

26 October 2020



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	International Consultant for Study on the right of access to justice and legal services for international migrant workers and their family members in conformity with international standards
Period of assignment/services (if applicable):	From November to February 2021
Duty Station:	Home-based
Tender reference:	P201004

1. Submissions should be sent by **email** to: [nguyen.ngoc.phuong@undp.org](mailto:nguyen.ngoc.phuong@undp.org) no later than:

**23.59 hrs., 01 November 2020 (Hanoi time)**

With subject line:

**P201004 - IC for Study on the right of access to justice and legal services for intl migrant workers and family members in conformity with intl standards**

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](mailto: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 you have done.
- Financial offer
- Two written sample in English to be submitted, preferably on the similar topic of the assignment

### b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **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:

### **International consultant:**

Consultant(s)' experiences/qualification related to the services		Point
1	Advanced degree in law, social sciences or related fields;	200
2	Excellent knowledge about and experience in the field of human rights, especially in the rights of migrant workers and their family and ICRMW reporting; Sound understanding of and working experience with international human rights mechanisms and instruments; Proven experience in working with other countries on ICRMW reporting;	400
3	Excellent writing skills in English language; two writing samples in English to be submitted;	300
4	Proven experience working with governments, inter-governmental organizations, civil society, academics, UN system and international and regional development partners Knowing about the Vietnamese context is an advantage	100
<b>Total</b>		<b>1000</b>

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**

- 50% of the contract value will be paid after UNDP receives and verifies outputs 1, 2, 3, 4, 5 for both national consultants and International consultant;
- 50% of the total contract value will be paid after UNDP receives and verifies all remaining deliverables.

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

## **ANNEX I**



### **TERMS OF REFERENCE**

Service	Study on the right of access to justice and legal services for international migrant workers and their family members in conformity with international standards
Consultancy	One national consultant – team leader (20 working days) One international consultant – senior expert (12 working days) One national consultant – team member (24 working days)
Duty station	Hanoi and home based
Expected Duration	From November to February 2021
Supervision	The consultants will work closely with the Program Officer in charge at the UNDP Governance and Participation Unit and the Legal Department (LD) of Ministry of Labour, Invalids and Social Affairs (MOLISA)

#### **1. BACKGROUND**

International migration is likely to increase in the twenty-first century for reasons that range from persistent demographic and economic inequalities to revolutions in communications and transportation that increase mobility. It is in large part related to the broader global economic, social, political and technological transformations that are affecting a wide range of high-priority policy issues. Labor movement is considered an activity promoting socio-economic development, economic restructuring, job creation, poverty reduction. However, migration also creates elements of vulnerability for workers and families, including difficulty in accessing services to protect their rights and interests.

In 1990, the United Nations adopted the International Convention on the Protection of the Rights of All Migrant Workers and Members of Their Families (ICRMW). This Convention guarantees the rights of migrant workers and their family members comprehensively and fully on the civil, political, labor, economic, and social rights migrant workers. This Convention is considered a declaration on the human rights of migrant workers and their family members. The International Labor Organization (ILO) has adopted two conventions on migrant workers, including the Convention No. 97 - Migration for Employment Convention in 1949 and the Convention No. 143 on migration in abusive conditions and on promotion of equal of opportunity and treatment of migrant workers in 1975.

According to the Department of Overseas Labour, MOLISA (2019), the number of Vietnamese working abroad has recently been on a sharp rise. In 2018, more than 142,000 workers went abroad through formal channel, including 50,000 female workers<sup>1</sup>. They have been faced with many difficulties and challenges, particularly in accessing to justice and legal services as well as to other social services.

In addition, foreigners entering Vietnam to work and study also tend to increase, with over 80,000 foreign workers up to now (the Department of Employment, MOLISA, 2018). This poses many challenges for Vietnam as there is a lack of close, timely and comprehensive coordination in managing foreign labourers among local authorized agencies while violations have not been strictly handled.

Vietnam is working on a proposal to amend the 2013 Law on Employment, the 2014 Law on Social Insurance and the 2006 Law on Sending Vietnamese Workers to Work Abroad under Contracts and to prepare research for the ratification of the ICRMW.

To ensure that the rights of international migrant workers and their families, especially their right of access to justice and legal services be protected, under the Justice and Legal Empowerment Programme funded by the European Union (EU JULE), the United Nations Development Programme (UNDP) and the Legal Department of the Ministry of Labour, Invalids and Social Affairs (MOLISA) commission a study to assess the compatibility of Vietnamese laws and practices with international standards on the right to access to justice and legal services for international migrant workers and their family members.

This term of reference is to commission a research team of two national consultants and one international consultant to conduct the study, with specific objectives and deliverables described hereinbelow.

## **2. OBJECTIVES OF THE ASSIGNMENT**

To review and evaluate the policies and legal framework of Vietnam to ensure the rights of international migrant workers and their family members, especially their right to access to justice and legal services in conformity with international standards; and to analyse the applicable possibility of these international standards in Viet Nam.

## **3. SCOPE OF WORK**

The activity will be carried out by 02 national consultants and 01 international consultant commissioned by UNDP in cooperation with the MOLISA Legal Department. The consultants will work together as a team. The Legal Department, MOLISA will support the consultants to conduct the study.

### **a. National consultant – Team leader (20 working days):**

*General tasks (1 day):*

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<sup>1</sup> [https://www.ilo.org/wcmsp5/groups/public/---asia/---ro-bangkok/documents/genericdocument/wcms\\_614384.pdf](https://www.ilo.org/wcmsp5/groups/public/---asia/---ro-bangkok/documents/genericdocument/wcms_614384.pdf)

- Take ultimate responsibility for the study;
- Take the lead in technical discussions and responsibility for the whole process of the assignment with UNDP and the Legal Department of MOLISA;
- Cooperate closely with the research team members, the Legal Department of MOLISA and UNDP during the process of completing the assignment;

*Specific tasks (19 days):*

No	Tasks	Time allocation
1.	Draft and revise the outline of the report; share the drafts timely for inputs/comments;	2
2.	<ul style="list-style-type: none"> <li>- Using the analysis prepared by the national team member on Vietnamese policies and legal framework on protecting the rights of international migrant workers and their family members, especially their right to access to justice and legal services to make comparison to international standards provided by the international consultant;</li> <li>- Using the analysis prepared by the international consultant to analyse Vietnamese legal framework, identify legal gaps and recommendations</li> <li>- Using the analysis on best practices prepared by the international consultant, propose lessons for Viet Nam;</li> </ul>	5
3.	Develop the draft report based on the inputs from other consultants; share the draft report with UNDP and the Legal Department MOLISA; Incorporate inputs from UNDP and the Legal Department MOLISA;	6
4.	<p>Prepare and deliver presentations on the draft report at the seminar to consult with relevant agencies on the draft report, which will be organized by the Legal Department MOLISA;</p> <p>Discuss with the international consultant and the team member to finalize the report</p>	2
5.	<p>Finalize the report in both Vietnamese and English to submit to UNDP and the Legal Department MOLISA based on the inputs from consultants and the workshop participants.</p> <p>Ensuring high quality of the entire the Study for publishing;</p>	4

	<b>Total</b>	<b>19 days</b>
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b. National consultant – Legal expert (24 working days):

General tasks (1 day):

- Work closely with team leader; stay in close touch with the Legal Department MOLISA and UNDP during the process of completing the assignment.

*Specific tasks (23 days):*

No	Tasks	Time allocation
1.	Desk review related research, legal documents on the topic	5
1.	Provide inputs/comments to the report outline prepared by the team leader	1
2.	Conduct an analysis of Vietnamese policies and legal framework to protect the rights of international migrant workers and their family members, especially their right to access to justice and legal services;	4
3.	Develop and finalise the interview questionnaire based on the inputs from the national-team leader, UNDP and the MOLISA Legal Department;	2
4.	Facilitate one group discussion, which will be organized by the MOLISA Legal Department to collect information and data from target groups, including: (1) representatives of relevant functional government agencies, and (2) representatives of organizations/groups or associations working on international migrant workers  Conduct interviews with respondents at the group discussion to collect information and data, including: (1) representatives of relevant functional government agencies, and (2) representatives of organizations/groups or associations working on the migrant issues;  Analyse information and data collected from the group discussion and interview results and share with the team leader	5
5.	Provide inputs/comments to the draft report;	2
6.	- Attend the seminar to consult with experts on the draft	2

	report, which will be organized by the MOLISA Legal Department; deliver brief presentation to summarize pre-workshop feedback on the draft report and responses; document all feedback and share with consultant team  - Discuss with the international consultant and the team member to finalize the report	
7.	Work with the team leader to incorporate feedback into the draft report and finalize the report;	2
<b>Total</b>		<b>23 days</b>

c. International consultant – Senior legal expert (12 working days):

The international consultant is expected to collaborate with the national consultants in the following tasks:

No	Tasks	Time allocation
1.	<ul style="list-style-type: none"> <li>- Conducting an overview of ICRMW and its substantive articles, and related General comments focusing on analyzing rights of migrant worker and their family members under the ICRMW's, highlighting the rights to access to justice and legal services;</li> <li>- Analyzing ICRMW's requirements for the state members (procedure provisions, focusing on the obligation of States parties under the articles of the Convention, reporting procedure, the process and working methods of the CMW Committee...)</li> <li>- Providing substantive information on the status of ratification, drawing experiences from 03 countries with clear reasons for selection. Special focus should be given to countries that have similar justice system with Viet Nam;</li> <li>- Sharing above deliverables with the national consultant team</li> </ul>	5
2.	Providing inputs to the report outline; providing inputs to the draft report prepared by the team leader before the consultation seminar;	2.5
3.	Attending the seminar on the draft of the report (remotely) and	1.5



	presenting results of the analysis mentioned above  Attending the meeting with the national team after the consultation seminar to finalize the report (virtually)	
4.	Editing/proofreading the final English report prepared by the national consultants.	3
<b>Total</b>		<b>12 days</b>

#### 4. METHODOLOGY

The methodology for the study should include:

- A desk review on the right of international migrant workers and their families, including the rights of access to justice and legal services according to international standards.
- Qualitative data collection through focus group discussions and interviews with representatives of agencies working on migrant issues.

#### 5. FINAL PRODUCTS

01 study report with maximum 10,000 words (equivalent to 20-25 pages) excluding annexes, with one version in Vietnamese and one version in English, following the following suggested outline:

- An executive summary of 1500 words max (highlighting key findings, research methodologies and purposes);
- Analysis of the ICRMW and related international standards on protecting the rights of international migrant workers and their family members; status of ratification of the ICRMW and requirements for state members; contexts for implementation of these standards in 03 selected countries and recommendations for Viet Nam
- With reference to international standards, reviews and assessment of Viet Nam's policies and legal framework on protecting the right of international migrant workers and their family member, including the right to access to justice and legal services;
- Identification of challenges arising from the implementation of legal regulations in Viet Nam;
- Concrete evidence-based policy recommendations to improve law and strengthen law enforcement in Viet Nam.

#### 6. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

The assignment is expected to last for less than 6 months.

The consultants shall work as a team on this assignment and deliver final outputs as described in Section 5 above.

Duty station: For national consultants: Hanoi and home based

For international consultant: Home based

The contract becomes effective upon both parties signing the contract. The consultants are expected to provide services specified in this TOR from November 2020 to February 2021. The team, in collaboration with the the Legal Department (MOLISA) and UNDP Vietnam, shall deliver the deliverables as below:

Outputs	Descriptions	Expected Results	Deadlines
1.	Submission of the work plan and outline	Approved workplan, outline	First week of November 2020
2.	Analysis of the Vietnamese policies, legal framework on protecting the right of international migrant workers and their families, especially the right to access to justice and legal services	A 5-page note of the analysis and initial findings	Second week of November 2020
3.	<p>Analysis rights of migrant worker and their family members under the ICRMW's and related General comments, focusing on the rights to access to justice and legal services (Substantive Provisions);</p> <p>Analysis ICRMW's requirements for the state members (procedure provision, including reporting, implementation mechanism...)</p> <p>Substantive information about the status of ratification, drawing experiences from 03 countries with clear reasons for selection. Special focus should be given to countries that have similar justice systems with Viet Nam;</p>	A 10-page note of the analysis and initial findings	Last week of November

4.	Questions for focus group discussions and interviews; conducting interviews and focus group discussions to collect information and inputs from relevant stakeholders	Approved questions;	Last week of November 2020
5.	First draft of the report using results of desk review and data collected from the interviews	Draft report	Last week of December 2020
6.	Presentation of findings from the draft study report at a consultative seminar	PowerPoint presentations	Second week of January 2021
7.	Final study report based on the comments from UNDP and consultation seminar	Final report for proofreading	Last week of January 2021
8.	Final edited report in English and Vietnamese	Approved report	Last week of February 2021

## **7. DEGREE OF EXPERTISE AND QUALIFICATIONS**

### **National consultant – team leader:**

- Advanced degree in law;
- Proven track record of conducting research and data analysis
- A minimum of 20 years working experience in the area of law. Experience on assessment of legal framework is preferable;
- Demonstrated excellent knowledge and experience in the field of human rights, especially core UN conventions on human rights;
- Excellent writing skills in both Vietnamese and English languages; one writing sample in English and one in Vietnamese to be submitted;
- Working experience with government officials and international organizations preferred.

### **International technical consultant**

- Advanced degree in law, social sciences or related fields;

- Excellent knowledge and experience in the field of human rights, especially in the rights of migrant workers and their family and ICRMW reporting;
- Sound understanding and working experience with international human rights mechanisms and instruments;
- Proven experience in working with other countries on ICRMW reporting;
- Excellent writing skills in English language; two writing samples in English to be submitted;
- Proven experience working with governments, inter-governmental organisations, the UN system and international and regional development partners;
- Knowledge about the Vietnamese context is an advantage;

**National consultant – team member:**

- Advanced degree in law;
- Knowledge about and 7 years of work experience (minimum) in the areas of law and/or human rights and UN's core human rights conventions;
- Proven track record of conducting research and data analysis, with providing one writing sample in Vietnamese;
- Working experience with government officials, non-government organisations and international organizations

**8. REFERENCE DOCUMENTS AND ADMINISTRATIVE SUPPORT**

- The MOLISA Legal Department will share available data reports and research with the consultant team
- UNDP will support the assignment through providing letters of introduction, coordinating the team to work with the MOLISA Legal Department and the international consultant. However, all administrative support required for this assignment (including interpretation, translation of the report into Vietnamese/English, translation of the questionnaire into Vietnamese/English, etc.) must be provided by the contractors except as otherwise agreed between UNDP and the consultants.
- The MOLISA Legal Department will organize two group discussions and support the national consultants to conduct focus group discussions, interviews and connect them with relevant stakeholders where possible.

**9. CONTRACT PAYMENTS**

- 50% of the contract value will be paid after UNDP receives and verifies outputs 1, 2, 3, 4, 5 for both national consultants and International consultant;

- 50% of the total contract value will be paid after UNDP receives and verifies all remaining deliverables.

## 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.

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**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 .....US\$

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)			
	<b>TOTAL</b>			

\* 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).*