



30 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 Consultant on the project baseline assessment
Period of assignment/services (if applicable):	60 working days from 12/07-30/09/2021
Duty Station:	Home-based with potential travels to Khanh Hoa, Ninh Thuan, Binh Thuan, Dak Lak, Dak Nong
Tender reference:	(PN-K-210630)

1. Submissions should be sent by email to: bid.submission.vn@undp.org on or before

Deadline for submission: 23.59 hrs., 08 July 2021 (Hanoi time)

With subject line:

(PN-K-210630) – 01 National Consultant on the project baseline assessment

Submission received after that date or submission not in conformity with the requirements specified in this document will not be considered.

Note:

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.
- Maximum size per email is **30 MB**.
- Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP Viet Nam will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.
- After submitting proposal, bidder should send notification by email (without attachment) to: procurement.vn@undp.org informing that the bidder has submitted proposal. UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to above address.

- Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female consultants.

2. Please find attached the relevant documents:

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

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

a. Technical component:

- Signed Curriculum vitae
- Signed Letter to UNDP Confirming Interest and Availability
- Two sample reports in English on relevant subject to be submitted for evaluation

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	Master degree in hydrological engineering water resources management, irrigations, agricultural productions or in closely related areas;	250
2	Good experience in relevant technical areas (combining climate change adaptation, disaster risk reduction, water resources management, irrigation and agriculture) for 10 years;	250
3	Good understanding and experience in results-based management, monitoring and evaluation methodologies, statistical analysis	250
4	Proven competencies in statistics, field-based consultations, online meetings/discussions, report writing is a plus;	250
	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.

5. Contract

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

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

Documents required before contract signing:

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

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

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

6. Payment

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

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

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

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



**TERMS OF REFERENCE
INDIVIDUAL CONSULTANT**

Ref#: TOR-210628

Name of service:	National Consultant for the project baseline assessment		
Project:	UNDP/GCF Funded “Strengthening the resilience of smallholder agriculture to climate change-induced water insecurity in the Central Highlands and South-Central Coast regions of Vietnam” Project (GCF2)		
Reporting to:	Project Management Specialist		
Duty Station:	Home based	Travel required:	Potential travels to Khanh Hoa, Ninh Thuan, Binh Thuan, Dak Lak, Dak Nong
Duration of Assignment:	12/7-30/9/2021		
Start Date:	12/7/2021	End Date:	9/30/2021

I. BACKGROUND & PROJECT DESCRIPTION

Viet Nam is particularly vulnerable to climate change and already impacted by more irregular and intense climate variability and change. Two of the regions most vulnerable to droughts-exacerbated by climate change affecting smallholder farmers are the Central Highlands and South-Central Coast. Changes in precipitation are leading to increasing deficits in surface and ground water availability for agricultural production with longer periods of severe water scarcity during the dry season and increased frequency and intensity of droughts. Overall agricultural productivity is falling, with corresponding declines in yields and incomes particularly harmful to small-scale farmers vulnerable to reduced water availability on rain fed lands and within this group, poor and near-poor, ethnic minority and women farmers.

UNDP is collaborating with the Ministry of Agriculture and Rural Development (MARD), Ministry of Planning and Investment (MPI, as the GCF National Designated Authority), and the five participating provinces of Dak Lak, Dak Nong, Binh Thuan, Ninh Thuan, and Khanh Hoa to implement the project “*Strengthening the resilience of smallholder agriculture to climate change-induced water insecurity in the Central Highlands and South-Central Coast regions of Vietnam*” (herein after referred to as “the GCF2 Project”), financed by the Green Climate Fund (GCF).

The objective of this project is to empower vulnerable smallholders in five provinces of the Central Highlands and South-Central Coast regions of Vietnam – particularly women and ethnic minority farmers – to manage increasing climate risks to agricultural production. To achieve its objective, the project will enable smallholder farmers to adapt to climate-driven rainfall variability and drought through implementation of the following two linked Outputs:

1. improved access to water for vulnerable smallholder farmers for climate-resilient agricultural production in the face of climate-induced rainfall variability and droughts, and
2. strengthened capacities of smallholder farmers to apply climate and market information, technologies, and practices for climate-resilient water and agricultural management.

The project was developed as part of an integrated programme funded through multiple sources, as envisaged by the Government of Vietnam (GoV), that was aimed at enhancing water security and building the climate change resilience of the agriculture sector focusing on Vietnam’s Central Highland and South-Central Coastal Regions. In alignment with this programme, the project will enable the GoV to adopt a paradigm shift in the way smallholder agricultural development is envisioned and supported through an integrated approach to agricultural resilience starting with planning for climate risks based on identification and analysis of agroecosystem vulnerabilities; enhancing water security and guaranteeing access; scaling up adoption and application of climate-resilient agricultural practices and cropping systems; and creating partnerships among value chain stakeholders to ensure access to market and credit.

UNDP is now recruiting a national consultant to undertake the baseline assessment before project moves into implementation phase.

II. OBJECTIVES

This baseline assessment is to identify key current parameters as of 2020 to inform intervention of increasing access to water of smallholder farmers and climate resilience application, compared to data collected during the project proposal development, and to serve as baseline data for project evaluation, contributing to successfully rolling out the intended project activities in the target communes under the GCF2 project. Namely:

- a) Key crops that are grown in each commune (updating the table in Annex 2)
- b) Total number of hectares that are used to grow crops in a)
- c) Agricultural yields for crops that are grown in the target communes
- d) Total volume of groundwater extraction for each crop in the target communes
- e) Application of water efficient techniques and practices by farmers
- f) General statistics

III. SCOPE OF WORK

The consultant will be expected to be responsible for the following:

- Task 1: Design methodology and scope of work, and Preparation

- Review the project document, baseline assessment requirements and key parameters committed by the project (to GCF)
- Break down key parameters into tangible and collectable datasets
- Design suitable methodology and associated tools, including questionnaires (if needed) most effective for collecting datasets
- Develop a workplan for the assessment which should include the scope of work, participating data providers/numerators (expectedly MARD/CPO and DARDs of 5 provinces) and overall timeline.
- Task 2: Data collection
 - Facilitate and directly collect and review all secondary data related to such key datasets
 - Directly collect primary data if required. The field plan shall be proposed and planned in the design and preparation stage.
 - Work with or provide effective guidance to implementing partner, provincial project management units to collect or supply all the required data
 - Allowance for 60 interviewees participating in the data collection shall be at the consultant's cost.
- Task 3: Data analysis, validation and briefing
 - Clean up, and tabulate all data in suitable forms or table
 - Validate key data and ensure quality of data through regular review, or through various tools
 - Identify any critical gaps, highlight important new datasets, and suggest a solution
 - Debrief key findings to UNDP and implementing partner
- Task 4: Reporting
 - Develop baseline assessment report
 - Address comments and feedback from UNDP, implementing partner and provincial project management units
 - Present the assessment report in the Inception workshop
 - Address and finalize all comments of the workshop participants
 - Submit the report before the target due date

IV. DELIVERABLES & IMPLEMENTATION TIMELINE

All deliverables are to be in English language.

No.	Deliverable	Estimated days to complete	Target due date
1	Workplan (including: Assessment methodology, Timeline), consultation and engagement of CPO and DARDs	4	16/7/2021
2	Baseline assessment – data collection, analysis, reporting (1 st draft) using the template at Annex 1 of this TOR.	14	10/8/2021
3	Briefing sessions with UNDP and partners	1	11/8/2021

4	A Presentation on the baseline assessment report in the two-day inception workshop in Ha Noi	2	12-13/8/2021
5	Baseline assessment report (2 nd draft) that includes collecting any further missing information and data; and addresses feedback from stakeholders – Complete version to share with UNDP BRH	4	20/8/2021
6	Baseline assessment report revision with BRH/UNDP comments – finalizing and submit (to UNDP to GCF)	2	06/9/2021
7	Final version of the report (Feedback to any arisen comments)	1	30/9/2021
	Total pay-days	28	

V. DURATION OF ASSIGNMENT, DUTY STATION & EXPECTED PLACES OF TRAVEL

Estimated number of working days: estimated 28 working days from 12/7 to 30/9/2021

Duty station: Home based

Expected places of travel (Potentially): Provinces of Khanh Hoa, Ninh Thuan, Binh Thuan, Dak Lak, Dak Nong.

Travel requirement: Traveling to the provinces will be discussed with UNDP Viet Nam and its implementing partner. Upon UNDP's travel mission approval, eligible travel costs and per diem shall be paid separately by UNDP in accordance with UN-EU cost norms.

VI. PROVISION OF MONITORING & PROGRESS CONTROL

The consultant will receive technical guidance and support from UNDP and its implementing partner. The work progress of the consultant will be monitored based on the timelines and deliverables indicated in the Terms of Reference.

VII. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

Administrative Support: UNDP will provide administrative support if required. The consultant shall closely liaise with the UNDP Vietnam and its implementing partner for the arrangement of missions, any stakeholder consultation meetings and logistic arrangements.

Reference Documents: UNDP will provide reference documents which include: the project document, feasibility study reports and other supporting documents if required.

VIII. DEGREE OF EXPERTISE & QUALIFICATIONS

Qualifications	<ul style="list-style-type: none"> Master degree in hydrological engineering water resources management, irrigations, agricultural productions or in closely related areas.
Relevant Professional Experience	<ul style="list-style-type: none"> Good experience in relevant technical areas (climate change adaptation, disaster risk reduction, water resources management, irrigation, or agriculture) for 10 years;

	<ul style="list-style-type: none"> • Good understanding and experience in results-based management, monitoring and evaluation methodologies, statistical analysis
Other Competencies	<ul style="list-style-type: none"> • Proven competencies in statistics, field-based consultations, online meetings/discussions, report writing is a plus;

IX. PAYMENT TERMS

Payment is subject to approval of deliverable quality by the Project Management Specialist.

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount (%)
1	No. 1, No. 2, No. 3, No. 4 and No. 5	20/9/2021	70%
2	No. 6	30/10/2021	30%

X. CONSULTANT PRESENCE REQUIRED ON DUTY STATION

NONE PARTIAL INTERMITTENT FULL-TIME

XI. EVALUATION CRITERIA

No.	Requirement	Points
1	Master degree in hydrological engineering water resources management, irrigations, agricultural productions or in closely related areas;	250
2	Good experience in relevant technical areas (combining climate change adaptation, disaster risk reduction, water resources management, irrigation and agriculture) for 10 years;	250
3	Good understanding and experience in results-based management, monitoring and evaluation methodologies, statistical analysis	250
4	Proven competencies in statistics, field-based consultations, online meetings/discussions, report writing is a plus;	250
	Total	1,000

Criteria for Evaluation of Proposal

Offers will be evaluated according to the Combined Scoring method – where the educational background and experience on similar assignments will be weighted at 70% and the financial proposal will weigh at 30% of the total scoring.

The applicant receiving the Highest Combined Score and meeting other requirements in the Procurement Notice will be awarded the contract.

Documents for Submission

Applicants will be expected to include the following along with their application:

Core Documents

1. **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
2. **Current and complete CV** in English;
3. **Two similar sample reports** in English;
4. **Financial offer** using the standard UNDP template.

Annex 1 to the TOR: Template for the Baseline Assessment Report

Executive summary

- Background
- Objectives
- Methodology
- Key findings

1. Project context

- Background
- Objectives
- Scope of this assessment

2. Assessment methodology

- Data source (secondary data + primary data)
- Data collection process
- Data cleaning and analysis

3. Findings

3.1 Key crops that are grown in each target commune

(Under this section, the consultant will describe the most updated information and figures on the crops that farmers grow in each commune. He/she can provide some quotes from virtual interviews as well as some snapshots of these which are available in the target communes. He/she will need to supplement a full Annex).

- 3.1.1 Main perennial crops
- 3.1.2 Main annual crops

3.2 Total number of hectares that are used to grow crops in target communes

(Under this section, the consultant will describe agricultural production land-size (hectares) as well as land-size that is suitable for growing each key crop. He/she can provide some quotes from virtual interviews as well as some snapshots of these which are available in the target communes. He/she will need to supplement a full Annex).

- 3.2.1 Main perennial crops
- 3.2.2 Main annual crops

3.3 Agricultural yields for crops in target communes

(Under this section, the consultant will describe the yields (tons) per each key crop, e.g. the current agricultural production in the 60 target communes. Example: Areas of maize, casava, dragon fruit, rice etc.)

He/she will make a comparison between yields in these target communes and other communes (which are fully supplied with water). He/she can provide some quotes from virtual interviews as well as some snapshots of these which are available in the target communes. He/she will need to supplement a full Annex).

3.3.1 Main perennial crops

3.3.2 Main annual crops

3.4. Total volume of groundwater extraction for each crop in the target communes

(Under this section, the consultant will indicate % of farmers consulted reported they are using what kind of water saving measures with an approximate saving achieved vs volume of water is currently being used for agricultural purposes in the target communes. He/she will also need to provide a detail on groundwater extraction and surface water for each crop in each target commune as in the table below).

Table:

Crop & Region	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Maize SCC					480mm → 513mm				359mm → 389mm			
Change					Δ 33 mm				Δ 30 mm			
Maize CH					402mm → 435mm				299mm → 329mm			
Change					Δ 33 mm				Δ 30mm			
Rice (Rainfed) SCC					582mm → 621mm				479mm → 519mm			
Change					Δ 39 mm				Δ 40 mm			
Rice (Rainfed) CH					491mm → 531mm				399mm → 438mm			
Change					Δ 40 mm				Δ 39 mm			
Rice (Irrigated) SCC	575mm → 614mm											
Change	Δ 39 mm											
Rice (Irrigated) CH	522mm → 562mm											
Change	Δ 40 mm											
Cassava SCC					408mm → 435mm				327mm → 354mm			
Change					Δ 27 mm				Δ 27 mm			
Cassava CH					349mm → 376mm				274mm → 301mm			

Change				Δ 27 mm	Δ 27 mm
Coffee SCC	1402mm → 1499mm				
Change	Δ 97 mm				
Coffee CH	1215mm → 1312mm				
Change	Δ 97 mm				
Pepper SCC	1152mm → 1235mm				
Change	Δ 83 mm				
Pepper CH	997mm → 1079mm				
Change	Δ 82 mm				
Avocado SCC				535mm → 573mm	
Change				Δ 38 mm	
Avocado CH				448mm → 486mm	
Change				Δ 38 mm	

4.5. Application of water efficient techniques and practices by farmers

(Under this section, the consultant will need to document the techniques and practices that farmers are using in the target provinces as of now, e.g. The consultant will indicate how popular these are, or the tendency they will be applied widely etc. He/she can provide some quotes from virtual interviews as well as some snapshots of these which are available in the target communes).

- 4.5.1. Water efficient techniques
- 4.5.2. Water efficient practices

4.6. General statistics

(under this section, the consultant will collect and provide key information for the target communes including:

- 4.6.1. Percentage of females in water user groups
- 4.6.2. Poor and near-poor rate
- 4.6.3. Average income / households
- 4.6.4. Rate of female headed households
- 4.6.5. Rate of ethnicity households.

5. Conclusions

Annex 1:....

Annex 2:....

Annex 3:....

Annex 4:....

Annex 5:....

Annex 2 to the TOR: Key parameters used at the project proposal development

Region	Province	CRA Cluster	Commune	Beneficiaries (smallholder farmers)	Main perennial:	Main annual:	Current crop Hectarage (Baseline - assuming an estimated 1 ha/per HH)	Groundwater extraction and surface water (mm per crop)
Total				21,228			21,228	?
South-Coastal region	Ninh Thuan (7,073 beneficiaries)	1	Phuong Hải	218	None	Onion, garlic, maize and beans	218	?
		1	Xuân Hải	274	None	Onion, garlic, maize and beans	274	?
		1	Tri Hải	282	None	Onion, garlic, maize and beans	282	?
		1	Nhon Hải	332	None	Onion, garlic, maize and beans	332	?
		2	Nhon Sơn	406	Apple	Maize, cassava, sugarcane, rice	406	?
		2	Mỹ Sơn	752	Apple	Maize, cassava, sugarcane, rice	752	?
		3	Bắc Phong	194	Custard apple	Rice	194	?
		4	Phước Kháng	412	Cashew nut, Custard apple	Maize, cassava, beans, rice	412	?
		4	Bắc Sơn	892	Cashew nut, Custard apple	Maize, cassava, beans, rice	892	?
		4	Lợi Hải	999	Cashew nut, Custard apple	Maize, cassava, beans, rice	999	?

		5	Phước Trung	213	Mango, cashew nut	Maize, beans, sesame, rice	213	?
		13	Phước Thành	501	Cashew nut, pomelo	Maize, cassava, beans, rice	501	?
		13	Phước Tân	414	Cashew nut, pomelo	Maize, cassava, beans, rice	414	?
		13	Phước Chiến	723	Cashew nut, pomelo	Maize, cassava, beans, rice	723	?
		13	Phước Thắng	461	Cashew nut, pomelo	Maize, cassava, beans, rice	461	?
	Khanh Hoa (1,774 beneficiaries)	6	Cam Đức	224	Mango	Maize, cassava, beans	224	?
		6	Cam Tân	227	Mango	Maize, cassava, beans	227	?
		6	Cam Hoà	223	Mango	Maize, cassava, beans	223	?
		6	Cam Hải Tây	38	Mango	Maize, cassava, beans	38	?
		6	Cam Hiệp Bắc	50	Mango	Maize, cassava, beans	50	?
		6	Cam Hiệp Nam	74	Mango	Maize, cassava, beans	74	?
		6	Cam Thành Bắc	194	Mango	Maize, cassava, beans	194	?
		7	Suối Cát	458	Mango	Maize, cassava, beans	458	?
		7	Suối Tân	286	Mango	Maize, cassava, beans	286	?
	Bình Thuận (1,298 beneficiaries)	8	Mỹ Thạnh	134	Dragon fruit, cashewnut	Maize, cassava, rice	134	?
		8	Hàm Càn	243	Dragon fruit, cashewnut	Maize, cassava, rice	243	?
		8	Tân Lập	112	Dragon fruit, cashewnut	Maize, cassava, rice	112	?
		9	Thuận Quý	139	Dragon fruit, cashew nut	Rice	139	?
		9	Tân Thành	71	Dragon fruit, cashew nut	Rice	71	?

Central Highlands		9	Tân Thuận	122	Dragon fruit, cashew nut	Rice	122	?
		10	Tân Hà	144	Coffee, pepper	Maize, cassava, rice, beans, vegetables	144	?
		10	Đông Hà	156	Coffee, pepper	Maize, cassava, rice, beans, vegetables	156	?
		10	Trà Tân	177	Coffee, pepper	Maize, cassava, rice, beans, vegetables	177	?
	Dak Lak (5,838 beneficiaries)	10	Quảng Tiến	182	Coffee, pepper	Maize, cassava, rice, beans, vegetables	182	?
		10	Krông Buk	1,128	Coffee, pepper	Maize, cassava, rice, beans, vegetables	1,128	?
		11	Ea Khal	438	Coffee, pepper, cashew nut	Maize, cassava, rice, beans, vegetables	438	?
		11	Ea Sol	480	Coffee, pepper, cashew nut	Maize, cassava, rice, beans, vegetables	480	?
		11	Đliê Yang	283	Coffee, pepper, cashew nut	Maize, cassava, rice, beans, vegetables	283	?
		11	Ea Sô	493	Coffee, pepper, cashew nut	Maize, cassava, rice, beans, vegetables	493	?
		11	Ea Sar	842	Coffee, pepper, cashew nut	Maize, cassava, rice, beans, vegetables	842	?
		12	Xuân Phú	213	Coffee, pepper, avocado/ orange/ durian/ cocoa	Maize, beans	213	?
		12	Ea Phê	653	Coffee, pepper, avocado/ orange/ durian/ cocoa	Maize, beans	653	?
		12	Ea Yông	578	Coffee, pepper, avocado/ orange/ durian/ cocoa	Maize, beans	578	?
Dak Nong (5,245 beneficiaries)	12	Ea Kênh	548	Coffee, pepper, avocado/ orange/ durian/ cocoa	Maize, beans	548	?	
	10	Đăk DRông	468	Coffee, pepper	Maize, cassava, rice, beans, vegetables	468	?	
	10	Tâm Thắng	495	Coffee, pepper	Maize, cassava, rice, beans, vegetables	495	?	

	10	Đức Mạnh	137	Coffee, pepper	Maize, cassava, rice, beans, vegetables	137	?
	10	Long Sơn	91	Coffee, pepper	Maize, cassava, rice, beans, vegetables	91	?
	10	Đắk Sắk	335	Coffee, pepper	Maize, cassava, rice, beans, vegetables	335	?
	10	Thuận An	74	Coffee, pepper	Maize, cassava, rice, beans, vegetables	74	?
	10	Đức Minh	245	Coffee, pepper	Maize, cassava, rice, beans, vegetables	245	?
	10	Nam Xuân	395	Coffee, pepper	Maize, cassava, rice, beans, vegetables	395	?
	10	Nam Nung	471	Coffee, pepper	Maize, cassava, rice, beans, vegetables	471	?
	11	Ea T'Linh	725	Coffee, pepper, cashew nut	Maize, cassava, rice, beans, vegetables	725	?
	11	Nam Dong	549	Coffee, pepper, cashew nut	Maize, cassava, rice, beans, vegetables	549	?
	11	Cư Knia	344	Coffee, pepper, cashew nut	Maize, cassava, rice, beans, vegetables	344	?
	11	Trúc Sơn	113	Coffee, pepper, cashew nut	Maize, cassava, rice, beans, vegetables	113	?
	11	Đắk Sôr	306	Coffee, pepper, cashew nut	Maize, cassava, rice, beans, vegetables	306	?
	11	Đắk Drô	411	Coffee, pepper, cashew nut	Maize, cassava, rice, beans, vegetables	411	?
	14	Đắk Lao	86	Coffee, pepper, cocoa	Maize, cassava, rice	86	?

**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:

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.

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, PIT, taxes etc).

No.	Description	Quantity	Unit Rate (VND)	Total (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). *			
2.4	Allowance for interviewees	60	50,000	3,000,000
2.5	Others (pls. specify).....			
2.6	VAT** if applicable (in case your company signs the contract)			
	Total			

* Individual Consultants/Contractors who are over 65 years of age with assignments that require travel and are required, **at their own cost**, to undergo a full medical examination including x-rays and obtaining medical clearance from **an UN-approved doctor** prior to taking up their assignment.

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

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

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

Dated this day /month of year

Signature

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

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