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>Description of the assignment:</td>
<td>02 National Consultants to support the Government of Viet Nam in drafting the Orientation of ODA and concessional loan attraction, mobilization, and utilization in the period of 2021-2025 and the Development Partnership Framework toward 2030</td>
</tr>
<tr>
<td>Period of assignment/services (if applicable):</td>
<td>June 2020 – 30 October 2020</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Vietnam</td>
</tr>
<tr>
<td>Tender reference:</td>
<td>T200603</td>
</tr>
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1. Submissions should be sent by email to: luu.thi.trang@undp.org no later than:
   23.59 hrs., 17 June 2020 (Hanoi time)

   With subject line:

   T200603A - National Consultant 1

   T200603B - National Consultant 2

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 **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

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Maximum Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Master Degree in economics with specialization in development, development finance, and/or related fields.</td>
<td>200</td>
</tr>
<tr>
<td>2 Good knowledge of Viet Nam’s development finance strategies, especially ODA legal frameworks and policies and practice and related institutional arrangements and mechanisms (for ODA planning, mobilization, utilization and management at central and local levels).</td>
<td>300</td>
</tr>
<tr>
<td>3 Good knowledge about available quantitative studies/assessments on ODA mobilization, utilization, and management, and especially the processes and criteria used for screening and appraising ODA projects.</td>
<td>300</td>
</tr>
<tr>
<td>4 Minimum 5 years of working experiences in designing and conducting studies on ODA topics in Viet Nam, experience in appraising/assessing ODA projects is a great asset.</td>
<td>200</td>
</tr>
<tr>
<td>TOTAL</td>
<td>1,000</td>
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National Consultant 2

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Maximum Point</th>
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</thead>
<tbody>
<tr>
<td>1 Master Degree in economics with specialization in development, development finance, and/or related fields.</td>
<td>200</td>
</tr>
<tr>
<td>2 Good knowledge of Viet Nam’s strategies, policies and practice and related institutional arrangements and mechanisms of ODA and aid management.</td>
<td>400</td>
</tr>
<tr>
<td>3 Minimum 5 years of working experiences in designing and conducting/leading research team in studies on development partnership policy and management, aid coordination and management, managing, monitoring and evaluating development programs.</td>
<td>400</td>
</tr>
<tr>
<td>TOTAL</td>
<td>1,000</td>
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</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 to the payment.

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

Project ID 114314: Support developing and implementing the new reforms and development partnership framework to accelerate the achievement of SDGs and Agenda 2030 (Partnership for Agenda 2030)

Terms of Reference

National Consultants to support the Government of Viet Nam in drafting the Orientation of ODA and concessional loan attraction, mobilization, and utilization in the period of 2021-2025 and the Development Partnership Framework toward 2030

Estimated Duration: From June to October 30, 2020.
Status: Part-time
Duty Station: Home-based and meetings/consultations in Ha Noi, Ho Chi Minh City.

A. Background and rationale:

Vietnam has been receiving official development assistance (ODA) since 1993 and is the largest recipient of Official Development Assistance (ODA) among ASEAN countries, with a high ODA-to-GDP ratio fluctuating at 4% of GDP in the early 1990s, to around 2% of GDP between 2011-2015 (compared to less than 1% of GDP in other ASEAN countries). Throughout the country's development stages, ODA is considered as one of the important resources contributing to the implementation of Vietnam's socio-economic development and poverty reduction goals, especially in supporting infrastructure modernization, institutional improvement, and human resource development.

ODA flows into Viet Nam have decreased markedly since 2010 and become less concessional. ODA grants - an important financial resource for technical assistance, capacity building and policy advice have reduced sharply from around US$400 million in 2012 to less than US$50 million in 2015. A number of international development partners had pulled out while others have significant changes in their country development cooperation strategy to Viet Nam. The 2018 Development Finance Assessment Report that UNDP conducted in close cooperation with the Ministry of Planning and Investment (MPI) and Ministry of Finance (MOF) highlighted following issues: (i) a sharp decline in grant ODA – key financial resource for technical assistance and capacity development and less concessional ODA loans; (ii) low and slowly increasing private sector investments, while the quality of FDI does not match its quantity; and (iii) serious government budget constraints due to declining revenue from natural resources and revenue from more regular source of taxes not increasing fast enough while spending obligations increasing fast. It’s therefore necessary to develop a new partnership strategy to effectively mobilize and utilize development financial resources for
achieving the ambitious SDGs, within a national integrated finance framework that is suited to Viet Nam’s new growth model and linked to its development results.

Apart from that, new strategies and approaches in financing its development in general and in mobilizing and managing ODA in particular is required in the context of Viet Nam’s embarking on a new, more inclusive and sustainable, development pathway to achieve Vietnamese SDGs. Especially, to avoid falling into the middle-income trap, respond to climate changes and rising sea levels, develop a sustainable and inclusive economy, Viet Nam needs to continue the mobilization and use of ODA and concessional loans. However, the requirement is that the mobilization and use of ODA and concessional loans should maximize their efficiency and effectiveness in terms of not only satisfying the investment demand but ensuring the sustainability of public debts.

Being aware of this issue, the Prime Minister's Decision No.1489/QD-TTg of November 6, 2018 on the approval of the orientations for attraction, management and use of ODA and concessional loans of foreign donors in the period of 2018-2020 with a vision for the 2021-2025 and Directive 03/CT-TTg dated January 3, 2019 on the implementation of Resolution No. 582/NQ-UBTVQH14 dated October 5, 2018 on a number of tasks and solutions to further implement policies and laws on management and use of foreign loans, the Prime Minister have assigned the Ministry of Planning and Investment to coordinate with other Vietnamese government agencies and donors in formulating the orientation of attraction, management and use of ODA and concessional loans in the 2021-2025 period with a vision to 2030.

This TOR is developed for procuring consultancy services of national consultants to support MPI in delivering the above-mentioned GOVN assigned tasks.

**B. Objectives and Scope of Work**

The overall objective of the consultancy service is to contribute to Viet Nam’s efforts in development and finalization of i) an Orientation of ODA and concessional loan attraction, mobilization, and utilization in the period of 2021-2025 for applying effective and practical approaches to mobilizing and managing ODA and concessional loans, within a feasible strategy for the transition to ODA graduation while maintaining prudential public and government debt management in 2021 – 2025 period with a vision to 2030 and ii) a Framework for Development Partnership between Government of Viet Nam and International Development Partners toward 2030. Specifically:

- The Orientation of ODA and concessional loan attraction, mobilization, and utilization in the period of 2021-2025 will focus on: (i) articulating key guidelines and principles of sound ODA and concessional loan master plan based on international best practice and GOVN policy as codified in laws and decrees; and (ii) repositioning ODA and concessional loans within medium-term public investment and fiscal plans in 2021-2025 in light of the increasing cost of ODA loans and decreasing availability of grants and concessional aid; and (iii) setting out a practical program of mobilization of ODA and concessional loans in the framework of public debt management for the years 2021-2025 with a vision to 2030. This will provide a framework for line ministries, local authorities, and donors to select appropriate programs and projects; ensuring the efficient use of ODA and concessional loans in the 2021 – 2025 period.
1. Reviewing of the international and national development contexts and possible trends that might affect (passively or negatively) to the development cooperation activities with Viet Nam, focusing on (but not limited to):
   a. International and national development context;
   b. Recent (and possible future) changes in development cooperation policies/strategies of international organizations (e.g., UN, OECD, ADB, WB, IMF, EU…) for development countries, especially for MIC countries such as Viet Nam;

2. Reviewing of the country development cooperations strategies/policies for international development partners in Viet Nam, focusing on:
   a. Country development cooperations strategies/programmes in the 2016-2020 period;
   b. Strategies and models for development partnerships in the 2021-2025 period, which is based on in-depth policy analysis in terms of volume forecast for development assistance, comparative advantages, priority sectors / areas or regions, aid modality or loan conditions, etc.

C. Tasks and Deliverables with timelines

Under the overall supervision of MPI (Deputy Director of the Department of Foreign Economic Relation) and UNDP Viet Nam (Assistant Resident Representative/Head of Inclusive Growth Unit), two national consultants will carry out following tasks and deliver following deliverables:

National Consultant 1 (estimated 25 working days)

<table>
<thead>
<tr>
<th>No.</th>
<th>Task</th>
<th>Deliverable</th>
<th>Timeline</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>In consultation with National Consultant 2, develop the Outlines of the two final deliverables as mentioned in Part B above</td>
<td>Detailed Outlines</td>
<td>June 2020</td>
</tr>
<tr>
<td>2.</td>
<td>Conduct the desk review on the financing sources for economic development in Viet Nam. Evaluate the current public debt and foreign debt (including ODA and concessional loans); the mobilization and use of foreign capital in the 2016-2020 period. Identify the achievements, weaknesses.</td>
<td>An overview/analysis paper</td>
<td>August 2020</td>
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<tr>
<td>4.</td>
<td>Assess possibilities/potentials of mobilizing and utilizing government/public borrowings through different sources (ODA and other sources); develop and</td>
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apply a simple model for simulation of scenarios of ODA and concessional loans for the coming periods taking into the account (a) the public/government and foreign debt ceilings and (b) feasible budget and budget deficit targets, ability to service debts and other macro-economic targets.

5. Based on the above overview, develop key recommendations on (i) directions and feasible amounts (and prioritized sources) of ODA and concessional loan mobilization for the coming periods; (ii) (criteria for defining) areas for prioritized utilization of ODA and concessional loans, (iii) criteria for prioritizing ODA projects taking into the account the requirements for prudential public/government debt management, (iv) key principles for improving the effectiveness of ODA/concessional loan utilization, implementation and management.

A set of draft recommendation

6. Present the draft paper and finalize the paper based on the comments, which could be used as input to the Orientation of ODA and concessional loan attraction, mobilization, and utilization in the period of 2021-2025.

Final Consultancy Report

National Consultant 2 (estimated 25 working days)

<table>
<thead>
<tr>
<th>No.</th>
<th>Task</th>
<th>Deliverable</th>
<th>Timeline</th>
</tr>
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<tbody>
<tr>
<td>1.</td>
<td>Provide input/draft and support the National Consultant 1 in development of the Outlines of the two final deliverables as mentioned in Part B above, including the study plan, analytical frameworks and detailed outlines for the two thematic reviews.</td>
<td>Detailed Outlines</td>
<td>June 2020</td>
</tr>
<tr>
<td>2.</td>
<td>Provide comments and support the National Consultant 1 in development of the recommendation set that contributes to the Orientation of ODA and concessional loan attraction, mobilization, and utilization in the period of 2021-2025.</td>
<td>National Consultant 1’s deliverables</td>
<td>June - Sep 2020</td>
</tr>
<tr>
<td>3.</td>
<td>Analyze international and national development contexts, updated development cooperation policies / strategies of international organizations (e.g., UN, OECD, ADB, WB, IMF, EU…) to Viet Nam (with input from desk study, various discussions/interviews/meetings with relevant stakeholders from development partners, Government agencies and experts)</td>
<td>Draft Review Report</td>
<td>July 2020</td>
</tr>
<tr>
<td>4.</td>
<td>Draft Review Report with recommendations for Viet Nam’s strategies and working models for development partnerships in the 2021-2025 period, which is based on in-depth policy analysis in terms of volume forecast for development assistance, comparative advantages, priority sectors / areas or regions, aid modality or loan conditions, etc.</td>
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</table>
D. Payment terms

Total contract value should include consultancy’s remuneration and all related cost for producing all the deliverables as mentioned above. Travel costs and per diems (if any) should be paid separately to the consultants based on actual need (upon approval by UNDP), using the UNDP-EU cost norms 2017.

20% of the total contract value will be paid upon submission and UNDP/MPI approval of the first deliverable, and 80% of the total contract value will be paid upon provision of all deliverables with satisfactory acceptance from UNDP and MPI.

E. Documents and Support by MPI/UNDP

MPI and UNDP will provide relevant background documents:

- ODA master plan (issued by the GOVN Decision 251)
- GOVN Decree 79/2010/ND-CP, 14/7/2010, on public debt management procedures
- GOVN Decree 04/2017/ND-CP, 16/1/2017, on issuance and management of government’s guarantee (replacing the Decree 15/2011/ND-CP)
- Resolution 07-NQ/TW, 18/11/2016, on directions and solutions of restructuring state budget and management of public debt to ensure the prudential and sustainable national finance.
- Decision No.1489/QD-TTg of November 6, 2018 on the approval of the orientations for attraction, management and use of ODA and concessional loans of foreign donors in the period of 2018-2020 with a vision for the 2021-2025
- Draft of Medium-term public investment and fiscal plans 2021-2025
- Other documents and data on ODA and public debt that are relevant and available as requested by consultants.

All documents and data provided to the consultants are confidential and cannot be used for any other purposes or shared with a third party without any written approval from UNDP and MPI.

UNDP/MPI are not required to provide any physical facility for the work of the consultants, however, venues for some technical meetings/consultations can be provided, at the discretion of UNDP and MPI as necessary. As necessary, UNDP and MPI will facilitate meetings of consultants with relevant government agencies, international organizations and experts.
F. Qualification and Experience requirements

**National Consultant 1**

- Master Degree in economics with specialization in development, development finance, and/or related fields.
- Good knowledge of Viet Nam’s development finance strategies, especially ODA legal frameworks and policies and practice and related institutional arrangements and mechanisms (for ODA planning, mobilization, utilization and management at central and local levels);
- Good knowledge about available quantitative studies/assessments on ODA mobilization, utilization, and management, and especially the processes and criteria used for screening and appraising ODA projects.
- Minimum 5 years of working experiences in designing and conducting studies on ODA topics in Viet Nam, experience in appraising/assessing ODA projects is a great asset.
- Strong skills in conducting research; good skills in making analysis and research paper production, good command of writing and making presentations in English and Vietnamese.

**National Consultant 2**

- Master Degree with specialization in development areas, development finance, international relations and/or related fields.
- Good knowledge of Viet Nam’s strategies, policies and practice and related institutional arrangements and mechanisms of ODA and aid management;
- Minimum 5 years of working experiences in designing and conducting/leading research team in studies on development partnership policy and management, aid coordination and management, managing, monitoring and evaluating development programs.
- Strong skills making analysis and research paper production, good command of writing and making presentations in English and Vietnamese.
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:

<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>
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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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</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>
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<tbody>
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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>
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</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; 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:

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Consultancy fee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Out of pocket expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1</td>
<td>Travel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.2</td>
<td>Per diem</td>
<td></td>
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</tr>
<tr>
<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>Others (pls. specify) ….</td>
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* Individual Consultants/Contractors who are over 65 years of age with assignments that require travel and are required, at their own cost, to undergo a full medical examination including x-rays and obtaining medical clearance from an UN-approved doctor prior to taking up their assignment.

I undertake, if my proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

I agree to abide by this proposal for a period of 120 days from the submission deadline of the proposals.

Dated this day /month of year

Signature

(The costs should only cover the requirements identified in the Terms of Reference (TOR)
Travel expenses are not required if the consultant will be working from home).