



Empowered lives.
Resilient nations.

29 May 2020

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 International Expert for the establishment of SEC profiles and Energy benchmarks online submission database and EE label testing
Period of assignment/services (if applicable):	July – December 2020
Duty Station	Homebased and Hanoi, Viet Nam
Tender reference:	3-200501

1. Procurement process is being conducted through the online tendering system of UNDP.

Bidders who wish to submit an offer must be registered in the system.

Visit this page for system user guides and videos in different languages:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

If already registered, go to <https://etendering.partneragencies.org> and sign in using your username and password. Use “Forgotten password” link if you do not remember your password. **Do not create a new profile.**

If you have never registered in the system before, you can register by visiting the link below and follow the instructions in the user guide (attached):

<https://etendering.partneragencies.org>

- **Username:** event.guest
- **Password:** why2change

It is strongly recommended to create a username with two parts: your first name and last name separated by a “.”, (similar to the one shown above). Once registered you will receive a valid password to the registered email address which you can use for signing in and changing your password.

Please note that your new password should meet the following criteria:

- *Minimum 8 characters*
- *At least one UPPERCASE LETTER*
- *At least one lowercase letter*
- *At least one number*

You can view and download tender documents with the guest account as per the above username and password. However, if you are interested to participate, you must register in the system and subscribe to this tender to be notified when amendments are made.

To attend this bid, please keep link below and insert the following information:

<https://etendering.partneragencies.org>

BU Code: VNM10

Event ID number: 3-200501

NOTE:

- The system time zone is in **EST/EDT (New York)** time zone.
- 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.
- Any request for clarification must be sent in writing, or by standard electronic communication through the system. 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.
- 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:

- [Terms of Reference \(TOR\)](#)..... (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
- A similar sample report

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **Viet Nam Dong for National Consultant and US Dollar for international consultant** including consultancy fees and 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		
No	Criteria	Score

1	Post Graduate degree (master's level, equivalent or higher) with knowledge in the field of energy, environment, engineering, architecture or construction; The academic requirements can be lowered/waived if possessing greater experience in this area	200
2	At least 05 years of practical and recent experience in managing, implementing and monitoring energy efficiency and/or Green Building policies/ programs and ratings	250
3	Technical expertise in Energy audit, SEC profile and Building Energy consumption benchmarking /labeling or Green Building rating tools, building design, construction and operations. Wide familiarity with current best practices in SEC profiles and energy benchmarking, definition and implementation is an advantage	200
4	Experience in using / developing/ supervising electronic tools/calculators. Knowledge in IT programming languages is also an advantage	150
5	Proven experience in preparation and writing of analytical and technical reports. Ability to supervise and manage multicultural teams	100
6	Relevant experience of Viet Nam or South East Asia countries is an advantage	50
7	English Fluency is a must with similar sample report submitted	50
Total		1,000

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 BSAFE course and submit certificate to UNDP before contract issuance.

Note: In order to access the course, please go to the following link:

<https://training.dss.un.org/course/category/6>. Type in your name and password, create a new user. After you have completed the courses, please print/save the certificates to submit to us

- Full medical examination and Statement of Fitness to work for consultants ***from and above 62 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 (Annex V) upon acceptance by UNDP of the deliverables specified the TOR.

Installments are listed as follows:	Deliverables	% of payment	Expected instalment
1	Submission of deliverables #1, #2 and #5	50% of total contract value	30 August 2020
2	Submission of all deliverables under the contract including deliverables #3, #4 and #6	50% of total contract value	30 December 2020

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.



*Empowered lives.
Resilient nations.*

TERMS OF REFERENCE

Job title	International Expert for the establishment of SEC profiles and Energy benchmarks online submission database and EE label testing
Project:	Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam
Duration of Appointment:	<i>July to December 2020</i>
Duty Station:	Hanoi and Home based
Report to:	International Technical Specialist, National Project Manager, UNDP

1) GENERAL INFORMATION

Ministry of Construction (MOC)/ Department of Science, Technology and Environment (DOSTE) is implementing the Project “Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam” funded by GEF/UNDP and co-financed by Viet Nam’s agencies/institutions and enterprises.

Implemented between 2016 and 2020, the project’s goal is to reduce intensity of GHG emissions from the building sector in Viet Nam. The project objective is to improve the energy utilization performance of commercial and high-rise residential buildings in Viet Nam. Realization of this objective will be achieved through implementation of the three following components:

- 1) Improved Enforcement of Energy Efficiency Building Code;
- 2) Building Market Development Support Initiatives; and
- 3) Building EE Technology Applications and Replications.

Each component comprises a number of complementary activities that are designed to remove barriers to the stringent enforcement of the revised EEBC, and application of EE designs, materials, technologies and equipment in commercial and residential buildings. By EOP, the GEF investment will have catalyzed direct GHG emission reduction of about 37,680 tCO₂e. The cumulative direct reduction in GHG emissions over the lifetime of the project is envisioned to be 236,382 tCO₂e.

The EEBC project earlier carried out energy surveys in 165 buildings of 5 different typologies in Northern, Central and Southern regions to enable the definition of Specific Energy Consumption (SEC) profiles and related energy consumption benchmarks for the years 2016, 2017 and 2018 and is now aiming at establishing them for the year 2019.

In order to sustain these yearly SEC profiles and energy benchmark definition, the project aims at establishing a national online energy consumption reporting platform and at testing and disseminating the Energy Efficiency certification system based on these SEC profiles and energy benchmarks.

Currently SEC profiles and energy benchmarks have been drafted for 2017 and 2018, and it is expected to refine them with additional data as well as to develop new ones for the year 2019. Besides, EE labeling and energy Monitoring and Verification (M&V) protocol frameworks have been defined and are now ready to go for pilot testing.

UNDP and PMU have been engaging a team of international experts, national experts and national firms to undertake the SEC profile and energy benchmark, EE labeling and M&V protocol frameworks development processes as below:

- 01 International Expert in SEC and energy Benchmark (IC#01) and 01 National Expert in SEC profiles and energy benchmarks (NC#01) to undertake the definition of further SEC profiles and energy benchmarks.
- 01 IT expert to produce, test, commission and upload the final version of the online submission platform of SEC profiles and energy benchmark.
- 01 International expert in SEC/ benchmark database (IC#02) to work with the NC#01 and IT expert to ensure technical accuracy of data processing algorithms of the online platform
- 02 national firms to undertake energy survey of relevant and selected buildings in Hanoi, Da Nang and HCMC.

This TOR is for an **International expert (IC#02)** to work together with the National expert on establishment of SEC profiles and Energy benchmarks for hotels, office buildings and malls in Viet Nam (NC#01) and National expert for Development of Building M&V Scheme and Energy Efficiency Labelling System (NC#02) in order to help managing and supervising the definition of technical/functional specifications for a national online energy consumption submission system to be developed by the IT expert, provide relevant guidance during the establishment of online SEC profiles and energy benchmarks and pilot test the EE labeling, certification and information disclosure systems.

2) OBJECTIVE OF ASSIGNMENT

This assignment aims at:

- Supervising and guiding the NC#01 and IT expert for the establishment of a user-friendly online building SEC profiles and energy consumption benchmark submission and calculation system, for the 6 selected typologies and 3 related climate zones, following approved data processing methodology.
- Leading and supporting the NC#02 the EE labeling and certification pilot deployment and performing review of technical reports about Energy Information Disclosure system and energy monitoring and verification guidelines.

3) SCOPE OF WORK

The selected International expert (IC#02), in collaboration with the National Expert for establishment of SEC profiles and energy benchmarks (NC#01) shall carry out the following tasks, that can be broken down into 2 main areas: online energy data submission platform establishment and implementation supervision, and pilot testing and promotion of the EE labelling system.

3.1 Lead and supervise the online SEC profiles, energy consumption benchmarks, and EE labeling submission platform development.

This online submission system should then later enable building owners to key-in their annual energy consumption data online. This online database shall allow automatic calculations of SEC Profiles and EE labeling, as well as yearly energy consumption benchmarks for all 6 concerned typologies and climate zones.

3.1.0 Review, comment (with track-change) to help finalizing the IT expert TOR in charge of the definition of the online submission database.

These below sub-tasks shall be carried out by the NC#01, under the guidance/ leadership of the IC#02 (in charge of SEC database establishment) and encompass:

- 3.1.1 Definition of technical and functional specifications and interface/format of a user-friendly online yearly energy consumption reporting platform to allow the calculation of SEC profiles, energy consumption benchmarks and corresponding EE labelling ranking for 6 building typologies (this work shall encompass the definition of all necessary steps for data processing and calculation, following the agreed methodology, and implies the review and understanding of previously released documents/reports (i.e. SEC and energy benchmarks reports, SEC and benchmarks data processing and calculation methodology, etc.).
- 3.1.2 Coordination, review, support and approval of final technical and functional specifications development provided/updated by the IT expert.
- 3.1.3 Follow up the online platform development in coordination with the IT expert.
- 3.1.4 Definition and implementation of testing and commissioning methodology in collaboration with the IT expert for the beta version (trial version) of the platform,
- 3.1.5 Identification of necessary tutorials with the IT expert on how to enter data for each building typology to achieve SEC profiles and EE ranking system calculations, and how to manage and maintain the system.
- 3.1.6 Supervision of the Testing and Commissioning of the final version of the online platform.
- 3.1.7 Supervision, guidance, review and approval of produced tutorials
- 3.1.8 Production of presentation materials to advertise for and disseminate this online platform and assistance of 01 dedicated one day workshop in Ha noi (additional support for additional workshops may be required based on the need arising during the implementation process).

Role	IC#02	NC#01
Main actor	3.1.0, 3.1.6, 3.1.8	3.1.1, 3.1.2, 3.1.3, 3.1.4, 3.1.5, 3.1.7
Supporting actor	3.1.1, 3.1.2, 3.1.3, 3.1.4, 3.1.5, 3.1.6, 3.1.7	3.1.6, 3.1.8

3.2 EE labelling scheme pilot test supervision and promotion

This task shall be carried out by the NC#02 under the guidance of the IC#02 (Refer to below table as regards responsibility sharing for this specific task).

- 3.2.1 Support and guide the National Expert (NC#02) responsible for the EE labeling test for 2019 by;
 - Providing him/her with necessary guidance on the relevant buildings' data provided;
 - Reviewing and providing comments and advice for:
 - + EE labeling logo definition;
 - + Report about achieved EE labeling and EE certification ranking for 2019;
 - Review and comment Energy Consumption Information Disclosure System report and the guideline report for the energy M&V system implementation in Vietnam.

3.2.2 Lead and assist presenting achieved results during the EE labelling promotion workshop, including the provision of support to finalise the workshop presentation. The IC#02 shall be responsible for presenting and justifying international practices.

Role	IC#02	NC#02
Main actor	3.2.1, 3.2.2	
Supporting actor		3.2.1, 3.2.2

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

Duration: Estimated 20 working days on an intermittent basis, during July to December 2020.

Location: Home based and Hanoi

During the assignment, it is expected that the IC#02 shall have 01 mission for 2 working days to Hanoi, Viet Nam. If any other missions arise as requested by PMU, eligible related travel cost will be covered additionally by UNDP or PMU based on the UN-EU cost-norm or UNDP policy.

5) DELIVERABLES

#1 Detailed workplan for all below listed activities, including comments provided to finalize the TOR for an IT expert.

Technical supervision of the online energy data submission platform

#2 Track-change comments in report provided by NC#1, about online platform expected technical and functional specifications and about the review of final specifications proposed by the IT expert.

It shall cover for 3.1.1 and 3.1.2

#3 a summary paper about provided assistance to IT expert during platform development and about testing and commissioning of the beta version, as well as presentation materials for the dissemination workshop.

It shall cover for 3.1.3, 3.1.4, 3.1.5, 3.1.6, and state which inputs have been provided to the IT expert for the definition, review and finalization of T&C methodology and tutorials.

#4 Final report about the final version of the platform, about dissemination workshop, performed trainings for building owners on how to enter their building data and recommendations for future operations, and include related presentation materials, and a final statement, overview and recommendations about the EE labeling system and online platform development.

It shall cover for 3.1.7 and 3.1.8

EE labelling system piloting

#5 Input Reports (including track change) about provided support to NC#02 responsible for EE labeling test about EE labeling test/EE certification for 2019, Energy consumption Information Disclosure system, M&V system guideline report.

It shall cover for 3.2.1

#6 Final version of Presentation materials including EE labelling and EE certification of all pilot buildings and written justifications of provided feedbacks.

It shall cover for 3.2.2

ID	Expected Deliverables	Estimated workload IC#02 (Man-days)	Expected Submission Time
#1	Workplan and track change comments for TOR of the IT expert	3	July 20
	Online energy data submission platform		
#2	Tracked change comments on report provided by NC#01, about expected technical and functional specifications for the platform and its development	3	July 20
#3	Summary paper about provided technical assistance during platform development (technical specs update/ upgrade, tutorials definition and report about Testing and Commissioning of the beta version of the platform, including presentation materials.	3	August 20
#4	Report including: <ul style="list-style-type: none"> - Final input summary paper about the final version of the platform, about dissemination workshops, performed trainings and recommendations for future operations. - Presentation materials 	3	September 20
	EE labelling piloting		
#5	Change-tracked report about provided data and support to National Consultant (NC#02) responsible for EE labeling test, EE certification, Information Disclosure system and M&V guidelines	5	August 20
#6	Presentation materials for the promotion of EE labeling	3	December 20
	Total	20	

All deliverables should be provided in English language.

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The IC#02 shall report to International Senior Technical Advisor, National Project Manager and UNDP. This will be further detailed at contract signing. The team shall work in close collaboration with PMU staff and national partners/ survey terms in order to ensure best knowledge sharing and highest quality of the product.

A monitoring and progress control will be agreed with the firm and included in the inception report with clear deadlines and verification activities.

7) ADMIN SUPPORT AND REFERENCE DOCUMENTS

Reference documents: Relevant documents including project document, relevant reports of survey, SEC and benchmarks and relevant report templates will be made accessible to the expert upon the commencement of the assignment (soft file).

Admin support: PMU will support the expert in logistic arrangements for meetings with relevant individuals/state agencies and hotel and meeting room reservation.

8) DEGREE OF EXPERTISE AND QUALIFICATIONS

International Expert (IC#02):

- Post Graduate degree (master's level, equivalent or higher) with knowledge in the field of energy, environment, engineering, architecture or construction; The academic requirements can be lowered/waived if possessing greater experience in this area
- At least 05 years of practical and recent experience in managing, implementing and monitoring energy efficiency and/or Green Building policies/ programs and ratings.
- Technical expertise in Energy audit, SEC profile and Building Energy consumption benchmarking /labeling or Green Building rating tools, building design, construction and operations;
- Wide familiarity with current best practices in SEC profiles and energy benchmarking, definition and implementation is an advantage
- Experience in using / developing/ supervising electronic tools/calculators.
- Knowledge in IT programming languages is also an advantage
- Proven experience in preparation and writing of analytical and technical reports. Ability to supervise and manage multicultural teams
- Relevant experience of Viet Nam or South East Asia countries is an advantage.
- English Fluency is a must with similar sample report submitted.

9) PAYMENT TERMS

Installments will be made when related deliverables are approved by PMU and UNDP, within a maximum of 4 weeks upon submission of each deliverable provided the fact that all comments are duly addressed.

Installments are listed as follows:	Deliverables	% of payment	Expected instalment
3	Submission of deliverables #1, #2 and #5	50% of total contract value	30 August 2020
4	Submission of all deliverables under the contract including deliverables #3, #4 and #6	50% of total contract value	30 December 2020

10. CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISE

☒ NONE ☐ PARTIAL ☐ INTERMITTENT ☐ FULL-TIME

ANNEX IV

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

Date _____

(Name of Resident Representative/Bureau Director)

United Nations Development Programme

(Specify complete office address)

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of *[indicate title of assignment]* under the *[state project title]*;
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 *[delete this item if the TOR does not require submission of this document]*;
- E) I hereby propose to complete the services based on the following payment rate: *[please check the box corresponding to the preferred option]*:
 - ☐ An all-inclusive daily fee of *[state amount in words and in numbers indicating currency]*
 - ☐ A total lump sum of *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.
- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex V;
- G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- H) This offer shall remain valid for a total period of _____ days *[minimum of 90 days]* after the submission deadline;
- I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists]*;
- J) If I am selected for this assignment, I shall *[please check the appropriate box]*:

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

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

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

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

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

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

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

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

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

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

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

Name	Relationship	Name of International Organization

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

YES ☐ NO ☐

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

YES ☐ NO ☐ If answer is "yes", WHEN?

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

Full Name	Full Address	Business or Occupation

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

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

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

DATE: _____

SIGNATURE: _____

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

Annexes *[please check all that applies]:*

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

GUIDELINES FOR CV PREPARATION

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

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

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

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

SUMMARY OF EXPERTISE

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

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

Credentials/education/training, relevant to the expertise

LANGUAGES

Mother Tongue:

Indicate written and verbal proficiency of your English:

SUMMARY OF RELEVANT WORK EXPERIENCE

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

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

UN SYSTEM EXPERIENCE

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

UNIVERSITY DEGREES

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

PUBLICATIONS

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

MISCELLANEOUS

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

ANNEX V

FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum ofVND (for National Consultant) or 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 (USD or VND)	Total (USD or VND)
1	Consultancy fee			
2	Out of pocket expenses			
2.1	Travel			
2.2	Per diem			
2.3	Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel – (required before issuing contract). *			
2.5	Others (pls. specify).....			
2.6	VAT** if applicable (in case your company signs the contract)			
	TOTAL			

* Individual Consultants/Contractors who are over 62 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 behalves 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).