



Empowered lives.
Resilient nations.

07 September 2020

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	05 National Consultants to develop a full project document for the GEF-funded project Reduce the Impact and Release of Mercury and POPs in Vietnam through Lifecycle
Period of assignment/services (if applicable):	September 2020 – September 2021
Duty Station:	Vietnam
Tender reference:	T200903

1. Submissions should be sent by **email** to: luu.thi.trang@undp.org no later than:
23.59 hrs., 14 September 2020 (Hanoi time)

With subject line:

T200903A – 01 National Technical Specialist (NC1)

T200903B – 01 National Technical Expert on POPs (NC2)

T200903C – 01 National Technical Expert on Mercury (NC3)

T200903D – 01 National Technical Expert on Gender and Stakeholders (NC4)

T200903E – 01 National Technical Expert on Environmental and Social Management Framework (NC5)

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
- 01 writing sample 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:

NC1 – National Technical Specialist

No.	Consultant's experience/qualification related to the services	Score
1	At least Master's degree in a relevant field, such as chemistry, environmental chemistry, environmental science, environmental policy and management, or related field.	200
2	Demonstrated understanding of the Stockholm and Minamata Conventions and other relevant knowledge.	150
3	Minimum 15 years of demonstrable experience in the technical area of mercury and POPs/chemistry.	250
4	Experience working on GEF and other international projects, including project development and execution; Prior experience with UNDP or another UN or international organizations or government (MONRE, MOIT,...) will be an asset. Experience and skills on teamwork and team management/coordinator.	250
5	Excellent written and skills in English (01 writing sample provided)	150
Total		1,000

NC2 – National Technical Expert on POPs

No.	Consultant's experience/qualification related to the services	Score
1	At least Master's degree in a relevant field, such as environment, chemistry, environmental chemistry, environmental policy and management, or related field.	200
2	Demonstrated understanding of the Stockholm Convention and other relevant knowledge.	150
3	Minimum 15 years of demonstrable experience in the technical area of POPs/toxic chemical/chemistry.	200
4	Demonstrable knowledge of the environmental issues of Vietnamese industry, with specific reference to the use of hazardous chemicals in their process and the industrial emissions.	150
5	Experience working on GEF and other international projects including project development and execution. Prior experience with UNDP or another UN or international organizations or	200

	government (MONRE, MOIT,...) will be an asset. Experience and skills on teamwork.	
6	Excellent written and skills in English (01 writing sample provided)	100
Total		1,000

NC3 – National Technical Expert on Mercury

No.	Consultant's experience/qualification related to the services	Score
1	At least Master's degree in a relevant field, such as environmental engineering, environmental technology and management, chemistry, environmental chemistry, environmental policy and management, or related field.	200
2	Demonstrated understanding of the Minamata Convention and other relevant knowledge.	100
3	Minimum 10 years of demonstrable experience in the technical area of mercury/chemistry, determination of mercury emission.	250
4	Demonstrable knowledge of the environmental issues of Vietnamese industry, with specific reference to the industrial emissions of mercury; the use and management of mercury devices in the Vietnamese health sector and mercury lamps, and the issues associated with the replacement with non-mercury devices and mercury-free lamps	150
5	Experience working on GEF and other international projects including project development and execution. Prior experience with UNDP or another UN or international organizations or government (MONRE, MOIT,...) will be an asset. Experience and skills on teamwork.	200
6	Excellent written and skills in English (01 writing sample provided)	100
Total		1,000

NC4 – National Technical Expert on Gender and Stakeholders

No.	Consultant's experience/qualification related to the services	Score
1	At least Master's degree in social science such as anthropology, sociology, psychology, political science, or other relevant fields.	200
2	Demonstrated understanding of the UNDP policies on gender mainstreaming, stakeholder engagement, social safeguarding.	200
3	Minimum 10 years of demonstrable experience in the area of gender	200

	mainstreaming.	
4	Experience working on GEF and other international projects including project development and execution. Prior experience with UNDP or another UN or international organizations or government (MONRE, MOIT,...) will be an asset. Experience and skills on teamwork.	250
5	Excellent written and skills in English (01 writing sample provided)	150
Total		1,000

NC5 – National Technical Expert on Environmental and Social Framework

No.	Consultant’s experience/qualification related to the services	Score
1	At least Master’s degree in field related to international development, with specific academic background related to social and environmental sustainability, environmental economics or other relevant fields.	200
2	At least 15 years of experience related to social and environmental standards and impact assessment in an international development context, issues on environmental economic.	250
3	Experience in the SES thematic area of Social and Environmental Screening and Assessment.	150
4	Familiarity with the UN System, in particular UNDP. Prior experience with UNDP or another UN or international organizations or government (MONRE, MOIT,...) will be an asset. Experience and skills on teamwork.	250
5	Excellent written and skills in English (01 writing samples provided)	150
Total		1,000

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

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

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

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

Interview with the candidates may be held if deemed necessary.

5. Contract

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

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

Documents required before contract signing:

- International consultant whose work involves travel is required to complete the 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.



Empowered lives.
Resilient nations.

TERMS OF REFERENCE

- Position:** 05 **National Consultants** to develop a full project document for the GEF-funded project *Reduce the Impact and Release of Mercury and POPs in Vietnam through Lifecycle Approach and Ecolabel*:
- NC1: National Technical Specialist (60 workdays)
 - NC2: National Technical Expert on POPs (40 workdays)
 - NC3: National Technical Expert on Mercury (40 workdays)
 - NC4: National Technical Expert on Gender and Stakeholders (40 workdays)
 - NC5: National Technical Expert on Environmental and Social Management Framework (20 workdays)
- 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
- Duty station:** Ha Noi and home-based, with possible travel to provinces
- Duration:** September 2020 to September 2021
- Reporting to:** Climate Change and Environment Unit at UNDP

1 GENERAL BACKGROUND

In Viet Nam, a number of regulations exist concerning the phasing out of persistent organic pollutants (POPs), the management of POPs-containing waste, and the maximum allowable concentration of POPs in soil, water, air, and the food chain. However, technical guidelines for environmental levels of some new POPs such as PBDEs, HBCD, HCBD, PFOS, PFOSF, and HBB, as well as mercury, are still missing.

It is likely that a significant amount of POPs is also used in many industries and sectors. 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 plastic recyclers or manufacturers don't have a clear understanding of the identity of the chemical additives used in their processes.

In the building sector, and more precisely in the manufacturing/import of expanded or extruded polystyrene (EPS/XPS) as insulating materials, there were around 110 companies manufacturing XPS and EPS panels/sheets in Viet Nam in 2018, according to a report from BCRC Asia.¹ The average production capacity of the companies was around 100 – 200 tons/year. All XPS and EPS materials are imported from Taiwan. Currently, there are no alternatives to HBCD in the manufacturing of EPS, and therefore it is likely that a large part of this material is treated with HBCD. The National Implementation Plan (NIP) estimated

¹ Basel Convention Regional Centre for Asia and the Pacific, 2018. "Sound Management of HBCD in Insulation Products and Wastes from Construction and Demolition in Typical Asia-Pacific Countries."
<http://www.pops.int/Portals/0/download.aspx?d=BCRC-China-NPOPS-CASES-HBCD-20180725.English.pdf>

that around 100,000 tons of PBDE-contaminated plastics are present in Viet Nam in the electrical and electronic equipment (EEE) or waste EEE sector, with an equivalent amount in the automotive and end-of-life vehicle (ELV) sector. As such, it can be concluded that there is a risk that recycling materials 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.

Regarding mercury, the existing legislation still does not envisage the phasing out of mercury products, such as medical devices and fluorescent lamps. However, the Vietnamese government has supported the use of light-emitting diode (LED) lighting through two major projects – the *Vietnam Energy Efficient Public Lighting Project* and *Vietnam National Energy Efficiency Programme*. LED technology was first introduced in traffic lights and the advertisement industry. Across Viet Nam, incandescent bulbs, especially in street lighting, are being replaced with LED bulbs. The LED market in Viet Nam is expected to grow at a compound annual growth rate of 18.2 per cent from 2016-2022, reaching \$729 million by 2022.² The lighting sector 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 Viet Nam LED market are Osram, New Light LED Technology Ltd, and Viribright. Based on the above, it is evident that Viet Nam 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 on Mercury.

Therefore, the Global Environment Facility (GEF) is supporting Viet Nam through the UNDP project **Reduce the Impact and Release of Mercury and POPs in Vietnam Through Lifecycle Approach and Ecolabel**. The objectives of the project are:

- i. to protect human health and the environment; and
- ii. to promote sustainable production and consumption through the reduction of the use and release of POPs and mercury throughout the entire lifecycle in key industrial sectors supported by an ecolabel system, green financing, and procurement mechanisms.

2 OBJECTIVES OF THE ASSIGNMENT

UNDP Viet Nam is seeking for **05 qualified national consultants** to work with the GEF PPG Expert Team Leader/International Project Development Specialist to develop the above project concept into a full-sized UNDP Project Document, along with a CEO Endorsement Request and all mandatory and project-specific annexes and supporting documentation:

- NC1 – National Technical Specialist
- NC2 – National Technical Expert on POPs
- NC3 – National Technical Expert on Mercury
- NC4 – National Technical Expert on Gender and Stakeholders
- NC5 – National Technical Expert on Environmental and Social Management Framework

3 DUTIES AND RESPONSIBILITIES

Under the overall guidance of UNDP Viet Nam, the Viet Nam Environment Administration (VEA, MONRE), and the GEF PPG Expert Team Leader/International Project Development

² Infoholic Research, 2016. "Vietnam LEDs Market – Drivers, Opportunities, Trends, and Forecasts: 2015-2022." https://www.researchandmarkets.com/research/j2x4lt/vietnam_light

Specialist, the national consultants will be responsible for close cooperation on the following duties and tasks:

NC1 – National Technical Specialist

B. NC1 Role

The **National Technical Specialist** will be the leader of the national GEF PPG Expert Team and will work in strict coordination with the GEF PPG Expert Team Leader and the International Expert on Mercury Management and Industrial Emissions to ensure 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 National Technical Specialist will be responsible for coordinating other consultants and compiling inputs from them to support the development of the UNDP Project Document (ProDoc) and draft CEO Endorsement Request, with all mandatory and project-specific annexes and supporting documentation. This consultant will be critical to validate the indicators of stakeholder engagement, monitoring and evaluation of the project.

The consultant is expected to support the GEF PPG Expert Team Leader in the coordination of the national team to draft and finalize the relevant project documents, including:

- i) a full-sized UNDP project document;
- ii) a GEF CEO Endorsement Request (CER)/Template with completed relevant GEF tracking tool; and
- iii) a response matrix for comments from GEF and GEF council members.

NC1 Responsibilities and Deliverables

1) Support the Management of the PPG Expert Team

- a. Support the GEF PPG Expert Team Leader with technical support for the management of the GEF PPG Expert Team; and
- b. Ensure coordination between individual national consultants and stakeholder groups to facilitate analysis and other stakeholder inputs.

2) Preparatory Technical Studies and Reviews (Component A)

Prepare inputs and support the required analyses/studies, as agreed with the GEF PPG Expert Team Leader, including:

- a. Prepare draft CEO Endorsement Request with all mandatory and project-specific Annexes and supporting documentation with the inputs from ICs and NCs;
- b. Provide information related to baseline analysis related to the legislation relevant to POPs, U-POPs, mercury, POPs, PTS and mercury containing articles/products, ecolabel policy in Viet Nam;
- c. Prepare an analysis of the current status in Viet Nam related to financial mechanism for environmental protection, including the update regulation of the Viet Nam Environmental Protection Fund as well as private or bilateral funds that may exist and ecolabel policy;
- d. Prepare an analysis of the manufacturing sectors using new POPs to select key sectors demonstration in Vietnam;
- e. Provide inputs and information for the international consultants on aspects related to the alternative scenarios for all the components so that the detailed activities timeframe and budget can be identified in detail;
- f. Assist the international consultants in the assessment of training needs and the preliminary design of training modules;

- g. Prepare monitoring plans on mercury status in medical institutions and manufacture enterprises to promote the application of mercury-free medical devices in medical institutions;
- h. Coordination with ICs and other NCs to implement field survey/interview; and
- i. Support the completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs as guided by the GEF PPG Expert Team Leader.

3) Formulation of the ProDoc, CEO Endorsement Request, and Mandatory and Project-Specific Annexes

- a. Provide relevant quality text sections for the ProDoc package on the aspects mentioned above;
- b. Act as lead coordinator, working with other areas of the International Project Development Specialist and the other PPG team specialists, ensuring overall consolidation of efforts by PPG team towards, inter alia;
- c. Analyze the baseline for the sectors and sub sectors, and collect the data with environmental regulation, POPs and mercury baseline;
- d. Identify and establish relationships with potential industrial partners;
- e. Identify barriers, risks, and solutions for the projects;
- f. Contribute to indicator development and the M&E framework, especially the indicators of stakeholder engagement, monitoring and evaluation of the project;
- g. Support and validate the theory of change of the project;
- h. Support to put forward the duplication and scale up plans for non-mercury alternatives;
- i. Identify stakeholders who have been and will be engaged (based on stakeholder analysis by National Gender and Stakeholder Specialist), including potentially marginalized or disadvantaged groups/individuals, and discern key stakeholder objectives and interests;
- j. Define the breadth and depth of stakeholder engagement throughout the project cycle;
- k. Validate the timeline for engagement activities and how they will be sequenced (based on the inputs of ICs and other NCs), including information disclosure; and
- l. Validate resource requirements and associated budget.

4) Validation Workshop (Component C)

- a. Contribute to the 1day validation workshop in Hanoi; and
- b. Support all necessary revisions that arise during the workshop, as appropriate.

5) Final Deliverables

No.	Deliverables	Due date
1	Individual inception report presenting workplan and concept: <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 	October 2020

	<ul style="list-style-type: none"> Proposing allocation of work, sections to be prepared by different NCs. Work coordination plan which ICs and NCs 	
2	Workshop report, including: <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. 	November 2020
3	Draft Project Document in English and Vietnamese.	May 2021
4	Presentation at Validation Workshop.	June 2021
5	All documentation from GEF PPG (including technical reports, Field survey/interview reports; meeting minutes, etc.) in English and Vietnamese.	August 2021

NC2 – National Technical Expert on POPs

C. NC2 Role

The **National Technical Expert on POPs** will have the general role to provide updated knowledge to the team of consultant on the situation of POPs and U-POPs in Viet Nam, from the regulatory and technical standpoint. S/he will support the GEF PPG Expert Team Leader/International Project Development Specialist, the International Expert on Mercury Management and Industrial Emissions (IC2), and the National Technical Specialist (NC1) with all the updated information related to the upgrade and refinement of the baseline, baseline scenario and alternative scenario with specific reference to the situation of POPs in Viet Nam.

The National Technical Expert on POPs will work in strict coordination with the PPG development team, to ensure quality assurance and timely preparation of all technical and regulatory aspects related to POPs, so that the finalized UNDP Project Document (ProDoc), the CEO Endorsement Request, and the Core Indicator worksheet will be based on the most updated and scientifically validated information about POPs in Viet Nam.

D. NC2 Responsibilities and Deliverables

1) Preparatory Technical Studies and Reviews (Component A)

Prepare inputs and support the required analyses/studies, as agreed with the GEF PPG Expert Team Leader, including:

- a. Provide information related to baseline analysis related to the legislation relevant to POPs and U-POPs; POPs containing articles/products;
- b. Provide inputs and information for the international consultants on aspects related to the alternative scenarios for all the components associated to POPs so that the detailed activities timeframe and budget can be identified in detail;
- c. Assist the international consultants in the assessment of training needs and the preliminary design of training modules relevant to POPs and POPs containing articles/products;
- d. Provide the GEF PPG Expert Team Leader with updated information on potential industrial use of POPs, with specific reference to POP brominated flame retardants, HBCD, short chain chlorinated paraffins, PFOS, and PFOAs in Vietnamese industries and release of U-POPs from key sectors;
- e. Coordination with ICs and other NCs to implement field survey/interview; and

- f. Assist the GEF PPG Expert Team Leader and NC1 in the drafting of all the technical parts of the Project Document and annexes.

2) Formulation of the ProDoc, CEO Endorsement Request, and Mandatory and Project-specific Annexes

- a. Provide relevant quality text sections for the ProDoc package on the aspects mentioned above;
- b. Contribute to indicator development and the M&E framework, especially the indicators relevant to the reduction of POPs, U-POPs and POPs containing articles/products;
- c. Validate the timeline for engagement activities and how they will be sequenced (based on the inputs of ICs and other NCs), including information disclosure; and
- d. Validate resource requirements and associated budget.

3) Validation Workshop (Component C)

- a. Contribute to the validation workshop; and
- b. Support all necessary revisions that arise during the workshop, as appropriate.

4) Final Deliverables

No.	Deliverables	Due date
1	Written inputs to workshop report, including: <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. 	November 2020
2	Written inputs of relevant part as in TOR and agreed under joint workplan to the Draft Project Document in English and Vietnamese.	May 2021
3	Written inputs of relevant part as in TOR and agreed under joint workplan to the Final Project Document in English and Vietnamese.	July 2021

NC3 – National Technical Expert on Mercury

E. NC3 Role

The **National Technical Expert on Mercury** will have the general role to provide updated knowledge to the team of consultants on the situation of the use of mercury in products in Viet Nam, the management of mercury waste, and the technical and economic constraints related to the replacement of medical mercury devices and mercury lamps with their non-mercury alternatives. S/he will also provide updated information on the current regulatory framework for mercury in Viet Nam. S/he will support the GEF PPG Expert Team Leader/International Project Development Specialist, the International Expert on Mercury Management and Industrial Emissions (IC2), and the National Technical Specialist (NC1) with all the updated information related to the upgrade and refinement of the baseline, baseline scenario and alternative scenario with specific reference to the situation of mercury in Viet Nam.

The National Technical Expert on Mercury will work in strict coordination with the PPG development team to ensure quality assurance and timely preparation of all technical and regulatory aspects related to mercury (Component 3 and part of Component 1 and 2) , so that

the finalized UNDP Project Document (ProDoc), the CEO Endorsement Request, and the Core Indicator worksheet will be based on the most updated and scientifically validated information about mercury in Viet Nam.

F. NC3 Responsibilities and Deliverables

1) Preparatory Technical Studies and Reviews (Component A)

Prepare inputs and support the required analyses/studies, as agreed with the GEF PPG Expert Team Leader, including:

- a. Provide information related to baseline analysis related to the legislation relevant to mercury, both as use in article (medical devices, mercury lamps and cosmetics) and industrial emissions;
- b. Provide inputs and information for the international consultants on aspects related to the alternative scenarios for all the components associated to mercury so that the detailed activities timeframe and budget can be identified in detail;
- c. Assist the international consultants in the assessment of training needs and the preliminary design of training modules relevant to mercury;
- d. Provide the International Project Development Specialist with updated information on the use of mercury-containing devices in Viet Nam, with specific reference to medical devices, lighting systems, and cosmetics;
- e. Coordination with ICs and other NCs to implement field survey/interview; and
- f. Assist the International Project Development Specialist in the drafting of all the technical parts of the Project Document and annexes.

2) Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project-specific Annexes

- a. Provide relevant quality text sections for the ProDoc package on the aspects mentioned above;
- b. Contribute to indicator development and the M&E framework, especially the indicators relevant to the reduction of mercury emissions and the replacement of mercury products with mercury-free products;
- c. Validate the timeline for engagement activities and how they will be sequenced (based on the inputs of ICs and other NCs), including information disclosure; and
- d. Validate resource requirements and associated budget.

3) Validation Workshop (Component C)

- a. Contribute to the validation workshop; and
- b. Support all necessary revisions that arise during the workshop, as appropriate.

4) Final Deliverables

No.	Deliverables	Due date
1	Written inputs to workshop report, including: <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. 	November 2020
2	Written inputs of relevant part as in TOR and agreed under joint workplan to the Draft Project Document in English and Vietnamese.	May 2021

3	Written inputs of relevant part as in TOR and agreed under joint workplan to the Final Project Document in English and Vietnamese.	July 2021
---	--	-----------

NC4 – National Technical Expert on Gender and Stakeholders

G. NC4 Role

The **National Technical Expert on Gender and Stakeholders** will be responsible for the analysis and development of the gender mainstreaming and stakeholder engagement section of the Prodoc. In this capacity, s/he will work in close coordination with the GEF PPG Expert Team Leader and the National Technical Specialist (NC1) to ensure that all the sections of the Project Document and the relevant annexes comply with the GEF and UNDP requirements related to Gender Mainstreaming and Stakeholder Engagement.

H. NC4 Responsibilities & Deliverables

Under the overall guidance of the GEF PPG Expert Team Leader and NC1, and in close cooperation with other recruited national consultants, the National Expert on Gender and Stakeholders will be responsible for following duties and tasks:

1) **Contribute to the Draft Gender Analysis and a Gender Mainstreaming Plan of the project, as envisaged:**

- a. The expert will be in charge of providing the necessary input and text, as required by the GEF PPG Expert Team Leader, for the preparation of a gender analysis to fully consider the different needs, roles, benefits, impacts, risks, differential access to and control over resources of women and men relating to chemical, including POPs and PTS used and released by industrial activities and consumer products (including considerations of intersecting categories of identity such as age, social status, ethnicity, marital status, etc.) and to identify appropriate measures to address these and promote gender equality and women's empowerment, gender awareness raising initiatives; assessment of women's meaningful participation. Coordination with ICs and other NCs to implement field survey/interview on gender issues.
- b. Based on the gender analysis above, along with relevant findings from the stakeholder analysis and background studies, the expert will provide the necessary input for the development of a Gender Action Plan to guide gender mainstreaming during project implementation.

The Gender Action Plan must include indicators, targets, timeframe, responsible party and budget which are linked to the project's components/outputs, outcomes and activities. As part of the work of preparing the Gender Action Plan, indicators should be proposed for inclusion in the Results Framework to facilitate the monitoring of the proposed gender mainstreaming actions.

2) **Draft a Stakeholder Analysis and a Stakeholder Engagement Plan**

- a. Provide the necessary information and text for an appropriately-scaled analysis of project stakeholders, building on the initial identification of stakeholders in the PIF as indicated by the GEF PPG Expert Team Leader. This stakeholder analysis will provide the foundation for development of the project's Stakeholder Engagement Plan and will facilitate prioritization of engagement activities with particular stakeholder groups and individuals. See the [UNDP SES Guidance Note on Stakeholder Engagement](#).
- b. Provide input, information and text, as from the indication received by the GEF PPG Expert Team Leader, NC1 to develop a Stakeholder Engagement Plan which must include the following elements:
 - Stakeholders who have been and will be engaged (based on stakeholder analysis), including potentially marginalized or disadvantaged groups / individuals;
 - Key stakeholder objectives and interests;

- Steps and actions to achieve meaningful consultation and inclusive participation, including information dissemination and any special measures required to ensure inclusive participation of marginalized disadvantaged groups/individuals the dissemination of information;
- Breadth and depth of stakeholder engagement throughout the project cycle, and decisions that need to be made through stakeholder engagement;
- Timeline for engagement activities and how they will be sequenced, including information disclosure (the ‘when’);
- Indicators of stakeholder engagement and monitoring plan;
- Roles and responsibilities for ensuring effective stakeholder engagement through implementation of the Plan; and
- Resource requirements and associated budget.
- Coordination with ICs and other NCs to implement field survey/interview on Stakeholders issues.
- A project-level Grievance Redress Mechanism (GRM) will be described in the Stakeholder Engagement Plan and established in the first year of project implementation. See the [UNDP SES Guidance Note on Stakeholder Engagement](#).

3) Validation Workshop (Component C)

- Contribute to the preparation and conduction of the project validation workshop; and
- Support all necessary revisions that arise during the workshop, as appropriate.

4) Final Deliverables

No.	Deliverables	Due date
1	Written inputs to workshop report, including: <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. 	November 2020
2	Written inputs of relevant part as in TOR and agreed under joint workplan to the Draft Project Document in English and Vietnamese.	May 2021
3	Written inputs of relevant part as in TOR and agreed under joint workplan to the Final Project Document in English and Vietnamese.	July 2021

NC5 – National Technical Expert on Environment and Social Management Framework

I. NC5 Role

The **National Technical Expert on Environmental and Social Framework** will develop mandatory project Annexes related to application of Environmental and Social Management Framework (ESMF) and support adherence of project development to UNDP’s SES (Social and Environmental Standards) and specific requirements, as appropriate.

J. NC5 Responsibilities and Deliverables

- Contributions to the Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project-specific Annexes (Component B): Prepare inputs and support the required analyses/studies, as agreed with the GEF PPG Expert Team Leader and NC1, including:**

- a. Review the pre-screening (SESP - social and environmental safeguards pre-screening) of the PIF, workplan and mission schedule (as needed) with the UNDP Country Office; Support the application of Free, Prior and Informed Consent (FPIC) for the PPGs with that requirement; Familiarize other PPG team members with UNDP's ESMF and specific requirements, as appropriate.
- b. Update the pre-SESP and prepare an Environmental and Social Management Framework (ESMF) or stand-alone management plan for the project; conduct initial assessments of all Moderate and High risks, including one field mission within Viet Nam; develop the draft ESMF (or stand-alone management plan), with support from the international consultants and national consultants, in line with UNDP's Guidance Note on Assessment and Management; finalize the ESMF (or stand-alone management plan) in coordination with the GEF PPG Expert Team Leader, based on stakeholder consultations and close engagement.

2) Validation Workshop (Component C)

- a. Contribute to the validation workshop (remote inputs); and
- b. Support all necessary revisions that arise during the workshop, as appropriate.

3) Final Deliverables

No.	Deliverables	Due date
1	Written inputs to workshop report, including: <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. 	November 2020
2	Written inputs of relevant part as in TOR and agreed under joint workplan to the Draft Project Document in English and Vietnamese.	May 2021
3	Written inputs of relevant part as in TOR and agreed under joint workplan to the Final Project Document in English and Vietnamese.	July 2021

4 METHODOLOGY

The consultant team will work with international consultants and a local consulting firm to draft a detailed Assignment Plan, discuss it with UNDP and Vietnam Environment Administration (VEA, MONRE), and submit the final Assignment Plan for approval by UNDP and VEA.

5 DELIVERABLES

All outputs are required in English and Vietnamese.

Below is the tentative schedule of outputs.

Tentative Schedule of Outputs*

No.	Joint Deliverable	Due Date
1	Inception report presenting workplan and concept, including: <ul style="list-style-type: none"> • Proposed approach to assignment; • Proposed work plan and methodology; 	October 2020

	<ul style="list-style-type: none"> • Approach to collection of information; • Specific timeline for implementation of this assignment and consultative arrangements proposed (if any); and • Allocation of work, sections to be prepared by different NCs. • Work coordination plan with ICs and NCs 	
2	Workshop report, including: <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. 	November 2020
3	Draft Project Document in English and Vietnamese.	May 2021
4	Inputs to the completion of the GEF CEO Endorsement Request.	June 2021
5	Presentation at Validation Workshop.	August 2021
6	All documentation from the GEF PPG (including technical reports, field survey/interview reports, meeting minutes, etc.) in English and Vietnamese.	August 2021

** The above schedule is tentative and will be finalized in the Inception Report.*

6 DURATION OF ASSIGNMENT AND DUTY STATION

Duration: The duration and timing of the assignment will be from September 2020 to September 2021.

Duty Station: Ha Noi. The consultants will be expected to work mostly from their home-based office, participate in and arrange meetings in Ha Noi, and communicate with national and international consultants and with UNDP electronically. Travel to the field outside Ha Noi may be required. Upon prior written agreement between UNDP and the selected consultant, additional costs of local travel will be covered by UNDP separately.

7 MONITORING AND PROGRESS CONTROL

The assignment will be supervised by UNDP and VEA.

In addition to collaboration with stakeholders, concerned provinces and ministries, the consultant team will also routinely report to the UNDP on progress through bi-monthly meetings. The consultants will provide concise information about implemented activities and adjustments to the work plan.

8 ADMINISTRATIVE SUPPORT AND REFERENCE DOCUMENTS

The consultant team will be provided with the following support:

- Support to the working process with relevant ministries, sectors, and localities (if any).
- Coordination with other programs and projects to maximize results, including training, visitation, and exchange of experience.
- Work with relevant ministries through suggestion of focal points and sending official request letters for the consultants to work or conduct interviews with stakeholders.

- Provision of relevant documents and guidelines to the consultant team upon the commencement of the assignment.
- Arrangement of meetings with stakeholders if necessary.

9 QUALIFICATIONS AND WORK EXPERIENCE

Candidates will be evaluated against the following minimum requirements:

NC1 – National Technical Specialist

- At least Master's degree in a relevant field, such as chemistry, environmental chemistry, environmental science, environmental policy and management, or related field;
- Demonstrated understanding of the Stockholm and Minamata Conventions and other relevant knowledge;
- Minimum 15 years of demonstrable experience in the technical area of mercury and POPs/chemistry;
- Experience working on GEF and other international projects, including project development and execution;
- Prior experience with UNDP or another UN or international organizations or government (MONRE, MOIT,...) will be an asset.
- Experience and skills on teamwork and team management/coordinator; Excellent written and oral communication skills in English and fluency in Vietnamese.

NC2 – National Technical Expert on POPs

- Master's degree in a relevant field, such as environment, chemistry, environmental chemistry, environmental policy and management, or related field;
- Demonstrated understanding of the Stockholm Convention and other relevant knowledge;
- Minimum 15 years of demonstrable experience in the technical area of POPs/toxic chemical/ chemistry;
- Demonstrable knowledge of the environmental issues of Vietnamese industry, with specific reference to the use of hazardous chemicals in their process and the industrial emissions;
- Experience working on GEF and other international projects including project development and execution;
- Prior experience with UNDP or another UN or international organizations or government (MONRE, MOIT,...) will be an asset.
- Experience and skills on team work;
- Excellent written and oral communication skills in English and fluency in Vietnamese.

NC3 – National Technical Expert on Mercury

- At least Master's degree in a relevant field, such as environmental engineering, environmental technology and management, chemistry, environmental chemistry, environmental policy and management, or related field;
- Demonstrated understanding of the Minamata Convention and other relevant knowledge;

- Minimum 10 years of demonstrable experience in the technical area of mercury/chemistry, determination of mercury emission;
- Demonstrable knowledge of the environmental issues of Vietnamese industry, with specific reference to the industrial emissions of mercury; the use and management of mercury devices in the Vietnamese health sector and mercury lamps, and the issues associated with the replacement with non-mercury devices and mercury-free lamps;
- Experience working on GEF and other international projects including project development and execution;
- Prior experience with UNDP or another UN or international organizations or government (MONRE, MOIT,...) will be an asset.
- Experience and skills on team work;
- Excellent written and oral communication skills in English and fluency in Vietnamese.

NC4 – National Technical Expert on Gender and Stakeholders

- At least Master’s degree in social science such as anthropology, sociology, psychology, political science, or other relevant field;
- Demonstrated understanding of the UNDP policies or international organizations on gender mainstreaming, stakeholder engagement, social safeguarding;
- Minimum 10 years of demonstrable experience in the area of gender mainstreaming;
- Experience working on GEF and other international projects including project development and execution;
- Prior experience with UNDP or another UN or international organizations or government (MONRE, MOIT,...) will be an asset.
- Experience and skills on team work;
- Excellent written and oral communication skills in English and fluency in Vietnamese.

NC5 – National Technical Expert on Environmental and Social Management Framework

- At least Master’s degree in field related to international development, with specific academic background related to social and environmental sustainability, environmental economics or other relevant field;
- At least 15 years of experience related to social and environmental standards and impact assessment in an international development context, environmental economic;
- Experience in the SES thematic area of Social and Environmental Screening and Assessment.
- Prior experience with UNDP or another UN or international organizations or government (MONRE, MOIT,...) will be an asset.
- Familiarity with the UN System, in particular UNDP;
- Experience and skills on team work;
- Excellent written and oral communication skills in English and fluency in Vietnamese.

10 PAYMENT TERMS

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

No.	Deliverable	Amount
1	Report after the inception workshop (prepared by two team leaders recruited by UNDP and written inputs from all team members)	30%
2	Draft Prodoc in English and Vietnamese and CEO Endorsement Request.	30%
3	Final documentation of Prodoc in English and Vietnamese, CEO Endorsement Request, SESP after the validation workshop.	40%

11 CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

None **Partial** Intermittent Full-time

12 EVALUATION CRITERIA WITH ASSIGNED SCORES

An additional interview either direct or through telephone/Skype will be applied if necessary.

NC1 – National Technical Specialist

No.	Consultant's experience/qualification related to the services	Score
1	At least Master's degree in a relevant field, such as chemistry, environmental chemistry, environmental science, environmental policy and management, or related field.	200
2	Demonstrated understanding of the Stockholm and Minamata Conventions and other relevant knowledge.	150
3	Minimum 15 years of demonstrable experience in the technical area of mercury and POPs/chemistry.	250
4	Experience working on GEF and other international projects, including project development and execution; Prior experience with UNDP or another UN or international organizations or government (MONRE, MOIT,...) will be an asset. Experience and skills on teamwork and team management/coordinator.	250
5	Excellent written and skills in English (01 writing sample provided)	150
Total		1,000

NC2 – National Technical Expert on POPs

No.	Consultant's experience/qualification related to the services	Score
1	At least Master's degree in a relevant field, such as environment, chemistry, environmental chemistry, environmental policy and management, or related field.	200

2	Demonstrated understanding of the Stockholm Convention and other relevant knowledge.	150
3	Minimum 15 years of demonstrable experience in the technical area of POPs/toxic chemical/chemistry.	200
4	Demonstrable knowledge of the environmental issues of Vietnamese industry, with specific reference to the use of hazardous chemicals in their process and the industrial emissions.	150
5	Experience working on GEF and other international projects including project development and execution. Prior experience with UNDP or another UN or international organizations or government (MONRE, MOIT,...) will be an asset. Experience and skills on teamwork.	200
6	Excellent written and skills in English (01 writing sample provided)	100
Total		1,000

NC3 – National Technical Expert on Mercury

No.	Consultant's experience/qualification related to the services	Score
1	At least Master's degree in a relevant field, such as environmental engineering, environmental technology and management, chemistry, environmental chemistry, environmental policy and management, or related field.	200
2	Demonstrated understanding of the Minamata Convention and other relevant knowledge.	100
3	Minimum 10 years of demonstrable experience in the technical area of mercury/chemistry, determination of mercury emission.	250
4	Demonstrable knowledge of the environmental issues of Vietnamese industry, with specific reference to the industrial emissions of mercury; the use and management of mercury devices in the Vietnamese health sector and mercury lamps, and the issues associated with the replacement with non-mercury devices and mercury-free lamps	150
5	Experience working on GEF and other international projects including project development and execution. Prior experience with UNDP or another UN or international organizations or government (MONRE, MOIT,...) will be an asset. Experience and skills on teamwork.	200
6	Excellent written and skills in English (01 writing sample provided)	100
Total		1,000

NC4 – National Technical Expert on Gender and Stakeholders

No.	Consultant's experience/qualification related to the services	Score
1	At least Master's degree in social science such as anthropology, sociology, psychology, political science, or other relevant field.	200
2	Demonstrated understanding of the UNDP policies on gender mainstreaming, stakeholder engagement, social safeguarding.	200
3	Minimum 10 years of demonstrable experience in the area of gender mainstreaming.	200
4	Experience working on GEF and other international projects including project development and execution. Prior experience with UNDP or another UN or international organizations or government (MONRE, MOIT,...) will be an asset. Experience and skills on teamwork.	250
5	Excellent written and skills in English (01 writing sample provided)	150
Total		1,000

NC5 – National Technical Expert on Environmental and Social Framework

No.	Consultant's experience/qualification related to the services	Score
1	At least Master's degree in field related to international development, with specific academic background related to social and environmental sustainability, environmental economics or other relevant field.	200
2	At least 15 years of experience related to social and environmental standards and impact assessment in an international development context, issues on environmental economic.	250
3	Experience in the SES thematic area of Social and Environmental Screening and Assessment.	150
4	Familiarity with the UN System, in particular UNDP. Prior experience with UNDP or another UN or international organizations or government (MONRE, MOIT,...) will be an asset. Experience and skills on teamwork.	250
5	Excellent written and skills in English (01 writing sample provided)	150
Total		1,000

ANNEX: ACRONYMS & ABBREVIATIONS

BCRC	Basel Convention Regional Centre
CER	CEO Endorsement Request
Deca-BDE	Decabromodiphenyl ether
EEE	Electrical & electronic equipment
ELV	End-of-life vehicle
EPS	Expanded polystyrene
ESMF	Environmental and Social Management Framework
FPIC	Free, Prior and Informed Consent
GEF	Global Environment Facility
GRM	Grievance Redress Mechanism
HBB	Hexabromobiphenyl
HBCD	Hexabromocyclododecane
HCBD	Hexachlorobutadiene
IC	International Consultant
LED	Light-emitting diode
M&E	Monitoring & evaluation
MONRE	Ministry of Natural Resources and Environment
NC	National Consultant
NIP	National Implementation Plan
PBDE	Polybrominated diphenyl ether
PFOA	Perfluorooctanoic acid
PFOS	Perfluorooctane sulfonic acid
PFOSF	Perfluorooctane sulfonyl fluoride
PIF	Project Identification Form
PMU	Project Management Unit
POP	Persistent organic pollutant
PPG	Project Preparation Grant
SES	Social & Environmental Safeguards
SESP	Social & Environmental Screening Procedure
UNDP	United Nations Development Programme
U-POP	Unintentionally produced persistent organic pollutant
VEA	Viet Nam Environment Administration
WEEE	Waste electrical & electronic equipment
XPS	Extruded polystyrene

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

Date _____

(Name of Resident Representative/Bureau Director)

United Nations Development Programme

(Specify complete office address)

Dear Sir/Madam:

I hereby declare that:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Name	Relationship	Name of International Organization

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

YES NO

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

YES NO If answer is "yes", WHEN?

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

Full Name	Full Address	Business or Occupation

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

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

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

DATE: _____

SIGNATURE: _____

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

Annexes *[please check all that applies]:*

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

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

GUIDELINES FOR CV PREPARATION

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

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

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

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

SUMMARY OF EXPERTISE

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

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

Credentials/education/training, relevant to the expertise

LANGUAGES

Mother Tongue:

Indicate written and verbal proficiency of your English:

SUMMARY OF RELEVANT WORK EXPERIENCE

Provide an overview of work history in reverse chronological order. Provide dates, your function/title, the area of work and the major accomplishments include honorarium/salary.

References (name and contact email address) must be provided for each assignment undertaken by the consultant that UNDP may contact.

UN SYSTEM EXPERIENCE

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

UNIVERSITY DEGREES

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

PUBLICATIONS

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

MISCELLANEOUS

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

Annex V

FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum of (VND for National Consultant 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).

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

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

** 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).