

01 February 2021



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	National consultant to provide coordination and administration support for the implementation of the UN in Viet Nam's UNDIS Action Plan.
Period of assignment/services (if applicable):	From February 2021 to March 2021 (~ 33 days)
Duty Station:	Home-based and Hanoi
Tender reference:	P210201

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., 07 February 2021 (Hanoi time)**

With subject line:

**P210201 – NC to provide coordination and administration support for the implementation of the UN in Viet Nam's UNDIS Action Plan**

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
- Written sample(s) 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:

<b>Consultant(s)' experiences/qualification related to the services</b>		
<b>1.1</b>	Knowledge, education and experience in human rights, development, science, law, politics or related fields.	200
	Specific knowledge regarding persons with disabilities Experience in these areas in Vietnam is required.	150
<b>1.2</b>	Experience in working with colleagues and collaborators of diverse disability status and national and cultural backgrounds.	150
	Experience in organizing and coordinating events and activities, and in liaising with different stakeholders,	200
	Experience in leading and coordinating a team to execute a project/campaign, is an asset.	100
<b>1.3</b>	Experience of working with UN agencies is an asset.	100
<b>1.4</b>	Proven fluency in English	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

Outcome	Outputs	Delivery due date	Payment amount
1. Successful implementation of the UN in Viet Nam UNDIS Action Plan	1.1 Report produced on the status of each activity under the UN in Viet Nam UNDIS Action Plan;	15 February 2021	30%
	1.2 Draft UNDIS Action Plan for 2021 developed;	05 March 2021	30%
	1.3 Report produced on the overall implementation of the UN in Viet Nam UNDIS Action Plan prepared, including reports for each activity.	15 March 2021	40%

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



## **TERMS OF REFERENCE**

### **1) GENERAL BACKGROUND**

In June 2019, the United Nations (UN) Secretary General launched the UN Disability Inclusion Strategy (UNDIS), which provides the foundation for sustainable and transformative progress on disability inclusion through all pillars of the work of the UN. The policy establishes the highest levels of commitment and a vision for the UN system on disability inclusion for the next decade and enables the UN system to support the implementation of the Convention on the Rights of Persons with Disabilities and other international human rights instruments, as well as the achievement of the Sustainable Development Goals, the Agenda for Humanity and the Sendai Framework for Disaster Risk Reduction. Through the Strategy, the United Nations system will systematically embed the rights of persons with disabilities into its work, both externally, through programming, and internally, through its leadership, operation and organizational culture, and will build trust and confidence among persons with disabilities to ensure that they are consulted and valued; their dignity and rights are respected, and that, in the workplace, they find an enabling environment in which to fully and effectively participate on an equal basis with others.

The UN in Viet Nam is one of 10 UN Country Teams selected to participate in a targeted roll-out of the UNDIS. As a first step, to assist in monitoring the implementation of the UNDIS, an accountability scorecard on disability inclusion was created by the UN Secretary General in June 2020. The UN in Viet Nam was one of seven UN Country Teams selected to use this tool to measure, according to 14 Indicators, the level of disability inclusion in its activities.

On the basis of that baseline assessment, in the last quarter of 2020, the UN in Viet Nam developed an Action Plan to further the implementation of the UNDIS. The Action Plan will run until 31 March 2021 and requires coordinated action by UNDIS Coordination Mechanism members and other actors within the UN in Viet Nam.

### **2) OBJECTIVES OF THE ASSIGNMENT**

The objective of this assignment (National UNDIS Coordination and Administration Consultant) is to provide coordination and administration support for the implementation of the UN in Viet Nam's UNDIS Action Plan.

### **3) SCOPE OF WORK**

The UN in Viet Nam is looking for a highly qualified, professional national consultant to provide Secretariat support for the UNDIS Coordination Mechanism of the UN in Viet Nam to enable full implementation of the UN in Viet Nam's UNDIS Action Plan.

Specific tasks which are part of this assignment will be as follows:

- Provide support to the Coordination Mechanism in implementing key activities outlined in the current UNDIS Action Plan;
- Provide Secretariat support for the Coordination Mechanism, including following up with stakeholders to ensure implementation of the current UNDIS Action Plan, and other related duties as required;
- Liaise with and collect and compile inputs from UN Agencies, Coordination Mechanism members, external consultants and other actors;
- Support drafting of reports, articles and other documents relating to activities within the current UNDIS Action Plan;
- Provide administrative and logistical support/arrangement in preparing events under the current UNDIS Action Plan, in coordination with other actors;

- Assisting with relevant communications activities;
- Provide an interim report on the UN in Viet Nam's implementation of the UNDIS, according to the accountability scorecard on disability inclusion;
- Initiate the development of the next UNDIS Action Plan;
- Undertake other relevant coordination and administrative support tasks, as necessary.

#### **4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL**

This assignment will be carried out between 1 February 2021 (or earlier, depending on the signing of the contract) and 31 March 2021. This assignment is home-based with face to face meetings and participation in events at Green One UN House, as necessary.

#### **5) FINAL PRODUCTS**

- Successful implementation of the UNDIS Action Plan and report produced on the implementation of the UNDIS Action Plan, including reports produced for each activity by the deadline set by the EOSG;
- Meetings, including with members of the Coordination Mechanism, organized, minutes and coordination emails produced and finalized;
- Interim report on the UN in Viet Nam's implementation of the UNDIS, according to the accountability scorecard on disability inclusion prepared;
- A Draft UNDIS Action Plan for 2021 developed.

#### **6) PROVISION OF MONITORING AND PROGRESS CONTROLS**

The national consultant will work under the overall guidance of and report directly to the Head of RCO, with close coordination and under the supervision of both the Coordination Officer (Governance & Justice) in the UN RCO in Viet Nam and the UN Country Team Disability Inclusion Focal Point who will both monitor progress and ensure quality assurance.

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

- Minimum Bachelor's degree in development, human rights, social science, law, politics or related fields;
- At least 3 years of experience in the area of development and/or human rights, of which at least 1 year of experience specifically in relation to persons with disabilities;
- Good understanding of the UN system;
- Proven experience in organizing and coordinating events and activities, and in liaising with different stakeholders;
- Proven ability to draft;
- Proven experience in leading and coordinating a team to execute a project/campaign;
- Proven ability to work with colleagues and collaborators of diverse disability status and national and cultural backgrounds;
- Fluency in English to carry out the tasks;
- Good command of Vietnamese.

#### **8) ADMIN SUPPORT AND REFERENCE DOCUMENTS**

The Coordination Officer of RCO in Viet Nam and the UN Country Team Disability Inclusion Focal Point will provide all necessary support and arrangement including sharing of reference materials on UNDIS and the UN in Viet Nam UNDIS Action Plan:

- UNDIS: <https://www.un.org/en/content/disabilitystrategy/>
- UN in Viet Nam UNDIS Action Plan – attached

Other files and documents may be requested by the service provider/consultant to the UN in Viet Nam, if necessary.

#### **9) REVIEW TIME REQUIRED AND PAYMENT TERM**

The draft UNDIS Action Plan for 2021 must be shared with the UN in Viet Nam by 15 March 2021. The Communications Officer and Disability Inclusion Focal Point will review the report. At least 7 days of review is required by the UN in Viet Nam after the receipt of the draft Action Plan.

Payment will be made in three parts, based upon the receipt of the Outputs set out below.

**Outputs and timeline**

<b>Outcome</b>	<b>Outputs</b>	<b>Delivery due date</b>	<b>Payment amount</b>
1. Successful implementation of the UN in Viet Nam UNDIS Action Plan	1.4 Report produced on the status of each activity under the UN in Viet Nam UNDIS Action Plan;	15 February 2021	30%
	1.5 Draft UNDIS Action Plan for 2021 developed;	05 March 2021	30%
	1.6 Report produced on the overall implementation of the UN in Viet Nam UNDIS Action Plan prepared, including reports for each activity.	15 March 2021	40%

**10) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES**

- NONE                       PARTIAL                       \*\*INTERMITTENT\*\*                       FULL-TIME

UNCT Disability Scorecard Indicator	Focal Point	Activities of UNCT Viet Nam 2020 – 31 March 2021
<b>Indicator 1: Leadership</b>	<b>RCO</b>	<ol style="list-style-type: none"> <li>1. Develop an Action Plan to improve ratings of UNCT Viet Nam on the Disability Inclusion Scorecard (Oct 2020);</li> <li>2. Give opening remarks at the celebration of the International Day of Persons with Disabilities co-hosted by UNDP, OPDs and the Government (Dec 2020);</li> <li>3. Conduct, in collaboration with OPDs, a disability inclusion training for UNCT members (Jan 2020);</li> <li>4. Undertake quarterly discussions at the UNCT to examine the implementation of the Disability Inclusion Action Plan and the Scorecard, as well as to exchange information on UN programmes that target persons with disabilities, on the progress of mainstreaming disability inclusion across UNSDCF Results and in UNCT operations, and on consultations with OPDs (Sep and Dec 2020 and Mar 2021).</li> </ol>
<b>Indicator 2: Strategic planning</b>	<b>RCO</b>	<ol style="list-style-type: none"> <li>1. Include an analysis of the situation of persons with disabilities in the CCA report. In addition, in at least one of its thematic areas include an analysis that identifies barriers, discrimination, constraints etc. that restrict the rights of persons with disabilities (Nov 2020);</li> <li>2. Include OPDs in CCA multi-stakeholder consultation (Nov 2020).</li> </ol>
<b>Indicator 3: UNSDCF</b>	<b>RCO</b>	<ol style="list-style-type: none"> <li>1. Include progress made in the implementation of this Action Plan, as well as by UN Agencies in relation to persons with disabilities in the One UN Results Report 2020 (in-house) (early 2021);</li> <li>2. Map the work of the UNCT to mainstream disability inclusion or to target persons with disabilities in the analysis of the UNCT's comparative advantage (Jan 2021);</li> <li>3. Include the rights of persons with disabilities prominently in the forthcoming UNSDCF (early 2021), and take a consistent and systematic approach to disability inclusion mainstreaming disability in the forthcoming UNSDCF Outcome Areas (Mar 2021);</li> <li>4. Disaggregate outcome indicators by disability, sex and age to the extent possible;</li> <li>5. Include disability inclusion interventions in the annual workplan to achieve UNSDCF Outcomes (early 2021).</li> </ol>
<b>Indicator 4: Set up a coordination mechanism</b>	<b>RCO</b>	<ol style="list-style-type: none"> <li>1. Draft and adopt the Terms of Reference for the disability inclusion coordination mechanism (Jan-Feb 2020);</li> <li>2. Establish a secretariat to closely monitor the implementation of activities in the Action Plan till March 2021, and to liaise closely with agencies to mainstream the UN Disability Inclusion Strategy in their programmes and projects.</li> </ol>
<b>Indicator 5: Consultation</b>	<b>RCO</b>	<ol style="list-style-type: none"> <li>1. Consult OPDs on the implementation of the Disability Inclusion Strategy in Viet Nam (Feb 2020);</li> <li>2. If shortlisted, consult OPDs in the UNPRPD MPTF situational analysis and detailed proposal (Mar 2021);</li> <li>3. If shortlisted, partner with OPDs in implementation of UNPRPD joint programme.</li> </ol>
<b>Indicator 6: Accessibility</b>	<b>CBO</b>	<ol style="list-style-type: none"> <li>1. Assess and improve the accessibility of GOUNH premises, emergency systems and means of transport;</li> <li>2. Set up a mechanism to keep track of reasonable accommodation requests and satisfaction with how those requests have been met.</li> </ol>
<b>Indicator 7: Inclusive procurement</b>	<b>OMT Procurement WG</b>	<ol style="list-style-type: none"> <li>1. Consider accessibility in the procurement of external venues, goods and services in UNCT procurement guidelines and practices (Jan 2021);</li> <li>2. Undertake a survey of hotels in Hanoi, Ho Chi Minh City and remote</li> </ol>

		<p>areas to determine the level of and barriers to accessibility (Jan 2021);</p> <ol style="list-style-type: none"> <li>3. Inform identified hotels of the accessibility consideration and encourage them to take basic steps to ensure that they meet the consideration (Feb 2021).</li> </ol>
<b>Indicator 8: Joint Programmes</b>	<b>UNCT &amp; RCO</b>	<ol style="list-style-type: none"> <li>1. If shortlisted, develop situational analysis and detailed proposal for UNPRPD with OPDs and government partners (Jan 2020 – Mar 2021);</li> <li>2. UNCT ensures that disability inclusion is ensured in all discussions of potential or new joint activities and programmes, and inform the RCO.</li> </ol>
<b>Indicator 9: Data</b>	<b>RCO</b>	<ol style="list-style-type: none"> <li>1. The UNCT maps available data and data gaps on persons with disabilities in national statistical sources.</li> </ol>
<b>Indicator 10: Monitoring and Evaluation</b>	<b>RCO</b>	<ol style="list-style-type: none"> <li>1. See Indicator 3, the 2020 One UN results report assesses progress against specific disability-inclusion results (by March 2021);</li> <li>2. Conduct training of the Monitoring for Strategic Results (M&amp;E) working group on data/indicators to measure disability inclusion (March 2021);</li> <li>3. Address progress related to disability inclusion in the OSP 2017-2021 evaluation and management response (Jan 2021).</li> </ol>
<b>Indicator 11: Humanitarian</b>	<b>RCO</b>	<ol style="list-style-type: none"> <li>1. Ensure disability inclusion is mainstreamed in the inter-agency slow and sudden onset disaster contingency plans (Feb 2020);</li> <li>2. Implement disability-inclusive projects in COVID-19 response and recovery (2020-2021).</li> </ol>
<b>Indicator 12: Employment</b>	<b>OMT Human Resources WG</b>	<ol style="list-style-type: none"> <li>1. Review the disability status of UN employees and consultants (e.g. number of employees, perception of support provided, performance management models, etc) (Feb 2021);</li> <li>2. Review UNCT human resources policies to identify inconsistencies and gaps (early 2021).</li> </ol>
<b>Indicator 13: Capacity Development</b>	<b>RCO</b>	<ol style="list-style-type: none"> <li>1. See training for UNCT members under Indicator 1;</li> <li>2. See training for M&amp;E working group under Indicator 10;</li> <li>3. Conduct training of UNDP Communications staff and UN Communications WG members on accessible content management (Jan – Mar 2021).</li> </ol>
<b>Indicator 14: Communication</b>	<b>UN Comms WG</b>	<ol style="list-style-type: none"> <li>1. See training for UN Communications WG members under Indicator 13;</li> <li>2. Regularly post Op.Ed and articles on social media to combat stigma against PWDs and advocate for their rights (Oct 2020 – Feb 2021);</li> <li>3. Disability inclusion issues should be included in the UN Communications WG group’s annual workplan approved by the UNCT.</li> </ol>



ANNEX IV

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

Date \_\_\_\_\_

*(Name of Resident Representative/Bureau Director)*

United Nations Development Programme

*(Specify complete office address)*

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [*delete this item if the TOR does not require submission of this document*];
- E) I hereby propose to complete the services based on the following payment rate: [*please check the box corresponding to the preferred option*]:
- An all-inclusive daily fee of [*state amount in words and in numbers indicating currency*]
- A total lump sum of [*state amount in words and in numbers, indicating exact currency*], payable in the manner described in the Terms of Reference.
- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex V;
- G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- H) This offer shall remain valid for a total period of \_\_\_\_\_ days [*minimum of 90 days*] after the submission deadline;

I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*

J) If I am selected for this assignment, I shall *[please check the appropriate box]:*

- Sign an Individual Contract with UNDP;
- Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

K) I hereby confirm that *[check all that applies]:*

- At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

L) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

M) **If you are a former staff member of the United Nations recently separated, please add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

N) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES  NO  If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

P) Do you have any objections to our making enquiries of your present employer?

YES  NO

Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES  NO  If answer is "yes", WHEN?

R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Address	Business or Occupation

S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES  NO  If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

**Annexes *[please check all that applies]:***

- CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

## **GUIDELINES FOR CV PREPARATION**

WE REQUEST THAT YOU USE THE FOLLOWING CHECKLIST WHEN PREPARING

Your CV:

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

Sex, Date of Birth, Nationality, Other Citizenship, Marital Status

Company associated with (if applicable, include company name, contact person and phone number)

### **SUMMARY OF EXPERTISE**

Field(s) of expertise (be as specific as possible)

Particular development competencies-thematic (e.g. Women in Development, NGOs, Privatization, Sustainable Development) or technical (e.g. project design/evaluation)

Credentials/education/training, relevant to the expertise

### **LANGUAGES**

Mother Tongue:

Indicate written and verbal proficiency of your English:

### **SUMMARY OF RELEVANT WORK EXPERIENCE**

Provide an overview of work history in reverse chronological order. Provide dates, your function/title, the area of work and the major accomplishments include honorarium/salary. References (name and contact email address) must be provided for each assignment undertaken by the consultant that UNDP may contact.

### **UN SYSTEM EXPERIENCE**

If applicable, provide details of work done for the UN System including WB. Provide names and email address of UN staff who were your main contacts. Include honorarium/salary.

### **UNIVERSITY DEGREES**

List the degree(s) and major area of study. Indicate the date (in reverse chronological order) and the name of the institution where the degree was obtained.

### **PUBLICATIONS**

Provide total number of Publications and list the titles of 5 major publications (if any)

### **MISCELLANEOUS**

Indicate the minimum and maximum time you would be available for consultancies and any other factors, including impediments or restrictions that should be taken into account in connection with your work with this assignment.

## Annex V

### **FINANCIAL OFFER**

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum 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).