

21 July 2021

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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



Country:	Viet Nam
Description of the assignment:	03 National Individual Consultant to develop a guideline for enterprises on CE transition and application of CE model, within the “Viet Nam National Circular Economy Movement” program
Period of assignment/services (if applicable):	From July 2021 to February 2022 Team Leader: 20 working days Team member 1: 29 working days Team member 2: 29 working days
Duty Station:	Ha Noi
Tender reference:	P210703

1. Submissions should be sent by email to: [nguyen.ngoc.phuong@undp.org](mailto:nguyen.ngoc.phuong@undp.org) no later than:

**23.59 hrs., 29 July 2021 (Hanoi time)**

With subject line:

**P21070A – TL on develop a guideline for enterprises on CE transition and application of CE model**

**P21070B – TM1 on develop a guideline for enterprises on CE transition and application of CE model**

**P21070C – TM2 on develop a guideline for enterprises on CE transition and application of CE model**

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](mailto:procurement.vn@undp.org) informing that the bidder has submitted proposal. UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to above address.
- Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female consultants.

## 2. Please find attached the relevant documents:

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

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

### a. Technical component:

- Detailed CV addressing the experience and work you have done.
- Financial offer
- At least 1 writing sample in English on relevant topic to be submitted

### b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **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:

No.	Requirement	Points
I	<b>Team Leader</b>	<b>400</b>
1	Has at least 10 years of experience in development of policy, regulation on relating topics such as circular economy, sustainable production and consumption, environmental management;	150
	Experience in project management and building curriculum and implementing training for businesses is an asset	50
2	Has strong background and understanding in the relevant field of environmental policy and regulation, sustainable development, economic, etc.	100
3	Experience working with international organizations or foreign institutions, local authorities and private sector. Able to coordinate and	50

	ensure project milestones and delivery	
4	Demonstrated good English skill	50
<b>II</b>	<b>Team Member 1</b>	<b>300</b>
1	Has at least 5 years of experience in development of policy, regulation on relating topics such as circular economy, sustainable production and consumption, environmental management	100
2	At least a Bachelor degree in the relevant field of environment, sustainable development, economic, etc.	100
3	Experience working with international organizations, local authorities and private sector	50
4	Demonstrated good English skill	50
<b>III</b>	<b>Team Member 2</b>	<b>300</b>
1	Has at least 5 years of experience in the development of policy, regulation on relating topics such as circular economy, resource efficiency and cleaner production (RECP), sustainable production and consumption, environmental management;	100
2	Has experience in conducting business surveys in the relating topic such as cleaner production, sustainable production and consumption, environmental management	50
3	At least a Bachelor's degree in the relevant field of environment, sustainable development, economics, etc.	50
4	Experience working with international organizations, local authorities and private sector	50
5	Demonstrated good English skill	50
	<b>Total</b>	<b>1,000</b>

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 the new online security awareness training is 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

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount
1	A draft guideline for enterprises focusing on CE transition and application of CE model	October 1st	40%
2	Coordination with the Partners to develop and implement the CE training program	January 15th 2022	40%
3	Final guideline for enterprises focusing on CE transition and application of CE model, after consultations, and Final Report of overall activities implemented	February 28 <sup>th</sup> , 2022	20%

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



**TERMS OF REFERENCE**  
**03 Individual Consultants**

<b>Name of service:</b>	03 National Individual Consultant to develop a guideline for enterprises on CE transition and application of CE model, within the “Viet Nam National Circular Economy Movement” program		
<b>Project:</b>	Scaling Up a Socialized Model of Domestic Waste and Plastic Management		
<b>Reporting to:</b>	CCE Program Analyst		
<b>Duty Station:</b>	Hanoi and Danang		
<b>Duration of Assignment:</b>	From July 2021 to February 2022		
<b>Start Date:</b>	August 2021	<b>End Date:</b>	February 28 <sup>th</sup> , 2022

**I. BACKGROUND & PROJECT DESCRIPTION**

Viet Nam, a middle-income country (MIC) of about 93 million people (as of 2016), is among the fastest-growing economies in the world, with an economy growing at more than 6 percent per year. However, environmental-related challenges such as pollution, depletion of natural resources, extraction of raw materials, unsustainable waste management, and growing plastic pollution, have skyrocketed in the past years, adversely impacting the well-being of its people and environment. Viet Nam is particularly vulnerable to the effects of climate change. Extreme weather events cause many casualties annually and suppress economic growth, and extremes are getting worse as a result of climate change. The country is also struggling with alarming air pollution. Its two biggest cities, Hanoi and Ho Chi Minh City, are now among the top 15 polluted cities in Southeast Asia. The National Environmental Report 2016 on Urban Environment indicated that "most of our country's major cities are facing increasing air pollution, in which dust is still a most prominent issue. In some big cities like Hanoi, the high number of days with PM10 and PM2.5 dust pollution levels exceeded the QCVN limit".

UNDP's mission is to support Viet Nam's transformation to a sustainable and circular growth model where current and future generations of Viet Nam can unite to contribute and benefit from its economic, social and natural advancement. In Viet Nam, the Government and UNDP partnership officially started in 1978. Since then, UNDP has been working closely with the Government and other partners to expand the choices for people and ensure that

everyone has equal access to opportunities to realize their full potential. UNDP continuously seeks to support Viet Nam's development path into a green and resilient country, accelerating progress toward the Sustainable Development Goals (SDGs) by 2030.

The Vietnamese government has increasingly highlighted the importance of Circular Economy (CE) as a trend for sustainable development and national development orientations for 2021 - 2030. In Viet Nam's 2020 revised Law on Environmental Protection (LEP), CE is defined as: "CE is an economic model in which design, production, consumption and service activities aim to reduce raw material extraction, extending the product life cycle, reducing generated waste and minimizing negative impacts on the environment."

The term and the definition of the CE were also integrated into vital documents submitted to the 13<sup>th</sup> National Party Congress, including the Draft Political Report of the 12th Party Central Committee, the draft Socio-economic Development Strategy (SEDS), 2021-2030 and the Socio-Economic Development Plan (SEDP) 2021-2025. Furthermore, the Minister of Natural Resources and Environment, highlighted the transition to a CE as a priority for the country's sustainable development, in the remarks delivered during the 13<sup>th</sup> National Party Congress. These are positive indications of high political commitment from Viet Nam's government toward a green and circular future. However, the transition towards a CE requires a "whole-of-society" movement, involving not only public authorities, civil society, academia, but also businesses, media and consumers themselves.

As sustainability has become a growing concern among Vietnamese consumers, enterprises who are eager to green their production and respond to citizens' raising environmental awareness. The business sector, in particular, plays a key role in the transition to CE, especially in using innovative technology and processes to design sustainable production and consumption of goods and services. The CE transition would require creation of new circular business models to achieve responsible consumption and production (SDG 12). International experience shows that investing in innovation R&D (SDG 9), rethinking existing business models, showcasing the real examples of circular models in local context are crucial to bring CE from theory into practice.

A transition to a CE will require UNDP and partners to adopt a systems way of working -- facilitating and convening multi-stakeholders to align on complex issues. Shifting from silo-intervention between departments into building an ecosystem and network of actors. The CE opportunity in Viet Nam is broad-based and large. It is about innovating new business models, tapping into evolving global markets, protecting and regenerating the environment, access to public and private global finance, higher wages, more livable and productive cities, and reduced poverty. It is a natural evolution in the strategic position of a globally integrated and open economy committed to building on the Doi Moi process of economic development.

Within the framework of the project "Scaling Up a Socialized Model of Domestic Waste and Plastic Management", the "Viet Nam National CE Business Movement" activities will be deployed to design an open curriculum of CE, organize CE business training, and build community engagement on CE.

To achieve the above goals, there is a need to form a coalition of partners to initiate the CE Movement in Viet Nam. Therefore, 2 Partners<sup>1</sup> will be recruited to support UNDP Viet Nam to build a community of experts on CE and deliver the business training.

## II. OBJECTIVES

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In this context, UNDP is looking for 03 individual consultants (hereinafter called Consultants) to collaborate with the 2 above mentioned partners to design the CE programme. This ToR specifies objectives, the scope of work and the tasks required to carry out the assignment. The Consultant is expected to:

- develop guidelines focusing on CE transition and application of CE models targeted for enterprises, and
- to co-implement a National CE Businesses Training program/module with the 2 Partners.

## III. SCOPE OF WORK

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Under collaboration with UNDP and 2 Partners, the recruited Consultants is requested to carry out the following tasks:

### ***Task 1: Develop guidelines for enterprises on CE transition and application of CE models***

The “Viet Nam National CE Business Movement” will identify the list of businesses to participate in the training on CE. Based on the list of businesses, the Consultant will select businesses to conduct a survey to identify gaps, needs and difficulties of businesses for CE transition. The business survey will also identify incentive areas and bottlenecks in business to feedback into policy-recommendation.

For the selection of business for the survey, potential sectors/industries will be selected based on key products value chain or making referencing to the Viet Nam Standard Industrial Classification<sup>2</sup>.

Based on the business survey results and key documents from the government such as SEDS 2021-2030, SEDP 2021-2025 and the LEP 2020, draft decree on CE guiding the implementation of the LEP 2020, draft decree on EPR, and also international experience, the guidelines will provide, but not limited to, the following contents:

- (i) the foundation concept of CE and added value by CE for businesses;
- (ii) governmental policy and regulation related to CE transition and application;
- (iii) general criteria/guidance for businesses to promote the CE transition and application of CE model, which are aligned with CE principles and context of the sector/industry, including:
  - The circular supplies model
  - The resource recovery model
  - The product life extension model

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<sup>1</sup> 2 Partners are the main National firm to design and implement Viet Nam National Circular Economy (CE) Movement in Hanoi and Da Nang

<sup>2</sup> Decision 27/2018/QĐ-TTg dated July 06, 2018, issued by the Prime Minister

- The sharing platforms model
- The product as a service model

(iv) recommendations on financing mechanisms and incentive systems for businesses to adopt CE business model.

Regarding general criteria/guidance on CE transition, the guideline should provide principles for businesses to assess material flows of their value chain. The guideline should also include indicators for CE transition, including categories on:

- Circular design and production models: design and production of products and assets, technology, materials (new materials, primary materials and secondary materials)
- Circular use models: reuse, repair, repurpose, refurbishing and remanufacturing
- Circular value recovery models: waste segregation, recovery of materials, reuse/recycling of wastewater
- Circular support: tools, applications and services enabling CE strategies

The tasks allocation to the 03 ICs as follows:

Team Leader	<ul style="list-style-type: none"> <li>• Take lead in business survey, including identification of business list, survey questionnaire and evaluation of gaps, bottlenecks and the needs and potential of CE transition</li> <li>• Coordinate with the 02 partners during the business survey</li> <li>• Select CE models to be included in the guideline, which are suitable with Vietnamese business context</li> <li>• Take lead to develop the guideline for enterprises focusing on CE transition and application of CE model</li> <li>• Coordinate with partners during business survey and reflect policy recommendations into the guideline</li> </ul>
Team Member 1	<ul style="list-style-type: none"> <li>• Provide technical inputs for business survey, list of business and survey questionnaire and evaluation of gaps, bottlenecks and demand of businesses</li> <li>• Identify CE models to be included in the guideline</li> <li>• Draft the guideline for enterprises focusing on CE transition and application of CE model</li> <li>• Coordinate with partners during business survey</li> </ul>
Team Member 2	<ul style="list-style-type: none"> <li>• Take main responsibility in business survey, including identification of business list, survey questionnaire and evaluation of gaps, bottlenecks and demand of businesses</li> <li>• Identify CE models to be included in the guideline</li> <li>• Provide technical inputs for the draft guideline for enterprises focusing on CE transition and application of CE model</li> <li>• Coordinate with partners during business survey</li> </ul>



**Task 2: Coordinate with the 2 Partners to develop and implement the CE ToT and the National CE training program**

Within the scope of the “Viet Nam National CE Business Movement”, (i) a Training of Trainers on CE, who can coach and mentor businesses to adopt Circular business models and (ii) a National CE training program for business, will be organized. Therefore, the Consultants will coordinate and support the partner to develop the program and implement the mentioned TOT and training, including:

- Provide inputs to design the CE ToT and CE Training program for businesses
- Provide recommendations, as needed, to create a pool of CE Trainer who can coach and mentor businesses to adopt Circular business models, and also the list of potential businesses to participate in the Training program
- Introduce the draft guideline for businesses on CE transition and application of CE model during the CE ToT and the National CE training program
- Provide inputs for the case studies of businesses applying CE and also the Final report on National CE Movement

The tasks allocation to the 03 ICs as follows:

Team Leader	<ul style="list-style-type: none"><li>• Coordinate with partners to design an open curriculum and implementing training for businesses</li><li>• Introduce the draft guideline for businesses on CE transition and application of CE model during the CE ToT and the National CE training program</li><li>• Provide inputs for the case studies of businesses applying CE</li></ul>
Team Member 1	<ul style="list-style-type: none"><li>• Coordinate with partners to design an open curriculum and implementing training for businesses</li><li>• Provide recommendations to create a pool of CE Trainer who can coach and mentor businesses to adopt Circular business models, and also the list of potential businesses to participate in the Training program</li><li>• Introduce the draft guideline for businesses on CE transition and application of CE model during the CE ToT and the National CE training program</li><li>• Provide inputs for the case studies of businesses applying CE and also the Final report on National CE Movement</li><li>• Provide support for communication activities, seminars, etc. of the National CE Movement program</li></ul>
Team Member 2	<ul style="list-style-type: none"><li>• Coordinate with partners to design an open curriculum and implementing training for businesses</li><li>• Provide recommendations to create a pool of CE Trainer who can coach and mentor businesses to adopt Circular business models, and also the list of potential businesses to participate in the Training program</li></ul>

	<ul style="list-style-type: none"> <li>• Introduce the draft guideline for businesses on CE transition and application of CE model during the CE ToT and the National CE training program</li> <li>• Provide inputs for the case studies of businesses applying CE and also the Final report on National CE Movement</li> <li>• Provide support for communication activities, seminars, etc. of the National CE Movement program</li> </ul>
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**Task 3: Finalize the guidelines for enterprises on CE transition and application of CE model**

After consultation with stakeholders of the training, the draft guideline for enterprises focusing on CE transition and application of CE model will be introduced during the ToT on CE and the National CE training program.

After these training sessions, comments from the participating businesses will be collected as inputs to amend and upgrade the guideline. Further consultations from other stakeholders, for example Vietnam Associations for environmental industry, paper, plastic, chemical, VCCI, Viet Nam CE Stakeholder Platform (VCESP), etc. are encouraged to reach a practical guideline for business for CE transition.

The Consultants also needs to submit a Final Report which presents all activities implemented.

The tasks allocation to the 03 ICs as follows:

Team Leader	<ul style="list-style-type: none"> <li>• Coordinate further consultations after the trainings to finalize the guideline</li> <li>• Take lead to finalize the guideline after trainings and consultations</li> </ul>
Team Member 1	<ul style="list-style-type: none"> <li>• Conduct further consultations after the trainings to finalize the guideline</li> <li>• Provide inputs to finalize the guideline after trainings and consultations</li> </ul>
Team Member 2	<ul style="list-style-type: none"> <li>• Conduct further consultations after the trainings to finalize the guideline</li> <li>• Provide inputs to finalize the guideline after trainings and consultations</li> </ul>

**IV. DELIVERABLES & IMPLEMENTATION TIMELINE**

No.	Deliverable	Target due date
1	1 draft guidelines for enterprises focusing on CE transition and application of CE model	October 1st

2	Report on coordination with the Partners to develop and implement the CE training program, which is mentioned in Task 2	January 15th 2022
3	Final guideline for enterprises focusing on CE transition and application of CE model, after consultations, and Final Report of overall activities implemented	February 28 <sup>th</sup> , 2022

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

**Estimated number of working days:** from August 2021 to February 28<sup>th</sup>, 2022

Team Leader: 20 working days

Team member 1: 29 working days

Team member 1: 29 working days

The travel cost (flight ticket, terminal fee, accommodation...) to join the trainings (in Da Nang) should be covered separately by UNDP based on UN-EU cost norms.

**Duty station:** Hanoi and Danang, in which:

Hanoi:

1 ToT: could be over 2-3 days

01 CE Business training, 12 contact hours (could be over 2-3 days or a week)

Danang:

1 ToT: could be over 2-3 days

01 CE Business training, 12 contact hours (could be over 2-3 days or a week)

Due to the uncertainty of Covid19 situation, the exact timing of the trainings will be confirmed at a later stage, upon agreement with the partners. .

**Commented [TTH1]:** Must be specific 2 or 3 for financial offer

**Commented [TTH2]:** ditto

**Commented [TTH3]:** ditto

**Commented [TTH4]:** ditto

## VI. PROVISION OF MONITORING & PROGRESS CONTROL

The Consultants shall report to UNDP, Vietnam on the deliverables of work regarding a work-plan, deadlines and verification activities.

## VII. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

### Administrative Support

UNDP will provide coordinating support to consultants to work with 02 partners.

### Reference Documents

The TOR for 02 National firms/organizations to support to design and implement Viet Nam National Circular Economy (CE) Movement in Hanoi and Da Nang will be shared with selected bidder.

## **VIII. DEGREE OF EXPERTISE & QUALIFICATION**

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### **Qualification and tasks of the team:**

#### **01 Team leader:**

##### **Qualification:**

- Has at least 10 years of experience in the development of policy, regulation on relating topics such as circular economy, sustainable production and consumption, environmental management; has experience in project management and building curriculum and implementing training for businesses is an asset
- Has strong background and understanding in the relevant field of environmental policy and regulation, sustainable development, economics, etc.
- Experience working with international organizations or foreign institutions, local authorities and the private sector. Able to coordinate and ensure project milestones and delivery
- Fluent in English

#### **Team member 1:**

##### **Qualification:**

- Has at least 5 years of experience in development of policy, regulation on relating topics such as circular economy, sustainable production and consumption, environmental management; has experience in business survey and training activity
- At least a Bachelor's degree in the relevant field of environment, sustainable development, economics, etc.
- Experience working with international organizations, local authorities and private sector
- Fluent in English

#### **Team member 2:**

##### **Qualification:**

- Has at least 5 years of experience in the development of policy, regulation on relating topics such as circular economy, resource efficiency and cleaner production (RECP), sustainable production and consumption, environmental management;
- Has experience in conducting business surveys in the relating topic such as cleaner production, sustainable production and consumption, environmental management

- At least a Bachelor's degree in the relevant field of environment, sustainable development, economics, etc.
- Experience working with international organizations, local authorities and private sector
- Fluent in English

#### IX. PAYMENT TERMS

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount
1	A draft guideline for enterprises focusing on CE transition and application of CE model	October 1st	40%
2	Coordination with the Partners to develop and implement the CE training program	January 15th 2022	40%
3	Final guideline for enterprises focusing on CE transition and application of CE model, after consultations, and Final Report of overall activities implemented	February 28 <sup>th</sup> , 2022	20%

#### X. EVALUATION CRITERIA

No.	Requirement	Points
<b>I</b>	<b>Team Leader</b>	<b>400</b>
1	Has at least 10 years of experience in development of policy, regulation on relating topics such as circular economy, sustainable production and consumption, environmental management;	150
	Experience in project management and building curriculum and implementing training for businesses is an asset	50
2	Has strong background and understanding in the relevant field of environmental policy and regulation, sustainable development, economic, etc.	100
3	Experience working with international organizations or foreign institutions, local authorities and private sector. Able to coordinate and ensure project milestones and delivery	50
4	Demonstrated good English skill	50
<b>II</b>	<b>Team Member 1</b>	<b>300</b>

1	Has at least 5 years of experience in development of policy, regulation on relating topics such as circular economy, sustainable production and consumption, environmental management	100
2	At least a Bachelor degree in the relevant field of environment, sustainable development, economic, etc.	100
3	Experience working with international organizations, local authorities and private sector	50
4	Demonstrated good English skill	50
III	<b>Team Member 2</b>	<b>300</b>
1	Has at least 5 years of experience in the development of policy, regulation on relating topics such as circular economy, resource efficiency and cleaner production (RECP), sustainable production and consumption, environmental management;	100
2	Has experience in conducting business surveys in the relating topic such as cleaner production, sustainable production and consumption, environmental management	50
3	At least a Bachelor's degree in the relevant field of environment, sustainable development, economics, etc.	50
4	Experience working with international organizations, local authorities and private sector	50
5	Demonstrated good English skill	50
	<b>Total</b>	<b>1,000</b>

#### Criteria for Evaluation of Proposal

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

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

#### Documents for Submission

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

##### Core Documents

1. **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
2. **Current and complete CV** in English;
3. **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 \_\_\_\_\_

*(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.

## **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 .....US\$

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

#### **Cost breakdown:**

No.	Description	Quantity	Unit Rate (US\$)	Total
1	Consultancy fee (daily rate)			
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). *			
2.5	Others (pls. specify).....			
2.6	VAT** if applicable (in case your company signs the contract)			
	<b>TOTAL</b>			

\* Individual Consultants/Contractors who are over 62 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 behavies 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).