



11 December 2020

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 International Consultant to provide technical inputs and assistance for project activities
Period of assignment/services (if applicable):	January – December 2021 (120 working days)
Duty Station:	Homebased with 01 mission to Ha Noi and other provinces in Viet Nam
Tender reference:	A-201203

1. Submissions should be sent by email to: [quach.thuy.ha@undp.org](mailto:quach.thuy.ha@undp.org) no later than:

**23.59 hrs., Friday 25 December 2020 (Hanoi time)**

**With subject line: A-201203 Intl Consultant for technical inputs and assistance for project activities**

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](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
- Copy of 1-3 publications/writing samples on relevant subject.
- Letter of Introduction
- Reference contacts of past 4 clients for whom you have rendered preferably the similar service (including name, title, email, telephone number, address...)

**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		
No.	Criteria	Score
1	Master in environmental economics, climate change or international developm Master or PhD in Environmental Science, Chemistry;	150
2	15 years' experience in chemistry, waste management and circular economy;	200
3	Experience in capacity building and policy advices on chemicals managements, circular economy and legal frameworks in developing countries;	250
4	Relevant work experience in developing countries; previous work experience in Viet Nam or Asian countries are preferred;	200
5	Knowledge of UNDP programming practices is an asset;	100
6	Excellent English and writing skills (two sample reports must be submitted).	100
Total		1000

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**

<b>Position:</b>	01 International Consultant (IC)
<b>Consultancy service:</b>	Provide technical inputs and assistance for project activities
<b>Type of appointment:</b>	Individual contract
<b>Location:</b>	In Hanoi, relevant provinces as required and home-based
<b>Duration:</b>	120 working days, from January to December 2021

### **1. BACKGROUND**

In Viet Nam, while the chemical and manufacturing sectors play a very important role in the development of the national economy and in the industrialization and modernization of the country, certain chemicals, which are potentially hazardous/toxic, their production processes, and products containing such chemicals are becoming of increasing concern because of their impact on human health, the local and global environment, and ecosystems.

Because of various legacy issues, surveys in Viet Nam (1999 – 2010) indicated higher levels of chemicals of concern in soil, water, and human milk than those measured in most other countries.

This situation is further aggravated by chemical pollution and release, industry-related accidents, and spills caused by the national chemicals and manufacturing industry, which is predominantly using old technologies, outdated production processes, and/or end-of-pipe solutions. This is a cause of great concern and puts a significant burden on the Government of Viet Nam and local authorities, as these impacts are further jeopardizing the health of the country's population as well as its ecosystems.

The low concern and awareness of the environmental risk associated with obsolete industrial processes and the consumption, release, or storage of hazardous chemicals in any stage of industrial manufacturing has often resulted in serious environmental accidents.

### **2. APPLICATION OF GREEN CHEMISTRY IN VIET NAM**

Green Chemistry is defined as “the design of chemical products and processes that reduce or eliminate the use and generation of hazardous substances.” The green chemistry approach has been standardized in 12 general principles:

1. Prevent waste;
2. Maximize atom economy;
3. Design less hazardous chemical syntheses;
4. Design safer chemicals and products;

5. Use safer solvents and reaction conditions;
6. Increase energy efficiency;
7. Use renewable feedstocks;
8. Avoid chemical derivatives;
9. Use catalysts, not stoichiometric reagents;
10. Design chemicals and products to degrade after use;
11. Analyze in real time to prevent pollution;
12. Minimize the potential for accidents.

Although many of the Green Chemistry principles have not yet been applied in Viet Nam, their application could play an important role in reducing the potential for toxic releases or emissions from processes and products that continue to use or emit POPs.

Since 2018, UNDP in Viet Nam has been implementing the project *“Application of green chemistry in Viet Nam to support Green Growth and reduction in the use and release of POPs/harmful chemicals”*. The project aims to create the enabling environment for the introduction of Green Chemistry in Viet Nam and introduce GC applications in productive sectors with the specific goal of reducing the use and release of chemicals controlled under the Stockholm and Minamata Conventions. The project will also stimulate reduction in use and release of chemicals of high concern not covered under the Conventions. Co-benefits may arise from adopting GC application in reducing greenhouse gas (GHG) emissions.

Specifically, the project aims at reduction of the use of Persistent Organic Pollutants (POPs) and release of Unintentional Persistent Organic Pollutants (U-POPs) through introduction of green chemistry approaches in six industrial sectors in Viet Nam: chrome plating, pulp and paper manufacturing, plastic manufacturing, textile, pesticides, and paints and solvents. Specific guidance for each sector will be developed, and the green chemistry approach will be streamlined into the relevant legislation.

Two industrial facilities from 2 different sectors (out of the above six sectors) were selected in 2019 for the practical demonstration of the Green Chemistry approach: (i) chrome plating and (ii) paints and solvents.

### **3. OBJECTIVE OF THE CONSULTANCY**

The overall goal of the consultancy is to provide additional technical supports to UNDP CO and MOIT/VINACHEMIA in the implementation of the following activities:

- Review and propose suitable models for circular economy in the chemistry sector in Vietnam;
- Development of technical guidelines and tools for the implementation of green chemistry in the 6 priority sectors;
- Integration of Green Chemistry principles into, and propose relate management solutions for, the legal documents/regulations and policies on chemicals management in Vietnam;
- Develop plan for phasing out of harmful chemicals usage in one selected sector.

## 4. DUTIES AND RESPONSIBILITIES

One International Consultant (IC) will work on this assignment. In carrying out the assignment, the IC will collaborate closely with relevant national consultants' teams and firms implementing the above-mentioned activities to carry out the following tasks:

*Task 1: Provide technical inputs for the review and propose suitable models for circular economy in the chemistry sector in Vietnam:*

The implementation of this activity will be consisted of the IC and 2 national consultants, in which the main task of the IC is to:

- Collect and review available international approaches related to circular economy in the field of chemistry, and the role of chemistry (specifically of green chemistry principles) in promoting circular economy;
- Develop (i) a set of criteria for the collection and selection of case studies and best practices in the chemical sector which can be considered good examples and fit well with the principles of circular economy and (ii) a table of contents required for the selected case studies/best practices to be presented;
- Provide insights for the NCs team about where and how to collect available information sources on the status of Chlor-Alkali industries in the world, focusing on international efforts (including from Governments, NGOs/Communities and from the actors in the industry) for the transformation of this industry toward a 'more circularity production model';
- Collect and provide information on several international case studies which are useful and have good opportunities for replication in Vietnam. Compile the selected case studies in a format that are useful and can be used by the UNDP and VINACHEMIA/MOIT in their future work for promoting of Circular Economy and Green Chemistry application for relevant stakeholders in Vietnam; This format will also be used for the presentation of case studies in Vietnam collected by the NCs team;
- In charge of final quality assurance (including providing technical guidance, inputs and comments) for the reports and case studies developed by the NCs' team to ensure highest quality are delivered;
- Develop a technical report that compiles all the tasks and deliverables required above, submitted for UNDP/PMU for approval.

*Task 2: Development of technical guidelines and tools for the implementation of green chemistry in the 6 priority sectors;*

- Review of international experience e.g. BAT/BEP, sound management practices and/or application of green chemistry principles/technologies or processes in 6 selected sectors (1. Electro-plating; Paint and Solvent; Textiles; Paper and Pulp; Pesticides and Plastic);
- Participate and provide technical inputs in technical meetings with NCs teams, PMU, VINACHEMIA and UNDP CO;
- Develop the required table of contents for the technical guidance and tools which will be developed in detail by the national consultants' teams for the 6 sectors.
- Review the technical guidelines developed by the NCs and provide comments for improvement;

- Develop a technical report that complies of the required activities and deliverables for this task, submitted for UNDP/PMU for approval.

*Task 3: Integration of Green Chemistry principles into, and propose relate management solutions for, the legal documents/regulations and policies on chemicals management in Vietnam;*

The IC will work closely with the National Firm implementing this activity and the VINACHEMIA task force for the Chemical Law revision and deliver the following tasks:

- Review (i) the text of the 2007 Vietnam's Chemical Law and (ii) other Chemical Laws/Regulation of other countries with similar conditions to Vietnam and/or have strong economic ties with Vietnam (e.g. EU, US, China, Korea and Japan) to identify points that needs improvement and/or can be integrated with GC elements in the revising law; and propose of appropriate modification/addition that need to be included in the revised Chemical Law of Vietnam. These include, but not limited to, the following issues:
  - Revision and/or addition of relevant terminologies, e.g. the classification of chemicals and chemical products; life-cycle management of chemicals/chemical products; and other terminologies necessary for the management/regulating of chemicals activities such as imports/exports, production, trading, usage, storage, transportation and discharge etc.
  - Regulations for safety distance of chemical facilities;
  - Regulations for the development, implementation and supervising-the-implementation of Chemicals incidents/accidents Prevention and Responding Plan at national and trans-provincial-boundaries level;
  - Regulations for the management of very high concern substances/chemicals;
  - Regulations for the usage of toxic substances/chemicals.
- Prepare a review report of international approaches in chemicals management/regulations that included the above-mentioned issues. Prepare presentations and delivering them in relevant workshops organized by UNDP Vietnam, PMU, or VINACHEMIA and contributing for the Chemical Law's revision processes;

*Task 4: Develop plan for phasing out of harmful chemicals usage in selected sectors.*

- Lead, guide and coordinate the inputs from other consultants and relevant stakeholders, include:
  - Work with UNDP CO, relevant stakeholders and other consultants involved to draw up a detail workplan for the task, include defining the scope, specific tasks and responsibilities of relevant actors (i.e. national consultants, line agencies, NGOs/Private Sector and other counterparts etc.);
  - Review existing literatures on the situation in Vietnam for the selected sectors (such as chemicals, health) and identify gaps in information that need to be collected/addressed;
  - Prepare, participate and contribute in relevant kick-off meetings host by UNDP with other relevant stakeholders;
  - Draft a list of baseline information/inputs needed to be collected from, and/or provided by, relevant stakeholders. Review of information provided by them to

identify gaps and possible intervention points. Provide technical inputs in the design, and conduct, additional survey together with the consultants/relevant stakeholders if needed;

- Based on the baseline information collected and analyzed, draft the following documents:
  - Two concept notes for the new proposal/plan/project to address the issues identified in selected sectors;
  - Project Identification Forms to submit to relevant donors;

*Task 5: Input to the Green Chemistry closing report*

- Work with Project team to provide guidance on development of project closing report
- Draft the outline for the project closing report and guide the project team to feed the content of the report.
- Provide final review of the report.

## 5. DELIVERABLES

1. **Task 1:** A technical report for the review and proposal of suitable circular economy model(s) for the chemicals sectors in Vietnam.
2. **Task 2:** A technical report for the development of technical guidance and tools for the application of green chemistry for the selected sectors.
3. **Task 3:** A review report of international experience and solutions in integrating green chemistry principles into relevant chemicals regulations and proposals of relevant points for revision, and/or newly added in the revising Chemical Law of Vietnam.
4. **Task 4:**
  - Review report of existing situation in Vietnam for the selected sector and identify gaps in information that need to be collected/addressed;
  - A list of baseline information/inputs needed to be collected from, and/or provided by, relevant stakeholders.
  - Two concept notes for the new proposal/plans/projects to address the issues identified;
  - Project Identification Forms to submit to relevant donors;
5. **Task 5:** Outline and written input to the Green Chemistry project closing report.

## 6. DURATION OF ASSIGNMENT AND DUTY STATION

**Estimated number of working days for IC:** 120 working days from January 2021 to December 2021

**Duty Station:** Home-based and 1 mission to Hanoi (20 days) for necessary field works, meetings and workshops.

No	Key Milestones/Deliverables	Workdays	Timelines
1	<b>Task 1 deliverable:</b> A technical report for the review and proposal	20 days	30 April 2021

	of suitable circular economy model(s) for the chemicals sectors in Vietnam.		
2	<b>Task 2 deliverable:</b> A technical input to the development of technical guidance and tools for the application of green chemistry for the selected sectors.	25 days	30 June 2021
3	<b>Task 3 deliverable:</b> A review report of international experience and solutions in integrating green chemistry principles into relevant chemicals regulations and proposals of relevant points for revision, and/or newly added in the revising Chemical Law of Vietnam.	25 days	30 August 2021
4	<b>Task 4 deliverable:</b> <ul style="list-style-type: none"> <li>- Review report of existing situation in Vietnam for the selected sector and identify gaps in information that need to be collected/addressed;</li> <li>- A list of baseline information/inputs needed to be collected from, and/or provided by, relevant stakeholders.</li> <li>- A concept notes for the new proposal/plans/projects to address the issues identified;</li> <li>- A Project Identification Form to submit to relevant donors;</li> <li>- Detail TORs for the development of a full-sized project document.</li> </ul>	40 days	31 October 2021
5	<b>Task 5 deliverable:</b> Outline and written input to the Green Chemistry project closing report.	10 days	30 November 2021

## 7. COMPETENCIES

Demonstrated commitment to UNDP's mission, vision and values;  
Sensitivity and adaptability to culture, gender, religion, race, nationality and age;  
Highest standards of integrity, discretion, and loyalty;  
Functional competencies;  
Excellent analytical and research skills;  
Excellent communication skills (spoken, written and presentational);  
Good interpersonal skills and ability to work in and with teams;  
Ability to set priorities and manage time effectively.

## 8. EXPERIENCE AND QUALIFICATIONS

- Graduate degree (Master and PhD preference) in chemistry, pollution control, hazardous waste management, environmental sciences, development study or related areas;
- At least 10 years working experience in the relevant fields, especially in similar advisory roles;
- Strong analytical skills and systematic thinking;
- Excellent project management skills;

- Experience in capacity building and policy advices on chemicals managements, policy and legal frameworks are important assets;
- Extensive understanding of developed countries with advance chemicals managements frameworks and regulations such as the EU, US and Japan are preferable;
- Experience in donor coordination, networking, knowledge management and/or public communication are important assets;
- Relevant work experience in developing countries; previous work experience in Viet Nam or Asian countries are preferred;
- Knowledge of UNDP programming practices is an asset;
- Excellent IT skills in standard software (Word processing, MS Office, spreadsheets) are expected;
- Proficiency in both spoken and written English is a must, including excellent writing skills.

## 9. PAYMENT TERMS

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

1. First payment of **20%** of the contract value will be made upon submission and acceptance of the Task 1 deliverables
2. Second payment of **20%** of the contract value will be made upon submission and acceptance of Task 2 deliverables
3. Third payment of **20%** of the contract value will be made upon submission of Task 3 deliverables
4. Forth payment of **20%** of the contract value will be made upon submission and acceptance of Task 4 deliverables
5. Forth payment of **20%** of the contract value will be made upon submission and acceptance of Task 5 deliverables

## 10. EVALUATION CRITERIA

No	Experience/Qualifications	Max. Points
1	Master or PhD in Environmental Science, Chemistry	150
2	15 years' experience in chemistry, waste management and circular economy	200
3	Experience in capacity building and policy advices on chemicals managements, circular economy and legal frameworks in developing countries.	250
4	Relevant work experience in developing countries; previous work experience in Viet Nam or Asian countries are preferred;	200
5	Knowledge of UNDP programming practices is an asset;	100
6	Excellent English and writing skills (two sample reports must be submitted)	100
	<b>Total</b>	<b>1,000</b>

## **ANNEX IV**

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

Date \_\_\_\_\_

United Nations Development Programme

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 ..... (USD for International Consultant).

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

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