



27 July 2021

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

<b>Country:</b>	<b>Viet Nam</b>
<b>Description of the assignment:</b>	<b>01 International Consultant and 02 National Consultants to develop training materials for policy makers, legal drafters and legal officials on public consultation methodologies and skills to promote greater participation of vulnerable groups in policy and law making</b>
<b>Period of assignment/services (if applicable):</b>	<b>August 2021 – November 2021</b>
<b>Duty Station:</b>	<b>Vietnam</b>
<b>Tender reference:</b>	<b>T210702</b>

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:**

**T210702A – An International Consultant to develop training materials for policy makers, legal drafters and legal officials**

**T210702B – A National Consultant (Team leader) to develop training materials for policy makers, legal drafters and legal officials**

**T210702C – A National Consultant (Team member) to develop training materials for policy makers, legal drafters and legal officials**

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
- International Consultant: 01 sample of report in English developed by candidate to be submitted
- Team leader: 01 sample of report in Vietnamese developed or co-developed by the candidate to be submitted
- Team member: 01 sample of report in English developed by candidate 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:

##### An International Consultant

<b>Consultant(s)' experiences/qualification related to the services</b>		
<b>1.1</b>	- Master's degree of law;	<b>200</b>
<b>1.2</b>	- A minimum of 10 years of working experience in legal sector; working experience in the area of policy making or drafting legal normative documents or public consultation is an advantage;	<b>250</b> <b>50</b>
<b>1.3</b>	- Expertise in developing training materials in legal area with learner-centered and participatory approaches (one training materials in English developed or co-developed by candidate to be submitted);	<b>300</b>
<b>1.4</b>	- Working experience in delivering trainings using learner-centered and participatory methodologies is essential; expertise in delivering training for legal drafters is a strong advantage;	<b>150</b> <b>50</b>
<b>Total</b>		<b>1000</b>

##### A National Consultant (Team leader)

<b>Consultant(s)' experiences/qualification related to the services</b>		
<b>1.1</b>	- Master's degree of law;	<b>200</b>
<b>1.2</b>	- A minimum of 20 years of working experience in legal sector; working experience in the area of policy making or drafting legal normative documents or public consultation is an advantage;	<b>300</b>
<b>1.3</b>	- Expertise in developing training materials in legal area with learner-centered and participatory approaches (one training materials developed or co-developed by candidate to be submitted);	<b>200</b>

<b>1.4</b>	- Working experience in delivering trainings using learner-centered and participatory methodologies is essential; Expertise in delivering training for legal drafters is a strong advantage;	<b>150</b> <b>50</b>
<b>1.5</b>	- Knowledge or working experience with vulnerable groups is preferable;	<b>50</b>
<b>1.6</b>	- Experience working as a team leader of a consultant team, preferably of similar assignment(s)	<b>50</b>
<b>Total</b>		<b>1000</b>

#### **A National Consultant (Team member)**

<b>Consultant(s)' experiences/qualification related to the services</b>		
<b>1.1</b>	- Master's degree of law;	<b>200</b>
<b>1.2</b>	- A minimum of 10 years of work experience in legal sector; working experience in the area of policy making or drafting legal normative documents or public consultation is an advantage;	<b>300</b>
<b>1.3</b>	- Expertise in developing training materials with learner-centered and participatory approaches;	<b>250</b>
<b>1.4</b>	- Experience in delivering trainings using learner-centered and participatory methodologies is a strong advantage;	<b>100</b>
<b>1.5</b>	- Good report writing skills in English (one English sample of report developed by candidate to be submitted)	<b>150</b>
<b>Total</b>		<b>1000</b>

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

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

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

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

## **5. Contract**

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

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

Documents required before contract signing:

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

## **6. Payment**

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

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

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

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



## TERMS OF REFERENCE

Service	<b>Develop training materials for policy makers, legal drafters and legal officials on public consultation methodologies and skills to promote greater participation of vulnerable groups in policy and law making</b>
Consultancy	Two national legal consultants and one international legal consultant
Duty station:	Ha Noi and home based for national consultants Home based for international consultant
Expected Duration	From August to November 2021
Supervision:	The consultants will work in a team under the supervision of the Program Officer in charge in the Governance and Participation Unit of the United Nations Development Programme (UNDP) and the Department of General Affairs in Legal Development (GALD) of the Ministry of Justice (MOJ)

### 1. BACKGROUND

In Viet Nam, the process for developing and promulgating legal normative documents is stipulated in the Law on Promulgation of Legal Normative Documents (the 2015 Law on Law), that was passed on 22 June 2015 and came into effect on 1 July 2016.

Four years later, on 18 June 2020 the National Assembly of Viet Nam passed the Law amending and supplementing a number of articles of the 2015 Law on Law (the 2020 amended Law on Law) which came into effect on 1 January 2021. This Law amended and added some provisions to the 2015 Law on Promulgation of Legal Normative Documents (Law on Law 2015) to enhance the participation of citizens and organizations in the process of drafting legal normative documents.

The above-mentioned Laws have provided many provisions on public consultation and the participation of people, organizations in law-making process<sup>1</sup>. These Laws provide the following principles of formulation and promulgation of legal normative documents: (1) Ensuring transparency of provisions of legal documents; (2) Ensuring publicity and democracy in receipt of, and response to opinions and comments of individuals, agencies and organizations during the process of formulating and promulgating legal normative documents<sup>2</sup>.

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<sup>1</sup> 2015 Law on Law: Article 36, Article 57, Article 86, Article 97 (Clause 2), Article 101 (Clause 2), Article 105 (Clause 2), Article 109 (Clause 3), Article 113, Article 120, Article 129, Article 142 (Clause 2).

2020 amended Law on Law: Article 6, Article 91, Article 148 (Clause 2)

<sup>2</sup> Article 5, 2015 Law on Law

Article 6 of the 2020 Amended Law on Law emphasized the right of agencies, organizations, and individuals to provide opinions on proposals for developing legal documents and drafts legal documents. These opinions must be considered and responded to during the process of adjusting the drafts legal documents.

Even though there are many provisions ensuring the participation of the public in the legislative process, but in practice the consultation on proposals and drafts legal documents is not always effective. It led to the promulgation of the legal documents which are not qualified or not feasible.

There are many reasons of the gap, but the key are (1) low awareness about the importance of collecting public opinions to the proposals and drafts legal documents; (2) Lack of innovative and diversified methodologies for the public legislative consultation; (3) insufficiency of skills in engaging the public for legislative consultation, especially vulnerable groups in legislative process.

In this context, it is necessary to raise the awareness of the legislative drafting agencies and legal drafters both at central and local levels about the importance of collecting public opinions to the policies and drafts legal normative documents. It also needs to provide them innovative and effective methods and skills of collecting public opinions during policy making and drafting legal documents. The Vietnam Fatherland Front and its member organizations should have effective methods to collect public opinions for doing social criticism in law making process.

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

Under the EU JULE, one of the key areas of intervention is to enhance public awareness and understanding of rights and how to invoke those rights. The strategic and rights-based approach of the Programme is to address the demand-side and the supply-side constrains in the justice sector by building, in a coherent and coordinated manner, the capacity of Government institutions at both the central and provincial level. Capacity building for legal officers of the Government agencies is a need and is one of critical ways to achieve the Programme's objectives. Thus, the development of training materials on public consultation methodology and skills to promote greater participation of vulnerable groups in policy and law making will contribute to one of the expected results of the Programme.

## **2. OBJECTIVES OF THE ASSIGNMENT**

The assignment is to develop training materials on public consultation methodology and skills to promote greater participation of vulnerable groups in policy and law making.

The developed training materials will be used for training policy makers, legal drafters, legal officials of Vietnamese Father Land Front and its members at both central and local levels, who are responsible for collecting public opinions in policy and law-making process<sup>3</sup>.

The materials will be also disseminated via web portals of the Ministry of Justice and other relevant networks to the targeted groups for their using as a guidance for public legislative consultation.

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<sup>3</sup> According to Clause 3 Article 6 of the 2020 amended Law on Law, agencies, organizations, and National Assembly deputy in charge of drafting legislative documents and relevant organizations are responsible to collect public opinions during policy and law-making process.

Clause 2 Article 6: The Vietnamese Fatherland Front shall make social criticism about draft legislative documents in accordance with this Law and the Law on Vietnamese Fatherland Front

### **3. FINAL PRODUCTS**

The consultant will produce:

A set of training materials which will be used for two days training on public consultation methodology and skills to promote greater participation of vulnerable group in policy and law making. The training materials should follow the learner-centered and participatory training methodologies. The training materials should include visual aids (power points, videos, pictures, and other tools if any) and learning activities, such as games, role plays, demonstrations, group works, to facilitate active participation of trainees during the training. The set of training materials mentioned above includes:

(1) Trainees' handbook in Vietnamese (maximum 60 pages excluding annexes) may include several modules. Each module incorporates a detailed lesson plan, learning objectives, the content and reference materials relevant to the module, presentation slides and self – study questions, case studies.

The handbook must include at least 3 following modules but is not limited to:

- Legal framework on public consultation, social criticism in policy and law making, especially consultation with vulnerable groups, including women, children, ethnic minorities, poor people and others which face the greatest obstacles in using the justice system to invoke their rights;

- Guidance on innovative and effective methodologies and skills for policy makers and legal drafters to use for public consultation in policy and law-making processes, especially with vulnerable groups;

- Methodologies and skills for legal officials of Vietnamese Father Land Front and its members in collecting public opinions, especially with vulnerable groups, for doing social criticism to drafts legal documents.

(2) A summary of trainees' handbook in English that includes detailed outline of the handbook, introduction, objectives, targeted trainees, learning methodologies, learning agenda, key contents of each module.

(3) The trainers' guide in Vietnamese (maximum 45 pages excluding annexes) is aligned with the structure of the trainees' handbook. The key content of the guide must include but not limited to:

- Introductory information and general guidance for trainers, training agenda.

- Each of the modules has detailed lesson plan, plus detailed learning activities, such as games, role plays, demonstrations, group works, to facilitate active participation of trainees during the training and accompanying power point presentations, visual aids (videos, pictures and other tools if any).

- Pre and post training evaluation forms, and training report template.

(4) A summary of the trainers' guide in English that includes detailed outlines, introduction of the trainers' guide, objectives, targeted trainers, training methodologies, training programme, key contents of each modules, evaluation forms, training report.

### **4. APPROACHES AND METHODOLOGIES**

The following approaches must be considered during performing the assignment:

- 1) Ensuring gender sensitiveness:



Due to the nature of the project and the gender and development approach, gender equality and gender sensitiveness aspects should be mainstreamed in the developed training materials and training delivering

2) Participatory and trainee-centered approaches:

The training materials should be developed to help trainers to perform their tasks more efficiently. A participatory and trainee-centered approaches as well as skill-based training method should be employed and expressed clearly in the training materials

## 5. SCOPE OF WORK

The assignment will be carried out by a team of two national legal consultants and one international legal consultant hired by UNDP.

The scope of work for each consultant is as follows:

**For national legal consultant – team leader:**

*Taking leading role in the team*

- Take ultimate responsibility for the final training materials;
- Take the lead in discussion with the other team members, UNDP and GALD on implementing the assignment;
- Discuss with other team members to develop a work plan with clear deadlines for each activity and send to UNDP and GALD for approval

Study UNDP tool kit on participatory training methods and training materials on participatory training methods to identify appropriate approach, methodologies for developing the training materials	1 day
- Develop outlines of the training materials in Vietnamese and English, get inputs from other team members, UNDP and GALD on the outlines, and revise accordingly	2 days
- Develop drafts training materials that includes trainees’ handbook (the parts on legal framework and methodologies and skills for legal drafters in collecting public opinions for policy and law- making) and trainers’ guide both in Vietnamese and English	6 days
- Get inputs from other team members, UNDP and GALD on the drafts training materials and revise the drafts accordingly	4 days
- Prepare and deliver presentation on the key points of the drafts at technical meetings or consultation workshop in Ha Noi to collect comments	1.5 day
- Revise the drafts training materials according to the comments provided at the meetings/workshop	4 days
- Prepare and deliver a two days pilot training in Ha Noi to test the training materials and get inputs and lessons learned	2.5 days
- Work closely with UNDP and GALD to finalize the training materials in Vietnamese	2 days.
- Prepare 2 summaries of the trainees’ handbook and trainers’ guide in English to share with UNDP	2 days
<b>Total</b>	<b>25 days</b>

**For the national legal consultant – team member:**

- Collect and analyze all existing training materials and legal documents on public consultation and participation of people, organizations in policy and law making, processes to select key contents for the training materials and	2 days
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provide information to the team leader	
- Provide inputs/comments to the drafts outlines of the training materials prepared by the team leader	0.5 day
- Collect and develop case studies for the training materials	2 days
- Develop the part on methodologies and skills for Vietnamese Father Land Front and its members in collecting public opinions for doing social criticism for the trainees 'handbook in Vietnamese and English	3 days
- Provide inputs and comments to the draft training materials and support the team leader in the process of developing training materials	2 days
- Attend technical meetings or consultation workshop in Ha Noi to assist team leader in preparing report and collect comments	1 day
- Assist team leader to revise the drafts training materials according to the comments provided at the meetings/workshop	5 days
- Support team leader to prepare and deliver a two days pilot training in Ha Noi to test the training materials and get inputs and lessons learned	2.5 days
- Assist team leader to finalize the training materials both in Vietnamese and prepare 2 summaries of the trainees' handbook and trainers' guide in English	3 days.
Total	21 days

**For the international legal consultant – team member:**

- Collect and analyze existing international training materials on public consultation methodology and skills to promote greater participation of vulnerable group in policy and law making to provide a summary report on international experience and recommendations for the national team on the key points that need to be included in the training materials	2 days
- Provide inputs/comments to the drafts outlines of the training materials prepared by the team leader	0.5 day
- Provide continuous guidance and support to the national consultants on the methodology and content of the training materials, including ongoing comments/inputs to the draft training materials prepared by national consultants, for the entire period of the materials' development	3 days
- Prepare presentation and attend online to share international experiences on public consultation in a one-day workshop or technical meetings organized in Ha Noi	1.5 days
- Attend online two-days pilot training delivered by national consultants to provide comments on the training methodologies and recommendations for further improvement	2 days
- Edit English for the final versions of the 2 summaries	1 days
Total	10 days

**6. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL**

The assignment is expected to last approximately 4 months (August – November 2021).

Duty station: Hanoi and home-based for national consultants

Home based for international consultant

**7. PROVISION OF MONITORING AND PROGRESS CONTROL**

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

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

#	Activities	Deliverable	Timeline/Deadline
1	Submit to UNDP and GALD a work plan with detailed timetable for each activity	Workplan approved by UNDP and GALD	August 2021
2	Develop outlines of the training materials in English and Vietnamese	Outlines approved by UNDP and GALD	August 2021
3	Develop drafts training materials that includes trainees' handbook and trainers' guide in Vietnamese and English	Drafts approved by UNDP and GALD to be shared at technical meetings/workshop	September 2021
4	Team leader prepares and delivers presentation on the key points of the drafts, international consultant shares international experience at technical meetings or consultation workshop	Presentations delivered and workshop report submitted to UNDP and GALD	October 2021
5	Revise the drafts training materials according to the comments provided at the meetings/workshop	Drafts training materials approved by UNDP and GALD to be tested at a pilot training	October 2021
6	Prepare and deliver a two-days pilot training to test the training materials and get inputs and lessons learned	Pilot training delivered and training report with recommendations approved by UNDP and GALD	October 2021
7	Finalize the training materials both in Vietnamese and English	Training materials approved by UNDP and GALD	November 2021

## 8. DEGREE OF EXPERTISE AND QUALIFICATIONS

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

### **National legal consultant – team leader:**

- Master's degree of law;
- A minimum of 20 years of working experience in legal sector; working experience in the area of policy making or drafting legal normative documents or public consultation is an advantage;
- Expertise in developing training materials in legal area with learner-centered and participatory approaches (one training materials developed or co-developed by candidate to be submitted);
- Experience in delivering trainings using learner-centered and participatory methodologies is essential; expertise in delivering training for legal drafters is a strong advantage;

- Knowledge or working experience with vulnerable groups is preferable;
- Experience working as a team leader of a consultant team, preferably of similar assignment(s);
- Excellent spoken, report writing and presentation skills in Vietnamese.

**National legal consultant – team member:**

- Master’s degree of law;
- A minimum of 10 years of work experience in legal sector; working experience in the area of policy making or drafting legal normative documents or public consultation is an advantage;
- Expertise in developing training materials with learner-centered and participatory approaches;
- Experience in delivering trainings using learner-centered and participatory methodologies is a strong advantage;
- Excellent spoken, report writing skills in Vietnamese;
- Good report writing skills in English (one English sample of report developed by candidate to be submitted)

**International legal consultant – team member:**

- Master’s degree of law;
- A minimum of 10 years of working experience in legal sector; working experience in the area of policy making or drafting legal normative documents or public consultation is an advantage;
- Expertise in developing training materials in legal area with learner-centered and participatory approaches (one training materials in English developed or co-developed by candidate to be submitted);
- Working experience in delivering trainings using learner-centered and participatory methodologies is essential; expertise in delivering training for legal drafters is a strong advantage;
- Excellent spoken, report writing and presenting skills in English.

**9. COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS**

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

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

**10. REFERENCE DOCUMENTS AND ADMINISTRATIVE SUPPORT**

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

**11. CONTRACT PAYMENTS**

- 1<sup>st</sup> payment: 20% of the contract amount upon receiving and acceptance by UNDP of deliverables 1 and 2 specified in Session 7
- 2<sup>nd</sup> payment: 40% of the contract amount upon receiving and acceptance by UNDP of deliverables 3,4,5 specified in Session 7

- Final payment: 40% of the contract amount upon satisfactory completion of all deliverables specified in Session 7

## 12. EVALUATION CRITERIA

### **National legal consultant – team leader:**

<b>Consultant(s)' experiences/qualification related to the services</b>		
<b>1.1</b>	- Master's degree of law;	<b>200</b>
<b>1.2</b>	- A minimum of 20 years of working experience in legal sector; working experience in the area of policy making or drafting legal normative documents or public consultation is an advantage;	<b>300</b>
<b>1.3</b>	- Expertise in developing training materials in legal area with learner-centered and participatory approaches (one training materials developed or co-developed by candidate to be submitted);	<b>200</b>
<b>1.4</b>	- Working experience in delivering trainings using learner-centered and participatory methodologies is essential; Expertise in delivering training for legal drafters is a strong advantage;	<b>150</b> <b>50</b>
<b>1.5</b>	- Knowledge or working experience with vulnerable groups is preferable;	<b>50</b>
<b>1.6</b>	- Experience working as a team leader of a consultant team, preferably of similar assignment(s)	<b>50</b>
<b>Total</b>		<b>1000</b>

### **National legal consultant – team member:**

<b>Consultant(s)' experiences/qualification related to the services</b>		
<b>1.1</b>	- Master's degree of law;	<b>200</b>
<b>1.2</b>	- A minimum of 10 years of work experience in legal sector; working experience in the area of policy making or drafting legal normative documents or public consultation is an advantage;	<b>300</b>
<b>1.3</b>	- Expertise in developing training materials with learner-centered and participatory approaches;	<b>250</b>

<b>1.4</b>	- Experience in delivering trainings using learner-centered and participatory methodologies is a strong advantage;	<b>100</b>
<b>1.5</b>	- Good report writing skills in English (one English sample of report developed by candidate to be submitted)	<b>150</b>
<b>Total</b>		<b>1000</b>

**International legal consultant – team member:**

<b>Consultant(s)' experiences/qualification related to the services</b>		
<b>1.1</b>	- Master's degree of law;	<b>200</b>
<b>1.2</b>	- A minimum of 10 years of working experience in legal sector; working experience in the area of policy making or drafting legal normative documents or public consultation is an advantage;	<b>250</b> <b>50</b>
<b>1.3</b>	- Expertise in developing training materials in legal area with learner-centered and participatory approaches (one training materials in English developed or co-developed by candidate to be submitted);	<b>300</b>
<b>1.4</b>	- Working experience in delivering trainings using learner-centered and participatory methodologies is essential; expertise in delivering training for legal drafters is a strong advantage;	<b>150</b> <b>50</b>
<b>Total</b>		<b>1000</b>

**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 (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).