

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:	01 Individual National Consultant on Inland Waterways and Climate Change Adaptation
Period of assignment/services (if applicable):	From August 2021 – May 2022 (65 days)
Duty Station:	Hanoi
Tender reference:	P210802

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., 10 August 2021 (Hanoi time)**

**With subject line:**

**P210802 – National Consultant on Inland Waterways and Climate Change Adaptation**

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
- At least 2 sample reports in English submitted (preferable on relevant topic)

**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

5.

The technical component will be evaluated using the following criteria:

Consultant(s)' experiences/qualification related to the services		
1	<b>Qualifications:</b> Postgraduate degree in the disciplines of economics, public administration, environmental science and/or management, construction engineering, climate change or related field (100 points); PhD is preferential (150 points);	150
2	<b>Experience:</b> Minimum of 15 years' work experience in climate change adaptation programs/activities/projects in waterway transport subsector;	200
3	<b>Other Competencies:</b> Good knowledge of the legislative and policy aspects of the adaptation framework in Viet Nam, including legal and policy enforcement at national and subnational levels (related to the inland-waterway subsector is preferential);	100
4	<b>Other Competencies:</b> Strong knowledge about the political and socio-economic analysis related to the Vietnamese climate change development context (related to the inland-waterway subsector is preferential);	100
5	<b>Other Competencies:</b> Extensive experience in conducting trainings on climate change and/or related fields with waterway subsector stakeholders, including from the government, private sectors, NGOs, and other key experts;	150
6	<b>Other Competencies:</b> Sound knowledge on National Adaptation Plan and relevant regional and global climate change processes (including under the UNFCCC), their implementation progress in Viet Nam would be an advantage;	100
7	<b>Other Competencies:</b> Good knowledge of gender equality and civil society participation are advantageous; and	100
8	<b>Language Requirements:</b> Excellent English drafting (provision of two written reports/examples is required).	100
<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

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount
1	<b>Product 1:</b> Inland waterway subsector specific information provided to develop a report on identifying and evaluating climate change risks and vulnerabilities of sectors under the MOT.	9/30/2021	30% of the contract value
2	<b>Product 2:</b> A set of standardized templates and guidelines for sub-agencies to regularly update to MOT relevant information of climate change impacts, risks, and vulnerabilities of the inland waterway subsector.	12/31/2021	30% of the contract value

3	<b>Product 3:</b> Up to 5 capacity building trainings with MOT officers and inland-waterway subsector specialists, including on standardized guidelines on climate change impact assessment, conducted. Proof-of-work through detailed training and meeting minutes.	2/28/2022	20% of the contract value
4	<b>Product 4:</b> Direct technical inputs on <u>inland-waterway subsector-specific</u> technical inputs to MONRE to develop the technical NAP report as well as to MPI to enhance the climate change budget integration/tagging, as well as for the monitoring and evaluation of adaptation.	5/31/2022	20% of the contract value

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



## TERMS OF REFERENCE

### INDIVIDUAL CONSULTANT

Ref#:Enter Ref #

<b>Name of service:</b>	01 Individual National Consultant on Inland Waterways and Climate Change Adaptation		
<b>Project:</b>	Viet Nam National Adaptation Plan (NAP) Development and Operationalization Support Project		
<b>Reporting to:</b>	GCF Project Manager/UNDP PO on Climate Change and Resilience and MOT Project Director		
<b>Duty Station:</b>	Ha Noi	<b>Travel Required:</b>	No
<b>Duration of Assignment:</b>	65 days		
<b>Start Date:</b>	8/23/2021	<b>End Date:</b>	5/31/2022

## BACKGROUND & PROJECT DESCRIPTION

With its extensive coastline and deltaic plains, Viet Nam is considered to be among the most vulnerable countries to climate change globally. Extreme weather events such as typhoons and tropical storms have increased in intensity, magnifying socio-economic and health impacts on rural, urban, coastal, and mountain communities, and endangering critical transportation and drainage infrastructure. The Mekong Delta is one of the most susceptible deltas in the world to sea level rise.

To address climate change, the Government of Viet Nam developed a series of national climate change, green growth, and sustainable development policies, strategies, and action plans. One key planning instrument is the GoV's National Strategy on Climate Change 2012-2020. To date, the government has been able to put in place several key climate change related decisions, including the landmark Plan for Implementation of the Paris Agreement in 2016 and approved its domestic National Adaptation Plan (NAP) in the year 2020. In addition, Viet Nam is among the first countries to have submitted its Updated Nationally Determined Contribution (NDC) to the UNFCCC in July 2020, which has a strong adaptation component.

The main readiness challenge in Viet Nam to effectively address climate change is the lack of capacity in government structures to effectively integrate climate change adaptation into plans and budgets at different levels and to design, operationalize, finance, and monitor adaptation actions. Barriers include lack of technical capacity to integrate data and information, and undertake assessments for adaptation planning, lack of capacity for appraising adaptation options in sector and provincial departments, ineffective inter-ministerial coordination, lack of active participation from private sector and local communities, lack of financing strategies, limited government and external resources, and lack of participatory and results-based monitoring and evaluation frameworks.

To address these barriers, the **Viet Nam National Adaptation Plan (NAP) Development and Operationalization Support Project (NAP-SUP)** is designed along the following outcomes:

- **Outcome 1:** Capacity for data integration enhanced and National Adaptation Plan (NAP) prepared and aligned with NDC review;

- **Outcome 2:** National adaptation plan and CCA integrated into national, subnational, and sectoral development plans and budget of priority sectors with private sector participation; and
- **Outcome 3:** Participatory results-based monitoring and evaluation mechanism developed and operationalized.

These three outcomes and their associated activities will contribute to the overall objective of the project, which is to “*establish an effective system to integrate climate change adaptation into government administration processes in the priority sectors.*” The priority sectors to be addressed under this proposal are: Agriculture and Rural Development, Transport, Health, Natural Resources and Environment, and Planning and Investment.

To enhance evidence-based adaptation planning, the MOT is working on strengthening their capacity for sectoral adaptation planning. UNDP will become a partner for MOT to enhance their capacity for efficient sectoral adaptation planning. For this task, UNDP seeks one national consultant to provide capacity building to MOT and to develop sectoral guidelines.

## OBJECTIVES

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The main objective of the consultancy is to support MOT to develop training materials, conduct capacity building, and provide on-the-job mentoring to MOT officials to facilitate the successful implementation Viet Nam’s NAP. The consultant is expected to work with experts from MONRE, MPI, MARD, and MOH, as well as a range of international and national consultants, who are also mobilized by MOT and UNDP.

The national consultant will more specifically be responsible to:

1. Support the development of a report on identifying and evaluating climate change risks and vulnerabilities of sectors under the MOT through the provision of specific inputs covering the inland-waterway subsector.
2. Develop guidelines, reporting templates, and training materials for the inland-waterway subsector to identify and evaluate the potential climate change impacts, risks, and vulnerabilities.
3. Conduct up to 5 capacity building trainings with MOT officers and inland-waterway subsector specialists, including on standardized guidelines on climate change impact assessment in inland-waterway subsector.
4. Act as the main focal point for the inland-waterway subsector and provide subsector-specific technical inputs to MONRE to develop the technical NAP report as well as to MPI to enhance the climate change budget integration/tagging, as well as for the monitoring and evaluation of adaptation.

## SCOPE OF WORK

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To implement the objective, the consultant will work with the MOT in Ha Noi and is expected to undertake the following activities during the assignment:

### **Task 1: Support the development of a report on identifying and evaluating climate change risks and vulnerabilities of sectors under the MOT through the provision of specific inputs covering the inland-waterway subsector.**

- Review and assess international best practices and current tools/approaches used in Viet Nam to identify and evaluate potential climate change impacts, risks, and vulnerabilities to the inland waterway subsector;
- Support the organisation of consultation meetings with road subsector stakeholders to take stock of existing climate change risk and vulnerability assessments to jointly identify gaps in the coverage of existing assessments and weaknesses of currently used tools/approaches;
- Support the presentation of the draft report on identifying and evaluating climate change risks and vulnerabilities to the inland-waterway subsector during technical consultation meetings, and revise draft report based on technical feedbacks; and
- Provide all requested information on the inland-waterway subsector to the technically leading consultant to develop a final report of MOT.

**Task 2: Develop guidelines, reporting templates, and training materials for the inland-waterway subsector to identify and evaluate the potential climate change impacts, risks, and vulnerabilities.**

- Develop outlines of the guidelines and training materials for the inland-waterway subsector (the outlines will be technically approved by the technical lead consultant, MOT officials, and UNDP experts);
- Review and assess the current sectorial and ministerial standards on identifying and evaluating climate change impacts, risks, and vulnerabilities of the inland-waterway subsector, as well as international best practices that could be adopted to enhance Viet Nam's current approaches (this task requires a close collaboration with other mobilized national consultants);
- Organize consultation meetings with MOT officials and inland-waterway subsector specialists to jointly identify gaps and needs in current guidance/training materials for public officials on identifying and evaluating potential climate change impacts, risks, and vulnerabilities to inland-waterway subsector; and
- Prepare tailored guideline and training materials on the inland-waterway subsector to promote a standardized and harmonized approach of identifying and evaluating the potential climate change impacts, risks and vulnerabilities to inland-waterway subsector.

**Task 3: Conduct up to 5 capacity building trainings with MOT officers and inland-waterway subsector specialists, including on standardized guidelines on climate change impact assessment in inland-waterway subsector.**

- Conduct trainings with the MOT officials and inland-waterway subsector experts on identifying and evaluating the potential climate change impacts to the inland-waterway subsector.
- Facilitate the adoption of developed guidelines of MOT officials responsible for the inland waterway subsector;
- Provide advice and technical inputs, on the inland-waterway subsector, during MOT-internal and multi-ministerial meetings to harmonise guidance/approaches on identifying and evaluating climate change risks (developed under the leadership of MONRE); and
- Prepare detailed minutes of conducted trainings and meetings.

**Task 4: Act as the main focal point for the inland-waterway subsector and provide subsector-specific technical inputs to MONRE to develop the technical NAP report as well as to MPI to enhance the climate change budget integration/tagging, as well as for the monitoring and evaluation of adaptation.**

- Provide inland-waterway subsector-specific advice for the development of guidelines as well as reports;
- Review and collect data from different stakeholders on the inland-waterway subsector (including collected risk assessment data) to support MONRE in the preparation of the technical NAP;
- Participate in technical meetings organised by MONRE, MPI, and UNDP, if requested; and
- Cooperate with MPI to identify and assess communication channels of MOT to share standard project information for tracking climate investments in the inland-waterway subsector.

## DELIVERABLES& IMPLEMENTATION TIMELINE

No.	Deliverable	Estimated days to complete	Target due date
1	<b>Product 1:</b> Inland waterway subsector specific information provided to develop a report on identifying and evaluating climate change risks and vulnerabilities of sectors under the MOT.	20	9/30/2021
2	<b>Product 2:</b> A set of standardized templates and guidelines for sub-agencies to regularly update to MOT relevant information of climate change impacts, risks, and vulnerabilities of the inland waterway subsector.	20	12/31/2021
3	<b>Product 3:</b> Up to 5 capacity building trainings with MOT officers and inland-waterway subsector specialists, including on	10	2/28/2022

	standardized guidelines on climate change impact assessment, conducted. Proof-of-work through detailed training and meeting minutes.		
4	<b>Product 4:</b> Direct technical inputs on <u>inland-waterway subsector-specific</u> technical inputs to MONRE to develop the technical NAP report as well as to MPI to enhance the climate change budget integration/tagging, as well as for the monitoring and evaluation of adaptation.	15	5/31/2022

## DURATION OF ASSIGNMENT, DUTY STATION & EXPECTED PLACES OF TRAVEL

**Estimated number of working days:** 65 working days from 7/31/2021 to 5/31/2022.

**Duty station:** Ha Noi

**Expected places of travel:** No travels outside of the duty station.

## PROVISION OF MONITORING & PROGRESS CONTROL

The consultant will work under the supervision of the MOT's Project Director, the UNDP Project Manager and in the collaboration with MONRE.

All deliverables of the consultant will be submitted in Vietnamese and English. The progress and deliverables will be reviewed by UNDP Project Manager and relevant experts assigned by UNDP. The final products will be approved by UNDP and MOT.

## ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

### Administrative Support

The selected consultant will be responsible for providing necessary preparation for consultation meetings and workshops. Meetings/workshops will be facilitated or chaired by MOT and UNDP.

### Reference Documents

Once selected, the consultant will receive detail project document, workplan and relevant reference by UNDP and MOT.

## DEGREE OF EXPERTISE & QUALIFICATIONS

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Postgraduate degree in the disciplines of economics, public administration, environmental science and/or management, construction engineering, climate change or related field (PhD is preferential);</li> </ul>
<b>Relevant Professional Experience</b>	<ul style="list-style-type: none"> <li>Minimum of 15 years' work experience in climate change adaptation programs/activities/projects in waterway transport;</li> </ul>
<b>Other Competencies</b>	<p>Good knowledge of the legislative and policy aspects of the adaptation framework in Viet Nam, including legal and policy enforcement at national and subnational levels (related to the inland-waterway transport subsector is preferential);</p> <p>Strong knowledge about the political and socio-economic analysis related to the Vietnamese climate change development context (related to the inland-waterway transport subsector is preferential);</p> <p>Extensive experience in conducting trainings on climate change and/or related</p>



	<p>fields with waterway subsector stakeholders, including from the government, private sectors, NGOs, and other key experts;</p> <p>Sound knowledge on National Adaptation Plan and relevant regional and global climate change processes (including under the UNFCCC), their implementation progress in Viet Nam would be an advantage;</p> <p>Proven interpersonal skills to work in teams with a strong ability to effectively communicate and pursue strategic negotiations;</p> <p>Good knowledge of gender equality and civil society participation are advantageous; and</p>
<b>Language Requirements</b>	Excellent English drafting, presentation, and facilitation skills (provision of two written reports/examples is required).

## PAYMENT TERMS

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount
1	<b>Product 1:</b> Inland waterway subsector specific information provided to develop a report on identifying and evaluating climate change risks and vulnerabilities of sectors under the MOT.	9/30/2021	30% of the contract value
2	<b>Product 2:</b> A set of standardized templates and guidelines for sub-agencies to regularly update to MOT relevant information of climate change impacts, risks, and vulnerabilities of the inland waterway subsector.	12/31/2021	30% of the contract value
3	<b>Product 3:</b> Up to 5 capacity building trainings with MOT officers and inland-waterway subsector specialists, including on standardized guidelines on climate change impact assessment, conducted. Proof-of-work through detailed training and meeting minutes.	2/28/2022	20% of the contract value
4	<b>Product 4:</b> Direct technical inputs on <u>inland-waterway subsector-specific</u> technical inputs to MONRE to develop the technical NAP report as well as to MPI to enhance the climate change budget integration/tagging, as well as for the monitoring and evaluation of adaptation.	5/31/2022	20% of the contract value

## CONSULTANT PRESENCE REQUIRED ON DUTY STATION

☐ NONE
 ☒ PARTIAL
 ☐ INTERMITTENT
 ☐ FULL-TIME

## EVALUATION CRITERIA

NC responsible for developing training material modules, with exercises and case studies prepared for evaluating the potential climate change impacts to inland- waterway subsector:

No.	Requirement	Points
1	<p><b>Qualifications:</b> Postgraduate degree in the disciplines of economics, public administration, environmental science and/or management, construction engineering, climate change or related field (100 points);</p> <p>PhD is preferential (150 points);</p>	150

2	<b>Experience:</b> Minimum of 15 years' work experience in climate change adaptation programs/activities/projects in waterway transport subsector;	200
3	<b>Other Competencies:</b> Good knowledge of the legislative and policy aspects of the adaptation framework in Viet Nam, including legal and policy enforcement at national and subnational levels (related to the inland-waterway subsector is preferential);	100
4	<b>Other Competencies:</b> Strong knowledge about the political and socio-economic analysis related to the Vietnamese climate change development context (related to the inland-waterway subsector is preferential);	100
5	<b>Other Competencies:</b> Extensive experience in conducting trainings on climate change and/or related fields with waterway subsector stakeholders, including from the government, private sectors, NGOs, and other key experts;	150
6	<b>Other Competencies:</b> Sound knowledge on National Adaptation Plan and relevant regional and global climate change processes (including under the UNFCCC), their implementation progress in Viet Nam would be an advantage;	100
7	<b>Other Competencies:</b> Good knowledge of gender equality and civil society participation are advantageous; and	100
8	<b>Language Requirements:</b> Excellent English drafting (provision of two written reports/examples is required).	100
	<b>Total</b>	<b>1,000</b>

## Criteria for Evaluation of Proposal

Offers will be evaluated according to the Combined Scoring method – where the educational background and experience on similar assignments will be weighted at 70% and the financial proposal will weigh at 30% of the total scoring.

The applicant receiving the Highest Combined Score and meeting other requirements in the Procurement Notice will be awarded the contract.

## Documents for Submission

Applicants will be expected to include the following along with their application:

### 1. Core Documents

**Letter of Confirmation of Interest and Availability** using the template provided by UNDP;

**Current and complete CV** in English;

**02 sample reports** in the English language;

**Financial offer** using the standard UNDP template.

## ANNEX IV

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

Date \_\_\_\_\_

*(Name of Resident Representative/Bureau Director)*  
United Nations Development Programme  
*(Specify complete office address)*

Dear Sir/Madam:

I hereby declare that:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Name	Relationship	Name of International Organization

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

YES ☐ NO ☐

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

YES ☐ NO ☐ If answer is "yes", WHEN?

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

Full Name	Full Address	Business or Occupation

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

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

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

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

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

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

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

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

## **GUIDELINES FOR CV PREPARATION**

WE REQUEST THAT YOU USE THE FOLLOWING CHECKLIST WHEN PREPARING

Your CV:

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

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

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

### **SUMMARY OF EXPERTISE**

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

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

Credentials/education/training, relevant to the expertise

### **LANGUAGES**

Mother Tongue:

Indicate written and verbal proficiency of your English:

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

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

### **UN SYSTEM EXPERIENCE**

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

### **UNIVERSITY DEGREES**

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

### **PUBLICATIONS**

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

### **MISCELLANEOUS**

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

## Annex V

### FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum of .....US\$

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

#### Cost breakdown:

No.	Description	Quantity	Unit Rate (US\$)	Total
1	Consultancy fee (daily rate)			
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). *			
2.5	Others (pls. specify).....			
2.6	VAT** if applicable (in case your company signs the contract)			
	<b>TOTAL</b>			

\* Individual Consultants/Contractors who are over 62 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).*