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05 August 2020

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	02 National Consultants to provide support to development of PPE
Period of assignment/services (if applicable):	August 2020 – October 2020
Duty Station:	Vietnam
Tender reference:	T200803

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

**23.59 hrs., 10 August 2020 (Hanoi time)**

**With subject line:**

**T200803A - 01 National Consultant (Senior trainer) to provide support to development of PPE**

**T200803B - 01 National Consultant (Member trainer) to provide support to development of PPE**

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](mailto: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:

<b>Consultant(s)' experiences/qualification related to the services</b>		
<b>Senior trainer</b>		
<b>1</b>	Advanced degree in healthcare, public health, health economics, or relevant fields	<b>200</b>
<b>2</b>	Minimum of 10 years of proven experience in health-related procurement planning, implementation, and management	<b>200</b>
<b>3</b>	Demonstrated understanding of key issues related to health procurement policies in Viet Nam, pharmaceutical and health product procurement	<b>200</b>
<b>4</b>	Experience in facilitating training workshop including provision of training sessions	<b>200</b>
<b>5.</b>	Proven understandings and knowledge about national policies and regulations on health-related procurement as well as sustainable procurement approach	<b>100</b>
<b>6</b>	Experience and skills in leading a group of trainers at national level that provide technical trainings for subnational levels.	<b>100</b>
<b>Total</b>		<b>1000</b>
<b>Member trainer</b>		
<b>1</b>	Advanced degree in healthcare, public health, health economics, or relevant fields	<b>200</b>
<b>2</b>	05 years of proven experience in health-related procurement planning, implementation, and management	<b>200</b>
<b>3</b>	Understandings of key issues related to health procurement policies in Viet Nam	<b>200</b>
<b>4</b>	Understandings and knowledge about national policies and regulations on health-related procurement as well as sustainable procurement approach	<b>200</b>
<b>5</b>	Experience in facilitating training workshop including provision of training sessions, facilitating group works during the training	<b>100</b>
<b>6</b>	Good experience in working with international organization in a multi-cultural environment. Experience in working with UN agencies is an asset	<b>100</b>
<b>Total</b>		<b>1000</b>

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.  $Sf = 1000 \times Fm / F$ , in which Sf is the financial score, Fm 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.**



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## TERMS OF REFERENCE

National technical trainers on health sustainable procurement under SHiPP project

**POSITION TITLE:** Green procurement national trainers – UNDP Global programme on Sustainable Health in Product Procurement

**CONTRACT TYPE:** 02 National technical consultants (01 senior trainer and 01 trainer)

**DURATION:** 20 working days for Senior trainer and 15 working days for member trainer from August 15 – 30<sup>th</sup> October 2020

**DUTY STATION:** Ha Noi with travels to Da Nang and Ho Chi Minh Cities  
UNDP Country Office in Viet Nam

**REPORTING TO:**

### *I. Background*

To promote compliance with environmental and social standards, the Sustainable Procurement in the Health sector initiative (SPHS) was officially established in May 2012 in Copenhagen, Denmark. The aim of the initiative is to promote sustainable procurement of health commodities and to contribute to greener health systems and inclusive green economies. This initiative is implemented by an Informal Interagency Task Team led by UNDP (which coordinates the secretariat) and has ten members—seven are UN Agencies (UNDP, UNEP, UNFPA, UNHCR, UNICEF, UNOPS, WHO) and three are Multilateral Health Financing Institutions (GAVI, GFATM and UNITAID). Together, these ten SPHS members command a cumulative purchasing power in the global health sector of around USD \$5 billion annually, representing a sizeable portion of the global market in pharmaceuticals and other health products.<sup>1</sup>

There are three main ways in which the health sector can negatively affect the health of people and the environment.

- Patients, health care workers and the public around the world are exposed to environmental and health risks during the implementation of health programs – for example through direct exposure to biological or chemical agents, or health risks from improper health care waste management and the burning of waste.
- The production of medical products can impact on health and well-being – for example there is increasing concern about pharmaceuticals which accumulate in the environment.
- The health sector as a whole, is having an impact on global climate change and planetary health for example – through emission of greenhouse gases.

Since 2018, UNDP with the financial support from the Swedish Government is implementing the SHiPP. In implementing this global project, UNDP partners with the Health Care Without Harm (HCWH), a US based international nongovernmental organisation (NGO) whose mission is to “transform health care worldwide so that it reduces its environmental footprint,

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<sup>1</sup> SPHS website. <https://savinglivesustainably.org/who-we-are.html> accessed on 17 Jan. 2019.

becomes a community anchor for sustainability and a leader in the global movement for environmental health and justice”.<sup>2</sup> HCWH has over 20 years of experience in the sector supporting health systems to implement sustainability measures in policies, practices and procurement of products and services. HCWH’s network of Global Green and Healthy Hospitals (GGHH) is made up of over 36,000 hospitals and health centres in 55 countries who have adopted a ten-goal sustainability framework.<sup>3</sup>

The SHiPP project is being implemented in 10 countries of Argentina, Brazil, China, India, Moldova, South Africa, Tanzania, Ukraine, Vietnam and Zambia. UNDP is responsible for programming in

Argentina, Moldova, Tanzania, Ukraine, Vietnam and Zambia, while HCWH is responsible for programming in Brazil, China, India and South Africa: the emerging economies with extensive engagement in the HCWH GGHH community. HCWH is also working to scale-up the results in Southeast Asia and Latin America. Two of the countries, China and India supply 70% of the health products procured by UN Agencies. Vietnam also represents an important player in the health procurement capacity to the UN-system, with 19 different UN organizations procuring goods and services from the country in 2017. With 181 Vietnamese companies registered on UN Global Marketplace as potential suppliers for the UN, total 2017 procurement volumes from Vietnam amounted to 22.99 million USD. Health products and services were the second largest procurement category (14.4% of total procurement), amounting to 3.31 million USD. The highest health procurement volumes were in the following categories:

- Healthcare Services: 1.74 million USD
- Laboratory and Measuring and Observing and Testing Equipment: 1.04 million USD
- Pharmaceuticals incl. Contraceptives and Vaccines: 0.5 million USD
- Medical Equipment and Accessories and Supplies: 0.03 million USD

2017 procurement volumes confirm that UNDP remains a strategic development and procurement partner to Viet Nam, with the second highest UN procurement volumes of 5.24 million USD, followed by other SPHS Member Agencies: WHO 2.49 million USD, UNFPA 0.78 million USD, UNICEF 0.22 million USD, UNOPS 0.03 million USD.

UNDP and Health Care without Harm (HCWH) have identified procurement in the public health sector as well as private health systems as a key entry point for promoting more sustainable production and consumption patterns (SDG12). The role of procurement in influencing the environmental impact of health sector operations is well acknowledged and sustainable procurement practices have the capacity to reduce a significant proportion of the health sector’s greenhouse gas emissions (GHG).

**Project Aim:** To strengthen sustainability in the health sector in selected countries to ultimately reduce harm to people and the environment caused by the manufacture and disposal of medical products.

In Viet Nam, over the last two years the project has been implemented under close partnership between UNDP, Ministry of Health, and Ministry of Natural Resources and Environment on numbers of interventions. The health sector adopted and launched a Ministerial Directive for mitigation of medical plastic wastes in healthcare settings, followed by a national action plan for reducing plastic waste throughout the health system. Key officials of the Ministry of Health have been trained on sustainable procurement conducted by the SHiPP project in Istanbul, Turkey in 2019 and early 2020. A policy review research was conducted by the project to review national policies on health procurement to identify areas and opportunities for integrating sustainable procurement into current practices of the health system while purchasing drugs and health commodities throughout the health service

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<sup>2</sup> HCWH website. <https://noharm.org/> accessed on 17 Jan. 2019.

<sup>3</sup> Global Green and Healthy Hospitals Agenda. <https://www.greenhospitals.net/what-we-do/>

provision. These are the fundamental inputs for upcoming activities in putting sustainable procurement in healthcare system under actual implementation.

In parallel, with support from SHiPP UNDP worked with the Ministry of Health and Ministry of Natural Resources and Environment conducted a review of international policy frameworks and national policies on sustainable consumptions. Several national legislation and policies on Pop, Mercury, and plastic waste management and related international policies including the Stockholm and Minamata conventions as well as WHO's regulations and policies on environmental health were reviewed. This research was conducted to figure out the gaps between national commitments in managing harmful wastes and actual actions of the Government and then provide substantive recommendations for revision of the law on environment protection, which resulted in a section on green procurement has been included in the proposal of revised law.

Two upcoming activities are being carried out including training of health managers and procurement officials of healthcare settings nationwide on sustainable procurement. This aims at building capacity for health facilities in making procurement of the facility green and sustainable with reduced plastic and harmful waste. The second important activity is review of the current medical equipment and materials currently used by healthcare settings and alternative items available in the market that help reduce plastic and harmful wastes throughout health care service provision. Based on this review, a list of alternative equipment and materials will be developed for later application while planning for health procurement in the near future.

Under this TOR, UNDP Viet Nam is looking for 01 Senior trainer and 01 trainer to support development of training materials and to conduct training of health managers and health procurement officials of hospitals in Viet Nam on green/sustainable procurement of drugs and medical equipment within the health facilities.

**Training Objectives:** The overall objective of this training is providing health managers and health officials who are responsible for procurement within the health facilities with knowledge and skills in green procurement planning and implementation in the way that will help reduce plastic and harmful wastes over the health service provision activities.

**Objectives of the assignments:** The overall objective of this TOR is developing sustainable procurement training materials on the basis of the global guidelines for sustainable health procurement and providing training of health managers and procurement officials on green procurement planning and implementation

## ***II. Scope of work of this TOR***

1. Assist UNDP CO in Viet Nam and Ministry of Health to develop training materials on green procurement for health facilities based up on the global guidelines and newly adopted regulation frameworks on plastic and harmful waste mitigation.
2. Assist the UNDP CO in Viet Nam and Ministry of Health to conduct training of health managers and procurement officials of hospitals and preventive health settings nationwide on green procurement to integrate sustainability into procurement across all stages of the regular procurement processes.

## ***III. Detailed task assignment: The consultants,***

Under the guidance and supervision of UNDP and the National Center for Centralized Drug Procurement of the MOH, the consultants shall:

1. Senior trainer:
  - Review the guidelines for sustainable procurement developed by the global project on sustainable health in procurement and the report on national health procurement policy review to identify substance for training of health managers and procurement officials of hospitals in Viet Nam.

- Develop training materials on sustainable procurement based on the technical guidance of the global guidelines of the SHiPP project and recommendations of the health procurement policy review reports
  - Provide technical supervision to the member trainer in development of PPT presentations, handouts, agenda and plans of the national training workshops on sustainable procurement.
  - Lead and deliver technical training session in three 2-day training workshops in Ha Noi, Da Nang and Ho Chi Minh (one workshop in each province) together with the member trainer in Ha Noi, Da Nang, and Ho Chi Minh City, facilitate discussion of the training workshop and support participants in group works,.
  - Supervise the member trainer in generating feedback of trainees from the workshops, consolidate and prepare a training report to submit to UNDP at the end.
  - Based on the feedback and lessons learnt from the trainings, finalize the training materials and related technical presentation, handouts and keep on file for further training when needed
2. Member trainer
- Under direct supervision and assignment of the Senior trainer, the member trainer shall:
  - Assist the Senior trainer in desk review of technical guidelines and the report on national health procurement policy review and recommend relevant substance for training material development
  - Assist the senior trainer in development of session training materials based on direct assignment of the senior trainer
  - Under assignment and technical supervision of the senior trainer, develop the PPT presentations, handouts, agenda and plans of the national training workshops on sustainable procurement for health managers and procurement officials
  - Under direction and technical supervision of the senior trainer, attend and deliver training sections in three training workshops on health sustainable procurement in Ha Noi, Da Nang, and Hoc Chi Minh city for health managers and procurement officials from all provinces in the regions
  - Provide technical assistance and support for the participants in group works and discussions during the training workshops. Generate feedbacks and comments of the participants and provide the senior trainer for reporting to UNDP
  - Assist the senior trainer in preparation of training report, finalization of training materials, technical presentation PPT, handouts for later training courses when needed.

#### ***IV. Deliverables***

Senior trainer:

- A joint workplan with timeline and detailed works for delivering the task assignments accepted by UNDP
- A set of training agenda, documents, power point presentations on sustainable procurement for health managers and procurement officials are finalized and submitted to UNDP CO. The materials should reflect the technical guidance on sustainable procurement of the SHiPP project and current policies, procedures, criteria, planning and implementation of commodity procurement within the health sector in Viet Nam
- A report on training of health managers and procurement officials in three regions is submitted. The report should provide information about number of participants



attended training from healthcare settings nationwide with gender ratio, contents of training, feedback from trainees, and training results

Member trainer:

- Inputs to the joint workplan of the team provided to the senior trainer for consolidating and preparation of the joint workplan with the works and timeline to be done by the member.
- Substantive inputs to the training materials, training PPT presentations, agenda, and handouts endorsed by the senior trainer and accepted by UNDP and NCCDP.
- Feedbacks and comments of trainees generated and provided to the senior trainer for consolidating into the training report and revised materials. All training materials and documents are finalized and kept on file for use in relevant training courses of the MOH on similar topics

<b>Deliverable</b>	<b>Content</b>	<b>Timing</b>	<b>Responsibilities</b>
A joint workplan	Consultants provide a joint workplan with timeline and method detailed works to deliver the task assignment	20 August 2020	Senior Consultant to submit to UNDP CO
Training documents and materials	A set of training agenda, documents, power point presentations on sustainable procurement submitted	15 September 2020	Senior trainer To submit to UNDP CO
Training report	A report on training of health managers and procurement officials in three regions is submitted together with a set of finalized training materials	30 October 2020	Senior trainer to submit to UNDP CO

#### ***V. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL***

The assignment is planned to take place from 15<sup>th</sup> August to 30 October 2020.

The substantive preparation for the training is home-based with frequent communication with MOH's concerned officials and UNDP Viet Nam.

Fieldwork is required to Da Nang and Ho Chi Minh City will be conducted within August and October 2020. Travel costs outside Hanoi will be paid separately upon UNDP's approval based on UN-EU Cost Norms.

#### ***VI. PROVISION OF MONITORING AND PROGRESS CONTROLS***

The consultant will work closely with the focal points from UNDP CO in Viet Nam. The consultant will report directly to the programme officer in-charge of the Health portfolio on the key results and outcomes of performance and share the deliverables within the agreed timeframe.

#### ***VII. Qualification and experience requirements:***

Senior trainer

- Advanced degree in healthcare, public health, health economics, or relevant fields
- Minimum of 10 years of proven experience in health-related procurement planning, implementation, and management.
- Demonstrated understandings of key issues related to health procurement policies in Viet Nam, pharmaceutical and health product procurement, etc.
- Proven understandings and knowledge about national policies and regulations on health-related procurement as well as sustainable procurement approach
- Experience and skills in leading a group of trainers at national level that provide technical trainings for subnational levels.
- Experience in facilitating training workshop including provision of training sessions, facilitating group works during the training, and consolidating results of training into a training report
- Good experience in working with international organization in a multi-cultural environment. Experience in working with UN agencies is an asset.
- Excellent verbal and written English skills are required

Member trainer:

- Advanced degree in healthcare, public health, health economics, or relevant fields
- Minimum of 05 years of proven experience in health-related procurement planning, implementation, and management.
- Demonstrated understandings of key issues related to health procurement policies in Viet Nam, pharmaceutical and health product procurement, etc.
- Familiar with the national policies and regulations on health-related procurement as well as sustainable procurement approach
- Experience in facilitating training workshop including provision of training sessions, facilitating group works during the training, and consolidating results of training into a training report
- Good experience in working with international organization in a multi-cultural environment. Experience in working with UN agencies is an asset.
- Excellent verbal and written English skills is required

#### ***VIII. REVIEW TIME REQUIRED AND PAYMENT TERM***

Payment will be made as follows:

<b>%</b>	<b>Milestone</b>
20%	At submission and approval of the workplan
40%	Following submission and approval of the training documents and materials
40%	Following submission and approval (UNDP-CO) of the final training report and finalized training materials.

#### ***IX. XII. EVALUATION CRITERIA WITH ASSIGNED SCORES***

<b>Consultant(s)' experiences/qualification related to the services</b>		
<b>Senior trainer</b>		
<b>1</b>	Advanced degree in healthcare, public health, health economics, or relevant fields	<b>200</b>

2	Minimum of 10 years of proven experience in health-related procurement planning, implementation, and management	200
3	Demonstrated understanding of key issues related to health procurement policies in Viet Nam, pharmaceutical and health product procurement	200
4	Experience in facilitating training workshop including provision of training sessions	200
5.	Proven understandings and knowledge about national policies and regulations on health-related procurement as well as sustainable procurement approach	100
6	Experience and skills in leading a group of trainers at national level that provide technical trainings for subnational levels.	100
Total		1000
Member trainer		
1	Advanced degree in healthcare, public health, health economics, or relevant fields	200
2	05 years of proven experience in health-related procurement planning, implementation, and management	200
3	Understandings of key issues related to health procurement policies in Viet Nam	200
4	Understandings and knowledge about national policies and regulations on health-related procurement as well as sustainable procurement approach	200
5	Experience in facilitating training workshop including provision of training sessions, facilitating group works during the training	100
6	Good experience in working with international organization in a multi-cultural environment. Experience in working with UN agencies is an asset	100
Total		1000

**X. CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES**

☐ NONE  
TIME
 ☐ PARTIAL
 ☒ INTERMITTENT
 ☐ FULL-

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.

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**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 and USD for International Consultant).

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

<b>No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit Rate</b>	<b>Total</b>
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)			
	<b>Total</b>			

\* 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.

\*\* 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).