



11 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 National Senior Consultant on Climate Change Policy - Team Leader
Period of assignment/services (if applicable):	90 working days (during the period of June – 31 December 2021)
Duty Station:	Ha Noi
Tender reference:	PN (N-210602)

**1. Submissions should be sent by email to:** [bid.submission.vn@undp.org](mailto:bid.submission.vn@undp.org) on or before

**20 June 2021 (Hanoi time)**

**With subject line: PN (N-210602) – 01 National Senior Consultant on Climate Change Policy - Team Leader**

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](mailto:procurement.vn@undp.org) informing that the bidder has submitted proposal. UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to above address.
- Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female consultants.

## 2. Please find attached the relevant documents:

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

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

### a. Technical component:

- Signed Curriculum vitae
- Signed Letter to UNDP Confirming Interest and Availability
- Copy of 1-2 writing sample (report) on relevant subject.
- Reference contacts of past 3 clients for whom you have rendered preferably the similar service (including name, title, email, telephone number, address...)

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

- The financial proposal shall specify a total lump sum amount in **VND for National Consultant** including consultancy fees and all associated costs i.e. consultancy fee, meal, accommodation, PIT, 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	Description	Point
1	Postgraduate degree in Environment, Climate Change, Economics or relevant subjects or related field;	200
2	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;	300
3	Extensive knowledge and experience in national policy development process and regulations in Viet Nam, particularly in the field of climate adaptation, climate mitigation, socio-economic impact assessment and strategic environment assessment for legal legislations.	200
4	Work experience of developing Nationally Determined Contributions (NDCs), Nationally Appropriate Mitigation Action (NAMA), National/Regional or Local climate change adaptation plans and/or comparable strategic plans will be an advantage	150

No	Description	Point
5	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 practices on NDC, NAP	100
6	Excellent technical writing skills in English by provision of 1-2 writing reports	50
	<b>Total</b>	<b>1,000</b>

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

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

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

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

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

## 5. Contract

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

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

Documents required before contract signing:

- International consultant whose work involves travel is required to complete the courses on BSAFE which is the new online security awareness training and submit certificate to UNDP before contract issuance.
- Note: In order to access the courses, please go to the following link: <https://training.dss.un.org>

The training course takes around 3-4 hours to complete.

- Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel. (This is not a requirement for RLA contracts).
- Release letter in case the selected consultant is government official.

### 1. Payment

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

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

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

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

## TERM OF REFERENCE



### 1. SUMMARY

<b>Job code title:</b>	01 National Senior Consultant on Climate Change Policy - Team Leader (90 days)
<b>Project title:</b>	Develop and Update National Strategy on Climate Change for the Period 2021 – 2050
<b>Report to:</b>	UNDP Head of CCE Unit/GCF1 Project Manager/GCF1 Senior Technical Advisor
<b>Coordination:</b>	MONRE's DCC Project Director, UNDP Climate Change and DRR and International Experts in UNDP CCE team as required.
<b>Estimated working days:</b>	90 working days
<b>Duration:</b>	From June 2021 – Dec 2021

### 2. GENERAL BACKGROUND

With its extensive coastline and delta 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 national senior consultant will support MONRE to complete different activities under all five outcomes and provide technical oversight to the entire NCCS update process.

### 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 and MONRE, and provide general oversight to the process.

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:

1. Technically review and provide advice on the Background Report 1 that synthesizes international experiences on developing and implementing climate change strategies in the context of global change, with a specific focus on experiences of countries and groups of countries in the development of long-term GHG low emission development strategy (LEDS) (5 days);
2. Lead a consultancy team to conduct an in-depth survey at subnational level (covering 6-7 representative provinces) to identify adaptation and mitigation gaps and needs for the implementation of the NCCS (35 days);
3. Technically review and provide direct input to the Background Report 2, with a specific focus on updating climate change scenarios, assessing the impacts of climate change (loss and damage, etc.) and determining priority sectors (10 days)<sup>1</sup>;
4. Technically review and provide advice on the Background Report 3 assessing the potential of private sector engagement in Viet Nam's climate change response strategy (5 days);
5. Technically review and provide advice on the Background Report 4 assessing the climate finance landscape and solutions to promote the resource mobilisation for the implementation of the updated NCCS (5 days); and
6. Lead the development of the National Climate Change Strategy for the period 2021-2050, vision 2100 (30 days).

#### **4. SCOPE OF WORK AND THE GENERAL APPROACH**

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

##### **Outcome 1 (Report 1): Analysis of international experience in the formulation and implementation of climate change strategies in the global change context.**

The senior consultant is expected to:

- Organize stakeholder consultation to develop an overall workplan for the process to update the NCCS for the period 2021-2050;
- Participate in key conceptual meetings and write-shops in Ha Noi during the development of the Background Report 1;
- Review of inception report and methodology of consultancy team developing the Background Report 1;
- Peer-review the draft and final Background Report 1 on synthesized international experience in developing climate change strategies and give advice ensuring that proposed updates to the NCCS align with international commitments and best practices.

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<sup>1</sup> UNDP has done significant work on L&D and will continue to explore this with NAP. The TL will also need to coordinate with GIZ as technical lead.

**Outcome 2 (Report 2): Analysis of the domestic context and orienting socio-economic development, identifying climate change issues.**

The senior consultant is expected to:

- Participate in key conceptual meetings and write-shops in Ha Noi during the development of the Background Report 2;
- Lead a team of two national consultants to conduct an in-depth survey at subnational level (covering 20 provinces) to identify adaptation and mitigation gaps and needs for the implementation of the NCCS;
- Peer-review the draft and final Background Report 2 on analysing the domestic context and orienting socio-economic development, identifying climate change issues and ensure that proposed updates to the NCCS align with national regulatory frameworks, policies, and climate change plans, as well as incorporate the latest scientific findings in the field of climate change impact projections and response strategies in Viet Nam;

**In-depth provincial-level survey (as part of Background Report 2) objectives:**

- To establish credible data that analyses the current state of climate change response strategies at provincial levels;
- To identify gaps and needs in adaptation and mitigation planning and actions at provincial levels; and
- To develop recommendations on how to strengthen sub-national level adaptation/mitigation action/planning to strengthen the database presented in Background Report 2 of the NCCS update process.

**Outcome 3 (Report 3): Assessment of the potential of private sector engagement in Viet Nam's climate change response strategy.**

The senior consultant is expected to:

- Participate in key conceptual meetings and write-shops in Ha Noi during the development of the Background Report 3;
- Review of inception report and methodology of consultancy team developing the Background Report 3;
- Peer-review the draft and final Background Report 3 on assessing of the potential of private sector engagement in Viet Nam's climate change response strategy and ensure that proposed strategies to strengthen private sector engagement reflect the latest national and international experiences and developments in the field of private sector engagement in climate change action and strategies are reflected (including latest discussions surrounding emissions trading systems – Article 6 of the Paris Agreement, publicly-mobilized private adaptation finance, and innovative financial instruments for private sector engagement);

**Outcome 4 (Report 4): Assessment of climate finance landscape and solutions to promote the resource mobilisation for the implementation of the updated NCCS.**

The senior consultant is expected to:

- Participate in key conceptual meetings and write-shops in Ha Noi during the development of the Background Report 4;



- Peer-review the draft and final Background Report 4 on assessing of the potential of private sector engagement in Viet Nam's climate change response strategy and ensure that proposed solutions to mobilise climate finance for the NCCS implementation comprehensively reflects latest national and international developments, as well as aligns with Viet Nam's regulatory frameworks and development objectives;

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

The senior consultant is expected to:

- Take on oversight functions for the drafting team and act as its focal point during the coordination with UNDP, MARD, a range of international and national consultants (mobilised by UNDP), and other relevant partners during throughout the duration of the consultancy;
- Lead two national consultants during the drafting and finalisation process of the NCCS for the period 2021-2030 and ensure that 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 2021-2030, vision 2050.

## **5. DURATION OF THE ASSIGNMENT**

The consultant is expected to work for 90 working days inclusively. The consultant will start from 20 June 2021 and is expected to complete all outputs by 25 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 2021-2030, vision 2050. 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.

<b>Key Outputs/Deliverables</b>	<b>Time</b>
<ul style="list-style-type: none"> <li>• Product 1: Developed a workplan for the overall assignment to update the NCCS for the period 2021-2030, based on stakeholder consultations</li> </ul>	30 Jun 2021
<ul style="list-style-type: none"> <li>• Product 2: Conducted an in-depth survey at subnational level (covering 20 provinces) to identify adaptation and mitigation gaps and needs for the implementation of the NCCS.</li> </ul>	30 Jun 2021
<ul style="list-style-type: none"> <li>• Product 3: Peer-reviewed and contributed to draft and final background Reports 1-4.</li> </ul>	20 Jul 2021
<ul style="list-style-type: none"> <li>• Product 4: Developed and finalised the National Climate Change Strategy for the period 2021-2030, vision 2050.</li> </ul>	01 Jul 2021 – 10 Dec 2021

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

The consultant is supervised by the Head of CCE Unit of UNDP and will report to UNDP GCF Project Manager and GCF Senior Technical Advisor, 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;
- 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 practices on NDC, NAP and
- Extensive knowledge and experience in national policy development process and regulations in Viet Nam, particularly in the field of climate adaptation, climate mitigation, socio-economic impact assessment and strategic environment assessment for legal legislations.
- Work experience of developing Nationally Determined Contributions (NDCs), Nationally Appropriate Mitigation Action (NAMA), National/Regional or Local climate change adaptation plans and/or comparable strategic plans will be an advantage;
- Excellent technical writing skills in English by provision of 1-2 writing reports.

## **9. SELECTION CRITERIA**

<b>No</b>	<b>Description</b>	<b>Point</b>
1	Postgraduate degree in Environment, Climate Change, Economics or relevant subjects or related field;	200
2	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;	300
3	Extensive knowledge and experience in national policy development process and regulations in Viet Nam, particularly in the field of climate adaptation, climate mitigation, socio-economic impact assessment and strategic environment assessment for legal legislations.	200
4	Work experience of developing Nationally Determined Contributions (NDCs), Nationally Appropriate Mitigation Action (NAMA), National/Regional or Local climate change adaptation plans and/or comparable strategic plans will be an advantage	150

No	Description	Point
5	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 practices on NDC, NAP	100
6	Excellent technical writing skills in English by provision of 1-2 writing reports	50
	<b>Total</b>	<b>1,000</b>

#### 10. ADMIN SUPPORT

All domestic travel requirement, if any, from the assignment will be arranged by UNDP separately. Travel cost, if arise, will be covered separately by UNDP based on UN-EU cost norms.

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

#### 11. REFERENCE DOCUMENTS

Once selected, the consultant team 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 Climate Change Strategy 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>

#### 12. PAYMENT TERMS

Key Outputs/Deliverables	Time	Payment terms
<ul style="list-style-type: none"> <li>Product 1: Developed a workplan for the overall assignment to update the NCCS for the period 2021-2030, based on stakeholder consultations</li> </ul>	June 2021	20%
<ul style="list-style-type: none"> <li>Product 2: Conducted an in-depth survey at subnational level (covering 20 provinces) to identify adaptation and mitigation gaps and needs for the implementation of the NCCS</li> </ul>	June - July 2021	30%

<ul style="list-style-type: none"> <li>Product 3: Peer-reviewed and contributed to draft and final background Reports 1-4</li> </ul>	June - July 2021	30%
<ul style="list-style-type: none"> <li>Product 4: Developed and finalised the National Climate Change Strategy for the period 2021-2030, vision 2050</li> </ul>	June – December 2021	20%

### **13. CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES**

Duty station: Ha Noi

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

Date \_\_\_\_\_

United Nations Development Programme

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [*delete this item if the TOR does not require submission of this document*];
- E) I hereby propose to complete the services based on the following payment rate: [*please check the box corresponding to the preferred option*]:
  - ☐ An all-inclusive daily fee of [*state amount in words and in numbers indicating currency*]
  - ☐ A total lump sum of [*state amount in words and in numbers, indicating exact currency*], payable in the manner described in the Terms of Reference.
- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex V;
- G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- H) This offer shall remain valid for a total period of \_\_\_\_\_ days [*minimum of 90 days*] after the submission deadline;
- I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office [*disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists*];
- J) If I am selected for this assignment, I shall [*please check the appropriate box*]:
  - ☐ Sign an Individual Contract with UNDP;

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

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

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

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

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

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

- L) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- M) **If you are a former staff member of the United Nations recently separated, please add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
- N) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.
- O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

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

Name	Relationship	Name of International Organization

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

YES ☐ NO ☐

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

YES ☐ NO ☐ If answer is "yes", WHEN?

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

Full Name	Full Email Address	Business or Occupation

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

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

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

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

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

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

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

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

## **GUIDELINES FOR CV PREPARATION**

WE REQUEST THAT YOU USE THE FOLLOWING CHECKLIST WHEN PREPARING

Your CV:

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

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

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

### **SUMMARY OF EXPERTISE**

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

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

Credentials/education/training, relevant to the expertise

### **LANGUAGES**

Mother Tongue:

Indicate written and verbal proficiency of your English:

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

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

### **UN SYSTEM EXPERIENCE**

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



### UNIVERSITY DEGREES

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

### PUBLICATIONS

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

### MISCELLANEOUS

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

## Annex V

## FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum of ..... (VND for National Consultant).

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

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

*\* 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)*