**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE**

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

<table>
<thead>
<tr>
<th>Country</th>
<th>Viet Nam</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description of the assignment:</strong></td>
<td>01 National Legal Consultant to develop videos on the right to claim State compensation for ethnic minority people</td>
</tr>
<tr>
<td><strong>Period of assignment/services (if applicable):</strong></td>
<td>June 2020 – September 2020</td>
</tr>
<tr>
<td><strong>Duty Station:</strong></td>
<td>Ha Noi and Home based</td>
</tr>
<tr>
<td><strong>Tender reference:</strong></td>
<td>T200602</td>
</tr>
</tbody>
</table>

1. Submissions should be sent by email to: luu.thi.trang@undp.org no later than:

    **23.59 hrs., Tuesday 16 June 2020 (Hanoi time)**

    With subject line:
    T200602 – 01 National Consultant to develop videos on the right to claim State compensation for ethnic minority people

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

**Note:**

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.

- Maximum size per email is 30 MB.

- Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP Viet Nam will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.
- After submitting proposal, bidder should send notification by email (without attachment) to: procurement.vn@undp.org informing that the bidder has submitted proposal. UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to above address.

- Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female consultants.

2. Please find attached the relevant documents:
   - Term of References ........................................................................................................ (Annex I)
   - Individual Contract & General Conditions ..................................................................... (Annex II)
   - Reimbursable Loan Agreement (for a consultant assigned by a firm)......................... (Annex III)
   - Letter to UNDP Confirming Interest and Availability .................................................. (Annex IV)
   - Financial Proposal ........................................................................................................ (Annex V)

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

   a. Technical component:
      - Signed Curriculum vitae
      - Signed Letter to UNDP Confirming Interest and Availability

   b. Financial proposal (with your signature):
      - The financial proposal shall specify a total lump sum amount in Vietnamese dong for National Consultant including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in Annex V.

      - Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.

      - If quoted in other currency, prices shall be converted to the above currency at UN Exchange Rate at the submission deadline.

4. Evaluation

The technical component will be evaluated using the following criteria:

<table>
<thead>
<tr>
<th>Consultant(s)’ experiences/qualification related to the services</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.1</strong></td>
<td>- Master’s degree in law or related field;</td>
<td>200</td>
</tr>
<tr>
<td></td>
<td>- Working experience in legal area is essential</td>
<td>300</td>
</tr>
</tbody>
</table>
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. \( S_f = 1000 \times \frac{F_m}{F} \), in which \( S_f \) is the financial score, \( F_m \) is the lowest price and \( F \) the price of the submission under consideration.

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

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

Interview with the candidates may be held if deemed necessary.

5. Contract

“Lump-sum” Individual Contract will be applied for freelance consultant (Annex II)
“Lump-sum” RLA will be applied for consultant assigned by firm/institution/organization (Annex III)

Documents required before contract signing:

- International consultant whose work involves travel is required to complete the courses on BSAFE which is the new online security awareness training and submit certificate to UNDP before contract issuance.

- Note: In order to access the courses, please go to the following link: https://training.dss.un.org

The training course takes around 3-4 hours to complete.
- Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel. (This is not a requirement for RLA contracts).

- Release letter in case the selected consultant is government official.

6. Payment

UNDP shall effect payments to the consultant (by bank transfer to the consultant’s bank account provided in the vendor form upon acceptance by UNDP of the deliverables specified the TOR.

Payments are based upon outputs, i.e. upon delivery of the products specified in the TOR.

If two currencies exist, UNDP exchange rate will be applied at the day UNDP instructs the bank to effect the payment.

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

TERMS OF REFERENCE

Service: Developing videos on the right to claim State compensation for ethnic minority people

Consultancy:
- One national legal consultant
- One national media firm

Duty station: Ha Noi and home based

Expected Duration: From June to September 2020

Supervision: The national legal consultant and national media firm will work under the supervision of the Program Officer and the Communication Officer in charge in the UNDP Governance and Participation Unit and the State Compensation Department of the Ministry of Justice (MOJ)

1. BACKGROUND

The new Law on State Compensation Liability was adopted by the National Assembly of Viet Nam on 20th June 2017 and came into effect on 1st July 2018. The 2017 Law replaced the previous 2009 Law on State Compensation Liability with many new provisions, such as a mechanism for claiming state compensation, scope of the compensation, and claim procedure. Following the adoption of the Law, the Decree for implementing the Law and the Circular on templates for compensation claims were promulgated in 2018.

The dissemination of the new State Compensation Law was identified as an important task for the Government in the Plan on implementing the Law issued at the Decision 1296/QD-TTg of the Prime Minister dated 25th August 2018. In 2018, due to limited state budget, the 2017 Law was mainly disseminated to the state agencies and state officials. In 2019, with the support from the EU JULE Programme, the State Compensation Department of the Ministry of Justice (MOJ) in collaboration with UNDP Viet Nam developed three leaflets in three specific areas namely, state administrative management, criminal proceedings, and judgment execution for vulnerable groups on the rights to claim for state compensation. More than 6,000 copies of these leaflets were sent to the Divisions of Justice in the 64 poorest and remote districts of 20 provinces, for onward distribution to communes and villages. The online versions were posted by MOJ on their website.¹

¹ Online access to the three leaflets:
http://btnn.moj.gov.vn/qt/tintuc/Pages/to-gap.aspx?ItemID=54
Building on this initial success, under the support from the EU Justice and Legal Empowerment Programme (EU JULE), MOJ is planning to adopt a more innovative approach to legal dissemination and will produce video clips on the right to state compensation in order to reach a wider audience. These videos will target ethnic minority groups who are living in remote and difficult economic areas and having limited access to information. These videos will be distributed via various media platforms, including official websites of MOJ, UNDP, mass media and social media. The videos will also be used for public events of the State Compensation Department MOJ on the right to state compensation to effectively disseminate the Law.

2. OBJECTIVES OF THE ASSIGNMENT

To develop a communication product that are easy to understand for ethnic minorities people about the State compensation law and new relevant regulations about the right to claim state compensation and how exercise the right to claim.

3. SCOPE OF WORK

The activity will be carried out by one national legal consultant and 1 national media firm hired by UNDP in consultation with the State Compensation Department MOJ. The legal consultant and media firm will work together. The scope of work for this assignment is as follows:

a. National legal consultant (15 working days):

- Collect and study relevant legal documents to select the key points for the video content (1 days);
- Discuss with the media firm to review relevant existing videos and select good example for video development (1 days);
- Work with media firm to develop detailed outline of the video (1 days);
- Together with the media firm revise the detailed outline according to comments from UNDP and State Compensation Department (1 days);
- Provide content of the video, work with the media firm to develop an overall creative concept and scenario for the video (2 days);
- Together with the media firm prepare the draft content, video scripts and storyboards (2 days);
- Together with the media firm present the draft content, video scripts and storyboards at 1 half-day technical meeting organized by the MOJ and UNDP to get comments (0.5 days);
- Work with the media firm to finalize the content, video scripts and storyboards (2 days);
- Work closely with the media firm on the images, graphics, footages, etc. for the video based on the video content, video scripts and storyboards. The use of any copyrighted materials (e.g. images, graphics, music, footages, etc.) for the development of all above-mentioned communication product must be legally licensed (2 days);
- Co-present with the media firm the draft video at a half day technical meeting organized in Ha Noi to get comments on the video (0.5 days);

- Work with the media firm to finalize the video (2 days).

b. **National media firm:**

- Discuss with the legal consultant to review relevant existing videos and select good examples for video development;

- Co-develop detailed outline of the video;

- Work with the legal consultant to revise the detailed outline according to comments from UNDP and State Compensation Department;

- Co-develop an overall creative concept and scenario for the video;

- Prepare and present together with the legal consultant the draft content, video scripts and storyboards at 1 half-day technical meetings organized by the MOJ and UNDP to get comments;

- Work with the legal consultant to finalize the content, video scripts and storyboards;

- Work closely with the legal consultant to create images, graphics, footages, etc. for the video based on the video content, video scripts and storyboards. The use of any copyrighted materials (e.g. images, graphics, music, footages, etc.) for the development of all above-mentioned communication products must be legally licensed. The media firm is required to avoid copyright infringements in any way possible; Any legal disputes over the materials employed by the media firm will be entirely of the firm’s responsibility before the law;

- Produce the draft video;

- Co-present with the legal consultant the draft video at a half day technical meeting organized in Ha Noi to get comments on the video;

- Work with the legal consultant to finalize the video;

- Translate and provide subtitle and voice-over from Kinh language into Muong, Tay and Thai languages; and provide sign language to the original video in Kinh language.

4. **FINAL PRODUCTS**

The consultant and media firm will produce:

- 1 original video in Vietnamese (Kinh language) with sign language. Duration of the video is less than 3 minutes. The original video can include the following contents:
  - The right to claim state compensation
  - The procedure of how to claim state compensation

- 3 videos exported from the above original video with subtitles/voice-overs in 3 popular ethnic minority languages (Muong, Tay and Thai languages).

- Full usage of the rights for ideas, graphics, and music for which copyrights have been granted.
5. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

The assignment is expected to last approximately 3 months (June – September 2020). Duty station: Hanoi and home-based

6. PROVISION OF MONITORING AND PROGRESS CONTROL

The legal consultant and media firm shall work collaboratively on this assignment, under monitoring of the Program Officer and the Communication Officer in charge in the UNDP Governance and Participation Unit and the State Compensation Department and deliver final products as described in Section 4 above. Monitoring and progress control will be followed up by the timeline below:

<table>
<thead>
<tr>
<th>#</th>
<th>Activities</th>
<th>Deliverable</th>
<th>Timeline/Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Study and select good examples for video development</td>
<td>Good examples selected</td>
<td>June 2020</td>
</tr>
<tr>
<td>2</td>
<td>Develop detailed outlines of the video</td>
<td>Detailed outline approved by UNDP and the State Compensation Department MOJ</td>
<td>June 2020</td>
</tr>
<tr>
<td>3</td>
<td>Develop an overall creative concept and scenario for each video</td>
<td>Concept and scenario developed</td>
<td>July 2020</td>
</tr>
<tr>
<td>4</td>
<td>Prepare the draft content, video scripts and storyboards</td>
<td>Content, video scripts and storyboards developed</td>
<td>July 2020</td>
</tr>
<tr>
<td>5</td>
<td>Present the draft content, video scripts and storyboards at 1 half-day technical meeting</td>
<td>Presentation delivered</td>
<td>July 2020</td>
</tr>
<tr>
<td>6</td>
<td>Finalize the content, video scripts and storyboards</td>
<td>Content, video scripts and storyboards finalized and approved by UNDP and the State Compensation Department MOJ</td>
<td>August 2020</td>
</tr>
<tr>
<td>7</td>
<td>Work on the images, graphics, footages, etc. for the video</td>
<td>images, graphics, footages, etc. formulated</td>
<td>August 2020</td>
</tr>
<tr>
<td>8</td>
<td>Co-present with the media firm the draft video at a half day technical meeting</td>
<td>Presentation delivered</td>
<td>August 2020</td>
</tr>
<tr>
<td>9</td>
<td>Finalize the video</td>
<td>The video finalized and approved by UNDP the State Compensation Department MOJ</td>
<td>September 2020</td>
</tr>
<tr>
<td>10</td>
<td>Translate and provide subtitle and voice-over from Kinh language into Muong, Tay and Thai languages; and provide sign language to the original video in Kinh language</td>
<td>3 videos with subtitles and voice-overs in 3 popular ethnic minority languages (Muong, Tay and Thai languages)</td>
<td>September 2020</td>
</tr>
</tbody>
</table>

7. DEGREE OF EXPERTISE AND QUALIFICATIONS

National legal consultant:
- Master’s degree in law or related field;
- Working experience in legal area is essential;
- Understanding of legal framework relating to state compensation and/or working experience in the area of state compensation is an asset;
- Working experience in developing content for a video on law dissemination is an advantage;
- Working experience with the Ministry of Justice is an advantage;
- Having knowledge about and working experience with vulnerable groups, including ethnic minorities is an advantage;
- Excellent spoken, writing skills in Vietnamese.

**Media firm**

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

**Team leader:**

- Master’s degree in Communication or equivalent;
- Expertise in video production, including script writing, target audience analysis, storyboards, graphics, etc. is essential. One example of a high-quality video produced by him/her to be submitted;
- Experience in producing videos with sign language for people with disability is an asset;
- Effective communication skills with clients;
- Knowledge on legal issues is an asset;
- Experience in producing videos with subtitle and voice of ethnic minority language, especially Muong, Tay and/or Thai languages is an asset.

**Team member(s)**

- University degree in communication or equivalent;
- Expertise in video production, including script writing, target audience analysis, storyboards, graphics, etc. is essential;
- Experience in producing videos with sign language for people with disability is an asset;
- Experience in producing videos with subtitle and voice of ethnic minority language, especially Muong, Tay and/or Thai languages is an asset.

8. **COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS**

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

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

9. **REFERENCE DOCUMENTS AND ADMINISTRATIVE SUPPORT**

The State Compensation Department MOJ will support the consultant team to produce the video, by providing available data, existing reports and research.

10. **CONTRACT PAYMENTS**
• 1st payment: 20% of the contract amount upon receiving and acceptance by UNDP of deliverables 1 and 2 specified in Session 6
• 2nd payment: 40% of the contract amount upon receiving and acceptance by UNDP of deliverables 3, 4, 5 and 6 specified in Session 6
• Final payment: 40% of the contract amount upon satisfactory completion of all deliverables specified in Session 6

11. EVALUATION CRITERIA

National legal consultant:

<table>
<thead>
<tr>
<th>Consultant(s)' experiences/qualification related to the services</th>
<th>Points Obtainable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 - Master’s degree in law or related field;</td>
<td>200</td>
</tr>
<tr>
<td>- Working experience in legal area is essential</td>
<td>300</td>
</tr>
<tr>
<td>1.2 - Understanding of legal framework relating to state compensation and/or working experience in the area of state compensation is an asset;</td>
<td>200</td>
</tr>
<tr>
<td>1.3 - Working experience in developing content for a video on law dissemination is an advantage;</td>
<td>100</td>
</tr>
<tr>
<td>1.4 - Working experience with the Ministry of Justice is an advantage;</td>
<td>100</td>
</tr>
<tr>
<td>1.5 - Having knowledge about and working experience with vulnerable groups, including ethnic minorities is an advantage</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1000</strong></td>
</tr>
</tbody>
</table>

Media firm

Summary of Technical Proposal Evaluation Forms

<table>
<thead>
<tr>
<th>Points Obtainable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Bidder’s qualification, capacity and experience</td>
</tr>
<tr>
<td>2. Proposed Methodology, Approach and Implementation Plan</td>
</tr>
<tr>
<td>3. Management Structure and Key Personnel</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>
### Section 1. Bidder’s qualification, capacity and experience

<table>
<thead>
<tr>
<th>Points obtainable</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Reputuation of Organization and Staff Credibility / Reliability / Industry Standing</td>
<td>60</td>
</tr>
<tr>
<td>1.2 Litigation and Arbitration history</td>
<td>20</td>
</tr>
<tr>
<td>1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country</td>
<td>90</td>
</tr>
<tr>
<td>1.4 Working experience with government officials, desirable related to the legal sector</td>
<td>30</td>
</tr>
<tr>
<td><strong>Total Section 1</strong></td>
<td><strong>200</strong></td>
</tr>
</tbody>
</table>

### Section 2. Adequacy of the Proposed Methodology, Approach and Implementation Plan responding to the TOR

<table>
<thead>
<tr>
<th>Points obtainable</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 Does the suggested research schedule sufficiently address the key tasks/responsibilities expressed in the TOR?</td>
<td>50</td>
</tr>
<tr>
<td>2.2 Is the suggested methodology for the research sufficient to address the needs/demands of the TOR?</td>
<td>100</td>
</tr>
<tr>
<td>2.3 Does the proposal commit commissioning a strong team of national experts to deliver the expected outputs?</td>
<td>50</td>
</tr>
<tr>
<td>2.4 Is the presentation of the proposal clear and provided with succinct sequence of approaches to the research?</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total Section 2</strong></td>
<td><strong>300</strong></td>
</tr>
</tbody>
</table>

### Section 3. Management Structure and Key Personnel

<table>
<thead>
<tr>
<th>Points obtainable</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>3.1 Team Leader</strong></td>
<td><strong>350</strong></td>
</tr>
<tr>
<td>- Master’s degree in Communication or equivalent;</td>
<td>100</td>
</tr>
<tr>
<td>- Expertise in video production, including script writing, target audience analysis, storyboards, graphics, etc. is essential. One example of a high-quality video produced by him/her to be submitted;</td>
<td>200</td>
</tr>
<tr>
<td>- Experience in producing videos with sign language for people with disability is an asset;</td>
<td>10</td>
</tr>
<tr>
<td>- Knowledge on legal issues is an asset</td>
<td>20</td>
</tr>
<tr>
<td>- Experience in producing videos with subtitle and voice of ethnic minority language, especially Muong, Tay and/or Thai languages is an asset.</td>
<td>20</td>
</tr>
<tr>
<td><strong>3.2 Team members</strong></td>
<td><strong>150</strong></td>
</tr>
<tr>
<td>- University degree in communication or equivalent;</td>
<td>50</td>
</tr>
</tbody>
</table>
- Expertise in video production, including script writing, target audience analysis, storyboards, graphics, etc. is essential; 80
- Experience in producing videos with sign language for people with disability is an asset; 10
- Experience in producing videos with subtitle and voice of ethnic minority language, especially Muong, Tay and/or Thai languages is an asset. 10

| Total Section 3 | 500 |
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:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Contract Type</th>
<th>UNDP Business Unit / Name of Institution/Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

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

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Contract Type</th>
<th>Name of Institution/Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
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<tbody>
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</table>

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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Name of International Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Full Address</th>
<th>Business or Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

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).

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

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Rate</th>
<th>Total</th>
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<tr>
<td>1</td>
<td>Consultancy fee</td>
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<tr>
<td>2</td>
<td>Out of pocket expenses</td>
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<td>2.1</td>
<td>Travel</td>
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<td>2.2</td>
<td>Per diem</td>
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<td>2.3</td>
<td>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). *</td>
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<td>2.4</td>
<td>Others (pls. specify)…….</td>
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<td>2.5</td>
<td>VAT** if applicable (in case your company signs the contract)</td>
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<td>** 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.</td>
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<td>Total</td>
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</table>

* 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
(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).