



09 December 2020

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	02 National Consultants to identify an appropriate model of legal education and dissemination and develop a guideline to apply the selected model at the local level
Period of assignment/services (if applicable):	December 2020 – April 2021
Duty Station:	Vietnam
Tender reference:	T201103

1. Submissions should be sent by **email** to: [luu.thi.trang@undp.org](mailto:luu.thi.trang@undp.org) no later than:

**12.00 hrs., (noon), 23 December 2020 (Hanoi time)**

With subject line:

**T201103B – 01 National Consultant (Team leader) to identify an appropriate model of legal education and dissemination and develop a guideline to apply the selected model at the local level**

**T201103C – 01 National Consultant (Team member) to identify an appropriate model of legal education and dissemination and develop a guideline to apply the selected model at the local level**

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:**

- Signed Curriculum vitae
- Signed Letter to UNDP Confirming Interest and Availability
- For Team leader (National Consultant): 02 writing samples in (01 in English and 01 in Vietnamese to be submitted)
- For Team member (National Consultant): 01 writing sample in Vietnamese 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:

**National consultant – Team leader:**

Consultant(s)' experiences/qualification related to the services		
1.1	Advanced degree in law;	100
1.2	Proven track record of conducting research, survey and data analysis; Excellent writing skills in both Vietnamese and English languages; <b>two writing samples in Vietnamese and English to be submitted</b>	300
1.3	Have knowledge and minimum of 10 years of work experience in projects and activities related to legal awareness and legal needs; legal education and dissemination for vulnerable groups in gender related issues and vulnerable groups;	400
1.4	Working experience as a team leader of a consultant team; Working experience with government officials and NGOs, desirable related to legal education and dissemination;	200
Total		1000

**National consultant – team member:**

Consultant(s)' experiences/qualification related to the services		
1.1	University degree in law	100
1.2	Proven track record of conducting research, survey and data analysis; Good report writing skill, <b>one report sample in Vietnamese to be submitted</b>	300

1.3	Have knowledge and minimum of 5 years of work experience in projects and activities related to legal awareness and legal needs; legal education and dissemination for vulnerable groups in gender related issues and vulnerable groups;	400
1.4	Working experience with government officials and NGOs, desirable related to legal education and dissemination	200
<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 is the new online security awareness training and submit certificate to UNDP before contract issuance.
- Note: In order to access the courses, please go to the following link: <https://training.dss.un.org>  
The training course takes around 3-4 hours to complete.
- Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel. (This is not a requirement for RLA contracts).
- Release letter in case the selected consultant is government official.

## **6. Payment**

UNDP shall effect payments to the consultant (by bank transfer to the consultant's bank account provided in the vendor form upon acceptance by UNDP of the deliverables specified the TOR.

Payments are based upon outputs, i.e. upon delivery of the products specified in the TOR.

If two currencies exist, UNDP exchange rate will be applied at the day UNDP instructs the bank to effect to the payment.

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

## TERMS OF REFERENCE

Service	<b>Identify an appropriate model of legal education and dissemination and develop a guideline to apply the selected model at the local level</b>
Duty station:	Hanoi and 2 provinces (Hoa Binh and Dong Thap) - National consultants Home-based for International consultant
Consultancy:	One national consultant – team leader (29 working days) One international consultant – senior expert (18 working days)- One national consultant – team member (18 working days)
Expected Duration	From December 2020 to April 2021
Supervision:	The consultants will work closely with the Program Officer in charge at the UNDP Governance and Participation Unit and MOJ Department of Legal Dissemination and Education

### 1. BACKGROUND

Promoting public awareness of rights is an integral component to building a coherent rule of law system in Viet Nam. The Government of Viet Nam has allocated significant resources to improve the quality of legal dissemination and education over the last ten years. The impact of these programs, however, remains constrained due to the lack of training in the workplace. These programs are also lacking in innovative methodologies to conduct needs assessments and public awareness campaigns. Similarly, members of vulnerable groups are often unaware of existing mechanisms for accessing legal information and their rights under existing laws. Compounding this problem, communication remains mostly a top down endeavour, with information flowing in one direction without sufficient channels for policy makers and government officials to hear the concerns and issues directly from their constituents. Behavioural change across the spectrum is needed.

The EU Justice and Legal Empowerment Programme (EU JULE), implemented by UNDP and UNICEF, is designed to strengthen the rule of law through a more reliable, trusted and better accessed justice system, and specifically to increase access to justice for women, children and those groups which, according to dependable data, face the greatest obstacles in using the justice system to invoke their rights including ethnic minorities and poor people. The objectives of the Programme are to be achieved through a number of results including increased public awareness and understanding of rights and how to invoke those rights according to principles enshrined in Vietnamese law, mechanisms and procedures for how to use the law, and options for seeking legal advice, assistance and representation. Understanding that unequal access to legal information can impede people in accessing public services, employment opportunities, and public institutions, the Programme will prioritize support to increase rights consciousness, access to justice and rights protection, in particular for women, children, ethnic minorities and the poor.

To achieve the above-mentioned objectives, UNDP will commission a consultancy team to identify an appropriate model of legal education and dissemination and develop a guideline to apply this model at the local level.

## 2. OBJECTIVES OF THE ASSIGNMENTS

- To identify an appropriate model of legal education and dissemination, that meets people's demands and needs of legal information, particularly the vulnerable groups, such as women, persons with disabilities, ethnic minorities, etc.
- To develop a guideline on how to apply an appropriate model of education and dissemination in practice;
- To propose feasible solutions to strengthen the effectiveness and efficiency of activities on legal education and dissemination, that will contribute to increase legal awareness and meet practical legal needs of people, particularly vulnerable groups.

## 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 Department of Legal Education and Dissemination (DLED), Ministry of Justice (MOJ). The consultants will work together as a team. The Department of Legal Education and Dissemination, MOJ will support the consultants to conduct the assignment.

### a. National consultant – Team leader (29 working days)

*General tasks (1 working day):*

- Take ultimate responsibility for the assignment
- Take the lead in technical discussions and responsibility for the whole process of the assignment with UNDP and the Department of legal education and dissemination;
- Cooperate closely with the research team members, the DLED of MOJ and UNDP during the process of completing the assignment;

*Specific tasks (28 working days)*

No	Tasks	Time allocation
1.	<p><b>Develop the outline and baseline reports on (1) legal awareness and legal needs of people in project sites (Hoa Binh and Dong Thap); (2) capacity of agencies in charge of legal dissemination and education; resources for legal dissemination; applicable models on legal education and dissemination in two project sites; and identification of the most appropriate model to apply in practice</b></p> <ul style="list-style-type: none"> <li>- Desk review the legal framework and relevant materials, reports in the field of legal education and dissemination;</li> <li>- Analyze current status of activities and existing models of legal education and dissemination, focusing on impact factors that are disaggregated by geographical location, gender, ethnicity, economic condition of communes where this project activity is taking place. To the extent that adequate data is not available, the consultant team will</li> </ul>	9 days

	<p>undertake field work to develop strategies for addressing data gaps;</p> <ul style="list-style-type: none"> <li>- Facilitate in-person 04 half-day-seminars conducted by the DOJ in 2 provinces (Hoa Binh and Dong Thap) to collect information and data on (1) legal awareness and legal needs of citizens in 2 project sites; (2) mapping out all relevant agencies in charge of legal dissemination in 2 project sites; (3) resources for legal dissemination; and (4) some existing models on legal education and dissemination of 2 project sites; characteristics, effectiveness and efficiency, challenges as well as lessons learned from these models in practice. Identify an appropriate model on legal education and dissemination for people, particularly vulnerable groups;</li> <li>- Draft baseline reports setting out the findings, assessment on legal awareness and legal needs of people in the project sites; capacity of agencies in charge of legal dissemination and education; resource for legal dissemination and current applicable models on legal education and dissemination of two project sites; making recommendations based on desk review results and information and data collected from field work for identifying the most appropriate model on legal education and dissemination at the local level.</li> </ul>	
2.	<p><b>Develop the draft guideline on how to apply the selected model of legal education and dissemination in practice</b></p> <ul style="list-style-type: none"> <li>- Draft outline of the guideline on applying the selected model of legal education and dissemination; share with the team members and send the revised outline to UNDP and DLED for inputs</li> <li>- Draft guideline on applying the selected model of legal education and dissemination, considering inputs on CPMs prepared by the international consultant in drafting process, share with the team and send the revised draft guideline to UNDP and DLED for inputs;</li> <li>- Revise the guideline based on inputs from UNDP and DLED;</li> <li>- Attend internal meetings (if any) and one-and-a-half-day technical meeting on the draft guideline.</li> <li>- Attend and present the guideline and share draft plan to apply the guideline in two project sites at two one-day-consultation workshops, which will be organized in two project sites to collect inputs from relevant stakeholders to finalize the guideline (Hoa Binh and Dong Thap)</li> <li>- Finalize the guideline and plan incorporating the inputs and comments from participants of consultation workshops; share the knowledge product with UNDP and DLED for</li> </ul>	12 days

	approval.	
3.	<p><b>Co-work with the international consultant to develop training outline, training materials and conduct two 2-days-training courses on how to apply the selected model for legal educators, disseminators and relevant officials of project sites.</b> Specific tasks as follow:</p> <ul style="list-style-type: none"> <li>- Cooperate with the international consultant to prepare training outline and materials, including training program, power point slides to introduce the guideline and reference materials, if any;</li> <li>- Apply the community-participatory methodologies (CPMs) prepared by the international consultant to the process of developing training materials and delivering training courses;</li> <li>- Cooperate with the international consultant to facilitate the training courses;</li> <li>- Provide inputs to the training reports prepared by the national team member; share the training results to UNDP, DLED and relevant local agencies;</li> </ul>	7 days

**b. International consultant (18 days)**

No	Tasks	Time allocation
1.	<p><b>Support the team leader in developing and finalizing the baseline reports, specific tasks include:</b></p> <ul style="list-style-type: none"> <li>- Provide inputs/comments to the report outline prepared by the team leader</li> <li>- Conduct an analysis of the issues related to legal awareness, legal understanding and legal needs of vulnerable groups in the project sites;</li> <li>- Provide 3 successful models/examples that can be applied in Viet Nam to increase legal awareness of vulnerable groups, including legal dissemination in communities/grassroots, which will be used by team leader when developing the draft baseline report;</li> <li>- Provide inputs to the draft baseline report prepared by the national team before the consultation workshop; Review and provide comments in writing on proposal on the selected models/initiatives developed by national consultants</li> <li>- Prepare and deliver virtual presentation on international experience and good practices on models of legal education and dissemination at two 1-day-consultation workshops organized in two project sites;</li> </ul>	7 days

	<ul style="list-style-type: none"> <li>- Edit/proofread the final English summary of the baseline report and the full baseline report prepared by the national consultant team.</li> </ul>	
2.	<p><b>Support the team leader in developing and finalizing the guideline on applying the selected model in practice</b></p> <ul style="list-style-type: none"> <li>- Provide guidance on participatory method in applying the selected model of legal education and dissemination in practice</li> <li>- Review and provide inputs to the guideline outline and the guiding document; attend virtually internal meetings (if any) and 01 half-day technical meeting to finalize the draft guideline prepared by the national consultant team.</li> <li>- Virtually present the CPMs used to develop the guideline at two one-day-consultation workshops, which will be organized in two project sites (Hoa Binh and Dong Thap)</li> <li>- Edit/proofread the final English guideline prepared by the national consultant team.</li> </ul>	5 days
3.	<p><b>Co-work with the national team to develop the training materials and the training courses on applying the selected model of legal education and dissemination in practice</b></p> <ul style="list-style-type: none"> <li>- Work with the national team to develop training outline and training materials</li> <li>- Share samples of the CPMs with national team; provide inputs when necessary and make sure that CPMs are being applied;</li> <li>- Cooperate with the national team to deliver two 2-day-training courses in-person or virtually, which will be conducted in 2 project sites;</li> <li>- Provide inputs to the training reports prepared by the national team member.</li> </ul>	6 days

**c. Team member (18 working days)**

*General tasks:*

- Work closely with team leader; stay in close touch with the Department of Education and Dissemination, MOJ and UNDP during the process of completing the assignment.

No	Tasks	Time allocation
1.	<b>Participate and support the team leader in developing and finalizing the report on legal awareness and legal needs of citizens, specific tasks include:</b>	6 days

	<ul style="list-style-type: none"> <li>- Provide inputs/comments to the baseline report outline and the final baseline report prepared by the team leader</li> <li>- Analyze the existing models on legal education and dissemination in two project sites and provide inputs to the team leader in developing the draft baseline report;</li> <li>- Attend in-person 04 half-day-seminars conducted by the DOJ in 2 provinces (Hoa Binh and Dong Thap);</li> <li>- Collect and analyze data and information on legal awareness and legal needs of seminar participants and share with team leader.</li> </ul>	
2.	<p><b>Participate and support the team leader in developing the guideline on applying the selected model of legal education and dissemination</b></p> <ul style="list-style-type: none"> <li>- Develop relevant monitoring, evaluation, and reporting forms;</li> <li>- Provide inputs for draft guideline on applying the selected model; attend internal meetings (if any) and 01 half-day technical meeting to finalize the guideline;</li> <li>- Attend two one-day- consultation workshops organized in two project sites to share the guideline on applying the select model on legal education and dissemination, collect inputs and comments from participants and share with the team leader for finalizing the guideline.</li> </ul>	6 days
3.	<p><b>Attend in-person and support the team leader in conducting 2 two-day-training courses in two project sites</b></p> <ul style="list-style-type: none"> <li>- Provide inputs to the training program and materials</li> <li>- Collect and process information and inputs from the training pre-test and training post-test;</li> <li>- Support the team in facilitating the training courses;</li> <li>- Prepare the training report</li> </ul>	6 days

#### 4. FINAL PRODUCTS

Output of the assignment will be in both English and Vietnamese, including:

- Baseline reports in two project sites identifying the level of legal awareness and legal needs of citizens, capacity of agencies in charge of legal dissemination and education; resources for legal dissemination and existing models of legal education and dissemination; proposing the most appropriate model which incorporates significant

characteristics of legal education and dissemination at the local level and reasoning/justification for applying the selected model.

- Guideline on how to apply the model in practice, including but not limited to:
  - ✓ Objectives, introduction of the model, main activities, responsibilities of relevant agencies and resources needed;
  - ✓ Key indicators to evaluate results of selected model, detail guideline and forms for monitoring, evaluation and reporting
- Training report to guide the practical application of the selected model.

## 5. TIMING, DURATION AND LOCATIONS

The consultant team shall work independently on this assignment and deliver final outputs as described in Section 4 above. The duty station for this assignment shall be Hanoi and 03 selected provinces.

The Service provider is expected to provide services specified in this TOR from December 2020 to 30 April 2021.

The service provider, in collaboration with the Department of Legal Dissemination and Education, MOJ and UNDP Vietnam, shall deliver the outputs as described below:

Outputs	Tasks	Deliverables	Timeframe
Output 1	Develop a workplan for the activities to be implemented	Workplan	2 <sup>nd</sup> week of December 2020
Output 2	<p>Analysis of the legal framework, relevant materials, and reports in the field of legal education and dissemination</p> <p>Analysis of the current status of activities and existing models of legal education and dissemination, focusing on impact factors disaggregated by geographical location, gender, ethnicity, economic condition of communes where the project activities will take place</p> <p>Conduct and facilitate 4-half day seminars to collect information and data on (1) legal awareness and legal needs of citizens in 2 project sites; (2) mapping out all relevant agencies in charge of legal dissemination in 2 project sites; (3) resources for legal dissemination; and (4) existing models on legal education and dissemination of 2 project sites</p> <p>Provide three successful models/examples that can be applied</p>	<p>A 5-page note of the analysis and initial findings</p> <p>A 5-page note of the analysis and initial findings</p> <p>A 5-page note of the data analysis and initial findings</p>	4 <sup>th</sup> week of December 2020

	in Viet Nam to increase legal awareness of vulnerable groups, including legal dissemination in communities/grassroots, which will be used by team leader in developing the draft report;	A 5-page note of the models/ examples	
Output 3	<p>First draft baseline reports based on the initial findings of desk review and data collected from the 04 seminars; samples provided by the international consultant; and identification of the most appropriate model of legal education and dissemination at the local level.</p> <p>Presentation of findings from the draft baseline reports and the selected model at 2 consultation workshops conducted in 2 project sites</p>	<p>Draft report</p> <p>PowerPoint presentations</p>	4 <sup>th</sup> week of January 2021
Output 4	Final edited baseline reports in English and Vietnamese	Approved report	2 <sup>nd</sup> week of January 2021
Output 5	<p>Draft guideline on how to apply the selected model of legal education and dissemination in practice;</p> <p>Presentation of the guideline at 2 consultation workshops conducted in 2 project sites</p>	<p>Draft guideline</p> <p>PowerPoint presentations</p>	4 <sup>th</sup> week of February 2021
Output 6	Final edited guideline on how to apply the selected model of legal education and dissemination in practice	Approved guideline	2 <sup>nd</sup> week of March 2021
Output 7	<p>Final training materials for two training courses on applying the selected model in practice</p> <p>Two two-day-trainings conducted</p>	<p>Training materials</p> <p>Training report(s)</p>	April 2021

## 6. DEGREE OF EXPERTISE AND QUALIFICATIONS

### National consultant – team leader:

- Advanced degree in law;

- Proven track record of conducting research, survey and data analysis; Excellent writing skills in both Vietnamese and English languages; two writing sample in Vietnamese and English to be submitted
- Have knowledge and minimum of 10 years of work experience in projects and activities related to legal awareness and legal needs; legal education and dissemination for vulnerable groups in gender related issues and vulnerable groups;
- Working experience as a team leader of a consultant team;
- Working experience with government officials and NGOs, desirable related to legal education and dissemination;

#### **International technical consultant**

- Advanced degree in law, social sciences or related fields;
- Excellent knowledge and experience in the field of legal communication and dissemination in practice, particularly for vulnerable groups; Have knowledge on international standards, norms and best practices related to legal education and dissemination; experience in applying CPMs in legal communication and dissemination or similar activities
- 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:**

- University degree in law;
- Proven track record of conducting research, survey and data analysis; good report writing skill, one report sample in Vietnamese to be submitted
- Have knowledge and minimum of 5 years of work experience in projects and activities related to legal awareness and legal needs; legal education and dissemination for vulnerable groups in gender related issues and vulnerable groups;
- Working experience with government officials and NGOs, desirable related to legal education and dissemination;

### **7. REFERENCE DOCUMENTS AND ADMINISTRATIVE SUPPORT**

- The MOJ Department of Legal Dissemination and Education 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 MOJ Department of Legal Dissemination and Education 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 MOJ Department of Legal Dissemination and Education will coordinate with Department of Justice in project sites to organize seminars, training courses and

consultation workshops and support the national consultants to conduct seminars, discussions, interviews and connect them with relevant stakeholders where possible.

## 8. CONTRACT PAYMENTS

- 30% of the contract value will be paid for both national consultants and International consultant after UNDP receives and verifies outputs 1, 2, 3;
- 30% of the contract value will be paid for both national consultants and International consultant after UNDP receives and verifies outputs 4,5;
- 40% of the total contract value will be paid after UNDP receives and verifies all remaining deliverables.

## 9. PROVISION OF MONITORING AND PROGRESS CONTROLS

- The Service provider and UNDP Viet Nam shall be responsible for quality control of the outputs.
- The Service provider will report directly to both the Department of Legal Dissemination and Education of MOJ and UNDP Viet Nam.
- The Service provider will provide a report on delivery of the service upon completion of the contract.

## 10. EVALUATION CRITERIA

### National consultant – Team leader:

Consultant(s)' experiences/qualification related to the services		
1.1	Advanced degree in law;	100
1.2	Proven track record of conducting research, survey and data analysis; Excellent writing skills in both Vietnamese and English languages; two writing samples in Vietnamese and English to be submitted	300
1.3	Have knowledge and minimum of 10 years of work experience in projects and activities related to legal awareness and legal needs; legal education and dissemination for vulnerable groups in gender related issues and vulnerable groups;	400
1.4	Working experience as a team leader of a consultant team; Working experience with government officials and NGOs, desirable related to legal education and dissemination;	200
Total		1000

**International consultant:**

Consultant(s)' experiences/qualification related to the services		
1.1	Advanced degree in law, social sciences or related fields;	100
1.2	Excellent knowledge and experience in the field of legal communication and dissemination in practice, particularly for vulnerable groups; Have knowledge on international standards, norms and best practices related to legal education and dissemination; Experience in applying CPMs in legal communication and dissemination or similar activities;	500
1.3	Excellent writing skills in English language; two writing samples in English to be submitted;	200
1.5	Proven experience working with governments, inter-governmental organizations, the UN system and international and regional development partners; Knowledge about the Vietnamese context is an advantage;	200
Total		1000

**National consultant – team member:**

Consultant(s)' experiences/qualification related to the services		
1.1	University degree in law	100
1.2	Proven track record of conducting research, survey and data analysis; Good report writing skill, one report sample in Vietnamese to be submitted	300
1.3	Have knowledge and minimum of 5 years of work experience in projects and activities related to legal awareness and legal needs; legal education and dissemination for vulnerable groups in gender related issues and vulnerable groups;	400
1.4	Working experience with government officials and NGOs, desirable related to legal education and dissemination	200
Total		1000

**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 ..... (VND for National Consultant and USD for International Consultant).

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

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

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

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

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

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

Dated this day /month of year

Signature

(The costs should only cover the requirements identified in the Terms of Reference (TOR)  
Travel expenses are not required if the consultant will be working from home).