

02 August 2021



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

|  |   |
|--|---|
| Country:                                       | Viet Nam  |
| Description of the assignment:                 | Two national consultants for conducting a desk review of VSDGs, targets in SEDP 2021-2025 to establish their links to related budget frameworks and financing plans, focusing on green and climate resilient and inclusive growth VSDGs |
| Period of assignment/services (if applicable): | From September - December 2021 (41 days)  |
| Duty Station:                                  | Hanoi   |
| Tender reference:                              | P210801   |

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

**23.59 hrs., 12 August 2021 (Hanoi time)**

With subject line:

**P210801A – TL to conduct desk review of SDGs and finance**

**P210801B – TM to conduct desk review of SDGs and finance**

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](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:**

- Detailed CV addressing the experience and work you have done.
- Financial offer
- **Team leader:** provide evidenced by the candidates' *authored or lead-edited* research reports/papers/publications on relevant topics of development finance (including on green growth, climate change and inclusive growth).
- **Team member:** evidenced by the candidates' *authored or co-authored* research reports/papers/publications on relevant topics of development finance (including on green growth, climate change and inclusive growth).

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

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

**4. Evaluation**

The technical component will be evaluated using the following criteria:

**Team leader**

| Consultant(s)' experiences/qualification related to the services |  |             |
|--|--|-------------|
| 1  | Doctor's Degree in the fields of economics, development economics, finance or related fields;  | 50          |
| 2  | At least 10 years of experience in development planning and development finance, public finance planning, management and expenditure tracking, development budgeting; experience in outcome-based finance planning, budgeting, allocation and M&E as well as experience of working with MPI, MOF, line ministries, UNDP and related development partners on the topics are great assets; | 350         |
| 3  | Rich knowledge about Viet Nam legal and policy frameworks, institutional arrangements and mechanisms, practical methods/tools used in development planning; development goals/VSDGs setting and related development finance planning and budgeting, outcome-based budget management, planning and tracking.  | 300         |
| 4  | Strong research experience and skills, sound research report writing skills in both English and Vietnamese as evidenced by the candidates' authored research reports/papers/publications on relevant topics of development finance (including on green growth, climate change and inclusive growth)  | 300         |
| <b>Total</b>   |  | <b>1000</b> |

## Team member

| Consultant(s)' experiences/qualification related to the services |   |             |
|--|---|-------------|
| 1  | Master Degree in the fields of economics, development economics, finance or related fields;   | 50          |
| 2  | At least 5 years of experience in development planning and development finance, public finance planning, management and expenditure tracking, development budgeting; experience in outcome-based finance planning, budgeting, allocation and M&E as well as experience of working with MPI, MOF, line ministries, UNDP and related development partners on the topics are great assets; | 350         |
| 3  | Good knowledge about Viet Nam legal and policy frameworks, institutional arrangements and mechanisms, practical methods/tools used in development planning; development goals/VSDGs setting and related development finance planning and budgeting, outcome-based budget management, planning and tracking  | 300         |
| 4  | Strong research experience and skills, sound research report writing skills in both English and Vietnamese as evidenced by the candidates' co-authored research reports/papers/publications on relevant topics of development finance (including on green growth, climate change and inclusive growth)  | 300         |
| <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.**

Interview with the candidates may be held if deemed necessary.

## 5. Contract

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

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

Documents required before contract signing:

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

## **6. Payment**

- First payment of 20% of the total contract value upon the submission of the deliverables 1 and 2.1, and their and acceptance by DSENRE and UNDP.
- Second payment of 80% of the total contract value upon the submission of all remaining deliverables including the final report and their and acceptance by DSENRE and UNDP.

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

## TERMS OF REFERENCE

|                      |  |
|----------------------|--|
| <b>Title:</b>        | National consultants conducting a desk review of VSDGs, targets in SEDP 2021-2025, to establish their links to related budget frameworks and financial plans, focusing on green and climate resilient and inclusive VSDGs. |
| <b>Duration:</b>     | September - December 2021  |
| <b>Status:</b>       | Two national consultants   |
| <b>Duty Station:</b> | Hanoi  |

### I. BACKGROUND AND RATIONALE

Following ambitious market reforms which began in the late 1980s, Viet Nam has achieved remarkable development success over the last 30 years and today enjoys a growth rate averaging 6.6 percent, one of the highest in the world. By investing heavily in human development at the turn of the century, Viet Nam made great strides in raising living standards; reducing the poverty rate from more than 60 percent in the 1980s to below 5 percent by 2019; and attaining lower middle-income country status by 2010.

Despite these successes, Viet Nam still faces challenges which could negatively impact its ability to achieve the SDGs by 2030. The key challenge is to avoid the risk of the 'middle-income trap', where a country's growth stagnates after reaching middle-income status due to inefficient allocation of resources, a low-skilled labour force and low levels of innovation. As integration into global value chains have become a critical component of competitiveness, Viet Nam will need to use its domestic public and private finance resources more strategically to avoid this risk and maintain its competitiveness, while at the same time achieve inclusive, productive, green growth by 2030. Yet another challenge is the need to invest more in greening its private SMEs, innovation, human capital development, especially for women and children, whilst addressing the demands of a rapidly aging population. Addressing these challenges is of utmost importance if Viet Nam is to move towards a more inclusive and sustainable economy and minimizes inequalities and ensures no one is left behind.

The levels of development finance required to address these challenges are substantial<sup>1</sup>. While Viet Nam enjoys relatively better international development finance (FDI, ODA and remittance) inflows, domestic (especially private) resource – the main source of development investment and productivity growth - as a share of total development resource, remains among the lowest in the region. Under-development of domestic capital market and under-performing development banks – the important vehicle for channeling private investment in development of infrastructure and in private firms'

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<sup>1</sup> The International Monetary Fund recently estimated that total spending needs would increase to 20.7% of GDP by 2030 if Viet Nam achieved as good levels of performance across five sectors (education, health, roads, electricity, water and sanitation) as its peer countries. This effectively means public spending in these sectors would need to be increased to 14.8% of GDP by 2030 from the 2017 level of 10.6% of GDP.

technology transformation - are identified as the key bottlenecks.<sup>2</sup> Other areas for improvement include: (i) fragmented (as the result of weak vertical and horizontal coordination between Government agencies and levels) and low-efficient public investment, (ii) limited linkage between public and private investment, especially FDI and domestic firms and (iii) limited investment in R&D and innovation.<sup>3</sup>

Addressing these challenges to accelerate the achievement of the SDGs will require an entire new way of approaching development finance, especially in the context of high, unpredictable costs that arise as a result of shocks and crises such as the new, previously unforeseen COVID-19 pandemic. It is envisaged that establishing an INFF will be the first step towards transforming how development finance is mobilized and managed as we work to achieve the SDGs in Viet Nam by 2030. Therefore, GOV of Vietnam in collaboration with UN agencies to apply and get approval from UN SDGs Fund for the project on supporting Viet Nam towards the 2030 integrated Finance Strategy for accelerating the achievement of the SDGs.

The overall objective of the joint GOV-UN Program (JP) is to support Viet Nam's transformation to a more inclusive, productive green and climate resilient economy and accelerate the achievement of the SDGs with strong focus on strengthening effective mobilization and use of state budget as well as promoting contribution/investment from private sector in the national SDGs. The JP will assist the development and rolling-out of Viet Nam's 2030 integrated financing and investment strategy, of which the SDGs are at the heart, while considering the impact of the recent pandemic, COVID-19.

Under the first outcome of the JP, UNDP and other participating UN organizations (PUNOs) are providing support in implementing the 2015 Budget Law's<sup>4</sup> "outcome-based management of the state budget" – the key principle to ensure the most effective contribution of development finance to the achievement of country's development goals. The UNDP supported Development Finance Assessment, however noted that the implementation of the principle has been lagging, due to the lack of technical frameworks/tools to link development finance to the outcomes, especially in attributing contributions of development finance from different sources, through different channels, to the integrated outcomes (following the "whole government and whole society" principle and interlinked SDGs as a coherent package) in a more vigorous manner.

This Terms of Reference (TOR) is to procure national consultancy, building on the results of the international consultancy service under the activity 1.1.2<sup>5</sup>, to conduct a review of VSDGs, targets in SEDP and sectoral plans 2021-2025 and related budget frameworks, financing plans and expenditures to (i) recommend a suitable technical framework and appropriate tools, to link development finance to the outcomes and (ii) utilize such framework and tools to establish the links between VSDGs/SEDP/sectoral targets and related budget frameworks, financing plans and expenditures, focusing on green and climate resilient and inclusive growth VSDGs, with clear analytical methodologies for making quantifiable

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UNDP policy research, such as Development Finance Assessment Report, study on productivity and competitiveness of Viet Nam's manufacturing firms, Development Finance paper for a policy dialogue (forthcoming, as UNDP in kind contribution to the Joint Program on INFF)

<sup>3</sup> Ibid.

<sup>4</sup> <https://luatduonggia.vn/luat-ngan-sach-nha-nuoc-2015/>

<sup>5</sup> International consultancy service to provide analytical tools and international experience in linking finance to development outcomes/SDGs

attribution of the financing plans and expenditures to the achievement of the VSDG/SEDP and sectoral targets

## II. OBJECTIVES

### 2.1. Overall Objective

The overall objective of the consultancy service is to contribute to the formulation and operation of the Viet Nam INFF to accelerate the achievement of the SDGs, to strengthen outcome-based resource allocation, better alignment of development finance with national SDG priorities and enhance the finance-outcome monitoring and holding accountability.

#### Specific Objectives

- Review (i) budget frameworks, financing plans, public investment plan, national target programmes and expenditures and (ii) the international frameworks, tools and experience (results of the activity 1.1.2<sup>6</sup>) to recommend a suitable technical framework and appropriate tools, to link development finance to the outcomes, with clear analytical methodologies for making quantifiable attribution of the financing plans and expenditures to the achievement of the VSDG/SEDP and sectoral targets.
- Utilize the framework and tools, to establish the links between VSDGs/SEDP/sectoral targets and related budget frameworks, financing plans and expenditures, focusing on green and climate resilient and inclusive growth VSDGs for enhancing the ability to assess/track the level of contributions of national financial resources to the achievement of VSDGs/development targets.
- Make recommendations for strengthening outcome-based resource allocation, better alignment of development finance with national SDG priorities and enhance the finance-outcome monitoring and holding accountability.

## III. TASKS, DELIVERABLES, TIMELINES AND WORKING DAYS

In consultation with and building on the result of the international consultant of activity 1.1.2, the national consultants are expected to implement the tasks and provide deliverables with timelines presented in the below table:

| Tasks   | Deliverables<br>(presented in<br>Vietnamese and<br>English)           | Timelines            | No. of workdays |                |
|---|---|----------------------|-----------------|----------------|
|   |   |                      | Team<br>leader  | Team<br>member |
| 1. Develop the consultancy work plan and research report outline.                     | 1. Work plan and research report outline.                             | 1/9/2021             | 1               | 1              |
| 2.1. A desk review of the international finance-outcome linkage frameworks, tools and | 2.1. Report of the desk review of international frameworks, tools and | 5/9/2021 – 15/9/2021 | 5               | 5              |

<sup>6</sup> The international consultant in the activity 1.1.2 will provide virtual training/coaching/supporting to national consultant teams on adapting and applying the adapted frameworks and tools in implementing the activities.

|   |   |   |                     |                    |
|---|---|---|---------------------|--------------------|
| <p>experience of their application in outcome-based resource mobilization and budget allocation, tracking and assessing contributions of development finance resources/expenditure to the achievement of development outcomes (results of the activity 1.1.2) and additional literature – such as IMF and OECD SDG costing (as necessary).</p> <p>2.2. Review SEDP, sectoral plans, national targeted programs, and sampled provincial SEDPs (as necessary), and related budget frameworks, financing plans, public investment plan, and expenditures to define (i) frameworks, methods and tools that are currently used in budgeting, finance planning, allocation and spending toward the achievement of the development outcomes and (ii) the extents to which (a) current budgeting, finance planning, allocation and spending are <u>outcome-based</u> and (b) development finance contribution to the achievement of outcomes can be tracked/assessed. The review 2.2 can be done through both desk review of available literature and interviews of national experts from MPI, MOF, line ministries/departments involved in development of SEDP, sectoral plans, provincial SEDPs, and related budget frameworks, financing plans, public investment plan, and expenditures/expenditure tracking.</p> | <p>experience in practical application of the frameworks and tools in outcome-based finance plan and tracking.</p> <p>2.2. Report of the review of (i) frameworks, methods and tools that are currently used in budgeting, finance planning, allocation and spending toward the achievement of the development outcomes and (ii) the current status of outcome-based budgeting, finance planning, allocation and spending, and the traceability of finance contribution to the development outcomes in Viet Nam</p> | <p>5/9/2021 – 30/9/2021</p>                     | <p>10</p>           | <p>15</p>          |
| <p>3.1. Based on the results of tasks 1, 2.1 and 2.2 above, develop a suitable technical framework and appropriate tools to link development finance to the outcomes, with clear analytical methodologies for making quantifiable attribution of the financing plans and expenditures to the achievement of the VSDG/SEDP and sectoral targets.</p>   | <p>3.1. a suitable technical framework and appropriate tools to link development finance to the outcomes</p> <p>3.2. report of pilot</p>  | <p>1/10- 15/10/2021</p> <p>1-10- 20/10 2021</p> | <p>10</p> <p>10</p> | <p>5</p> <p>10</p> |

|   |  |  |                   |                   |
|---|--|--|-------------------|-------------------|
| <p>3.2. Apply the framework and tools, to (i) establish the links (annotated maps, with links and explanation of contribution and methods of attribution) between VSDGs/SEDP/sectoral targets and related budget frameworks, financing plans and expenditures, (ii) pilot-test “tracking” the contribution of public finance through different sources/channels to the achievement of national development goals (focusing on green and climate resilient and inclusive growth VSDGs) over the past 5 years and/or ex-ante “tracking” the contribution of public finance to VSDGs in 2021-2025 period.</p>  | <p>application of the selected framework and tools (a. annotated maps, with links and explanation of contribution and methods of attribution with necessary technical notes and b. findings of the pilot test tracking).</p>   |  |                   |                   |
| <p>4.1. Develop the synthetic report (consolidating the consultancy component reports 2.1, 2.2. 3.1 and 3.2 above) and a policy brief on the linkages between VSDGs/national development goals and targets and budget frameworks, financing/expenditure plans, focusing on green and climate resilient and inclusive growth VSDGs, with recommendations for strengthening outcome-based resource allocation, better alignment of development finance with national SDG priorities and enhance the finance-outcome monitoring and holding accountability.</p> <p>4.2. Presentations on the research report and policy brief at a workshop/technical meeting.</p> | <p>4.1 Synthesis research report of about 50 pages (excluding necessary annexes and technical notes) consolidating consultancy components reports and a short (10 page) policy brief summarizing the synthesis report and providing recommendations.</p> <p>4.2. power point presentation and summary of comments received at the workshop, and revised (final) synthesis report and policy brief based on the comments.</p> | <p>1/11-15/11 2021</p> <p>11 – 12/2021</p> | <p>3</p> <p>2</p> | <p>3</p> <p>2</p> |
| <p><b>Total</b></p>   |  |  | <p><b>41</b></p>  | <p><b>41</b></p>  |

**IV. EXPECTED QUALIFICATION OF THE CONSULTANT TEAM**

## **1. Team leader**

- Doctor's Degree in the fields of economics, development economics, finance or related fields;
- At least 10 years of experience in development planning and development finance, public finance planning, management and expenditure tracking, development budgeting; experience in outcome-based finance planning, budgeting, allocation and M&E as well as experience of working with MPI. MOF, line ministries, UNDP and related development partners on the topics are great assets;
- Rich knowledge about Viet Nam legal and policy frameworks, institutional arrangements and mechanisms, practical methods/tools used in development planning; development goals/VSDGs setting and related development finance planning and budgeting, outcome-based budget management, planning and tracking.
- Strong research experience and skills, sound research report writing skills in both English and Vietnamese as evidenced by the candidates' authored or lead-edited research reports/papers/publications on relevant topics of development finance (including on green growth, climate change and inclusive growth).

## **2. Team member**

- Master's Degree in the fields of economics, development economics, finance or related fields;
- At least 5 years of experience in development planning and development finance, public finance planning, management and expenditure tracking, development budgeting; experience in outcome-based finance planning, budgeting, allocation and M&E as well as experience of working with MPI. MOF, line ministries, UNDP and related development partners on the topics are great assets;
- Good knowledge about Viet Nam legal and policy frameworks, institutional arrangements and mechanisms, practical methods/tools used in development planning; development goals/VSDGs setting and related development finance planning and budgeting, outcome-based budget management, planning and tracking.
- Good research experience and skills, good research report writing skills in both English and Vietnamese as evidenced by the candidates' authored or co-authored research reports/papers/publications on relevant topics of development finance (including on green growth, climate change and inclusive growth).

## **V. MONITORING AND QUALITY ASSURANCE**

The consultants will be working under the overall supervision and guidance of UNDP Assistant Resident Representative, Head of Inclusive Growth Unit. The monitoring, progress and quality controlling of consultants will be carried out in accordance with the objective, deliverables and tasks in Section II and III, by UNDP Program Officer in coordination with the INFF JP focal point of DSENRE. The consultant team shall consult with international consultant of activity 1.1.2 and timely report difficulties (if any) to UNDP and DSENRE during the consultancy process for timely handling.

## **VI. TERMS OF PAYMENT**

First payment of 20% of the total contract value upon the submission of the deliverables 1 and 2.1, and their and acceptance by DSENRE and UNDP.

Second payment of 80% of the total contract value upon the submission of all remaining deliverables including the final report and their and acceptance by DSENRE and UNDP.

## VII. EVALUATION CRITERIA

| Consultant's experiences/qualification related to the services |  |              |
|--|--|--------------|
| 1.1  | <p>Doctor's Degree in the fields of economics, development economics, finance or related fields; (Team Leader).</p> <p>Master Degree in the fields of economics, development economics, finance or related fields; (Team Member).</p>  | 50           |
| 1.2  | <p>At least 10 years of experience in development planning and development finance, public finance planning, management and expenditure tracking, development budgeting; experience in outcome-based finance planning, budgeting, allocation and M&amp;E as well as experience of working with MPI, MOF, line ministries, UNDP and related development partners on the topics are great assets; (Team Leader).</p> <p>At least 5 years of experience in development planning and development finance, public finance planning, management and expenditure tracking, development budgeting; experience in outcome-based finance planning, budgeting, allocation and M&amp;E as well as experience of working with MPI, MOF, line ministries, UNDP and related development partners on the topics are great assets; (Team Member).</p> | 350          |
| 1.3.   | <p>Rich knowledge about Viet Nam legal and policy frameworks, institutional arrangements and mechanisms, practical methods/tools used in development planning; development goals/VSDGs setting and related development finance planning and budgeting, outcome-based budget management, planning and tracking (Team leader).</p> <p>Good knowledge about Viet Nam legal and policy frameworks, institutional arrangements and mechanisms, practical methods/tools used in development planning; development goals/VSDGs setting and related development finance planning and budgeting, outcome-based budget management, planning and tracking (team member).</p>  | 300          |
| 1.4  | <p>Strong research experience and skills, sound research report writing skills in both English and Vietnamese as evidenced by the candidates' authored (team leader) and co-authored (team member) research reports/papers/publications on relevant topics of development finance (including on green growth, climate change and inclusive growth)</p>   | 300          |
|  | <b>Total</b>   | <b>1,000</b> |

ANNEX IV

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

Date \_\_\_\_\_

*(Name of Resident Representative/Bureau Director)*

United Nations Development Programme

*(Specify complete office address)*

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [*delete this item if the TOR does not require submission of this document*];
- E) I hereby propose to complete the services based on the following payment rate: [*please check the box corresponding to the preferred option*]:
  - An all-inclusive daily fee of [*state amount in words and in numbers indicating currency*]
  - A total lump sum of [*state amount in words and in numbers, indicating exact currency*], payable in the manner described in the Terms of Reference.
- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex V;
- G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- H) This offer shall remain valid for a total period of \_\_\_\_\_ days [*minimum of 90 days*] after the submission deadline;

I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*

J) If I am selected for this assignment, I shall *[please check the appropriate box]:*

- Sign an Individual Contract with UNDP;
- Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

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

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

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

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

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

L) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

M) **If you are a former staff member of the United Nations recently separated, please add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

N) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

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

| Name | Relationship | Name of International Organization |
|------|--------------|------------------------------------|
|      |              |                                    |
|      |              |                                    |
|      |              |                                    |

P) Do you have any objections to our making enquiries of your present employer?  
 YES  NO

Q) Are you now, or have you ever been a permanent civil servant in your government's employ?  
 YES  NO  If answer is "yes", WHEN?

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

| Full Name | Full Address | Business or Occupation |
|-----------|--------------|------------------------|
|           |              |                        |
|           |              |                        |
|           |              |                        |

S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?  
 YES  NO  If "yes", give full particulars of each case in an attached statement.

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

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

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

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

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

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

## **GUIDELINES FOR CV PREPARATION**

WE REQUEST THAT YOU USE THE FOLLOWING CHECKLIST WHEN PREPARING

Your CV:

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

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

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

### **SUMMARY OF EXPERTISE**

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

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

Credentials/education/training, relevant to the expertise

### **LANGUAGES**

Mother Tongue:

Indicate written and verbal proficiency of your English:

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

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

### **UN SYSTEM EXPERIENCE**

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

### **UNIVERSITY DEGREES**

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

### **PUBLICATIONS**

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

### **MISCELLANEOUS**

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

