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14 August 2020

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 Lead International Consultant (IC) to develop full project document the a GEF funded Project “Reduce the Impact and Release of Mercury and POPs in Vietnam through Lifecycle Approach and Ecolabel”.
Period of assignment/services (if applicable):	September 2020 to September 2021 with 30 working days
Duty Station:	Home-based with travel to Hanoi and the selected provinces
Tender reference:	P200803

1. Submissions should be sent by email to: nguyen.ngoc.phuong@undp.org no later than:

23.59 hrs., 24 August 2020 (Hanoi time)

With subject line:

P200803 – Lead International Consultant (IC) to develop full project document the a GEF funded Project

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:

- Detailed CV addressing the experience
- Financial offer
- Letter of Interest and Availability
- At least 2 sample reports/documents in English to be submitted

b. Financial proposal (with your signature):

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

4. Evaluation

The technical component will be evaluated using the following criteria:

Consultant(s)' experiences/qualification related to the services		
Lead consultant		
1	Advanced university degree (PhD is an asset) in chemistry, environmental science, or related field;	150
2	15 years' experience on chemical management and/or environmental protection, in particular on hazardous chemicals, POPs, and PTS, including mercury;	250
3	Working experience on the preparation of GEF full-size projects is an asset;	50
4	Understanding of GEF's strategic plan and priority areas in GEF VII is an asset;	100
5	Strong analytical skills and proven experience in drafting reports and project documents;	100
6	Experience and knowledge of UNDP policies and procedures is desirable;	100
7	Previous experience with donor-funded development projects in Viet Nam is highly desirable;	100
8	Proven ability in team working	50
9	Working and advanced writing knowledge of English with two writing samples submitted	100
Total		1000

A two-stage procedure is utilized in evaluating the submissions, with evaluation of the technical components being completed prior to any price proposals being opened and compared.

The price proposal will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical component. The technical component is evaluated on the basis of its responsiveness to the Term of Reference (TOR). Maximum 1000 points will be given to the lowest offer and the other financial proposals will receive the points inversely proportional to their financial offers. i.e. $S_f = 1000 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the submission under consideration.

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

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

Interview with the candidates may be held if deemed necessary.

5. Contract

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

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

Documents required before contract signing:

- International consultant whose work involves travel is required to complete the courses on BSAFE which the new online security awareness training is 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

7. Payments will be authorized upon approval and acceptance of the contract deliverables by UNDP.

No.	DELIVERABLE	AMOUNT
1	Inception workshop report	30%
2	Draft documentation including Prodoc and CEO Endorsement Request.	30%
3	All documentation from GEF PPG (including technical reports, meeting minutes, etc.)	40%

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

ANNEX I

TERMS OF REFERENCE

Position:	01 <u>Lead International Consultant (IC)</u> to develop full project document the a GEF funded Project “Reduce the Impact and Release of Mercury and POPs in Vietnam through Lifecycle Approach and Ecolabel”.
Project:	Preparation Phase of the Project “Reduce the Impact and Release of Mercury and POPs in Vietnam through Lifecycle Approach and Ecolabel”
Type of appointment:	Individual contract
Location:	Home-based with travel to Hanoi and the selected provinces
Duration:	September 2020 to September 2021 with 30 working days

BACKGROUND

In Vietnam a number of regulations concerning the phasing out of POPs, the management of POPs containing waste and the maximum allowable concentration of POPs in soil and food chain. However, technical guidelines for environmental levels of some new POPs such as PBDEs, HBCD, HCBD, PFOS, PFOSF and HBB and mercury are still missing.

It is likely that a significant amount of POPs is also used in many industry and sector. In the plastic industry, Deca-BDE is contained as a flame retardant in plastics at a level which may exceed 5% of the product’s weight. Most of the plastic recyclers or manufacturers don’t have a clear understanding of the identity of chemical additives used in their processes. Also in the building sector, and more precisely in the manufacturing / import of Expanded or Extruded Polystyrene (EPS/XPS) as insulating materials, based on a report from BCRC Asia, in the year 2018 there were around 110 companies manufacturing XPS and EPS panels/sheets in Vietnam. The average production capacities of the companies were around 100 – 200tons/year. All XPS and EPS materials are imported from Taiwan. Currently, there are no alternative to HBCD in the manufacturing of EPS, therefore is likely that a large part of this material is treated with HBCD. The NIP estimated that around 100,000 tons of PBDE-contaminated plastics are present in Vietnam in the EEE / WEEE sector, with an equivalent amount in the automotive and ELV sector. As such, one can conclude there is a risk that recycling of materials coming from these sectors could represent a health and environmental issue in the absence of procedures for the verification of POP contamination. This estimation has not yet included the presence of deca-BDE, which was listed under the Annex A of the POPs convention only recently.

On the Mercury, the existing legislation still does not envisage the phasing out of mercury products, like medical devices and fluorescent lamps. However, the Vietnamese government has supported the use of LED lighting through two major projects - Vietnam Energy Efficient Public Lighting Project (VEEPL) and Vietnam National Energy Efficiency In Vietnam, LED technology was first introduced in traffic lights and the advertisement industry. Across Vietnam, incandescent bulbs, especially in street lighting, are being replaced with LED bulbs. The light emitting diode (LED) market in Vietnam is expected to grow at a compound annual growth rate (CAGR) of 18.2 per cent from 2016-2022, reaching \$729 million by 2022, according to the report “Vietnam LEDs market – drivers, opportunities, trends & forecasts: 2015-2022”. The lighting segment is expected to make the largest contribution to economic growth due to the entry of large multi-national companies, decreasing LED

prices, and industrial development of the Vietnamese market. Many international players have already established factories in the country. Some of the more prominent players in the Vietnam LED market are Osram, New Light LED Technology Ltd, Viribright. Based on the above, it is evident that Vietnam is preparing the shift from CFL to LED which will be further driven by the need to comply with the requirement of the Minamata convention.

Therefore, the GEF is supporting Vietnam through UNDP a project “**Reduce the impact and release of mercury and POPs in Vietnam through lifecycle approach and ecolabel**”. The objective of the project is to protect human health, environment and promote sustainable production and consumption through the reduction of the use of POPs, new POPs and mercury and the release of POPs, U-POPs and mercury throughout the entire lifecycle in key industrial sectors supported by Ecolabel system, Green Financing and Procurement mechanisms.

In order to develop the project concept into a full project document, UNDP Vietnam is seeking for 01 qualified international consultant, who will be Team Leader for a group of international and national consultants.

OBJECTIVES OF THE CONSULTANCY

The International Project Development Specialist will be the GEF PPG Expert Team Leader and will be responsible for quality assurance and timely preparation of all reports and documentation, including the finalized UNDP Project Document (ProDoc) and CEO Endorsement Request, with all mandatory and project specific Annexes and supporting documentation. The consultant is expected to lead and coordinate the project formulation team and draft and finalize the documents including:

- i) a full-sized UNDP project document;
- ii) a GEF CEO Endorsement Request (CER)/Template with completed relevant GEF tracking tool.

DUTIES AND RESPONSIBILITIES

Under the overall guidance of UNDP Viet Nam and the Vietnam Environment Administration (VEA, MONRE) and in close cooperation with other recruited national consultants, the International Consultant will be responsible for following duties and tasks:

1) Leading, guiding, and coordinating the inputs from other consultants and relevant stakeholders

- a. Work with national and international consultants to draw up a detailed work plan, including defining scope, specific tasks and expected outputs by national consultants and their inputs to the preparation of the Project Document (ProDoc) and the GEF CEO Endorsement Request;
- b. List the necessary information/inputs to be provided by national and international consultants to formulate the full Project Document;
- c. Provide advice and guidance to national and international consultants to perform their tasks in the start-up/inception phase and during the process;
- d. Coordinate inputs and provide advice to improve quality of their inputs as needed;
- e. Conduct field surveys with national consultants if needed;

- f. Facilitate and coordinate with national and international consultants in terms of technical issues to hold necessary workshops (inception workshop and consultation workshops in Hanoi).

2) Provide specific technical advice in the field of POPs-related legislation on the use of POPs by industrial sector

The consultant will carry out analysis to define in detail the project activities to be undertaken under Output 2.1 (Sustainable manufacture and design of plastic, polymers, polymers, paint, metal finishing and other products improved to prevent the use of POP and the release of POP and mercury in the environment) and Component 3 (Life cycle management of POPs and PTS containing products) of the PIF.

The analysis will result in a list of activities to be undertaken under the relevant outputs to ensure the improvement of the legislation, identify with more detail the industrial processes and products technologies which are more likely to use POPs, and identify the chemical and non-chemical alternatives, including design, for these sectors.

3) Provide detailed inputs for the development of an alternative scenario relevant to Component 2 and Output 2.1.3

Based on his/her technical knowledge, and information exchanged with Vietnamese experts and stakeholders, the consultant will provide specific knowledge and a list of activities to implement the following project outputs:

- a. 2.1.3 Design and implementation of modern Air Pollution Control Systems to prevent the release of mercury and U-POPs suitable also for small enterprises carried out (tentatively in the sectors of waste incineration and ferrous and non-ferrous metal recycling).
- b. The consultant will identify which are the potential technologies which could be used by the project to reduce the release of Hg and U-POPs in the sectors of waste incineration and ferrous and non-ferrous metal, taking into consideration budget constraints and the fact that the average size of these industrial facilities in Viet Nam are of smaller scale compared to the same facilities in western countries.
- a. The consultant will develop a detailed budget for the activities to be implemented under this output.

4) Provide detailed inputs for the development of an alternative scenario relevant to Component 3.

- a. Propose a detail list of project activities, to be carried out in order to achieve the outputs envisaged by the PIF under Component 3, namely:
 - Output 3.1.1. Risk Management Strategy, technical guidance and training materials developed for the sound management of mercury stockpiles and obsolete mercury-containing equipment, with specific reference to mercury lamps and medical devices. With specific relevance to this output, the consultant will develop a tentative summary of content of the technical guidance and technical material to be developed for the management of mercury, and provide a list of sources and examples related to the trainings already carried out worldwide on the matter.
 - Output 3.1.2. Capacity and institutions are strengthened to eliminate use of mercury-containing products (e.g. mercury lamps, thermometers, and cosmetics) in medical

facilities; road map and plan for using of mercury-free devices developed and implemented (20,000 mercury thermometers replaced). In strict coordination with the Vietnamese relevant stakeholders, the consultant will identify priorities and draft procedures for the replacement of mercury-containing lamps and thermometers.

- Output 3.1.3. Technologies for the recycling of mercury-containing equipment (fluorescent lamps, medical devices) with segregation and storage of mercury established. The consultant will provide information and knowledge related to best available technologies for the safe disposal / recycling of mercury-containing devices (mercury lamps and thermometers).
- Develop a detailed budget for the proposed activities taking into account the budget allocated under the PIF.

5) Draft and finalize a full project document (full ProDoc), GEF CEO Endorsement Request, and completed relevant GEF and MONRE tracking tools, formats and questions as requested.

- a. Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B): With inputs from the national consultants, as detailed in their respective TORs, and based on international best practice:
- Develop, present and articulate the project's theory of change;
 - Develop the Results Framework in line with UNDP-GEF policy;
 - Develop a detailed Monitoring and Evaluation Plan and Budget;
 - Oversee and ensure the preparation of a comprehensive Stakeholder Engagement Plan;
 - Oversee and ensure the preparation of a Gender Action Plan and Budget;
 - Oversee and ensure the updating of the SESP based on assessments undertaken during Component A, and ensure the development of required environmental and/or social management Framework (ESMF) as required;
 - Oversee the preparation of the required project Monitoring and Evaluation Framework and development of project level indicators to feed into the GEF Core Indicators, and ensure these are supported by robust and validated data;
 - Secure all co-financing letters;
 - Prepare the indicative procurement plan (with UNDP Thailand support);
 - Secure and present agreements on project execution and management arrangements and ensure that the project aligns to UNDP-GEF guidance on UNDP execution support;
 - Ensure the completion of the required official endorsement letters; and
 - Synthesize all analyses, studies, etc. that are prepared under Components A and B to produce the draft UNDP-GEF ProDoc, GEF CEO Endorsement, and all mandatory and project specific Annexes, using the templates.¹

METHODOLOGY

Before the start of the assignment, the consultant team will work with local consulting firms to draft a detailed Assignment Plan, discuss it with UNDP and PMU/MOIT, and submit the final Assignment Plan for approval by UNDP and PMU.

DELIVERABLES

The selected IC will collaborate to produce the following deliverables in English:

¹ Please verify with the UNDP-GEF team that the correct templates are being used.

No.	DELIVERABLE	DUE DATE
1	<p>Inception report presenting workplan and concept:</p> <ul style="list-style-type: none"> Proposed approach to assignment; Proposed workplan and methodology; Approach to collection of information; Specific timeline for implementation of this assignment and consultative arrangements proposed (if any); and Allocation of work, with input and agreed by different NCs 	October 2020
2	<p>Workshop report, including:</p> <ul style="list-style-type: none"> Outline of the ProDoc to be presented at the inception workshop; Comments from different stakeholders; and (Review and recommendations for the team's next steps. 	December 2020
3	Draft documentation including Prodoc and CEO Endorsement Request	May 2021
4	Presentation at one day validation Workshop in Ha Noi.	June 2021
5	All documentation from GEF PPG (including technical reports, meeting minutes, etc.)	August 2021

DURATION OF ASSIGNMENT AND DUTY STATION

Duty Station: Home-based with travel to Hanoi and the selected industrial facilities.

The international consultant will be expected to have at least 30 working days including two missions to Vietnam (12 days per mission) and 6 days home-based. Exact dates and timing will be discussed and agreed prior to each visit. During 24 days of mission in the country, it is estimated to be 16 days in Hanoi and 8 days travels to provinces is required. Upon prior written agreement between UNDP and the selected consultant, additional cost of local travel will be covered by UNDP based on UN rates. With the exception of two missions to Hanoi, the international consultant is expected to work and communicate with national consultants and with UNDP in person.

EXPERIENCE AND QUALIFICATIONS

Candidates will be evaluated against the following minimum requirements:

- Advanced university degree in chemistry, environmental science, or related field;
- 15 years' experience on chemical management and/or environmental protection, in particular on hazardous chemicals, POPs, and PTS, including mercury;
- 5 years' working experience on the preparation of GEF full-size projects;
- Understanding of GEF's strategic plan and priority areas in GEF VII;
- Strong analytical skills and proven experience in drafting reports and project documents;
- Experience and knowledge of UNDP policies and procedures is desirable;
- Previous experience with donor-funded development projects in Viet Nam is highly desirable;

- Proven ability in team working and knowledge sharing including experience in providing input to technical/scientific documents and reports;
- Working and advanced writing knowledge of English.

In addition, the candidate should be independent and should not have any personal interest related to project activities which may hinder its independence, and which may distort or bias his/her performance.

PAYMENT TERMS

Payments will be authorized upon approval and acceptance of the contract deliverables by UNDP.

No.	DELIVERABLE	AMOUNT
1	Inception workshop report	30%
2	Draft documentation including Prodoc and CEO Endorsement Request.	30%
3	All documentation from GEF PPG (including technical reports, meeting minutes, etc.)	40%

EVALUATION CRITERIA

Experience/Qualifications	Points
Advanced university degree (PhD is an asset) in chemistry, environmental science, or related field;	150
15 years' experience on chemical management and/or environmental protection, in particular on hazardous chemicals, POPs, and PTS, including mercury;	250
Working experience on the preparation of GEF full-size projects is an asset;	50
Understanding of GEF's strategic plan and priority areas in GEF VII is an asset;	100
Strong analytical skills and proven experience in drafting reports and project documents;	100
Experience and knowledge of UNDP policies and procedures is desirable;	100
Previous experience with donor-funded development projects in Viet Nam is highly desirable;	100
Proven ability in team working	50
Working and advanced writing knowledge of English with two writing samples submitted	100
Total	1,000

ANNEX IV

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

Date _____

(Name of Resident Representative/Bureau Director)
United Nations Development Programme
(Specify complete office address)

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [*delete this item if the TOR does not require submission of this document*];
- E) I hereby propose to complete the services based on the following payment rate: [*please check the box corresponding to the preferred option*]:
 - ☐ An all-inclusive daily fee of [*state amount in words and in numbers indicating currency*]
 - ☐ A total lump sum of [*state amount in words and in numbers, indicating exact currency*], payable in the manner described in the Terms of Reference.
- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex V;
- G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- H) This offer shall remain valid for a total period of _____ days [*minimum of 90 days*] after the submission deadline;

I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*

J) If I am selected for this assignment, I shall *[please check the appropriate box]:*

- ☐ Sign an Individual Contract with UNDP;
- ☐ Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

K) I hereby confirm that *[check all that applies]:*

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- ☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

L) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

M) **If you are a former staff member of the United Nations recently separated, please add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

N) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES ☐ NO ☐ If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

P) Do you have any objections to our making enquiries of your present employer?

YES ☐ NO ☐

Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES ☐ NO ☐ If answer is "yes", WHEN?

R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Address	Business or Occupation

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

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

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

DATE: _____

SIGNATURE: _____

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

Annexes *[please check all that applies]:*

- ☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

GUIDELINES FOR CV PREPARATION

WE REQUEST THAT YOU USE THE FOLLOWING CHECKLIST WHEN PREPARING

Your CV:

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

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

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

SUMMARY OF EXPERTISE

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

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

Credentials/education/training, relevant to the expertise

LANGUAGES

Mother Tongue:

Indicate written and verbal proficiency of your English:

SUMMARY OF RELEVANT WORK EXPERIENCE

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

UN SYSTEM EXPERIENCE

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

UNIVERSITY DEGREES

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

PUBLICATIONS

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

MISCELLANEOUS

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

