



21 April 2021

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	Senior International Expert on Quantitative Methodology and Governance Assessment for the research project “The Viet Nam Provincial Governance and Public Administration Performance Index (PAPI)”
Period of assignment/service:	- Phase 1: 15 May 2021 – 30 April 2022 - Phase 2: 1 May 2022 – 30 April 2023 - Phase 3: 1 May 2023 – 30 April 2024 - Phase 4: 1 May 2024 – 30 April 2025 (with possible extension to 30 Sept 2025)
Duty Station:	Hanoi and homebased
Tender reference:	A-210403

1. Submissions should be sent by email to: bid.submission.vn@undp.org no later than:

23.59 hrs., Wednesday 5 May 2021 (Hanoi time)

With subject line: A-210403 Senior International Expert on Quantitative Methodology and Governance Assessment

Submission received after that date or submission not in conformity with the requirements specified this document will not be considered.

Note:

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.
- Maximum size per email is **30 MB**.
- Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP Viet Nam will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.
- After submitting proposal, bidder should send notification by email (without attachment) to: procurement.vn@undp.org informing that the bidder has submitted proposal. UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to above address.
- Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female consultants.

2. Please find attached the relevant documents:

- [Term of References](#)..... (Annex I)
- [Individual Contract & General Conditions](#)..... (Annex II)
- [Reimbursable Loan Agreement](#) (for a consultant assigned by a firm)..... (Annex III)
- [Letter to UNDP Confirming Interest and Availability](#)..... (Annex IV)
- [Financial Proposal](#)..... (Annex V)

3. Interested individual consultants must submit the following documents/information (in English, PDF Format) to demonstrate their qualifications:

a. Technical component:

- Signed Curriculum vitae
- Signed Letter to UNDP Confirming Interest and Availability
- Copy of 1-3 publications/writing samples on relevant subject.
- Letter of Introduction (Cover Letter)
- Reference contacts of past 4 clients for whom you have rendered preferably the similar service (including name, title, email, telephone number, address...)

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **US dollar for International Consultant and Vietnamese dong for National 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:

Evaluation Criteria		Maximum Points
1	PhD degree in political science, economics, or related discipline; with an emphasis on quantitative analysis	200
2	At least 15 years of experience conducting applied research with a proven focus on quantitative analysis	200
3	Demonstrated expertise on analysis of governance or related fields, with a focus on Viet Nam an advantage	200
4	A strong knowledge and ability to use STATA or R or any rigorous software with large “n” databases	300
5	A proven strong record of international publications in top ranking academic journals on governance assessment or related fields	100
Total		1,000

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

The price proposal will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical component. The technical component is evaluated on the basis of its responsiveness to the Term of Reference (TOR).

Maximum 1000 points will be given to the lowest offer and the other financial proposals will receive the points inversely proportional to their financial offers. i.e. $S_f = 1000 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the submission under consideration.

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

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

Interview with the candidates may be held if deemed necessary.

5. Contract

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

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

Documents required before contract signing:

- International consultant whose work involves travel is required to complete the courses on BSAFE which is the new online security awareness training and submit certificate to UNDP before contract issuance.
- Note: In order to access the courses, please go to the following link: <https://training.dss.un.org>
The training course takes around 3-4 hours to complete.
- Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel. (This is not a requirement for RLA contracts).
- Release letter in case the selected consultant is government official.

6. Payment

UNDP shall effect payments to the consultant (by bank transfer to the consultant's bank account provided in the vendor form upon acceptance by UNDP of the deliverables specified the TOR. Payments are based upon outputs, i.e. upon delivery of the products specified in the TOR.

- Phase 1: 15 May 2021 – 30 April 2022

Sequence	Installments	Indicative Dates for Installments	Percentage of Payment
1 st payment	Upon receipt and acceptance of Output 1	30-Jun-2021	25%
2 nd payment	Upon receipt and acceptance of Output 2	30-Dec-2021	15%
3 rd payment	Upon receipt and acceptance of Output 3	28-Feb-2022	25%
Final payment	Upon receipt and acceptance of Output 4	30-Apr-2022	35%

- Phase 2: 1 May 2022 – 30 April 2023

Sequence	Installments	Indicative Dates for Installments	Percentage of Payment
1 st payment	Upon receipt and acceptance of Output 1	30-Jun-2022	25%
2 nd payment	Upon receipt and acceptance of Output 2	30-Dec-2022	15%
3 rd payment	Upon receipt and acceptance of Output 3	28-Feb-2023	25%
Final payment	Upon receipt and acceptance of Output 4	30-Apr-2023	35%

- **Phase 3: 1 May 2023 – 30 April 2024**

Sequence	Installments	Indicative Dates for Installments	Percentage of Payment
1 st payment	Upon receipt and acceptance of Output 1	30-Jun-2023	25%
2 nd payment	Upon receipt and acceptance of Output 2	30-Dec-2023	15%
3 rd payment	Upon receipt and acceptance of Output 3	28-Feb-2024	25%
Final payment	Upon receipt and acceptance of Output 4	30-Apr-2024	35%

- **Phase 4: 1 May 2024 – 30 April 2025***

Sequence	Installments	Indicative Dates for Installments	Percentage of Payment
1 st payment	Upon receipt and acceptance of Output 1	30-Jun-2024	25%
2 nd payment	Upon receipt and acceptance of Output 2	30-Dec-2024	15%
3 rd payment	Upon receipt and acceptance of Output 3	28-Feb-2025	25%
Final payment	Upon receipt and acceptance of Output 4	30-Apr-2025*	35%

(*) with possible extension of the contract to 15 Sep 2025

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

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



ANNEX I

TERMS OF REFERENCE

Service	Senior International Expert on Quantitative Methodology and Governance Assessment for the research project “The Viet Nam Provincial Governance and Public Administration Performance Index (PAPI)”
Duty station:	Home-based
Expected Duration	<ul style="list-style-type: none">- Phase 1: 15 May 2021 – 30 April 2022- Phase 2: 1 May 2022 – 30 April 2023- Phase 3: 1 May 2023 – 30 April 2024- Phase 4: 1 May 2024 – 30 April 2025 (with possible extension to 30 September 2025)
Supervision:	The Individual Contractor will work closely with UNDP Viet Nam Programme/Policy Analyst in Governance and Participation, and with National and International Expert(s) to be provided by UNDP Viet Nam.

The Individual Contractor will report directly to UNDP Vietnam.

1. Background

As a middle-income country, Viet Nam is facing new social, economic and institutional challenges. Policy-makers need to be informed; citizens and the society as a whole with information are empowered, and an informed/empowered citizen is a citizen with greater responsibility towards his/her community and country. Citizens, who are end-users of the outputs of public administration systems, increasingly demand that these systems be free of bureaucratic and administrative corruption, patronage, nepotism, diversion and stealing of public funds. Instead, they demand public administration systems that promote development and equity, more participation in the decision-making processes of public policies, as well as on their implementation and monitoring.

How can governments and the society best encourage efficient public administration systems by developing and applying systematic approaches to measuring public sector performance, its determinants and its consequences? What type of tools can be designed to measure and assess the standards of public administration from the perspective of non-business sectors? And how can citizens engage more effectively in the monitoring and delivery of public administrative services? The answers to these questions are inherently complicated and context dependent. Yet, they point to the importance to gauge the standards of public administration and public services based on the perception of end-users of these services.

The research to formulate the Viet Nam Provincial Governance and Public Administration Performance Index (PAPI) has been initiated by UNDP in Viet Nam to fill in the identified gap. The initiative was piloted in three provinces in 2009 and then expanded for larger pilot in 30 selected provinces in 2010. With the success of the pilots, PAPI was for the first time replicated and scaled up to all 63 provinces since 2011 in Viet Nam to be the first ever mass survey on citizens. Since then, the

survey has been iterated and evolved every year. The significant on-going and potential impact of PAPI in Viet Nam has helped UNDP secure funding for the PAPI research programme to be continued until 2025, with the major financial support from the Government of Australia via the Australian Department of Foreign Affairs and Trade (DFAT) until 2025 and the Embassy of Ireland until at least end of 2021 in addition to UNDP's own resources.

PAPI aims at hearing the voice of citizens from different demographic backgrounds, which remains weak in policy making, policy implementation and implementation monitoring. PAPI also means an effective and peculiar tool for citizens to engage in overseeing the performance of the state apparatus and public administration system at the provincial level. Ultimately, the provinces and cities will be provided with a powerful tool to advance the process of empowering the society, to enhance local governance and to support national efforts in keeping the public administration system and local governments accountable to citizens and the society at large. In short, the Viet Nam Provincial Governance and Public Administration Performance Index (PAPI) is to measure provinces' performance of governance and public administration (i.e. outputs of local governance, public administration and public services that are experienced by citizens at the provincial level) basing on perspectives and feedback of citizens from all 63 provinces in Vietnam.

As such, UNDP Viet Nam is seeking for an international expert that can provide the service with objectives, expected outputs, scope of activities, methodology, and specific substantive and other requirements as set forth hereunder this TOR.

2. Objectives

2.1. Overall Objective

The main objective of this consultancy is to provide high quality technical inputs in terms of index construction methodology, and data processing and analysis for the research "The Viet Nam Provincial Governance and Public Administration Performance Index (PAPI)" in four (04) phases:

- Phase 1: 15 May 2021 – 30 April 2022
- Phase 2: 1 May 2022 – 30 April 2023
- Phase 3: 1 May 2023 – 30 April 2024
- Phase 4: 1 May 2024 – 30 April 2025 (with possible extension to 30 September 2025)

2.2. Specific Objectives

The Senior International Expert on Quantitative Methodology and Governance Assessment for the research project "The Viet Nam Provincial Governance and Public Administration Performance Index (PAPI)" is to meet the following objectives in each phase of the research:

- To provide technical support in the design of PAPI (based on a set of indicators and detailed methodology) to gauge the standards of public administration and services on the provincial level in Vietnam based on citizen perception;
- To process data collected and construct PAPI;
- To provide technical support in the implementation of the PAPI research in terms of field controlling and quality assurance; and,
- To provide inputs to the drafting of a comprehensive report about: (i) methodology, (ii) data-collection, (iii) analysis of public administration performance, (iv) lessons learnt and (v) recommendations.

3. Research Phases, Stages, Expected Outputs and Time Frame

The Individual Contractor, according to the following terms of reference, and under the coordination of UNDP's Programme/Policy Analyst in Governance and Participation, shall deliver the products described below for each of the two research phases of PAPI as identified in Section 2.1.

Research phases, stages outputs, estimated number of days and projected deadlines of deliverables are detailed for each of the phases in the following table:

- Phase 1: 15 May 2021 – 30 April 2022
- Phase 2: 1 May 2022 – 30 April 2023
- Phase 3: 1 May 2023 – 30 April 2024
- Phase 4: 1 May 2024 – 30 April 2025 (with possible extension to 30 September 2025)

Stage	Outputs	Estimated No. of Working Days	Deadline of deliverables
Stage 1. Concept note on applicable methodology, a set of working indicators and feasible data collection approaches (for each PAPI iteration)	<u>Output 1</u> : Technical support and a brief memo on in the refinement of PAPI methodology, indicators, questionnaires and sampling approaches before each annual PAPI survey is conducted	10	15-Jun each PAPI iteration
Stage 2. Fieldwork conducted in all 63 provinces in Viet Nam for data collection and a briefing note reporting on the fieldwork (for each PAPI iteration)	<u>Output 2</u> : Technical advice and support in the implementation of the PAPI research in terms of data quality assurance	5	15-Dec each PAPI iteration
Stage 3. Data processing conducted and initial findings properly consulted with different stakeholders (for each PAPI iteration)	<u>Output 3</u> : Collected data processed and constructed into PAPI	10	15-Feb each PAPI iteration
Stage 4. Research report finalised, and a detailed proposal for improved implementation of PAPI in all 63 provinces for the succeeding cycle(s) developed (for each PAPI iteration)	<u>Output 4</u> . Written inputs for the drafting of the final report, especially in sections on: (i) PAPI construction methodology, (ii) analysis of aggregate indexes, and (iii) recommendations on how to improve the quality of methodology, data collection and data processing for lessons learnt for subsequent research cycles.	15	15-Apr each PAPI iteration
Total		40 per cycle	

() with possible extension of the contract to 15 Sep 2025. Additionally, the brief memo in Phase 4 will include recommendations on the way forward for PAPI in terms of methodology, indicators, questionnaires and sampling approaches for post-2025 PAPI iterations.*

4. Duty Station:

- Home-based.
- Missions in Ha Noi, upon UNDP's requests and approvals during contract implementation, will be paid separately based on UNDP regulations.

5. Qualifications and experience:

The Senior International Expert on Quantitative Methodology and Governance Assessment for the research project "The Viet Nam Provincial Governance and Public Administration Performance Index (PAPI)" shall possess the following qualifications and experience:

- PhD degree in political science, economics, or related discipline; with an emphasis on quantitative analysis;
- At least 15 years of experience conducting applied research (with a proven focus on quantitative analysis);
- Demonstrated expertise on analysis of governance or related fields, with a focus on Viet Nam an advantage;
- A strong knowledge and ability to use STATA or R or any rigorous software with large "n" databases; and,
- A proven strong record of international publications in top ranking academic journals on governance assessment or related fields, with a focus on Viet Nam an advantage.

Interested experts should submit together with their CVs and 02 publications on quantitative assessment of governance or related fields.

6. Contracts and Payment

The senior international quantitative researcher will be issued a four-year long-term service contract with UNDP for a maximum of 160 person-day working days throughout the long-term service contract.

UNDP Viet Nam shall make payments to the successful Individual Contractor upon UNDP's satisfaction with expected deliverables set forth in Section 3 above and after acceptance by UNDP of the invoices submitted by the Individual Contractor to the address specified in the sample contract. Milestones for deliverables and payments for the four phases shall be as follows:

- Phase 1: 15 May 2021 – 30 April 2022

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- **Phase 2: 1 May 2022 – 30 April 2023**

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Final payment	Upon receipt and acceptance of Output 4	30-Apr-2024	35%

- **Phase 4: 1 May 2024 – 30 April 2025***

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3 rd payment	Upon receipt and acceptance of Output 3	28-Feb-2025	25%
Final payment	Upon receipt and acceptance of Output 4	30-Apr-2025*	35%

(*) with possible extension of the contract to 15 Sep 2025

7. Reporting lines and administrative support

The senior international quantitative researcher will report to the Programme/Policy Analyst in Governance and Participation, UNDP Viet Nam. The researcher will keep UNDP Viet Nam informed of progress on a regular basis and will submit drafts of the research paper to UNDP for discussion and comment. UNDP will provide administrative support for research where needed.

8. Support from UNDP and reference documents

UNDP will provide the following support where deemed appropriate:

- Substantive inputs in and quality control of deliverables;
- Office space for meetings and working sessions when needed;
- When requested, arrangement of introduction letters and/or requests for meetings/interviews;
- Any other substantive support where deemed appropriate.

Following are references that potential international experts may find useful:

- CECODES-VFF & UNDP (2010-2021). The Viet Nam Provincial Governance and Public Administration Performance Index (PAPI): Measuring demand side of governance and public administration in Viet Nam. Hanoi. Available at www.papi.org.vn

9. Provision of monitoring and progress controls

- Upon contract signing, the Individual Contractor has to work closely with the UNDP Programme/Policy Analyst in Governance and Participation to discuss and agree on the task requirements, working methodology;
- UNDP Programme/Policy Analyst in Governance and Participation and relevant stakeholders shall review and comment on the Individual Contractor's required outputs/reports in the TOR;
- The Individual Contractor reviews the comments and submits the revised outputs/ reports for further review and comments;
- The UNDP Programme/Policy Analyst in Governance and Participation shall monitor every stage of deployment of the project and shall evaluate the deliverables of each phase as described in Section 3 of this TOR.
- UNDP shall disburse installments to the Individual Contractor against the milestones for each phase of the project. Each payment shall be made upon UNDP's satisfaction with the deliverables. The final installment shall be made to contractor only when UNDP is fully satisfied with the final deliverable of this assignment.

Evaluation Criteria

Evaluation Criteria		Maximum Points
1	PhD degree in political science, economics, or related discipline; with an emphasis on quantitative analysis	200
2	At least 15 years of experience conducting applied research with a proven focus on quantitative analysis	200
3	Demonstrated expertise on analysis of governance or related fields, with a focus on Viet Nam an advantage	200
4	A strong knowledge and ability to use STATA or R or any rigorous software with large "n" databases	300
5	A proven strong record of international publications in top ranking academic journals on governance assessment or related fields	100
Total		1,000

ANNEX IV

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

Date _____

United Nations Development Programme

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [*delete this item if the TOR does not require submission of this document*];
- E) I hereby propose to complete the services based on the following payment rate: [*please check the box corresponding to the preferred option*]:
 - ☐ An all-inclusive daily fee of [*state amount in words and in numbers indicating currency*]
 - ☐ A total lump sum of [*state amount in words and in numbers, indicating exact currency*], payable in the manner described in the Terms of Reference.
- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex V;
- G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- H) This offer shall remain valid for a total period of _____ days [*minimum of 90 days*] after the submission deadline;
- I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office [*disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists*];

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

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

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

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

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

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

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

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

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

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

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

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

Name	Relationship	Name of International Organization

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

YES ☐ NO ☐

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

YES ☐ NO ☐ If answer is "yes", WHEN?

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

Full Name	Full Address	Business or Occupation

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

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

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

DATE: _____

SIGNATURE: _____

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

Annexes *[please check all that applies]:*

☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience

☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

GUIDELINES FOR CV PREPARATION

WE REQUEST THAT YOU USE THE FOLLOWING CHECKLIST WHEN PREPARING Your CV:

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

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

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

SUMMARY OF EXPERTISE

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

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

Credentials/education/training, relevant to the expertise

LANGUAGES

Mother Tongue:

Indicate written and verbal proficiency of your English:

SUMMARY OF RELEVANT WORK EXPERIENCE

Provide an overview of work history in reverse chronological order. Provide dates, your function/title, the area of work and the major accomplishments include honorarium/salary.

References (name and contact email address) must be provided for each assignment undertaken by the consultant that UNDP may contact.

UN SYSTEM EXPERIENCE

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

UNIVERSITY DEGREES

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

PUBLICATIONS

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

MISCELLANEOUS

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

Annex V

FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum of (USD for International Consultant).

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

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

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

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

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

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

Dated this day /month of year

Signature

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