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17 July 2020

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	<u>01 International Consultant</u> and <u>02 National Consultants</u> for Empirical study to assess 10 years of implementation of the Criminal Records Law, focusing on the expungement of criminal records
Period of assignment/services (if applicable):	July 2020 – December 2020
Duty Station:	International Consultant: Home-based National consultants: Ha Noi, Hai Phong, Thanh Hoa, Khanh Hoa and Ho Chi Minh City
Tender reference:	T200703

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

12.00 hrs. (noon), Friday 31 July 2020 (Hanoi time)

With subject line:

T200703A - 01 International Consultant to assess 10 years of implementation of the Criminal Records Law, focusing on the expungement of criminal records

**T200703B - 01 National Consultant to assess 10 years of implementation of the Criminal Records Law, focusing on the expungement of criminal records
(Team leader)**

**T200703C - 01 National Consultant to assess 10 years of implementation of the Criminal Records Law, focusing on the expungement of criminal records
(Team member)**

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

Note:

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.
- Maximum size per email is **30 MB**.
- Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP Viet Nam will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.
- After submitting proposal, bidder should send notification by email (without attachment) to: procurement.vn@undp.org informing that the bidder has submitted proposal. UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to above address.
- Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female consultants.

2. Please find attached the relevant documents:

- [Term of References](#).....
(Annex I)
- [Individual Contract & General Conditions](#).....
(Annex II)
- [Reimbursable Loan Agreement](#) (for a consultant assigned by a firm).....
(Annex III)
- [Letter to UNDP Confirming Interest and Availability](#)
(Annex IV)
- [Financial Proposal](#)
(Annex V)

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

a. Technical component:

- Signed Curriculum vitae
- Signed Letter to UNDP Confirming Interest and Availability
- For International Consultant, 02 sample written reports on related legal issues in English to be submitted.
- For Team leader, 02 sample written reports on related legal issues in English and Vietnamese to be submitted.
- For Team member, 01 sample written report on related legal issues 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:

International Consultant

Requirements		Points
1	Advanced university degree in law	200
2	A minimum of 10 years of work experience in the field of law and/or criminal justice; Knowledge and experience on issues related to criminal record, criminal expungement, criminal record of commercial legal entity; Experience working in Vietnam and/or developing country would be an asset;	400
3	Excellent report writing skill; Proven track record of conducting research and data analysis; Excellent English writing skills; Two sample written reports on related legal issues in English to be submitted;	300
4	Experience working as consultant of similar assignment (s)	100
Total		1000

National Consultant (Team leader)

Requirements		Points
1	Advanced university degree in law	200
2	A minimum of 10 years of work experience in the field of criminal law or criminal justice, criminal procedure, criminal procedure of law enforcement, organizations and legal systems in justice organizations. Being experienced and knowledgeable in criminal records and criminal expungement issues is an advantage.	400
3	Excellent report writing skill; Proven track record of conducting research and data analysis; Excellent ability to communicate and write in Vietnamese and English; Two sample written reports on related legal issues in English and Vietnamese to be submitted;	300
4	Experienced in working with governmental organizations in the justice, criminal fields	100
Total		1000

National Consultants (Team member)

Requirements		Points
1	University degree in law	200
2	A minimum of 10 years of work experience in the field of criminal law or criminal justice, criminal procedure, criminal procedure of law enforcement, organizations and legal systems in justice organizations. Being experienced and knowledgeable in criminal records and crimes expungement issues is an advantage.	400
3	Excellent report writing skill; Proven track record of conducting research and data analysis; Good ability to write in Vietnamese and English; One sample written report on related legal issues to be submitted.	300
4	Working experience with government officials on legal sector, desirable related to justice agencies	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 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.

TERMS OF REFERENCE

Service	Empirical study to assess 10 years of implementation of the Criminal Records Law, focusing on the expungement of criminal records
Consultancy (UNDP)	One International consultant One senior national consultant – team leader One national consultant - team member
Duty station:	International Consultant: Home-based National consultants: Ha Noi, Hai Phong, Thanh Hoa, Khanh Hoa and Ho Chi Minh City
Duration of assignment	July – December 2020
Country of assignment	Viet Nam
Supervision:	The service provider will work closely with the Program Officer in charge at the UNDP Governance and Participation Unit and MOJ National Center for Criminal Records (NCCR)

1. Background

The Criminal Records Law was adopted by the National Assembly on 17 June 2009 and came into effect on 1st July 2010. The Law has provided the legal framework for developing the national database of criminal records, responding to the requirements of the management of the criminal records database and issuance of criminal record certificates. The Law also assured the human right for people to have their crimes expunged and reintegrate into the community so that they can take part in social activities, such as applying for a job or working license in some areas, going to work abroad.¹ After 10 years of implementation, it appears that some provisions of the Law are not consistent with recently enacted laws such as the Penal Code and the Criminal Procedure Code. Therefore, it is necessary to assess

¹ From the day of the implementation on the Criminal records Law (1st of July 2010) to December 2019, over 3,300,000 criminal record certificates were issued whilst the period from 2010-2015, the number of people applying for their certificates and having criminal records is 0.05%. However, from 2015 until now, this number has gained to around 3%.

implementation of the Law with a view to proposing appropriate amendments in the coming time.

One of the important contents of the Criminal Records Law is the stipulations of the responsibilities of authorities which manage the criminal records database regarding updates to the information on criminal records of offenders. If the offenders have reached the conditions to have their crimes expunged stipulated in Article 70 of the Penal Code 2015², in case they request for their criminal records certificates, the managing authorities must grant them their certificates with the content “No previous crimes”. This confirmation of the certificates is the legal foundation that considers these people as not having been sentenced.

The Penal Code 2015 (amended in 2017) (clause 4 Article 70)³ stipulates the responsibilities in managing, updating information on conviction expungement of offenders has made it difficult and challenging for the management of criminal records. The new mission in the Penal Code 2015 stipulates all managing authorities must verify the conditions of conviction expungement where offenders have reached the standard of time to be expunged in the Penal Code. The greatest difficulty in verifying the conditions is to verify whether or not the offenders have had new criminal activity during the period they are having criminal records (have they been prosecuted, investigated due to their new criminal activity?) Meanwhile, the current database only manages and stores information on criminal record, including criminal judgments and its enforcement. The current database does not include information on new criminal procedures (information on prosecution, investigation procedure...). It takes much of time to verify new criminal activities since the verification must be done with a variety of authorities in many places (investigative authorities, Procuracy ...), which affects the benefit of applicants for criminal record certificates.

In such context, under the EU Justice and Legal Empowerment project (EU JULE), UNDP and the Ministry of Justice National Center for Criminal Records (NCCR) commission a team of one international consultant and two national consultants to conduct **Empirical study to assess 10 years of implementation of the Criminal Records Law, focusing on the expungement of criminal records** (hereinafter referred to as “the study”). The outcome of this study is expected to provide a comprehensive assessment in order to establish a strong foundation for the future proposing the amendments of the Criminal Records Law.

The is collaborating with it is necessary to review the 10-year implementation of the Law, both the legal framework and its enforcement.

² Article 70 of the Penal Code 2015 stipulates: Offenders will have their crimes expunged if since when they finished executing their main punishments or their probationary period, they have finished executing additional punishments, other decisions of judgements and **have not had new criminal activity** during the period considered to have crimes expunged in this Penal Code.

³ The managing authorities of Criminal records database are in charge of updating criminal information of offenders and when they request for their criminal records certificates, they managing authorities must grant them their certificates with the content “No previous crimes” if they have had all the conditions to have their crimes expunged according to the Penal Code.

2. Objectives

- To review 10 years of implementation of the Criminal Records Law and assess relevant provisions on criminal expungement of the Criminal Records Law, the 2015 Penal Code and the 2015 Criminal Procedure Code, both the legal framework and its enforcement, using various research methodologies, such as desk review, interviews with relevant officials, practitioners and beneficiaries in the field.
- To identify the advantages and challenges of implementing of the Criminal Records Law and relevant laws in practice, including to those concerning substantive and procedural issues of the existing policies and regulations, focusing on the criminal expungement issue.
- To propose specific recommendations for MOJ to amend the Law and relevant provisions and improve the law enforcement.

3. Scope of work

The study will be carried out by 2 national consultants and 1 international consultant hired by UNDP in cooperation with MOJ NCCR.

a) National Consultant -Team leader (30 days)

General tasks:

- Take ultimate responsibility for the final report;
- Take the lead in discussions and responsibility for the whole process of the assignment with UNDP and NCCR;
- Cooperate closely with team member and international consultant; stay in close touch with UNDP and NCCR during the process of completing the assignment.
- Lead the group discussions and interviews at Ha Noi and 3 provinces (Hai phong, Thanh Hoa, Khanh Hoa) for the study and develop the reports about criminal expungement issues, include:
 - + Interview and discuss with agencies having responsibilities of enforcement in each province (Departments of Justice, The Provincial People's Court, People's Procuracy, police, Civil Law enforcement...), representatives of relevant agencies on the implementation of the Criminal Records Law (estimation of 20 people/province)
 - + Interview people who request criminal record certificates to assess the procedures of issuing the certificates and challenges they might face related to the criminal expungement (estimation of 10-15 people/1 province).

No	Tasks	Time Allocation
1.	Draft outline of report; share the drafts timely with other consultants for inputs/comments; Finalise report outline based on the inputs from the other consultants, UNDP and NCCR;	2
2.	Field survey at Ha Noi and 3 provinces Hai phong, Thanh Hoa, Khanh Hoa) to assess the law implementation, including leading the group discussions organized by NCCR and interview relevant individual and agencies	7
3.	With support of the international consultant, identify international experience of and best practices to propose lessons for Viet Nam	2

4.	Develop the draft report based on the inputs from the other consultants, including the full assessment report in Vietnamese and thematic report on criminal expungement, share the draft reports timely with other consultants, UNDP and NCCR for inputs/comments;	10
5.	Revise the reports based on the inputs/comments from team member, UNDP and NCCR;	3
6.	Prepare and deliver presentation on the final report to seek inputs from participants at the one day consultation workshop in Ho Chi Minh City organised by NCCR	2
7.	Finalise the reports to submit to UNDP and NCCR based on the inputs from consultants and the workshop participants.	4
	Total	30 Days

b) 01 National Expert - Member (18 days):

General tasks:

Cooperate closely with the team leader; keep in touch with NCCR and UNDP during the process of completing the assignment.

Number	Tasks	Time Allocation
1.	Desk review laws, regulations related to criminal expungement topic, share with the team leader for developing the reports	3
2.	Provide inputs/comments to the report outline prepared by the team leader	2
3.	Proposed methodologies to gather information at Ha Noi and 3 selected provinces (Hai phong, Thanh Hoa, Khanh Hoa) , Develop questionnaire for interviews, share with team leader, NCCR, UNDP; Revise the questionnaire based on the inputs from team leader, NCCR and UNDP	2
4.	Together with the team leader, conduct field survey at Ha Noi and 3 provinces to assess the law implementation, including taking minutes of the group discussions organized by NCCR and interview relevant individual and agencies	7
5.	Draft the field trip reports, share with team leader, NCCR and UNDP	2
6.	Attend the consultation workshop organised by the NCCR; Support team leader incorporate feedback into the draft report.	2

	Total	18 Days
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c) International Expert: 10 working days

Number	Tasks	Time Allocation
1.	Analyse international experience of and best practices on criminal expungement, including criminal record and criminal expungement of commercial legal entity; draw experiences from at least 05 countries with clear reasons for selection, special focus should be given to countries that have similar justice system and legal structure to Viet Nam; propose recommendations; share with national consultant team;	3
2.	Prepare and deliver presentation on international experience at the virtual consultation workshops organized by NCCR	2
3.	Provide inputs/comments to the report outline, draft reports;	2
4.	Edit/proofread the final English thematic report on criminal expungement prepared by national consultants.	3
	Total	10 Days

4. Final products

a) A report (in Vietnamese) reviewing, assessing 10-year implementation of the Criminal Records Law, both the legal framework and its enforcement, identifying the advantages and challenges of implementing of the Criminal Records Law and relevant laws in practice, including to those concerning substantive and procedural issues of the existing policies and regulations, as well as those regarding financial resources, human and institutional capacity, among others; proposing recommendations for amending the Criminal Record Laws and relevant provisions and improving the law enforcement.

b) A bilingual (Vietnamese and English) thematic report on the criminal expungement, maximum 30 pages, excluding annexes (if any), which includes:

- Executive Summary of 2000 - 3000 words (highlighting key findings, research methodologies and purposes)
- An analysis of policies and legal framework of Viet Nam on criminal expungement;
- An assessment on the implementation of the law, with a special thematic section evaluating the current law on criminal expungement;
- An analysis on real-life case studies illustrating the inadequacies and challenges in implementing the current law;
- International experiences and lessons for Viet Nam;
- Clear and practical policy recommendations for amendment of the Criminal Records Law and relevant provisions on criminal expungement as well as for improvement of the law enforcement.

5. Duty station and expected places of travel

- The duty station for this assignment for international consultant shall be home-based.
- For the national consultants: field surveys in **Ha Noi, Hai Phong, Thanh Hoa and Khanh Hoa (one day in each location, excluding travel time); attend one day workshop in Ho Chi Minh City. Cost for travel must be included in the financial offer.**
- The consultants are expected to provide services specified in this TOR from July 2020 to December 2020.

The consultant team, in collaboration with the MOJ NCCR and UNDP Vietnam, shall deliver the tasks/activities as described below:

#	Tasks/activities	Timeframe
1.	Submit detailed workplan and outline of the study	August 2020
2.	Submit a set of questionnaires for group discussion and interview relevant officials, practitioners and beneficiaries in the field.	August 2020
3.	Group discussion and interview in Ha Noi and 3 provinces	September 2020
4.	Submission of the draft report	October 2020
5.	Presenting the draft reports at the consultation workshop	November 2020
6.	Finalization of the reports based on the comments from UNDP and the consultation workshop	December 2020
7.	Evaluation certification	December 2020

6. Reviewed time required and payment terms

- 30% of the contract value (will be paid after UNDP receives and verifies workplan, outline of two reports and questionnaire for group discussion and interview.
- 50% of the total contract value will be paid after UNDP receives and verifies the draft report and presentation for the consultation workshop.
- 20% of the total contract value will be paid after UNDP receives and verifies the final report.

For international consultant:

- 30% of the contract value will be paid after UNDP receives and verifies the analyses of international experience of and best practices on criminal expungement, including criminal record and criminal expungement of commercial legal entity
- 30 % of the total contract value will be paid after international consultant delivered presentation at the consultation workshop;
- 40% of the total contract value will be paid after UNDP receives and verifies the edited final report.

7. Admin support and reference documents:

- UNDP will support the assignment through providing letters of introduction, coordinating the team to work with the MOJ NCCR and international consultant. However, all administrative support required for this assignment (including interpretation, translation of the report into Vietnamese/English, translation the questionnaire into Vietnamese/English, etc.) must be provided by the contractor except as otherwise agreed between UNDP and the Contractor.
- The NCCR will support the national consultants to conduct group discussion and interviews by organizing groups discussion with relevant stakeholders and beneficiaries in Ha Noi, Hai Phong, Thanh Hoa, Khanh Hoa.

8. Expected qualifications of consultants

Senior Technical expert - National consultant: Team Leader

- Advanced university degree in law
- A minimum of 10 years of work experience in the field of criminal law or criminal justice, criminal procedure, criminal procedure of law enforcement, organizations and legal systems in justice organizations. Being experienced and knowledgeable in criminal records and criminal expungement issues is an advantage.
- Excellent report writing skill; Proven track record of conducting research and data analysis; Excellent ability to communicate and write in Vietnamese and English; Two sample written reports on related legal issues in English and Vietnamese to be submitted;
- Proven working experience with MOJ and other governmental agencies in the justice, criminal fields

National consultant – Team member

- University degree in law
- A minimum of 10 years of work experience in the field of criminal law or criminal justice, criminal procedure, criminal procedure of law enforcement, organizations and legal systems in justice organizations. Being experienced and knowledgeable in criminal records and crimes expungement issues is an advantage.
- Excellent report writing skill; Proven track record of conducting research and data analysis; Good ability to communicate and write in Vietnamese;
- Working experience with government officials on legal sector, desirable related to justice agencies

International consultant – Team member

- Advanced university degree in law
- A minimum of 10 years of work experience in the field of law and/or criminal justice; Knowledge and experience on issues related to criminal record, criminal expungement, criminal record of commercial legal entity; Experience working in Vietnam and/or developing country would be an asset;
- Excellent report writing skill; Proven track record of conducting research and data analysis;
- Excellent English writing and speaking skills; Two sample written reports on related legal issues in English to be submitted;

8. Consultant presence required on duty UNDP premises

☒ 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 of (VND for National Consultant; USD for International Consultant).

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

Cost breakdown:

No.	Description	Quantity	Unit Rate	Total
1	Consultancy fee			
2	Out of pocket expenses			
2.1	Travel			
2.2	Per diem			
2.3	Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel – (required before issuing contract). *			
2.4	Others (pls. specify).....			
2.5	VAT** if applicable (in case your company signs the contract)			
	Total			

** Individual Consultants/Contractors who are over 65 years of age with assignments that require travel and are required, **at their own cost**, to undergo a full medical examination including x-rays and obtaining medical clearance from **an UN-approved doctor** prior to taking up their assignment.*

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

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

Dated this day /month of year

Signature

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