



06 July 2021

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 International Consultant on Impact Assessment
Period of assignment/services (if applicable):	30 July 2021 – 29 July 2023 (60 working days)
Duty Station:	Homebased
Tender reference:	PN-K-210706

1. Submissions should be sent by **email** to: bid.submission.vn@undp.org no later than:

23.59 hrs., Tuesday 20 July 2021 (Hanoi time)

With subject line:

PN-K-210706 International Consultant on Impact 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
- Copy of 02 writing samples on relevant subject.
- Letter of Introduction (Cover Letter)
- Reference contacts of past 4 clients for whom you have rendered preferably the similar service (including name, title, email, telephone number, address...)

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **US dollar for International Consultant and Vietnamese dong for National Consultant** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in Annex V.
- Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.
- If quoted in other currency, prices shall be converted to the above currency at UN Exchange Rate at the submission deadline.

4. Evaluation

The technical component will be evaluated using the following criteria:

International Consultant:

No.	Requirement	Points
1	Academic background of consultant: have postgraduate degree or higher in Economics, environmental economics, development economics or other closely related field of study	200
2	Relevant work experience and knowledge in design of Impact evaluation	300
3	Prior experience of working in Vietnam or similar countries or region	100
4	Proven experience in writing professional reports/project documents in English related to project impact evaluation or related with submission of 2 similar sample reports	400
Total		1,000

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

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

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

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

Interview with the candidates may be held if deemed necessary.

5. Contract

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

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

Documents required before contract signing:

- International consultant whose work involves travel is required to complete the 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-IC.211506

Name of service:	International Consultant - Impact Assessment Specialist		
Project:	UNDP/GCF Funded “ <i>Strengthening the resilience of smallholder agriculture to climate change-induced water insecurity in the Central Highlands and South-Central Coast regions of Vietnam</i> ” Project (GCF2 project)		
Reporting to:	UNDP Programme Management Specialist and International Technical Specialist		
Duty Station:	Home based	Travel Required:	With missions to conduct stakeholder consultation and finalization of report
Duration of Assignment:	7/30/2021 – 7/29/2023		
Start Date:	7/30/2021	End Date:	7/29/2023

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. This approach directly addresses climate risks while also establishing or strengthening institutional capacities for long-term multi-stakeholder support to vulnerable smallholders. Another important element of this integrated programme is an ADB loan initiative that invests in large-scale irrigation schemes. This ADB project offers an important complementarity with this UNDP/GCF project as the latter offers the "last mile" connection to smallholder farmers by connecting them with the ADB-financed larger irrigation schemes.

II. OBJECTIVES

Impact Evaluation (IE) is an evaluation methodology that is representative of the targeted population with an unbiased and reproducible estimate of the impact of the project. For IE to be unbiased, it needs to combine qualitative information that represents the different perspectives of the project with quantitative estimates that identifies a causal link between the interventions presented under the project that is expected to lead to change in outcome of the households and communities and most importantly minimizes the potential for selection bias. This is in line with the principle of **causality or attribution** that shows changes in outcomes due to the project. That is, **with or without the project**, how would beneficiaries (non-beneficiaries) fare without (with participation in) the project?

The use of counterfactual is the major difference between the M&E methodologies. The basic idea of using a counterfactual approach to evaluation is that we measure the impact of the program on those who participated by wiping out any other thing that could have changed at the same time by using a counterfactual (also known as comparison group, control, untreated group, non-participants, non-beneficiaries). *Counterfactual creates an approach to construct what would have happened in the absence of the program.* The closer the counterfactual resemble the beneficiaries of the project the better the evaluation – a strong counterfactual is one that is similar as possible while a false counterfactual are ones with differences such as when we do a before and after comparison or a treatment-control after the program is completed without a proper baseline.

The IE in this project comprises two phases: 1st phase is the overall IE design, baseline survey and the establishment of a M&E system and periodic surveys during the implementation; 2nd phase focuses primarily on the design and administration of the endline (final) survey and the analysis of project impact by comparing before- and after-project conditions between project target and non-target populations.

The main objective of this consultancy is for the 1st phase of the Impact Evaluation: Overall IE design of the project, including design of IE framework, support the identification of a qualified survey firm, design and administration of baseline survey, establishment of a M&E system and periodic surveys during the implementation, and oversee the launch of the baseline data collection.

III. SCOPE OF WORK

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

1. **Develop an Impact Evaluation design (Approximately 7-8 days):** Develop an impact evaluation design which isolates the causal impact of the intervention on key outcome indicators, in consultation with the CO Vietnam team, UNDP Programme Management Specialist, International Technical Specialist, National Project Director, PMU/CPO responsible for impact evaluation. S/he will propose a preliminary experimental or quasi-experimental design for the impact evaluation in Vietnam that is consistent with the common framework detailed. S/he will seek stakeholder feedback on the preliminary experimental design and revise design based on feedback. S/he will develop a detailed Impact Evaluation design document and Gantt Chart with the CO team and PMU which details the agreed upon identification strategy, data collection and analysis plan, staffing, budget and time frame. Specifically,
 - Develop the impact evaluation theory of change

- Together with the team, identify key outcomes indicators and other variables that will be measured as part of the impact evaluation, with due attention to women and ethnic minorities.
 - Carry out power calculation and sample size with indicated budget for impact evaluation.
 - Gantt Chart outlining the impact evaluation implementation plan.
2. **Support the identification of a qualified data survey firm (Approximately 2 days):** will support the CO to recruit and contract the data survey firm required to complete data collection and entry activities. This includes:
- Draft/Adapt TOR for data survey firm
 - Review technical and financial proposals
 - Provide recommendations on a preferred firm
3. **Guide the survey firm in the development of questionnaires (Approximately 7-8 days):** The Impact Evaluation Specialist will guide the selected data survey firm in developing questionnaires for impact evaluation. The target respondents will include individuals, households, communities, including ethnic minorities, and government and non-government stakeholders. The use of tablets, GPS coordinates, and other advanced methods should be incorporated as much as possible for accurate and high quality data collection. Other tasks will include:
- Reviewing Questionnaire templates and adapting them to the country specific context
 - Participating in questionnaire pretesting
 - Review questionnaire with advisory panel
 - Finalize questionnaire based on feedback from pilots and advisory panel
4. **Develop research protocol (Approximately 4 days):** The Impact Evaluation Specialist will collaborate with the Survey Firm(s) to identify all requirements for ethical clearance of the impact evaluation activities. In addition, the Impact Evaluation specialist will lead development of the research protocol, which will include:
- Overview of methodology, data collection and analysis plan
 - Overview of measures taken for the protection of human subjects, including informed consent and respondent confidentiality, with due attention to gender and ethnic minorities
 - Assessment of respondent risks and benefits
5. **Finalize the sampling plan (Approximately 4 days):** The Impact Evaluation Specialist will work with the data survey firm to define the sample sizes required to estimate program impacts, as well as the sampling strategy. This will include:
- The outcome indicator(s) that are used to determine the sample size(s), with due attention to gender and ethnic minorities.
 - The minimum impacts that the study should be designed to measure
 - The number of communities in each of the control and treatment groups
 - The number of households and individuals in each community; and (if relevant) the number of repeat visits before and after the interventions
 - Definition of the sample inclusion criteria
 - Definition of central or field-based sampling methodology in collaboration with the Survey Firm(s)
6. **Oversee impact evaluation preparation and data collection activities (Approximately 18 days):** The Impact Evaluation Specialist will oversee all activities related to preparation and implementation of the impact evaluation, including:
- Developing the Field Work Plan with the Survey Firm(s)
 - Interviewer recruiting and training
 - Pilot testing with field team(s)
 - Review of Survey Firm progress reports
 - Review of any required secondary data (e.g., market reports, community surveys, etc.)

7. **Validation of evaluation design after the baseline survey (Approximately 8 days):** The Impact Evaluation Specialist, jointly with the survey firm, is responsible for cleaning and analyzing the baseline data in order to validate the evaluation design and verify the quality of data produced. This will be done by jointly producing, with the survey firm, a report analyzing the data collection process and assessment of the quality of the baseline data, including an analysis of means of baseline parameters between the treatment and control groups.
8. **Designing and guiding a coherent periodic survey in line with M&E framework (Approximately 7-8 days):** The Impact Evaluation Specialist is responsible for developing a periodic survey instrument as part of M&E framework, train local stakeholders and oversee the data collection: The project will undertake periodic data collection between the baseline and endline survey to complement the two large-scale surveys and M&E establishment. The Impact Evaluation specialist is responsible for developing a survey instrument for periodic surveys to be administered by project/government personnel. The task will include:
 - Review and propose M&E framework integrating IE periodic survey
 - The development of a small, periodic survey instrument to complement the two large-scale surveys
 - The development of a simple data entry format
 - Train project/government personnel responsible for M&E, data collection and data entry
 - Oversee the initial data collection process

IV. DELIVERABLES & IMPLEMENTATION TIMELINE

No.	Deliverable	Estimated days to complete	Target due date
1	Submission of the inception report	03 days	8/6/2021
2	Final impact evaluation design framework that includes, but not limited to; <ul style="list-style-type: none"> • <i>Overview of methodology, data collection and analysis plan</i> • <i>Sampling plan</i> • <i>Research protocol including measures taken for the protection of human subjects, including informed consent and respondent confidentiality</i> • <i>Assessment of respondent risks and benefits</i> 	10 days	8/20/2021
3	Final TOR for survey firm, approach guideline and questionnaires to be administered by a selected survey firm	04 days	8/24/2021
4	Survey Field Work Plan, progress report and Baseline assessment report	18 days	10/31/2021
5	A M&E with survey instrument for the periodic survey, a data entry format and a guideline for M&E, field surveyors	08 days	11/30/2021
6	Report of provided Guidance and follow-up of M&E and data collection, further enhancement of data entry and reporting. Revised IE design report	17 days	7/25/2023
	Total	60 days	

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

Estimated number of working days: The consultancy with the scope of work presented in Section III above is expected to be undertaken around 60 working days spread over the period of 2 years, from the week of 30 July 2021 – 29 July 2023.

Duty station: Home based with missions to Viet Nam

Expected places of travel: The work will be home based with specific missions to conduct stakeholder consultation and finalization of report. The consultants shall closely liaise with the UNDP Vietnam team, partners and PMU for the arrangement of missions, any stakeholder consultation meetings and logistic arrangements. Upon UNDP's approval, eligible travel costs and per diem shall be paid separately by UNDP in accordance with UN rates.

VI. PROVISION OF MONITORING & PROGRESS CONTROL

The consultant will receive technical guidance and support from the UNDP International Technical Specialist, Programme Management Specialist, Regional Technical Advisor, Bangkok Regional Hub, UNDP Country Office. The progress of the consultant will be monitored based on the timelines and milestones indicated in the inception note.

VII. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

Administrative Support

UNDP will provide support to the selected candidate for acquiring a visa to come to Viet Nam, meeting with related parties, arranging venues for meetings.

Reference Documents

Funding proposal ([link](#))

VIII. DEGREE OF EXPERTISE & QUALIFICATIONS

Qualifications	Postgraduate degree or higher in Economics, environmental economics, development economics or other closely related field of study
Relevant Professional Experience	At least 5 years of experience in design of impact evaluation with track record of applied research on impact evaluation and behavioral economics
Other Competencies	Sound knowledge of working with GCF projects is a plus; Excellent interpersonal skills to work in a team;
Language Requirements	Having command over writing professional reports/project documents in English in a timely manner with evidence by submission of sample reports.

IX. PAYMENT TERMS

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount
1	Submission of Inception Report and Impact assessment design accepted by UNDP	20 September 2021	20%
2	Submission of baseline survey report accepted by UNDP	30 November 2021	50%

3	Submission of report on provision of guidance and follow-up on ground monitoring framework for impact assessment accepted by UNDP	29 August 2023	30%
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X. CONSULTANT PRESENCE REQUIRED ON DUTY STATION

☒ NONE

☐ PARTIAL

☐ INTERMITTENT

☐ FULL-TIME

XI. EVALUATION CRITERIA

No.	Requirement	Points
1	Academic background of consultant: have postgraduate degree or higher in Economics, environmental economics, development economics or other closely related field of study	200
2	Relevant work experience and knowledge in design of Impact evaluation	300
3	Prior experience of working in Vietnam or similar countries or region	100
4	Proven experience in writing professional reports/project documents in English related to project impact evaluation or related with submission of 2 similar sample reports	400
	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:

1. Core Documents

Letter of Confirmation of Interest and Availability using the template provided by UNDP;

Current and complete CV in English;

02 similar **sample reports**;

Financial offer using the standard UNDP template.

ANNEX IV

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

Date _____

United Nations Development Programme

Dear Sir/Madam:

I hereby declare that:

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

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

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

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

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

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

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

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

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

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

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

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

Name	Relationship	Name of International Organization

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

YES ☐ NO ☐

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

YES ☐ NO ☐ If answer is "yes", WHEN?

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

Full Name	Full Address	Business or Occupation

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

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

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

DATE: _____

SIGNATURE: _____

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

Annexes *[please check all that applies]:*

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

☐ 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 (USD for International 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)			
	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).*