



14 August 2021

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	<b>02 National Consultants to conduct a review and assessment of Viet Nam's legal framework on persons with disabilities with a focus on rights in judicial areas</b>
Period of assignment/services (if applicable):	August 2021 – December 2021
Duty Station:	Vietnam
Tender reference:	T210806

1. Submissions should be sent by **email** to: [luu.thi.trang@undp.org](mailto:luu.thi.trang@undp.org) no later than:  
**23.59 hrs., 29 August 2021 (Hanoi time)**

With subject line:

**T210806A – A National Team leader to conduct a review and assessment of Viet Nam's legal framework on persons with disabilities with a focus on rights in judicial areas**

**T210806B – A National Team member to conduct a review and assessment of Viet Nam's legal framework on persons with disabilities with a focus on rights in judicial areas**

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

### Note:

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.
- Maximum size per email is **30 MB**.

- Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP Viet Nam will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.
- After submitting proposal, bidder should send notification by email (without attachment) to: [procurement.vn@undp.org](mailto:procurement.vn@undp.org) informing that the bidder has submitted proposal. UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to above address.
- Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female consultants.

## 2. Please find attached the relevant documents:

- [Term of References](#).....  
(Annex I)
- [Individual Contract](#) & [General Conditions](#).....  
(Annex II)
- [Reimbursable Loan Agreement](#) (for a consultant assigned by a firm).....  
(Annex III)
- [Letter to UNDP Confirming Interest and Availability](#).....  
(Annex IV)
- [Financial Proposal](#).....  
(Annex V)

## 3. Interested individual consultants must submit the following documents/information (in English, PDF Format) to demonstrate their qualifications:

### a. Technical component:

- Signed Curriculum vitae
- Signed Letter to UNDP Confirming Interest and Availability
- At least 02 written reports/examples related to legal issues in English and Vietnamese 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:

**Team leader**

Consultant(s)' experiences/qualification related to the services		Point
1	Advanced university degree in law;	100
2	A minimum of 20 years of work experience in law; Working experience on and making policies, law and reviewing and assessment legal documents; good understanding of international human rights; knowledge on rights of PwD is an advantage.	300
3	Proven track record of conducting legal research and excellent report writing skill; experience analysis and assessment of legal framework is preferable, <b>one sample of report on related legal issues to be submitted;</b>	300
4	Excellent ability to communicate and write in Vietnamese and English <b>(one sample written report in legal issues in Vietnamese and /or English to be submitted);</b> Experience working as team leader of a consultant team	100 100
5	Working experience with government officials and inter-governmental organisations is preferable.	100
<b>Total</b>		<b>1000</b>

**Team member**

Consultant(s)' experiences/qualification related to the services		Point
1	Advanced university degree in law	100
2	A minimum of 10 years of work experience in law; Working experience on and making policies, law and reviewing and assessment legal documents; human rights and international human rights treaties and the rights of PwD, including the rights in judicial areas is highly desirable	300
3	Proven track record of conducting legal and policy research on the similar issue and excellent report writing skill <b>(one sample report on related legal issues to be submitted);</b>	300
4	Excellent ability to communicate and write in Vietnamese and English <b>(one sample written report on related legal issues in English and Vietnamese to be submitted)</b>	200
5	Having experience in similar consultancy assignments in legal field; Working experience with government officials, NGOs and inter-governmental organisations is preferable.	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.

## **5. Contract**

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

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

Documents required before contract signing:

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

## **6. Payment**

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

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

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

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

## TERMS OF REFERENCE

Service:	<b>Conduct a review and assessment of Viet Nam's legal framework on persons with disabilities with a focus on rights in judicial areas</b>
Consultancy	Two national legal consultants
Duty Station:	Ha Noi and home based
Expected Duration:	From August 2021 to December 2021
Supervision:	The consultants will work in a team under the supervision of the Program Officer in charge in the Governance and Participation Unit of the United Nations Development Programme (UNDP) and the Legal Department of Ministry of Labour, Invalids and Social affairs (MOLISA)

### 1. Background

After ratifying the United Nations Convention of the rights of persons with disabilities (CRPD) Vietnam has shown strong commitments to implement the Convention. The 2013 Constitution of Viet Nam enshrines the protection of people with disabilities in Articles 59 and 61. Various laws and policies have been approved to recognize and protect the rights of people with disabilities (PwD) and enabling them to fully participate in society.

The rights of persons with disabilities are covered in different legal documents, apart from the Law of persons with disabilities. In recent years, the legal framework relating to PwD has been improved, either revision, supplementation or new issuance, such as Labour Code, Law on Vocational Training, Law on Education, Law on access to information, Law on Social Insurance, Law on Construction, among others. In addition, Viet Nam has participated in the ILO Vocational Rehabilitation and Employment (Disabled Persons) (C159). In justice areas, several laws have been revised such as Penal Code, Criminal Procedure Code, Civil Code, Civil procedure Code, and Law on Legal Aid. In such context, it is a crucial need to ensure the consistency among these different legal documents and their compliance with the CRPD so as to make a better inclusive legal system protecting the rights of PwD in Viet Nam.

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

Under the EU JULE, one of the key areas of intervention is to improve the legislative and regulatory framework to further align with standards set out in the core human right conventions. Reviewing the legal regulations on related issues to ensure its compliance with the international human right conventions is one of critical ways to contribute to the expected results of the Programme.

United Nations Development Programme (UNDP) and Legal Department of Ministry of Labour, Invalids and Social Affairs (MOLISA) commission a team of two national consultants to conduct a research to review and assess **Viet Nam's legal framework on persons with disabilities with a focus on the rights in judicial areas** (hereinafter referred to as “the research”). The outcome of this research is expected to provide a comprehensive review and assessment to establish a strong foundation for the improvement of legal framework relating to PwD in Viet Nam, with a focus on the rights in judicial areas.

## **2. Objectives**

- To review and assess Viet Nam's legal framework relating to PwD, with a focus on those stipulating the rights in judicial areas.
- To identify inconsistent and overlapping legal regulations, legal gaps in realizing and protecting the legitimate rights of PwD and supporting services to facilitate the realization of their rights, including rights in judicial areas, enabling them to fully and equally participate in social and economic activities.
- To propose recommendations for the improvement of legal framework on the rights of PwD, especially the rights in judicial areas, including lists of legal documents need to be revised, promulgated and proposed timeline.

## **3. Methodology**

The methodology for the study should include:

- A desk review of legal documents relating to the rights of PwD, with a focus on those stipulating the rights in judicial areas.
- Qualitative information collection relating to realization of the rights in judicial areas of PwD through focus group discussions (FGD) & in-depth interviews with some groups of PwD and representatives of relevant agencies.

## **3. Scope of work:**

The assignment will be carried out by a consultant team consisting of 02 national consultants who are recruited by UNDP in cooperation with Legal Department of Ministry of Labour, Invalids and Social Affairs (hereafter called Legal Department)

The scope of work for each of the consultants is as below:

### **3.1. National consultant- Team leader (37 days)**

The general tasks:

- Take ultimate responsibility for the final report.
- Take the lead in discussions and responsibility for the whole process of the assignment with Legal Department and UNDP.
- Cooperate closely with team members; stay in close touch with Legal department and UNDP during the process of completing the assignment.
- Finalize and submit the final product to Legal department and UNDP.

The specific tasks:

No	Tasks	Number of days
1.	Study on United Nations Convention of the rights of persons with disabilities, drafting analysis framework, including the research objectives and expected outputs, criteria for review and assessment, methodologies, implementation plan with specific work allocation for each consultant, and share these draft documents with the team member for further inputs before submitting to UNDP and Legal department for review and approval	5
2.	Based on the list of legal documents for reviewing prepared by the team member, group the legal documents by assessment criteria	3
3.	Develop detailed report outlines, sharing it with the team members for inputting and comments and finalizing before submitting it to Legal Department and UNDP for approval	3
4.	Develop group discussion questions, facilitate group discussions with organizations of PwD and representatives of PwD, organized by Legal Department to collect more information of the status of realizing the rights in judicial areas of PwD.	3
5.	Develop the assessment report of some certain human rights of PwD as work allocation between the team	6
6.	Consolidate the reports prepared by the team member, draft the whole assessment report, sharing it with the team members for comments before sharing it with the legal department and UNDP	5
7.	Develop a report relating to the rights in judicial areas of PwD, sharing it with the team member for comments before submission to the Legal Department and UNDP	3
8.	Prepare and deliver presentation on the draft report at a technical meeting organized by Legal Department and UNDP	1
9.	Revise the report based on the comments and inputs from the experts, UNDP and the Legal Department	2
10.	Prepare and deliver presentation on the final report to seek inputs from participants at the consultation workshop organized by The Legal Department	1
11.	Finalize the report based on the inputs/comments from team members, participants at the consultation workshop, the Legal Department and UNDP and submit it to the Legal Department and UNDP (in both English and Vietnamese)	5
<b>Total</b>		<b>37 days</b>

### **3.2. National consultant – Team member (27 days):**

The general task:

- Work closely with team leader; stay in close touch with the legal Department and UNDP during the process of completing the assignment.

The specific tasks:

No	Tasks	
1.	Provide inputs/comments to the research proposal, research plan, the report outline prepared by the team leader	2
2.	Comprehensive review and prepare the list of all current legal documents relating to PwD, and share it with the team leader	5
3.	Co-facilitate group discussion with organizations of PwD and representatives of PwD, organized by the Legal department (two group discussions to collect further information relating to realization of the rights in judicial areas of PwD; prepare reports of the group discussions and share it with the team leader	3
4.	Develop assessment report on some certain rights as workload allocation with the team leader	6
5.	Provide comments and inputs to the draft reports prepared by the team leader	4
6.	Prepare and attend the technical meeting organized by Legal Department and UNDP, take note all the comments and share with the team leader	1
7.	Work with the team leader to revise the draft report based on the comments from the experts, UNDP and Legal Department	2
8.	Attend the board consultation workshop on the final report, consolidate comments and inputs from the participants, and share the report with the team leader for revising the report.	1
9.	Support the team leader to incorporate feedback and inputs from the consultation workshop into the draft report for finalization, editing the English final report prepared by the team leader	3
<b>Total</b>		<b>27 days</b>

### **4. Final products**

The consultancy team is expected to produce final products as follows:

- (1) Research report (in Vietnamese) to review and assess the whole legal regulations relating to PwD in Vietnam, consisting of (a) brief description of the research objectives, methodologies, and scope, (b) findings of the research, identifying inappropriate, irrelevant, overlapping and inconsistent regulations, legal gaps to fully protect the rights of



PwD and assisting services to facilitate the realization of their rights, including the rights in judicial areas, enabling them to fully participate in social and economic activities, and (c) recommendations proposed for improving the laws and legal regulations relating to PwD in Viet Nam, including the lists of priorities law need to be revised, promulgated and proposed timeline; vision and roadmap for coming years.

- (2) A research report (in both English and Vietnamese) to review and assess the legal framework relating to the rights in judicial areas of PwD, consisting of:

(2.1) An executive summary report: (a) brief description of research objectives, scope and methodologies (b) key findings of legal and policy gaps relating to the PwD, in comparison with CRPD and other international human rights conventions, and (c) recommendations for improving the legal framework, priorities for action with roadmap.

(2.2) The research report of maximum 30 pages to review and assess the policies and legal framework relating to the rights in judicial areas of PwD, consisting of (a) introduction background, objectives, and methodologies (b) research findings with focus on identifying irrelevant and inappropriate, overleaping and inconsistent legal regulations; legal gaps and policies to protect the rights in judicial areas of PwD, (c) Recommendations for improving the laws relating to the rights in judicial areas of PwD, including (c1) List of legal documents to be revised, amended or supplemented (c2) Issues to be revised and/or supplemented (c3) Prioritized issues to be revised, supplemented or newly developed; (c4) the implementation roadmap for revision, and or supplementation.

- (3) Annex of the reviewed legal documents and policies.

## **5. Duration of assignment, duty stations and expected places of travel**

The assignment is expected to last for 5 months (August 2021 to December 2021)

Duty station: Hanoi and home based

## **6. Provision of monitoring and progress control**

The two consultants shall work collaboratively on this assignment, under monitoring of the Program Officer in charge in the UNDP Governance and Participation Unit and The Legal Department and deliver final products as described in Section 4 above.

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

<b>Outputs</b>	<b>Descriptions</b>	<b>Deliverables</b>	<b>Timeframe</b>
1.	Submission of the work plan with detailed timeline for each activity and the outlines of the report in both English and Vietnamese	Workplan and outlines approved by UNDP and Legal department	September 2021
2.	Analysis of legal framework relating to the rights of PwD and consult with the Legal department and UNDP	A draft report	October 2021
3.	Develop questions for FGDs and facilitate the discussions with organizations of PwD and representatives of PwD at the technical meetings organized	Approved questions	November 2021

	by Legal Department		
4.	First draft of the report using results of desk review and data collected from the interviews	Draft report	November 2021
5.	Deliver a presentation of the final draft report (in both English and Vietnamese) at the consultation workshop organized by Legal Department and UNDP	Power point presentations	Early January 2022
6.	Finalise the report (in both English and Vietnamese) based on the comments from UNDP and consultation workshop	Final reports approved and submitted.	December 2021

## 7. Degree of expertise and qualifications

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

### a) National consultant – Team leader

- Advanced university degree in law;
- A minimum of 20 years of work experience in law; Working experience on and making policies, law and reviewing and assessment legal documents; good understanding of international human rights; knowledge on rights of PwD is an advantage.
- Proven track record of conducting legal research and excellent report writing skill; experience analysis and assessment of legal framework is preferable, one sample of report on related legal issues to be submitted;
- Excellent ability to communicate and write in Vietnamese and English
- Experience working as a consultant, especially as a team leader of a consultant team (one sample written report to be submitted)
- Working experience with government officials and inter-governmental organisations is preferable.

### b) National Consultant - team member:

- Advanced university degree in law;
- A minimum of 10 years of work experience in law;
- Working experience on and making policies, law and reviewing and assessment legal documents; human rights and international human rights treaties and the rights of PwD, including the rights in judicial areas is highly desirable;
- Proven track record of conducting legal and policy research on the similar issue (one sample report on related legal issues to be submitted);
- Excellent ability to communicate and write in Vietnamese and English;

- Having experience in similar consultancy assignments; Working experience with government officials, NGOs and inter-governmental organisations is preferable.

## 8. Copyright and intellectual property rights:

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

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

## 9. Reference documents and administrative support

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

## 10. Contract payments for national consultants:

- 1st payment: 30% of the contract amount upon receiving and acceptance by UNDP of deliverables 1 and 2 specified in Session 6
- Final payment: 70% of the contract amount upon satisfactory completion of all deliverables specified in Session 6

## 11. Evaluation criteria

### a) National consultant – Team leader

Consultant(s)' experiences/qualification related to the services		Point
1	Advanced university degree in law;	100
2	A minimum of 20 years of work experience in law; Working experience on and making policies, law and reviewing and assessment legal documents; good understanding of international human rights; knowledge on rights of PwD is an advantage.	300
3	Proven track record of conducting legal research and excellent report writing skill; experience analysis and assessment of legal framework is preferable, one sample of report on related legal issues to be submitted;	300
4	Excellent ability to communicate and write in Vietnamese and English (one sample written report in legal issues in Vietnamese and /or English to be submitted); Experience working as team leader of a consultant team	100 100
5	Working experience with government officials and inter-governmental organisations is preferable.	100
<b>Total</b>		<b>1000</b>

### b) National Consultant - team member:

Consultant(s)' experiences/qualification related to the services		Point
1	Advanced university degree in law	100

2	A minimum of 10 years of work experience in law; Working experience on and making policies, law and reviewing and assessment legal documents; human rights and international human rights treaties and the rights of PwD, including the rights in judicial areas is highly desirable	300
3	Proven track record of conducting legal and policy research on the similar issue and excellent report writing skill (one sample report on related legal issues to be submitted);	300
4	Excellent ability to communicate and write in Vietnamese and English (one sample written report on related legal issues in English and Vietnamese to be submitted)	200
5	Having experience in similar consultancy assignments in legal field; Working experience with government officials, NGOs and inter-governmental organisations is preferable.	100
	<b>Total</b>	<b>1000</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.

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

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

## **GUIDELINES FOR CV PREPARATION**

WE REQUEST THAT YOU USE THE FOLLOWING CHECKLIST WHEN PREPARING Your CV:

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

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

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

### **SUMMARY OF EXPERTISE**

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

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

Credentials/education/training, relevant to the expertise

### **LANGUAGES**

Mother Tongue:

Indicate written and verbal proficiency of your English:

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

Provide an overview of work history in reverse chronological order. Provide dates, your function/title, the area of work and the major accomplishments include honorarium/salary.

References (name and contact email address) must be provided for each assignment undertaken by the consultant that UNDP may contact.

### **UN SYSTEM EXPERIENCE**

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

### **UNIVERSITY DEGREES**

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

### **PUBLICATIONS**

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

### **MISCELLANEOUS**

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



## Annex V

### FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum of ..... (VND for National Consultant and USD for International Consultant).

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

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

\* Individual Consultants/Contractors who are over 65 years of age with assignments that require travel and are required, **at their own cost**, to undergo a full medical examination including x-rays and obtaining medical clearance from **an UN-approved doctor** prior to taking up their assignment.

\*\* Individual Consultants/Contractors who request their employer to sign a Reimbursable Loan Agreement (RLA) with UNDP for their behalves are reminded to add the Value Added Tax into the total lump sum of the Financial Offer if applicable.

I undertake, if my proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

I agree to abide by this proposal for a period of 120 days from the submission deadline of the proposals.

Dated this day /month of year

Signature

(The costs should only cover the requirements identified in the Terms of Reference (TOR)  
Travel expenses are not required if the consultant will be working from home).