



4 August 2020

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	05 National Consultants for Developing and piloting the (i) tools, (ii) process guideline and (iii) software for self-registration and management of multidimensional poverty in Vietnam for 2021-2025 period
Period of assignment/services (if applicable):	August 2020 – December 2020
Duty Station	Hanoi, Bac Kan, Dak Nong and Dong Thap
Tender reference:	3-200801

1. Submissions should be sent by email to: luu.ngoc.diep@undp.org no later than:
17 August 2020 (Hanoi time)

With subject line:

3-200801-TL National Team Leader (45 working days)

3-200801-NC2 National Consultant (Team member 2) for developing/calculating, testing and training the MDP measurement tools and thread-hold for MDP self-registration and management at national level (35 working days)

3-200801-NC3 National Consultant (Team member 3) for developing, testing and training the process guideline for MDP self-registration and management at national level (35 working days)

3-200801-NC4 National Consultant (Team member 4) for software development and hardware solutions (35 working days)

3-200801-NC5 National Consultant (Team member 5) for training, operating the self-registration system in pilot and full implementation at national level (45 working days)

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 **35 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:

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

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

a. Technical component:

- Curriculum vitae
- Signed Letter to UNDP Confirming Interest and Availability and clearly stating which position you are applying for
- Required supporting documents, i.e., research reports/products as per mentioned in the evaluation criteria

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **Viet Nam Dong for National Consultant and US Dollar for international consultant** including consultancy fees and tax, insurance etc. – see format of financial offer in Annex V.
- Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.
- If quoted in other currency, prices shall be converted to the above currency at UN Exchange Rate at the submission deadline.

4. Evaluation

The technical component will be evaluated using the following criteria:

National Team Leader		
No	Criteria	Score
1	At least Master's degree in Economics or social sciences with relevant experience	200
2	At least 10 years of relevant working experience in conducting research and developing policies, programs on poverty reduction and social protection in Viet Nam	200
3	Good knowledge and understanding of Multidimensional Poverty (MDP) concepts and measurements	150
4	Knowledge and experience in working with PRCO/MOLISA, UNDP and related development partners is an asset	50
5	Proficient capacity in planning and managing complex tasks, i.e., leading at least two research teams as the team leaders	200
6	Good analytical thinking and good writing skill in Vietnamese by provision of one research report in Vietnamese	100
7	Excellent in English (by provision of one research report in English) and using computer software	100
	Total	1,000

National Consultant (Team member 2) for developing/calculating, testing and training the MDP measurement tools and thread-hold for MDP self-registration and management at national level		
No	Criteria	Score
1	Master's degree in economics, statistics and/or related fields.	150
2	Good knowledge and understanding of Multidimensional Index (MPI) and Multidimensional Poverty (MDP) concepts and measurements. Good knowledge of data sources, knowledge of VHLSS for analyzing the new MDP indices and indicators.	250
3	At least 10 years working experience in collecting, analyzing data on Multidimensional Poverty; conducting research and preparing reports on these topics in/on Viet Nam.	200
4	Strong skills data analysis, preparing research report	200
5	Rich knowledge and experience in working with PRCO/MOLISA, UNDP and related development partners is an asset	100
6	Good in English (by provision one research report in English) and using computer software.	100
	Total	1,000

National Consultant (Team member 3) for developing, testing and training the process guideline for MDP self-registration and management at national level		
No	Criteria	Score
1	Master's degree in statistics, informatic and/or related fields.	100
2	At least 10 years working experience in collecting, analyzing data on Multidimensional Poverty; conducting research and preparing reports on these topics in/on Viet Nam.	200
3	Minimum 10 years of experience in monitoring, evaluation and analysis of poverty reduction and social protection policies, programs.	200
4	At least 05 years of experience in development of process guideline and assessment tools of multidimensional poor households.	200
5	Strong skills data analysis, preparing research report	200
6	Good in English by provision one research report in English	100
	Total	1,000

National Consultant (Team member 4) for software development and hardware solutions		
No	Criteria	Score
1	Master's degree or higher in Information Technology	150
2	At least proven 5 years of experience in software development	150

3	Experience in software development for monitoring the implementation of poverty reduction, social assistance policies and programs is an asset	50
4	At least three years of experience in conducting field testing of software, training on software application.	250
5	Rich knowledge and experience in working with PRCO/MOLISA, UNDP and related development partners is an asset	100
6	Good analytical thinking and writing skill in Vietnamese (by provision one research report in Vietnamese)	200
7	Proficiency in popular computer software and good in English (by provision one research report in English)	100
	Total	1,000

National Consultant (Team member 5) for training, operating the self-registration system in pilot and full implementation at national level		
No	Criteria	Score
1	Master's degree or higher in Information Technology	150
2	Minimum proven 5 years of experience in training and operating the software	200
3	Software development for monitoring the implementation of poverty reduction, social assistance policies and programs is an asset	50
4	At least three years of experience in answering frequently asked questions from local officers and people in operating the software	150
5	Experience in software for monitoring the implementation of poverty reduction, social assistance policies and programs	50
6	Rich knowledge and experience in working with PRCO/MOLISA, UNDP and related development partners	100
7	Good analytical thinking and writing skill in Vietnamese (by provision of one research report in Vietnamese)	200
8	Proficiency in popular computer software and good in English (by provision of one research report in English)	100
	Total	1,000

A two-stage procedure is utilized in evaluating the submissions, with evaluation of the technical components being completed prior to any price proposals being opened and compared. The price proposal will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical component.

The technical component is evaluated on the basis of its responsiveness to the Term of Reference (TOR).

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

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

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

Interview with the candidates may be held if deemed necessary.

5. Contract

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

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

Documents required before contract signing:

- International consultant whose work involves travel is required to complete the BSAFE course and submit certificate to UNDP before contract issuance.

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

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

- Full medical examination and Statement of Fitness to work for consultants ***from and above 62 years of age and involve travel.*** (This is not a requirement for RLA contracts).
- Release letter in case the selected consultant is government official.

6. Payment

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

- 1) First payment of 20% of the total contract value upon the submission and acceptance of the detailed action-plan accepted by UNDP and PRCO.
- 2) Second payment of 45% of the total contact value upon the submission and acceptance of draft measurement tools, process guideline and software which are ready for field testing accepted by UNDP and PRCO.
- 3) Last payment of 35% of the total contract value upon submission and acceptance of all deliverables including the final report accepted by UNDP and PRCO.

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.

TERMS OF REFERENCE

Title:	Developing and piloting the (i) tools, (ii) process guideline and (iii) software for self-registration and management of multidimensional poverty in Vietnam for 2021-2025 period
Duration:	August - December 2020
Status:	Five (5) National Individual consultants
Duty Station	Ha Noi and three tested provinces in both rural and urban areas in each province.

I. GENERAL BACKGROUND

Vietnam has been very successful in economic growth and poverty reduction during the recent decades. However, the success in monetary poverty reduction and economic growth is not automatically translated into a success in multidimensional poverty reduction. Recognizing this issue, the Government of Vietnam (GoV) has decided to adopt a multidimensional approach to poverty measurement in the coming period 2016-2020. (Decision No 1614/QĐ-TTg dated 15/9/2015). Viet Nam - one of the first pioneering countries in Asia and Pacific Region to adopt the MDP approach to eliminate poverty in all its dimensions – set the national average multidimensional poverty reduction target of 1.5% per annum and 2-4% in mountainous ethnic minority areas, in the country's five-year Socio-Economic Development Plan (2016-2020). The multidimensional poverty measurements, including both income and non-monetary dimensions such as housing, access to water and sanitation, education and health services and social and health insurance, have been used for designing the National Target Program for Sustainable Poverty Reduction (NTPSPR, 2016-2020) and identifying the poor households that are eligible for the Program support, poverty reduction and social assistance policies.

To identify the beneficiaries of poverty reduction and social assistance policies and programs, the Ministry of Labour - Invalids and Social Affairs (MOLISA) had issued the circular on annual review of poor and near-poor households in accordance with multi-dimensional poverty (MDP) measurements for 2016-2020 period, through assessing and scoring their living conditions to estimate their income and determine level of access to basic social services of poor and near-poor households. The identification of poor households – targets of poverty reduction (PR) program, is conducted annually through a manual process of verifying household data against national multi-dimensional poverty (MDP) thresholds. This results in delays in updating data about poor, limited transparency leading to many targeting errors (i.e. Government's Covid-19 short term cash transfer missed many newly became poor, near poor households as result of Covid-19).

In 2019, UNDP had supported the National Office for Poverty Reduction, MOLISA to review the current MDP measurements which has been used as technical inputs for MOLISA to consider and upgrade the MDP line for period of 2021 – 2025 (which is expected to be issued by the Prime Minister in 3rd quarter of 2020). This new MDP line will serve as a basis to identify the MDP poor and near-poor households/persons for the National Targeted Program (NTP) on Social Economic Development for Ethnic Minority Areas (NTPSEDEMA) and NTP on sustainable poverty reduction and social protection (NTPSPR) and related policies for 2021-2025.

To enhance the timeliness and transparency of the identification of poor households, contributing to better formulation, implementation of poverty reduction and social protection schemes, ensuring no one is left behind, PRCO/MOLISA has requested UNDP to support in development and piloting the (i) tools, (ii) process guideline and (iii) upgrading the software for self-registration and management of multidimensional poverty for the nation-wide application in identification, management of multidimensionally poor households in 2021-2025 period. The new MDP measurement, including tools, process guideline and software is required to assist all citizens, not limited to the poor, near-poor people, to access and register their information at anywhere, anytime (especially those who are newly falling below or returning back to poverty line and not yet included in official poor household list). After information is registered, the software will filter poor, near poor households in each dimension for policy implication and management. It can replace the use of delayed, manual questionnaires/survey form. The new MDP measurement needs to be piloted at some selected localities in order to ensure successful roll out at national MDP census, by end of 2020.

To this end, UNDP, through the Project to support the improvement of the social assistance system, Phase II (SAP-II), supports “Developing and piloting the (i) tools, (ii) process guideline and (iii) software for self-registration and management of multidimensional poverty in Vietnam for 2021-2025 period”, with the following specific contents:

II. OBJECTIVE

1. Overall objective:

To enhance the timeliness and transparency of the identification, verification and management of MDP poor households/persons, contributing to better formulation, implementation of multi-dimensional poverty reduction programs and social protection schemes, ensuring no one is left behind in the period 2021 – 2025.

2. Deliverables:

- Develop the measurement tools/questionnaires, including by dimensions and indicators, with thresholds/weights for each dimension and indicator based on the new MDP specifications;
- Develop the procedures/ guideline for the process of self-registration, verification and management of MDP poor households/persons;
- Upgrade the software for self-registration, verification and management of MDP poor households/persons in Vietnam which can run on Personal Computer/internet/web-based and smart phones/tablets;
- Test tools, procedures and guideline and software in three provinces, one (1) commune in rural area and one (1) town/city in urban area;
- Final tools, procedures and guideline and software based on the tested results.
- Provide technical assistance for the full implementation of the MDP household listing, i.e., in cooperation with Poverty Reduction Coordination Office (PRCO), follow up and provide hotline consultation to address and answer the frequently asked questions by the users (both officers and self-registers) at the MDP census by last quarter of 2020.

III. TASKS

1. Measurement tools and process guideline

- a) Review existing MDP household listing Forms/measurement tools (A, B1 and B2, C) and revise them according to the new dimensions, indicators and thresholds as specified in GoV related decisions,

- b) Develop the procedures and guideline on how to use the forms/tools for all people/any one in needs to do self-registration and local officers to verify and manage the data;
- c) Develop the training of trainer materials (ToT) for both local officers and people/self-registers on how to utilize the tools and process guideline; test TOT materials, refine and complete them in the testing task below;
- d) Test the measurement tools, procedures and guideline, together with the software below (in three provinces : in both rural and urban areas);
- e) Refine and complete tools, procedures and guideline based on the tested results.

Tasks (1) should be completed from August to mid September 2020.

From mid September to December 2020:

- f) Provide technical assistance for full swing implementation of the MDP census, answering the frequently asked questions, addressing technical bottlenecks during the application of the tools, process and software below.

2. Digitalization

2.1. Baseline: Based on the online software supported by UNDP and PRCO/MOLISA in 2019 which can run in Personal Computer (PC), with the design of old tools/forms and thread-holds, untested in the field.

2.2. Expected results: the new software can run both in phone apps and version PC for all people to do the self-registration and local officers to verify the MDP households, persons with update measurement tools and process guideline from Task 1 above; tested in the one provinces (rural area) and refine/complete for full implementation; guarantee options of collected data, including data privacy rights and data utilization.

- a) Revise the online PC version software and design the app phone version; develop the user-guide and ToT materials in line with the new measurement tools and thread-holds.
- b) Recommend database operational options (from grass-root to central level), hardware options, internet band requirements for both testing exercise and full implementation scale.
- c) Test the software and user-guide, ToT materials; and lecture/provide instructions/coaching at TOT courses conducted by PRCO (for officers in charge of poverty reduction nationwide) on self-registration, verification, assessment, approval process,... on both PC version and phone app version software (together with the task “e” above; complete the software, user-guide and ToT materials in three provinces (both rural and urban areas).

These tasks should be finalized by end of September 2020.

- d) In cooperation with PRCO, follow up and provide hotline consultation to address and answer the frequently asked questions by the users (both officers and self-registers) at the MDP census by last quarter of 2020.

The task “d” will be implemented from early October to December 2020.

IV. COMPOSITION, TASKS AND WORKING DAYS OF THE CONSULTANT TEAM

- **01 national team leader**, responsible for coordination and completion of all tasks of this assessment; being the focal point to ensure smooth communication between PROCO/MOLISA and UNDP; design the detailed action-plan of this assignment, including the tools and process guideline tasks, field testing plan, soft and hardware solutions, mobilization of relevant qualified personnel resources for completion of all mentioned deliverables and tasks, responsible for revising/developing the measurement tools (B2 form); conduct testing excessive and TOT courses at national level (45 working days).

- **01 national consultant (NC2)**, responsible for revising/developing the measurement tools and calculating the thread-holds (B1 form); conduct testing excessive and TOT courses (Task 1: Measurement tools and process guideline) and TOT courses at national level (35 working days).
- **01 national consultant (NC3)**, responsible for designing the process guideline, the measurement tools (A form, C form) and TOT materials; conduct testing excessive and TOT courses (Task 1: Measurement tools and process guideline) and TOT courses at national level (35 working days).
- **01 national consultant (NC 4)** for software and hardware design and solutions, responsible for Task 2: Digitalization. The new software can run both in phone apps and version PC for all people to do the self-registration and local officers to verify the MDP households, persons with update measurement tools and process guideline from Task A; tested in the one provinces (rural area) and refine/complete for full implementation; guarantee options of collected data, including data privacy rights and data utilization (35 working days).
- **01 national consultant (NC 5)** for training and running/operating the software and hardware utilization; answer frequently asked questions by local officers and people; consolidate the instruction and guidelines to address emerging issues/questions during the operation of the self-registration system at national level (45 working days).

Notes:

The above working days cover field trips and training courses (at least 16 working days for each consultant for field trips – testing and training courses on the MDP tools, process and software) to three tested provinces, including Bac Kan (4 days), Dak Nong (6 days) and Dong Thap (6 days).

The interested candidates are required to send the CV and required supporting documents, i.e., research reports/products and clearly state which position you are applying for.

V. EXPECTED QUALIFICATION OF THE CONSULTANT TEAM

1. Team leader

- At least Master’s degree in Economics or social sciences with relevant experience.
- At least 10 years of relevant working experience in conducting research and developing policies, programs on poverty reduction and social protection in Viet Nam.
- Good knowledge and understanding of Multidimensional Poverty (MDP) concepts and measurements; and knowledge and experience in working with PRCO/MOLISA, UNDP and related development partners is an asset.
- Proficient capacity in planning and managing complex tasks, i.e., leading at least two research teams as the team leaders.
- Good analytical thinking, team player, sound communication and writing skill in Vietnamese.
- Excellent in English and using computer software.

2. Team member (2) for developing/calculating, testing and training the MDP measurement tools and thread-hold for MDP self-registration and management at national level.

- Master’s degree in economics, statistics and/or related fields.
- Good knowledge and understanding of Multidimensional Index (MPI) and Multidimensional Poverty (MDP) concepts and measurements. Good knowledge of data sources, knowledge of Viet Nam Household Living Standard Survey (VHLSS) for analyzing the new MDP indices

and indicators.

- At least 10 years working experience in collecting, analyzing data on Multidimensional Poverty; conducting research and preparing reports on these topics in/on Viet Nam.
- Strong skills data analysis, preparing research report and making presentation of the research findings.
- Rich knowledge and experience in working with PRCO/MOLISA, UNDP and related development partners is an asset.
- Good command of English and using computer software.

3. Team member (3) for developing, testing and training the process guideline for MDP self-registration and management at national level.

- Master's degree in statistics, informatic and/or related fields.
- At least 10 years working experience in collecting, analyzing data on Multidimensional Poverty; conducting research and preparing reports on these topics in/on Viet Nam.
- Minimum 10 years of experience in monitoring, evaluation and analysis of poverty reduction and social protection policies, programs.
- At least 05 years of experience in development of process guideline and assessment tools of multidimensional poor households.
- Strong skills data analysis, preparing research report and making presentation of the research findings.
- Good command of English.

4. Team member (4) for software development and hardware solutions

- Master's degree or higher in Information Technology.
- Minimum proven 5 years of experience in software development (preferably software for monitoring the implementation of poverty reduction, social assistance policies and programs).
- At least three years of experience in conducting field testing of software, training on software application.
- Rich knowledge and experience in working with PRCO/MOLISA, UNDP and related development partners.
- Good analytical thinking, sound communication and writing skill in Vietnamese.
- Proficiency in popular computer software and good in English.

5. Team member (5) for training, operating the self-registration system in pilot and full implementation at national level

- Master's degree or higher in Information Technology and/or Communication.
- Minimum proven 5 years of experience in training and operating the software (preferably software for monitoring the implementation of poverty reduction, social assistance policies and programs).
- At least three years of experience in answering frequently asked questions from local officers and people in operating the software (preferably software for monitoring the implementation of poverty reduction, social assistance policies and programs).

- Rich knowledge and experience in working with PRCO/MOLISA, UNDP and related development partners is an asset.
- Good analytical thinking, sound communication and writing skill in Vietnamese.
- Proficiency in popular computer software and good in English.

VI. MONITORING AND QUALITY ASSURANCE

Monitoring, progress and quality controlling of consultants will be in accordance with the objective, deliverables and tasks in Section II and III, in charged by UNDP Program Officer in coordination with the focal point of MOLISA/PRCO, under the overall direction of UNDP's Head of Inclusive Growth Unit, PRCO's leaders. The consultants shall report difficulties to UNDP and PRCO (if any) during the consultation process for timely handling.

VII. SUPPORT FROM UNDP

UNDP has no responsibility to provide facilities, equipment and materials to the consultants. However, in case of necessity, UNDP and PRCO may assist in organizing consultation meetings with government agencies and international organizations to collect information and necessary document.

Reference documents include: The existing MDP household listing Forms/measurement tools (A, B1 and B2, C); the draft decision on approval of the MDP line for period 2021 – 2025; draft proposals for National Targeted Program on Sustainable Poverty Reduction in period 2021 – 2025; the draft National Targeted Program on Socioeconomic Development in Ethnic Minority Areas in period 2021 – 2030.

VIII. PAYMENT TERMS

- First payment of 20% of the total contract value upon the submission and acceptance of the detailed action-plan accepted by UNDP and PRCO.
- Second payment of 45% of the total contact value upon the submission and acceptance of draft measurement tools, process guideline and software which are ready for field testing accepted by UNDP and PRCO.
- Last payment of 35% of the total contract value upon submission and acceptance of all deliverables including the final report accepted by UNDP and PRCO.

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 & Email Address	Business or Occupation

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

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

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

DATE: _____

SIGNATURE: _____

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

Annexes *[please check all that applies]:*

CV shall include Education/Qualification, Professional Certification, Employment Records /Experience

Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

GUIDELINES FOR CV PREPARATION

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

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

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

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

SUMMARY OF EXPERTISE

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

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

Credentials/education/training, relevant to the expertise

LANGUAGES

Mother Tongue:

Indicate written and verbal proficiency of your English:

SUMMARY OF RELEVANT WORK EXPERIENCE

Provide an overview of work history in reverse chronological order. Provide dates, your function/title, the area of work and the major accomplishments include honorarium/salary. References (name and contact email address) must be provided for each assignment undertaken by the consultant that UNDP may contact.

UN SYSTEM EXPERIENCE

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

UNIVERSITY DEGREES

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

PUBLICATIONS

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

MISCELLANEOUS

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

Annex V

FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum ofVND (for National Consultant) or USD (for International Consultant)

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

Cost breakdown:

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

* Individual Consultants/Contractors who are over 62 years of age with assignments that require travel and are required, **at their own cost**, to undergo a full medical examination including x-rays and obtaining medical clearance from **an UN-approved doctor** prior to taking up their assignment.

** Individual Consultants/Contractors who request their employer to sign a Reimbursable Loan Agreement (RLA) with UNDP for their behalves are reminded to add the Value Added Tax into the total lump sum of the Financial Offer if applicable.

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

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

Dated this day /month of year

Signature

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