

14 April 2021

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	2 National consultants: 1 team leader and 1 team member
Period of assignment/services (if applicable):	15 May - 20 Sep 2021, up to 63 days for 2 consultants
Duty Station:	Ha Noi with frequent travel to project provinces
Tender reference:	PN-N-210402

1. Submissions should be sent by **email** to: nguyen.thuy.nga@undp.org no later than:

17.00 hrs., 03 May 2021 (Hanoi time)

With subject line: PN-N-210402 – 02 national consultants to conduct a feasibility study on ecotourism opportunities in Quang Ngai province GCF1 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 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 01 writing sample (report) on relevant subject.
- Copy of 1 sample workplan
- Cover letter
- Reference contacts of past 3 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 **VND for National Consultant** including consultancy fees and all associated costs i.e. consultancy fee, 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:

	Requirements	Points
	1 Team Leader	
1	Bachelor Degree or higher in tourism; ecotourism would be an asset	300
2	At least 10 years of experience in conducting feasibility studies for ecotourism opportunities; ecotourism in mangroves would be an asset A sample feasibility study led by the consultant will be required	250
3	At least 7 years of experience in the development of proposals or plans on the most promising interventions (from the feasibility study) for ecotourism; ecotourism in mangroves would be an asset A sample proposal or plan led by the consultant will be required	250
4	At least 7 years of experience in facilitation of consultation meeting in ecotourism topic with different stakeholders; ecotourism with mangroves would be an asset	200

	Total	1,000
	1 Team Member	
1	Bachelor Degree or higher in tourism, ecotourism is preferable	300
2	At least 7 years of experience in conducting a feasibility study for ecotourism opportunities, ecotourism in mangroves is preferable A sample feasibility study took by the consultant will be required	250
3	At least 5 years of experience in the development of proposal or plan on the most promising interventions (from the feasibility study) for ecotourism, ecotourism in mangroves is preferable A sample feasibility study took by the consultant will be required	250
4	At least 3 years of experience in facilitation of consultation meetings on ecotourism topics with different stakeholders; ecotourism in mangroves would be an asset	200
	Total	1,000

(An additional interview either directly or via telephone/Skype will be applied if necessary)

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.

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.

1. Payment

UNDP shall effect payments to the consultant (by bank transfer to the consultant's bank account provided in the vendor form upon acceptance by UNDP of the deliverables specified the TOR.

Payments are based upon outputs, i.e. upon delivery of the products specified in the TOR.

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

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



TERMS OF REFERENCE

Conduct a feasibility study and develop a proposal on potential ecotourism opportunities in Binh Thuan commune, Binh Son district, Quang Ngai province in 2021

I. GENERAL INFORMATION

Project/Program Name	Improving the resilience of vulnerable coastal communities to climate change-related impacts in Viet Nam
Services Required	2 national consultants to conduct a feasibility study on ecotourism opportunities in Quang Ngai province
Type of consultant	2 National consultants: 1 team leader and 1 team member
Contract Type	Individual (lump-sum) contract
Location	Home-based with travel to Quang Ngai province
Contract Period	15 May - 20 Sep 2021, up to 63 days for 2 consultants
Reporting to	UNDP Programme Management Specialist
Coordination	UNDP, VNFOREST, Quang Ngai PPMU
Activity code	2.1.7

II. PROJECT DESCRIPTION

Viet Nam is one of the most vulnerable countries to climate change. The Government of Viet Nam (GoV) has launched significant efforts to respond to climate change, including the promulgation of the National Strategy and Action Plan to Respond to Climate Change, Green Growth Strategy and implementation plans, and legal frameworks and policies relating to disaster risk management. Viet Nam is the first country to commit to either an unconditional 8% cut in greenhouse gas emissions or a 25% cut in greenhouse gas emissions with international support.

In coordination with the Ministry of Agriculture and Rural Development (MARD), the Ministry of Construction (MoC), the Ministry of Planning and Investment (MPI), and seven project provinces (Nam Định, Thanh Hóa, Thừa Thiên Huế, Quảng Ngãi, Quảng Bình, Quảng Nam, and Cà Mau), UNDP is implementing the Green Climate Fund (GCF)-funded project “*Improving the resilience of vulnerable coastal communities to climate change-related impacts in Viet Nam*” (GCF Project, or the Project) from 2017 - 2022.

The Project seeks to scale up tested interventions to increase the resilience of vulnerable coastal communities to the impacts of climate change. Building on the government’s on-going social protection program, the Project is addressing housing needs for poor and marginalized communities. The Project will incorporate storm- and flood-resilient housing design features into the construction of new houses, benefiting 20,000 poor and highly disaster-exposed people. As part of an integrated response to managing flood and storm risks, 4,000 hectares of mangroves will also be rehabilitated and/or planted to function not only as storm surge buffers but also to provide ecosystem resources that can support coastal livelihoods. Moreover, to support and sustain the impact of this Project as well as future requisite government policy

adjustments for strengthening the resilience of communities, resources will be used to systematize climate and economic risk assessments for private and public utilization in 28 coastal provinces in Viet Nam.

The goal of the GCF Project is to increase the resilience of vulnerable coastal communities to the effects of climate change in Viet Nam. The specific objectives of the project are as follows:

1. **Component 1:** Storm- and flood-resilient design features added to 4,000 new houses on safe sites, benefiting 20,000 poor and highly disaster-exposed people in 100 communes;
2. **Component 2:** Regeneration of 4,000 hectares of coastal mangrove storm surge buffer zones using successful evidence-based approaches;
3. **Component 3:** Increased access to enhanced climate, damage, and loss data for private and public sector application in all 28 coastal provinces of Viet Nam.

Under Component 2, Quang Ngai province has been planting and rehabilitating mangroves since 2018. To date, 74.33 ha have been regenerated in the province, and this area is mainly located in Cá Cãi Pond, Binh Thuan commune, Binh Son district. Of this, the new plantation area covers 23.88 ha, accounting for 32%; re-generation area covers 49.95 ha, accounting for 67%. The dominant species is white ambarella (*Lumnitzera racemosa*); this species protects against destructive natural disasters - typhoons, waves - that rock the coast each year, and improves the environment and ecotourism, opening a sustainable way of poverty reduction for coastal people. It also brings about economic opportunities to local people. Unfortunately, the area has been depleted over the years by population growth, climate change, and increased use of water surfaces for aquaculture.

The white ambarella is planted in typical beds/rows marked by bamboo fencing. The beds or rows are between 100 m to 200 m long, with trees growing roughly 5 meters in height. According to the locals, the mangrove area is beautiful all year round. A vast blue patch in the warm and sunny spring, a vibrant and prominent yellow in summer, and white in winter as trees shed their leaves, it is a breathtaking scenery for visitors to enjoy and has become a favorite shooting spot for many photographers. In addition, this area is home to many species, including birds and aquatic species such as fish and shrimp.

Currently, mangroves here remain untouched by mass tourism as there are no accompanying services (dining and accommodation) available. The interested visitors pay locals to rent a boat and row through the forest, take pictures, and even learn to fish with nets. Although, this mangrove area has been recommended by some travel companies that offer tours around the province as this area is described as one of the province's pristine destinations. Nonetheless, there is a strong need to have an appropriate and systematic approach and/or action plan to promote the important roles of this mangrove area to respond to climate change, protect the environment, and contribute to local livelihood. Also, it is important to communicate how communities contribute to maintaining the values of the area and receive goods and services from it, in return.

Quang Ngai PPC has had an orientation in tourism development, covering coastal tourism, cultural tourism, and ecotourism, and prioritizing coastal tourism (Decision No. 20/QĐ-UBND in 2014 on the Approval of Quang Ngai tourism development master plan to 2020, vision to 2025). In its Document No. 131/UBND-KGVX on January 2021, the PPC requested competent provincial agencies to evaluate tourism development from 2016-2020 and propose a work plan for the next 5 years (2021-2025). The outputs of this feasibility assessment are expected to contribute to the development of the coming 5-year work plan.

This ToR aims to recruit a consultant team to conduct a feasibility study and develop a proposal on the potential ecotourism opportunities for implementation in Binh Thuan commune (Binh

Son district) and other project sites in the province that have mangroves and potential for ecotourism.

III. OBJECTIVES AND SCOPE OF WORK

Overall Objectives

This ToR requests the consultant team to conduct a field survey in Quang Ngai province, and conduct office work remotely. The objectives of this assignment include:

- A feasibility study to describe potential ecotourism opportunities for Binh Thuan commune, Binh Son district, Quang Ngai province. The study should involve the participation of different stakeholders (governmental agencies from provincial to commune levels, tourism companies, tour operators...), particularly local communities, and should cover social, economic, and environmental aspects for each opportunity
- A plan or proposal for the implementation of the potential ecotourism opportunities identified through the above objective. The plan/proposal should include activities, timelines, required resources (human and finance), replication potential, how to contribute to broader Project goals/objectives, and any recommendations/lessons for sustainability

Scope of work and specific activities

The following tasks will be implemented under the overall supervision of UNDP Viet Nam and Viet Nam Administration of Forestry (VNFOREST), and in close collaboration and support by the Quang Ngai PPMU, Provincial authorities and local stakeholders.

- Conduct a feasibility study on potential ecotourism opportunities in Binh Thuan commune, Binh Son district, Quang Ngai province. This study should include:
 - + Conduct a desk study on relevant legal documents and policies on ecotourism opportunities for the province
 - + Conduct some interviews with tourism-related agencies at national level, such as Ministry of Culture, Sport and Tourism; Tourism Association to understand how the national plan support local tourism, in particular, ecotourism
 - + A number of meetings held with provincial, district, and commune partners to understand the current situation of the area, including advantages, disadvantages, challenges, and opportunities for ecotourism, actual and potential buyers and sellers, policies, and mechanisms for ecotourism
 - + Community discussions to understand local perspectives on using mangroves and contributing to mangrove maintenance in different triangles, as well as views on points to develop ecotourism in terms of responsibilities, benefits, opportunities, and challenges
 - + Field survey to better understand the overall picture of the area in terms of natural conditions, threats, potential, and any barrier to developing ecotourism
 - + Consultation meeting(s) organized to share findings during the study and seek further comments, advice, and recommendations from the relevant stakeholders
 - + A developed report on the feasibility study covering ecotourism terms, main features, working principles, the relation between ecotourism and development, the current situation, and potential for ecotourism development for the commune (including national and local policies), potential impacts to social, environmental, and economical aspects of ecotourism, orientation, and solutions for ecotourism development (including connection with the nearby attractions)

The report should contain a list of potential interventions and rank them by different factors such as innovation, cost-effectiveness, gender-inclusivity, sustainability and potential for scaling, implementation feasibility, and the involvement of communities

- Develop a proposal or plan on the most promising interventions (from the feasibility study report) for ecotourism in the area. The proposal or plan should include: 1) Rationale for starting with the most promising interventions; 2) Objectives and tasks; 3) Scope and scale; 4) Legal basis; 5) Description of each intervention - implementers, beneficiaries, output and impact indicators, M&E, estimation (support from the project, contribute from any stakeholders); 6) Maintenance plan (after project phasing out); 7) Ecotourism products and market; and 8) Challenges and solutions

Main Tasks, Deliverables, and Time Allocation of the consultant team

#	Main tasks	Deliverables	No. of days		Due	Location
			Leader	Member		
1	Development of inception report, work plan to implement the whole assignment, and outline of the feasibility study report	Inception report, work plan, and outline are accepted by UNDP, VNFOREST, and PPMU Quang Ngai	4	3	10 days after the contract signed	Home-based
2	Feasibility study on potential ecotourism opportunities for Binh Thuan commune	Meetings with stakeholders, group discussions, field visits, etc. are appropriately conducted	10	10	5 July 2021	Quang Ngai and Ha Noi
3	Preparation and facilitation of the 1-day consultation meeting organized by Quang Ngai PPM) to share findings during the study and seek further comments, advice, and recommendations from the relevant stakeholders	Sufficient agenda for the meeting; List of participants Technical contents to be presented Report of the meeting	4	4	25 July 2021	Quang Ngai
4	Report on the results of feasibility study and outline for the proposal or plan on the most promising interventions (from the feasibility study report) for ecotourism in the area	The report is accepted by UNDP, VNFOREST, and PPMU Quang Ngai	7	7	20 Aug 2021	Home-based
5	Completion of the proposal or plan on the most promising interventions (from the feasibility study report) for ecotourism in the area	Proposal or plan is accepted by UNDP, VNFOREST, and PPMU Quang Ngai	7	7	10 Sep 2021	Home-based
	No. of days		32	31		

The team leader and team member are expected to equally share tasks for this assignment (from 1 to 5 in the table); however, the team leader is expected to take full responsibility for quality checks for all deliverables before submitting to UNDP Viet Nam, VNFOREST and Quang Ngai PPMU.

IV. EXPECTED DELIVERABLES

The consultant team is expected to submit the following deliverables:

Deliverables	Deadline
1. Output 1 – Inception report, work plan to implement the assignment and outline of the feasibility study report reviewed by UNDP, VNFOREST, and PPMU Quang Ngai	10 days after the contract signed
2. Output 2 - Consultation meeting to share findings during the study and seek further comments, advice, and recommendations from the relevant stakeholders conducted in Quang Ngai	25 July 2021
3. Output 3 - Report on the results of the feasibility study and outline for the proposal or plan on the most promising interventions (from the feasibility study report) for ecotourism in the area	20 Aug 2021
4. Output 4 - Completion of the proposal or plan on the most promising interventions (from the feasibility study report) for ecotourism in the area	20 Sep 2021

V. CONTRACT DURATION AND IMPLEMENTATION ARRANGEMENTS

Contract duration

The contract implementation duration is expected to be from 15 May - 20 September 2021. The maximum number of working days is 63 days for 2 consultants (1 team leader working 32 days, and 1 member working 31 days).

Locations

The working locations of the abovementioned activities are in Quang Ngai province and on a remote basis.

Implementation arrangements

The consultant team will comply with the following implementation arrangements:

- Report directly to the UNDP's National Livelihood Consultant on the implementation of consultancy services;
- Work closely with local stakeholders in Quang Ngai province (with facilitation from UNDP's National Livelihood Consultant and Quang Ngai PPMU) on arranging logistics to the relevant parties;
- Arrange necessary logistics for the consultancy services, with costs in line with regulations where possible

UNDP Viet Nam and Quang Ngai PPMU will provide administrative support to the consultant firm throughout the implementation of this consultancy service. However, the consultant unit should be proactive in implementing activities with the relevant stakeholders.

VI. TERMS OF PAYMENT

- 40% of the contract value will be paid upon receipt and approval of Output 1
- 40% of the contract value will be paid upon receipt and approval of Outputs 2 and 3
- 20% of the contract value will be paid upon receipt and approval of Output 4

The consultant team should submit a technical and financial proposal under 2017 UN-EU cost norms. The daily rate includes the consultancy fee, Personal Income Tax, communication fees, and other consumables. In addition, the consultant should include travel costs, per diem in his/her financial proposal.

VII. QUALIFICATIONS & SELECTION CRITERIA

	Requirements	Points
	1 Team Leader	
1	Master's Degree or higher in tourism; ecotourism would be an asset	300
2	At least 10 years of experience in conducting feasibility studies for ecotourism opportunities; ecotourism in mangroves would be an asset A sample feasibility study led by the consultant will be required	250
3	At least 7 years of experience in the development of proposals or plans on the most promising interventions (from the feasibility study) for ecotourism; ecotourism in mangroves would be an asset A sample proposal or plan led by the consultant will be required	250
4	At least 7 years of experience in facilitation of consultation meeting in ecotourism topic with different stakeholders; ecotourism with mangroves would be an asset	200
	Total	1,000
	1 Team Member	
1	Master's Degree or higher in tourism, ecotourism is preferable	300
2	At least 7 years of experience in conducting a feasibility study for ecotourism opportunities, ecotourism in mangroves is preferable A sample feasibility study took by the consultant will be required	250
3	At least 5 years of experience in the development of proposal or plan on the most promising interventions (from the feasibility study) for ecotourism, ecotourism in mangroves is preferable A sample feasibility study took by the consultant will be required	250
4	At least 3 years of experience in facilitation of consultation meetings on ecotourism topics with different stakeholders; ecotourism in mangroves would be an asset	200
	Total	1,000

VIII. MONITORING AND CONTROL OF PROGRESS

- UNDP Viet Nam and Quang Ngai PPMU will assist the consultant team during the implementation of this assignment
- The consultant team will be under the supervision of UNDP Viet Nam and Quang Ngai PPMU

- The consultant agency is responsible for following all laws and regulations of the Viet Nam's Government and complying with related regulations of UNDP Viet Nam.

**OFFEROR'S LETTER TO UND
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 Email 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 (VND for National 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)*