



Empowered lives.
Resilient nations.

28 May 2020

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	03 National Consultant for project “Research on Enhancing Local Water Governance in the Mekong Delta of Viet Nam”
Period of assignment/services (if applicable):	June to December 2020
Duty Station:	Home-based and travel to 03 Mekong provinces
Tender reference:	P200501

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

23.59 hrs., 11 June 2020 (Hanoi time)

With subject line:

P200501A – NC1 - National Consultant for project “Research on Enhancing Local Water Governance in the Mekong Delta of Viet Nam”

P200501B – NC2 - National Consultant for project “Research on Enhancing Local Water Governance in the Mekong Delta of Viet Nam”

P200501C – NC3 - National Consultant for project “Research on Enhancing Local Water Governance in the Mekong Delta of Viet Nam”

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:

- Detailed CV addressing the experience and communication work you have done.
- Financial offer
- At least 2 Related reports/documents in English to be submitted

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:

National Consultant 1 – Water Resource Management Qualification related to the services		
1	Advanced degree in water resources management, natural resources management, environmental science, or related degree. A PHD is preferable.	300
2	At least 15 years of research experience in water governance, hydrology, water economics, and climate change. Proven experience in conducting multi-disciplinary researches and policy development	300
3	Experience in conducting similar research projects on water governance in the context of climate change and in designing and conducting surveys and analysing data	300

4	Fluency in English and Vietnamese in communication, writing, and discussion (at least two reports in English must be provided).	100
Total		1000

National Consultant 2 – Climate Change Adaptation and Planning Qualification related to the services		
1	Advanced degree in environmental science, climate change, environmental policies or related degree. A PHD is preferable.	300
2	At least 15 years of research experience in climate change modelling, climate change adaptation, Disaster Risk Reduction. Proven experience in conducting multi-disciplinary researches and policy development	300
3	Experience in conducting similar research projects on water governance in the context of climate change and in designing and conducting surveys and analysing data	300
4	Fluency in English and Vietnamese in communication, writing, and discussion (at least two reports in English must be provided).	100
Total		1000

National Consultant 3 – Water Governance Qualification related to the services		
1	Advanced degree in environmental policies, law, climate change, or related degree. A PHD is preferable.	300
2	At least 15 years of research experience in natural resources management, environmental policies, climate change. Proven experience in conducting multi-disciplinary researches and working with Ministries in the formulation of policies. Experience in the Mekong Delta is desirable.	300
3	Experience in conducting similar research project on water governance in the context of climate change and in designing and conducting surveys and analysing data	300
4	Fluency in English and Vietnamese in communication, writing, and discussion (at least two reports in English must be provided).	100
Total		1000

A two-stage procedure is utilized in evaluating the submissions, with evaluation of the technical components being completed prior to any price proposals being opened and compared.

The price proposal will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical component. The technical component is evaluated on the basis of its responsiveness to the Term of Reference (TOR). Maximum 1000 points will be given to the lowest offer and the

other financial proposals will receive the points inversely proportional to their financial offers. i.e. $S_f = 1000 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the submission under consideration.

The weight of technical points is 70% and financial points is 30%.

Submission obtaining the highest weighted points (technical points + financial points) will be selected subject to positive reference checks on the consultant's past performance.

Interview with the candidates may be held if deemed necessary.

5. Contract

"Lump-sum" Individual Contract will be applied for freelance consultant (Annex II)

"Lump-sum" RLA will be applied for consultant assigned by firm/institution/organization (Annex III)

Documents required before contract signing:

- International consultant whose work involves travel is required to complete the courses on BSAFE which the new online security awareness training is 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

The following payment schedules will apply:

Milestone	Due Date	%
Submission and approval of the workplan	June 2020	10%
Submission and approval of Output 2	July - August 2020	30%
Submission and approval of Output 3	September 2020	30%
Submission of Output 4	November 2020	30%

7. Your proposals are received on the basis that you fully understand and accept these terms and conditions.

ANNEX I



*Empowered lives.
Resilient nations.*

TERMS OF REFERENCE

Project: Research on **Enhancing Local Water Governance in the Mekong Delta of Viet Nam**

Title: 03 Individual National Consultants:

NC1: National Consultant on Water Resource Management

NC2: National Consultant on Climate Change Adaptation and Planning

NC3: National Consultant on Institutional and Water Governance

Duty Station: Home-based and travel to 03 Mekong provinces

Duration: June to December 2020

Reporting: UNDP Programme Officer - Climate Change and Disaster Risk Reduction – Viet Nam

Coordination: Research Team Leader/International Expert, UNDP international and national experts on Climate Change and Environment, and Viet Nam Water Partnership Experts.

1. BACKGROUND

The Mekong Delta hosts 19% of the national population and is the largest agricultural producing centre in Viet Nam: contributing to 65% of aquaculture production, 70% of fruit production of the country; 95% of export rice and 60% of exported fish. According to the national climate change projections and in the absence of adaptation strategies, Viet Nam has a 40% chance of experiencing economic losses exceeding VND 141.2 trillion (US\$6.7 billion) and a 20% chance of experiencing losses exceeding VND trillion (US\$8.1 billion) in the next 50 years. A 1 m rise in sea level would inundate 39% of the area around the Mekong Delta, decreasing the total rice output by 40% and directly affecting the livelihoods of 35% of the population attached if no rapid actions are taken.

The Delta is currently under pressure because of sea-level rise; coastal erosion; land subsidence due to excessive groundwater abstraction; and saline water intrusion – all of which have adverse economic consequences. In particular, the exploitation of water resources on the upper reaches of the Delta, especially the construction of hydropower dams, has changed the flows of water, reduced sediment and fisheries resources, negatively affecting the socio-economic development of the region. In addition to these threats, the delta ecosystem is severely affected by the impacts of climate change in the form of increased temperature and annual average precipitation, changing river flow patterns, increased flood frequency, but also prolonged droughts. Such impacts are posing extremely complex development challenges for the local population and decision-makers alike in planning for resilient and sustainable livelihoods and human security in the region. Transboundary developments, in particular upstream hydropower projects, have further aggravated stress on land and water resources. The projected increase in population, coupled with urbanisation and economic development, will determine, to a large extent, the increasing pressure on the Delta's land and water resources.

The challenges for the Mekong delta in Viet Nam are enormous and the scale of expected investments in infrastructures and economic development over the coming decades is vast; yet,

some decisions could impede future options for sustainable development. The negative impacts of high-intensity economic growth of the region are becoming more acute, posing serious challenges such as environmental pollution, severe ecological imbalances, land subsidence, groundwater depletion, river bank and coastal erosion. Besides, natural forest areas, especially mangroves, cajuput forests, and protected forests have been converted for other uses or severely degraded. In addition, over-exploitation of sediments, construction of houses and infrastructures along the riverbanks and canals have increased landslide risks.

UNDP has been providing strategic policy advisories and programmatic support to the Government of Viet Nam for the development of Resolution No.120 /NQ-CP. Resolution 120 charts out a clear vision and principles for the development of the Delta, articulating a package of integrated solutions that are critical to sustainable and climate-resilient development. Different ministries have been assigned specific roles and tasks to implement these five major solutions/building blocks for the development of the Delta. These are 1) Spatial Land-use Planning; 2) Master Plan for Sustainable and Resilient Development; 3) Structural Reforms of the Economy; 4) Inter-Regional linkages/coordination and eco-based development; and 5) Break-through mechanisms and policies.

As part of Resolution 120, the Government of Viet Nam is currently preparing an Integrated Master Plan for sustainable and climate-resilient development of the Mekong Delta by 2030 with a vision to 2050. This plan should consider the region's characteristics, solve synchronously inter-sectoral, regional, and provincial conflicts and exploit suitable development potential that Mekong Delta can offer. In the context of the preparation of the Mekong Master Planning and during the recent regional coordination conference, stakeholders have outlined existing gaps in the planning process for effective, equitable, and sustainable local governance options for the region in the heart of development complexities.

Effective water governance systems are crucial to address the challenges of water ecosystem management and poverty reduction in the context of climate change. Responding to this identified gap, UNDP and the Viet Nam Water Partnership supported by the GoAL Waters and Stockholm International Water Institute (SIWI) will conduct a research to improve the understanding of local water governance systems, their success and pitfalls, and explore their relevance in the future. Based on this understanding and in-depth consultations with stakeholders, the research will identify specific options for UNDP and partners to actively enhance local water governance participation onto the policy-development process led by MPI in the context of the Mekong Delta Masterplan, through a set of recommendations.

The research will address three questions:

1. How are water resources currently managed at local levels in different sub-regions of the Delta?
2. What are the main risks and merits of existing and proposed alternatives water governance arrangements under future scenarios (water-use change, socio-economic development plans and climate change)?
3. How could the local contributions to water governance be more effectively incorporated into multi-level decision-making processes in the Delta?

Specifically, this research is expected to deliver three outputs as follows:

- Output 1: Current and proposed alternatives to local water governance practices in the Mekong Delta are synthesised
- Output 2: Effectiveness of local water governances' practices in a set of future scenarios is assessed
- Output 3: Practical recommendations to enhance local roles in water governance are identified.

The research will be presented in a synthesis report and a 5-pager policy paper.

The UNDP GoAL-Waters (Governance, Accountability, and Learning for Water Sustainability) programme supports equitable, efficient and environmentally sustainable use and protection of freshwater and marine resources. It helps in identifying priorities and opportunities and addressing gaps and constraints in water and ocean governance by developing policy reform plans and actions at national and local levels. It supports the 2030 Agenda with an emphasis on SDG6 to "Ensure availability and sustainable management of water and sanitation for all" and SDG14 to "Conserve and sustainably use the oceans, seas and marine resources for sustainable development."

2. OBJECTIVE OF THE ASSIGNMENT

UNDP is looking for a team of 03 National Consultants to work closely with the Team Leader – International Expert to undertake the comparative assessment on the current and future strategies for local water governance in the Mekong delta region of Viet Nam. In addition, the consultant team will recommend options to improve and integrate local water resource management into the long term sustainable resilient development pathway of the Mekong Delta.

This ToR specifies objectives, the scope of work and the tasks required to carry out the assignment by each consultant.

3. SCOPE OF WORK AND RESPONSIBILITIES

The team of consultants will work under the supervision of the International Expert-Team Leader and the Viet Nam Water Partnership, which will be coordinating the research on the ground, ensuring quality execution of the research plan, and maintaining effective communication. The multi-disciplinary nature of this assignment will require tight coordination among the consultants and with organisations simultaneously undertaking tasks and completing deliverables. This collaborative research process will foster the national and local ownership of the decision-making ownership process and allow for the development of linkages with the development of the master plan.

The team of consultants will contribute to the definition of the conceptual framework, conduct interviews and field visits, and produce the sub-reports, which will be further utilised by the Team Leader to write the synthesis report.

To deliver the objective of the assignment, the team will undertake the following tasks jointly:

- Join inception meetings in the presence of the Team Leader and the Viet Nam Water Partnership
- Provide input into the development of a webpage to collect views, challenges and experiences of communities concerning the water issues in the Mekong Delta
- Provide input to the conceptual framework based on their respective expertise
- Collect and review available literature in English and Vietnamese
- Define and agree upon the methodology to be used to conduct interviews

- Conduct semi-structured interviews with key informants and relevant authorities at national and provincial levels
- Design and conduct field visits to map the current local governance systems. The team is expected to conduct 12 days mission to the three ecological zones of the Delta.
- Train and guide the local students to collect sample size field data collection and data processing (lead by the Team leader with thematic guidance by the team members and Can Tho University)
- Assess the current and future local water governance practices in the three zones of the Mekong Delta in close synergy with the Mekong Master Planning development
- Elaborate, contribute and lead (for the IC and NC2) the design of different scenarios (socio-economic and climatic) under which the local governance practices will be assessed
- Based on the information collected during the previous activities (literature review, interviews and field visits), assess the effectiveness and the weaknesses of the current local governance practices under these scenarios
- Conduct field visit in each of the sub-zones in order to analyse the current and future water governance practices with the local stakeholders under different scenarios
- Produce one sub-report in English for each zone outlining the results of the stimulations including the feedbacks of the local communities
- Organise and present the results of the research during a consultation with high-level policymakers and development partners in Ha Noi tentatively. The cost for this consultation will be covered separately by UNDP/Viet Nam Water Partnership.
- Draft and Finalise 01 consolidated report in English on Water Governance in the Mekong.

Besides, each consultant will conduct specific tasks as follows:

The National Consultant 1 on Water Resource Management (NC1) will:

- Review the current water resource availability, challenges in three water zones (fresh, brackish and saline) of the Mekong Delta
- Collect existing information, data and plan on water resources development and water resource investment scenarios in 3 ecological zones, with particular alignment with the finding and recommendation from the existing project on the Mekong Master Planning Project by MPI/WB (MDIRP)
- Provide inputs for selection of the field sites in 3 water zones
- Review water resources management systems for each of the 03 water ecozones and explore good practices to address new development challenges.
- Provide inputs to the national consultant on water governance in assessing the effectiveness of the local water governance systems
- Suggest a set of alternative water resource development and management options to enhance the local governance mechanisms under the current and the future scenarios.
- Lead in delivering 01 summary thematic report on Water resource management and development in the Mekong, including analysis for each water zones

The National Consultant 2 on Climate Change Adaptation and Planning (NC2) will:

- Lead in collection and review climatic projections for the Mekong Delta
- Under the direct supervision of the Team Leader and in close coordination with the MDIRP project by MPI/WB, design or recommend climate scenario-based frameworks for the three water zones
- Consult with NC1 and NC3 and the Team Leader to validate and formulate these scenarios.
- Provide inputs to the national consultant on water governance in assessing the effectiveness of the local water governance systems

- Suggest a set of alternative water resource development and management options to enhance the local governance mechanisms under the current and the future scenarios.
- Lead in delivering 01 summary thematic report on Current and Projected Climate Impacts in the Mekong, including analysis for each water zones

The National Consultant 3 Institutional and Water Governance (NC3) will:

- Co-Lead with the International Team Leader to develop the initial webpage to collect views, challenges and experiences of communities concerning the water issues in the Mekong Delta
- Review and assess experiences of local water governance systems in the three water zones of Viet Nam as well as other good governance practices across different regions in Viet Nam
- Provide inputs for selection of the field sites in 3 water zones
- Based on the inputs from NC1 and NC2, suggest a set of alternative options for enhancing the local governance mechanisms under the current and the future scenarios
- Identify entry points for the uptake of the recommendations outlined in this research in the Masterplan of the Mekong Delta process
- Lead in delivering 01 summary thematic report on current and proposed options for enhancing local water governance in the Mekong, including analysis for each water zones. The team leader will provide direct guidance to the NC3 for this report.
- Lead the preparation of the consultation workshop in direct collaboration with the Team Leader.

4. EXPECTED RESULTS / DELIVERABLES

Output 1: Workplan and methodology

Each consultant is required to submit a proposed work plan and methodology, including the indicative timeline/inputs into the Joint Table of Content for the research to the Team Leader for consolidation, following the guidance from the Team Leader.

Besides, the Team Leader and NC3 are required to share their inputs for the design of the online consultation platform on local water governance by the ICT firm hired by UNDP

Output 2: Draft Consolidated Report by Team Leader and draft thematic report by team members

The team leader is expected to consolidate the report taking into account the inputs from the national consultants. Besides, the National team members are expected to deliver their summary thematic reports as bellowing:

- Thematic report by NC1: Draft Water resource management and development in the Mekong, including analysis for each water zones (10-15 pages)
- Thematic report by NC2: 1 Draft report on Current and Projected Climate Impacts in the Mekong, including analysis for each water zones (15-20 pages)
- Thematic report by NC3: 01 Draft report on current and proposed options for enhancing local water governance in the Mekong, including analysis for each water zones (15-20 pages)

Output 3: Presentations during the consultation workshop

The team of consultants is expected to deliver presentations and provide relevant inputs and responses during a consultation in Hanoi tentatively with policymakers.

Output 4: Final Consolidated Report and Final thematic reports

The team leader will submit the final report and the three National consultants will submit their final thematic report, including data collection and analysis

Deliverables and key milestones

Outputs	Deliverables	Timeline
1	Workplan and methodology	June 2020
2	Draft Consolidated Report by Team Leader and Draft thematic report by team members	July - August 2020
3	Presentations during the consultation workshop	September 2020
4	Final Consolidated Report and Final thematic reports	November 2020

5. DURATION OF ASSIGNMENT AND DUTY STATION

The estimated duration of the assignment is 42 days between June and December 2020. The NCs are expected to be home-based but will undertake travels to the Mekong Delta for relevant technical consultations and 3 field visits (4 days each zone) for a 12 days mission. Eligible cost of such travel based should be included in the financial offer of the consultant, following UN-EU cost-norm.

6. PROVISION OF MONITORING, PROGRESS CONTROL

The consultants will be supervised by UNDP Programme Officer on Climate Change and Disaster Risk Reduction with the technical oversight from the Team Leader for the research as well as, if necessary, coordinate with the assigned UNDP International/National Experts on Climate Change and Water Resource Management. The team of consultants will work in close collaboration with the Viet Nam Water Partnership and other team members.

The consultant team will also routinely report to the UNDP on progress through bi-monthly meetings. The consultants will provide concise information about implemented activities and adjustments to the work plan. All deliverables will be reviewed and approved by UNDP.

7. REFERENCES

UNDP will provide the Goal Waters Research Proposal and support the team of consultants in order to facilitate the collection of all related references materials upon request and the detailed list of documents in the inception report.

8. QUALIFICATIONS AND WORK EXPERIENCE

National Consultant 1 – Water Resource Management Qualification related to the services		
1	Advanced degree in water resources management, natural resources management, environmental science, or related degree. A PHD is preferable.	300

2	At least 15 years of research experience in water governance, hydrology, water economics, and climate change. Proven experience in conducting multi-disciplinary researches and policy development	300
3	Experience in conducting similar research projects on water governance in the context of climate change and in designing and conducting surveys and analysing data	300
4	Fluency in English and Vietnamese in communication, writing, and discussion (at least two reports in English must be provided).	100
Total		1000

National Consultant 2 – Climate Change Adaptation and Planning Qualification related to the services		
1	Advanced degree in environmental science, climate change, environmental policies or related degree. A PHD is preferable.	300
2	At least 15 years of research experience in climate change modelling, climate change adaptation, Disaster Risk Reduction. Proven experience in conducting multi-disciplinary researches and policy development	300
3	Experience in conducting similar research projects on water governance in the context of climate change and in designing and conducting surveys and analysing data	300
4	Fluency in English and Vietnamese in communication, writing, and discussion (at least two reports in English must be provided).	100
Total		1000

National Consultant 3 – Water Governance Qualification related to the services		
1	Advanced degree in environmental policies, law, climate change, or related degree. A PHD is preferable.	300
2	At least 15 years of research experience in natural resources management, environmental policies, climate change. Proven experience in conducting multi-disciplinary researches and working with Ministries in the formulation of policies. Experience in the Mekong Delta is desirable.	300
3	Experience in conducting similar research project on water governance in the context of climate change and in designing and conducting surveys and analysing data	300
4	Fluency in English and Vietnamese in communication, writing, and discussion (at least two reports in English must be provided).	100
Total		1000

9. REVIEW TIME REQUIRED AND PAYMENT TERM

The payment terms are the following for the National Consultants:

- First instalment of 10% of the contract amount will be made upon submission and approval of the workplan.
- Second instalment of 30% of the contract amount will be made upon submission and approval of Output 2.
- Third instalment of 30% of the contract amount will be made upon submission and approval of Output 3.
- Final instalment of 30% of the contract amount will be made upon submission of Output 4.

10. CONSULTANT PRESENCE REQUIRED ON DUTY STATION

☒ **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 ofUS\$

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 (US\$)	Total
1	Consultancy fee (daily rate)			
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).