



8 June 2021

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	International Expert on PAPI Research Quality Control
Period of assignment/services (if applicable):	The Individual Contractor is expected to provide services specified in this TOR for four phases: 1. From 15 July 2021 to 31 July 2022 (with two missions in Ha Noi) 2. From 1 August 2022 to 31 July 2023 3. From 1 August 2023 to 31 July 2024 4. From 1 August 2024 to 31 July 2025
Duty Station:	Homebased and Hanoi (Viet Nam)
Tender reference:	A-210601

- 1. Procurement process is being conducted through the online tendering system of UNDP.**
Bidders who wish to submit an offer must be registered in the system.

Visit this page for system user guides and videos in different languages:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

If already registered, go to <https://etendering.partneragencies.org> and sign in using your username and password. Use “Forgotten password” link if you do not remember your password.
Do not create a new profile.

If you have never registered in the system before, you can register by visiting the link below and follow the instructions in the user guide (attached):

<https://etendering.partneragencies.org>

- **Username:** event.guest
- **Password:** why2change

It is strongly recommended to create a username with two parts: your first name and last name separated by a “.”, (similar to the one shown above). Once registered you will receive a valid password to the registered email address which you can use for signing in and changing your password.

Please note that your new password should meet the following criteria:

- *Minimum 8 characters*
- *At least one UPPERCASE LETTER*
- *At least one lowercase letter*
- *At least one number*

You can view and download tender documents with the guest account as per the above username and password, However, if you are interested to participate, you must register in the system and subscribe to this tender to be notified when amendments are made.

To attend this bid, please keep link below and insert the following information:

<https://etendering.partneragencies.org>

BU Code: VNM10

Event ID number: **A-210601**

NOTE:

- The system time zone is in **EST/EDT (New York)** time zone.
- Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the e-tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system.
- Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist.
- 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.
- Any request for clarification must be sent in writing, or by standard electronic communication through the system. 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.
- Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female consultants.

2. Please find attached the relevant documents:

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

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

a. Technical component:

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

- b. **Financial proposal (with your signature):**
- The financial proposal shall specify a total lump sum amount in **US dollar for International Consultant** 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:

International Consultant

Evaluation Criteria		Maximum Points
1	PhD degree in political science and/or economics (an asset if Viet Nam related);	100
2	Demonstrated in-depth knowledge of Vietnamese politics	200
3	Strong and proven competence in using STATA software for sampling and data analysis with large “n” databases	300
4	Proven experience in survey methodology and demonstrated expertise in quantitative approaches to governance measurement and analysis	300
5	A proven track record of international publications on governance, politics and/or related fields	100
Total		1,000

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

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>
- 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 the payment.

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

**TERMS OF REFERENCE**

Service	International Expert on PAPI Research Quality Control
Duty station:	Home-base and Hanoi
Expected Duration	The Individual Contractor is expected to provide services specified in this TOR for four phases: <ol style="list-style-type: none">1. From 15 July 2021 to 31 July 2022 (with two missions in Ha Noi)2. From 1 August 2022 to 31 July 20233. From 1 August 2023 to 31 July 20244. From 1 August 2024 to 31 July 2025
Supervision:	The Individual Contractor will work closely with the UNDP Viet Nam Policy Analyst in charge of the Viet Nam Provincial Governance and Public Administration Performance Index Project

1. Background

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

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

The research to formulate the Viet Nam Provincial Governance and Public Administration Performance Index (PAPI) has been initiated by UNDP in Viet Nam to fill in the identified gap. The initiative was piloted in three provinces in 2009 and then expanded for larger pilot in 30 selected provinces in 2010. With the success of the pilots, PAPI was for the first time replicated and scaled up to all 63 provinces since 2011 in Viet Nam to be the first ever mass survey on citizens. Since then, the survey has been iterated and evolved every year. The significant on-going and potential impact of PAPI in Viet Nam has helped UNDP secure funding for the PAPI research programme to be continued until 2025, with the major financial support from the Government of Australia via the Australian Department of Foreign Affairs and Trade (DFAT) until 2025 and the Embassy of Ireland until at least end of 2021 in addition to UNDP's own resources.

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

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

2. Objectives

- To provide international expertise in and advice on research quality control for the PAPI initiative, in particular:
 - o doing sampling of PAPI populations using the PAPI sample framework and to provide quality control of PAPI surveys
 - o overseeing real-time data collected from the tablet-based PAPI surveys and inform UNDP Viet Nam about any abnormality that needs concurrent attention and field intervention
 - o calculating and applying survey weights necessary to construct the index and measure national trends
 - o analyzing national aggregate data for special thematic chapters in the annual PAPI reports

3. Expected Outputs

The International Expert, according to the following terms of reference and under the coordination of UNDP Vietnam, shall deliver the service by four phases as described below:

1. Phase 1: From 15 July 2021 to 31 July 2022 (with 35 days of work done, inclusive of fieldwork days in Stages 1 and 2, in total)

Stage	Description	Expected Outputs	No. of Days	Tentative Deadlines
Stage 1	Overseeing real-time data collected from the tablet-based PAPI surveys	<ul style="list-style-type: none"> - Regular oversight of collected real-time data; warning about abnormalities if seen from real-time data; recommendations UNDP's field intervention when deemed necessary. - Calculate and apply the survey weights necessary to construct the index and measure national trends. - Creating overall graphs and charts in STATA for the national trends in governance scores. - A briefing note on quality of real-time data, with recommendations for improvement of 	10	15 December 2021

Stage	Description	Expected Outputs	No. of Days	Tentative Deadlines
		the tablet-based data collection tool - 01 one-week mission to Hanoi to present at and partake in the 2021 PAPI Advisory Board meeting (being scheduled for late December 2021)		
Stage 2	Support with analyzing national aggregate data for the special chapter in the annual PAPI reports	- Present and summarize the national trends using graphs developed in STATA. - Special chapter in the 2021 PAPI report focusing on a thematic issue to be suggested by UNDP - Create presentation and deliver presentation on national overview for launch. - 01 one-week mission to Hanoi to prepare for and to partake in the 2022 PAPI launching event (being scheduled for early April 2022)	15	15 April 2022
Stage 3	Sampling PAPI population using the identified PAPI sample frameworks for follow-up PAPI surveys	- A memorandum on lessons learned on quality control for 2021 PAPI surveys - A series of sampled population worksheets to provide UNDP and its PAPI counterparts for implementation of surveys	10	15 July 2022

2. Phases 2, 3 and 4:

- Phase 2: From 1 August 2022 to 31 July 2023 (with 35 days, inclusive of fieldwork days when required and upon fund availability)
- Phase 3: From 1 August 2023 to 31 July 2024 (with 35 days, inclusive of fieldwork days when required and upon fund availability)
- Phase 4: From 1 August 2024 to 31 June 2025 (with 35 days, inclusive of fieldwork days when required and upon fund availability)

Stage	Description	Expected Outputs	No. of Days	Tentative Deadlines
Stage 1	Overseeing real-time data collected from the tablet-based PAPI survey	- Regular oversight of collected real-time data; warning about abnormalities if seen from real-time data; recommendations UNDP's field intervention when deemed necessary - Calculate and apply the survey weights necessary to construct the index and measure national trends. - Creating overall graphs and charts in STATA for the national trends in governance scores. - A briefing note on quality of real-time data, with recommendations	10	15 December 2022, 2023, 2024

Stage	Description	Expected Outputs	No. of Days	Tentative Deadlines
		for improvement of the tablet-based data collection tool		
Stage 2	Support with analysing national aggregate data for the special chapter in the annual PAPI report	<ul style="list-style-type: none"> - Present and summarize the national trends using graphs developed in STATA. - Special chapter in each annual PAPI report focusing on a thematic issue to be suggested by UNDP - Create presentation and deliver presentation on national overview for launch. 	15	15 April 2023, 2024, 2025
Stage 3	Sampling PAPI population using the identified PAPI sample frameworks for follow-up PAPI surveys	<ul style="list-style-type: none"> - A memorandum on lessons learned on quality control for each PAPI survey cycle - A series of sampled population worksheets to provide UNDP and its PAPI counterparts for implementation of surveys for a successive cycle 	10	15 July 2023, 2024, 2025

4. Expected Qualification

The International Expert is expected to meet the following minimum requirements:

- PhD degree in political science and/or economics (an asset if Viet Nam related);
- Demonstrated in-depth knowledge of Vietnamese politics;
- Strong and proven competence in using STATA software for sampling and data analysis with large “n” databases;
- Proven experience in survey methodology and demonstrated expertise in quantitative approaches to governance measurement and analysis (with a focus on Viet Nam an advantage);
- A proven track record of international publications on governance, politics and/or related fields; and,
- Proven interpersonal, presentation and team-work skills.

5. Timing, duration and location

The International Expert on Research Quality Control is expected to work independently on this assignment and return the final deliverables as described in Section 3 above. The duty station for this assignment shall be Hanoi and home-base. The International Expert is also expected to have virtual meetings and/or email exchanging with UNDP Viet Nam Policy Analyst and the PAPI research team when deemed necessary. The International Expert is expected to undertake two one-week missions in Ha Noi in Stages 1 and 2 of Phase 1, as proposed in Section 3.

6. Contract payment

UNDP Viet Nam shall settle payment to the successful Individual Contractor upon UNDP’s satisfaction with expected substantive consultancy deliverables set forth in Section 3 above. Payments shall be made upon satisfactory outputs by the tentative schedule set forth for each phase below.

1. Phase 1: From 15 July 2021 to 31 July 2022 (with 35 days of work done, inclusive of fieldwork days in Stages 1 and 2, in total)

Stage	Expected Outputs	Tentative Payment Schedule	Percentage of payment
Stage 1	Upon UNDP's satisfaction with Stage 1 outputs as set forth in Section 3	20 December 2021	30%
Stage 2	Upon UNDP's satisfaction with Stage 2 outputs as set forth in Section 3	20 April 2022	40%
Stage 3	Upon UNDP's satisfaction with Stage 3 outputs as set forth in Section 3	20 July 2022	30%

Travel costs will be paid upon completion of missions in Ha Noi. Interested bidders should include in the financial offer all related costs, including airfares, per diem, terminals and visa fees in their financial offer aside consultancy fees in Phase 1.

2. Phase 2: From 1 August 2022 to 31 July 2023 (with 35 days, inclusive of fieldwork days when required and upon fund availability)

Stage	Expected Outputs	Tentative Payment Schedule	Percentage of payment
Stage 1	Upon UNDP's satisfaction with Stage 1 outputs as set forth in Section 3	20 December 2022	30%
Stage 2	Upon UNDP's satisfaction with Stage 2 outputs as set forth in Section 3	20 April 2023	40%
Stage 3	Upon UNDP's satisfaction with Stage 3 outputs as set forth in Section 3	20 July 2023	30%

3. Phase 3: From 1 August 2023 to 31 July 2024 (with 35 days, inclusive of fieldwork days when required and upon fund availability)

Stage	Expected Outputs	Tentative Payment Schedule	Percentage of payment
Stage 1	Upon UNDP's satisfaction with Stage 1 outputs as set forth in Section 3	20 December 2023	30%
Stage 2	Upon UNDP's satisfaction with Stage 2 outputs as set forth in Section 3	20 April 2024	40%
Stage 3	Upon UNDP's satisfaction with Stage 3 outputs as set forth in Section 3	20 July 2024	30%

4. Phase 4: From 1 August 2024 to 31 July 2025 (with 35 days, inclusive of fieldwork days when required and upon fund availability)

Stage	Expected Outputs	Tentative Payment Schedule	Percentage of payment
Stage 1	Upon UNDP's satisfaction with Stage 1 outputs as set forth in Section 3	20 December 2024	30%
Stage 2	Upon UNDP's satisfaction with Stage 2 outputs as set forth in Section 3	20 April 2025	40%
Stage 3	Upon UNDP's satisfaction with Stage 3 outputs as set forth in Section 3	20 July 2025	30%

7. Support from UNDP and reference documents

UNDP Viet Nam will provide the Individual Contractor with the following materials:

- The draft PAPI reports
- The final PAPI STATA data files

Following are references that the Individual Contractor may find useful:

- The Viet Nam Provincial Governance and Public Administration Performance Index (PAPI) reports at www.papi.org.vn.

8. Provision of monitoring and progress controls

- UNDP Viet Nam shall be responsible for quality control of the deliverables.
- The Individual Contractor will work under the supervision of the UNDP Viet Nam Policy Analyst in charge of the Viet Nam Provincial Governance and Public Administration Performance Index Project.
- The Individual Contractor will report directly to UNDP Viet Nam.

9. Evaluation Criteria

Evaluation Criteria		Maximum Points
1	PhD degree in political science and/or economics (an asset if Viet Nam related);	100
2	Demonstrated in-depth knowledge of Vietnamese politics	200
3	Strong and proven competence in using STATA software for sampling and data analysis with large “n” databases	300
4	Proven experience in survey methodology and demonstrated expertise in quantitative approaches to governance measurement and analysis	300
5	A proven track record of international publications on governance, politics and/or related fields	100
Total		1,000

ANNEX IV

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

Date _____

United Nations Development Programme

Dear Sir/Madam:

I hereby declare that:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Name	Relationship	Name of International Organization

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

YES ☐ NO ☐

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

YES ☐ NO ☐ If answer is "yes", WHEN?

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

Full Name	Full Address	Business or Occupation

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

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

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

DATE: _____

SIGNATURE: _____

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

Annexes *[please check all that applies]:*

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

GUIDELINES FOR CV PREPARATION

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

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

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

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

SUMMARY OF EXPERTISE

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

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

Credentials/education/training, relevant to the expertise

LANGUAGES

Mother Tongue:

Indicate written and verbal proficiency of your English:

SUMMARY OF RELEVANT WORK EXPERIENCE

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

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

UN SYSTEM EXPERIENCE

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

UNIVERSITY DEGREES

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

PUBLICATIONS

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

MISCELLANEOUS

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

Annex V

FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum of USD

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

Cost breakdown for the consultancy service from 15 July 2021 to 31 July 2022 (with 35 days of work done, inclusive of fieldwork days in Stages 1 and 2, in total)

No.	Description	Quantity	Unit Rate USD	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 Phase 1			

Cost breakdown for from 1 August 2022 to 31 July 2023

No.	Description	Quantity	Unit Rate USD	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 Phase 2			

Cost breakdown for from 1 August 2023 to 31 July 2024

No.	Description	Quantity	Unit Rate USD	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 Phase 3			

Cost breakdown for from 1 August 2024 to 31 July 2025

No.	Description	Quantity	Unit Rate USD	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 Phase 4			

* 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).