

5 May 2021



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	National Consultant to support Green E-Transportation Initiative and Climate Business Index
Period of assignment/services (if applicable):	132 working days with possible extension based on positive performance and achievement of initial project results and UNDP requirement
Duty Station:	Hanoi, Viet Nam with possible travel to other cities within Vietnam
Tender reference:	P210501

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., 11 May 2021 (Hanoi time)**

With subject line:

**P210408– NC on Green E-Transportation & CBI**

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](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 two writing samples submitted, one in English and one in Vietnamese (preferable on relevant topic)

### b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **US dollar for International Consultant** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in Annex V.
- Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.
- If quoted in other currency, prices shall be converted to the above currency at UN Exchange Rate at the submission deadline.

## 4. Evaluation

The technical component will be evaluated using the following criteria:

<b>Consultant's experiences/qualification related to the services</b>		
1.1	Minimum Bachelor's degree in Development, International Economics (preferred), Climate Change or related field	100
1.2	Previous experience conducting similar analysis and developing similar reports with a particular focus on public-private partnerships to catalyze investment into local businesses in climate change area in Vietnam.	300
1.3	Economic or financial knowledge or experience, especially on feasibility study will be an advantage.	300
1.4	Excellent ability to use basic computer software (Word, PowerPoint, and Excel) is required. Basic web image and video editing ability will be an advantage. Ability to utilize both Premiere and Photoshop is highly recognized.	100
1.5	Previous experience and knowledge of UN/UNDP procedures a plus	100
1.6	Excellent command both of English and Vietnamese at the written by providing two writing report samples one in English and one in Vietnamese	100
<b>Total</b>		<b>1000</b>

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

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

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

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

Interview with the candidates may be held if deemed necessary.

## 5. Contract

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

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

Documents required before contract signing:

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

## 6. Payment

Payment: Payments will be paid on deliverables as indicated in the TOR, after confirmation of the Climate Change Private Sector Expert on accepted quality of the deliverables. Payments based on deliverables are paid as follows.

Deliverable	Deadline	Payment
01 survey questionnaire developed 01 articles on best practice models regarding public private partnership	30 May 2021	10%
01 mapping on potential investors for partnership 01 draft action plan for an event 01 draft version of the final report of CBI	30 June 2021	20%
03 posts on SNS regarding GETI 03 posts on SNS regarding GETI 01 article regarding CBI companies	30 July 2021	20%
02 meeting minutes of meetings with stakeholders 20 companies newly joined CBI 02 CBI newsletters created	30 August 2021	20%
01 action plan for a final symposium	30 September 2021	15%
01 final report of campaign 01 draft final report to announce at the symposium in Vietnamese	30 October 2021	15%

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

## TERMS OF REFERENCE

<b>Job ID/Title:</b>	National Consultant to support Green E-Transportation Initiative and Climate Business Index
<b>Duty Station:</b>	Hanoi, Viet Nam with possible travel to other cities within Vietnam
<b>Category:</b>	Individual Contract
<b>Starting Date:</b>	May 2021
<b>Duration of Contract:</b>	132 working days with possible extension based on positive performance and achievement of initial project results and UNDP requirement
<b>Expected Duration of Assignment:</b>	May 2021 to October 2021 (with possible extension)
<b>Reporting</b>	Climate Change Private Sector Expert
<b>Coordination</b>	The consultant will work under regular supervision of the Climate Change Private Sector Expert and coordinate to work with other UNDP experts if necessary

*Empowered lives.  
Resilient nations.*

### 1. BACKGROUND

UNDP aims to development of a voluntary platform for private sector entities to register their contributions to climate action in support of Government and Paris Agreement targets for Viet Nam. The platform will update the Catalogue of climate action good practice developed showcasing technologies and opportunities for private sector action in NDC implementation.

Users of CBI will involve two groups of entities: 1) reporting companies and 2) information users. Reporting companies will disclose their climate-related performance and potential contributions to the NDC targets in our system. Companies in the priority sectors for accelerated climate action will be invited, including those in the agriculture, forestry, energy, energy efficiency and transport sectors. To distinguish the impact of their core businesses on climate change, we categorize them into three groups: 1) List I companies that provide services or technologies that contribute positively to climate change mitigation and/or adaptation; 2) List II companies that want to reduce their GHG emissions by adopting climate smart practices or technologies; and 3) Mixed portfolio companies which have core businesses in both of the above.

The information users will include government agencies in Viet Nam which are mandated to take stock of progress in climate change mitigation, adaptation, and climate finance; other entities concerned with the lack of climate-related disclosure among Vietnamese businesses, such as NGOs, development agencies, and investor groups. CBI will serve as a valuable resource toward transparency.

As part of the corporate action to voluntarily respond to climate change issues in Vietnam, the Green E-Transportation Initiative is the sub-initiative of Climate Business Index, which was initiated by UNDP Vietnam in 2020. The Green E-Transportation Initiative is a public-private initiative and jointly planned and implemented by UNDP, MBI Viet Nam, Ecopark, Ecotek, and Hue city. The overall purpose of the Green E-Transportation initiative is to raise awareness of the importance of green transportation to address climate change and air quality issues in Viet Nam. It aims to promote green mobility to reduce air pollution and health risks resulting from the pollution.

As part of the corporate action to voluntarily respond to climate change issues in Vietnam, the Green E-Transportation Initiative is committed to carrying out pilot testing with 1-2 cities and awareness-raising programs to inform the public of the importance of green transportation based on pilot testing and the awareness-raising program.

MBI Motors (<http://www.mbigear.com/>), a partner of the project, has been in the motorcycle business in Korea for more than 20 years and is currently preparing a business based on e-bike and battery sharing system in some Asian countries such as China, India, Indonesia and Vietnam. Currently, the company established a local subsidiary in Vietnam and wants to conduct local pilot testing of e-bikes and battery sharing systems with international organization. The company hopes to see how their business contributes to social issues such as air quality and greenhouse gas reduction in Vietnam and to share it with the government and the public.

Currently, the Green E-transportation Initiative has been launched successfully in Ecopark with positive feedbacks so UNDP and MBI Vietnam are planning to expand the scope of the pilot testing in other areas and cities. After the pilot testing, UNDP analyzes all data in detail and create a report showing the impact on GHG reduction and air quality improvement. These results will be disclosed to the public and key stakeholders will be encouraged for active actions by sharing the results through public conferences with ministries, research institutes, international organizations, enterprises, NGOs and CSOs. In the context, UNDP would like to request for a consultancy service to conduct the works as below:

- Support conducting campaigns under Green E-transportation Initiative and other related communications activities
- Support conducting pilot testing, organizing events and producing quality reports and final analysis of Green E-transportation Initiative
- Supporting partnership activities and further cooperation opportunities with investors and stakeholders under Green E-transportation Initiative
- Support producing and promoting public relations materials and supporting promotional activities of Climate Business Index for companies as well as support companies' response

UNDP is planning to recruit a national consultant to work with the Climate Change Private Sector Expert to support these works.

## **2. OBJECTIVE**

The consultant will support UNDP's Green E-transportation Initiative by supporting organizing events and materials such as analysis, reports, and other related communications materials, helping ensure effective data collection and responses to surveys and questionnaires, and support activities under Climate Business Index as well.

The consultant will work under the direct supervision of the Climate Change Private Sector Expert.

## **3. SCOPE OF WORK**

The consultant is expected to undertake the following activities:

- 1) Support conducting activities under Green E-transportation Initiative
  - Support the pilot testing of GETI in Hue and other cities (if any)
  - Support the raise awareness campaigns and surveys
  - Support producing the analysis reports related to GETI
  - Support organizing events of GETI including launching of pilot-testing and a final symposium
  - Supporting communications and advocacy via a variety of communication channels (website, social media channels, media presence, public outreach) to ensure effective advocacy on the main areas of work of the project
  - Liaising with partners on various aspects of program implementation
- 2) Supporting partnership activities and further cooperation opportunities with investors and stakeholders

- Support to create additional contents for bridging companies and investors
  - Work with the Climate Change Private Sector Expert to develop and implement partnerships with both government and private sectors
- 3) Producing and promoting public relations materials and supporting promotional activities of Climate Business Index for companies
- Reach out and invite selected target companies to participate in CBI by emails, phone calls, at events, or through other engagement strategies as appropriate
  - Support managing social media accounts and CBI website system
  - Support organizing events under CBI
  - Support analyzing companies' responses to NDC program reports
- 4) Support other related works
- Support other related tasks (due diligence, private partnership, crowdfunding campaign and so on) as far as possible

#### **4. EXPECTED OUTPUTS/DELIVERABLES**

<b>No.</b>	<b>Work</b>	<b>Deliverable</b>
<b>1) Support conducting activities under Green E-transportation Initiative</b>		
1	Support the pilot testing of GETI in Hue and other cities (if any)	<ul style="list-style-type: none"> <li>• 01 final report of campaign</li> </ul>
2	Support the raise awareness campaigns and surveys	<ul style="list-style-type: none"> <li>• 01 survey questionnaire developed</li> </ul>
3	Support producing the analysis reports related to GETI	<ul style="list-style-type: none"> <li>• 01 draft final report to announce at the symposium in Vietnamese</li> </ul>
4	Support organizing events of GETI including launching of pilot-testing and a final symposium	<ul style="list-style-type: none"> <li>• 01 action plan for a final symposium</li> </ul>
5	Supporting communications and advocacy via a variety of communication channels (website, social media channels, media presence, public outreach) to ensure effective advocacy on the main areas of work of the project	<ul style="list-style-type: none"> <li>• 03 posts on SNS regarding GETI</li> </ul>
6	Liaising with partners on various aspects of program implementation	<ul style="list-style-type: none"> <li>• 02 meeting minutes of meetings with stakeholders</li> </ul>
<b>2) Supporting partnership activities and further cooperation opportunities with investors and stakeholders</b>		
7	Support to create additional contents for bridging companies and investors	<ul style="list-style-type: none"> <li>• 01 articles on best practice models regarding public private partnership</li> </ul>
8	Work with the Climate Change Private Sector Expert to develop and implement	<ul style="list-style-type: none"> <li>• 01 mapping on potential investors for</li> </ul>

	partnerships with both government and private sectors	partnership
<b>3) Producing and promoting public relations materials and supporting promotional activities of Climate Business Index for companies</b>		
9	Reach out to and invite selected target companies to participate in CBI by emails, phone calls, at events, or through other engagement strategies as appropriate	<ul style="list-style-type: none"> <li>• 20 companies newly joined CBI</li> <li>• 02 CBI newsletters created</li> </ul>
10	Support managing social media accounts and CBI website system	<ul style="list-style-type: none"> <li>• 03 posts on SNS regarding GETI</li> <li>• 01 article regarding CBI companies</li> </ul>
11	Support organizing events under CBI	<ul style="list-style-type: none"> <li>• 01 draft action plan for an event</li> </ul>
12	Support analyzing companies' responses to NDC program reports	<ul style="list-style-type: none"> <li>• 01 draft version of the final report of CBI</li> </ul>

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

The assignment will be conducted over **132 working days** inclusively from May 2021 to October 2021.

The assignment should be based in Green One UN House in Hanoi, Viet Nam, with possibly field travel to Ho Chi Minh City or other locations in Viet Nam. Field travel costs if required and upon UNDP approval will be covered separately by UNDP based on UN-EU cost norms.

## **6. DELIVERABLES AND KEY MILESTONES**

No.	Work	Deliverable	
<b>1) Support conducting activities under Green E-transportation Initiative</b>			
1	Support the pilot testing of GETI in Hue and other cities (if any)	<ul style="list-style-type: none"> <li>• 01 final report of campaign</li> </ul>	30 October 2021
2	Support the raise awareness campaigns and surveys	<ul style="list-style-type: none"> <li>• 01 survey questionnaire developed</li> </ul>	30 May 2021
3	Support producing the analysis reports related to GETI	<ul style="list-style-type: none"> <li>• 01 draft final report to announce at the symposium in Vietnamese</li> </ul>	30 October 2021
4	Support organizing events of GETI including launching of pilot-testing and a final symposium	<ul style="list-style-type: none"> <li>• 01 action plan for a final symposium</li> </ul>	30 September 2021
5	Supporting communications and advocacy via a variety of	<ul style="list-style-type: none"> <li>• 03 posts on SNS regarding GETI</li> </ul>	30 July 2021

	communication channels (website, social media channels, media presence, public outreach) to ensure effective advocacy on the main areas of work of the project		
6	Liaising with partners on various aspects of program implementation	<ul style="list-style-type: none"> <li>02 meeting minutes of meetings with stakeholders</li> </ul>	30 August 2021
<b>2) Supporting partnership activities and further cooperation opportunities with investors and stakeholders</b>			
7	Support to create additional contents for bridging companies and investors	<ul style="list-style-type: none"> <li>01 articles on best practice models regarding public private partnership</li> </ul>	30 May 2021
8	Work with the Climate Change Private Sector Expert to develop and implement partnerships with both government and private sectors	<ul style="list-style-type: none"> <li>01 mapping on potential investors for partnership</li> </ul>	30 June 2021
<b>3) Producing and promoting public relations materials and supporting promotional activities of Climate Business Index for companies</b>			
9	Reach out to and invite selected target companies to participate in CBI by emails, phone calls, at events, or through other engagement strategies as appropriate	<ul style="list-style-type: none"> <li>20 companies newly joined CBI</li> <li>02 CBI newsletters created</li> </ul>	30 August 2021
10	Support managing social media accounts and CBI website system	<ul style="list-style-type: none"> <li>03 posts on SNS regarding GETI</li> <li>01 article regarding CBI companies</li> </ul>	30 July 2021
11	Support organizing events under CBI	<ul style="list-style-type: none"> <li>01 draft action plan for an event</li> </ul>	30 June 2021
12	Support analyzing companies' responses to NDC program reports	<ul style="list-style-type: none"> <li>01 draft version of the final report of CBI</li> </ul>	30 June 2021

## **7. PROVISION OF MONITORING AND PROGRESS CONTROLS**



The Consultant shall report to Climate Change Private Sector Expert on the deliverables of his/her work regarding a work-plan, deadlines and verification activities. Technical oversight will be provided by the STA for Resilience and Climate Change Adaptation.

**8. DEGREE OF EXPERTISE AND QUALIFICATIONS:**

- Minimum Bachelor's degree in Development, International Economics (preferred), Climate Change or related field
- Previous experience conducting similar analysis and developing similar reports with a particular focus on public-private partnerships to catalyze investment into local businesses in climate change area in Vietnam.
- Economic or financial knowledge or experience, especially on feasibility study will be an advantage.
- Excellent ability to use basic computer software (Word, PowerPoint, and Excel) is required. Basic web image and video editing ability will be an advantage. Ability to utilize both Premiere and Photoshop is highly recognized.
- Previous experience and knowledge of UN/UNDP procedures a plus

**\* Language Requirement:**

Fluent **English and Vietnamese** are required — the deliverables must be presented in either or both languages according to the audience.

**9. CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISE**

☐ NONE                      ☐ PARTIAL                      ☐ INTERMITTENT                      ☒ FULL-TIME

**10. PAYMENT TERM**

**Payment:** Payments will be paid on deliverables as indicated in the TOR, after confirmation of the Climate Change Private Sector Expert on accepted quality of the deliverables. Payments based on deliverables are paid as follows.

Deliverable	Deadline	Payment
<ul style="list-style-type: none"> <li>01 survey questionnaire developed</li> <li>01 articles on best practice models regarding public private partnership</li> </ul>	30 May 2021	10%
<ul style="list-style-type: none"> <li>01 mapping on potential investors for partnership</li> <li>01 draft action plan for an event</li> <li>01 draft version of the final report of CBI</li> </ul>	30 June 2021	20%
<ul style="list-style-type: none"> <li>03 posts on SNS regarding GETI</li> <li>03 posts on SNS regarding GETI</li> <li>01 article regarding CBI companies</li> </ul>	30 July 2021	20%
<ul style="list-style-type: none"> <li>02 meeting minutes of meetings with stakeholders</li> <li>20 companies newly joined CBI</li> <li>02 CBI newsletters created</li> </ul>	30 August 2021	20%
<ul style="list-style-type: none"> <li>01 action plan for a final symposium</li> </ul>	30 September 2021	15%
<ul style="list-style-type: none"> <li>01 final report of campaign</li> <li>01 draft final report to announce at the symposium in Vietnamese</li> </ul>	30 October 2021	15%

#### **V ANNEX 1 – Technical Evaluation Criteria**

Qualifications	Points
<ul style="list-style-type: none"> <li>Minimum Bachelor's degree in Development, International Economics (preferred), Climate Change or related field</li> </ul>	100
<ul style="list-style-type: none"> <li>Previous experience conducting similar analysis and developing similar reports with a particular focus on public-private partnerships to catalyze investment into local businesses in climate change area in Vietnam.</li> </ul>	300
<ul style="list-style-type: none"> <li>Economic or financial knowledge or experience, especially on feasibility study will be an advantage.</li> </ul>	300
<ul style="list-style-type: none"> <li>Excellent ability to use basic computer software (Word, PowerPoint, and Excel) is required. Basic web image and video editing ability will be an advantage. Ability to utilize both Premiere and Photoshop is highly recognized.</li> </ul>	100
<ul style="list-style-type: none"> <li>Previous experience and knowledge of UN/UNDP procedures a plus</li> </ul>	100
<ul style="list-style-type: none"> <li>Excellent command both of English and Vietnamese at the written by providing two writing report samples one in English and one in Vietnamese</li> </ul>	100

## ANNEX IV

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

Date \_\_\_\_\_

*(Name of Resident Representative/Bureau Director)*

United Nations Development Programme

*(Specify complete office address)*

Dear Sir/Madam:

I hereby declare that:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Name	Relationship	Name of International Organization

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

YES ☐ NO ☐

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

YES ☐ NO ☐ If answer is "yes", WHEN?

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

Full Name	Full Address	Business or Occupation

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

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

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

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

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

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

---

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

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

## **GUIDELINES FOR CV PREPARATION**

WE REQUEST THAT YOU USE THE FOLLOWING CHECKLIST WHEN PREPARING

Your CV:

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

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

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

### **SUMMARY OF EXPERTISE**

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

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

Credentials/education/training, relevant to the expertise

### **LANGUAGES**

Mother Tongue:

Indicate written and verbal proficiency of your English:

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

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

### **UN SYSTEM EXPERIENCE**

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

### **UNIVERSITY DEGREES**

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

### **PUBLICATIONS**

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

### **MISCELLANEOUS**

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

## Annex V

### FINANCIAL OFFER

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

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

#### Cost breakdown:

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

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

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

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

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

Dated this day /month                      of year

Signature

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

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