

05 February 2021



**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE**  
**for individual consultants and individual consultants assigned by**  
**consulting firms/institutions**

Country:	Viet Nam
Description of the assignment:	3 consultants for case Study on Systemic Investing in Circular Economy in Viet Nam
Period of assignment/services (if applicable):	From February 2021 to June 2021
Duty Station:	Home-based and Hanoi
Tender reference:	P210202

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., 18 February 2021 (Hanoi time)**

**With subject line:**

**P210202A – TL for case Study on Systemic Investing in Circular Economy in Viet Nam**

**P210202B – TM for case Study on Systemic Investing in Circular Economy in Viet Nam**

**P210202C – IC for case Study on Systemic Investing in Circular Economy in Viet Nam**

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; Links to at least two samples reports, publications or papers done/authored within the past two years.

**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:

**(A) National Consultant, Team Leader**

<b>(A) Senior Researcher Consultant's experiences/qualification related to the services</b>		
<b>1.1</b>	<ul style="list-style-type: none"> <li>• Master's degree in Economics, Business, Finance, Banking, Environmental sciences or related</li> </ul>	<b>300</b>
<b>1.2</b>	<ul style="list-style-type: none"> <li>• At least 5-year professional and managerial experience in the sectors related to in impact investment, innovative finance, green finance and / or Venture Capital / Private Equity funds, Banking and Finance, Business, SMEs and start-ups promotion and support.</li> </ul>	<b>300</b>
<b>1.3</b>	<ul style="list-style-type: none"> <li>• Having working experience as a team leader of research</li> <li>• Experience in conducting interview</li> </ul>	<b>100</b> <b>100</b>
<b>1.4</b>	<ul style="list-style-type: none"> <li>• Excellent, report writing skills in both Vietnamese and English languages.</li> </ul>	<b>200</b>
<b>Total</b>		<b>1000</b>

**(B) National Consultant**

<b>(B) Senior Researcher Consultant's experiences/qualification related to the services</b>		
<b>1.1</b>	<ul style="list-style-type: none"> <li>Master's degree in Economics, Business, Finance, Banking, Environmental sciences or related</li> </ul>	<b>300</b>
<b>1.2</b>	<ul style="list-style-type: none"> <li>At least 3-year professional experience in the sectors related to in impact investment, innovative finance, green finance and / or Venture Capital / Private Equity funds, Banking and Finance, Business, SMEs and start-ups promotion and support;</li> </ul>	<b>300</b>
<b>1.3</b>	<ul style="list-style-type: none"> <li>Having working experience in working in research and conducting interviews;</li> </ul>	<b>200</b>
<b>1.4</b>	<ul style="list-style-type: none"> <li>Excellent report writing skills in the English language</li> </ul>	<b>200</b>
<b>Total</b>		<b>1000</b>

**(C) International Consultant**

<b>(C) International Consultant's experiences/qualification related to the services</b>		
<b>1.1</b>	<ul style="list-style-type: none"> <li>Master's degree in Economics, Business, Finance, Banking, Environmental sciences or related;</li> </ul>	<b>300</b>
<b>1.2</b>	<ul style="list-style-type: none"> <li>At least 7 years of relevant experience at the national or international level providing high-level management or investment advisory services;</li> </ul>	<b>200</b>
<b>1.3</b>	<ul style="list-style-type: none"> <li>Excellent report writing skills in English language with 2 samples to be submitted</li> </ul>	<b>100</b>
<b>1.4</b>	<ul style="list-style-type: none"> <li>Having capacity to work independently and team work;</li> </ul>	<b>100</b>
	<ul style="list-style-type: none"> <li>Knowledge about Vietnamese context</li> </ul>	<b>100</b>
<b>1.5</b>	<ul style="list-style-type: none"> <li>Experience in designing interviews/group discussions and survey data analysing</li> </ul>	<b>200</b>
<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**

### **National Consultant, Team leader**

- 1<sup>st</sup> installment: 20% of contract amount upon receiving and acceptance of detailed workplan and outline of the final report
- 2<sup>nd</sup> installment: 30% of contract amount upon receiving and acceptance of desk review report and questionnaire for survey
- Final installment: 50% of contract amount shall be paid upon satisfactory completion of all deliverables specified in the TORs.

### **National Consultant**

- 1<sup>st</sup> installment: 20% of contract amount upon receiving and acceptance of detailed workplan and outline of the final report
- 2<sup>nd</sup> installment: 30% of contract amount upon receiving and acceptance of desk review report and questionnaire for survey
- Final installment: 50% of contract amount shall be paid upon satisfactory completion of all deliverables specified in the TORs.

### **International Consultant**

- 1st installment: 20% of contract amount upon receiving and acceptance of detailed workplan and outline of the final report

- 2nd installment: 30% of contract amount upon receiving and acceptance of the draft report
- Final installment: 50% of contract amount shall be paid upon satisfactory completion of all deliverables specified in the TORs.

Payment will be made upon satisfactory certification of the products by the Programme Officer in charge, UNDP Viet Nam following UNDP rules.

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

## **ANNEX I**



### **TERMS OF REFERENCE**

**TITLE:** **Case Study on Systemic Investing in Circular Economy in Viet Nam**

**NATIONAL OR INTERNATIONAL:**

- 1 National Consultant as Team leader (25 working days)
- 1 National Consultant as Team member (10 working days)
- 1 International Consultant (15 working days)

**DURATION OF ASSIGNMENT:** February 2021 – June 2021

**COUNTRY OF ASSIGNMENT:** Viet Nam and Home based

#### **1) GENERAL BACKGROUND**

Viet Nam's rapid economic growth – although relatively inclusive – has come with a high cost for the environment, including consumption of natural resources, soil degradation, and environmental pollution, which can adversely affect socio-economic development in the long-run. Although ranked 68th in the world in terms of land area and 15th in terms of population size, the country is now being ranked 4th in the world for plastic waste, with 1.83 million tons discharged to the ocean every year<sup>1</sup>. The volume of solid waste, which was 11.6 million tons in 2016, is predicted to increase by 37% by 2030 and by 89% by 2050<sup>2</sup>. According to the World Bank (2016), air pollution alone cost 5.18% of Vietnam's gross domestic product (GDP) in 2013, and water pollution is causing damages worth up to 3.5% of the country's GDP (World Bank, 2019).

Achieving the Sustainable Development Goals (SDGs)<sup>3</sup> and challenging the current unsustainable production and consumption practices so characteristic of a linear economic model requires a collective effort by all stakeholders in society. Therefore, to make progress towards the SDGs and support Viet Nam in its transition to a more inclusive and circular economy, it is crucial to find new strategic avenues to strengthen the contribution of the domestic private sector to these efforts.

Viet Nam is in the process of transforming its growth model to a model based on increased productivity, value addition, innovation and competitiveness. Key in this process – which coincides with the acceleration of the Fourth Industrial Revolution (IR4.0) – will be the sustainable and green technological transformation of Viet Nam's businesses. However, companies in Viet Nam – like in many low-middle income countries where domestic capital markets are underdeveloped – are

<sup>1</sup> Jambeck et al. (2015). Plastic waste inputs from land into the ocean. <https://science.sciencemag.org/content/347/6223/768>

<sup>2</sup> Kaza, Silpa; Yao, Lisa C.; Bhada-Tata, Perinaz; Van Woerden, Frank. (2018). What a Waste 2.0: A Global Snapshot of Solid Waste Management to 2050. Urban Development. Washington, DC: World Bank. © World Bank. Available at: <https://openknowledge.worldbank.org/handle/10986/30317>

<sup>3</sup> On 25 September 2015, UN Member States adopted a set of 17 goals to end poverty, protect the planet and ensure prosperity for all as part of a new global sustainable development agenda. Each goal has specific targets to be achieved over the next 15 years, until 2030. For more information on the Global Goals, or the SDGs, please visit: <https://www.un.org/sustainabledevelopment/sustainable-development-goals>

trapped in a vicious cycle of low productivity and inefficient “brown” technologies. This problem is exacerbated by limited human capacity to prepare bankable loan applications and to implement green projects, which results in low creditworthiness, dearth of capital and limited access to both local and global value chains.

These dynamics play out in the context of Viet Nam’s transition through the development continuum, which is significantly shifting the financing framework for SDGs: fast-declining direct grant ODA, a declining tax-to-GDP ratio, and lack of public financing and misaligned priorities. The achievement of SDGs and Viet Nam’s climate targets – more than ever – requires a systemic intervention approach that engages multiple levers of change through a mission-led, portfolio-based innovation programme. It also requires rethinking and augmenting financial resources through transitional financing frameworks<sup>4</sup> that pool both domestic and international sources of funding, including climate and green financing, while optimizing the utilization of existing public finance.

Megatrends such as urbanization, digitalization, climate change and biodiversity loss are all reinforcing the need for a Circular Economy (CE) that conserves resources. CE can be defined as “*an economic model in which design, production and service activities aim to extend the life of material and eliminate negative impacts on the environment*”. Therefore, CE is about optimizing what happens to the materials used in all steps of a product’s life, which means that all steps in the life cycle of products<sup>5</sup> must be considered.

The proposed project aims to design a multi-year systemic investment programme following [Climate-KIC’s Transformation Capital](#) logic and focused on circular economy in Viet Nam. Systemic investing takes as an entry point a well-defined societal challenge, e.g. a country’s transition from a linear economic model to a circular one. It then performs a series of analytical activities to make sense of the system of interest – in both its present and desired future state – in order to hypothesize transformation strategies that would allow the system to travel along its transition pathways, make sense of the investable universe, and identify sensitive intervention points where relatively small investments could produce disproportionate systemic effects, e.g. engaging tipping points or harnessing feedback loops.

The project is anticipated to start in February 19 2021 and conclude by June 30 2021. Its key output is the development of a project plan for said systemic investment programme, which is expected to start later in 2021 and which shall, where useful and appropriate, be connected to UNDP’s Accelerator Lab and Deep Demonstration programme in Viet Nam. The project plan should contain an indicative mapping of circular economy investment opportunities in the country.

Further, the project aims to produce the following outcomes:

1. Catalyze a new dialogue on systemic investing with a network of investors, DFIs, development and government partners, including on different financial instruments (e.g. private equity, guarantees and loans) and a systemic investment modality (e.g. circular economy fund, public-private partnership) for a blended financing mechanism;
2. Build a consortium of challenge owners willing to commit and co-create the model in Viet Nam;
3. Raise awareness about systemic investing and circular economy;

## 2) OBJECTIVES OF THE ASSIGNMENT

<sup>4</sup> OECD 2019, TRANSITION FINANCE 2019 What is transition finance? Available at: <http://www.oecd.org/dac/financing-sustainable-development/development-finance-topics/What-is-Transition-Finance-2019.pdf>

<sup>5</sup> EC. (2016). Circular economy: Closing the loop - An EU action plan for the circular economy. European Commission.

Key objectives of the assignment are:

1. Producing a case study report on the potential of systemic investing on circular economy in Viet Nam including a mapping and analysis of selected existing and potential investment opportunities in Viet Nam identifying an indicative portfolio of investments spanning multiple asset classes;
2. Organizing interviews with key stakeholders on systemic investing in circular economy and existing investment landscape including challenges and opportunities;
3. Presenting the case study and outcomes at a one day project workshop in Ha Noi and participating in the workshop discussions;

### **3) SCOPE AND SCHEDULE OF WORK**

The assignment includes 02 National consultants and 01 International consultant who will work together as a team.

#### **National consultant as Team leader (25 days):**

- The Team leader is ultimately responsible for the final case study.
- Takes the lead in discussions with UNDP on methodology for the interviews.
- Responsible for the whole process of the assignment, including:

#### ***Desk review:*** (5 days)

- Summarize and synthesize selected existing studies and statistics related to circular economy and investment landscape in Viet Nam, spanning different asset classes such as venture capital, private equity and loans, debt financing and risk capital.
- Provide a high-level overview of the opportunities, including in investment, in transitioning the economy in Viet Nam to a circular model, with a focus on the Waste and Forestry sectors.
- Review and finalize the theoretical background and framework prepared by the international consultant on systemic investing.

#### ***Interviews:*** (10 days)

- Identify at least 15 people for interview, including investors, government and development partners, DFIs etc.
- Review the interview questions submitted by the international consultant.
- Lead interviews with selected people, in collaboration with International Consultant

#### ***Case study report:*** (9 days)

- Review and finalize the outline of the case study submitted by the international consultant
- Share the outline of the report with UNDP, EIT Climate-KIC and FMFA and integrate inputs/comments
- Share the draft report with UNDP, EIT Climate-KIC and MFMA and integrate inputs/comments from UNDP
- Review and finalize the report

#### ***Presentations:*** (1 day)

- Present the report at the one day workshop in Ha Noi together with the International Consultant.

#### **National consultant (10 days):**



**Desk review: (5 days)**

- Supporting the Team Leader in producing the Study the circular economy investment landscape in Viet Nam including different asset classes such as venture capital, private equity and loans, debt financing and risk capital.
- Supporting the Team Leader with the background research on Vietnam's transition to circular economy in waste and forestry sectors.

**Interviews: (2 days)**

- Support with conducting the interviews and transcribing.
- Supporting with conducting analysis and summaries of the interviews.

**Case study report: (3 days)**

- Support the Team Leader in finalizing the case study report.
- Complete the editing and translation of the report in both English and Vietnamese.

**International consultant (15 days):**

**Desk review: (5 days)**

- Adapt the Transformation Capital framework to the specific case of Circular Economy transition in Viet Nam and produce a briefing document explaining the approach and its Theory of Change
- Produce recommendations on different ways to operationalize key elements of the model, such as system mapping, strategic portfolio composition, nesting, and financial instrument creation.
- Develop a desk review report.

**Interviews: (2 days)**

- Develop interview questions in cooperation with UNDP, EIT Climate-KIC and MFMA
- Cooperate with the Team Leader to conduct the interviews/group discussions with selected people.
- Analyze information and data from the interviews.

**Case study report: (7 days)**

- Develop outline of the final case study report.
- Develop the draft final report, that includes the desk review results and interview results with recommendations.
- Edit the English version of the final report.

**Presentations: (1 day)**

- Present the report virtually at the final workshop in Ha Noi together with the Team Leader.

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

The assignment will be carried out within February 2021 – June 2021.

Duty station:

- For national consultants: Viet Nam, home based
- For international consultant: home based

Travel cost for national consultants to participate in the two one day workshops in Ha noi if occurred and upon acceptance by UNDP will be paid separately based on UN-EU cost norms.

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

- A Case study report in English and Vietnamese (about 20 pages each version), including the desk review results and interview results with an indicative portfolio of investments spanning different asset classes. The case study report should have the following contents:
  - Background on Vietnam's transition to circular economy and current investment landscape
  - Baseline assessment on the opportunities for systemic investment in circular economy including transformational tipping points.
  - Stakeholder Interviews (as agreed with UNDP) and analysis.
  - Systemic investing theoretical framework and ToC.
  - An indicative portfolio of investments spanning multiple asset classes such as venture capital (provided to innovative technology or services start-ups), private equity and loans (to established SMEs), debt financing (to infrastructure and real estate assets), and risk capital (for novel insurance products).
  - Next steps and recommendations.
  - An executive summary in English and Vietnamese (3 pages).
  - Possible additional content discussed and agreed with UNDP Viet Nam.
- A presentation on the findings of the case study report in Vietnamese and English to be delivered at the workshop.

## 6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The team of consultants will work in close collaboration with the Programme Officer in charge in the UNDP Viet Nam Accelerator Lab team.

Monitoring and Progress Control will be followed up by the timeline below:

#	Activities	Timeline/DL
1.	Submission of work plan and outline of case study report	Beginning of February 2021
2.	Submission of desk review report and interview questions	End of February 2021
3.	Interviews	Beginning of March 2021
4.	Submission of draft case study report	Beginning of April 2021
5.	Presenting the draft report at the workshop	Beginning of May 2021
6.	Finalization of report based on the comments from UNDP and workshops	End of May 2021
7.	Evaluation certification	Beginning of June 2021

## 7) DEGREE OF EXPERTISE AND QUALIFICATIONS

### National Consultant, Team Leader

- Master's degree in Economics, Business, Finance, Banking, Environmental sciences or related;

- At least 5-year professional and managerial experience in the sectors related to in impact investment, innovative finance, green finance and / or Venture Capital / Private Equity funds, Banking and Finance, Business, SMEs and start-ups promotion and support;
- Excellent spoken, report writing skills in both Vietnamese and English languages;
- Having working experience as a team leader of research/consultant teams conducting interviews.

#### **National Consultant**

- Master's degree in Economics, Business, Finance, Banking, Environmental sciences or related;
- At least 3-year professional experience in the sectors related to in impact investment, innovative finance, green finance and / or Venture Capital / Private Equity funds, Banking and Finance, Business, SMEs and start-ups promotion and support.
- Excellent spoken, report writing skills in both Vietnamese and English languages.
- Having working experience in working in research/consultant teams and conducting interviews.

#### **International Consultant**

- Master's degree in Economics, Business, Finance, Banking, Environmental sciences or related;
- At least 7 years of relevant experience at the national or international level providing high-level management or investment advisory services;
- Excellent report writing skills in English language;
- Knowledge about Vietnamese context is required;
- Having capacity to work independently and team work;
- Skills in designing interviews/group discussions and survey data analysing.

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

#### **National Consultant, Team leader**

- 1<sup>st</sup> installment: 20% of contract amount upon receiving and acceptance of detailed workplan and outline of the final report
- 2<sup>nd</sup> installment: 30% of contract amount upon receiving and acceptance of desk review report and questionnaire for survey
- Final installment: 50% of contract amount shall be paid upon satisfactory completion of all deliverables specified in the TORs.

#### **National Consultant**

- 1<sup>st</sup> installment: 20% of contract amount upon receiving and acceptance of detailed workplan and outline of the final report
- 2<sup>nd</sup> installment: 30% of contract amount upon receiving and acceptance of desk review report and questionnaire for survey
- Final installment: 50% of contract amount shall be paid upon satisfactory completion of all deliverables specified in the TORs.

#### **International Consultant**

- 1st installment: 20% of contract amount upon receiving and acceptance of detailed workplan and outline of the final report
- 2nd installment: 30% of contract amount upon receiving and acceptance of the draft report

- Final installment: 50% of contract amount shall be paid upon satisfactory completion of all deliverables specified in the TORs.

Payment will be made upon satisfactory certification of the products by the Programme Officer in charge, UNDP Viet Nam following UNDP rules.

#### **9) CONSULTANCY RATE AND REQUIREMENTS FOR SUBMISSION OF APPLICATIONS**

Interested individuals must submit the following documents/information to demonstrate qualification:

1. Most updated personal detailed CV including past experience in similar assignment and at least 3 references;
2. Links to at least two samples reports, publications or papers done/authored within the past two years.
3. Other documents as required in the procurement notice

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

☒ NONE      ☐ PARTIAL      ☐ INTERMITTENT      ☐ FULL-TIME

### **EVALUATION CRITERIA WITH ASSIGNED SCORES**

#### **(A) National Consultant, Team Leader**

<b>8. Senior Researcher Consultant's experiences/qualification related to the services</b>
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<b>1.1</b>	<ul style="list-style-type: none"> <li>Master's degree in Economics, Business, Finance, Banking, Environmental sciences or related</li> </ul>	<b>300</b>
<b>1.2</b>	<ul style="list-style-type: none"> <li>At least 5-year professional and managerial experience in the sectors related to in impact investment, innovative finance, green finance and / or Venture Capital / Private Equity funds, Banking and Finance, Business, SMEs and start-ups promotion and support.</li> </ul>	<b>300</b>
<b>1.3</b>	<ul style="list-style-type: none"> <li>Having working experience as a team leader of research</li> <li>Experience in conducting interviews</li> </ul>	<b>100</b> <b>100</b>
<b>1.4</b>	<ul style="list-style-type: none"> <li>Excellent, report writing skills in both Vietnamese and English languages.</li> </ul>	<b>200</b>
<b>Total</b>		<b>1000</b>

**(B) National Consultant**

<b>9. Senior Researcher Consultant's experiences/qualification related to the services</b>		
<b>1.1</b>	<ul style="list-style-type: none"> <li>Master's degree in Economics, Business, Finance, Banking, Environmental sciences or related</li> </ul>	<b>300</b>
<b>1.2</b>	<ul style="list-style-type: none"> <li>At least 3-year professional experience in the sectors related to in impact investment, innovative finance, green finance and / or Venture Capital / Private Equity funds, Banking and Finance, Business, SMEs and start-ups promotion and support;</li> </ul>	<b>300</b>
<b>1.3</b>	<ul style="list-style-type: none"> <li>Having working experience in working in research and conducting interviews;</li> </ul>	<b>200</b>
<b>1.4</b>	<ul style="list-style-type: none"> <li>Excellent report writing skills in the English language</li> </ul>	<b>200</b>
<b>Total</b>		<b>1000</b>

**(C) International Consultant**

<b>10. International Consultant's experiences/qualification related to the services</b>		
<b>1.1</b>	<ul style="list-style-type: none"> <li>Master's degree in Economics, Business, Finance, Banking, Environmental sciences or related;</li> </ul>	<b>300</b>

1.2	<ul style="list-style-type: none"> <li>At least 7 years of relevant experience at the national or international level providing high-level management or investment advisory services;</li> </ul>	200
1.3	<ul style="list-style-type: none"> <li>Excellent report writing skills in English language with 2 samples to be submitted</li> </ul>	100
1.4	<ul style="list-style-type: none"> <li>Having capacity to work independently and team work;</li> </ul>	100
	<ul style="list-style-type: none"> <li>Knowledge about Vietnamese context</li> </ul>	100
1.5	<ul style="list-style-type: none"> <li>Experience in designing interviews/group discussions and survey data analysing</li> </ul>	200
Total		1000

#### ANNEX IV

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

Date \_\_\_\_\_

*(Name of Resident Representative/Bureau Director)*

United Nations Development Programme

*(Specify complete office address)*

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [*delete this item if the TOR does not require submission of this document*];

E) I hereby propose to complete the services based on the following payment rate: *[please check the box corresponding to the preferred option]:*

- ☐ An all-inclusive daily fee of *[state amount in words and in numbers indicating currency]*
- ☐ A total lump sum of *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.

F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex V;

G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;

H) This offer shall remain valid for a total period of \_\_\_\_\_ days *[minimum of 90 days]* after the submission deadline;

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

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

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

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

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

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

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

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


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

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

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

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

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

Name	Relationship	Name of International Organization

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

YES ☐ NO ☐

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

YES ☐ NO ☐ If answer is "yes", WHEN?

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

Full Name	Full Address	Business or Occupation

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

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

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



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

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

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

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

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

## **GUIDELINES FOR CV PREPARATION**

WE REQUEST THAT YOU USE THE FOLLOWING CHECKLIST WHEN PREPARING

Your CV:

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

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

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

### **SUMMARY OF EXPERTISE**

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

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

Credentials/education/training, relevant to the expertise

### **LANGUAGES**

Mother Tongue:

Indicate written and verbal proficiency of your English:

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

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

### **UN SYSTEM EXPERIENCE**

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

### **UNIVERSITY DEGREES**

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

### **PUBLICATIONS**

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

### **MISCELLANEOUS**

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

## Annex V

### FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum of .....US\$

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

#### Cost breakdown:

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

\* Individual Consultants/Contractors who are over 62 years of age with assignments that require travel and are required, **at their own cost**, to undergo a full medical examination including x-rays and obtaining medical clearance from **an UN-approved doctor** prior to taking up their assignment.

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

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

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

Dated this day /month                      of year

Signature

*(The costs should only cover the requirements identified in the Terms of Reference (TOR)*

*Travel expenses are not required if the consultant will be working from home).*