



05 July 2021

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	A national team leader and team member to conduct an assessment on livelihood interventions in Nam Dinh, Thanh Hoa, Quang Nam, Quang Ngai, and Ca Mau
Period of assignment/services (if applicable):	30th of August - 30th of December 2021
Duty Station:	Homebased with travel to 5 provinces (Nam Dinh, Thanh Hoa, Quang Nam, Quang Ngai and Ca Mau)
Tender reference:	PN (N-210703)

1. Submissions should be sent by email to: [bid.submission.vn@undp.org](mailto:bid.submission.vn@undp.org)

**Extended deadline for submission:** on or before **29 July 2021 (Ha Noi Time)**

With subject line:

1. PN (N-210703) – Team leader for assessment on livelihood interventions – GCF1 project
2. PN (N-210703) – Team member for assessment on livelihood interventions – GCF1 project

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](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:

- Signed Curriculum vitae
- Signed Letter to UNDP Confirming Interest and Availability
- One sample report on related subject in English to be submitted for evaluation
- Reference contacts of past 3 clients for whom you have rendered preferably the similar service (including name, title, email, telephone number, address...)

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

- The financial proposal shall specify a total lump sum amount in **VND for National Consultant** including consultancy fees and all associated costs i.e. consultancy fee, meal, accommodation, PIT, 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:

	Requirements	Points
	1 Team Leader	

	<b>Requirements</b>	<b>Points</b>
1	MSc. Degree or higher in a relevant area such as natural resource management, agricultural development, development studies, socioeconomic studies, disaster risk management, or other related fields	300
2	Minimum of 7 years of practical working experience (compulsory) in one of these areas: agriculture, climate change adaptation, natural disaster risk management, livelihoods, natural resources management, and rural development projects at the national and/or local level.	250
3	Recognized experience (5 assignments) in conducting: assessments and analysis of agriculture, livelihood and related options/interventions, socio-economic and/or household economic assessments; risks and vulnerability assessments, market assessments, rapid and participatory rural appraisal. A sample product of an assessment led by the consultant is required.	250
4	Take lead in 5 assignments in the facilitation of consultation meetings in one of the following areas: assessments and analysis of agriculture, livelihoods, and related options/interventions, socio-economic and/or household economic assessments; risks and vulnerability assessments, market assessments, rapid and participatory rural appraisal, livelihood assessment in coastal areas would be an asset	200
	<b>Total</b>	<b>1,000</b>
	<b>1 Team Member</b>	
1	MSc. Degree or higher in a relevant are such as natural resource management, agricultural development, development studies, socioeconomic studies, disaster risk management, or other related fields	300
2	Minimum of 7 years of practical working experience (compulsory) in one of these areas: agriculture, climate change adaptation, natural disaster risk management, livelihoods, natural resources management, and rural development projects at the national and/or local level.	250
3	Recognized experience (3 assignments) in conducting: assessments and analysis of agriculture, livelihoods, and related options/interventions, socio-economic and/or household economic assessments; risks and vulnerability assessments, market assessments, rapid and participatory rural appraisal A sample product of a similar assessment led by the consultant is required.	250
4	Take lead in 3 assignments in the facilitation of consultation meetings in one of the following areas: assessments and analysis of agriculture, livelihood and related options/interventions, socio-economic and/or household economic assessments; risks and vulnerability assessments, market assessments, rapid and participatory rural appraisal. Livelihood assessment in coastal areas would be an asset	200
	<b>Total</b>	<b>1,000</b>

(An additional interview either directly or via telephone/Skype will be applied if necessary)

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.

### **1. Payment**

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

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

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

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



## TERMS OF REFERENCE

**For conducting an assessment on livelihood interventions in Nam Dinh, Thanh Hoa, Quang Nam, Quang Ngai, and Ca Mau in 2021**

### I. GENERAL INFORMATION

<b>Project/Program Name</b>	Improving the resilience of vulnerable coastal communities to climate change-related impacts in Viet Nam
<b>Services Required</b>	National consultancies to conduct an assessment on livelihood interventions in Nam Dinh, Thanh Hoa, Quang Nam, Quang Ngai, and Ca Mau
<b>Type of consultant</b>	2 National consultants: 1 Team Leader and 1 team member
<b>Contract Type</b>	Individual (lump-sum) contract
<b>Location</b>	Remote with travel to 5 provinces (Nam Dinh, Thanh Hoa, Quang Nam, Quang Ngai and Ca Mau)
<b>Contract Period</b>	30 <sup>th</sup> of August - 30 <sup>th</sup> of December 2021
<b>Reporting to</b>	UNDP Programme Management Specialist
<b>Coordination</b>	UNDP, VNFOREST, PPMUs of Nam Dinh, Thanh Hoa, Quang Nam, Quang Ngai and Ca Mau
<b>Activity code</b>	2.1.5

### II. PROJECT DESCRIPTION

Viet Nam is one of the most vulnerable countries to climate change. The Government of Viet Nam (GoV) has launched significant efforts to respond to climate change, including the promulgation of the National Strategy and Action Plan to Respond to Climate Change, the Green Growth Strategy and implementation plans, and legal frameworks and policies relating to disaster risk management. Viet Nam is the first country to commit to either an unconditional 8% cut in greenhouse gas emissions, or a 25% cut in greenhouse gas emissions with international support.

In coordination with the Ministry of Agriculture and Rural Development (MARD), the Ministry of Construction (MoC), the Ministry of Planning and Investment (MPI), and seven project provinces (Nam Định, Thanh Hóa, Thừa Thiên Huế, Quảng Ngãi, Quảng Bình, Quảng Nam, and Cà Mau), UNDP is implementing the Green Climate Fund (GCF) funded project “*Improving the resilience of vulnerable coastal communities to climate change-related impacts in Viet Nam*” (GCF Project, or the Project) from 2017 - 2022.

The GCF Project seeks to scale up tested interventions to increase the resilience of vulnerable coastal communities to the impacts of climate change. Building on the government's on-going social protection program, the Project is addressing housing needs for poor and marginalized communities. The Project will incorporate storm-and flood-resilient housing design features into the construction of new houses, benefiting 20,000 poor and highly disaster-exposed people. As part of an integrated response to manage flood and storm risks, 4,000 hectares of mangroves will also be rehabilitated and/or planted to function not only as storm surge buffers but also to provide ecosystem resources that can support coastal livelihoods. Moreover, to support and sustain the impact of the Project as well as future requisite government policy adjustments for strengthening the resilience of communities. Resources will be used to systematize climate and economic risk assessments for private and public utilization in 28 coastal provinces in Viet Nam.

The goal of the GCF Project is to increase the resilience of vulnerable coastal communities to the effects of climate change in Viet Nam. The specific objectives of the project are as follows:

1. **Component 1:** Storm - and flood-resilient design features added to 4,000 new houses on safe sites, benefiting 20,000 poor and highly disaster-exposed people in 100 communes;
2. **Component 2:** Regeneration of 4,000 hectares of coastal mangrove storm surge buffer zones using successful evidence-based approaches;
3. **Component 3:** Increased access to enhanced climate, damage, and loss data for private and public sector application in all 28 coastal provinces of Viet Nam.

Under Component 2, by the 30<sup>th</sup> of June 2021, a total of 1,228 households (in which, 135 are female-headed households) have been supported by 29 different livelihood models. This support targets households whose livelihoods are affected due to the relocation of shrimp farms out of mangroves, spread over 9 districts and 21 communes in the abovementioned 5 provinces. In the remaining 6 months of 2021, there will be 13 models for about 450 households in 13 communes (6 districts in 3 provinces - Thanh Hoa, Quang Nam, and Ca Mau), in which, there is only 1 new commune, and the remaining 12 communes are already included in the 21 previous communes. The GCF project has guidelines to assist the 5 Provincial Project Management Units (PPMU) in the selection of the most promising models and the appropriate households to implement, monitor and evaluate. The detailed information about the completed and ongoing models is provided in the links below.

As part of the overall implementation of mangrove regeneration work under component 2, the Project aims to enhance sustainable livelihood opportunities for households that have been impacted (directly or indirectly) by the mangrove regeneration work. This would require increasing access and capacity of community members to livelihood opportunities while still aligning with the objectives of mangrove regeneration. There is a need for a consultant team to carry out an assessment of livelihood implementation and maintenance over the period of 2019 - June 2021. In addition, this assessment is to provide accompanying recommendations to local authorities (provinces, districts, and communes), implementing partners, and GCF for any future investment framework of upscaling based on lessons learned from this project.

This ToR aims to recruit 02 national consultants to conduct an assessment on livelihood interventions that have been implementing in all 5 provinces under Component 2 (Nam Dinh, Thanh Hoa, Quang Nam, Quang Ngai, and Ca Mau).

### **III. OBJECTIVE AND SCOPE OF WORK**

#### **Objective**

- Assess all livelihood models that have been implemented in the 5 provinces with the 5 aspects which are relevance, effectiveness, efficiency, impact, and sustainability.
- Provide key success stories, milestones and lessons learned, particularly regarding the innovative approaches and mechanisms chosen to contribute to the achievement of the project's objectives and any added values achieved from the project to the interventions.
- Provide clear, specific, and practical recommendations for introduction of measure to address any existing gaps.
- Provide specific recommendations for the design and implementation of the livelihood program in 2022 and beyond.
- Provide recommendations on how government's existing and future mangrove-related policies and programs can be designed considering livelihoods needs and lessons learned from the project.

#### **Scope of work and specific activities**

The following tasks will be implemented under the supervision of UNDP Viet Nam and Viet Nam Administration of Forestry (VNFORD), and in close collaboration with the PPMUs of Nam Dinh, Thanh Hoa, Quang Nam, Quang Ngai, and Ca Mau, local authorities, and stakeholders.

- Conduct an assessment on the entire livelihood implementation in the period from 2019 to 2021. The consultant team is required to:
  - + Assess the relevance of livelihood interventions in their ability to perceive how well the intervention related activities have been designed and implemented, and if they are aligned with project objectives and guidelines.
  - + Assess the effectiveness of the livelihood implementation and determine how well the interventions achieved their stated objectives; and if there are any differences between the achievement and planned objectives.
  - + Assess the efficiency of the livelihood implementation to determine if the objectives being achieved by the interventions provide value for money and are economically feasible; and note the utilization ratio of the resources used.
  - + Assess the impact of livelihood interventions (economic, social, and environmental) to identify if they contribute to reaching the project's overall goal and objectives and if the outcome of the intervention is proportionate to the overall conditions of the targeted groups.

+ Assess the sustainability of the intervention's outcomes; are the positive effects/impacts of the intervention sustainable in the long-term? How will this permanence be measured?

Understand which factors contributed to the success or failure of the project, the assessments will include evaluating the institutional arrangement, partnerships, risk management procedures, M&E, gender-related issues, and the implementation and management process of the project. Also, to identify any potential issues with the quality of implementation (if any), and if there are any gaps that need to be addressed by the project and its partners in a timely manner.

+ Provide key success stories, milestones and lessons learned, especially regarding the innovative approaches and mechanisms chosen to contribute to the achievement of the project's objectives and any added values gained from the project to the interventions.

- Provide clear, specific, and practical recommendations, as well as overall guidance for the livelihood implementation in 2022 and future livelihood programming.

To achieve these tasks, the consultant team should consider the following, but not limited to:

- Conduct a desk study of existing project documents and reports to get a good understanding of original program design and the needs for livelihood program interventions.
- Conduct meetings and/or group discussions with provincial, district and commune partners.
- Visit field sites and conduct focus group discussions and/or individual interviews with beneficiaries of the livelihoods program.
- Conduct consultation meeting(s) with PPMUs and other relevant partners to share findings from meetings and field surveys, as well as to discuss and agree on any findings and solutions that can be usefully applied to livelihoods implementation.
- Organize a lesson learned session for relevant government officials at the provincial/national level to share findings and recommendations.
- Due to Covid-19, the plan for the field study should be taken into consideration, and the consultant team should propose different scenarios to have the assessment done appropriately.

#### IV. MAIN TASKS, DELIVERABLES, AND TIME ALLOCATION

#	Main tasks	Deliverables	No. of days		Due	Location
			Leader	Member		
1	Develop an inception report, a work plan to implement the whole assignment, and outline of the assessment report.	Inception report with methodology, work plan, and outline for the assessment report are accepted by UNDP, VNFOREST <b>Output 1</b>	3	2	10 days after the contract is signed	Home-based
2	Conduct a desk study of existing project documents and reports to get a good understanding of original program design and the needs for livelihood program interventions Meeting with UNDP and Component 2 PMU for more information	1. Report on assessment should include results of assessment on the five aspects: relevance, effectiveness, efficiency, impact and sustainability, with assessing the institutional arrangement, partnerships, risk management, M&E, gender-related issues, and entire implementation and management in order to understand what has contributed to the success and limitation; to identify any potential issues with the low quality of implementation (if any), and any gaps that need to be addressed by the project and its partners in the remaining time of the project 2. Presentations and working minutes of each meeting/discussion held with different stakeholders <b>Output 2</b>	3	2	15 Dec 2021	Home-based
3	Conduct field assessments in 5 provinces: - Meetings and/or group discussions with provincial, district and commune partners - Visit field sites and conduct focus group discussions and/or individual interviews with beneficiaries of the livelihoods program - Conduct consultation meeting(s) with PPMUs and other relevant partners to share		20	19		5 provinces + home-based

	findings from meetings and field surveys, as well as to discuss and agree on any findings and solutions that can be usefully applied to livelihoods implementation					
4	Organize a lesson learned session for relevant government officials at the provincial/national level to share findings and recommendations	<p>A session to share findings and recommendations to relevant government officials at the provincial/national level</p> <p><i>Consultants are expected to propose the suitable forms of organizing this session (face-to-face, virtual or blended + list of participants + tentative agenda + presentation. It will be conducted in Ha Noi if face-to-face form is applied</i></p> <p><b>Output 3</b></p>	1	1	20 Dec 2021	Ha Noi or home-based
5	Develop a final report focusing on the lessons learned from the implementation to be shared with provinces and applied in 2022 and onwards	<p>A report focusing on:</p> <p>1. Key success stories, milestones and lessons learned to date, particularly concerning the innovative approach and mechanisms chosen to contribute to the achievement of the project's objectives and any added values achieved from the interventions to the project.</p> <p>2. Clear, specific, and practical recommendations, and overall guidance for the livelihood implementation in 2022 and future livelihood programming.</p> <p><b>Output 4</b></p>	4	3	30 Dec 2021	Home-based
	<b>No. of working days, excluding travels</b>		<b>31</b>	<b>27</b>		

The team leader and team member are expected to equally share tasks for this assignment (from 1 to 3 in the table); however, the team leader is expected to take full responsibility for the detailed work plan and quality checks for all deliverables before submitting them to the 5 PPMUs, VNFOREST and UNDP Viet Nam.

## **V. CONTRACT DURATION AND IMPLEMENTATION ARRANGEMENTS**

The contract implementation duration is expected to be from 30<sup>th</sup> of August to 30<sup>th</sup> of December 2021. The maximum number of working days is 58 days for 2 consultants (1 team leader working 31 days, and 1 member working 27 days).

### **Locations**

The working locations of the abovementioned activities are in 5 provinces (Nam Dinh, Thanh Hoa, Quang Nam, Quang Ngai, and Ca Mau) and on a remote basis.

### **Implementation arrangements**

The consultant team will comply with the following implementation arrangements:

- Report directly to the UNDP's National Livelihood Consultant on the implementation of consultancy services.
- Work closely with local stakeholders in the 5 provinces (with facilitation from UNDP's National Livelihood Consultant and 5 PPMUs) on arranging logistics to the relevant parties;
- Coordinate travel arrangements for the consultancy team as well as ensure trip costs align with project regulations.

UNDP Viet Nam and the 5 PPMUs will provide administrative support to the consultant team throughout the implementation of this consultancy service. However, the consultant team should be proactive in implementing activities with the relevant stakeholders.

## **VI. TERMS OF PAYMENT**

- 30% of the contract value will be paid upon receipt and approval of Output 1
- 40% of the contract value will be paid upon receipt and approval of Outputs 2
- 30% of the contract value will be paid upon receipt and approval of Output 3&4

The consultant team should submit a technical and financial proposal under the 2017 UN-EU cost norms. The daily rate includes the consultancy fee, Personal Income Tax, communication fees, and other consumables. In addition, the consultant should include travel costs in their financial proposal.

## **VII. QUALIFICATIONS & SELECTION CRITERIA**

	<b>Requirements</b>	<b>Points</b>
	<b>1 Team Leader</b>	

	Requirements	Points
1	MSc. Degree or higher in a relevant area such as natural resource management, agricultural development, development studies, socioeconomic studies, disaster risk management, or other related fields	300
2	Minimum of 7 years of practical working experience (compulsory) in one of these areas: agriculture, climate change adaptation, natural disaster risk management, livelihoods, natural resources management, and rural development projects at the national and/or local level.	250
3	Recognized experience (5 assignments) in conducting: assessments and analysis of agriculture, livelihood and related options/interventions, socio-economic and/or household economic assessments; risks and vulnerability assessments, market assessments, rapid and participatory rural appraisal. A sample product of an assessment led by the consultant is required.	250
4	Take lead in 5 assignments in the facilitation of consultation meetings in one of the following areas: assessments and analysis of agriculture, livelihoods, and related options/interventions, socio-economic and/or household economic assessments; risks and vulnerability assessments, market assessments, rapid and participatory rural appraisal, livelihood assessment in coastal areas would be an asset	200
	<b>Total</b>	<b>1,000</b>
	<b>1 Team Member</b>	
1	MSc. Degree or higher in a relevant are such as natural resource management, agricultural development, development studies, socioeconomic studies, disaster risk management, or other related fields	300
2	Minimum of 7 years of practical working experience (compulsory) in one of these areas: agriculture, climate change adaptation, natural disaster risk management, livelihoods, natural resources management, and rural development projects at the national and/or local level.	250
3	Recognized experience (3 assignments) in conducting: assessments and analysis of agriculture, livelihoods, and related options/interventions, socio-economic and/or household economic assessments; risks and vulnerability assessments, market assessments, rapid and participatory rural appraisal A sample product of a similar assessment led by the consultant is required.	250
4	Take lead in 3 assignments in the facilitation of consultation meetings in one of the following areas: assessments and analysis of agriculture, livelihood and related options/interventions, socio-economic and/or household economic assessments; risks and vulnerability assessments, market assessments, rapid and participatory rural appraisal. Livelihood assessment in coastal areas would be an asset	200
	<b>Total</b>	<b>1,000</b>

## VIII. MONITORING AND CONTROL OF PROGRESS

- UNDP Viet Nam, VNFOREST and 5 PPMUs will assist the consultant team during the implementation of this assignment.

- The consultant team is under the supervision of UNDP Viet Nam and VNFOREST.
- The consultant agency is responsible for following all laws and regulations of the Viet Nam's Government and complying with all related regulations of UNDP Viet Nam.

1. Link to access evaluation reports on the completed livelihood models:

[https://drive.google.com/drive/folders/1w7RQYIfY\\_gaGM6twgwcO3LURHdMnl6IU?usp=sharing](https://drive.google.com/drive/folders/1w7RQYIfY_gaGM6twgwcO3LURHdMnl6IU?usp=sharing)

2. Link to access proposals and estimation on the upcoming models:

[https://drive.google.com/drive/folders/1glmQsw6RZWeV3fpzQaSsEbj\\_Xq1GBySU?usp=sharing](https://drive.google.com/drive/folders/1glmQsw6RZWeV3fpzQaSsEbj_Xq1GBySU?usp=sharing)

3. Links to access study report on livelihood evaluation in mangroves:

- Nam Định: <https://drive.google.com/open?id=1bZYIEWBy6S7vMpiqkMYSOCpTQjK8MEHd>
- Thanh Hóa: <https://drive.google.com/open?id=1CzECxcLwPvGF0484mCI8cS6INxsWbT6F>
- Quảng Nam: [https://drive.google.com/open?id=1Hp3uBNryj0IgV\\_eZ-4mhFAGkGAT66z2B](https://drive.google.com/open?id=1Hp3uBNryj0IgV_eZ-4mhFAGkGAT66z2B)
- Quảng Ngãi: <https://drive.google.com/open?id=1519kFJ2mrAWR5SxqIIIkwggfnFwtKy7m>
- Cà Mau: [https://drive.google.com/open?id=1kbO3yvAq8-GGqLEPvSG\\_4cSErr5fUcyR](https://drive.google.com/open?id=1kbO3yvAq8-GGqLEPvSG_4cSErr5fUcyR)

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

Date \_\_\_\_\_

United Nations Development Programme

Dear Sir/Madam:

I hereby declare that:

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

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

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

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

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

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

- L) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- M) **If you are a former staff member of the United Nations recently separated, please add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
- N) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.
- O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

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

Name	Relationship	Name of International Organization

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

YES ☐ NO ☐

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

YES ☐ NO ☐ If answer is "yes", WHEN?

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

Full Name	Full Email Address	Business or Occupation

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

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

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

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

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

**Annexes** *[please check all that applies]:*

- ☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

## **GUIDELINES FOR CV PREPARATION**

WE REQUEST THAT YOU USE THE FOLLOWING CHECKLIST WHEN PREPARING

Your CV:

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

Sex, Date of Birth, Nationality, Other Citizenship, Marital Status

Company associated with (if applicable, include company name, contact person and phone number)

### **SUMMARY OF EXPERTISE**

Field(s) of expertise (be as specific as possible)

Particular development competencies-thematic (e.g. Women in Development, NGOs, Privatization, Sustainable Development) or technical (e.g. project design/evaluation)

Credentials/education/training, relevant to the expertise

### **LANGUAGES**

Mother Tongue:

Indicate written and verbal proficiency of your English:

### **SUMMARY OF RELEVANT WORK EXPERIENCE**

Provide an overview of work history in reverse chronological order. Provide dates, your function/title, the area of work and the major accomplishments include honorarium/salary. References (name and contact email address) must be provided for each assignment undertaken by the consultant that UNDP may contact.

### **UN SYSTEM EXPERIENCE**

If applicable, provide details of work done for the UN System including WB. Provide names and email address of UN staff who were your main contacts. Include honorarium/salary.

### UNIVERSITY DEGREES

List the degree(s) and major area of study. Indicate the date (in reverse chronological order) and the name of the institution where the degree was obtained.

### PUBLICATIONS

Provide total number of Publications and list the titles of 5 major publications (if any)

### MISCELLANEOUS

Indicate the minimum and maximum time you would be available for consultancies and any other factors, including impediments or restrictions that should be taken into account in connection with your work with this assignment.

## Annex V

## FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum of ..... (VND for National Consultant).

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

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

*\* Individual Consultants/Contractors who are over 65 years of age with assignments that require travel and are required, **at their own cost**, to undergo a full medical examination including x-rays and obtaining medical clearance from **an UN-approved doctor** prior to taking up their assignment.*

***\*\* Individual Consultants/Contractors who request their employer to sign a Reimbursable Loan Agreement (RLA) with UNDP for their behalves are reminded to add the Value Added Tax into the total lump sum of the Financial Offer if applicable.***

I undertake, if my proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

I agree to abide by this proposal for a period of 120 days from the submission deadline of the proposals.

Dated this day /month of year

**Signature**

*(The costs should only cover the requirements identified in the Terms of Reference (TOR)  
Travel expenses are not required if the consultant will be working from home)*