



27 July 2021

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	<b>02 National consultants to review, evaluate and develop a roadmap for application of environmental technical regulations and standards to emissions from road motor vehicles which is newly manufactured, assembled, imported and being used in Vietnam</b>
Period of assignment/services (if applicable):	August 2021 – December 2021
Duty Station:	Vietnam
Tender reference:	T210708

1. Submissions should be sent by email to: [luu.thi.trang@undp.org](mailto:luu.thi.trang@undp.org) no later than:

**23.59 hrs., 08 August 2021 (Hanoi time)**

With subject line:

**T210708A – A Team leader to review, evaluate and develop a roadmap for application of environmental technical regulations and standards to emissions from road motor vehicles**

**T210708B – A Team member to review, evaluate and develop a roadmap for application of environmental technical regulations and standards to emissions from road motor vehicles**

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
- Team leader: 01 sample written report in English to be submitted
- Team member: 02 sample written reports in English to be submitted

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

- The financial proposal shall specify a total lump sum amount in **VND for national consultant and US dollar for International Consultant** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in Annex V.
- Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.
- If quoted in other currency, prices shall be converted to the above currency at UN Exchange Rate at the submission deadline.

#### 4. Evaluation

The technical component will be evaluated using the following criteria:

No.	Requirement	Points
<b>I</b>	<b>Consultant 1 (Team leader)</b>	
1	Doctoral degree in the field of transportation, engine emissions or equivalent;	100
2	Minimum 05 years of experience in research, policy analysis and/or scientific research on: emission factors for gasoline-powered motorbikes; exhaust gases of diesel engines; fuel consumption and motorcycle velocity measurement; exhaust gases of in-use motorcycles; emission factors of the vehicle being used, etc.	200
3	Minimum 05 years of direct experience in formulating and/or consulting in the development/amendment of policies, regulations, laws and/or research on gas emissions in the exhaust gases of vehicles in used in Vietnam;	200
4	Have working experience in the fields related to vehicle emission control;	150
5	Proven in-depth understanding of Vietnamese legal system, intellectual property law, commercial law and other related regulations;	150
6	Proven report writing skills, especially research reports and policy reviews;	100
7	Ability to write reports in English, one writing sample submitted.	100
	<b>Total of Consultant 1</b>	<b>1,000</b>
<b>I</b>	<b>Consultant 2 (Team member)</b>	
1	Master's degree or higher in environmental management; environmental technology and management or related field	150
2	In-depth understanding of the legal system on environmental protection in Vietnam, intellectual property law, commercial law and other related regulations	150
3	Minimum 05 years of practical working experience in: Air pollution control engineering; develop directives and indicators for evaluate environmental quality; air quality evaluation, etc.;	200
4	Have working experience in the fields related to air pollution control, emission control	200
6	Proven skills in report writing, especially research reports, policy evaluation;	150
7	Ability to write reports in English, two writing samples submitted.	150
	<b>Total of Consultant 2</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.  $Sf = 1000 \times Fm / F$ , in which Sf is the financial score, Fm is the lowest price and F the price of the submission under consideration.

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

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

## **5. Contract**

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

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

Documents required before contract signing:

- International consultant whose work involves travel is required to complete the courses on BSAFE which is the new online security awareness training and submit certificate to UNDP before contract issuance.
- Note: In order to access the courses, please go to the following link: <https://training.dss.un.org>  
The training course takes around 3-4 hours to complete.
- Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel. (This is not a requirement for RLA contracts).
- Release letter in case the selected consultant is government official.

## **6. Payment**

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

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

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

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

## TERMS OF REFERENCE

<b>Name of service:</b>	Review, evaluate and develop a roadmap for application of environmental technical regulations and standards to emissions from road motor vehicles which is newly manufactured, assembled, imported and being used in Vietnam		
<b>Project:</b>	Technical Assistance by UNDP		
<b>Reporting to:</b>	UNDP CCE and Department of Environmental Quality Management/VEA		
<b>Duty Station:</b>	Home based	<b>Travel Required:</b>	No
<b>Duration of Assignment:</b>	50 days for two <b>national</b> consultants: <ul style="list-style-type: none"> <li>- Team Leader: 30 days</li> <li>- Team member: 20 days</li> </ul>		
<b>Start Date:</b>	August 2021	<b>End Date:</b>	31 December 2021

### I. BACKGROUND & PROJECT DESCRIPTION

Pollution of the air environment in Vietnam in general and some large cities in particular tends to increase, mainly on dust pollution, especially fine dust PM2.5. From the beginning of 2020 until now, in the Southern region, including Ho Chi Minh City, the air environment has been affected by total suspended dust and noise, caused by production and traffic activities in the region. In the Northern region, including Hanoi, in July and November 2020, there were a number of days when the air quality deteriorated due to abnormal fluctuations in weather and climate factors. In some city areas of Hanoi, the air quality was poor and bad, the value of PM2.5 has exceeded the level specified in QCVN, which can significantly affect human health, especially the sensitive groups. Thus, it can be identified that the problem of air pollution in Hanoi, Ho Chi Minh City and other urban areas in the country mainly focuses on dust pollution, especially fine dust PM2.5.

The main sources of dust and emissions causing impacts and air pollution are identified as:

- (1) A large number of motor vehicles participate in traffic, many of which are old vehicles that do not meet standards on emission and expiry date for using in the city;
- (2) Not seriously implementing the shielding to avoid generate dust at construction sites and vehicles for transporting materials, construction waste, not washing cars before leaving the construction site, etc.;
- (3) There are still many industrial parks, industrial clusters, large-scale industrial establishments operating and generating large emissions;
- (4) Impacts of outdoor burning of waste, including hazardous waste, which are not in compliance with regulations in some localities, especially in the Northern provinces, including Hanoi, farmers burn straw and by-products after harvest in the field;
- (5) The use of honeycomb charcoal stoves in daily life still exists;
- (6) Due to the effects of weather and climate in the time of season, there is temperature inversion phenomenon;

In addition, fine dust and emissions originate from afar, other provinces, cities or other countries (inter-regional pollution, cross-border pollution).

Thus, one of the main causes of air pollution is transportation activities, including road motor vehicles in used. In order to control and minimize the impact of this emission source on air quality, since 2005 the Prime Minister has issued a roadmap to apply emission standards and regulations to road motor vehicles, specifically: Decision No. 249/2005/QĐ-TTg dated 10<sup>th</sup> October 2005 of the Prime Minister on the roadmap for application of emission standards to road motor vehicles. (hereinafter referred to as Decision No. 249/2005/QĐ-TTg); Decision No. 49/2011/QĐ-TTg dated 1<sup>st</sup> September 2011 of the Prime Minister stipulating the roadmap for applying emission standards to cars and two-wheeled motorcycles manufactured, assembled and imported new (hereinafter referred to as Decision No. 49/2011/QĐ-TTg); Decision No. 16/2019/QĐ-TTg dated 28<sup>th</sup> March 2019 of the Prime Minister stipulating the roadmap for applying emission standards to cars participating in traffic and imported used cars (hereinafter referred to as Decision No. 16/2019/QĐ-TTg). However, in order to ensure compatibility with the changing characteristics of vehicle types over the years, the above routes need to be reviewed, evaluated, updated and revised according to the socio-economic development situation in each given period.

On 17 November 2020, the National Assembly passed the Law on Environmental Protection, which required the Ministry of Natural Resources and Environment to take the lead and coordinate with the Ministry of Transport to prepare and submit a roadmap for application of national standards and regulations on emissions of road motor vehicles in used in Vietnam to the Prime Minister for promulgation. In addition, the Prime Minister has drastically directed the ministries, agencies and localities to implement many solutions to protect and improve the quality of the air environment: the Prime Minister has issued Directive No. 03/CT-TTg dated 18 January 2021 on strengthening the control of air pollution with many urgent and important solutions, in which the Prime Minister also requested the Ministry of Natural Resources and Environment to review and report Prime Minister on the implementation of the roadmap for application of national technical standards and regulations on emissions of road motor vehicles circulating in Vietnam, to be completed in the fourth quarter of 2021.

On that basis, UNDP and Department of Environmental Quality Management of Vietnam Environment Administration (VEA) are looking for an Individual Consultant Team (2 experts) to carry out this Task. Individual consultants will be selected and contracted according to the Bidding selection process of the Government of Vietnam.

## **II. OBJECTIVES**

Review and evaluate the implementation of roadmaps for application of national technical regulations and standards on emissions of road motor vehicles in used in Vietnam and international experiences.

Develop a report and support VEA to submit it to the Prime Minister for promulgation the roadmap for application of emission standards and regulations to road motor vehicles, including: newly manufactured, assembled and imported motorcycles and motorbikes; and cars, motorcycles, motorbikes being used.

## **III. SCOPE OF WORK**

**The successful consultant will be expected to be responsible for the following:**

- Review and evaluate policies and laws on emission standards and regulations of road motor vehicles in Vietnam and the application roadmap (Including standards and regulations on emissions of road motor vehicles, fuel, emission measurement

methods, and emission testing of motor vehicles).

- Review, synthesize documents and evaluate the implementation of roadmaps for application of environmental technical regulations and standards to emissions from road motor vehicles in used in Vietnam (Including the application roadmap for emission standards and regulations for newly manufactured, assembled and imported motorcycles and motorbikes; cars in used; motorcycles and motorbikes in used).
- Analyze achieved results and identify existing problems and shortcomings that need to be adjusted and overcome during the implementation of the application roadmap for environmental technical regulations and standards to emissions from road motor vehicles in used in Vietnam.
- Collect information, study experience in developing and apply emission standards of road vehicles from developed countries (USA, EU, Korea, Japan, Thailand, China, Taiwan) that applicable to Vietnam.
- Develop a review report and proposing a roadmap for application of national technical regulations and standards on emissions of road motor vehicles (newly manufactured, assembled and imported motorcycles and motorbikes; cars in used; motorcycles and motorbikes in used) for the next period on the basis of summarized international lessons learned and evaluation results of implementation in Vietnam recently.
- Participate, present and receive discussions at seminars and consultation meetings organized by UNDP and VEA.

### **SPECIFIC TASKS**

According to the above objectives and scope of work, with the coordination and support of the International experts and under the supervision of the Director General of the Department of Environmental Quality Management and UNDP, 2 national consultants are responsible (but not limited to) the following tasks:

#### **Consultant 1 – Team leader**

##### ***Task 1: Coordinating the consultant team***

- Coordinate with official in charge of air pollution control of the Department of Environmental Quality Management, UNDP and other relevant parties to implement the contents of the task.
- Collaborate with Consultant 2 to develop a detailed plan with methodology, implementation method, scope of work, implementing location and time to ensure that the task is completed in accordance with the proposed objectives and schedule.
- Coordinate with Consultant 2 to organize the implementation of the task according to the approved plan and prepare a presentation on the main output and present it at the specialize meeting and at the stakeholder consultation workshop.
- Responsible to the Department of Environmental Quality Management, UNDP for the quality of the task.

##### ***Task 2: Synthesize the results of the assessment, develop a report to review and propose a roadmap for the application of standards and technical regulations on emissions of road motor vehicles being used in Vietnam***

- Organize to collect, research, process information in order to review and evaluate the roadmap for application of emission standards and regulations of road motor vehicles

in used in Vietnam

- Synthesize, process information and develop a draft Report on the implementation of the roadmap for application of national technical standards and regulations on emissions of road motor vehicles in used in Vietnam.
- Stakeholder consultation on the Review Report and proposed roadmap: Written consultation or consultation through technical meetings/workshops organized by UNDP and VEA
- Finalize the draft report on review and propose a roadmap for application of national technical regulations and standards on emissions of road motor vehicles in used in Vietnam (newly manufactured, assembled and imported motorcycles and motorbikes; cars in used; motorcycles and motorbikes in used) and submit to MONRE for approval.

#### **Consultant 2 – Team member**

***Task 1: Review and evaluate policies and laws and implementation results of the roadmap for application of emission standards and regulations of road motor vehicles in Vietnam; study international experience in the development and application of emission standards for road vehicles.***

- Collect, synthesize and evaluate Vietnamese legal documents related to emission standards and regulations of road motor vehicles and the current application roadmap (Including standards and regulations on emissions of road motor vehicles, fuel, emission measurement methods, and emission testing of motor vehicles).
- Analysis and evaluation of the implementation of roadmaps for application of environmental standards and technical regulations to emissions from road motor vehicles in used in Vietnam (Including the application roadmap for emission standards and regulations for newly manufactured, assembled and imported motorcycles and motorbikes; cars in used; motorcycles and motorbikes in used): The results achieved, identify existing problems and shortcomings that need to be adjusted and overcome during the implementation process.
- Synthesize documents and international experiences on the development and application of emission standards for road motor vehicles, analyze and propose appropriate solutions Vietnam's conditions.

#### ***Task 2: Coordinate and support Consultant 1***

- Under the guidance and assignment of the Team Leader (Consultant 1), develop a specific action plan for the assigned work for Expert 1 to synthesize into the Team's working plan and put in the Inception report.
- Record stakeholders' opinions during technical meetings, legal meetings and consultation workshops to put in the minutes.
- On the basis of the final report, finalize the deliverables in Vietnamese and English.

#### **IV. DELIVERABLES & IMPLEMENTATION TIMELINE**

The experts will carry out the tasks listed in Section III of Terms of Reference, and submit the deliverables in accordance with the plans and requirements of UNDP and the Department of Environmental Quality Management. For each report, the consultant must submit 01 electronic copy (soft copy) and 02 printed copies (hard copy) in Vietnamese and English.

Deliverables & Implementation timeline as follow:

No.	Deliverable	Target due date
<b>I</b>	<b>Consultant 1</b>	
1.1	Deliverable No. 1: The inception report (including a detailed plan to implement the task)	2 weeks after signing the contract
1.2	Deliverable No. 2: Report on review, research and evaluation of the roadmap for application of emission standards and regulations of road vehicles in used in Vietnam	2 months after signing the contract
1.3	Deliverable No. 3: Draft report on Review and proposal of roadmap for application of national technical standards and regulations on emissions of road motor vehicles in used in Vietnam (newly manufactured, assembled and imported motorcycles and motorbikes; cars in used; motorcycles and motorbikes in used) and submit to MONRE for approval (Submitting documents include: Assessment reports; draft Report to the Prime Minister; draft roadmaps for application of emission standards and regulations for: (1) newly manufactured, assembled and imported motorcycles and motorbikes; (2) motorcycles and motorbikes being used; (3) automobiles being used.	4 months after signing the contract
<b>II</b>	<b>Consultant 2</b>	
2.1	Deliverable No. 1: Detailed plans to implement the tasks under Expert 2's responsibility	2 weeks after signing the contract
2.2	Deliverable No. 2: Report on review and evaluation of legal policies and results of implementation of roadmap for application of emission standards and regulations of road motor vehicles in Vietnam (Including standards and regulations on emissions of road motor vehicles, fuel, emission measurement methods, and emission testing of motor vehicles)	2 months after signing the contract
2.3	Deliverable No. 3: Report on research, evaluation of international experience on the development and application of emission standards for road vehicles, and propose appropriate solutions to apply for Vietnam's conditions	4 months after signing the contract

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

- Duration: Estimated 50 working days for the group of consultants over a 4.5 months period, starting from the contract signing date; expected from August 2021 to 31<sup>st</sup> December 2021.
  - Expert 1: 30 working days
  - Expert 2: 20 working days
- Location: Home based and field travel at request
  - Detailed schedule will be developed and agreed with UNDP, Department of Environmental Quality Management before starting the task. All travels and

related cost (if any and agreed with UNDP during the assignment) will be paid by UNDP separately based on UN-EU cost norms.

## **VI. PROVISION OF MONITORING & PROGRESS CONTROL**

- The selected experts will work under the supervision of Department of Environmental Quality Management and UNDP.
- The selected experts will have regular meetings with the Department of Environmental Quality Management to discuss the plan, progress and details of the work. Regularly report and consult with the Department of Environmental Quality Management on the approved work schedule.

## **VII. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS**

### **Administrative Support**

- UNDP and The Department of Environmental Quality Management will provide administrative support in issuing official letters/letters of introduction/meeting and workshop invitations to relevant stakeholders (if needed);

### **Reference Documents**

**Documents:** The following documents will be provided after signing the contract:

- Summary of Tasks;
- References on road motor vehicle emissions;
- Law on Environmental Protection in 2020;
- Decisions approving the roadmap for application of standards and regulations to road motor vehicle emissions.

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

Consultants need to meet the following minimum qualifications and experience:

### **Consultant 1:**

- Doctoral degree in the field of transportation, engine emissions or equivalent;
- Minimum 05 years of experience in research, policy analysis and/or scientific research on: emission factors for gasoline-powered motorbikes; exhaust gases of diesel engines; fuel consumption and motorcycle velocity measurement; exhaust gases of in-use motorcycles; emission factors of the vehicle being used, etc.
- Minimum 05 years of direct experience in formulating and/or consulting in the development/amendment of policies, regulations, laws and/or research on gas emissions in the exhaust gases of vehicles in used in Vietnam;
- Have working experience in the fields related to vehicle emission control;
- Have in-depth understanding of Vietnamese legal system, intellectual property law, commercial law and other related regulations;
- Have skills in report writing, especially research reports, policy evaluation;
- Have ability to manage and coordinate the team;
- Be able to communicate fluently with international experts or demonstrate the ability to write reports in English.

### **Consultant 2:**

- Master's degree or higher in environmental management; environmental technology and management or related field;

- Have in-depth understanding of the legal system on environmental protection in Vietnam, intellectual property law, commercial law and other related regulations;
- Minimum 05 years of practical working experience in: Air pollution control engineering; develop directives and indicators for evaluate environmental quality; air quality evaluation, etc.;
- Have working experience in the fields related to air pollution control, emission control;
- Have skills in report writing, especially research reports, policy evaluation;
- Be able to communicate fluently with international experts or demonstrate the ability to write reports in English.

#### **IX. PAYMENT TERMS**

The cost of this assignment including consultant fees, costs for the performance of tasks, taxes. The disbursement will be made by UNDP and divided into 3 stages as follows:

<b>No.</b>	<b>Deliverables as indicated in Section IV</b>	<b>Due Date</b>	<b>Payment Amount</b>
1	Deliverable No. 1 of each expert	20 August 2021	20%
2	Deliverable No. 2 of each expert	30 October 2021	40%
3	Final deliverable	15 December 2021	40%

#### **X. CONSULTANT PRESENCE REQUIRED ON DUTY STATION**

☐ NONE                      ☐ PARTIAL                      ☒ INTERMITTENT                      ☐ FULL-TIME

#### **XI. EVALUATION CRITERIA**

<b>No.</b>	<b>Requirement</b>	<b>Points</b>
<b>I</b>	<b>Consultant 1</b>	
1	Doctoral degree in the field of transportation, engine emissions or equivalent;	100
2	Minimum 05 years of experience in research, policy analysis and/or scientific research on: emission factors for gasoline-powered motorbikes; exhaust gases of diesel engines; fuel consumption and motorcycle velocity measurement; exhaust gases of in-use motorcycles; emission factors of the vehicle being used, etc.	200
3	Minimum 05 years of direct experience in formulating and/or consulting in the development/amendment of policies, regulations, laws and/or research on gas emissions in the exhaust gases of vehicles in used in Vietnam;	200
4	Have working experience in the fields related to vehicle emission control;	150
5	Proven in-depth understanding of Vietnamese legal system, intellectual property law, commercial law and other related regulations;	150
6	Proven report writing skills, especially research reports and policy reviews;	100
7	Ability to write reports in English, one writing sample submitted.	100
	<b>Total of Consultant 1</b>	<b>1,000</b>
<b>I</b>	<b>Consultant 2</b>	

1	Master's degree or higher in environmental management; environmental technology and management or related field	150
2	In-depth understanding of the legal system on environmental protection in Vietnam, intellectual property law, commercial law and other related regulations	150
3	Minimum 05 years of practical working experience in: Air pollution control engineering; develop directives and indicators for evaluate environmental quality; air quality evaluation, etc.;	200
4	Have working experience in the fields related to air pollution control, emission control	200
6	Proven skills in report writing, especially research reports, policy evaluation;	150
7	Ability to write reports in English, two writing samples submitted.	150
	<b>Total of Consultant 2</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:

#### **B. Core Documents**

1. **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
2. **Current and complete CV** in English;
3. Similar **sample reports**;
4. **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.

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**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 and USD for International Consultant).

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

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