

2 April 2021



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

<b>Country:</b>	<b>Viet Nam</b>
<b>Description of the assignment:</b>	<b>02 National Consultants to update information related to mercury purchase, use and emissions in industries including 6 selected industries in Green Chemistry project and Review the implementation of Minamata Convention in Vietnam</b>
<b>Period of assignment/services (if applicable):</b>	<b>April – 31 August 2021</b> <b>Total working days (estimated):</b> - National consultant 1 (Team leader): 50 working days - National consultant 2 (Team member): 35 working days
<b>Duty Station:</b>	<b>Country Office located in Hanoi and other provinces (if travel is required)</b>
<b>Tender reference:</b>	<b>P210401</b>

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 April 2021 (Hanoi time)**

**With subject line:**

**P210401A - TL to update information in Green Chemistry project**

**P210401B - TM to update information in Green Chemistry project**

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
- At least 2 sample reports in English on the similar topic of the assignment to be submitted

### 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:

### Team leader

No.	Criteria	Point
1	Master's degree in chemistry, chemical management / application, organic chemistry, environmental management or related fields.	300
2	10 years of experience in chemical or environmental fields, industrial waste management.	200
3	Knowledge and experiences on MEAs	200
4	Have deep understanding and knowledge of national regulations and legislation on environmental management/waste management and treatment.	100
5	English: Read and write fluently (submit 02 relevant report/articles)	200
<b>Total</b>		<b>1000</b>

## Team member

No.	Criteria	Point
1	Bachelor's or master's degree in chemistry, chemical management / application, organic chemistry, environmental management or related fields.	300
2	05 years of experience in the field of chemicals, chemical management in Vietnam	200
3	Knowledge and experiences on MEAs	200
3	Have deep understanding and knowledge of national regulations on chemical special priority is given to those who have been involved in projects of state on chemical management agencies of Vietnam and legislation on environmental management /waste management and treatment.	100
4	English: Read and write fluently(submit 02 relevant report/articles)	200
<b>Total</b>		<b>1000</b>

A two-stage procedure is utilized in evaluating the submissions, with evaluation of the technical components being completed prior to any price proposals being opened and compared.

The price proposal will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical component. The technical component is evaluated on the basis of its responsiveness to the Term of Reference (TOR). Maximum 1000 points will be given to the lowest offer and the other financial proposals will receive the points inversely proportional to their financial offers. i.e.  $S_f = 1000 \times F_m / F$ , in which  $S_f$  is the financial score,  $F_m$  is the lowest price and  $F$  the price of the submission under consideration.

The weight of technical points is 70% and financial points is 30%.

**Submission obtaining the highest weighted points (technical points + financial points) will be selected subject to positive reference checks on the consultant's past performance.**

Interview with the candidates may be held if deemed necessary.

## 5. Contract

"Lump-sum" Individual Contract will be applied for freelance consultant (Annex II)

"Lump-sum" RLA will be applied for consultant assigned by firm/institution/organization (Annex III)

Documents required before contract signing:

- International consultant whose work involves travel is required to complete the courses on BSAFE which 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**

- 1st payment: 30% of the contract after deliverable 2 is submitted and approved by PMU and UNDP;
- 2nd payment: 30% of the contract after deliverable 3 is submitted and approved by PMU and UNDP;
- 3rd payment: 40% of the contract after deliverable 4 is submitted and approved by PMU and UNDP.

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

## TERMS OF REFERENCE



Position	02National Consultants (NC)
Consultancy service	Update information related to mercury purchase, emissions in industries including 6 selected industries Chemistry project and Review the implementation of 1 Convention in Vietnam
Project	Applicationn of Green Chemistry in Vietnam to Supp Growth and reduction in the Use and Release of POPs/ Harmful Chemicals (Green Chemistry)
Type of appointment	Individual contract
Location	Country Office located in Hanoi and other provinces (if travel is required)
Duration	April – 31 August 2021 Total working days (estimated):  - National consultant 1 (Team leader): 50 working days  - National consultant 2 (Team member): 35 working days
Report to	Program Officer on chemicals and waste, UNDP Green Chemistry Project Manager, Vinachemia.

### 1. BACKGROUND

The Vietnam Chemical Agency (Vinachemia) under the Ministry of Industry and Trade (MOIT) has been implementing the project “Applicationn of Green Chemistry in Vietnam to Support Green Growth and reduction in the Use and Release of POPs/Harmful Chemicals (Green Chemistry)” funded by GEF / UNDP with co-financing by Vietnamese agencies/ institutions and companies.

The project aims to create the enabling environment for the introduction of Green Chemistry (GC) in Vietnam and introduce GC applications in productive sectors with the purpose of reducing the use and release of chemicals controlled under the Stockholm and Minamata Convention. The project also expects to result in a reduction in the use and release of chemicals of concern not covered under the multilateral environmental agreements (MEAs), as well as improve energy and natural resource efficiency and generate greenhouse gas (GHG) release reduction co-benefits in the sectors and industries support by the project.

The project will reduce the use of Persistent Organic Pollutants (POPs) and release of Unintentional Persistent Organic Pollutants (U-POPs) through the introduction of GC approach in six industrial sectors in Vietnam include: the electro-plating, pulp and paper, plastic manufacturing, textile, pesticide and paints & solvents sectors. 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 (electroplating and solvents & paints) have been selected for the practical demonstration of the green chemistry approach. The project is structured in 3 components:

- 1) Developing the enabling environment for Green Chemistry in Viet Nam;
- 2) Promote awareness on Green Chemistry and the benefits of the application of Green Chemistry and its guiding principles; and

- 3) Introduce Green Chemistry approaches into priority sectors and at least 2 entities.

Mercury is a harmful chemical under the control list of the Minamata Convention, the Mercury Convention, which Vietnam became one of the earliest signatories in November 2013 in Japan.

The Minamata Convention provides approaches to minimize and, if possible, limit the use of mercury in key industries. The provisions of the Convention define the term termination for the supply source, trade, products containing mercury, technological processes using mercury and mercury compounds. Based on these objectives, the Convention provides for the systematic reduction of mercury emissions to the soil, water, and air environments and the termination of the use of mercury after having alternative solutions.

Therefore, the results of the implementation the Minamata Convention in Vietnam, in particular the regulations and sanctions will have a close relationship with the application of GC as a technology alternative solution for businesses in an effort to mandate the reduction of mercury emissions into the environment.

In conclusion, the activities to be implemented in this package belong to component 1 of the project (Developing the enabling environment for Green Chemistry in Viet Nam), The results of the package will support the project and related parties.

## **2. OBJECTIVE OF THE ASSIGNMENT**

The objective includes 3 main contents as follows:

**Content 1:** Based on the Vietnam National Inventory of Mercury which was conducted in 2015 by the Vietnam Chemicals Agency and other updated resources, collect information that required for the annual report from Vietnam to the Convention and that focused on the status of supply, trade, use, production, and emissions of mercury all of sectors mentioned in the Project.

**Content 2:** Evaluation of the implementation the Minamata Convention in Vietnam by reviewing actions to comply with Vietnam's commitments to the Convention and results in efforts to minimize the use and emissions mercury. Proposal of alternative measures to minimize the use and emissions of mercury through the application of GC in relevant fields.

**Content 3:** Proposal of an interdisciplinary coordination mechanism to collect information, report and statistics on the implementation of Vietnam's annual reporting obligations to the Convention. Draft legal documents related to the implementation of the Convention in Vietnam according to the prescribed schedule.

## **3. SCOPE OF WORK AND RESPONSIBILITIES**

The national consultants will work closely and share accountability to generate quality deliverables as defined in the section 5 – Deliverables. The NC 2 (Team member) will be performing the assigned tasks, whereas, NC 1 (Team leader) will provide guidance/ support to the NC 2 and get the work accomplished as a team.

### **Specific tasks to meet the objectives:**

#### **a) National Consultant 1 (Team leader)**

**Content 1:** Base on the Vietnam National Inventory of Mercury which was conducted in 2015 by the Vietnam Chemicals Agency and other updated resources, collect information that required for the annual report from Vietnam to the Convention and that focused on the status of supply, trade, use, production, and emissions of mercury all of sectors mentioned in the Project.

- Research the content of the Minamata Convention, requirements and action plans of member countries, especially for the annual report in accordance with the Article 21;
- Identify source of updated information and documents and collect information that required for the annual report from Vietnam to the Convention and give direction for NC2 implementation
- Inherit results and research tools from other Mercury Projects before and after the approval of the Convention and direct NC2.

**Content 2:** Evaluation of the implementation the Minamata Convention in Vietnam by reviewing actions to comply with Vietnam's commitments to the Convention and results in efforts to minimize the use and emissions mercury. Proposal of alternative measures to minimize the use and emissions of mercury through the application of GC in relevant fields.

- Review of the current legal documents related to mercury to follow information on the status and control mercury management in Vietnam;
- Identify difficulties, problems and shortcomings in the implementation of the provisions of the Convention as well as the commitments of Vietnam once a member.
- Contrast the provisions of the Convention and Vietnam's commitments to assess the level of compliance in the implementation of the convention in all sectors mentioned in content 1;
- Identify real problems, problems and causes for each case to find alternative solutions.
- Proposal of alternative measures to minimize the use and emissions of mercury through the application of GC in relevant sectors.

**Content 3:** Proposal of an interdisciplinary coordination mechanism to collect information, report and statistics on the implementation of Vietnam's annual reporting obligations to the Convention. Draft the content of mercury management regulation integrated into the revision of Decree 113/2017/ND-CP guiding the implementation of the Law on Chemicals in order to fulfill the obligation of Vietnam to the Minamata Convention. The revision of Decree 113/2017/ND-CP will be submitted to the Vietnamese Government at the end of 2021

- Propose interdisciplinary coordination mechanism to collect information, report and statistic data on the implementation of Vietnam's annual reporting obligations to the Convention
- Draft the content of mercury management regulation integrated into the revision of Decree 113/2017/ND-CP guiding the implementation of the Law on Chemicals in order to fulfill the obligation of Vietnam to the Minamata Convention. Responsible for the content of mercury management in the consultation workshop held by Vietnam Chemicals Agency in the process of revision of Decree 113/2017/ND-CP

#### **b) National Consultant 2 (Team member)**

- Research the content of the Minamata Convention, requirements and action plans of member countries, especially for the annual report in accordance with the Article 21;
- Collect information that required for the annual report from Vietnam to the Convention under direction of the NC1.

- With NC1, inherit results and research tools from other Mercury Projects before and after the approval of the Convention and direct NC2.
- Review of the current legal documents related to mercury to follow information on the status and control mercury management in Vietnam under direction of the NC1;
- Identify difficulties, problems and shortcomings in the implementation of the provisions of the Convention as well as the commitments of Vietnam once a member.
- Contrast the provisions of the Convention and Vietnam's commitments to assess the level of compliance in the implementation of the convention in all sectors mentioned in content 1;
- With NC1, identify real problems, problems and causes for each case to find alternative solutions.
- With NC1, proposal of alternative measures to minimize the use and emissions of mercury through the application of GC in relevant sectors.
- With NC1 propose interdisciplinary coordination mechanism to collect information, report and statistic data on the implementation of Vietnam's annual reporting obligations to the Convention

**Data collection includes:**

1. The product contains mercury;
2. Manufacturing processes in which mercury or mercury compounds are used. Specifically include: Production of alkali-chloride, Production of Aldehyde (using Hg as a catalyst); Production of Vinyl-monomer;
3. Manual gold mining;
4. Mercury gas emissions (Emission);
5. Mercury emissions into soil and water environments (Releases);
6. Storage of mercury;
7. Mercury in waste treatment;
8. Mercury contaminated areas;
9. Mechanisms and financial resources for the implementation of the Convention;
10. Capacity building, technical assistance and technology transfer;
11. The protection of human health against mercury exposure;
12. Exchange of mercury-related information;
13. Information, propaganda and warning of mercury hazards in the community;
14. Research and supervision.

**Information sources accepted:**

- Statistics data on the Internet from reliable national and international websites (official website of international organizations: Minamata Convention, UNEP, UNDP, UNIDO...; official website of Vietnamese authorities: MONRE, MOIT, Customs, STATISTICS OFFICE...; official website of NGOs and Academics...)



- Data inherited from Minamata Convention projects (Minamata Convention Initial Assessment in Vietnam; Viet Nam POPs and Sound Harmful Chemicals Management Project; Continued reduction of environmental and health risks through POPs and harmful chemicals release reduction...)

- Questionnaires and survey directly from relevant agencies, ministries, departments, and companies,

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

The contract duration for the national consultants is from date of signature to 31 August 2021. Estimated number of working days for NCs:

- National consultant 1: 50 working days
- National consultant 2: 35 working days

The consultants will work from home during the assignment term and will report to the UNDP country office and Green Chemistry PMU. Also, there may be a requirement to travel to other provinces for work. In case of travel to provinces, eligible cost for travel will be covered by UNDP/PMU based on UN-EU cost-norm.

#### **5. DELIVERABLES**

All of the final products/deliverables are submitted in both Vietnamese and English. The expected progress is as follows:

<b>No.</b>	<b>Deliverable</b>	<b>Deadline</b>
1	Detailed workplan	10/4/2021
2	An updated report of the status of mercury supply, trade, use, production, and emissions in all of sectors, including report of national mercury submitted to the Convention Secretariat in the prescribed form.	31/5/2021
3	An assessment report on the implementation of Minamata convention in Vietnam and proposal of alternative measures to minimize the use and emissions of mercury through the application of GC in relevant sectors.  Draft the content of mercury management regulation integrated into the revision of Decree 113/2017/ND-CP guiding the implementation of the Law on Chemicals in order to fulfill the obligation of Vietnam to the Minamata Convention. Responsible for the content of mercury management in the consultation workshop held by Vietnam Chemicals Agency in the process of revision of Decree 113/2017/ND-CP	30/7/2021
4	A final joint report in English and Vietnamese including proposal of mercury management approach in Vietnam	31/8/2021

## 6. PROVISION OF MONITORING, PROGRESS CONTROL

The NCs will be responsible to report to the UNDP and Green Chemistry PMU throughout their consultancy and they will be supervised technically by the Green Chemistry project manager.

## 7. QUALIFICATION AND WORK EXPERIENCE

### Team Leader (National consultant 1):

- Master's degree in chemistry, environment or related disciplines.
- 10 years of experience in chemical or environmental management. Experience in harmful chemical management, including POPs and/or mercury management is an advantage.
- Knowledge and experiences on MEAs;
- Have deep understanding of national regulations and legal for environmental management / waste management and treatment.
- English: Read and write fluently.

### Team member (National consultant 2):

- Bachelor or master's in chemistry, environment or related disciplines;
- 02 years of experience working in chemicals or chemical management;
- Knowledge and experiences on MEAs;
- Have deep understanding of national regulations on chemicals and legal for environmental management / waste management and treatment;
- English: Read and write fluently;
- Have experience in projects of state management agencies of Vietnam on chemical management.

## 8. PAYMENT TERM

- 1<sup>st</sup> payment: 30% of the contract after deliverable 2 is submitted and approved by PMU and UNDP;
- 2<sup>nd</sup> payment: 30% of the contract after deliverable 3 is submitted and approved by PMU and UNDP;
- 3<sup>rd</sup> payment: 40% of the contract after deliverable 4 is submitted and approved by PMU and UNDP.

## 9. EVALUATION CRITERIA

### Team leader

No.	Criteria	Point
1	Master's degree in chemistry, chemical management / application, organic chemistry, environmental management or related fields.	300
2	10 years of experience in chemical or environmental fields, industrial waste	200

	management.	
<b>3</b>	Knowledge and experiences on MEAs	200
<b>4</b>	Have deep understanding and knowledge of national regulations and legislation on environmental management/waste management and treatment.	100
<b>5</b>	English: Read and write fluently (submit 02 relevant report/articles)	200
<b>Total</b>		<b>1000</b>

#### Team member

No.	Criteria	Point
<b>1</b>	Bachelor's or master's degree in chemistry, chemical management / application, organic chemistry, environmental management or related fields.	300
<b>2</b>	05 years of experience in the field of chemicals, chemical management in Vietnam	200
<b>3</b>		200
	Knowledge and experiences on MEAs	
<b>3</b>	Have deep understanding and knowledge of national regulations on chemical special priority is given to those who have been involved in projects of state on chemical management agencies of Vietnam and legislation on environmental management /waste management and treatment.	100
<b>4</b>	English: Read and write fluently(submit 02 relevant report/articles)	200
<b>Total</b>		<b>1000</b>

## 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).*