



16 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 and 02 National Consultants to conduct a research on assessment of Viet Nam's policies and legal framework on a state of emergency in epidemic situation and recommendations for better laws on state of emergency in response to COVID 19 pandemic
Period of assignment/services (if applicable):	August 2021 – November 2021
Duty Station:	Vietnam
Tender reference:	T210704

1. Submissions should be sent by email to: luu.thi.trang@undp.org no later than:
23.59 hrs., 29 July 2021 (Hanoi time)

With subject line:

T210704A – An International Consultant to conduct a research on assessment of Viet Nam's policies and legal framework

T210704B – A National Team leader to conduct a research on assessment of Viet Nam's policies and legal framework

T210704C – A National Team member to conduct a research on assessment of Viet Nam's policies and legal framework

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
- For International Consultant: 01 sample written report on related legal issues in English to be submitted
- For National Consultant (Team leader): 01 sample written report on related legal issues in English and 01 in Vietnamese to be submitted
- For National Consultant (Team member): 01 sample written report on related legal issues in English to be submitted

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **VND for national consultant and US dollar for International 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:

A National Consultant (Team leader)

Consultant(s)' experiences/qualification related to the services		Point
1	Advanced university degree in law;	200
2	A minimum of 15 years of work experience in law and/or law enforcement; Knowledge and experience on analysing and making policies and laws. Experience especially on health, social security, human rights and human right protection areas as an asset	350
3	Excellent report writing skill; Proven track record of conducting research and data analysis; Excellent ability to communicate and write in Vietnamese and English (one sample written report on related legal issues in English and one in Vietnamese to be submitted)	250
4	Experience working as a consultant, especially as a team leader of a consultant team (one sample written report to be submitted) Having experience in similar consultancy assignments	100
5	Working experience with government officials, NGOs, international organizations in legal field	100
Total		1000

A National Consultant (Team member)

Consultant(s)' experiences/qualification related to the services		Point
1	Advanced university degree in law;	200
2	A minimum of 10 years of work experience in law and/or law enforcement; Knowledge and experience on analysing and making policies and laws. Experience in conducting policy and legal analysis on health, social security, human right and citizen right protection as an asset	350
3	Excellent report writing skill; Proven track record of conducting research and data analysis; Excellent ability to communicate and write in Vietnamese and English (one sample written report on related legal issues in English to be submitted)	250
4	Having experience in similar consultancy assignments	100
5	Working experience with government officials, NGOs, international organizations in legal field	100
Total		1000

An International Consultant

Consultant(s)' experiences/qualification related to the services		Point
1	Advanced university degree in law or related social science disciplines	200
2	A minimum of 10 years of work experience in law and/or law enforcement, including international law and human rights related issues Having working experience in Viet Nam and/or developing country would be an asset.	300
3	Excellent report writing skill; Proven track record of conducting research and data analysis (one sample written report on related legal issues in English to be submitted)	200
4	Excellent English writing and speaking skills	200
5	Experience working with Vietnam's government organizations, non-profit organizations, international organizations in similar consultancy assignments	100
Total		1000

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

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

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

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

5. Contract

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

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

Documents required before contract signing:

- International consultant whose work involves travel is required to complete the courses on BSAFE which is the new online security awareness training and submit certificate to UNDP before contract issuance.
- Note: In order to access the courses, please go to the following link: <https://training.dss.un.org>
The training course takes around 3-4 hours to complete.

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

6. Payment

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

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

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

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



TERMS OF REFERENCE

Service:	Conduct a research on assessment of Viet Nam's policies and legal framework on a state of emergency in epidemic situation and recommendations for better laws on state of emergency in response to COVID 19 pandemic
Consultancy	Two national legal consultants and one international legal consultant
Duty Station:	Ha Noi and home based for national consultants Home based for international consultant
Expected Duration:	From August to November 2021
Supervision:	The consultants will work in a team under the supervision of the Program Officer in charge in the Governance and Participation Unit of the United Nations Development Programme (UNDP) and the Department of Criminal and Administrative Law, Ministry of Justice

1. Background

While the coronavirus disease (COVID-19) is spreading globally and has a very complicated development, threatening the lives and health of millions of people, many countries have declared a state of emergency due to the COVID-19 epidemic. Some countries have also enacted new laws or amended and supplemented existing laws to regulate the state of emergency with strong and unprecedented measures. For example, Singapore and Cambodia have promulgated laws on COVID-19 prevention and control; Japan has declared a state of emergency over the COVID-19 epidemic based on a law amending the Act on Special Measures for Pandemic Influenza and New Infectious Diseases Preparedness and Response.

In Vietnam, the Government and the Prime Minister have focused on directing the drastic, synchronous and timely implementation of solutions to prevent and control the epidemic in all fields, determining to achieve "dual goals" of effectively containing the COVID-19 outbreak and focusing on recovery and socio-economic development, ensuring social security. The Prime Minister has issued Directives on the implementation of urgent measures to prevent and control the COVID-19 epidemic (such as Directives 15, 16 and 19). The Government issued Resolution No. 42/NQ-CP dated April 9, 2020 on measures to assist people affected by Covid-19 pandemic.

Although it has not yet reached the level of declaring a state of epidemic emergency according to provisions of the Law on Prevention and Control of Infectious Diseases, after announcing the epidemic outbreak, Vietnam has applied many reasonable measures to effectively control the epidemic. These include medical isolation and social distancing in areas reported with COVID-19 cases; requiring individuals to keep a minimum distance in public places; restricting the immigration entry and exit of Vietnamese's and foreigners; suspending public transport; temporarily closing schools, restaurants, barbershops, entertainment settings; arranging for cadres, civil servants and public employees to work from home; postponing or stopping meetings, conferences and seminars; promoting information and communication activities; preventing fake news and false news about the COVID-19 epidemic, etc. In addition to the positive achievement results, it has also revealed some problems and shortcomings in the current legal regulations on epidemic prevention and

control and the state of epidemic emergency.

In the context of the complicated development of the COVID-19 epidemic and the risk of a state of epidemic emergency in the future, the review and assessment of current legal provisions on a state of emergency is an urgent need. The international human rights conventions also stipulate provisions of guaranteeing human rights and limiting/restricting the exercise of rights in the state of emergency, including the public health emergency to protect public health.

The review of the law and related regulations and the assessment of the law implementation will serve as a basis for making recommendations to improve relevant legal provisions and ensure its in line with provisions in the international human rights conventions that Viet Nam is a member, especially in the context of epidemic or emergency. The research is aimed to ensure its consistency and enhancing appropriate policies and measures to protect and support organizations and individuals, especially vulnerable populations, in these situations.

The EU Justice and Legal Empowerment Programme (EU JULE), implemented by UNDP and UNICEF together with the Ministry of Justice and other relevant State agencies, is designed to strengthen the rule of law through a more reliable, trusted and better accessed justice system, and specifically to increase access to justice for women, children and those groups which face the greatest obstacles in using the justice system to invoke their rights, including ethnic minorities and poor people.

Under the EU JULE, one of the key areas of intervention is to improve the legislative and regulatory framework to further align with standards set out in the core human right conventions. Reviewing the legal regulations on related issues to ensure its compliance with the international human right conventions is one of critical ways to contribute to the expected results of the Programme.

In such context, UNDP and the Ministry of Justice Department of Criminal and Administrative Law (DCAL) commission a team of one international consultant and two national consultants to conduct a research on **assessment of Viet Nam's policies and legal framework on a state of emergency in epidemic situation** (hereinafter referred to as "the research"). The outcome of this research is expected to provide a comprehensive assessment in order to establish a strong foundation for the improvement of laws on state of emergency in response to COVID 19 pandemic.

2. Objectives

- To review and assess Viet Nam's policies and legal framework on a state of emergency caused by an epidemic with reference to international standards in treaties/conventions and good practices from other countries regarding of human rights in the context of public health emergency.
- To assess the legal implementation; identify difficulties, challenges arising from the law and its implementation; causes of those difficulties and challenges, especially in the context of response to COVID-19.
- To propose recommendations for the improvement of laws on state of emergency in response to COVID 19 pandemic.

3. Final products

The consultancy team is expected to produce a research report in both English and Vietnamese, maximum 30 pages excluding annexes, which includes:

- An executive summary of 2000 - 3000 words (highlighting the research objectives, methodology, key findings and recommendations for improving the laws and related regulations on the state of emergency in response to Covid 19 pandemic

- A full report consists of (1) research objectives, methodologies and scope (2) an analysis of a legal framework on protection of public health in the state of emergency in accordance with international human rights law on protection and restriction of human rights in the context of emergency or to protect public health and public safety; (3) An analysis of Vietnamese policies and laws on state of emergency caused by epidemic and its implementation during Covid pandemic; (4) identifies difficulties, challenges arising from the law and the implementation, including impacts of the implementation the policy related to COVID 19 on the vulnerable populations such as women, children, persons with disabilities and others; (5) good practices of some countries and suggestions for Viet Nam; (6) recommendations for improving the legal regulations of the state of emergency, including the supportive and protective measures for organizations, and individuals before and during the state of emergency.

Specific recommendations should include but not limited to: (a) a list of regulations/provisions needed to be amended, revised or supplemented (b) Issues to be revised, adjusted or supplemented (c) prioritized revision, supplementation or new development, and (d) roadmap for implementation of the revision, supplementation or new development.

4. Scope of work:

The assignment will be carried out by a consultant team consisting of 02 national consultants and one international consultant who are recruited by UNDP in cooperation with DCAL.

The scope of work for each of the consultants is as below:

4.1. National consultant- Team leader (27 days)

The general tasks:

- Take ultimate responsibility for the final report.
- Take the lead in discussions and responsibility for the whole process of the assignment with DCAL and UNDP.
- Cooperate closely with team members; stay in close touch with DCAL and UNDP during the process of completing the assignment.
- Finalize and submit the final product to DCAL and UNDP after a consultation workshop.

The specific tasks:

No	Tasks	
1.	Desk review of legal documents, policies, relevant reports, studies to propose key issues of the research and research plan	3
2.	Draft an outline of the report; share the drafts timely with other team members for inputs/comments, and with DCAL and UNDP for finalization	3
3.	Translate the analysis on international law related to protection and restriction of human rights in the context of emergencies or protect public health or public safety prepared by the international consultant from English into Vietnamese for consolidation	2
4.	Develop consolidated draft report based on the analytical work from the team members, including all parts set out in section 3 of TOR, share the drafts timely with other team members for inputs, and with DCAL and UNDP for comments	8

5.	Prepare and present draft report with preliminary findings and recommendations at the technical meetings with DCAL and UNDP	2
6.	Revise the report based on the comments and inputs from the DCAL and UNDP	2
7.	Prepare and deliver presentation on the final report to seek inputs from participants at the consultation workshop organized by DCLA	2
8.	Finalize the report based on the inputs/comments from team members, participants at the consultation workshop, DCAL and UNDP and submit it to DCAL and UNDP (in both English and Vietnamese)	5
Total		27 days

4.2. National consultant – Team member (21 days):

The general task:

- Work closely with team leader; stay in close touch with DCAL and UNDP during the process of completing the assignment.

The specific tasks:

No	Tasks	
1.	Provide inputs/comments to the research proposal, research plan, the report outline and draft reports prepared by the team leader	2
2.	Based on analysis of the international consultant, draft the analysis of a legal framework on protection of public health in the state of emergency in accordance with international human rights law on protection and restriction of human rights in the context of emergency or to protect public health or public safety;	5
3.	Conduct an analysis of policies and legal framework of Viet Nam on a state of epidemic emergency; reviewing existing researches of the impacts of the COVID-19 on the vulnerable populations such as women, children, persons with disabilities, ethnic minorities, and others, and assessment of current legal regulations and its implementation;	6
4.	Revise a part of the report assigned by the team leader	3
5.	Attend the technical meeting with UNDP and DCAL and a broader consultation workshop organized by DCLA; give feedback to participants' comments	2
6.	Support the team leader incorporate feedback into the draft report for finalization the report	3
Total		21 days

4.3. International consultant – Team member (8 days):

The general task:

- Work closely with team leader and national researcher; stay in close touch with DCAL and UNDP during the process of completing the assignment.

The specific task:

No	Tasks	Time allocation
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1.	Provide inputs/comments to the report outline	1
2.	Analyse international law on protection and restriction of human rights in the context of emergency or to protect public health and public safety and best legal practices about a	1
3.	Analyse good practices about a state of state of epidemic emergency of at least 5 other countries with clear reasons for selection, special focus should be given to countries that have similar justice system and legal structure to Viet Nam; give recommendations to Viet Nam	2
4.	Provide inputs/comments to the draft report	2
5.	Proofread the final English report prepared by national consultants	2
Total		8 days

6. Duration of assignment, duty stations and expected places of travel

The assignment is expected to last for 4 months (August to November 2021)

Duty station: Hanoi and home based for national consultant

Home-based for international consultant

7. Provision of monitoring and progress control

Three consultants shall work collaboratively on this assignment, under monitoring of the Program Officer in charge in the UNDP Governance and Participation Unit and DCAL and deliver final products as described in Section 3 above.

Monitoring and progress control will be followed up by the timeline below:

Outputs	Tasks	Deliverables	Timeframe
1	Submit to UNDP and DCAL a work plan with detailed timeline for each activity	Workplan approved by UNDP and DCAL	August 2021
2	Develop the outlines of the report in both English and Vietnamese, list of all legal documents, policies on the topic	Outline of report in both English and Vietnamese approved by UNDP and DCAL	August 2021
3	Analyse international law on protection and restriction of human rights in the context of emergency or to protect public health and public safety	A report by international consultant	September 2021
4	Analyse good practices about a state of state of epidemic emergency of at least 5 other countries with clear reasons for selection, special focus should be given to countries that have similar justice system and legal structure to Viet Nam; give recommendations to Viet Nam	A report by international consultant	September 2021
5	Conduct analysis of legal framework on state of emergency caused by an epidemic and the implementation in Vietnam;	A draft report submitted to UNDP and DCLA for inputs and comments	August - September 2021

6	Conduct technical meetings with consultant team, DCAL and UNDP to review draft report	Meeting minutes of comments and feedbacks by UNDP and DCAL	Early October 2021
7	Revise the draft report	Draft report integrating comments inputs by UNDP and DCLA	October 2021
8	Deliver a presentation of the final draft report (in both English and Vietnamese) at the consultation workshop and take notes of all comments and inputs from the participants	Draft presentation of key findings and recommendations in both English and Vietnamese. Workshop minutes, noting all comments and inputs from the participants	Early November 2021
9	Finalise the report (in both English and Vietnamese) and submit to DCAL and UNDP	Final report in both English and Vietnamese approved by DCAL and UNDP	Before 31 November 2021

8. Decree of expertise and qualifications

The consultants cannot have participated in the project's implementation and should not have a conflict of interest with project's related activities.

- a) National consultant – Team leader
 - Advanced university degree in law;
 - A minimum of 15 years of work experience in law and/or law enforcement; Knowledge and experience on analysing and making policies, law; experience on health, social security, human rights areas as an asset
 - Excellent report writing skill; Proven track record of conducting research and data analysis; Excellent ability to communicate and write in Vietnamese and English (one sample written report on related legal issues in English and one in Vietnamese to be submitted)
 - Experience working as a consultant, especially as a team leader of a consultant team (one sample written report to be submitted)
 - Working experience with government officials, NGOs, international organizations in legal field

- b) National Consultant - team member:
 - Advanced university degree in law;
 - A minimum of 10 years of work experience in law and/or law enforcement; Knowledge and experience on analysing and making policies and laws.
 - Experience in conducting policy and legal analysis on health, social security, human right and citizen right protection as an asset
 - Excellent report writing skill; Proven track record of conducting research and data analysis; Excellent ability to communicate and write in Vietnamese and English (one sample written report on related legal issues in English to be submitted)

- Having experience in similar consultancy assignments
- Working experience with government officials, NGOs, international organizations in legal field

c) International consultant:

- Advanced university degree in law or related social science disciplines
- A minimum of 10 years of work experience in law and/or law enforcement, including international law and human rights related issues
- Having working experience in Viet Nam and/or developing country would be an asset.
- Excellent report writing skill; Proven track record of conducting research and data analysis (one sample written report on related legal issues in English to be submitted;
- Excellent English writing and speaking skills;
- Experience working with Vietnam’s government organizations, non-profit organizations, international organizations in similar consultancy assignments
- Having experience in working with Vietnam’ government organizations

9. Copyright and intellectual property rights:

All outputs produced in this action shall remain the property of UNDP, MOJ who shall have exclusive rights over their use.

The consultant may not use, reproduce such works without prior consent from UNDP and MOJ.

10. Reference documents and administrative support

UNDP and DCLA will support the consultant team to complete this assignment, by providing available data, existing reports and research.

11. Contract payments for national consultants:

- 1st payment: 30% of the contract amount upon receiving and acceptance by UNDP of deliverables 1 and 2 specified in Session 6
- Final payment: 70% of the contract amount upon satisfactory completion of all deliverables specified in Session 6

Contract payments for international consultant:

- 1st payment: 50% of the contract amount upon receiving and acceptance by UNDP of deliverables 3 specified in Session 6
- Final payment: 50% of the contract amount upon satisfactory completion of all deliverables specified in Session 6

12. Evaluation criteria

a) National consultant – Team leader

Consultant(s)’ experiences/qualification related to the services		Point
1	Advanced university degree in law;	200
2	A minimum of 15 years of work experience in law and/or law enforcement; Knowledge and experience on analysing and making policies and laws. Experience especially on health, social security, human rights and human right protection areas as an asset	350
3	Excellent report writing skill; Proven track record of conducting	250

	research and data analysis; Excellent ability to communicate and write in Vietnamese and English (one sample written report on related legal issues in English and one in Vietnamese to be submitted)	
4	Experience working as a consultant, especially as a team leader of a consultant team (one sample written report to be submitted) Having experience in similar consultancy assignments	100
5	Working experience with government officials, NGOs, international organizations in legal field	100
	Total	1000

b) National Consultant - team member:

Consultant(s)' experiences/qualification related to the services		Point
1	Advanced university degree in law;	200
2	A minimum of 10 years of work experience in law and/or law enforcement; Knowledge and experience on analysing and making policies and laws. Experience in conducting policy and legal analysis on health, social security, human right and citizen right protection as an asset	350
3	Excellent report writing skill; Proven track record of conducting research and data analysis; Excellent ability to communicate and write in Vietnamese and English (one sample written report on related legal issues in English to be submitted)	250
4	Having experience in similar consultancy assignments	100
5	Working experience with government officials, NGOs, international organizations in legal field	100
	Total	1000

c) International consultant:

Consultant(s)' experiences/qualification related to the services		Point
1	Advanced university degree in law or related social science disciplines	200
2	A minimum of 10 years of work experience in law and/or law enforcement, including international law and human rights related issues Having working experience in Viet Nam and/or developing country would be an asset.	300
3	Excellent report writing skill; Proven track record of conducting research and data analysis (one sample written report on related legal issues in English to be submitted)	200
4	Excellent English writing and speaking skills	200
5	Experience working with Vietnam's government organizations, non-profit organizations, international organizations in similar consultancy assignments	100
	Total	1000

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

Date _____

(Name of Resident Representative/Bureau Director)
United Nations Development Programme
(Specify complete office address)

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.

