

01 July 2021

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

<b>Country:</b>	<b>Viet Nam</b>
<b>Description of the assignment:</b>	<b>03 National consultants to provide technical/legal support for the revision of the Project Document and project extension procedures</b>
<b>Period of assignment/services (if applicable):</b>	<b>From Quarter 3 to quarter 4/2021</b>
<b>Duty Station:</b>	<b>Ha Noi</b>
<b>Tender reference:</b>	<b>PN (N-210701)</b>

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

**Deadline for submission:** before **17.00hrs, 12 July 2021 (Ha Noi Time)**

**With subject line:**

1. PN (N-210701) - Institutional and policy expert – team leader
2. PN (N-210701) - Disaster Risk Management Technical expert
3. PN (N-210701) - Administrative supporting expert

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
- Two sample reports in English to be submitted for evaluation
- 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:

#	Evaluation criteria	Points
<b>1</b>	<b>National Team Leader</b>	<b>1,000</b>
1.1	Master's degree in Resource Management, Environment, Irrigation, Law and related development fields.	100
	PhD in Resource Management, Environment, Irrigation, Law and related development fields.	200

#	Evaluation criteria	Points
1.2	At least 10 years of experience in formulating strategies, policies and plans at the ministerial and sectoral levels.	300
1.3	At least 7 years of experience in providing strategic advice and support to Ministries, Governmental sectors and Development Partners in formulating and implementing projects.	200
1.4	Proven experience in participating in the formulation of Official Development Assistance (ODA) related regulations and/or the formulation of a legal framework.	100
1.5	Experience with working with the Ministry of Agriculture and Rural Development, the Ministry of Planning and Investment, the Ministry of Finance and the Ministry of Construction in the decision-making process.	100
1.6	Experience with conducting seminars/consultations with Governmental Ministries and sectors.	50
1.7	Working experience with the Vietnam Disaster Management Authority and United Nations agencies is an advantage	50
<b>2</b>	<b>National DRM Technical Expert</b>	<b>1,000</b>
2.1	- Master's degree or higher in Resource Management, Environment, Irrigation, Hydrometeorology and other related fields.	100
	PhD in Resource Management, Environment, Irrigation, Hydrometeorology and related field.	200
2.2	At least 10 years of experience related to disaster risk management and climate change;	300
2.3	Working experience in at least 05 projects relating disaster risk management and climate change	200
2.4	Working experience with Vietnam Disaster Management Authority and United Nations agencies	100
2.5	Working experience in developmental projects, especially in the field of DRM and climate change	100
2.6	Ability to write reports in English (providing two English reports as evidence)	100
<b>3</b>	<b>National Administrative supporting expert</b>	<b>1,000</b>
3.1	- Master's degree in Resource Management, Environment, Irrigation, Hydrometeorology and/or related field. A degree higher than a Masters degree is also an advantage.	200
3.2	At least 5 years of experience relating to DRM, climate change, irrigation, resource management	400
3.3	Participated in at least 05 projects relating to disaster risk management and climate change.	300
3.4	Ability to write reports in English (providing two English reports as an evidence)	100

(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.**



## TERMS OF REFERENCE

### Consultancy service for the project extension

<b>Project/Program Name</b>	Improving the resilience of vulnerable coastal communities to climate change-related impacts in Viet Nam
<b>Services Required</b>	<b>Consultancy to provide technical/legal support for the revision of the Project Document and project extension procedures</b>
<b>Type of consultant</b>	Three national consultants: 1. <b>Institutional and policy expert – team leader</b> 2. <b>Disaster Risk Management Technical expert</b> 3. <b>Administrative supporting expert</b>
<b>Contract Type</b>	National Individual Consultant (Lump-sum contract)
<b>Location</b>	Hanoi
<b>Contract Period</b>	3 <sup>rd</sup> and 4 <sup>th</sup> Quarter 2021
<b>Reporting to</b>	UNDP Programme Management Specialist
<b>Coordination</b>	UNDP, Vietnam Disaster Management Authority (VNDMA), Vietnam Forestry Administration (VNFOREST)/ Ministry of Agriculture and Rural Development (MARD), Ministry of Planning and Investment (MPI), Ministry of Finance (MOF), Ministry of Construction (MOC) and Provincial Project Management Units (PPMUs) of Nam Dinh, Thanh Hoa, Quang Binh, Quang Nam, Quang Ngai and Ca Mau.

### I. PROJECT DESCRIPTION

Viet Nam is one of the most vulnerable countries to climate change. The Government of Viet Nam (GoV) has launched significant efforts to respond to climate change, including the promulgation of the National Strategy and Action Plan to Respond to Climate Change, Green Growth Strategy and implementation plans, and legal frameworks and policies relating to disaster risk management. Viet Nam is the first country to commit to either an unconditional 8% cut in greenhouse gas emissions or a 25% cut in greenhouse gas emissions with international support.

In coordination with the Ministry of Agriculture and Rural Development (MARD), the Ministry of Construction (MoC), the Ministry of Planning and Investment (MPI), and seven project provinces (Nam Định, Thanh Hóa, Thừa Thiên Huế, Quảng Ngãi, Quảng

Bình, Quảng Nam, and Cà Mau), UNDP is implementing the Green Climate Fund (GCF)-funded project “*Improving the resilience of vulnerable coastal communities to climate change-related impacts in Viet Nam*” from 2017 - 2022.

Building on the government’s on-going social protection program, the project is also addressing housing needs for the poor and marginalized. The project will incorporate storm-and flood-resilient housing design features into the construction of new houses, benefiting 20,000 poor and highly disaster-exposed people. As part of an integrated response to managing flood and storm risks, 4,000 hectares of mangroves will be rehabilitated and/or planted to function not only as storm surge buffers but also to provide ecosystem resources that can support coastal livelihoods. Moreover, to support and sustain the impact of this project as well as future requisite government policy adjustments for strengthening the resilience of communities, resources will be used to systematize climate and economic risk assessments for private and public utilization in 28 coastal provinces in Viet Nam.

The goal of the project is to increase the resilience of vulnerable coastal communities to the effects of climate change in Viet Nam. The specific objectives of the project are as follows:

1. **Component 1:** Storm- and flood-resilient design features added to 4,000 new houses on safe sites, benefiting 20,000 poor and highly disaster-exposed people in 100 communes.
2. **Component 2:** Regeneration of 4,000 hectares of coastal mangrove storm surge buffer zones using successful evidence-based approaches.
3. **Component 3:** Increased access to enhanced climate, damage, and loss data for private and public sector application in all 28 coastal provinces of Viet Nam.

On the 4<sup>th</sup> of May 2021, the Steering Committee of the Project “*Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam*” (PSC) held its 3<sup>rd</sup> meeting at MARD Headquarters. Following a discussion period of PSC members/delegates and concluding comments of Ms. Caitlin Wiesen, MARD Vice-Minister Nguyen Hoang Hiep concluded the meeting as follows:

1. In the immediate term, PMUs of Components/PPMUs are requested to accelerate the implementation of approved Annual Work Plans 2021 (AWPs 2021) and be ready to revise these plans once the Donor approval for project extension and reallocation of funds is received and/or following the issuance of guidance from CPMU and UNDP Vietnam. The PSC has requested Thua Thien Hue provincial authorities to take immediate steps for approving the co-financing for the allocated 581 resilient houses supported by the project in the province.
2. UNDP Viet Nam and the CPMU highly value the proactive and prompt actions of relevant ministries and provincial authorities relating to the application for a 12 month-project extension to facilitate the completion of delayed activities due to impacts of Covid-19 pandemic and historic storms and floods in the Central region in 2020.
3. UNDP Vietnam is requested to follow up with the GCF to secure the 12 month-project extension approval as soon as possible as well as lead and coordinate with the CPMU, MPI and stakeholders to submit an additional request to the GCF for the

reallocation of funds between the two components for a relocated budget of more than 10%.

4. The ICD-MARD is requested to lead and coordinate with other stakeholders such as Department of Science, Education, Natural Resources and Environment, Department of Foreign Economic Relations (MPI), Department of Debt Management and External Finance (MoF) to provide guidance and support to the completion of related internal procedures as required.
5. The PSC agreed with the National Project Director on the reallocation of saved budget of Component 2 to the Component 1 for building additional resilient houses, including 500 houses in Ca Mau, 200 houses in Quang Ngai, 150 houses in Thua Thien Hue, 100 houses in Thanh Hoa and 100 houses in Quang Nam; the PMU of Component 2 will ensure the planting and regeneration of 109 ha of mangroves in Nam Dinh province and 40ha of mangroves in Thua Thien Hue province.
6. The CPMU is requested to lead and coordinate with UNDP, PMUs of Component 1 and 2 as well as stakeholders to proceed necessary procedures and get the approval of Ca Mau being eligible to participate in Component 1 – Construction of resilient houses and Thua Thien Hue being enabled to participate in Component 2 - Mangrove plantation & regeneration. Also, CPMU, UNDP and relevant components are requested to facilitate the revision of the overall Project Document and Project Documents of Components and provinces. These procedures also involve necessary preparations for immediate implementation of activities on the ground once the approval is received from GCF.
7. PSC members from provinces are requested to report to and advice respective PPCs on necessary directions to PPMUs and local stakeholders to ensure all necessary conditions for the implementation of the aforementioned proposed activities on the ground, including human resources, co-financing etc. Especially, Ca Mau province should be best prepared for its participation in Resilient Housing Component and Thua Thien Hue province in Mangrove planting and regeneration Component.

This ToR aims at recruiting three National consultants to provide necessary technical/legal support relating to relevant procedures of the government process to get approval of project amendments.

## **II. OBJECTIVES AND SCOPE OF WORK**

### **2.1 Overall Objectives**

Overall objective of this assignment is to support UNDP and relevant Government ministries in Viet Nam to extend the GCF project following relevant UNDP and Government processes and procedures

### **2.2 Scope of work and specific activities:**

The following tasks will be conducted by the Consultancy team under the joint monitoring of UNDP Viet Nam and the VNDMA/CPMU with the close coordination and support of PMU of Component 1 – Ministry of Construction and PMU of Component 2 – VNFOREST and 7 Provincial PMUs and local stakeholders.

*a) Identify needs for required amendments of Project Documents:*



- Coordinate with UNDP, VNDMA, MARD, CPMU, PMU of Component 1 – Ministry of Construction and PMU of Component 2 – VNFOREST and 7 Provincial PMUs and local stakeholders to determine key project documents requiring amendments;

*b) Review current legal procedures and processes:*

- Review the Government's current legal processes and procedures on Official Development Assistance (ODA) relating to the revision of project implementation timeframes and contents.
- Coordinate with UNDP, VNDMA and CPMU in the development of a workplan to ensure that the approval of the revised ProDoc will be consistent with the laws and regulations of the Vietnamese government, including detailed timelines.

*c) Support with the amendment of documents:*

- In close consultation with UNDP, VNDMA & CPMU amend the Project Document (ProDoc)
- Circulate the amended document to UNDP, VNDMA, CPMU and all stakeholders for comments and feedback.
- Develop final set of documents, integrating relevant comments and feedback.

*d) Assist in getting the approval of amended Project Documents:*

- Provide legal support and follow relevant Government procedures for the approval of amended project documents.
- Provide support for the GoV's approval of the revised ProDoc of the umbrella project and ProDocs of component projects.
- Support the organization of seminars/consultation meetings to provide information and consult all stakeholders.
- Coordinate with UNDP, VNDMA and CPMU in working with relevant ministries, sectors and localities to obtain, justify and incorporate feedbacks and comments.
- Follow on all required processed to finalize the approval of the revised project documents by relevant Government offices.

### **III. MAIN TASKS AND DELIVERABLES OR PRODUCTS**

#	Deliverables/Products	Due submission time
1	Draft of the amended Project Documents (ProDoc), relevant official documents and the workplan of the assignment	1.5 weeks following the contract signing
2	Consultations on the ProDocs and related documents; Completed procedures and submission to Ministries, sectors, provinces and stakeholders	03 weeks following the contract signing
3	Revised documents, incorporating feedback from Ministries, sectors and stakeholders.	11 weeks following the contract signing



#	Deliverables/Products	Due submission time
4	Final set of documents submitted to Government for the approval of the amendments	12 weeks following the contract signing

#### IV. CONTRACT DURATION AND IMPLEMENTATION ARRANGEMENTS

##### 4.1 Contract duration

The contract will tentatively start in July 2021 and is scheduled to be completed in mid-September 2021.

##### 4.2 Locations

The working locations of the aforementioned activities are home-based with frequent communication via face-to-face meetings, emails or skype calls, as well as travel to the project provinces upon request, including Nam Dinh, Thanh Hoa, Quang Binh, Thua Thien Hue, Quang Nam, Quang Ngai and Ca Mau.

##### 4.3. Implementation arrangement

The Consultancy team will comply with the following implementation arrangements:

- Work closely with UNDP, CPMU/VnDMA, PMU component 1/MOC, PMU component 2/VNFOREST and the relevant local stakeholders at the central level and in 7 provinces (with facilitation from UNDP's procurement executive) on arranging logistics to the relevant peoples.
- Arrange necessary logistics at costs in line with UN-EU cost norms

##### 4.4 Administration supports

UNDP Viet Nam and CPMU/VnDMA will provide the following administrative support to the Consultant:

- Arrange meetings with localities, Ministries, sectors, and departments under the VNDMA and donors as required.
- Provide reference documents.

#### V. REQUIREMENTS OF QUALIFICATIONS AND CONTRACT IMPLEMENTATION RESPONSIBILITIES

<b>a. Team Leader: Institutional and policy expert – 37 days</b>	<ul style="list-style-type: none"> <li>- Master's degree in Resource Management, Irrigation, Environment, Law and related developmental fields.</li> <li>- At least 10 years of experience in formulating strategies, policies and plans at ministerial and sectoral levels.</li> <li>- At least 7 years of experience in providing strategic advice and supports to Government Ministries, Sectors and Development Partners in</li> </ul>	<b>Main responsibility:</b> 1. Main responsibility for all products mentioned in section III of this TOR but not limited to: Identify needs for required amendments of Project Documents; Review current legal procedures
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	<p>formulating and implementing projects.</p> <ul style="list-style-type: none"> <li>- Have comprehensive knowledge of Vietnam's legal and institutional framework, especially Official Development Assistance (ODA) regulations.</li> <li>- Working experience with the Ministry of Agriculture and Rural Development, the Ministry of Planning and Investment, the Ministry of Finance and the Ministry of Construction in the decision-making process.</li> <li>- Have good communication skills in conducting seminars/consultations with Ministries and sectors of the Government.</li> <li>- Working experience in agriculture, natural disaster prevention and climate change is prioritized.</li> </ul>	<p>and processes; Support with the amendment of documents and Assist in getting the approval of amended Project Documents.</p> <ol style="list-style-type: none"> <li>2. Overall planning and assignment of member consultants to achieve the results mentioned in section III. This workplan needs to be approved by the members, the CPMU and UNDP</li> <li>3. Coordinating, assigning and coordinating the team members to achieve the results mentioned in Section III.</li> <li>4. Verifying the completion of the assignment for the payment of consulting fees for the team members.</li> </ol>
<p><b>b. Team member: DRM Technical Expert</b> - 37 days</p>	<ul style="list-style-type: none"> <li>- Master's degree or higher in Resource Management, Environment, Irrigation, Hydrometeorology and related field.</li> <li>- At least 10 years of experience related to disaster risk management and climate change;</li> <li>- Have work experience in at least 05 projects relating disaster risk management and climate change</li> <li>- Working experience with Vietnam Disaster Management Authority and United Nations agencies is an advantage.</li> <li>- Working experience in development projects, especially in the field of DRM and climate change is an asset.</li> </ul>	<p>Main responsibility:</p> <ol style="list-style-type: none"> <li>1. Proposing a coordination and workplan together with the Consultant Team leader and other team member in order to achieve the goals stated in Section III of this TOR.</li> <li>2. Complying with and coordinating on assigned/agreed tasks per workplan of the Team (this workplan needs to be approved by the all-team members,</li> </ol>

	<ul style="list-style-type: none"> <li>- Good communication and presentation skills</li> <li>- Ability to write reports in English</li> </ul>	the CPMU and UNDP)
<b>c. Team member: Administrative supporting expert: - 37 -days</b>	<ul style="list-style-type: none"> <li>- Master's degree in Resource Management, Environment, Irrigation, Hydrometeorology and/or related field. Having a degree higher than a Master degree is an advantage.</li> <li>- At least 5 years of experience relating to DRM, climate change, irrigation, resource management</li> <li>- Participated in at least 05 projects relating to disaster risk management and climate change. Experience in developing national institutions and policies is preferred.</li> <li>- Good communication and presentation skills</li> <li>- Ability to write reports in English</li> </ul>	<p>Main responsibility:</p> <ol style="list-style-type: none"> <li>1. Proposing a coordination and workplan together with the Consultant Team leader and other team member in order to achieve the goals stated in Section III of this TOR.</li> <li>2. Complying with and coordinate in his assigned/agreed tasks per workplan of the Team (this workplan needs to be approved by all team members, the CPMU and UNDP)</li> </ol>

## VI. FINANCIAL PROPOSAL REQUIREMENTS

The Consultants must send a financial proposal based on Daily Fee using the UN-EU cost norm [2017]. The daily fee offered should not exceed the applicable cost norms. The exchange rate at the time of the proposal will be applied.

The Consultants shall quote an all-inclusive Daily Fee for the contract period. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, taxes, etc.) that could be incurred by the IC in completing the assignment.

Travel costs and daily allowance cost will be provided separately by the project as applied using the UN-EU cost norm.

## VII. TERMS OF PAYMENT

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No.	Products/deliverables to be approved by the CPMU and UNDP	Tentative time	Expected payment schedule
1	Draft of the amended Project Documents (ProDoc) & workplan	1.5 weeks following the contract signing	25% of the contract value
2	Consultation documents circulated for comments to Ministries, sectors and stakeholders	03 weeks following the contract signing	25% of the contract value

No.	Products/deliverables to be approved by the CPMU and UNDP	Tentative time	Expected payment schedule
3	Revised set of project documents incorporating feedbacks and comments of Ministries, sectors and stakeholders	11 weeks following the contract signing	25% of the contract value
4	Government decision approving the amendments to the Project Documents	12 weeks following the contract signing	25% of the contract value

## VIII. QUALIFICATIONS & SELECTION CRITERIA

#	Evaluation criteria	Points
<b>1</b>	<b>National Team Leader</b>	<b>1,000</b>
1.1	Master's degree in Resource Management, Environment, Irrigation, Law and related development fields.	100
	PhD in Resource Management, Environment, Irrigation, Law and related development fields.	200
1.2	At least 10 years of experience in formulating strategies, policies and plans at the ministerial and sectoral levels.	300
1.3	At least 7 years of experience in providing strategic advice and support to Ministries, Governmental sectors and Development Partners in formulating and implementing projects.	200
1.4	Proven experience in participating in the formulation of Official Development Assistance (ODA) related regulations and/or the formulation of a legal framework.	100
1.5	Experience with working with the Ministry of Agriculture and Rural Development, the Ministry of Planning and Investment, the Ministry of Finance and the Ministry of Construction in the decision-making process.	100
1.6	Experience with conducting seminars/consultations with Governmental Ministries and sectors.	50
1.7	Working experience with the Vietnam Disaster Management Authority and United Nations agencies is an advantage	50
<b>2</b>	<b>National DRM Technical Expert</b>	<b>1,000</b>
2.1	- Master's degree or higher in Resource Management, Environment, Irrigation, Hydrometeorology and other related fields.	100
	PhD in Resource Management, Environment, Irrigation, Hydrometeorology and related field.	200
2.2	At least 10 years of experience related to disaster risk management	300

#	Evaluation criteria	Points
	and climate change;	
2.3	Working experience in at least 05 projects relating disaster risk management and climate change	200
2.4	Working experience with Vietnam Disaster Management Authority and United Nations agencies	100
2.5	Working experience in developmental projects, especially in the field of DRM and climate change	100
2.6	Ability to write reports in English (providing two English reports as evidence)	100
<b>3</b>	<b>National Administrative supporting expert</b>	<b>1,000</b>
3.1	- Master's degree in Resource Management, Environment, Irrigation, Hydrometeorology and/or related field. A degree higher than a Masters degree is also an advantage.	200
3.2	At least 5 years of experience relating to DRM, climate change, irrigation, resource management	400
3.3	Participated in at least 05 projects relating to disaster risk management and climate change.	300
3.4	Ability to write reports in English (providing two English reports as an evidence)	100



**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, PIT, taxes, insurance 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)*