



9 July 2021

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	National consultant to support coordination and implementation of “Project on supporting Viet Nam towards the 2030 integrated Finance Strategy for accelerating the achievement of the SDGs” (INFF)
Period of assignment/services (if applicable):	July – Dec 2021 (full-time 108 working days)
Duty Station:	Department of Natural Resources and Environment/MPI, Ha Noi, Viet Nam
Tender reference:	A-210701

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

23.59 hrs., Thursday 22 July 2021 (Hanoi time)

With subject line:

A-210701 National Consultant to support coordination and implementation of INFF

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

Note:

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.
- Maximum size per email is **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 1-3 publications/writing samples on relevant subject.
- 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 **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:

National Consultant

	Consultant's experiences/qualification related to the service	Points
1	University degree (preferably post-graduate degree) in economics/financing, economic law, social field, international relation, development studies and related field (University degree: 100 /Post graduate degree: 150)	150
2	At least 10 years of experience in coordination and management of projects	250
3	Owning strong experiences bridging government policies and private sector	250
4	At least 05 year experience (preferably in development finance topics) working with government agencies, especially with MPI, MOF as well as international, private sector and other stakeholders	200
5	Fluent in English and Vietnamese proven by an English report produced by the candidate	150
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 (TOR)

- Title:** National consultant to support coordination and implementation of “Project on supporting Viet Nam towards the 2030 integrated Finance Strategy for accelerating the achievement of the SDGs” (INFF)
- Starting Date:** July 2021 (subject to contract signing date)
- Estimated duration:** Full time (108 days from July to end of December 2021, with possible extension to end of July 2022 for similar tasks of the work-plan 2022, subject to: (i) the request from the Department of Natural Resources and Environment (DSENRE)/MPI; (ii) agreement of Participating UN Organizations (PUNOs) and (iii) satisfactory performance of the consultant.
- Duty station:** DSENRE/MPI, Ha Noi, Viet Nam

I. BACKGROUND

Following ambitious market reforms which began in the late 1980s, Viet Nam has achieved remarkable development success over the last 30 years and today enjoys a growth rate averaging 6.6 percent, one of the highest in the world. By investing heavily in human development at the turn of the century, Viet Nam made great strides in raising living standards; reducing the poverty rate from more than 60 percent in the 1980s to below 5 percent by 2019; and attaining lower middle-income country status by 2010.

Despite these successes, Viet Nam still faces challenges which could negatively impact its ability to achieve the SDGs by 2030. The key challenge is to avoid the risk of the ‘middle-income trap’, where a country’s growth stagnates after reaching middle-income status due to inefficient allocation of resources, a low-skilled labour force and low levels of innovation. As integration into global value chains have become a critical component of competitiveness, Viet Nam will need to use its domestic public and private finance resources more strategically to avoid this risk and maintain its competitiveness, while at the same time achieve inclusive, productive, green growth by 2030. Yet another challenge is the need to invest more in greening its private SMEs, innovation, human capital development, especially for women and children, whilst addressing the demands of a rapidly aging population. This is of utmost importance if Viet Nam is to move towards a more inclusive, productive and sustainable economy, which minimizes inequalities and ensures no one is left behind.

The levels of development finance required to address these challenges are substantial. The International Monetary Fund recently estimated that total spending needs would increase to 20.7% of GDP by 2030 if Viet Nam achieved as good levels of performance across five sectors (education, health, roads, electricity, water and sanitation) as its peer countries. This effectively means public spending in these sectors would need to be increased to 14.8% of GDP by 2030 from the 2017 level of 10.6% of GDP. Meeting these needs in such a short timeframe will require an entire new way of approaching development finance, especially in the context of high, unpredictable costs that arise as a result of shocks and crises such as the new, previously unforeseen COVID-19 pandemic. It is envisaged that establishing an INFF will be the first step towards transforming how development finance is mobilized and managed as we work to achieve the SDGs in Viet Nam by 2030. Therefore, GOV of Vietnam in collaboration with UN agencies to apply and get approval from UN SDGs Fund for the project on supporting Viet Nam towards the 2030 integrated Finance Strategy for accelerating the achievement of the SDGs.

The overall objective of the joint GOV-UN Program (JP) is to support Viet Nam's transformation to a more inclusive, productive green and climate resilient economy and accelerate the achievement of the SDGs with strong focus on strengthening effective mobilization and use of state budget as well as promoting contribution/investment from private sector in the national SDGs. The JP will assist the development and rolling-out of Viet Nam's 2030 integrated financing and investment strategy, of which the SDGs are at the heart, while considering the impact of the recent pandemic, COVID-19.

Yet Viet Nam faces immense economic challenges. The resurgence of the Covid-19 pandemic, and the appearance of new strains of the virus, represent a continued threat to public health and will delay economic recovery. Viet Nam is vulnerable to the effects of climate change and must invest hundreds of billions of dollars in infrastructure, housing, transport, education and research to reduce the economic impact of sea level rise and a higher incidence and intensity of storms, droughts, and floods. Investment is also required in agricultural research to help farmers adapt to a changing agro-ecology, and in renewable energy systems. Rising protectionism in the West and challenges to the multilateral trading system represent a threat to successful exporters like Viet Nam, and automation could potentially slow down the pace of job creation in the future. As incomes rise, increasing access to and the quality of education and healthcare will emerge as important challenges.

This Terms of Reference (TOR) is to procure consultancy service of a national JP Coordinator consultant for supporting DSENRE/MPI – Gov. focal point of the JP, other Vietnam's agencies involved in and benefiting from the JP implementation, Participating UN Organizations (UNDP, UNICEF, UN Women, hereinafter is called PUNOs) as well as UNEP and RCO) to timely and effectively implement and manage the JP "Supporting Viet Nam towards the 2030 integrated Finance Strategy for accelerating the achievement of the SDGs" (INFF).

II. OBJECTIVE

Support DSENRE/MPI, Vietnam's involved and beneficiary agencies and PUNOs to ensure timely and effective coordination and (i) implementation of the joint program activities set out in the JP Work Plan, quarterly work-plans and (ii) preparation of

second year annual work plan and quarterly work-plans, in compliance with the Joint Program Document, administrative regulations on ODA management of Government and PUNOs, aiming at maximizing the relevance, quality and added value contributions of the JP results to improvements of Vietnam's development finance strategy for achieving the SDGs.

III. SCOPE OF WORK, TASKS, EXPECTED DELIVERABLES, TIMELINES AND WORKING DAYS

1. Overall tasks

- Coordinate with related partners and manage available resources to realize the programme outputs through identified activities;
- Provide direction and guidance to programme assistant and assist DSENRE/MPI, PUNOs, and Government's beneficiary agencies in making the quarter work-plans, implementing and reporting the identified activities under the approved quarter work-plans;
- Liaise with DSENRE/MPI and PUNOs to assure the overall direction and integrity of the programme;
- Liaise with DSENRE, PUNOs and Government's beneficiary agencies, consultants, service providers and suppliers to ensure effective programme management and progress on work plan activities;
- Manage, monitor the programme risks stated in the JP documents; propose solutions for DSENRE/MPI and PUNOs to address problems/issues (if any) during the implementation process.

2. Specific tasks, deliverables and timelines

Order	Tasks	Deliverables	Timelines
1	Coordination and management of activity implementation		
1.1	Built on the approved Quarter III work-plan, coordinate with PUNOs and facilitate/support DSENRE/MPI, Government's beneficiary agencies (related partners) in drafting TORs and/or concept notes of approved activities under QIII work-plan	TORs and Concept notes of activities under QIII drafted	July – End August 2021
1.2	With admin supports from Programme Assistant, coordinate with the related	TORs, Concept Notes discussed, consulted with	July – End of August 2021

	partners, organize technical meetings, consultation workshops to finalize and agree upon/finalize the TORs, concept notes	incorporated comments from the related partners and agreed	
1.3	Coordinate with PUNOs to support/facilitate/follow-up the procurement procedures and contracting process done by PUNOs' procurement units for the agreed TORs and concepts notes in line with related PUNOs' regulations	Contracts signed	July – End of September 2021
1.4	Facilitate and follow up the implementation progress of activities (TORs/Concept notes) under the approved quarter work-plans	Monthly progress report on activity implementation developed and shared	Last week of July, August, September 2021
1.5	With admin supports from Programme Assistant, coordinate with the related partners, organize technical meetings, consultation workshops to finalize and agree upon the research reports/products for DSENRE/MPI's and PUNO's clearance and acceptance	Reports on technical meetings/workshops developed and shared	July to End of December 2021
1.6	Coordinate with DSENRE, PUNOs and Vietnam's beneficiary agencies to develop and/or review and consolidate comments on technical/research reports/products, and publications; prepare or makes necessary revisions to technical/research reports/products; and ensure high quality before the final products are reviewed and approved by PUNOs and programme owner-DSENRE/MPI	Research/technical support reports cleared/endorsed by DSENRE and accepted by related PUNOs	July to End of December 2021
2	Coordination and management of annual and quarterly work-plan development		

2.1	Coordinate with PUNOs and support/facilitate DSENRE/MPI as well as GoV's beneficiary agencies to develop and/or review and consolidate technical proposals as inputs for making the quarter IV work-plan 2021 and annual work-plan 2022	Quarter IV work-plan 2021 and annual work-plan 2022 drafted	Second week of September 2021
2.2	With admin supports from Programme Assistant, coordinate with the related partners, organize technical meetings/ consultation workshops to comment, revise and finalize the quarter IV work-plan 2021 and annual work-plan 2022	Draft quarter IV work-plan 2021 and annual work-plan 2022 revised upon comments/inputs from related stakeholders	Third week of September 2021
2.3	Built on comments/inputs from the related partners, revise/finalize the quarter IV work-plan 2021 and annual work-plan 2022	Final quarter IV work-plan 2021 and annual work-plan 2022 with comments/inputs from related stakeholders, accepted by DSENRE/MPI and PUNOs	Fourth week of September 2021
3	Coordination and management of quarterly and annual progress reporting		
3.1	Coordinate with related partners to prepare the Programme Quarter III and IV Progress Report (progress against planned activities, update on Risks and Issues, expenditures) and submit the report to DSENRE/MPI and PUNO for acceptance	Programme Quarter III and IV Progress Report drafted and shared with the related partners	Fourth week of September for QIII and Fourth week of December for QIV
3.2	Coordinate with Government's partners to collect inputs, comments for PUNO's quarter III and IV reports and annual progress report 2021	PUNO's quarter III and IV reports with inputs and comments from Government partners compiled, accepted by	First week of October for QIII and Fourth week of December 2021 for QIV

		DSENRE/MPI and PUNOs	
3.3	Prepare the Annual Review Report 2021, and submit the report to DSENRE/MPI's and PUNO for approval	Annual Review Report 2021, accepted by DSENRE/MPI and PUNOs	Fourth week of December 2021
4	Quality assurance tasks		
4.1	Facilitate continuous dialogues and consultation among related partners (PUNOs, DSENRE/MPI, government's beneficiary agencies) to ensure ownership and progress in the JP implementation	Technical meetings and dialogues among the related/involved partners organized	In line/time with the activity implementation progress
4.2	Follow-up and propose solutions to DSENRE/MPI and PUNOs to address problems/issues/disputes – different ideas from different partners (if any) during the implementation process; Report regularly to and keep PUNOs and DSENRE/MPI up-to-date on programme implementation progress, related issues, and risks	Problems, risks and disputes shared, discussed and solved	July to end of December 2021
4.3	Support UNDP as the convening agencies, DSENRE/MPI as the JP owner and other Government's beneficiary partners to assure the qualified execution of annual work-plan 2021, in accordance with the procedures and practices of related PUNOs' guidelines and Government's ODA Decree 56	Consultancy report on supporting coordination and implementation of INFF, 2021	Third week of December 2021

IV. MONITORING, PROGRESS TRACKING AND REPORTING LINES

- The consultant will work under (i) the overall supervision and guidance of Assistant Resident Representative – Head of IGU of UNDP (which administers the consultancy work on behalf of the PUNOs) and (ii) day-to-day direct management of a senior staff of DSENRE/MPI in charge of management of the JP. The consultant is expected to carry the tasks and provide deliverables in close

consultation and collaboration with other Vietnam's partners involved in the JP and PUNOs.

- The monitoring and tracking of the consultancy service progress, timelines, expected deliverables and quality control of the consultant's deliverables will be in accordance with the tasks, deliverables with timeline set out in Section III above.
- The consultant shall report (i) the consultancy service implementation progress, (ii) quality and timeliness of the provision of support/cooperation from PUNOs, DSENRE and other involved partners necessary for carrying out the consultancy service and (iii) difficulties faced carrying out the consultancy service as well as recommended solutions (if any) to the designated UNDP Program Officer during the process of providing the consultancy service for timely solutions in consultation with PUNOs and DSENRE/MPI.

V. EXPERTISE AND QUALIFICATIONS

- University degree (preferably post-graduate degree), economic law, social field, international relation, development studies and related field.
- At least 10 years of experience in coordination and management of projects.
- Owning strong experiences bridging government policies and private sector is an asset.
- Strong leadership, team building, project management, coordination and consultation skills, including strong analytical and problem-solving skills; good organizational and prioritization skills and the ability meet deadlines under pressure.
- At least 05 year experience (preferably in development finance topics) working with government agencies, especially with MPI, MOF as well as international, private sector and other stakeholders.
- Fluent in English and Vietnamese proven by an English report produced by the candidate.

VI. TERMS OF PAYMENT

The contract of this assignment issued by UNDP on behalf of UNICEF, UN Women and UNEP, thus COAs will be provided by related PUNOs to cover all costs of this contract.

Payment for consultant will be made by the satisfactory completion of the deliverables with quality and on-time products specified in the above Table: "Specific tasks, deliverables and timelines", as follows:

1. First instalment of 20 % total contract value on receipt of deliverables 1.1 and 1.2, approved by DSENRE/MPI and accepted by UNDP on behalf of other PUNOs (paid by UNICEF).
2. Second instalment of 25 % total contract value on receipt of deliverables 1.3, 1.4, 2.1, 2.2, 2.3 approved by DSENRE/MPI and accepted by UNDP/PUNOs (paid by UN Women).
3. Final instalment of remaining 55 % total contract value on receipt of deliverables 1.5, 1.6, 3.1, 3.2, 3.3, and 4.1, 4.2, 4.3 approved by DSENRE/MPI and accepted by UNDP/PUNOs (paid by UNDP, including contribution of UNDP, UNED and RCO).

VII. CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☐ NONE

☐ PARTIAL

☐ INTERMITTENT

☒ FULL-TIME

VIII. EVALUATION CRITERIA

Consultant's experiences/qualification related to the services		
1.1	<p>University degree (preferably post-graduate degree) in economics/financing, economic law, social field, international relation, development studies and related field</p> <p>University degree: 100</p> <p>Post graduate degree: 150</p>	150
1.2	At least 10 years of experience in coordination and management of projects	250
1.3	Owning strong experiences bridging government policies and private sector	250
1.4	At least 05 year experience (preferably in development finance topics) working with government agencies, especially with MPI, MOF as well as international, private sector and other stakeholders	200
1.5	Fluent in English and Vietnamese proven by an English report produced by the candidate	150
	Total	1,000

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 (VND for National Consultant).

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

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