INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
for individual consultants and individual consultants assigned by consulting firms/institutions

Country: Viet Nam

Description of the assignment: 01 National consultant to develop a guideline on access to finance for application of green chemistry in Vietnam

Period of assignment/services (if applicable): August 2021 – November 2021

Duty Station: Vietnam

Tender reference: T210710

1. Submissions should be sent by email to: luu.thi.trang@undp.org no later than:
   23.59 hrs., 11 August 2021 (Hanoi time)

   With subject line:
   T210710 – 01 National consultant to develop a guideline on access to finance for application of green chemistry in Vietnam

Submission received after that date or submission not in conformity with the requirements specified this document will not be considered.

Note:
- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.

- Maximum size per email is 30 MB.

- Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP Viet Nam will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.
- After submitting proposal, bidder should send notification by email (without attachment) to: procurement.vn@undp.org 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
   - 02 related reports/articles 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:

**A National Consultant**

<table>
<thead>
<tr>
<th>No.</th>
<th>Requirement</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Master's degree in the field of economics, environmental economics</td>
<td>200</td>
</tr>
<tr>
<td></td>
<td>Details</td>
<td>Points</td>
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<tr>
<td>2</td>
<td>20 years of experience in the field of environment, environmental</td>
<td>200</td>
</tr>
<tr>
<td></td>
<td>economics, environmental management, industrial waste management</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>10 years of experience in the field of green development, sustainable</td>
<td>200</td>
</tr>
<tr>
<td></td>
<td>development, cleaner production</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Knowledge and understanding of relevant bilateral agreements (MEAs)</td>
<td>100</td>
</tr>
<tr>
<td>5</td>
<td>Experienced in managing and building ODA projects implemented by the</td>
<td>200</td>
</tr>
<tr>
<td></td>
<td>Ministry of Industry and Trade, the Ministry of Natural Resources and</td>
<td></td>
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<td></td>
<td>Environment, and the Ministry of Science and Technology</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>English writing skill (02 related reports/articles)</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>1,000</strong></td>
</tr>
</tbody>
</table>

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. $S_f = 1000 \times \frac{F_m}{F}$, 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](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.

**I. 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 in 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.

II. You proposals are received on the basis that you fully understand and accept these terms and conditions.
TERMS OF REFERENCE

<table>
<thead>
<tr>
<th>Name of service:</th>
<th>Develop a guideline on access to finance for application of green chemistry in Vietnam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project:</td>
<td>Application of Green Chemistry to support green growth and reduction in the use and release of POPs/harmful chemicals</td>
</tr>
<tr>
<td>Reporting to:</td>
<td>Program Officer on chemicals and waste, UNDP Green Chemistry Project Manager, Vinachemia.</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Hanoi</td>
</tr>
<tr>
<td>Travel Required:</td>
<td>No</td>
</tr>
<tr>
<td>Duration of Assignment:</td>
<td>35 days</td>
</tr>
<tr>
<td>Start Date:</td>
<td>August, 2021</td>
</tr>
<tr>
<td>End Date:</td>
<td>November, 2021</td>
</tr>
</tbody>
</table>

1. BACKGROUND & PROJECT DESCRIPTION

The Vietnam Chemical Agency (VINACHEMICA) – Ministry of Industry and Trade of the Socialist Republic of Vietnam is currently implementing the project: “Application of Green Chemistry in Vietnam to support green growth and reduction in the use and release of POPs/harmful chemicals”, which are funded by GEF/UNDP with contribution from related agencies and private sectors in Vietnam. The project is currently in its 2nd year of implementation.

The project aims to create the enabling environment for the introduction of Green Chemistry in Viet Nam and introduce Green Chemistry applications in productive sectors with the purpose of reducing the use and release of chemicals controlled under Stockholm and Minamata Conventions. The project also expects to result in a reduction in the use and release of chemicals of concern not covered under the MEAs, as well as improve energy and natural resource efficiency and generate Green House Gas (GHG) release reduction co-benefits in the sectors and industries supported by the project.

The project will reduce the use of Persistent Organic Pollutants (POPs) and release of Unintentional Persistent Organic Pollutants (U-POPs) through the introduction of green chemistry approach in six industrial sectors in Viet Nam: chrome plating, pulp and paper manufacturing, plastic manufacturing, textile, pesticides and solvents. Specific guidance for each sector will be developed, and the green chemistry approach will be streamlined into the relevant legislation. Two industrial facilities from 2 different sectors (out of the above six sectors) will be selected for the practical demonstration of the green chemistry approach. The project is structured in 3 components:

1. Developing the enabling environment for Green Chemistry in Viet Nam;
2. Promote awareness on Green Chemistry and the benefits of the application of Green Chemistry and its guiding principles; and,
3. Introduce Green Chemistry approaches into priority sectors and at least 2 entities

Green Chemistry (GC) is the design of chemical products and processes that reduce or eliminate the use or generation of hazardous substances. The concept is based on 12 Green Chemistry Principles which describe the ways to reduce both the environmental impacts and the potential negative health effects of chemicals and chemical synthesis. In brief the principles are: (1) Prevent waste, (2) Atom economy, (3) Less hazardous chemical syntheses, (4) Designing safer chemicals, (5) Safer solvents and auxiliaries, (6) Design for energy

The uniform application of these principles plays an important role in reducing the use and emissions of hazardous chemicals (including persistent organic pollutants (POPs)) from manufacturing processes and from product. This problem can be solved through mechanisms and policies, raising awareness and scaling up the pilot model. However, an important issue that is decisive for businesses which want to convert to Green Chemistry is the finance issue and investment capital. Therefore, guiding enterprises to easily access and implement preferential loans from funds with special policies for GC is also a vital content of the project. The project will develop technical guidelines on how to apply for incentive funding for GC applications. The tools and guidelines will act as a manual to facilitate all businesses to solve financial problems to be able to apply GC for their sustainable development.

II. OBJECTIVES

The main objective is to develop technical guideline to instruct enterprises to apply for preferential capital to implement GC. The provision of technical assistance is to facilitate the application of GC in an effort to reduce the use and generation of POPs and hazardous chemicals (Hg) among the 6 priority areas and related sectors.

The objectives of the package are:

1) To create conditions for businesses to gain a deep understanding of the Funds with incentive mechanisms and programs for production activities that bring benefits to health and the environmental protection, of which GC is the most effective and practical approach for reducing the use and emission of POPs, U-POPs and hazardous chemicals (such as Hg) among the six priority areas of the Vietnam Chemical Industry.
2) To develop a set of documents and technical guidelines to help enterprises apply preferential loans from the respective funds for GC application.

III. SCOPE OF WORK

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

Task 1: Prepare an implementation plan for the package, which needs to be approved by UNDP/PMU.
Task 2: Review/Collect information related to Funds such as VEPF, investment funds of the Ministry of Industry and Trade, Ministry of Science and Technology, banks, credit funds... related to green environment, credit green, clean production, environmental protection... including: Information, data and documents on capital source/Size; Investment mechanisms/policies and trends; Funding conditions; Necessary administrative processes and procedures when making submissions; Special preferential and priority conditions for 6 selected priority fields (if any).
Task 3: Make a list of potential Funds with comprehensive information as well as priority programs for GC applications or related fields.
Task 4: Assess the feasibility of preferential loans from various Funds for 6 selected industries if participating in Green chemistry.
Task 5: Develop content of guidance documents on how to prepare dossiers and specific administrative processes/procedures for industries in general and specific characteristics (if any) for representatives of 06 industries in order to create favorable financial conditions for industries that are ready to apply GC in production.

IV. DELIVERABLES & IMPLEMENTATION TIMELINE

<table>
<thead>
<tr>
<th>No.</th>
<th>Deliverable</th>
<th>Estimated days to complete</th>
<th>Target due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Deliverable 1: Detailed work plan and methodology</td>
<td>2</td>
<td>1 week after signing the</td>
</tr>
<tr>
<td>#</td>
<td>Deliverable</td>
<td>Description</td>
<td>Due Date</td>
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<tr>
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<tr>
<td>2</td>
<td>Deliverable 2: List of Potential Funds with specific information on capital source/Size; mechanisms/policies and Investment trends; Conditions for preferential loans; Necessary administrative processes and procedures; Special preferential and priority conditions for 6 selected priority fields (if any)</td>
<td>13</td>
<td>September 5, 2021</td>
</tr>
<tr>
<td>3</td>
<td>Deliverable 3: Feasibility assessment report on the possibility of preferential loans for 6 selected industries if participating in GC</td>
<td>10</td>
<td>September 25, 2021</td>
</tr>
<tr>
<td>4</td>
<td>Deliverable 4: Detailed guidance documents on how to prepare dossiers and specific administrative processes/procedures for industries in general and specific characteristics (if any) for 06 industries including: 1) Guiding the administrative process/procedure for loans at each type of Fund; 2) Dossier with specific templates and tables 3) Detailed instructions on how to prepare for each type of table in general and for each industry in particular (if there are any differences)</td>
<td>10</td>
<td>October 15, 2021</td>
</tr>
</tbody>
</table>

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

Estimated number of working days: 35 working days from August, 2021 to October, 2021

Duty station: Homebased and selected provinces at request.

Expected places of travel: Other provinces if need. Travel costs will be covered separately by UNDP. In this case, upon UNDP approval, eligible travel costs and per diem shall be in accordance with UN-EU cost norms.

VI. PROVISION OF MONITORING & PROGRESS CONTROL
The selected national consultant will coordinate and regularly consult with the Program staff of UNDP Viet Nam, the Project Management Unit/Vinachemia;

VII. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

Administrative Support
Administrative support will be provided by UNDP/Project Management Unit as far as possible including assisting the consultant in general matters and monitoring the consultant on the progress of the Project. The Project Management Unit and UNDP will also provide necessary documents for the Project. UNDP/PMU will provide support to the selected candidate for meeting with related parties, arranging venues for meetings, etc.).

Reference Documents
Project documents, initial reports, Project reports, reports of related bidding packages...

VIII. DEGREE OF EXPERTISE & QUALIFICATIONS

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Relevant Professional Experience</th>
</tr>
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<tbody>
<tr>
<td>Master’s degree in the field of economics, environmental economics</td>
<td>At least 20 years of experience in the field of environment, environmental economics, environmental management, industrial waste management</td>
</tr>
</tbody>
</table>
Other Competencies

- Experience working in credit fund organizations in the environment and sustainable development
- At least 10 years of experience in the field of green development, sustainable development, cleaner production;
- Have knowledge and understanding of relevant bilateral agreements (MEAs);
- Experienced in managing and building ODA projects deployed at the Ministry of Industry and Trade, the Ministry of Natural Resources and Environment, the Ministry of Science and Technology

Language Requirements

- Fluent in English: written and spoken.

IX. PAYMENT TERMS

<table>
<thead>
<tr>
<th>No.</th>
<th>Deliverables as indicated in Section IV</th>
<th>Due Date</th>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1st payment: 40% of contract value after submitting deliverable 1, 2 and approved by UNDP/PMU</td>
<td>September 5, 2021</td>
<td>40%</td>
</tr>
<tr>
<td>2</td>
<td>2nd payment: 60% of contract value after submitting deliverable 3, 4 and approved by UNDP/PMU</td>
<td>October 15, 2021</td>
<td>60%</td>
</tr>
</tbody>
</table>

X. CONSULTANT PRESENCE REQUIRED ON DUTY STATION

☐ NONE  ☐ PARTIAL  ☐ INTERMITTENT  ☐ FULL-TIME

XI. EVALUATION CRITERIA

<table>
<thead>
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<td>4</td>
<td>Knowledge and understanding of relevant bilateral agreements (MEAs)</td>
<td>100</td>
</tr>
<tr>
<td>5</td>
<td>Experienced in managing and building ODA projects implemented by the Ministry of Industry and Trade, the Ministry of Natural Resources and Environment, and the Ministry of Science and Technology</td>
<td>200</td>
</tr>
<tr>
<td>6</td>
<td>English writing skill (02 related reports/articles)</td>
<td>100</td>
</tr>
</tbody>
</table>

Total 1,000

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. 02 English **sample reports to be submitted**;

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:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Contract Type</th>
<th>UNDP Business Unit / Name of Institution/Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

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

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Contract Type</th>
<th>Name of Institution/Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
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</thead>
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</table>

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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Name of International Organization</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Full Address</th>
<th>Business or Occupation</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

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, Processional 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.

13
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).

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Consultancy fee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Out of pocket expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1</td>
<td>Travel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.2</td>
<td>Per diem</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.3</td>
<td>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). *</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.4</td>
<td>Others (pls. specify)………</td>
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<td>2.5</td>
<td>VAT** if applicable for local firm (in case your company signs the contract)</td>
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<td>Total</td>
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</tbody>
</table>

* 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).