed and approved by UNDP); 3.2 Relevant documents prepared for Viet Nam/VNDMA joining SEADRIF (in English and Vietnamese)	2020
4	Final Report and Technical Brief (cleared by UNDP, in English and Vietnamese)	30 October 2020

Key tasks

Under the *overall supervision and technical guidance* of UNDP Senior Technical Advisor; in close cooperation with and under the overall technical guidance of the DRR Technical Specialists of GCF project, and in close consultation with the key stakeholders, led by VNDMA, the consultant team will carry out following tasks for producing the above deliverables:

Task of the team:

1. Develop a full assessment methodology, mission plan and list of stakeholders to meet during the consultancy, based on information about public service sector and the consultant's network and experience in the related fields.
2. Conduct general desk study of the situation.
3. Review existing studies and reports on the disaster risk insurance. If necessary, conduct interviews with key stakeholders in Viet Nam, to collect additional information on policy, insurance business environment, stakeholders involved in and trend of disaster financing in Viet Nam.
4. Conduct visit to SEADRIF office and one country member of SEADRIF to interview, observe and explore related information.
5. Consult with another ASEAN member country interested in joining SEADRIF.
6. Prepare necessary documents, complete the content of supporting documents / procedures for Viet Nam / VNDMA, to participate in SEADRIF
7. Combining research data based on international and national data; analyze data collected through interviews; develop a full report for UNDP review and approval.
8. Develop agenda, speaker and invitee list, develop summary report and PowerPoint presentation for the consultation workshop on options for Viet Nam to participate in SEADRIF (which will include presentation and discussion of the technical paper).
9. Produce a PowerPoint presentation on Key study points
10. Co-facilitate ½ day consultation workshop in Hanoi with key stakeholders including Government, UNDP, business sector and relevant NGOs.
11. Develop a Final Report (including technical brief, the workshop report) based on feedback received from the workshop, VNDMA and UNDP.

National Consultant – team leader will:

1. Work as team coordination to ensure all deliverable are submitted in due some with accepted quality
2. Liaison with UNDP project team and the VNDMA team (CPMU) for regular coordination and information sharing.
3. Prepare and provide the study plan and outline of the final report.
4. Prepare inception report in both Vietnamese and English
5. Prepare all meeting and consultancy survey task
6. Draft the feasibility study report, combined with input from the International consultant.
7. Present the combined report findings and participate in the consultations/policy discussions related to the study (to be organized by UNDP and national partners).

International consultant – data collection/ statistical data analyst

1. Develop a statistical model and information collection list of data required for stakeholder analysis;
2. Support the team leader with report in English version
3. Support the team leader in data collection and running analysis for pro and con situations.
4. Participate in the consultations/policy discussions related to the study (to be supported by UNDP and national partners).
5. Conduct independent & team interview and field analysis of each target stakeholder
6. Prepare a set of statistical information analysis results with the description, explanation, interpretation of the results necessary for preparing the case by case report.
7. Develop draft study report on part of international visit and consultancy
8. Support preparation and presentation of study results at the workshop
9. Support combination of a set of application sample in case Vietnam intend to proceed application to join SEADRIF

Key questions to be considered:

1. SEADRIF and its structure:

- a. What is the history of SEADRIF and what are the key elements of total vision, mission, objectives, targets of the organization?
- b. What is the organizational structure of SEADRIF including personnel, working environment? Methods of operation, what is their internal decision-making system?
- c. What is the policy, the condition and requirements for other countries to join SEADRIF? What is the required documentation for Viet Nam to join SEADRIF?
- d. What is the funding structure, the donors, how funding is mobilized, calculation of interest rates?
- e. Condition of fund release: scale of disaster (i.e. is the funding only for large scale disasters, what kind of damages, etc.) and type of disasters covered (i.e. is the funding available to support slow onset disasters, such as drought and saltwater intrusion?)
- f. What priority is made in distribution of fund when disasters occur, what is trigger of points for insurance release, what level and how the fund is recovered?
- g. Are there any funds released to members countries as non-recoverable emergency support? If so, what are they?

2. Members analysis:

- a. Study experiences of countries already participating in SEADRIF, analyze strengths and weakness, rights and responsibilities of the participating members, of the donors and the host country?
- b. Explore experiences of participating members: present SWOT analysis
- c. Explore trends of interested countries in joining this organization? Opportunities and challenges? (other Asian countries)

3. Viet Nam situation, comparative advantages, opportunities and risks:

- a. Study situation of Viet Nam disaster management in accordance with requirements of SEADRIF, suitability for Viet Nam to join, and what are the opportunities for Viet Nam to join SEADRIF? Include a SWOT analysis.
 - b. What are the advantages and disadvantages for Viet Nam to join SEADRIF from economics point of view? This should include analyses of financial structure, in comparison with other participating members situation related to disaster and climate risk?
 - c. What are the current barriers for Viet Nam in participating in SEADRIF (including the Government procedures, incentives to private sector, households and other stakeholders)?
 - d. Are there any trends in terms of culture, ethnicity or other social factors that would negatively impact Viet Nam to join SEADRIF? (Please provide examples)
 - e. Are there any practices or services being implemented in Viet Nam that can bring benefit to SEADRIF members?
 - f. Is there any alternative solution for Viet Nam, to apply in case of large-scale disasters?
 - g. Are there emerging innovations in the region that can be an alternative option to SEADRIF?
- 4. Recommended steps to assess and participate in this institution.**
- a. What are the conditions for joining?
 - b. What is the application procedure?
 - c. What are the conditions to for access the funding?
 - d. What are the procedures for withdrawing?

Stakeholders for consultation

- 1. In Viet Nam**
 - a. Selected members of the Central Steering Committee for Natural Disaster Prevention and Control and especially VNDMA
 - b. Ministry of Finance, MoLISA
 - c. Representatives from the United Nations (UNDP, UN Women,) in Viet Nam, the World Bank, NGOs, Women's Union, and key Government institutes
 - d. Banks, micro-finance organizations, insurance and other relevant financial companies.
 - e. Other stakeholders identified by the consultant team and agreed in the inception report.
- 2. In the SEADRIF**
 - a. Leaders, related staff and management personnel's
 - b. Representative of Host country
- 3. In the SEADRIF member countries**
 - a. Leaders, related staff of the SEADRIF committee members
 - b. Representative of beneficiaries in the country
- 4. In the SEADRIF interested to become member country**
 - a. Leaders, related disaster/ climate change committee members
 - b. Representative of disaster response structure in the country

IV. SUPPORT OF ADMINISTRATIVE PROCEDURES

UNDP and the Viet Nam Disaster Management Authority will provide administrative support to the consultant team throughout the implementation of this consultancy service. However, the consultant team should be proactive in making appointments, organizing discussions and consultation meetings with the national consultants and key stakeholders.

V. DURATION

The contract duration for this assignment is from contract signing date to 30th Oct 2020.

Maximum number of working days: lumpsum contract including travel

Team leader: 30 days, including time for desk study, making plans and reports, interview and meetings in Vietnam

Team member: international expert: 20 days, including desk review, meetings and draft reports and max 15 days travel to Singapore and Myanmar or Cambodia (on consultant choice, based on discussion with UNDP team)

VI. QUALIFICATIONS & EVALUATION CRITERIA

The consultant team to be selected to perform the tasks based on the following criteria:

No	Qualification	Points
1	National Team leader / representative	1000
1.1	Master's or higher degree in the field of business services, climate change, disaster risk management, environment, communications or related field;	100
1.2	At least 10 years of experience in finance and/or, insurance sector in Viet Nam and/or abroad;	100
1.3	At least 10 years of experience in researching on social development, marketing, policy;	200
1.4	Experience in team leading of similar tasks; priority is given to experience leading team with International experts	200
1.5	Experience conducting studies, research and consultations with various stakeholders;	100
1.6	Working experience related to Vietnam's disaster management system, with insurance sector, working with international organizations, ministries, agencies and UN agencies in Viet Nam related to climate change and insurance;	200
1.7	Good command of English in reporting.	100
2	Team member (International expert)	1000
2.1	Master's or higher degree in the field of business services, climate change, disaster risk management, environment, communications or related field;	200
2.2	At least 7 years of experience in finance and/or, insurance sector in Viet Nam and abroad;	100
2.3	At least 7 years of experience in researching on social development, marketing, policy;	200

No	Qualification	Points
2.4	Researching in Asia and Report writing and experience of similar tasks, experience in consultations with various international stakeholders;	100
2.5	Working experience related to financing structure in Vietnam and the ASIAN countries	200
2.6	Work experience related to climate change and disaster management system Vietnam and the ASIAN countries	100
2.7	Good command of communication in English, able to speak Vietnamese language is an advantage	100

VII. TERMS OF PAYMENT

The costs of the consultant agency will be paid after the Contractor's submission is approved by UNDP for the products specified in the Contract:

- 30% of the contract value will be paid upon receipt and approval of Deliverable 1
- 20% of the contract value will be paid upon receipt and approval of Deliverables 2
- 20% of the contract value will be paid upon receipt and approval of Deliverables 3
- 30% of the remaining contract value will be paid upon receipt and approval of Deliverable 4

VIII. MONITORING AND CONTROL OF PROGRESS

- UNDP and VNDMA will assist the contractor in arranging meetings and working with relevant government agencies in Viet Nam during the implementation process.
- UNDP and VNDMA will provide letter of introduction and procedural support to the contractor in traveling to countries of feasibility study during the implementation process.
- The consultant team is under the supervision of UNDP officer and the government coordinating agency- VNDMA.
- The consultant team is responsible to follow all laws and regulations of the Viet Nam Government and related visiting countries.

IX. REFERENCE DOCUMENTS

The below documents to be provided to the consultants show interest in application.

- [Output notes of component 3: \(part of GCF project description\)](#)
- [Technical Study Report: Innovative Financing for Disaster and Climate Change Impacts in Viet Nam made by previous consultant](#)

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

Date _____

(Name of Resident Representative/Bureau Director)

United Nations Development Programme

(Specify complete office address)

Dear Sir/Madam:

I hereby declare that:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Name	Relationship	Name of International Organization

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

YES ☐ NO ☐

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

YES ☐ NO ☐ If answer is "yes", WHEN?

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

Full Name	Full Address	Business or Occupation

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

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

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

DATE: _____

SIGNATURE: _____

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

Annexes *[please check all that applies]:*

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

GUIDELINES FOR CV PREPARATION

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

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

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

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

SUMMARY OF EXPERTISE

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

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

Credentials/education/training, relevant to the expertise

LANGUAGES

Mother Tongue:

Indicate written and verbal proficiency of your English:

SUMMARY OF RELEVANT WORK EXPERIENCE

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

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

UN SYSTEM EXPERIENCE

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

UNIVERSITY DEGREES

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

PUBLICATIONS

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

MISCELLANEOUS

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

Annex V

FINANCIAL OFFER

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

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

Cost breakdown:

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