



08 June 2021

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	02 National Consultants on Adaptation Monitoring for UNDP
Period of assignment/services (if applicable):	June 2021 – Mar 2022
Duty Station:	Vietnam
Tender reference:	T210602

1. Submissions should be sent by **email** to: luu.thi.trang@undp.org no later than:
23.59 hrs., 20 June 2021 (Hanoi time)

With subject line:

T210602A – A National Team leader on Adaptation Monitoring

T210602B – A National Team member on Adaptation Monitoring

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 and other related certificates (if any)
- Signed Letter to UNDP Confirming Interest and Availability
- At least two reports in English must be provided

b. Financial proposal (with your signature):

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

4. Evaluation

The technical component will be evaluated using the following criteria:

A Team leader

Qualifications	Scores
<ul style="list-style-type: none">Postgraduate degree in Environment, Climate Change, Economics or relevant subjects or related field;	200
<ul style="list-style-type: none">At least 15 years of work experience on climate change policies and strategies, practices with countries in the region, preferably with experience in Viet Nam context;	250
<ul style="list-style-type: none">Proven experience and understanding of global, regional and national process for climate change negotiations (UNFCCC) and climate change planning, including up to date knowledge and international practices and guideline of UNFCCC LEG, UN practices on NAP and NDC;	200
<ul style="list-style-type: none">Proven knowledge on adaptation related topics: gender in climate changes, private sector engagement, working with ethnic minorities and local community engagement	100
<ul style="list-style-type: none">Work experience of developing National Adaptation Plans (NAP), National Adaptation Programme of Action (NAPA), or comparable strategic plans will be an advantage; and	150
<ul style="list-style-type: none">Fluency in English and Vietnamese in communication, writing, and discussion (at least two reports in English must be provided).	100

A Team member

Qualifications	Scores
<ul style="list-style-type: none">Postgraduate degree in Environment, Climate Change, Economics or relevant subjects or related field;	200
<ul style="list-style-type: none">At least 7 years of work experience on climate change policies and strategies, practices with countries in the region, preferably with experience in Viet Nam context	250
<ul style="list-style-type: none">Proven experience and understanding of global, regional and national process for climate change negotiations (UNFCCC) and climate change planning, including up to date knowledge and international practices and guideline of UNFCCC LEG, UN practices on NAP and NDC	200
<ul style="list-style-type: none">Proven knowledge on adaptation related topics: gender in climate changes, private sector engagement, working with ethnic minorities and local community engagement	100
<ul style="list-style-type: none">Work experience of developing Nationally Determined Contributions (NDCs), Nationally Appropriate Mitigation Action (NAMA), long-term strategy for developing low GHG emissions (LEDS), or comparable strategic plans will be an advantage; and	150
<ul style="list-style-type: none">Fluency in English and Vietnamese in communication, writing, and discussion (at least two reports in English must be provided).	100

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.

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.

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

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



TERMS OF REFERENCE

1. SUMMARY

Consultant code title:	02 Individual National Consultants: <u>TL</u> : National Senior Consultant on Adaptation Monitoring, team leader (65 days) <u>TM</u> : National Consultant on Adaptation Monitoring (45 days)
Project title:	Viet Nam National Adaptation Plan (NAP) Development and Operationalization Support Project
Report to:	GCF Project Manager/UNDP PO on Climate Change and Resilience
Coordination:	UNDP Climate Change and Environment Head, Project, National and International Experts in UNDP CCE team.
Estimated working days:	110 working days in total
Duration:	From Jun 2021 – Mar 2022

2. GENERAL BACKGROUND

With its extensive coastline and deltaic plains, Viet Nam is considered to be among the most vulnerable countries to climate change globally. Extreme weather events such as typhoons and tropical storms have increased in intensity, magnifying socio-economic and health impacts on rural, urban, coastal, and mountain communities, and endangering critical transportation and drainage infrastructure. The Mekong Delta is one of the most susceptible deltas in the world to sea level rise.

To address climate change, the Government of Viet Nam developed a series of national climate change, green growth, and sustainable development policies, strategies, and action plans. One key planning instrument is the GoV's National Strategy on Climate Change 2012-2020. To date, the government has been able to put in place several key climate change related decisions, including the landmark Plan for Implementation of the Paris Agreement in 2016 and approved its domestic National Adaptation Plan (NAP) in the year 2020. In addition, Viet Nam is among the first countries to have submitted its Updated Nationally Determined Contribution (NDC) to the UNFCCC in July 2020, which has a strong adaptation component.

The main readiness challenge in Viet Nam is the lack of capacity in government structures to effectively integrate climate change adaptation into plans and budgets at different levels and to design, operationalize, finance, and monitor adaptation actions. Barriers include lack of technical capacity to integrate data and information, and undertake assessments for adaptation

planning, lack of capacity for appraising adaptation options in sector and provincial departments, ineffective inter-ministerial coordination, lack of active participation from private sector and local communities, lack of financing strategies, limited government and external resources, and lack of participatory and results-based monitoring and evaluation frameworks.

To address these barriers, the **Viet Nam National Adaptation Plan (NAP) Development and Operationalization Support Project (NAP-SUP)** is designed along the following outcomes:

- **Outcome 1:** Capacity for data integration enhanced and National Adaptation Plan (NAP) prepared and aligned with NDC review;
- **Outcome 2:** National adaptation plan and CCA integrated into national, subnational, and sectoral development plans and budget of priority sectors with private sector participation; and
- **Outcome 3:** Participatory results-based monitoring and evaluation mechanism developed and operationalized.

These three outcomes and their associated activities will contribute to the overall objective of the project, which is to “*establish an effective system to integrate climate change adaptation into government administration processes in the priority sectors.*” The priority sectors to be addressed under this proposal are: Agriculture and Rural Development, Transport, Health, Natural Resources and Environment, and Planning and Investment.

In recent years, the Ministry of Agriculture and Rural Development (MARD) made significant progress in their sectoral adaptation planning. MARD, supported by development partners, identified key risks and adaptation options for many sub-sectors and developed a sectoral adaptation plan. To complete these successes and enable evidence-based adaptation planning, the ministry is working on their sectoral adaptation monitoring and evaluation system.

In this regard, UNDP will become a partner for MARD to develop their sectoral M&E system. For this task, UNDP seeks a consultant team to identify relevant indicators, test these indicators, and create linkages to the NAP M&E system, which will be developed under MONRE.

3. OBJECTIVES OF THE ASSIGNMENT

UNDP is looking for a team of **02 National Consultants** (one national senior consultant acting as the Team Leader (TL) and one national consultant to act as Team Member (TM) to support MARD and UNDP to enhance the monitoring and evaluation system for the agriculture and rural development sectors. The consultancy team is expected to work closely with MARD officials and technical consultant, which will be mobilised by UNDP to enhance and develop an M&E database system for NAP in Agriculture specifically and build synergies with national NAP data platform, which is being developed by MONRE under Outcome 1 of this project.

Overall objective:

The consultant team will be responsible for the development and integration of climate adaptation indicators on climate adaptation actions for regular monitoring and tracking of the sectoral adaptation in MARD (hosted by the Department of Planning data portal).

The team will need to work with technical departments in MARD, coordinate with MONRE and MPI on relevant NAP process as part of the national planning system, and GIZ VNSIPA experts/consultants for related technical inputs into the M&E system.

Specific objectives:

1. Review NAP M&E work from GIZ/UNDP-FAO NAP-Ag and other stakeholders and recommend a shortlist of climate adaptation indicators to systematically:
 - (i) track the climate risks, climate impacts to agriculture sectors/regions;
 - (ii) monitor agriculture investment projects including classification of climate expenditure and budget tagging¹; and
 - (iii) monitor adaptation implementation progress for the agriculture sector in close synergy with Viet Nam NAP M&E process;
2. Lead in specification and design of M&E climate adaptation tracking system for MARD to enforce regular data entries and updates of those indicators from provinces and stakeholders into the system (data sources, frequency of inputs, data analytics, reporting and synergies with other climate database available by MONRE/MPI and MARD as a minimum); and
3. Work with the ICT experts hired by UNDP (and GIZ) to customize and operationalise the system that can be hosted in the existing MARD-Planning Portal.

4. SCOPE OF WORK AND THE GENERAL APPROACH

To implement the objective, the consultant is expected to undertake the following activities during the assignment:

The consultancy team is expected to:

- Develop the overall inception workplan, building on the previous tasks carried out by GIZ consultants to Development of a technical and methodological design of an agricultural M&E system for climate change adaptation (NB: the system with GIZ is expected as an overarching framework, covering both national and provincial process and management needs of the ministries on climate change) – 4 days (TL: 3, TM: 1);
- Build clear approach and methodology for shortlisting key agriculture adaptation indicators and targets following Paris Rules Book and transparency process. Ensure linkages with MONRE NAP M&E approach, integration of gender and social inclusion into the system – 10 days (TL:6, TM:4);
- Review recommended indicators by GIZ VNSIPA project (as well as NAP-Ag) and propose MARD NAP indicators as part of national M&E system, ensure an open sourced system that could be transparently communicated to the international community every two years via NAP process – 10 days (TL: 5, TM: 5);
- Build on MPI CPEIR/budget tagging procedures, work with the public and private financing experts to classify and identify indicators/approach for tracking climate adaptation financing – 5 days (TL:5);
- Undertake consultation with MARD technical departments, provinces on the proposed system (in close coordination with GIZ) – 15 days (TL:8, TM:7);
- Ensure regular guidance and inputs to the ICT consultants to finetune the layout and operation flows of the website system – 15 days (TL:10, TM: 5);
- Develop standard operation procedures/M&E handbook and training materials for MARD's M&E planner and sectoral stakeholders (primarily provinces and technical departments and other public users) – 25 days (TL: 13, TM: 12);
- Organise training and finetune relevant standard operation procedures/handbooks for the users 20 (TL: 10, TM:10); and

¹ Base on existing approach for Climate Public/Private Expenditure and Institutional Review(https://www.asia-pacific.undp.org/content/rbap/en/home/library/democratic_governance/cpeir-methodological-guidebook.html)

- Support MARD to ensure a regular meeting, inputs and coordination with the NAP technical working groups on M&E, database and adaptation financing and private sector topics of MONRE/MPI. Ensure a mechanism to link MARD's sectoral adaptation monitoring system to MONRE's national NAP M&E system, prioritising a subset of key adaptation-related indicators that will be communicated to MONRE on an iterative basis. 6 days (TL: 5, TM1).

Besides these joint tasks, each consultant will conduct specific tasks as follows:

TL1: National Senior Consultant on Adaptation Monitoring, team leader (TL) (65 days) will:

- Lead on reviewing and identifying climate change adaptation indicators to enhance MARD's M&E system;
- Lead on reviewing existing government decision and decrees in regard to their relevancy to sectoral adaptation planning; and
- Provide advice and technical inputs during multi-ministerial meetings to harmonise indicators between MARD's adaptation M&E system and the NAP M&E system under MONRE.

TM: National Consultant on Adaptation Monitoring (45 days) (TM) will:

- Support the review and identification of climate change adaptation indicators to enhance MARD's M&E system;
- Support the review process of existing government decision and decrees in regard to their relevancy to sectoral adaptation planning; and
- Participate and provide inputs to technical meetings in Ha Noi to identify adaptation indicators and to coordinate with MONRE on the NAP M&E indicators.

5. DURATION OF THE ASSIGNMENT

The consultancy team is expected to work for 110 working days inclusively. The consultancy will start from June 2021 and is expected to complete all outputs by Mar 2022.

6. EXPECTED OUTPUTS OF THE ASSIGNMENT

The consultants will work closely with MARD officials and technical consultants, which will be mobilised by UNDP to enhance and develop an M&E database system. In addition, the consultants are required to coordinate on the NAP M&E indicators with MONRE.

The consultants are expected to deliver the following outputs.

Key Outputs/Deliverables	Time
• Product 1: Draft workplan for the overall assignment.	June 2021
• Product 2: Draft/Final report proposing enhanced and feasible adaptation-related indicators to improve MARD's M&E system.	July-Aug 2021
• Product 3: Review of public decisions and decrees against adaptation-related indicators completed. Provided training on the M&E System	Aug-Dec 2021
• Product 4: Finalise a set of NAP indicators and standard operation procedures/handbooks for data collection, input and analysis of M&E results for NAP in Agriculture; Ensure NAP indicators identified and verified to link MARD's M&E system with MONRE's NAP M&E system.	Dec 2021 – Mar 2022

7. PROVISION OF MONITORING, REVIEW, QUALITY CONTROL AND PROGRESS CONTROLS

The consultants are supervised by MARD focal points and UNDP Project Manager, with administrative and technical support from international and/or national experts assigned by UNDP and MARD.

All deliverables of the consultants will be submitted in English. The progress and deliverables will be reviewed by UNDP Project Manager and relevant experts assigned by UNDP. The final products will be approved by UNDP and MARD.

8. DEGREE AND QUALIFICATIONS OF THE SERVICE PROVIDER

The qualification requirements for the consultancy team are as following:

The National Senior Consultant 1 on Climate Change Adaptation Monitoring (TL) will:

- Postgraduate degree in Environment, Climate Change, Economics or relevant subjects or related field;
- At least 15 years of work experience on climate change policies and strategies, practices with countries in the region, preferably with experience in Viet Nam context;
- Proven experience and understanding of global, regional and national process for climate change negotiations (UNFCCC) and climate change planning, including up to date knowledge and international practices and guideline of UNFCCC LEG, UN practices on NAP and NDC;
- Proven knowledge on adaptation related topics: gender in climate changes, private sector engagement, working with ethnic minorities and local community engagement
- Work experience of developing National Adaptation Plans (NAP), National Adaptation Programme of Action (NAPA), or comparable strategic plans will be an advantage; and
- Fluency in English and Vietnamese in communication, writing, and discussion (at least two reports in English must be provided).

The National Consultant 2 on Climate Change Adaptation Monitoring (TM) will:

- Postgraduate degree in Environment, Climate Change, Economics or relevant subjects or related field;
- At least 7 years of work experience on climate change policies and strategies, practices with countries in the region, preferably with experience in Viet Nam context;
- Proven experience and understanding of global, regional and national process for climate change negotiations (UNFCCC) and climate change planning, including up to date knowledge and international practices and guideline of UNFCCC LEG, UN practices on NAP and NDC;
- Proven knowledge on adaptation related topics: gender in climate changes, private sector engagement, working with ethnic minorities and local community engagement;
- Work experience of developing Nationally Determined Contributions (NDCs), Nationally Appropriate Mitigation Action (NAMA), long-term strategy for developing low GHG emissions (LEDS), or comparable strategic plans will be an advantage; and
- Fluency in English and Vietnamese in communication, writing, and discussion (at least two reports in English must be provided).

9. ADMIN SUPPORT

All domestic travel requirement, if any, from the assignment will be arranged by UNDP separately.

The selected consultants will be responsible for providing necessary preparation for consultation meetings and workshops. Meetings/workshops in Ha Noi will be facilitated or chaired by MARD and UNDP.

10. REFERENCE DOCUMENTS

Once selected, the consultant team will receive detail project document, workplan and relevant reference by UNDP and MARD.

11. QUALIFICATIONS AND PAYMENT TERMS

Key Outputs/Deliverables	Time	Payment terms
<ul style="list-style-type: none"> Product 1: Draft workplan for the overall assignment. 	June 2021	10% of the contract value
<ul style="list-style-type: none"> Product 2: Draft/Final report proposing enhanced and feasible adaptation-related indicators to improve MARD's M&E system. 	July-Aug. 2021	25% of the contract value
<ul style="list-style-type: none"> Product 3: Review of public decisions and decrees against adaptation-related indicators completed. Provided training on the M&E System 	Aug-Dec 2021	35% of the contract value
<ul style="list-style-type: none"> Product 4: Finalise a set of NAP indicators and standard operation procedures/handbooks for data collection, input and analysis of M&E results for NAP in Agriculture; Ensure NAP indicators identified and verified to link MARD's M&E system with MONRE's NAP M&E system. 	Dec 2021 – Mar 2022	30% of the contract value

12. CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

Duty station: Home based and Ha Noi.

Evaluation Scores

The National Senior Consultant 1 on Climate Change Adaptation Monitoring (TL) will:

Qualifications	Scores
<ul style="list-style-type: none"> Postgraduate degree in Environment, Climate Change, Economics or relevant subjects or related field; 	200
<ul style="list-style-type: none"> At least 15 years of work experience on climate change policies and strategies, practices with countries in the region, preferably with experience in Viet Nam context; 	250
<ul style="list-style-type: none"> Proven experience and understanding of global, regional and national process for climate change negotiations (UNFCCC) and climate change planning, including up to date knowledge and international practices and guideline of UNFCCC LEG, UN practices on NAP and NDC; 	200

<ul style="list-style-type: none"> Proven knowledge on adaptation related topics: gender in climate changes, private sector engagement, working with ethnic minorities and local community engagement 	100
<ul style="list-style-type: none"> Work experience of developing National Adaptation Plans (NAP), National Adaptation Programme of Action (NAPA), or comparable strategic plans will be an advantage; and 	150
<ul style="list-style-type: none"> Fluency in English and Vietnamese in communication, writing, and discussion (at least two reports in English must be provided). 	100

The National Consultant 2 on Climate Change Adaptation Monitoring (TM) will:

Qualifications	Scores
<ul style="list-style-type: none"> Postgraduate degree in Environment, Climate Change, Economics or relevant subjects or related field; 	200
<ul style="list-style-type: none"> At least 7 years of work experience on climate change policies and strategies, practices with countries in the region, preferably with experience in Viet Nam context 	250
<ul style="list-style-type: none"> Proven experience and understanding of global, regional and national process for climate change negotiations (UNFCCC) and climate change planning, including up to date knowledge and international practices and guideline of UNFCCC LEG, UN practices on NAP and NDC 	200
<ul style="list-style-type: none"> Proven knowledge on adaptation related topics: gender in climate changes, private sector engagement, working with ethnic minorities and local community engagement 	100
<ul style="list-style-type: none"> Work experience of developing Nationally Determined Contributions (NDCs), Nationally Appropriate Mitigation Action (NAMA), long-term strategy for developing low GHG emissions (LEDS), or comparable strategic plans will be an advantage; and 	150
<ul style="list-style-type: none"> Fluency in English and Vietnamese in communication, writing, and discussion (at least two reports in English must be provided). 	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 (VND for National Consultant and 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).