



23 October 2020

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

| | |
|--|--|
| Country: | Viet Nam |
| Description of the assignment: | Technical support and supervision in the development and operation of an ecological shrimp traceability system in Cà Mau |
| Period of assignment/services (if applicable): | 30 October 2020 – 30 December 2021 |
| Duty Station: | Home-based, Ha Noi with travel to Ca Mau |
| Tender reference: | PN-N201001 |

1. Submissions should be sent by email to: nguyen.thuy.nga@undp.org on or before
5pm - 28 October 2020 (Hanoi time)

With subject line:

PN-N201001: Team leader - Technical support and supervision in the development and operation of an ecological shrimp traceability system in Cà Mau OR

PN-N201001: Team member - Technical support and supervision in the development and operation of an ecological shrimp traceability system in Cà Mau

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
- 1 report sample on relevant subject.
- Reference contacts of past 3 clients for whom you have rendered preferably the similar service (including name, title, email, telephone number...)

b. Financial proposal (with your signature):

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

4. Evaluation

The technical component will be evaluated using the following criteria:

| # | Requirements | Point |
|---|--|-------|
| | 1 National Team leader | |
| 1 | Master's degree or higher in aquaculture; shrimp production is preferable | 250 |
| 2 | At least 15 years of experience in the development and management of regulations/guidelines in a relevant area, including aquaculture, processing, and marketing towards sustainability; shrimp production is preferable | 250 |
| 3 | At least 5 years of experience in the development of software/programs for traceability, management, and monitoring from production to access to regional and international markets | 200 |
| 4 | At least 5 years of experience in the management of aquatic products by chain application; blockchain and shrimp are preferable | 200 |
| 5 | Past participation in inter/national networks/working groups, or good understanding of aquatic production; shrimp production is preferable (<i>candidate is to show either</i> | 100 |

| | | |
|---|--|--------------|
| | <i>his/her participation in any network/working groups as a member, or a 2-page summary displaying his/her understanding in this area)</i> | |
| | Sub total | 1,000 |
| | 2 National members (with equal evaluation criteria) | |
| 1 | Master's degree or higher in aquaculture; shrimp production is preferable | 250 |
| 2 | At least 10 years of experience in the development and management of regulations/guidelines in a relevant area, including aquaculture, processing, and marketing towards sustainability; shrimp production is preferable | 250 |
| 3 | At least 3 to 5 years of experience in the development of software/programs for traceability, management, and monitoring from production to access to regional and international markets | 200 |
| 4 | At least 3 to 5 years of experience in the management of aquatic products by chain application; blockchain and shrimp are preferable | 200 |
| 5 | 3 to 5 years of experience in the evaluation of current status in aquatic production area towards sustainability as inputs for the development of programs/systems (shrimp production is preferable) | 100 |
| | Total (1,000 each) | 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 the payment.

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



TERMS OF REFERENCE

Technical support and supervision in the development and operation of an ecological shrimp traceability system in Cà Mau

I. GENERAL INFORMATION

| | |
|------------------------------|--|
| Project | Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam (GCF project) |
| Tasks of consultants | Technical support and supervision in the development and operation of an ecological shrimp traceability system in Cà Mau |
| Type of consultant | 3 National consultants: 1 team leader and 2 team members |
| Type of contract | Lump-sum contract |
| Location | Home-based, Ha Noi with travel to Ca Mau |
| Duration | From Oct 30 20,20 to Dec 31, 2021, up to 65 days for 3 consultants (1 team leader and 2 team members) |
| Reporting to | Project Management Specialist |
| Technical supervision | Senior Technical Advisor, Project Management Specialist |

II. BACKGROUND

Orientation for aquaculture in Việt Nam

Decision No. 1503/QĐ-BNN-TCTS by the Ministry of Agriculture and Rural Development (MARD) in 2011 promulgates the Code of Good Aquaculture Practices in Viet Nam (VietGAP). Although VietGAP isn't compulsory yet, the Government and MARD have implemented many incentives to accelerate its application in Viet Nam.

Decree No. 15/2018/NĐ-CP offers guidance on a number of articles in the Food Safety Law and applies sufficient food safety requirements to food-producing establishments from fishing to farming. Specifically, Circular No. 17/2018/TTBNNPTNT prescribes the method of managing food safety conditions for agricultural, forestry, and aquatic products for business establishments that aren't required to have certificates of eligibility for food safety products under the management scope of MARD; and Circular no. 38/2018 /TTBNNPTNT prescribes the appraisal and certification of food production and trading establishments in agricultural, forestry, and aquatic products that meet food safety conditions under the management of MARD.

Decree No. 109/2018/NĐ-CP on organic agriculture, which regulates the conditions, mechanisms, and policies for the development of organic agriculture, has been assigned to MARD by the Government in order to develop a proposal for developing organic agriculture for crop production, husbandry, and aquaculture. For the aquaculture sector specifically, the target is to reach an organic farming area of 2-3% by 2025.

Decree No. 26/2019/NĐ-CP of the Government prescribes in detail some articles and measures to implement the Law on Fishery, in which priority is given to the allocation of pond codes for key

products such as tiger shrimp, white leg shrimp, tra fish (also known as pangasius, formerly in the “catfish” group), and cage culture seafood.

Ecological shrimp in Cà Mau

According to Report No. 706/BC-SNN by the Ca Mau DARD dated 12/6/2020, the entire province’s shrimp area is 284,970 ha, in which:

- 1) Intensive and super-intensive shrimp accounts for 8,616 ha, with 14,163 households;
- 2) Advanced extensive shrimp accounts for 145,954 ha;
- 3) Rice shrimp accounts for 38,050ha;
- 4) Forest shrimp accounts for 30,710 ha, with about 12,000 households;
- 5) The rest is extensive shrimp along with crabs, fish, clams, etc.

Forest shrimp are the typical production field in the province. To date, 11,000 ha under 4,200 households have certificates for ecological shrimp issued by different agencies. Ecological shrimp production is considered as a sustainable farming practice because no chemicals and commercial food are used during the raising period. Thus, environmental pollution is reduced while the shrimp produced are large (commercially sized) and high-quality, meeting the requirements of many markets.

However, to date, there are no ponds with codes, and shrimp products are not encoded or traced. In order to develop a traceability system for aquaculture products in general and for ecological shrimp in particular, and as instructed in Decree No. 26, the Ca Mau DARD’s Sub-Department of Fishery has conducted some communication programs to reach farmers on this topic. In the coming months, the Sub-Department intends to continue this task to inform shrimp farmers at communes and Forest Protection Management Boards in the province (as forest owners). Nonetheless, this is only a communication program to implement the content of Decree No. 26/NĐ-CP of the Government; as such, providing codes to ponds and applying a traceability system with blockchain techniques for shrimp farms is necessary.

UNDP Việt Nam Support

In 2017, with financial support from the Green Climate Fund, UNDP and the Government of Viet Nam began to jointly implement the project ***“Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam”*** (the “GCF project”) from 2017 to 2021. The project’s national implementing partners include MARD, the Ministry of Planning and Investment (MPI), the Ministry of Construction (MOC), and the Provincial People’s Committees (PPCs) of 7 provinces: Nam Định, Thanh Hóa, Quảng Bình, Thừa Thiên - Huế, Quảng Nam, Quảng Ngãi, and Cà Mau. The project aims at upscaling the piloted interventions to strengthen the resilience of vulnerable coastal communities in Viet Nam’s 28 coastal provinces.

The project has 3 specific objectives:

1. **Component 1:** Storm- and flood-resilient design features added to 4,000 new houses on safe sites, benefiting 20,000 poor and highly disaster-exposed people in 100 communes;
2. **Component 2:** Regeneration of 4,000 hectares of coastal mangrove storm surge buffer zones using successful evidence-based approaches;
3. **Component 3:** Increased access to enhanced climate, damage, and loss data for private and public sector application in all 28 coastal provinces of Viet Nam

Component 2 of the project aims to increase the coverage rate and improve the quality of mangroves, increase their protective functions for wave breaking, protect coastal communities,

contribute to carbon sequestration to reduce greenhouse gas emissions, and enhance biodiversity value.

Activity 2.1 of Component 2 aims to ensure the additional plantation and protection of about 4,000 hectares of coastal mangroves that are vulnerable to climate change impacts. Accordingly, some households will have their livelihood disrupted due to having to relocate shrimp farms out of the mangroves or reduce their income from manual fishing activities in mangrove areas. Raising black tiger shrimp in mangroves in Ca Mau is one of the livelihood interventions aimed at compensating for livelihood disruption due to mangrove plantation.

The project has been supporting a model of raising black tiger shrimp and green crabs in mangroves during 2019-2020 for 629 households with an area of approximately 780 ha and plans to involve an additional 250 households in 2021 with an area of 300 ha. Thus, the total number of households implementing livelihood activities is 879 households with an area of 1,080 ha. To improve the productivity, yield, quality, and competitiveness of ecological shrimp products, and at the same time adapt to climate change and bring about benefits to shrimp farmers and shrimp business enterprises in the province, the Ca Mau DARD, in collaboration with the project, is developing a traceability system of aquatic products for ecological shrimp, initially starting with 500 forest shrimp households.

The targets to the end of 2021 of the development of this system include:

- 1) Raising awareness on the benefits of applying ecological shrimp traceability software for the households and communities; providing knowledge to ecological shrimp farmers on updating and retrieving information from the system; and providing knowledge on operating and managing the software to local technical staff;
- 2) Successful application of the software to manage and trace ecological shrimp for about 500 forest shrimp households, with an area of about 1,500 hectares; and
- 3) Develop a master traceability program for ecological shrimp for the whole of Ca Mau province, including assessing the current status of forest shrimp production in the province, evaluating the results of this pilot program (500 households), and exploring the possibility of using renewable energy in the cold storage of ecological shrimp to reduce greenhouse gas emissions.

Within the framework of the project and in agreement with the Ca Mau DARD, UNDP Viet Nam will mobilize 3 consultants to provide technical assistance and oversee the whole process, including reviewing the proposal; contributing to development of survey tools and templates; and participating in field work, the development and operation of the traceability system, and the introduction of relevant expertise (from both international and national experts) in this area.

III. OBJECTIVES AND SCOPE OF WORK

Objective:

To provide technical support and oversee the entire process of development and operation of an ecological shrimp traceability system in Ca Mau. The support and oversight include reviewing the proposal developed by Ca Mau DARD; contributing to the development of survey tools and templates; and participating in field work, the development and operation of the traceability system, and the introduction of relevant expertise (from both international and national experts) in this area.

Scope of work:

The consultants will review the plan and budget developed by the Ca Mau DARD to ensure the plan is feasible for implementation (in terms of time, workload, and cost). During the supporting and oversight process, the consultants will arrange members for each step in accordance with the expertise and experience of each member, ensuring that the product (the traceability system) will be accepted in accordance with sector regulations/criteria as a basis for replication for the entirety of Ca

Mau province, as well as other provinces that have forest shrimp. During this process, the consultants will ensure that this pilot program is in accordance with relevant existing or future sector programs. In addition, the consultants will assist in identifying fraud cases (if applicable) in the implementation process and propose solutions; provide information on ecological shrimp traceability requirements to export markets and requirements for ecological shrimp in international markets, including the requirements of at least one market (either European or American).

Main Tasks, Deliverables, and Time Allocation:

| # | Main tasks | Deliverables | No. of days | | | Due | Location |
|---|---|---|-------------|----------|----------|-------------------------|----------------|
| | | | Leader | Member 1 | Member 2 | | |
| 1 | <ul style="list-style-type: none"> - Review the plan + estimation on development of an ecological shrimp traceability system (developed by Ca Mau DARD); - Provide further information and propose solutions (if needed) to ensure the plan is feasible | Up to 2-page summary for further information needed for plan and estimate | 1 | 1 | | Week 3 Oct | Hà Nội |
| 2 | Review and add to the ToR recruiting a consulting firm to develop a traceability system with application of blockchain, including technical issues during development and operation and proposed solutions | Direct comments on the ToR | 1 | | 1 | Week 4 Oct - Week 1 Nov | Hà Nội |
| 3 | Review and add information to the templates for collecting information for the development of the system | Comments on the templates | 4 | 3 | 3 | Week 1-2 Dec | Hà Nội |
| 4 | Technical monitoring during information collection for development of the system | Suitable adjustment during collection | 5 | 5 | 5 | Week 2-3 Dec | Cà Mau |
| 5 | Technical support during analysis and standardization of collected data for development of the database as base to build a processing platform for the whole system | Technical comments during analysis and standardization | 5 | 5 | 5 | Jan 2021 | Hà Nội, Cà Mau |
| 6 | Technical support and verification of compatibility from collected Information and software functions for data entry to different users: <ul style="list-style-type: none"> - Shrimp farms - Purchasing and processing establishments and enterprises - Intermediary businesses selling products to international markets - State managerial agencies | Technical comments on compatibility | 4 | 3 | 3 | Jan 2021 | Hà Nội, Cà Mau |

| # | Main tasks | Deliverables | No. of days | | | Due | Location |
|---|---|--|-------------|-----------|-----------|------------------|----------------|
| | | | Leader | Member 1 | Member 2 | | |
| 7 | Verify and propose appropriate information requirements for blockchain application before putting into use, including: <ol style="list-style-type: none"> 1. Suitability of functions to accommodate ecological shrimp traceability (addition/subtraction adjustments may be suggested) 2. Suitability of the integration of data from the traceability system into blockchain technology 3. Suitability of the ecological shrimp traceability function on the blockchain application 4. Appropriateness of software functions on mobile devices (Android, iOS) for users to trace the origin of ecological shrimp products | Technical information on suitability and adjustment if necessary | 2 | 2 | 2 | Feb 2021 | Hà Nội, Cà Mau |
| 8 | <ol style="list-style-type: none"> 1. Introduce potential agencies for the development of seafood traceability software that meets the international market (for shrimp is the best) 2. Introduce experts (national or international) with experience in fisheries traceability, including problems arising in system development and operation; connection to international market requirements (for shrimp is the best) | <ol style="list-style-type: none"> 1. Introduce 2-3 potential agencies 2. Introduce 2-3 experts (inter/national) | 1 | 1 | | June 2021 | Hà Nội |
| 9 | Participate in necessary events during this supporting and overseeing process (e.g. workshops, consultation meetings, etc.) | Presentation, technical points at events | 1 | 1 | 1 | Around year 2021 | Cà Mau |
| | No. of days | | 24 | 21 | 20 | | |

Tasks for Team Leader:

- Take the lead in reviewing the implementation plan for developing an ecological shrimp traceability system, terms of reference for recruiting a software developer, and forms/tools to collect input data for software development
- Instruct members during the reviewing and supporting process and share responsibility for analyzing collected data among members
- Provide technical supervision and support in analyzing and standardizing collected data and information to build databases and a processing platform for the whole system
- Attend relevant events during the development and operation of system (workshops, consultation meetings, seminars, etc.)
- Take responsibility for the output reports for each task before submitting to UNDP Viet Nam
- Share results and information related to the legal regulations on ecological shrimp traceability
- Introduce the unit(s) that develop the seafood traceability software for international markets (shrimp is preferable)
- Introduce experts (national or international) with experience in fisheries traceability, including issues that arise in system development and operation; connection to the requirements of international markets (for shrimp is the best)

Tasks for Team Members:

- Review the implementation plan for developing an ecological shrimp traceability system, terms of reference for recruiting a software developer, and forms/tools to collect input data for software development
- Provide technical supervision during data collection for software development
- Provide technical support in analyzing and standardizing collected data and information to build databases and a processing platform for the whole system
- Assist the team leader in preparing reports for assigned tasks before submitting them to UNDP Viet Nam
- Provide technical support in analyzing and standardizing collected data and information to build databases and a processing platform for the whole system
- Verify the compatibility between information collected and software functions for data entry for different user groups in the system
- Verify and propose appropriate information requirements for blockchain application before putting into use, including:
 1. Suitability of functions to accommodate ecological shrimp traceability (addition/subtraction adjustments may be suggested);
 2. Suitability of the integration of data from traceability system into blockchain technology;
 3. Suitability of the ecological shrimp traceability function on the blockchain application; and
 4. Appropriateness of software functions on mobile devices (Android, iOS) for users to trace the origin of ecological shrimp products.
- Participate in data collection and events (workshops, consultation meetings, seminars, etc.)
- Introduce the unit(s) that develop the seafood traceability software for international markets (shrimp is preferable)
- Introduce experts (national or international) with experience in fisheries traceability, including issues that arise in system development and operation; connection to the requirements of international markets (for shrimp is the best)

IV. ADMINISTRATIVE SUPPORT

UNDP Viet Nam and the PPMU for Ca Mau will provide administrative support to the consultants throughout the implementation of this consultancy service. However, the consultants should be proactive in making appointments and organizing discussions and consultation meetings with the relevant stakeholders.

V. DURATION

The contract duration for this assignment is from the contract signing date to 31st December 2021.

Maximum number of working days: 65 days for 3 consultants (1 team leader with 24 days, member 1 with 21 day and member 2 with 20 days) in Ha Noi and Ca Mau.

VI. QUALIFICATIONS AND SELECTION CRITERIA

| # | Requirements | Point |
|--|--|--------------|
| 1 National Team leader | | |
| 1 | Master's degree or higher in aquaculture; shrimp production is preferable | 250 |
| 2 | At least 15 years of experience in the development and management of regulations/guidelines in a relevant area, including aquaculture, processing, and marketing towards sustainability; shrimp production is preferable | 250 |
| 3 | At least 5 years of experience in the development of software/programs for traceability, management, and monitoring from production to access to regional and international markets | 200 |
| 4 | At least 5 years of experience in the management of aquatic products by chain application; blockchain and shrimp are preferable | 200 |
| 5 | Past participation in inter/national networks/working groups, or good understanding of aquatic production; shrimp production is preferable (<i>candidate is to show either his/her participation in any network/working groups as a member, or a 2-page summary displaying his/her understanding in this area</i>) | 100 |
| Sub total | | 1,000 |
| 2 National members (with equal evaluation criteria) | | |
| 1 | Master's degree or higher in aquaculture; shrimp production is preferable | 250 |
| 2 | At least 10 years of experience in the development and management of regulations/guidelines in a relevant area, including aquaculture, processing, and marketing towards sustainability; shrimp production is preferable | 250 |
| 3 | At least 3 to 5 years of experience in the development of software/programs for traceability, management, and monitoring from production to access to regional and international markets | 200 |
| 4 | At least 3 to 5 years of experience in the management of aquatic products by chain application; blockchain and shrimp are preferable | 200 |
| 5 | 3 to 5 years of experience in the evaluation of current status in aquatic production area towards sustainability as inputs for the development of programs/systems (shrimp production is preferable) | 100 |
| Total (1,000 each) | | 1,000 |

VII. TERMS OF PAYMENT

- 30% of the contract value will be paid upon receipt and approval of Products 1, 2 and 3
- 40% of the contract value will be paid upon receipt and approval of Products 4, 5 and 6
- 30% of the contract value will be paid upon receipt and approval of Products 7 and 8

Each consultant should submit a financial proposal in accordance with 2017 UN-EU cost norms. The daily rate includes consultancy fee, Personal Income Tax, communication fees, and other consumables, travel, per-diem and all associated costs to complete the assignment. In addition, the consultants should include travel costs in his/her financial proposal as well.

VIII. MONITORING AND CONTROL OF PROGRESS

- UNDP Viet Nam and the PPMU of Ca Mau will assist the consultants in arranging meetings and working with relevant government agencies during the consultancy service.
- The consultants are under the supervision of UNDP/GCF project staff.
- The consultants are responsible for following all the laws and regulations of the Government of Viet Nam.

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.

