



Empowered lives.
Resilient nations.

10 August 2020

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

| | |
|---|--|
| Country: | Viet Nam |
| Description of the assignment: | Two national consultants (VALC coordinating team) to support Accelerator Lab in establishing a social innovation community of practice in 2020 |
| Period of assignment/services (if applicable): | August -December 2020 Community Director: 50 working days Lead Learning Designer: 60 working days |
| Duty Station: | Homebased and Ha Noi |
| Tender reference: | A-200801 |

1. Submissions should be sent by **email** to: quach.thuy.ha@undp.org no later than:

17.00 hrs., Friday 21 August 2020 (Hanoi time)

With subject line:

A-200801 – Community Director - Labbies

Or

A-200801 – Lead Learning Designer - Labbies

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

Note:

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

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

2. Please find attached the relevant documents:

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

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

a. Technical component:

- Signed Curriculum vitae
- Signed Letter to UNDP Confirming Interest and Availability
- Copy of 1-3 publications/writing samples on relevant subject.
- Letter of Introduction
- Reference contacts of past 4 clients for whom you have rendered preferably the similar service (including name, title, email, telephone number, address...)

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **Vietnamese dong for National Consultant** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in Annex V.
- Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.
- If quoted in other currency, prices shall be converted to the above currency at UN Exchange Rate at the submission deadline.

4. Evaluation

The technical component will be evaluated using the following criteria:

Community Director

| | Criteria | Maximum Point |
|---|--|----------------------|
| 1 | At least Bachelor’s degree in Social Sciences, Sustainability, Business or related majors. Applicants with qualification in sustainable development, innovation, system thinking and complexity field will be prioritized. | 250 |
| 2 | At least 5 years of experience in the field of sustainability, alternative/creative education and developing a community of practice. Have a proven track record in designing and facilitating transformative learning journeys for youth innovators. Be able to applying innovation methodologies such as Design Thinking, Art of Hosting, System Thinking, Theory U etc... in sustainable development. | 350 |
| 3 | Have experience in community development, must be part and influencer in an active social innovation community. The coordinator is expected to support the Lab team in recruiting, coordinating and managing a team of volunteers with different backgrounds and skills to work on innovation and sustainability issues. | 200 |
| 4 | High fluency in English and Vietnamese. Need to have good ability write, speak, and communicate in both languages. | 200 |
| | TOTAL | 1000 |

Lead Learning Designer

| | Criteria | Maximum Point |
|---|--|---------------|
| 1 | At least Bachelor's degree in Social Sciences, Natural Science, Sustainability, Business or related majors. | 150 |
| 2 | At least 3 years of experience in the field of sustainability, alternative/creative education and developing a community of practice. | 200 |
| 3 | Have a proven track record in designing and facilitating transformative learning journeys for youth innovators. Be able to run change-maker program, recruit participants and deliver workshops. | 250 |
| 4 | High fluency in English and Vietnamese. Need to have good ability write, speak, and communicate in both languages. | 150 |
| 5 | Have a proven track record in applying innovation methodologies such as Design Thinking, Art of Hosting, System Thinking, Theory U etc.... Need to demonstrate the ability to localize new approach to Viet Nam context through writing, translate and produce contents for Labbies network (have blogs or research to demonstrate). | 250 |
| | 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 the payment.

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



TERMS OF REFERENCE

Two national consultants (VALC coordinating team) to support Accelerator Lab in establishing a social innovation community of practice in 2020

A. Consultancy Titles

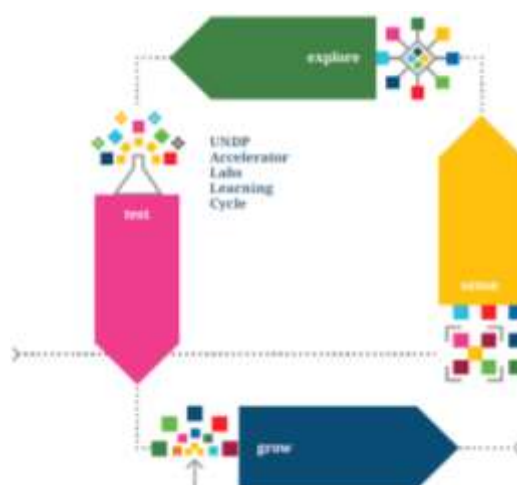
VALC Community Director (as team leader) to design, coordinate and setup Viet Nam Accelerator Lab Community

VALC Lead Learning Designer (as team member) is to develop the Learning program for labbies and localize innovation contents for community engagement

B. Description

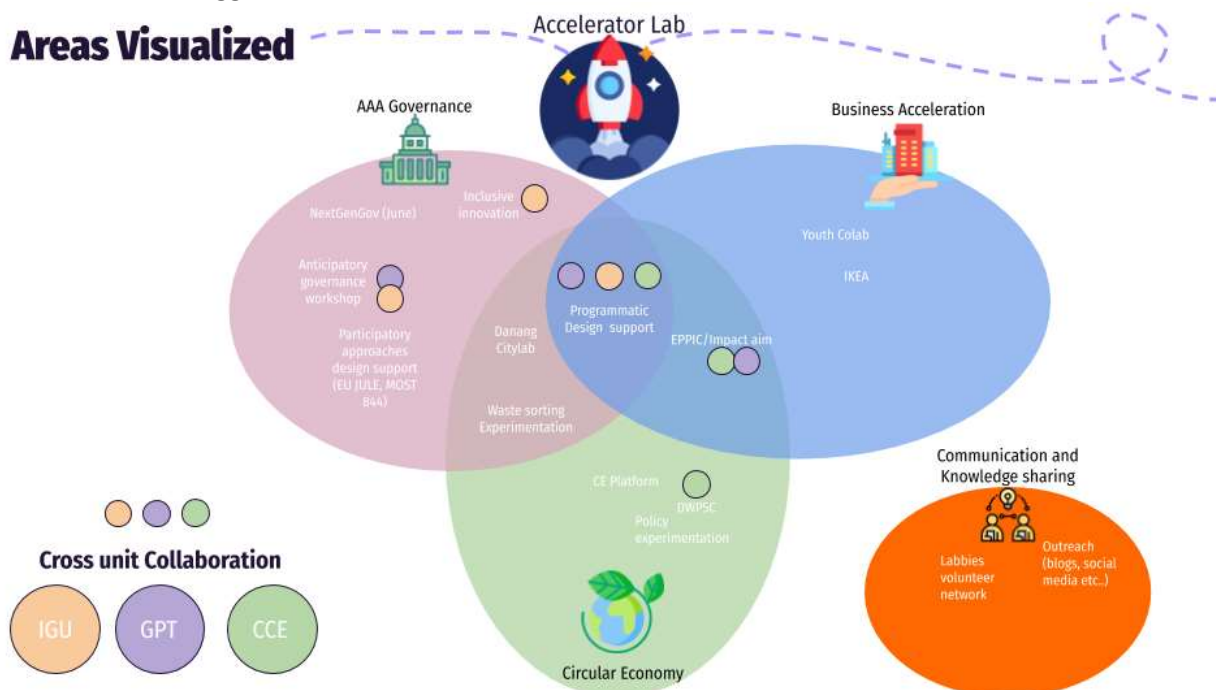
On the ground in about 170 countries and territories, the United Nations Development Programme (UNDP) works to eradicate poverty while protecting the planet. UNDP helps countries develop strong policies, skills, partnerships and institutions so they can sustain their progress. UNDP – Viet Nam partnership officially started in 1978. Since then, UNDP has been working closely with the Government and other partners to expand the choices for people and ensure that everyone has equal access to opportunities to realize their full potential.

In recognition of the increasing complexity of our world, businesses as usual approach won't be enough to tackle the wicked sustainable problems we have today. UNDP set out in 2019 to build the world's largest and fastest learning network on wicked sustainable development challenges. The Accelerator Labs Network (AcLab) was introduced globally to the UNDP system for the first time to provide a paradigm shift in development. 60 labs globally are challenging the status quo by combining social innovation with sustainable development. UNDP is doing development differently because the speed, dynamics, and complexity of today's challenges are fundamentally different from even twenty years ago. We are creating a new capability for decision makers to explore, experiment, and grow portfolios of mutually reinforcing solutions to tackle today's challenges.



Acclab provides a suite of innovation approaches for UNDP partners and communities such as systemic design, collective intelligence, solutions mapping, experimentation, and more to offer. The lab work centre around tackling on-the-ground sustainable development issues through a Learning Cycle. One example is that by leveraging lean experimentation, the team tested current answers to social issues, the hypothesis of the ideal states, then came up with the optimal solution, backed by data and evidence within a much shorter time frame compared to traditional approaches.

The Accelerator Lab in Viet Nam was one of the first labs to be set up in the world. In 2019, the team reached certain achievements in Da Nang in the areas of waste segregation, with the cooperation of Da Nang’s Department of Natural Resource (DONRE); and Danang City Night Lab, an initiative that aim to run by the Da Nang government, with the first feasibility report completed. Part of these works has been blogged and could be accessed via this [link](#).



In 2020, the team aims to further expand the impact by stepping in additional areas, both in terms of works and geography. Across Viet Nam, the areas will include: (1) Circular Economy/ Waste – making our planet green again from the circular economy approach, (2) Public sector innovation – developing government capacity for anticipatory, agile and adaptive governance, and (3) Private Sector Acceleration – engaging businesses to align with SDGs.

The Accelerator Lab Viet Nam is seeking a team of national consultants/ innovation coordinators to support the team to establish and coordinate a network of social innovation practitioners, members of this community would be call **Labbies**.

C. Vision for Viet Nam Accelerator Lab Community (VALC) - social innovation community of practice to share knowledge, collaborate on projects for sustainable development problem

This is a community engagement platform to flexibly engage with social innovators to collaborate, map solutions and share knowledge. The aim is to not start a network from scratch, but rather building on existing communities that are relevant to social innovation and sustainable development. The network format allows members from other networks to join, pursue their own objectives and be facilitated by the Lab toward a common agenda. The Lab role here is that of a partner that facilitates knowledge sharing, connectors and mobilize resources. Some existing community with relevance to Lab work:

- Universities (e.g: National Economic University, Hanoi University of Science & Technology...)
- Co-working spaces (The Learning Hub, TOONG, UP...)
- Youth-led organization (e.g: AIESEC, Youth+, ASEAN Youth Organization, Youth Union...)
- NGOs/IGOs (e.g: GreenHub, WWF...)
- Social enterprise (e.g: KOTO, Tohe, Grapevine, Will to Live etc...)
- and many more...

For the **Volunteers (Labbies)**, the value proposition for joining the network can be summarized as follow:

- Access to innovation methods like solutions mapping, collective intelligence, experiment, systemic design, and given concrete opportunities to apply these in project/activities settings. These are very unique sets of skill and experience that they are unlikely to receive elsewhere.
- Conduct Solution mapping and ethnographic field research. Undertaking journey to engage with community to identify solutions for sustainable development problem
- Receive coaching and mentorship directly from Lab heads that can enable them to develop professionally and expand their horizon.
- Connect with like-minded people and work together on development issues.
- A flexible working commitment, that allows them to offer what they can and ask for what they need. For those who wish a more official arrangement, they will be given the opportunity to join UNDP as UNV or interns.
- much more to discover...

Labbies who join the network will get the chance to work with many interesting projects from Accelerator Lab and other units in UNDP such as Youth Co:Lab and Impact Aim. Some examples of the kind of work labbies can volunteers to:

- *Youth Co:Lab:*
 - Joining the research team for the National research into assessment and projection of resilience and adaptation of youth for entrepreneurship and impact business development, support to increase the numbers of responders
 - Support to promote the Youth Co:Lab competition among young entrepreneurs of Viet Nam
 - Support to design and spread the online SDG Entrepreneurship course
 - Collaborate with UNDP communication consultants to design a webpage of Youth Co:Lab on UNDP Viet Nam website.
- *Impact Aim:*
 - Collaborate with the Impact Aim Project Coordinator, build the framework for Impact Aim Viet Nam
 - Support to design and create content for Impact Aim website and facebook page
 - Support to organize 2 events of Impact Aim in 2020: Introduce the Impact Mapping and the Impact Measurement framework

D. Scope of Work for the VALC Coordinating team

The main objective of the **VALC coordinating team** is to support the Accelerator Lab team in establishing and coordinating a team of labbies. We envision *Labbies* to be a team of young passionate changemakers who wish to develop their creativity and skills by solving local sustainability issues. The Labbies team will work closely with Viet Nam Accelerator Lab and can get

access to knowledge, resources and relationships of the UNDP global network. They will be able to develop professionally in the field of social innovation and sustainable development, the Lab and coordinator will be mentoring the labbies to help them develop to their fullest potential. Labbies will get the opportunity to work hands-on in innovative projects in UNDP such as Impact Aim, Youth Colab, Circular economy portfolio, etc... .The tasks of the coordinator include but not limited to the following list:

Establish Labbies Network:

- **Assemble and inspire a team** of volunteers to apply their creativity and skills on tasks from Acclab. The Labbies network is envisioned to work closely with Accelerator Lab on day to day basis
- **Design and organize a Bootcamp for VALC** to help establish a volunteer team, provide direction roles and team spirit. Furthermore, this is aimed to help volunteers build necessary skills for working professionally with Accelerator Lab and other partners.
- **Coordinate Labbies create an enabling environment for them to ensure tasks completion and professional growth.** The Labbies team will be working closely with Accelerator Lab on daily-basis. They will be handed tasks to complete in support of UNDP work, tasks will come from Accelerator Lab ongoing projects and workflow. Labbies will have the opportunities to learn the latest cutting-edge innovation methodologies, develop their professional skills and network.

Promote Accelerator Lab work in Viet Nam

- **Localizing communication materials** for the Accelerator Lab's works in Vietnamese, designing contents, and help with the physical distribution or promoting on online social media platforms.
- **Organize Accelerator Lab Launch** event to showcase the Lab approach and values in Viet Nam.
- **Develop a community of social innovation practitioners.** Inspire and empower participants to learn about innovation/ sustainability in their lives. Support to localize international innovation practice into Vietnamese context (e.g: Circular Economy, Foresighting, Design Thinking, Lean experimentation, Solution mapping, Art of Hosting etc...)

We are looking for people who have a proven track record of starting, designing and managing activities for the changemakers community. People who understand the sustainability challenge and are passionate about finding solutions to achieve 17 SDGs, ultimately making our society more environmentally and socially sustainable.

E. Expected Outputs and Deliverables

The following deliverables are expected to complete latest by 30 December 2020 by Community Director:

The Community Director (team lead) responsibility is to manage and oversee the setup and operation of VALC and Labbies members

- 01 Concept Note of VALC. Work together with Acclab Heads to design VALC vision and team structure with Accelerator Lab team.
- At least, 01 VALC Bootcamp Organized. The Boot Camp for will help establish a volunteer team, provide direction roles and team spirit. Furthermore, this is aimed to help volunteers build necessary skills for working professionally with Accelerator Lab and other partners. Labbies to basic social innovation and sustainable development concepts.
- 01 Team of Labbies is established through the 1st Bootcamp co-hort. Support Accelerator Lab team in assemble and recruit a team of Labbies which include local volunteers and later can be granted internships with UNDP.
- 01 Enabling Workspace for Labbies established. The team lead needs to arrange a suitable workplace arrangement for Labbies volunteer to work This will include things such as proposing a suitable workspace accommodation (e.g: a co-working space...) for the labbies

team to work together and remotely, establishing a communication channel (Slack, Teams...) and team task management system (e.g: Trello...).

- Support Accelerator lab team in organizing **Social Innovation Festival**. For Accelerator Lab 1-year anniversary, we are organizing an Social Innovation Festival, which is an exhibition and social gathering in celebration of Viet Nam social innovation ecosystem. Where we bring together innovators from all walks of life to showcase local solutions that can contribute to SDGs. This event will happen in Q3/4 of 2020, depending on COVID situation.
- Coordinate with the Accelerator Lab team to facilitate day-to-day tasks completion with Labbies in line with projects from Accelerator Lab. Ensure Labbies team have what they need (logistic, information, supplies etc...) to complete the tasks.

The following deliverables are expected to complete latest by 30 December 2020 by Lead Learning Designer

- Work together with team lead to create an enabling environment for the VALC. The facilitator is mainly responsible for developing the content of the program and deliver the training.
- Design the curriculum for a Lab Social Innovation Bootcamp. Develop learning tracks for VALC to learn about Sustainable development, Project skills, and self-development. The Bootcamp will equip Labbies the needed skills to work on sustainable development projects.
- At least 02 workshops or webinar are conducted monthly and should attract at least 20 people for each event. Develop contents for community workshops together with Acclab team. The Learning designer is to facilitate regular workshops or webinars as community engagement events to socialize Labs and social innovation approaches
- Localize Accelerator Lab innovation methodologies. Translate Accelerator Lab communication materials and create contents on social innovation that's relevant to Viet Nam (writing blog, copy-editing etc...). Working together with Labbies and Acclab to design and promote outreach materials.
- Social media and marketing, to continuously promote Labbies Network program and activities. Write contents for social media, design posters, etc

F. Institutional Arrangement

The coordinator team main point of contact will be **Head of Solution Mapping** and will report to all Heads of **Accelerator Lab** team in Viet Nam.

G. Duration of the Work

The Coordinator Team lead is required to **work for 50 days** from July - December 2020. The consultancy expense includes all travel, co-working space for VALC and related expenses.

The Lead Learning Designer required to **work for 60 days** from July - December 2020. The consultancy expense includes all travel and related expenses.

H. Duty Station

The coordination team is expected to work remotely and at Labbies Workplace once that's set-up. With frequent meetings at the UNDP CO and outside of the office for stakeholder meetings but no need to travel to outside of Hanoi.

I. Qualifications of the Successful Individual Expert

| Team Lead Qualification | Points Obtainable (1000 points) |
|--|---------------------------------|
| At least Bachelor's degree in Social Sciences, Sustainability, Business or related majors. Applicants with qualification in sustainable development, innovation, system thinking and complexity field will be prioritized. | 250 |

| | |
|--|-------------|
| At least 5 years of experience in the field of sustainability, alternative/creative education and developing a community of practice. Have a proven track record in designing and facilitating transformative learning journeys for youth innovators. Be able to applying innovation methodologies such as Design Thinking, Art of Hosting, System Thinking, Theory U etc... in sustainable development. | 350 |
| Have experience in community development, must be part and influencer in an active social innovation community. The coordinator is expected to support the Lab team in recruiting, coordinating and managing a team of volunteers with different backgrounds and skills to work on innovation and sustainability issues. | 200 |
| High fluency in English and Vietnamese. Need to have good ability write, speak, and communicate in both languages. | 200 |
| TOTAL | 1000 |

| Lead Learning Designer Qualification | Points Obtainable (1000 points) |
|--|--|
| At least Bachelor's degree in Social Sciences, Natural Science, Sustainability, Business or related majors. | 150 |
| At least 3 years of experience in the field of sustainability, alternative/creative education and developing a community of practice. | 200 |
| Have a proven track record in designing and facilitating transformative learning journeys for youth innovators. Be able to run change-maker program, recruit participants and deliver workshops. | 250 |
| High fluency in English and Vietnamese. Need to have good ability write, speak, and communicate in both languages. | 150 |
| Have a proven track record in applying innovation methodologies such as Design Thinking, Art of Hosting, System Thinking, Theory U etc.... Need to demonstrate the ability to localize new approach to Viet Nam context through writing, translate and produce contents for Labbies network (have blogs or research to demonstrate). | 250 |
| TOTAL | 1000 |

K. Scope of Price Proposal and Schedule of Payments

| # | Target Outputs/ Deliverables | Target Due date | Payment % upon completion |
|----------|---|------------------------|----------------------------------|
| 1 | Design: Labbies Concept note and Bootcamp Learning Program. Start recruiting and finding potential Labbies volunteers. | 31 August 2020 | 15% |
| 2 | Setup: Have a Labbies co-workplace ready to be operationalized. Organize a Bootcamp to establish a Labbies volunteer team. | 15 September 2020 | 15% |
| 3 | Outreach: localize Accelerator Lab materials and support Acclab team in launching 1 year Anniversary. Conduct regular community workshops on innovation methodologies. | 31 September 2020 | 20% |
| 4 | Operation: Coordinate with Accelerator Lab team to ensure day-to-day tasks completion with Labbies team. | 31 October 2020 | 20% |
| 5 | Sustainability: a core Labbies team is established and can self-manage the network, mobilize its own resources and pursue wider agenda. | 31 December 2020 | 30% |

ANNEX IV

OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date _____

United Nations Development Programme

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.

