



28 September 2020

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	Consultants on Migration and Climate Change
Period of assignment/services (if applicable):	October 2020 – February 2021
Duty Station:	Home-based (with field work in the Mekong Delta and Ho Chi Minh City for the National Consultants)
Tender reference:	P200910

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

23.59 hrs., 17 October 2020 (Hanoi time)

With subject line:

P200910A – International consultant on Migration and Climate Change

P200910B – National Expert on Migration, Climate Change, Environmental Degradation

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

Note:

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.
- Maximum size per email is **30 MB**.
- Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP Viet Nam will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

- After submitting proposal, bidder should send notification by email (without attachment) to: procurement.vn@undp.org 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 and work
- Financial offer
- Letter of Interest and Availability
- At least 1 report/document 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:

The International Research Consultant (Team Leader)

Qualifications	Point
Advanced university degree (Master's or higher) in migration, development, human geography, anthropology, economics, or related social sciences disciplines;	200
At least 10 years of relevant experience in migration, adaptation to climate change, environmental management and sustainable development, disaster risk management, or a related field;	200
Demonstrated experience in applied research and excellent analytical and strategic-thinking skills; Demonstrated experience in providing advisory services;	150
Knowledge and experience of working with Vietnamese governmental agencies and the administrative system at all levels would be advantageous; Past experience in working with the UN, and UNDP in particular, and international organizations, would be an advantage;	150

Familiarity with the existing legal framework, policies and programmes on migration and/or climate change in the region and in Viet Nam is an asset Experience in gender analysis is a distinct advantage;	200
High degree of fluency in English is required with one report writing submitted Excellent reporting and presenting ability;	100

The National Research Consultant 1 &2:

Qualifications	Point
University degree (Bachelor's or higher) in migration, development, human geography, anthropology, economics, or related social sciences disciplines;	200
At least 5 years of relevant experience in migration, displacement, climate change, sustainable development, disaster risk reduction, or a related field;	200
Demonstrated experience in applied research; Excellent analytical and writing skills in English with one report writing submitted ;	200
Familiarity with the existing legal frameworks, policies and programmes on migration and/or climate change in Viet Nam;	200
Background or experience in work on gender and gender analysis is an advantage; Experience working with the UN, particularly UNDP, and international organizations is an advantage;	200

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

UNDP shall deliver payments to the contractors in three instalments, after completion of each phase and upon acceptance of the outputs/deliverables in the ToR as follows:

- 1st payment – 30 % of the contract value: after the inception report and the desk review are complete and submitted (deliverables 1 & 2)
- 2nd payment – 40 % of the contract value: after the research instruments, the analytical framework and field mission reports (including write-ups/transcripts) are complete and submitted (deliverables 3 & 4)
- 3rd and final payment - 30 % of the contract value: after the draft and the final report have been submitted and inputs have been provided to a national-level consultation (deliverables 5 & 6)

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

**1. SUMMARY**

Title:	Research on Climate Change and Migration in Viet Nam
Position:	Consultants on Migration and Climate Change
Duration:	01 International Team Leader (30 days) 02 National Consultants (30 days each) on migration, environmental degradation and climate change in the Mekong Delta and Ho Chi Minh City
Duty Station:	Home-based (with field work in the Mekong Delta and Ho Chi Minh City for the National Consultants)
Reporting:	To the Climate Change and Environment Unit, UNDP Viet Nam, and the Migration and Displacement Team, UNDP Bangkok Regional Hub
Coordination:	The team of consultants is expected to coordinate closely with another team of UNDP consultants who are undertaking research on local water governance in the Mekong Delta to benefit from potential synergies
Date:	September 2020 – February 2021

2. BACKGROUND***Environmental change and migration in Viet Nam***

The nature and scale of migration in Viet Nam has begun to shift as climate change exacerbates rapid and slow-onset shocks and gradual environmental degradation. The effects of climatic extremes crosscut social groups, sectors and regions, and pose a significant challenge to human development in the country.

Extreme weather events, including typhoons, droughts and floods are expected to become more prevalent and severe, while agro-ecological zones are likely to shift due to changes in temperature and rainfall patterns. Heat waves will occur more frequently and vectors for diseases such as malaria and dengue fever are expected to expand. The adverse effects of a changing climate are experienced disproportionately by the poor, ethnic minorities, migrants/displaced people, women, children and the elderly.

Natural disasters and slow-onset environmental stresses are important causes of temporary and permanent migration, especially from relatively poor rural areas. Climate change increasingly places stress on rural livelihoods and is thus becoming an important factor in the decision to migrate – a decision that has implications for migrants, host communities and those who stay behind.

According to the latest Viet Nam Census conducted in 2019, the population of the country was 96.2 million, with 6.4 million of those aged 5 years or older considered internal migrants. Approximately

50% were estimated to have moved within their own province and 50% to have moved across provincial borders. The urban population had increased to 34.4 per cent, driven partly by internal migration. The Southeast region, especially Ho Chi Minh City (HCMC) and neighbouring Binh Duong, accounted for two-thirds of the total net in-migration across the country, with more than 50 per cent originating from the Mekong River Delta.

Policy landscape

The One Strategic Plan 2017-2021 represents the programmatic and operational framework for delivering UN support to the Government of Viet Nam. The Plan is aligned with the Socio-Economic Development Strategy 2011-2020, the Socio-Economic Development Plan 2016-2020, the Sustainable Development Goals (SDGs) and Viet Nam's international human rights commitments. The Government of Viet Nam is currently in the process of developing the National Social Economic Development Strategy 2021-2030.

In response to the increasing impact and challenges of climate change, in October 2016, the Prime Minister issued Decision 2053 to endorse the National Action Plan to implement the Paris Agreement from 2020-2030 (PIPA) and the national climate targets of the Paris Agreement – Viet Nam's NDCs. As part of the PIPA, Viet Nam has recently developed the National Adaptation Plan (NAP) for 2021 – 2030 and is updating the National Climate Change Strategy.

While the recent NAP provides overall orientation and some key sectoral priorities for adaptation, gaps in understanding the impact of different climate scenarios on different social groups and economic sectors have hindered effective plans and investments for transformative adaptation at local levels. Further, migration patterns and their projected evolution due to climate and environmental risks are not well understood. Thus, improved knowledge on the linkages between migration, climate change and the environment will be key inputs for decision-making processes, such as to update the National Climate Change Strategy or to inform investment priorities for transformative adaptation in different regions through Viet Nam's Technical Report on NAP. UNDP is collaborating closely with MONRE, MARD and other relevant ministries in these contexts.

Operationally, and in parallel with high-level policy support, UNDP is working with the Ministry of Natural Resources and Environment, the Ministry of Agriculture and Rural Development, and the Viet Nam Water Partnership to undertake a study on "Enhancing Local Water Governance in the Mekong Delta of Viet Nam" between August 2020 and March 2021. The results of the study will, among others, inform the Mekong Delta master planning process, update key regional issues of the Mekong Delta in the Climate Change Strategy, and shape relevant priorities on water under the NAP. Where feasible, the research on climate change and migration will take advantage of the water governance study, its partnerships and processes to create synergies in consultations and data collections.

Previous migration research and future directions

Latest scientific evidence further highlights the need to take immediate action against climate change and develop more robust disaster management strategies. As global temperatures continue to rise, glacial melting is resulting in significant sea level rises. The low-lying southern part of Viet Nam – the Mekong Delta in particular – is at risk of being further inundated. Both rapid- and slow-onset environmental phenomena resulting from climate change are affecting residents, such as flash floods, extreme droughts, and land recessions. A recent publication by Climate Change News states that hundreds of thousands of households are affected by salinization as the sea rises and only some are able to switch their livelihoods to saltwater tolerant commodities. Furthermore, over the past 10

years, 1.7 million people have migrated out of the Mekong region and only 700 000 have arrived. As Ho Chi Minh City is one of the major destinations for migrants, further research needs to be conducted on migrants' experiences in the city.

UNDP's 2012 study "Migration, Resettlement and Climate Change in Viet Nam" collected narrative data about the experiences of climate change-affected populations in the Mekong Delta to better understand the reasons behind their decisions to move or stay. The report looked at the challenges that these populations faced as well as government responses. It concluded by identifying particular policy challenges such as the need to implement grassroots democracy practices that would better integrate communities' feedback, the need for gender analysis and gender-sensitive migration policies, and the need to consider and address migrants' vulnerabilities when they are unregistered under the Household Registration System (Ho Khau). The study exposed several issues for migrants and relocated communities including a lack of access to basic services, to healthcare and quality education, to stable and decent employment, or to opportunities to reskill for those who have lost their livelihoods.

Building on previous studies, IOM, in collaboration with UNWOMEN and UNDP, recently conducted research on migration and vulnerable populations in Dac Lac and Phu Yen provinces in the context of climate and environmental change. The research collected data on environmental hazards and their impact on livelihoods as well as people's access to necessary services. However, the study lacked data on migrants' finances and their coping strategies, and involved only very few youth participants. A key finding of the research was that most outgoing migrants from the provinces were settling in HCMC.

Whilst the Government of Viet Nam has put in place national action plans and targets related to climate change adaptation, there remain institutional and policy gaps at the provincial and local levels. Moreover, the importance of migration dynamics and trends have yet to be fully captured in the NAP and the country's Climate Change Strategy. Information about environmental degradation and its impact on certain regions of the country is available, but other areas remain understudied. UNDP is currently supporting the Government of Viet Nam in its preparation and operationalising of the NAP in 2021-2030 and the update of the National Climate Change Strategy (to be finalised by 2021). As part of this support, UNDP intends to conduct further studies to improve the understanding of the impact of environmental hazards and climate change on migration in Viet Nam.

3. OBJECTIVES

The purpose of this research is to analyze the socio-economic, health and environmental challenges/needs of youth migrants from the Mekong Delta in HCMC and those of young residents in the Mekong Delta who may consider migrating due to climate change and environmental degradation. Aiming to inform policy and programming through this project, UNDP is enlisting the services of a team of international and national consultants to conduct the research.

The team will work under the overall guidance of the Team Leader, Climate Change and Environment Unit (CCE), UNDP Viet Nam, and the Regional Advisor, Recovery, Livelihoods & Human Mobility, UNDP Bangkok Regional Hub, while collaborating closely with UNDP experts in CCE, migration, displacement and human trafficking, both nationally and regionally, for related technical inputs and coordination.

SCOPE OF WORK

There continue to be significant gaps in our understanding of the nexus between climate change and migration, undermining impactful policy and programming initiatives. Specifically, the identified knowledge gaps include:

- Changes in reasons for and patterns of migration over the last 10-20 years, particularly due to climate change, and projections of future migration trends based on climate change scenarios: previous research conducted by UNDP and IOM (2012) found that, though environmental degradation and climate change were mentioned by migrants in the Mekong Delta, they were rarely cited as core reasons to move.
- Limited information on the quality of life of migrants: recent research conducted in Dac Lac and Phu Yen provinces found that many migrants were choosing HCMC as their destination, but little is known about the experiences of migrants already settled there.
- Little insights on youth, a key cohort in internal migration patterns: focusing specifically on youth participants will uncover new information about how their particular challenges and needs, and their plans and perceptions for the future, relate to migration, climate change and environmental degradation.

The team of International and National Consultants will be required to collaborate in undertaking the following activities:

- Develop a detailed research design, methodology, and process including a work plan: inception report;
- Conduct a literature review of the latest research and grey literature in Viet Nam and internationally on the topics;
- Perform a desk review of the relevant legal frameworks, policies and regulations at the national, provincial and municipal levels regarding human mobility and climate change, particularly migration, displacement (E.g. “di dân khỏi vùng nguy cơ cao, mất an toàn”) and planned relocations (or resettlement – “tái định cư”) as adaptation strategies to the impact of climate change and environmental degradation in Viet Nam, with a focus on the Mekong Delta and HCMC;
- Ensure inclusiveness of gender and other dimensions of social inequality, and a human rights based approach throughout;
- Design research instruments, an analytical framework and field plans, in collaboration with UNDP and other partners;
- Conduct interviews with target populations in the Mekong Delta and HCMC;
- Produce interview transcripts/write-ups and analytical notes;
- Participate in at least 3 technical meetings virtually (can be at UNDP office if the experts base in Hanoi) to discuss the research plan and progress with UNDP and relevant stakeholders invited by UNDP;
- Present on the research findings at a national (01 day) consultation/workshop (location to be confirmed and all cost will be covered by UNDP separately);

- Draft and finalise the research report.

International Consultant – Team leader, Migration in the context of Climate Change and Environmental Degradation (30 days)

The international research consultant will be the team leader. S/he will supervise the two national research consultants to undertake data collection and take the leading responsibility on the following tasks:

- Draft and finalise the inception report, including the research design, methods and research process;
- Share good practices, policies and knowledge from international cases/literatures;
- Draft and finalize the research instruments and the analytical framework, and ensure the national consultants understand them and can use them in practice;
- Coordinate and conduct quality control of interview transcripts/write-ups and analytical notes;
- Participate in national consultation/workshop and technical meetings (can be virtually in case the expert is not based in Viet Nam)
- Conduct data analysis and draft/finalise the report with inputs from the national research consultants, UNDP and relevant other stakeholders

National Research Consultant (NRC) 1 – National Expert on Migration, Climate Change, Environmental Degradation (30 days)

The national research consultant will be working closely with the team leader and the other national research consultant. Specifically, the national research consultant is expected to perform the following tasks:

- Provide inputs on relevant content of the inception report;
- Lead on the literature review of the legal frameworks, policies and regulations at the national, provincial and municipal levels regarding human mobility and climate change (Mekong Delta-focused);
- Provide inputs on the analytical framework and research tools;
- Together with NRC 2, conduct data collection with a minimum of 50 youth – youth migrants in HCMC and youth in the Mekong Delta – ensuring a gender-balanced sample. In HCMC, interviews will collect qualitative data about the migrants’ reasons for moving to the city, their socio-economic, health and environmental situation ever since, and how these conditions may relate to their being migrants, or climate change and environmental degradation. In the Mekong Delta, interviews will collect qualitative data about the youth’s perspectives on their and their families’ socio-economic, health and environmental situation including the impact of climate change/environmental degradation, as well as their plans for the future such as migration aspirations and how these are shaped by the aforementioned conditions. Data will be collected by conducting individual interviews with youth aged between 18-30 years;
- Together with NRC 2, compile write-ups/transcripts and analytical notes outlining

observations from the interviews/field mission for submission to the international research consultant;

- Provide inputs to and peer reviews of the draft and final report, and act on behalf of the team leader at relevant consultations, meetings and workshops as required.

National Research Consultant (NRC) 2 - National Expert on Migration, Climate Change and Environmental Degradation (30 days)

The national research consultant will be working closely with the team leader and the other national research consultant. Specifically, the national research consultant is expected to conduct the following tasks:

- Provide inputs on relevant content of the inception report;
- Lead on the literature review of the legal frameworks, policies and regulations at the national, provincial and municipal levels regarding human mobility and climate change (HCMC-focused);
- Provide inputs on the analytical framework and research tools;
- Together with NRC 1, conduct data collection with a minimum of 50 youth – youth migrants in HCMC and youth in the Mekong Delta – ensuring a gender-balanced sample. In HCMC, interviews will collect qualitative data about the migrants’ reasons for moving to the city, their socio-economic, health and environmental situation ever since, and how these conditions may relate to their being migrants, or climate change and environmental degradation. In the Mekong Delta, interviews will collect qualitative data about the youth’s perspectives on their and their families’ socio-economic, health and environmental situation including the impact of climate change/environmental degradation, as well as their plans for the future such as migration aspirations and how these are shaped by the aforementioned conditions. Data will be collected by conducting individual interviews with youth aged between 18-30 years;
- Together with NRC 1, compile write-ups/transcripts and analytical notes outlining observations from the interviews/field mission for submission to the international research consultant;
- Provide inputs to and peer reviews of the draft and final report, and act on behalf of the team leader at relevant consultations, meetings and workshops as required.

4. DURATION of ASSIGNMENT, DUTY STATION and EXPECTED PLACES of TRAVEL

The research duration will be from October 2020 – February 2021.

The assignment will be for a total of 30 working days for the Team Leader/International Research Consultant (home-based), and a total of 30 working days each for National Research Consultant 1 and National Research Consultant 2 including 12 days for field mission.

The NRC1 and NRC 2 will jointly travel to and work in the Mekong Delta and Ho Chi Minh City during field missions requiring around 12 working days each. The exact locations will be agreed upon during the inception phase and in coordination with another on-going project on local water governance.

As much as possible, the team will coordinate relevant data collection processes with the Viet Nam Water Partnership (under MARD/MONRE) and/or Can Tho University, which are supporting relevant field missions in the Mekong region for UNDP Viet Nam.

5. DELIVERABLES AND TIMEFRAME

Specifically, the International and National Research Consultants will complete the following deliverables:

Outputs	Deliverables	Timeline
1	Inception Report, including research design, methods and research process	Oct 2020
2	Report on desk review of the latest research and grey literature in Viet Nam and internationally on the topics, and on the legal framework, policies and regulations at the national, provincial and municipal levels	Early November 2020
3	Research instruments and detailed analytical framework	Late November 2020
4	Field reports and consultations with provincial counterparts on preliminary findings	Early January 2021
5	Draft report and inputs to 1 consultation workshop at the national level organized by UNDP	Late Jan 2021
6	Final research report	Mid-February 2021

6. DEGREE of EXPERTISE and QUALIFICATIONS

The International Research Consultant (Team Leader) should have the following minimum qualifications and experience:

- Advanced university degree (Master's or higher) in migration, development, human geography, anthropology, economics, or related social sciences disciplines;
- At least 10 years of relevant experience in migration, adaptation to climate change, environmental management and sustainable development, disaster risk management, or a related field;
- Demonstrated experience in applied research and excellent analytical and strategic-thinking skills;
- Demonstrated experience in providing advisory services;
- Knowledge and experience of working with Vietnamese governmental agencies and the administrative system at all levels would be advantageous;
- Familiarity with the existing legal framework, policies and programmes on migration and/or climate change in Viet Nam and the region;

- Experience in gender analysis is a distinct advantage;
- Past experience in working with the UN, and UNDP in particular, and international organizations, would be an advantage;
- High degree of fluency in English is required with one report writing submitted;
- Excellent reporting and presenting ability;

The National Research Consultant 1 &2 should have the following minimum qualifications and experience:

- University degree (Bachelor's or higher) in migration, development, human geography, anthropology, economics, or related social sciences disciplines;
- At least 5 years of relevant experience in migration, displacement, climate change, sustainable development, disaster risk reduction, or a related field;
- Demonstrated experience in applied research;
- Excellent analytical and writing skills in English with one report writing submitted ;
- Familiarity with the existing legal frameworks, policies and programmes on migration and/or climate change in Viet Nam;
- Background or experience in work on gender and gender analysis is an advantage;
- Experience working with the UN, particularly UNDP, and international organizations is an advantage;

7. REVIEW TIME REQUIRED and PAYMENT TERMS

Seven working days are required by UNDP to review/approve any outputs prior to authorizing payments.

UNDP shall deliver payments to the contractors in three instalments, after completion of each phase and upon acceptance of the outputs/deliverables in the ToR as follows:

- 1st payment – 30 % of the contract value: after the inception report and the desk review are complete and submitted (deliverables 1 & 2)
- 2nd payment – 40 % of the contract value: after the research instruments, the analytical framework and field mission reports (including write-ups/transcripts) are complete and submitted (deliverables 3 & 4)
- 3rd and final payment - 30 % of the contract value: after the draft and the final report have been submitted and inputs have been provided to a national-level consultation (deliverables 5 & 6)

Duty station: Home-based with in-country travel as required. When in-country travel is required, local travel cost shall be covered by the project based on UN-EU cost-norms.

8. CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☒ NONE ☐ PARTIAL ☐ INTERMITTENT ☐ FULL-TIME

9. LIST OF DOCUMENTS TO BE REVIEWED BY THE CONSULTANTS

UNDP will provide relevant information and documents to the contractor, including:

1. Migration, Resettlement and Climate Change in Viet Nam 2014 Report.
2. Findings of the recent IOM study on climate migrants in Dak Lak and Phu Yen Provinces
3. IOM - MECLEP report
4. Survey questionnaires that were used to collect data in Dak Lak and Phu Yen and in previous UNDP research projects
5. Technical report from UNDP on climate change and migration

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.

Annex V

FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum ofUS\$

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

Cost breakdown:

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

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

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

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

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

Dated this day /month of year

Signature

(The costs should only cover the requirements identified in the Terms of Reference (TOR)

Travel expenses are not required if the consultant will be working from home).