

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:	3 national consultants for monitoring, evaluation, analysis, and design of the management information system
Period of assignment/services (if applicable):	August 2021 to 31 December 2021 - Team leader (45 working days) - Team member No. 1 (45 working days) - Team member No. 2 (40 working days)
Duty Station:	Hanoi and online survey in two provinces of Lao Cai and Son La
Tender reference:	P210705

1. Submissions should be sent by **email** to: nguyen.ngoc.phuong@undp.org no later than:

23.59 hrs., 28 July 2021 (Hanoi time)

With subject line:

P210705A – TL for monitoring, evaluation, analysis, and design of the management information system

P210705B – TM1 for monitoring, evaluation, analysis, and design of the management information system

P210705C – TM2 for monitoring, evaluation, analysis, and design of the management information system

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:

- Detailed CV addressing the experience and work you have done.
- Financial offer

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

Team leader		
1.1	PhD degree in Development Economics, Public Administration, ICT or related fields	150
1.2	At least 15 years of experience in research, design of M&E system for the implementation of programs/project at national level, especially the National Target Programs in sustainable poverty reduction, NTP on new rural development and related fields - as evidenced in candidate's CV	300
1.3	Experience in working and coordinating with relevant departments, institutes and agencies relating state management of ethnic minority issues (at the central and local levels) regarding monitoring and evaluation, application of information technology, and working with UN agencies is an advantage -as evidenced in candidate's CV	250
1.4	At least 10 research/consulting projects relating to designing the M&E system as the team leader- as evidenced in candidate's CV	150
1.5	Good writing reports skills in English and Vietnamese and experience in making presentations/participation in multi-stakeholder dialogues - as evidenced in	150

	candidate's CV	
	Total	1,000

Team member 1		
1.1	Master's degree in Development Economics, Public Administration, ICT or related fields	150
1.2	At least 10 years of experience in research, design of M&E system for the implementation of programs/project relating to in sustainable poverty reduction, new rural development and fields relating to ethnic minorities-as evidenced in candidate's CV	300
1.3	Experience in working and coordinating with relevant departments, institutes and organizations relating to state management of ethnic minority issues (at the central and local levels) regarding monitoring and evaluation, application of information technology, and working with UN agencies is an advantage-as evidenced in candidate's CV	250
1.4	At least 5 research/consulting projects relating to designing the M&E system as the team leader -as evidenced in candidate's CV	150
1.5	Good writing reports skills in English and Vietnamese and experience in making presentations/participation in multi-stakeholder dialogues as evidenced in candidate's CV	150
	Total	1,000

Team member 2	
Bachelor's degree in Information Technology and Communication, Software Technology, Information system, Application Engineering	150
At least 10 years of working experience in the field of information technology, especially programming, software research and development, transaction systems, online administrative procedures (reports, online storage)	350
At least 5 research/consulting projects as a member in designing and building application software - as evidenced in candidate's CV	400
Good working English skills	100
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 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

- First payment of 20% of the total contract value upon submission and acceptance of detailed work plan/technical proposal (deliverable 1) - with NTP-SEDEMA Office and UNDP approval.
- Second payment of 40% of the total contract value upon submission and acceptance of UNDP and NTP-SEDEMA Office on deliverables: No. 2.1 for team leader; 3.1 for team number 1 and 4.1 for team member 2;
- Third/last payment of remaining 40% of the total contract value upon submission and acceptance of UNDP and NTP-SEDEMA Office on all rest deliverables, i.e., No. 2.2, 5 and 6 for team leader; 3.2, 5 and 6 for team number 1 and 4.4, 5 and 6 for team member 2.

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

TERMS OF REFERENCE

- 
- Name of Activity:** Development of management system leveraging digital technology for the direction, monitoring, evaluation, and communication of activities under the National Target Program for Social and Economic Development in Ethnic Minority and Mountainous Areas during Period 2021 – 2030 (NTP-SEDEMA).
- Type of Consultant:** 3 national consultants for monitoring, evaluation, analysis, and design of the management information system, including:
- Team leader (45 working days)
 - Team member No. 1 (45 working days)
 - Team member No. 2 (40 working days)
- Time:** August 2021 to 31 December 2021
- Duty station:** Hanoi and online survey in two provinces of Lao Cai and Son La

I. BACKGROUND

On 18 November 2019, the National Assembly adopted *Resolution No. 88/2019/QH14* approving the *Master Plan for Social Economic Development in Ethnic Minority and Mountainous Areas during the Period of 2021 – 2030*. The general objective of this Master Plan is to “Leverage local potentials and comparative advantages in the region, innovation and promotion of economic development, ensuring social security; rapid and sustainable poverty reduction; gradually narrowing the gap in living standards and income compared to the national averages; reducing the number of extremely disadvantaged communes and villages; planning and facilitating population stability, developing well-coordinated, inter-regional socio-economic infrastructure, connecting with the developed regions; ensuring comprehensive development in terms of education, health care, and culture; significantly improving people’s living standards; building capacity of ethnic minority officials and public employees; upholding unique cultural identity of the ethnic minority groups while eliminating backward customs and practices; developing a strong political system at the grassroots level; maintaining political security, social order and national border security; strengthening solidarity and unity among ethnic groups, thereby improving ethnic minority groups’ trust in the Party and the State.”

The National Assembly adopted *Resolution No. 120/2020/QH14* dated 19 June 2020 approving the investment policy of the *National Target Program for Social and Economic Development in Ethnic Minority and Mountainous Areas during Period 2021 – 2030 (NTP-*

SEDEMA). The objective of NTP-SEDEMA is to “gradually narrow the gap in living standards and income of ethnic minority and mountainous communities compared to national averages, targeting to reduce the number of particularly disadvantaged communes and villages by 50% by 2025 and to fundamentally have none of such communes and villages by 2030. The total budget plan for implementation from 2021 to 2025 is at least VND 137,664 billion as part of the *Medium-term Public Investment Plan (MPIP)* for the same period. The Resolution also defines the main principles and solutions to deliver the program: (i) Make targeted and sustainable investments with an emphasis on the most disadvantaged communes and villages; tackling the most pressing and urgent issues with priority given to supporting poor households and the most disadvantaged ethnic minority groups; (ii) Ensure transparency, democracy, and promote ownership and active participation of the community and citizens; leverage the resilience of ethnic minorities to strive for better living standards; (iii) Decentralize and delegate to local authorities in the development and implementation of NTP-SEDEMA in accordance with the conditions, characteristics, potentials, strengths, cultural identities, fine customs of all ethnic groups and regions, concurrently with ensuring national defense and security; (iv) Diversify resources, with state budget being the most important and decisive source; prioritize Official Development Assistance (ODA) funds for implementation; mobilize and encourage the participation and contributions of the business community, organizations and individuals; (v) Strengthen inspection, supervision and evaluation of NTP-SEDEMA performance across all levels and sectors; prevent and eliminate wrongdoings during implementation.

In order to improve program management while effectively supporting the direction, monitoring, evaluation and communication of activities under the Program, it is critical that a management system leveraging digital technology to serve the direction, monitoring, evaluation and communication of activities be designed under the Program during its first year of implementation. In such context, *the Committee for Ethnic Minority Affairs (CEMA)* request UNDP approval of the “*Accelerating Socio-economic Development and Multi-Dimensional Poverty Reduction among Ethnic Minorities in Viet Nam*” Project (SEDEMA) and support CEMA to procure 3 national consultants for the above-mentioned tasked. Details are provided in the next section.

II. OBJECTIVES

1. General Objective

Develop an information management system leveraging digital technology for direction, monitoring & evaluation and reporting of NTP-SEDEMA implementation in an efficient and timely manner.

2. Specific Objectives

- Review, evaluate and define specific and feasible options/solutions to develop an information management system for the direction, monitoring, evaluation and reporting of NTP-SEDEMA implementation (program monitoring, evaluation and reporting framework);

- Review and develop monitoring, evaluation, and reporting indicators and procedures for NTP-SEDEMA implementation leveraging digital technology for the direction, monitoring, evaluation, reporting and communication of activities under NTP-SEDEMA (a toolkit, including monitoring, evaluation and reporting indicators and procedures);

- Review, evaluate and recommend information technology solutions for program management and implementation (data warehouse management for query, reporting, capacity building, communication, virtual policy dialogues, and digital solutions including both software or hardware).

III. DELIVERABLES

1. Intermediate deliverables

- Detailed work plan/technical proposal;
- Thematic reports.

2. Final deliverables

- Monitoring, evaluation and reporting framework of the Program, including specific and feasible options/solutions to develop an information management system for the direction, monitoring, evaluation and reporting of NTP-SEDEMA implementation, to be endorsed by UNDP and approved by the Committee for Ethnic Minority Affairs for circulation;

- Overall monitoring and evaluation (M&E) indicators, and monitoring, evaluation and reporting process for NTP-SEDEMA implementation leveraging digital technology for the direction, monitoring, evaluation, reporting and communication of activities under the Program (a toolkit, including monitoring, evaluation and reporting indicators and procedures/report templates), to be endorsed by UNDP and approved by the Committee for Ethnic Minority Affairs for circulation;

- A report including design analysis and recommendation of information technology solutions NTP-SEDEMA management and implementation (data warehouse management for query, reporting, capacity building, communication, virtual policy dialogues and digital

solutions including both software and hardware), to be endorsed by UNDP and approved by the Committee for Ethnic Minority Affairs for circulation.

3. Requirements of Deliverables

- Develop standard indicators to monitor the implementation of the Program and projects within the Program (monitoring key outputs and outcomes);
- Targets, indicators and data for management, monitoring and evaluation must be clear, conducive for documentation, and highly accurate;
- Support monitoring of the overall progress and results of the Program, projects and sub-projects;
- Compile information on the overall progress of the Program, projects and sub-projects by implementation site at all levels;
- A collaborative and multi-dimensional information sharing system;
- Application of multimedia communication technologies;
- Advanced and highly secure technologies and platforms for synchronous processing and fast access;
- Leverage smartphone capability for data mining and processing.

IV. SCOPE OF WORK, DURATION OF ASSIGNMENT, TASKS AND EXPECTED DELIVERABLES

No.	Activities	Timelin e	Task	Expected deliverables
1	Review of relevant documents/information as needed in relation to the requirements on statistical and M&E indicators. Consultation with NTP-SEDEMA Office and UNDP to draft and align on the detailed technical proposal/work plan, including online/virtual survey/consultation in Lao Cai and Son La of the whole team.	1-15 August 2021	Led by team leader, supported by 2 team members	Detailed research plan/technical proposal
2	Review, analysis, and in consultation with related stakeholders both at central level and online survey/consultation with Department of Ethnic Affairs (CEMA) in two provinces of Son La and Lao Cai, for development of the monitoring, evaluation, and reporting framework of the Program: <i>+ Proposal of specific and feasible options/solutions</i>	15 August – 30 Novemb er 2021	Led by team leader, supported by 2 team members	2.1. Draft monitoring, evaluation, and reporting framework of NTP-SEDEMA implementation

	<p><i>to develop an information management for the direction, monitoring, evaluation and reporting of NTP-SEDEMA implementation;</i></p> <p><i>+ Proposal of a coordination mechanism with division of responsibility among stakeholders and timeline of monitoring, evaluation and reporting of NTP-SEDEMA implementation.</i></p>			<p>and management.</p> <p>2.2. Revised upon comments/final version of monitoring, evaluation, and reporting framework of NTP-SEDEMA implementation and management</p>
3	<p>Review and develop monitoring, evaluation, and reporting indicators and procedures for NTP-SEDEMA implementation leveraging digital technology for the direction, monitoring, evaluation, reporting and communication of activities under the Program (a toolkit, including M&E indicators and monitoring, evaluation and reporting process);</p> <p><i>+ Development of (quarterly, annual, mid-term and final) monitoring, evaluation and reporting indicators: Determine information and data to be aggregated for the monitoring, evaluation, and reporting of each project or subproject;</i></p> <p><i>+ Development of data collection forms with frequency;</i></p> <p><i>+ Identification of participants and decentralized data processing for monitoring, evaluation, and reporting;</i></p> <p><i>+ Design of statistical tables;</i></p> <p><i>+ Development of processes for (quarterly, annual, mid-term and final) monitoring, evaluation and reporting;</i></p> <p><i>+ Consultation with related stakeholders both at central level and online survey/consultation with Department of Ethnic Affairs (CEMA) in two provinces of Son La and Lao Cai, to improve and finalize the tools and process for M&E and reporting</i></p>	15 August – 30 November 2021	Led by team member No. 1, supported by team leader and team member No. 2	<p>3.1. Draft tool set and process for monitoring and evaluation and reporting of NTPSEDEMA.</p> <p>3.2. Revised upon comments/final version of tool set and process for monitoring and evaluation and reporting of NTPSEDEMA.</p>

	<i>system.</i>			
4	<p>On the basis of the framework, indicators, forms and the monitoring, evaluation and reporting process, consultants should have a review and recommend relevant IT solutions for the management and implementation of the Program, with a focus on:</p> <ul style="list-style-type: none"> + <i>Data warehouse management for query, monitoring and reporting;</i> + <i>A highly secure information sharing mechanism;</i> + <i>Alerting tools;</i> + <i>Solutions to support capacity building, communication, and virtual policy forums;</i> + <i>Technical IT solutions including software and hardware.</i> + <i>Consultation with related stakeholders both at central level and online survey/consultation with Department of Ethnic Affairs (CEMA) in two provinces of Son La and Lao Cai to improve and finalize the IT solution set.</i> 	15 August – 30 November 2021	Led by team member No. 2, supported by team leader and team member No. 1	<p>4.1. Draft proposed options and recommendations of IT solutions for NTP-SEDEMA management and implementation based on the overall M&E framework and tool and process for M&E and reporting system.</p> <p>4.2. Revised upon comments/final version of tools and process.</p>
5	Draft and present thematic reports at consultation meetings/workshops to collect inputs for further improvement	1 November - 25 December 2021	Led by team leader, supported by 2 team members	Draft report and presentations
6	Study report	1-25 December 2021	Led by team leader, supported by 2 team members	Final summary report (length of no more than 10 A4 pages) on the research process and findings

V. COMPOSITION, TASKS AND WORKING DAYS OF THE CONSULTANT TEAM

The consultant team consists of three national consultants as below:

- **National team leader: M& E and reporting framework**, responsible for coordination and completion of all tasks of this assessment; being the focal point to ensure smooth communication, consultation among CEMA, UNDP and other relevant agencies, development partners; directly in charge of *Deliverables 1, 2, 5 and 6* (45 working days).

- **National team member No. 1: Tools and Process for M&E and reporting**, (i) directly responsible for *Deliverable 3*; and (ii) providing technical inputs to team leader and the team in completing *the Deliverables 1, 2, 4, 5 and 6* (45 working days).
- **National team member No. 2: Digital options**, (i) directly responsible for *Deliverable 4*; and (ii) providing technical inputs to team leader and the team in completing *the Deliverables 1, 2, 3, 5 and 6* (40 working days).

VI. PROGRESS MONITORING AND QUALITY CONTROL

Progress monitoring and quality control of consultant performance will be undertaken by UNDP program officers based on the scope of work and timeline as indicated in Part IV, in collaboration with the focal officer of the NTP-SEDEMA Coordination Office. The consultants are expected to report any emerging issues to UNDP and the NTP-SEDEMA Coordination Office during the consulting period for timely actions.

VII. UNDP SUPPORT

UNDP shall be under no duty to provide facilities, equipment and materials to the consultants. However, in case of necessity, UNDP and the NTP-SEDEMA Coordination Office may assist in organizing consultation meetings with government agencies and international organizations to collect information and documents.

VIII. REQUIREMENTS FOR CONSULTANTS

1) A national consultant on development of the monitoring and evaluation system – Team leader: *(Tasked with the overall coordination and design of the M&E system for the Program: 45 working days, including online survey in Lao Cai and Son La if needed).*

- PhD degree in Development Economics, Public Administration, ICT or related fields.
- At least 10 years of experience in research and design of M&E systems for the implementation of programs/project at national level, especially the NTP-SPR or NTP-NRD and related fields.
- At least 10 research/consulting projects relating to designing the M&E system as the team leader.
- At least 15 years of experience in working and coordinating with relevant departments, institutes and agencies relating to state management of ethnic minority issues (at central and local levels) regarding monitoring and evaluation, application of information technology. Experience with UN agencies is an advantage.
- English proficiency and familiarity with computer applications.

2) A national consultant on development of the monitoring and evaluation system – Team member No. 1 *(Tasked with data collection, designing forms, supporting the team leader in*

designing the M&E system for the Program: 45 working days, including online survey in Lao Cai and Son La if needed).

- Master's degree in Development Economics, Public Administration, ICT or related fields.
- At least 10 years of working experience in research and design of M&E system for the implementation of programs/project relating to sustainable poverty reduction, new rural development and fields relating to ethnic minorities.
- At least 5 research/consulting projects relating to designing the M&E system as a team member.
- Having experience in working and coordinating with relevant departments, institutes and organizations and international donors relating to state management of ethnic minority issues (at the central and local levels) regarding monitoring and evaluation, application of information technology. Experience with UN agencies is an advantage.
- English proficiency and familiarity with computer applications.

3) A national consultant on information technology – Team member No. 2 *(Tasked with analysis and design of a web-based information sharing system and an application to be connected with the system and supporting the team leader in designing a digital M&E system for the Program: 40 working days, including online survey in Lao Cai and Son La if needed).*

- Bachelor's degree in Information and Communication Technology, Web Development or related fields.
- At least 10 years of working experience in the field of information technology, especially in development of IT infrastructure strategies, transaction systems, online administrative procedures (online reporting and storage); IT solutions, system integration processes and web development.
- At least 5 research/consulting projects relating to designing the monitoring and evaluation system for application of digital technologies as a team member.
- English proficiency.

IX. PAYMENT TERMS

- First payment of 20% of the total contract value upon submission and acceptance of detailed work plan/technical proposal (deliverable 1) - with NTP-SEDEMA Office and UNDP approval.
- Second payment of 40% of the total contract value upon submission and acceptance of UNDP and NTP-SEDEMA Office on deliverables: No. 2.1 for team leader; 3.1 for team number 1 and 4.1 for team member 2;

- Third/last payment of remaining 40% of the total contract value upon submission and acceptance of UNDP and NTP-SEDEMA Office on all rest deliverables, i.e., No. 2.2, 5 and 6 for team leader; 3.2, 5 and 6 for team number 1 and 4.4, 5 and 6 for team member 2.

X. CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

NONE

* PARTIAL

* INTERMITTENT

* FULL-TIME

EVALUATION CRITERIA WITH ASSIGNED SCORES

Team leader		
1.1	PhD degree in Development Economics, Public Administration, ICT or related fields	150
1.2	At least 15 years of experience in research, design of M&E system for the implementation of programs/project at national level, especially the National Target Programs in sustainable poverty reduction, NTP on new rural development and related fields - as evidenced in candidate's CV	300
1.3	Experience in working and coordinating with relevant departments, institutes and agencies relating state management of ethnic minority issues (at the central and local levels) regarding monitoring and evaluation, application of information technology, and working with UN agencies is an advantage -as evidenced in candidate's CV	250
1.4	At least 10 research/consulting projects relating to designing the M&E system as the team leader- as evidenced in candidate's CV	150
1.5	Good writing reports skills in English and Vietnamese and experience in making presentations/participation in multi-stakeholder dialogues - as evidenced in candidate's CV	150
	Total	1,000

Team member 1		
1.1	Master's degree in Development Economics, Public Administration, ICT or related fields	150
1.2	At least 10 years of experience in research, design of M&E system for the implementation of programs/project relating to in sustainable poverty reduction, new rural development and fields relating to ethnic minorities-as evidenced in candidate's CV	300
1.3	Experience in working and coordinating with relevant departments, institutes and organizations relating to state management of ethnic minority issues (at the central and local levels) regarding monitoring and evaluation, application of information technology, and working with UN agencies is an advantage-as evidenced in candidate's CV	250
1.4	At least 5 research/consulting projects relating to designing the M&E system as the team leader -as evidenced in candidate's CV	150
1.5	Good writing reports skills in English and Vietnamese and experience	150

	in making presentations/participation in multi-stakeholder dialogues as evidenced in candidate's CV	
	Total	1,000

Team member 2	
Bachelor's degree in Information Technology and Communication, Software Technology, Information system, Application Engineering	150
At least 10 years of working experience in the field of information technology, especially programming, software research and development, transaction systems, online administrative procedures (reports, online storage)	350
At least 5 research/consulting projects as a member in designing and building application software - as evidenced in candidate's CV	400
Good working English skills	100
Total	1,000

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.

