



9 June 2021

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 International Senior Consultant on Climate Change Policy
Period of assignment/services (if applicable):	June – December 2021 (Estimated: 34 working days)
Duty Station	Ha Noi, Viet Nam
Tender reference:	3-210601

1. Submissions should be sent by email to: bidding.vn@undp.org no later than:
15 June 2021 (Hanoi time)

With subject line:

3-210601 International Senior Consultant on Climate Change Policy

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 **35 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:

- [Terms of Reference \(TOR\)](#)..... (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
- 1-2 writing reports

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **Viet Nam Dong for National Consultant and US Dollar for international consultant** including consultancy fees and 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:

No	Criteria	Score
1	Postgraduate degree in Environment, Climate Change, Economics or relevant subjects or related field	100
2	At least 20 years of work experience on climate change policies and strategies, practices with countries in the region, experience in Viet Nam context is an advantage	200
3	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
4	Experience in providing macro-economic and climate change/GHG policy advisories to Government agencies, UN and development partners in Viet Nam	100
5	A proven consultancy track-record in Viet Nam, particularly in the field of Climate Change Mitigation and Viet Nam NDC is an advantage	100
6	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	200
7	Excellent technical writing skills in English by provision of 1-2 writing reports	100
	Total	1,000

A two-stage procedure is utilized in evaluating the submissions, with evaluation of the technical components being completed prior to any price proposals being opened and compared. The price proposal will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical component.

The technical component is evaluated on the basis of its responsiveness to the Term of Reference (TOR).

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

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

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

Interview with the candidates may be held if deemed necessary.

5. Contract

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

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

Documents required before contract signing:

- International consultant whose work involves travel is required to complete the BSAFE course and submit certificate to UNDP before contract issuance.

Note: In order to access the course, please go to the following link: <https://training.dss.un.org/course/category/6>. Type in your name and password, create a new user. After you have completed the courses, please print/save the certificates to submit to us

- Full medical examination and Statement of Fitness to work for consultants ***from and above 62 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.

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

INTERNATIONAL SENIOR CONSULTANT ON CLIMATE CHANGE POLICY

1. SUMMARY

Job code title:	01 International Senior Consultant on Climate Change Policy
Project title:	Develop and Update National Strategy on Climate Change for the Period 2021 – 2050
Report to:	UNDP Climate Change and Environment Head and UNDP PO on Climate Change and Resilience
Coordination:	MONRE's DCC, National and International Experts in UNDP CCE team as required.
Estimated working days:	34 working days
Duration:	From Jun 2021 – Dec 2021

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.

There is a need to update the National Climate Change Strategy (NCCS). The initial NCCS was approved by the Prime Minister in Decision 2139/QĐ-TTg on December 5, 2011, and was effective for the period 2012-2020. A progress assessment initiated by MONRE's Department of Climate Change (DCC), and supported by the French Development Agency (AFD), concluded that the system of legal policies addressing climate change issues improved over the strategy's lifetime, likewise the organizational structure on coping with climate change became consolidated. It also found that the activities to cope with climate change have achieved certain results. Specifically, there have been many advances in natural disaster forecasting and warning; disaster prevention continues to be promoted, damage caused by natural disasters has decreased compared to the previous period. Rice area and basic food security are guaranteed. Forest protection and development continues to achieve many results. The development of renewable energy has made strong progress, especially for solar power. Many models, methods and techniques of low-carbon farming have been applied in

agricultural production in many localities across the country. The report, however, also identified some weaknesses in the strategy implementation process and provided some initial proposals on areas that require continued/new attention in the updated NCCS.

Following the consultation with Development Partners and building on the existing technical assistance of partners in the NDC review and update, MONRE requested UNDP and GIZ to continue support to the Government process of updating the NCCS for the period 2021-2050, vision 2100.

To support MONRE in this process, a total of 4 background reports will be developed, which will provide inputs into the NCCS for the period 2021-2050, vision 2100:

- **Outcome 1 (Report 1):** Analysis international experience in the formulation and implementation of climate change strategies in the global change context; Technical lead: UNDP
- **Outcome 2 (Report 2):** Analysis of the domestic context and orienting socio-economic development, identifying climate change issues; Technical lead: GIZ
- **Outcome 3 (Report 3):** Assessment of the potential of private sector engagement in Viet Nam's climate change response strategy; Technical lead: UNDP
- **Outcome 4 (Report 4):** Assessment of climate finance landscape and solutions to promote the resource mobilisation for the implementation of the updated NCCS; and Technical lead: GIZ
- **Outcome 5 (updated NCCS):** National Strategy on Climate Change for the period 2021-2050, vision 2100. Technical lead: MONRE

The requested international senior consultant will support MONRE to complete different activities under outcomes 1,2,3,5 and provide some technical oversight functions.

3. OBJECTIVES OF THE ASSIGNMENT

The main objective of the consultant is to support MONRE and UNDP to develop and update Viet Nam's National Climate Change Strategy (NCCS) for the Period 2021-2050, vision 2100. The senior consultant is expected to work closely with a range of International and National Consultants, who are also being mobilised by UNDP, GIZ and MONRE.

The senior consultant will provide oversight to develop four background reports essential to provide the knowledge base to update the National Climate Change Strategy (NCCS) for the period 2021-2050, vision 2100. For this, the consultant will review and synthesize international experiences in the formulation and implementation of climate change strategy in the global change context, support identifying entry-points to strengthen private-sector engagement in the implementation of the NCCS, review the existing NCCS to identify gaps and mitigation needs, and propose revisions, objectives, and solutions.

The consultant will more specifically be responsible to provide oversight to,

1. Lead in developing the Background Report 1 that reviews and synthesizes international experience in the formulation and implementation of climate change strategies in the context of global change (17 days);
2. Provide inputs, peer review and strategic advice during the drafting process of Background Report 2 that discusses Vietnam's climate change policy framework and implementation progress in the context of global change and long-term development pathway. The inputs should include a specific focus on key methodology for provincial surveys on the gaps in climate mitigation and adaptation actions and key areas of needs for an updated NCCS (7 days);

3. Provide inputs and strategic advice during the drafting process of Background Report 3 assessing the potential of private sector engagement in Viet Nam's climate change response strategy (5 days); and
4. Peer review and provide strategic advice on the draft National Strategy on Climate Change for the period 2021-2050, vision 2100 (5 days).

4. SCOPE OF WORK AND THE GENERAL APPROACH

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

Outcome 1 (Report 1): Review and synthesize international experience in the formulation and implementation of climate change strategy in the global change context.

The senior consultant, in collaboration with UNDP global expert, one national consultant, is expected to take the lead in the thematic report. In specific, the consultant is expected to:

- Develop an overview about climate change trends (observed/projected), the UNFCCC agreement and associated frameworks related to climate change, and issues affecting global climate change debates (e.g. COVID-19 recovery efforts);
- Global or regional emerging issues having a direct impact on Viet Nam's climate change response strategies;
- Review existing National Climate Change Strategies from developed and developing countries and their results to identify pitfalls and success factors;
- Share insights on international best-practices of climate change strategies at national level;
- Summarize experiences of a number of countries and groups of countries in developing a long-term strategy for developing low GHG emissions (LEDS)/long-term strategy (LTS) following UNFCCC practices, which is primarily being reflected in the on-going update of the Viet Nam Green Growth Strategy of Viet Nam (VGGS) by MPI; The cohorts of countries that are currently proposed for learning, particularly for LEDS/LTS, are: EU, UK, USA, Japan, Australia, China, India, South Africa, Brazil, Korea, Indonesia and the Philippines.
- Propose recommendations to respond to climate change in compliance with international requirements for the period 2021-2050;
- Lead in key conceptual meetings and write-shops during the development of the Background Report 1; and
- Lead during the drafting and finalization of the Background Report 1 (the Background Report 1 will be a joint deliverable with the international consultant on climate change adaptation and two national consultants on adaptation and climate change) - See annex for TORs.

Outcome 2 (Report 2): Analyze the domestic context and orienting socio-economic development, identifying climate change needs and challenges.

The consultant is expected to provide the peer review to the work of a team of National Experts who will undertake the assessment on the gaps and key priorities for NCCS at the provincial level. At the same time, the consultant will provide peer review to the drafts and final report of the overall thematic report 2 developed by GIZ:

- Guide the national expert teams on the Identification of gaps and strategic interventions and priorities in the implementation of the National Strategy and Action Plan on Climate Change during the period 2010-2050;
- Review the Report on climate change mitigation needs assessment to implement the Strategy; and

- Review on proposed perspectives, objectives, visions, monitoring and evaluation indicators, basic issues on climate change response, main solutions and programs to implement the National Strategy on Climate change updated period 2021-2050, vision 2100.
- Provide inputs and strategic advice during the drafting process of Background Report 2 (the Background Report 2 will be developed under the lead of the GIZ).

Outcome 3 (Report 3): Develop a report proposing updates for the National Strategy on Climate Change for the period 2021-2030.

The consultant is expected to provide strategic advice and technical inputs as follows:

- Review the draft and final Background Report 3 on synthesized international experience in developing climate change strategies and ensure that proposed updates to the NCCS align with international commitments and best practices; and
- Propose perspectives, objectives, visions, monitoring and evaluation indicators, basic issues on climate change response, main solutions and programs to implement the National Strategy on Climate change updated period 2021-2050, vision 2100.

Outcome 5 (updated NCCS): National Strategy on Climate Change for the period 2021-2050, vision 2100.

The consultant is expected to

- Provide strategic advice and technical inputs on the overall strategy development process with UNDP and DCC
- Guide the consultant teams in setting up the research/assessment approach, methodology and consultation process at the national and provincial level
- Provide international experience and good practices as applied
- Peer-review the draft National Strategy on Climate Change for the period 2021-2050, vision 2100.

5. DURATION OF THE ASSIGNMENT

The consultant is expected to work for 34 working days inclusively. The consultant will start from June 2021 and is expected to complete all outputs by December 2021.

6. EXPECTED OUTPUTS OF THE ASSIGNMENT

The consultant will work closely with a range of international and national consultants, experts from MONRE, and other ministries. The consultancy will be instrumental to provide technical inputs to three background reports that are scheduled to form the basis of the updated National Strategy on Climate change updated period 2021-2050, vision 2100. The reports are expected to be jointly developed by a range of consultants and will be approved by UNDP and MONRE.

The consultant is expected to deliver the following outputs.

Key Outputs/Deliverables	Time
<ul style="list-style-type: none"> • Product 1: Draft Background Report 1 that synthesizes international experiences on developing and implementing climate change strategies in the context of global change. 	Jun 2021

<ul style="list-style-type: none"> Product 2: Finalise Background Report 1 that synthesizes international experiences on developing and implementing climate change strategies in the context of global change. 	Aug 2021
<ul style="list-style-type: none"> Product 3: Direct technical inputs and peer-reviews on technical reports and knowledge products. 	Jun – Dec 2021

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

The consultant is supervised by a UNDP CCE Team Leader with support from PO on CC and DRR, with administrative and technical support from international and/or national experts assigned by UNDP and MONRE.

All deliverables of the consultant 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 MONRE.

8. DEGREE AND QUALIFICATIONS OF THE SERVICE PROVIDER

The qualification requirements for the consultant team is as follows:

- Postgraduate degree in Environment, Climate Change, Economics or relevant subjects or related field (100 points);
- At least 20 years of work experience on climate change policies and strategies, practices with countries in the region, experience in Viet Nam context is an advantage (200 points);
- 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 (200points);
- Experience in providing macro-economic and climate change/GHG policy advisories to Government agencies, UN and development partners in Viet Nam (100 points)
- A proven consultancy track-record in Viet Nam, particularly in the field of Climate Change Mitigation and Viet Nam NDC is an advantage (100 points);
- 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 (200 points)
- Excellent technical writing skills in English by provision of 1-2 writing reports (100 points)

9. ADMIN SUPPORT

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

The selected consultant will be responsible for providing necessary preparation for inputs to consultation meetings and workshops. Meetings/workshops will be facilitated or chaired by MONRE and UNDP.

UNDP and/or MONRE can provide office space for the consultants as needed during the assignment.

10. REFERENCE DOCUMENTS

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

The National Climate Change Strategy (NCCS) 2011-2020 can be referred to here:

<http://chinhphu.vn/portal/page/portal/English/strategies/strategiesdetails%3FcategoryId%3D30%26articleId%3D10051283>

An initial assessment on the implementation of the National Strategy on Climate Change can be referred to here:

<http://dcc.gov.vn/kien-thuc/1057/SUMMARY-REPORT-ASSESSING-THE-IMPLEMENTATION-OF-THE-NATIONAL-STRATEGY-AND-ACTION-PLAN-ON-CLIMATE-CHANGE,-PROPOSING-MEASURESTO-ACCELERATE-THE-IMPLEMENTATION-OF-THE-STRATEGY-FOR-PERIOD-2021---2030.html>

11. QUALIFICATIONS AND PAYMENT TERMS

Key Outputs/Deliverables	Time	Payment terms
<ul style="list-style-type: none">Product 1: Draft Background Report 1 that synthesizes international experiences on developing and implementing climate change strategies in the context of global change.	Jun 2021	20% of the contract value
<ul style="list-style-type: none">Product 2: Finalise Background Report 1 that synthesizes international experiences on developing and implementing climate change strategies in the context of global change.	Aug 2021	40% of the contract value
<ul style="list-style-type: none">Product 3: Direct technical inputs and peer-reviews on technical reports and knowledge products.	Dec 2021	40% of the contract value

12. CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

Duty station: Ha Noi.

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 & Email Address	Business or Occupation

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

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

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

DATE: _____

SIGNATURE: _____

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

Annexes *[please check all that applies]:*

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

GUIDELINES FOR CV PREPARATION

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

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

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

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

SUMMARY OF EXPERTISE

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

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

Credentials/education/training, relevant to the expertise

LANGUAGES

Mother Tongue:

Indicate written and verbal proficiency of your English:

SUMMARY OF RELEVANT WORK EXPERIENCE

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

UN SYSTEM EXPERIENCE

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

UNIVERSITY DEGREES

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

PUBLICATIONS

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

MISCELLANEOUS

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

Annex V

FINANCIAL OFFER

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

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 (USD or VND)	Total (USD or VND)
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). *			
2.5	Others (pls. specify).....			
2.6	VAT** if applicable (in case your company signs the contract)			
	TOTAL			

* 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).