



17 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 national technical consultant for the development of communication materials for increasing legal awareness on criminal records and the rights of expungement.
Period of assignment/services (if applicable):	August – December 2021 (46 working days)
Duty Station	Hanoi and home-based
Tender reference:	3-210801

1. Submissions should be sent by email to: [bidding.vn@undp.org](mailto:bidding.vn@undp.org) no later than:

**30 August 2021 (Hanoi time)**

With subject line:

**3-210801 National Consultants for development of communication materials for increasing legal awareness**

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 **35 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.
- 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:

- [Terms of Reference \(TOR\)](#)..... (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

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

- The financial proposal shall specify a total lump sum amount in **Viet Nam Dong for National Consultant and US Dollar for international consultant** including consultancy fees and 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:

No	Criteria	Score
1	Advanced University in Law	100
2	Having at least 10 years of working experience in legal field; Knowledge and experience in criminal law, expungement and criminal record are preferable	400
3	Having experiences and skills in developing training and communication materials in legal area. (One sample to be submitted)	300
4	Having working experience as a consultant in legal study	100
5	Good ability to communicate and write in Vietnamese and English	100
	<b>Total</b>	<b>1,000</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 BSAFE course and submit certificate to UNDP before contract issuance.

Note: In order to access the course, please go to the following link: <https://training.dss.un.org/course/category/6>. Type in your name and password, create a new user. After you have completed the courses, please print/save the certificates to submit to us

- Full medical examination and Statement of Fitness to work for consultants ***from and above 62 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.

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

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

## **TERMS OF REFERENCE**

### **DEVELOPMENT OF COMMUNICATION MATERIALS FOR INCREASING LEGAL AWARENESS ON CRIMINAL RECORDS AND THE RIGHTS OF EXPUNGEMENT**

#### **INDIVIDUAL CONSULTANT**

Service:	Development of communication materials for increasing legal awareness on criminal records and the rights of expungement
Consultancy:	One national technical consultant One national communication/media firm
Duty Station:	Hanoi and home based
Expected duration:	From August to December 2021
Supervision	The national technical consultants and national communication/media firm will work closely with the Programme Officer and Communication Officer in charge at the UNDP Governance and Participation Unit and National Center for Criminal Records

#### **1. Background**

Expungement is a humanitarian practice in concordance with the improvements in criminal law policy of Vietnam as well as of many countries in the world. According to the regulations of the Penal Code, there are two forms of expungement: automatic expungement, and expungement under a court's decision. Persons with "conviction" "expunged" and "persons with expungement considered to have not been convicted" are identified on the Criminal Records Certificate as "no conviction". This practice is a legal mechanism to help citizens who have committed crimes to reintegrate into the community and become useful members of society, and thus making meaningful contribution to the social and economic development.

In 2020, with the support of European Union funded Justice and Legal Empowerment Programme (EU JULE), UNDP and the National Center for Criminal Records of the Ministry of Justice (NCCR) conducted an assessment of the 10-year implementation of the Law on Criminal Records. The assessment report showed that despite great efforts in the law implementation and legal dissemination, people's knowledge of conviction is still limited, many convicts do not know about expungement and the process of requesting expungement. Limited awareness of expungement and criminal records is resulted from the lack of under-trained professional and personnel human resources as well as innovative methodologies to conduct legal dissemination campaign. The

disseminated legal information was very broad, not aimed at specific target groups (such as convicted persons, people who are serving prison sentences, and family members of convicted persons as well as certain disadvantaged groups), nor has a form suitable for each target object. The information of conviction and expungement only takes up a very small amount compared to other legal information of the Penal Code, the Criminal Procedure Code, the Law on criminal records.

The assessment recommended that it is necessary to increase legal awareness on expungement and criminal record, focusing on the legal regulations relating to the right to criminal expungement, its procedures, targeting at the prisoners, those who are released from the prison and their family. Therefore, it is also to further assist the prisoners to rehabilitate and integrate into the society as recommended by UN Human rights conventions. In such context, the United Nations Development Programme (UNDP) in cooperation with the National Center for Criminal Record will develop communication materials to raise awareness of criminal expungement and judicial records for the public and some targeted groups. UNDP is seeking a national technical consultant and a media/communication firm to develop a booklet, leaflets, videos and audios on this topic.

## **2. Target audience**

The target audience of these communication products includes general public and government officials who are working on criminal records issues, especially staff of provincial centers of criminal records, prisons managers; prisoners, ex-prisoners and their family.

## **3. Objectives**

To produce a booklet, leaflets, videos and audios on this topic, which are substantively and visually attractive with high quality aiming at the target audience to:

- Raise awareness on criminal records, expungement and procedure of applying for a criminal records certificate
- Provide legal information on eligibility of expungement and guidance for ex-prisoners how to apply for criminal record certificate and how to seek support when needed.

## **4. Final products and requirements**

### **4.1. A booklet on criminal records and expungement**

- The legal regulations are presented in simple, easy to understand, friendly manners, in both English and Vietnamese. The basic contents of the booklet include the role and purpose of a criminal record, procedures of applying for a criminal record certificate for citizen and for foreigners; and regulations of eligibility of expungement and procedures of applying for expungement.
- Introduction and summary key content of the booklet in both Vietnamese and English
- The booklet will be designed and color-printed for selective distribution and will be uploaded at website/portal of the NCCR, provincial Departments of Justice, UNDP communication channels, EU JULE fan page
- Target audience: prisoners, prison managers; other relevant stakeholders and general public

### **4.2. 02 leaflets (1) on criminal records and (2) expungement**

- The leaflet on criminal records in Vietnamese and English will present key legal information about the criminal records, procedures of applying the criminal record certificate for Vietnamese citizens and for foreigners living in Viet Nam.

Target audience: general public, other relevant stakeholders, prisoners, ex-prisoners

- The leaflet on expungement in Vietnamese and English will present regulations of eligibility of expungement, the rights of expungement, procedures of applying for expungement and how to seek support if needed.

Target audience: prisoners, prison managers and government officers; other relevant stakeholders and general public

- The leaflets will be designed, and color printed for selective distribution and uploaded at website/portal of the NCCR, provincial Departments of Justice, UNDP communication channels, EU JULE fan page

#### **4.3. 03 Video clips on criminal records, expungement and expungement and criminal records**

**(1) The video clip of criminal records** covering key legal information about the criminal records, procedures of applying the criminal record certificate for Vietnamese citizens and for foreigners living in Viet Nam.

Target audience: general public, other relevant stakeholders

**(2) The video clip of expungement**, covering regulations of eligibility of expungement, the rights of expungement, procedures of applying for expungement and how to seek support if needed.

Target audience: prisoners, prison managers and government officers; other relevant stakeholders and general public

- The length of each video clip (1) and (2): not exceeding 2 minutes.
  - It is creatively designed, using infographics, or PSA mode to deliver communication messages.
  - The two video clips with subtitles in Vietnamese, voice over in Vietnamese and sign language; (Additionally, these two video clips with subtitle in English, voice over in Vietnamese and sign language)
  - The two video clips will be uploaded at the web portal off NCCR, Provincial Departments of Justice, at provincial administrative one stop shops, UNDP communication channels and EU JULE fan page.

**(3) The video clip of expungement and criminal records and**, covering key legal information about the rights of expungement, eligibility of expungement, procedures of applying criminal records for expungement how to seek support if needed.

- Target audience: prisoners, prison managers; other relevant stakeholders and general public
- The length of each video clip: not exceeding 4 minutes.
- It is creatively designed, using infographics, or PSA mode to deliver communication messages.
- The video clip with subtitle in Vietnamese, voice over in Vietnamese and sign language
- The video clip will be shown at the reintegration sessions for prisoners organized at prison camps; trainings for prison manager, government officers working in criminal records, expungement.

#### **4.4. 03 audio clips: (1) on criminal records and (2) expungement**

- **The audio clip criminal records** covering key legal information about the criminal records, procedures of applying the criminal records certificate for Vietnamese citizens and for foreigners living in Viet Nam

Target audience: general public, other relevant stakeholders;

The length: not exceeding 2 minutes, in the format of play

Audio clip will be broadcasted at the NCCR, provincial Departments of Justice, at provincial administrative one stop shops and advocating for broadcasting at commune for general communication

- **The audio clip of expungement**, covering the rights of expungement, regulations of eligibility of expungement, procedures of applying for expungement and how to seek support if needed.

Target audience: prisoners, prison managers; other relevant stakeholders and general public

The length; Not exceeding 2 minutes, in the format of play

The audio clip will be broadcasted at prisons, NCCR, and provincial Departments of Justice and advocating for broadcasting at commune for general communication

- An audio clip of criminal records and expungement, covering key legal information about the rights of expungement, eligibility of expungement, procedures of applying criminal records for expungement how to seek support if needed.

Target audience: prisoners, prison manager, other relevant stakeholders.

The length: not exceeding 4 minutes, in the format of play

The audio clip will be broadcasted at prisons and detention camps.

- 4.5. **A detailed report** on all photography and filming locations including the script in digital format, names and contact details of all individuals interviewed (if any), their proof of consent and other persons involved.

- 4.6. **All the raw audio and video footage** (if any).

- 4.7. **Full usage of the rights for ideas, graphics, and music** for which copyrights have been granted.

## 5. Scope of work

The activity will be carried out by one national consultant **in charge of the content and scripts**, and one national media/communication firm hired by UNDP in collaboration with NCCR.

A national consultant and the media/communication firm selected for this assignment will work as a team and perform the following indicative tasks:

- Participate in a brainstorming and discussion sessions to initiate ideas, key contents of the booklet, leaflets, video clips and audio clips with the Communication Officer, Program Officer in charge at the UNDP Governance and Participation Unit and NCCR officers
- Present a work plan for the assigned work
- Review available data and reports to collect media/video material
- Work together to develop the booklet, leaflets, video clips and audio clips in English and Vietnamese under the facilitation of the UNDP team.
- Present the video and audio scripts and the story boards
- Work on the desired products for this consultancy, including high resolution videos.
- All the products must follow UNDP-EU guideline for brand and communication

The scope of work for the assignment is as below:

**a. For national technical consultant: (46 days)**

#	Tasks	Duration
1	Study, review and consolidate related materials relating to the laws of criminal records, expungement.  Propose and discuss with UNDP and NCCR key contents of the booklet, leaflets, videos, and audio clips and workplan; finalize and submit to NCCR and UNDP for approval	4
	<b>The booklet for criminal records and expungement</b>	
2	Develop an outline for the booklet, sharing it with UNDP and NNCR comments and inputs; revise the outline and submit to NCCR and UNDP for approval	2
3	Draft the booklet based on the approved outlines, then share the draft booklet with NCCR and UNDP for comments and inputs	5
4	Revise the booklet based on comments and inputs from NCCR and UNDP	3
5	Prepare and attend a technical meeting organized by NCCR and UNDP to gather comment to the draft booklet	1
6	Based on comments from the participants at the technical meeting and inputs from UNDP and NCCR, revised the booklet  Work closely with the printing firm to finalize the design and assure the quality of the product	3
	<b>Leaflets for criminal records and expungement</b>	
7	Discuss with NCCR and UNDP to identify the key communication messages, draft and revise contents of the leaflet based on NCCR and UNDP's comments  Work closely with the printing firm to finalize the design and assure the quality of the product	3
8	Draft contents for the leaflet on criminal expungement, by identifying the communication messages, discuss and get agreement with NCCR and UNP on the contents.  Work closely with the printing firm to finalize the design and assure the quality of the product	3
9	Prepare and attend a technical meeting organized by NCCR and UNDP on the draft 2 leaflets for comments and revision.  Finalize the content and design, share with NCCR and UNDP for approval	2
	<b>Video clips for criminal records and expungement</b>	
10	Draft video script on criminal records (in both English and Vietnamese), identifying key communication messages, sharing with NCCR and UNDP for comments/inputs	3



	Revise and finalize the script, integrating comments and inputs from UNDP and NCCR. Closely work with the coms/media firm during the video clip production to assure the quality and relevance of the contents and images to deliver the messages.	
11	Draft video scripts on expungement, identifying key communication messages, share with NCCR and UNDP for comments/inputs  Revise and finalize the script, integrating comments and inputs from UNDP and NCCR. Closely work with the coms/media firm during the video clip production to assure the quality and relevance of the contents and images to deliver the messages.	3
	Draft video scripts on criminal records and expungement, identifying key communication messages, share with NCCR and UNDP for comments/inputs  Revise and finalize the script, integrating comments and inputs from UNDP and NCCR. Closely work with the coms/media firm during the video clip production to assure the quality and relevance of the contents and images to deliver the messages.	3
12	Prepare and participate in two one- day technical meetings in Ha noi on the 3 video and 3 audio clips organized by NCCR and UNDP	3
13	Closely work with the communication/media firm to finalize the videos clips	1
	<b>Audio clips for criminal records and expungement</b>	
14	Draft 3 audio scripts of (1) criminal record, (2) expungement and (3) criminal record and expungement, sharing it with the communication/media firm for inputs, and submitting to NCCR and UNDP for comments and approval (2 days per audio clip x 3 clips = 6 days).  Work closely with the media/communication firm to revise and finalize the 3 audio clips based on the inputs and comments collected at the two technical meetings for audio and video clips (1 day)	7
	<b>Total of days</b>	<b>46</b>

**b. National media/communication firm to produce audio and video clips and design booklet and leaflets**

- Based on the communication messages approved by NCCR, and UNDP, the contractor will discuss with the national technical consultant, NCCR and UNDP to review relevant existing videos and select good examples for video, layout of the booklet and leaflets;
- Work with national legal technical consultant to develop an overall creative concept, draft content, scenario, video scripts and story boards for 3 videos and 3 audio clips, ideas of design of the booklet and leaflets.
- Prepare and present together with the legal consultant the draft content, video script, and story boards and recommended communication strategy to disseminate audio and video at internal meetings with NNCR and UNDP.
- Create editorial video and audio contents (images, graphics, footages, etc.) in close collaboration with the national technical consultant. The use of any copyrighted materials (e.g., images, graphics, music, footages, etc.) for the development of all above-mentioned communication products must be legally licensed. The media firm is required to avoid copyright infringements in

any way possible; Any legal disputes over the materials employed by the media firm will be entirely of the firm's responsibility before the law.

- Produce and present the draft videos, audio clips, booklet, leaflets to relevant stakeholders at 3 one day technical meetings in Ha noi organized by NCCR and UNDP.
- Based on feedback provided by the participants at the technical meetings, UNDP and NCCR's comments, finalize the audio and video clips, including images, graphics, footages, etc. and the booklet, leaflets.
- Provide subtitles in Vietnamese; sign language, and voice over in Vietnamese for 3 video clips, subtitle in English, sign language and voice over in Vietnamese for 2 shorter videos, and provide English translation of the audio script, contents of the booklet and leaflet. The English translation is shared with national consultant, UNDP and NCCR for review and revision if necessary
- Present final products to UNDP and NCCR for approval.

## **6. Duration of assignment, duty station and expected place of travels**

The assignment is expected to last approximately 5 months, from August to December 2021.

The consultant and media/communication firm shall work collaboratively on this assignment and deliver final outputs as described in Section 4 above.

Duty station: Hanoi and home-based

The duration of the consultancy starts from the date both parties signing the consultancy contract. The consultants, in collaboration with the NCCR and UNDP Vietnam, are expected to provide services specified in this TOR from August to December 2021

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

The national technical consultant and a media and communication firm shall work collaboratively on this assignment, under monitoring of the Program Officer in charge in the UNDP Governance and Participation Unit and NCCR and deliver final products as described in Section 5 above.

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

<b>#Output</b>	<b>Description</b>	<b>Deliverables</b>	<b>Timeline</b>
Output 1	Submission of the detailed workplan for developing booklet, leaflets, video and audio clips; key contents of the booklet, leaflets, videos, and audio clips	Approved workplan of developing booklet, leaflet, audio, and video clips and its key contents	September 2021
Output 2	Draft booklet and leaflets shared with UNDP, NCCR for comments/inputs	Draft booklet and leaflet	September 2021
Output 3	Present the draft booklet at a technical meeting	Draft booklet presented Meeting minutes	October 2021
Output 4	Finalize the booklet based on comments from experts, UNDP and NCCR	Finalized booklet to be submitted to UNDP and NCCR	October 2021
Output 5	Design layout of the booklet and leaflets, shared with UNDP and NCCR for comments and inputs	Design layout of leaflet and booklet consulted with UNDP and NCCR	October 2021

Output 6	Present the leaflet and its design layout at a technical meeting	Draft leaflet and its design layout Meeting minutes	October 2021
Output 7	Finalize the design layout for the booklet and leaflets	Final design layout for booklet and leaflets	November 2021
Output 8	Identify key messages for video and audio clips and draft video and audio scripts (in both English and Vietnamese) on criminal records and expungement, share with NCCR and UNDP for comments/inputs  Propose creative ideas for video and audio clips	Key communication messages and scripts for audio and video clips approved by UNDP and NCCR	October 2021
Output 9	Develop story boards for 3 audio and 3 video clips  Share with national consultant, UNDP and NCCR for inputs/ comments	Draft scripts and story boards for 3 video clip and 3 audio clips consulted with UNDP and NCCR	October 2021
Output 10	Present 3 draft audio and 3 video clips at two technical meetings organized by NCCR and UNDP  <i>(one meeting for one longer video and one longer audio clip, one meeting for two shorter video and two shorter audio clips)</i>	Draft audio and video clips presented  Meeting minutes of the two technical meetings	November 2021
Output 11	Revise 3 audio and 3 video clips based on comments at the technical meetings.  Share the revised clips with national consultant, NCCR and UNDP for further comments/inputs  Finalize the 3 video and 3 audio clips and submit the final products to UNDP and NCCR for approval	Revised audio and video clips to be shared with UNDP and NCCR for final review and approval	By 15 December 2021

## 7. Degree of expertise and qualifications:

### For national technical consultant:

- Advanced university in Law
- Having at least 10 years of working experience in legal field; Knowledge and experience in criminal law, expungement and criminal record are preferable
- Having experiences and skills in developing training and communication materials in legal area. One sample to be submitted.
- Having working experience as a consultant in legal study
- Good ability to communicate and write in Vietnamese and English.

### **For communication and media firm:**

It is expected that the communication/media firm have a team of rich experience in creative video and audio clip production. The firm should process the following detailed qualifications and experience:

- A communication or medial firm, having at least 3-year experience in designing and production of media and audio clips. Experience in developing creative products such as leaflets, booklets, audio, and video clip, etc. in legal fields in Vietnamese, English and sign language is an asset.

Product samples like leaflets, booklets, audio and video clip product samples with English and Vietnamese subtitles and sign language to be submitted.

- Having working experience with governmental organizations, non-governmental organizations, international organizations in producing communication materials as advantage
- Having assigned a qualified team with different tasks in video and audio production:

- **National Team leader:**

- ✓ Advanced university degree in Communication or equivalent.
- ✓ Expertise in video and audio production, including script writing, target audience analysis, storyboards, graphic animation; video production, narration, etc.; One high -quality portfolio with product samples to be summited; Experience in using sign language in videos for persons with disabilities is an asset.
- ✓ Good writing skills in Vietnamese and English language.
- ✓ Effective communication skills with clients; experience working on legal issues, having experience in working with governmental organizations, non-governmental organizations, international organizations in legal field as advantage.
- ✓ Having experience as team leader in similar assignment.

- **National Team member(s)**

- ✓ University degree in communication or equivalent.
- ✓ Having experience on audio-visual recording, editing, and media production.
- ✓ Clear understanding of the technical aspects of video and audio making process along with experiences on using different tools and techniques in developing appropriate and quality audio-visual products., having rich experience in creative production,
- ✓ Good writing skills in English and Vietnamese

### **8. Copy right and intellectual property rights**

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

The consultants and media firm may not use, reproduce such works without prior consent from UNDP.

### **9. Reference documents and administrative support**

NCCR will support the consultant team to produce booklet, leaflet, audio, and video clips by providing available data, existing reports and research and other relevant materials.

## **10. Contract payments**

### **For a national technical consultant**

First payment: 30% of the contract value upon receiving and acceptance by UNDP of deliverable 4 in section 8

Final payment: 70% of the contract amount upon satisfactory completion of all deliverables specified in Session 8

### **For a medial and communication firm:**

First payment: 30% of the contract value upon receiving and acceptance by UNDP of deliverable 7 in section 8

Final payment: 70% of the contract amount upon satisfactory completion of all relevant deliverables specified in Session 8

## 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 & Email 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) or ..... USD (for International Consultant)

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 (USD or VND)	Total (USD or VND)
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). *			
2.5	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).