19 August 2021

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

<table>
<thead>
<tr>
<th>Country:</th>
<th>Viet Nam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of the assignment:</td>
<td>01 National Consultant to support Project Implementation - National Project Officer cum M&amp;E (part-time, NPO)</td>
</tr>
<tr>
<td>Period of assignment/services (if applicable):</td>
<td>August 2021 – August 2022</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Vietnam</td>
</tr>
<tr>
<td>Tender reference:</td>
<td>T210808</td>
</tr>
</tbody>
</table>

1. Submissions should be sent by email to: luu.thi.trang@undp.org no later than:
   17.00 hrs., 26 August 2021 (Hanoi time)

   With subject line:

   T210808 – 01 National Consultant to support Project Implementation - National Project Officer cum M&E (part-time, NPO)

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

Note:

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

- Maximum size per email is 30 MB.

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

- Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female consultants.

2. **Please find attached the relevant documents:**

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

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

   a. **Technical component:**

   - Signed Curriculum vitae
   - Signed Letter to UNDP Confirming Interest and Availability

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

   - The financial proposal shall specify a total lump sum amount in **VND for national consultant and US dollar for International Consultant** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in Annex V.

   - Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.

   - If quoted in other currency, prices shall be converted to the above currency at UN Exchange Rate at the submission deadline.
4. Evaluation

The technical component will be evaluated using the following criteria:

A National Consultant

<table>
<thead>
<tr>
<th>No.</th>
<th>Requirement</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>At least University degree in Economics, Agriculture, or related fields.</td>
<td>200</td>
</tr>
</tbody>
</table>
| 2   | At least 5 years of experience in working with multicultural working environment or minimum experience in working with 5 ODA funded projects in Viet Nam, preferable in Agriculture Sector
|     | Proven project operations experience for UNDP-funded projects will be an advantage.                                                            | 180    |
|     |                                                                                                                                             | 70     |
| 3   | Proven knowledge and experience in preparing or direct drafting of reports, research and documentation of knowledge products on climate change and environment | 150    |
| 4   | Experience in working with financial sectors, private entrepreneurs, and communities, particularly in climate and agriculture sector is preferred. | 150    |
| 5   | Basic knowledge in procurement, logistics supports, and filling systems; Advanced computer skills (Word; Excel; Outlook Express; PowerPoint; etc.). | 100    |
| 6   | Strong experience in organizing events and administrative processes; Sound knowledge of administrative procedures of the Government;               | 150    |
|     | **Total**                                                                                                                                   | **1,000** |

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.  \( Sf = 1000 \times \frac{Fm}{F} \), in which \( Sf \) is the financial score, \( Fm \) is the lowest price and \( F \) the price of the submission under consideration.

The weight of technical points is 70% and financial points is 30%.

Submission obtaining the highest weighted points (technical points + financial points) will be selected subject to positive reference checks on the consultant’s past performance.

5. Contract

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

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

Documents required before contract signing:
- International consultant whose work involves travel is required to complete the courses on BSAFE which is the new online security awareness training and submit certificate to UNDP before contract issuance.

- **Note:** In order to access the courses, please go to the following link: [https://training.dss.un.org](https://training.dss.un.org)
  The training course takes around 3-4 hours to complete.

- Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel. (This is not a requirement for RLA contracts).

- Release letter in case the selected consultant is government official.

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.**
I. BACKGROUND & PROJECT DESCRIPTION

The private sector plays a critical role in fulfilling Viet Nam’s national climate targets. According to the Ministry of Planning and Investment (MPI), around 70% of Viet Nam’s total climate change investment needs is expected to come from the private sector. However, this target is not currently on track to be met. The Nationally Determined Contributions (NDC) strategy highlights the key role that private sector finance will need to play beyond more traditional investment but green and innovative investments, such as renewable energy and climate smart business. In addition to supporting the achievement of the country’s mitigation and adaptation goals, the participation of the private sector will help advance the country’s sustainable development objectives, including promoting the more efficient use of natural resources, cutting costs for households and firms, and improving the competitiveness of the economy.

The Project aims to promote private sector engagement in climate resilient and low emission investment in agriculture sector in implementing the Viet Nam’s NDC, which is supported by the United Nations Development Programme (UNDP) for 03 years (2020 - 2023) with the participation of the Ministry of Agriculture and Rural Development (MARD) in collaboration with the Ministry of Natural Resources and Environment (MONRE) and the Ministry of Planning and Investment (MPI) and two pilot provinces for the initiatives, including Binh Thuan and Bac Lieu.

The overall objective of the project is to advance the private sector engagement to finance, support and implement climate change adaptation and mitigation activities in agriculture sector and rural development path in Viet Nam.

Specific objectives of the project:

1. Increase the productivity and competitiveness of Agriculture Sectors and its supply chains (dragon fruit and shrimp) through new and innovative solutions that efficiently use natural resources, towards low carbon and sustainable operation;

2. Establish and strengthen Platform for Private-Public Sector Innovation and Investments as well as policy dialogues to solve bottlenecks in investing in low
carbon production and greenhouse gas emissions reduction, and to exchange information of investing in low carbon and climate resilient operation, and to fulfill targets in the agriculture component in the Viet Nam NDC;

3. Strengthen sustainable finance mechanisms to scale up NDC mitigation and adaptation actions (led by MPI). Increase possibilities to access new facilities and incentives for implementation, invest in climate smart and low carbon operation, develop more sustainable business and contribute to reducing greenhouse gas emission in the operation of enterprises;

4. Create policies and incentives to advance private sector engagement in investment opportunities in its climate resilient and low carbon operation, more sustainable business plan in agriculture sectors and rural development, positively contributing to the implementation of the Viet Nam NDC.

Currently, UNDP and MARD Project Management Unit need to recruit a part-time National Project Officer cum M&E to provide programmatic support to National Project Coordinator and UNDP Programme Analyst and contributing to the implementation of the project for UNDP and MARD; This position will involve in Monitoring and Evaluation support to NDC project – MARD component.

II. OBJECTIVES

Overall, the National part-time Project Officer cum M&E consultant is expected to provide programmatic support to National Project Coordinator and UNDP Programme Analyst and contributing to the implementation of the project for UNDP and MARD, ensure regular project implementation progress with its on-going partners; coordination and alignment of the project interventions with on-going initiatives in MARD, MONRE and MPI and the two provinces; This position will involve in Monitoring and Evaluation support to NDC project – MARD component.

Specifically:

1. Provide effective support for the regular and timely project planning, reporting and smooth implementation of the project for MARD component under direct supervision and Technical guidance of National Project Coordinator and UNDP Programme Analyst.

2. Responsible for the monitoring and ensuring high quality and timely inputs, and for ensuring that the project maintains its strategic vision and that its activities result in the achievement of its intended outputs in a cost effective and timely manner.

III. SCOPE OF WORK

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

Task 1. Provide effective support for the regular and timely project planning, reporting and smooth implementation of the project for MARD component under direct supervision and Technical guidance of National Project Coordinator and UNDP Programme Analyst (80%)

- Under direct supervision and Technical guidance of National Project Coordinator and UNDP Programme Analyst, NPO liaise with other UNDP consultants and partners in Centre and Provincial level to develop Workplan, other technical documents, These include: Draft - Overall Work & Budget Plan; 2021, 2022 Work & Budget Plan; Draft Quarterly Work and Budget Plan, Project document, Draft 2021 Project Budget and Procedure Plan; Other documents as required by NPD / NPC.
• Prepare TORs (i.e. personnel, consultancy contracts, training, and procurement), draft MOU, LOA and other documents between MARD and UNDP with two provinces of Binh Thuan and Bac Lieu. Keep tracking on administers the mobilization of TOR’s inputs, handling procurement and contracting.

• Support NPC in supervising project implementing agencies/ sub-contractors by keep tracking on agencies mobilizing and delivering the outputs in accordance with their letters of agreement or contracts, and as per project documents and work-plans.

• Provide technical input, conduct first review deliverables/reports submitted by consultants to ensure the quality of all deliverables before 2nd clearance by NPC/NPD and UNDP.

• Develop all project progress reports, outputs and other deliverables that may include but not limited to monthly reports, quarterly consolidated financial reports, quarterly consolidated progress reports, annual, mid-term and terminal reports, and other reports as required by the Government and UNDP.

• Provide technical and logistical support for all the meetings, workshops, trainings as project work plan, in coordination with the Government and UNDP
  o Develop concept notes, invitation letters and list of participants to organize Project Steering Committee meetings,
  o Provides logistical and organizational support for in-country and/or oversea participants, presentations, facilitators, etc.,
  o Participate in all the meetings, workshops, trainings and draft meeting minutes (if required)

• Record and monitor the project progress and problems so that NPC can report regularly to and keeps the NPD and UNDP up to date. Support NPC in periodic review of project work-plans and advise on the progress and work-plan’s conformity to agreed results and outputs for finalization.

• Assist the NPD in establishing the administrative systems and procedures and carry out various administrative activities.

• Undertake relevant activities that may be assigned by the NPD, NPC and UNDP.

  Task 2. Responsible for the monitoring and ensuring high quality and timely inputs, and for ensuring that the project maintains its strategic vision and that its activities result in the achievement of its intended outputs in a cost effective and timely manner. (20%)

• Monitor all project activities, expenditures and progress to ensure program activities implemented as per work plan and towards achieving the project output.

• Provide feedback to the National Project Coordinator and UNDP Programme Analyst on project strategies and activities.

• Report monthly, quarterly, half-yearly and annual progress on all project activities to the NPC and NPD. Assist NPC in the preparation of reports on the findings and lessons learned from project innovations.

• Participate in annual project reviews and planning workshops and assist the NPC in preparing relevant reports.

• Participate in project assessment and evaluation activities.
- Ensure the implementation of M&E plan and monitor progress of implementation activities
- Perform other duties as required.

IV. DELIVERABLES & IMPLEMENTATION TIMELINE

<table>
<thead>
<tr>
<th>No.</th>
<th>Task</th>
<th>Deliverable</th>
<th>Est. Working day</th>
<th>Target due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Task 1: Provide effective support for the regular and timely project planning, reporting and smooth implementation of the project for MARD component</td>
<td>Draft and Finalized prodoc for MARD approval Draft Overall Work Plan and Budget for project Draft 2021 Work Plan and Procedure Plan Final procurement documents to be approved by ICD/MARD</td>
<td>1 5</td>
<td>By Mid Sep 2021</td>
</tr>
<tr>
<td>2</td>
<td>Task 1: Provide effective support for the regular and timely project planning, reporting and smooth implementation of the project for MARD component</td>
<td>Draft MOU and LOA between MARD and UNDP Draft MOU and LOA between MARD and UNDP with two provinces of Binh Thuan and Bac Lieu Draft Quarterly Work Plan for MARD Draft Detailed provincial workplan and progress report for Q4.2021 (Binh Thuan, Bac Lieu) Draft TORs for consultancy trainings/ workshops/ high-level meetings</td>
<td>20</td>
<td>By end Sep 2021</td>
</tr>
<tr>
<td>3</td>
<td>Task 1: Provide effective support for the regular and timely project planning, reporting and smooth implementation of the project for MARD component</td>
<td>Draft MOU and LOA between MARD and UNDP Draft MOU and LOA between MARD and UNDP with two provinces of Binh Thuan and Bac Lieu Draft Quarterly Work Plan for MARD Draft Detailed provincial workplan and progress report for Q4.2021 (Binh Thuan, Bac Lieu) Draft TORs for consultancy trainings/ workshops/ high-level meetings</td>
<td>15</td>
<td>By Oct 2021</td>
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<tr>
<td></td>
<td>Task 2: Responsible for the monitoring and ensuring high quality and timely inputs, and for ensuring that the project maintains its strategic vision and</td>
<td>Propose project M&amp;E indicators which ensure gender requirements in provincial plans, project reports and consultant reports Drafts for project operation manual</td>
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<tr>
<td>Task 1: Provide effective support for the regular and timely project planning, reporting and smooth implementation of the project for MARD component</td>
<td>Supported implementation of the MOU and LOA between MARD and UNDP with two provinces of Binh Thuan and Bac Lieu. Draft TORs for consultancy contracts Quarterly progress report for Q4.2021 for MARD component project Draft reports on the findings and lessons learned from project innovations for 2021 Supported implementation of the MOU and LOA between MARD and UNDP with two provinces of Binh Thuan and Bac Lieu Drafted-TORs for consultancy trainings/ workshops/ high-level meetings. Drafts for concept notes, invitation letters and list of participants Conducted First review for consultants’ reports Draft for 6-month project progress report Draft 2022 Work Plan and Procedure Plan (MARD component) Draft Quarterly Work Plan (Q1.2022) for MARD Draft communications to national media, in-country donor</td>
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<tr>
<td>Task 2: Responsible for the monitoring and ensuring high quality and timely inputs, and for ensuring that the project maintains its strategic vision and that its activities result in the achievement of its intended outputs in a cost effective and timely manner</td>
<td>By Dec 2021</td>
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<tr>
<td>Task 1: Provide effective support for the regular and timely project planning, reporting and smooth implementation of the project for MARD component</td>
<td>By Feb 2022</td>
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<td></td>
<td>ensuring that the project maintains its strategic vision and that its activities result in the achievement of its intended outputs in a cost effective and timely manner</td>
<td>community, and other national-level entities Draft 6-month M&amp;E reports on provincial plans, project reports and consultant reports</td>
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<tr>
<td>6</td>
<td>Task 1: Provide effective support for the regular and timely project planning, reporting and smooth implementation of the project for MARD component</td>
<td>Draft Quarterly progress report for Q1.2022 Draft Quarterly Work Plan for Q2.2022 Approved 2022 AWP and procurement plan Continued supported implementation of the MOU and LOA between MARD and UNDP with two provinces of Binh Thuan and Bac Lieu Participate in annual project reviews and planning workshops and assist the NPC in preparing relevant reports</td>
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<tr>
<td>7</td>
<td>Task 1: Provide effective support for the regular and timely project planning, reporting and smooth implementation of the project for MARD component</td>
<td>Supported for private sector partnership for low carbon and resilient agriculture commodities/supply chain; promote for PPP via PSAV and other networks e.g. VCCI, agriculture leading firms for aquaculture and fruit sectors Supported for effective communication with relevant ministries, civil society institutions, think tanks, and national, regional and international organizations involved in related projects Develop concept notes, invitation letters and list of participants to organize Project Steering Committee meetings, review meetings and evaluation missions</td>
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10
and other related workshops/ trainings in coordination with the Government and UNDP

<table>
<thead>
<tr>
<th>Task 1: Provide effective support for the regular and timely project planning, reporting and smooth implementation of the project for MARD component</th>
<th>Continued supported implementation of the MOU and LOA between MARD and UNDP with two provinces of Binh Thuan and Bac Lieu Conducted First review for consultant’s reports Draft for 6-month project progress report (for Jan-Jun 2022) Draft Quarterly progress report for Q2.2022 Draft Quarterly Work Plan for Q3.2022 Draft 6-month M&amp;E reports on provincial plans, project reports and consultant reports. Participate in project assessment and evaluation activities (Sport check, programme Visit…)</th>
</tr>
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<tbody>
<tr>
<td>8</td>
<td>15 By July 2022</td>
</tr>
</tbody>
</table>

Total Estimated working day 130 days

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

Estimated number of working days: 130 working days from 8/31/2021 to 8/31/2022.

Duty station: Ha Noi

Expected places of travel: Bac Lieu, Binh Thuan and other required provinces. Upon UNDP approval, eligible travel costs and per diem shall be paid separately in accordance with UN-EU cost norms.

VI. PROVISION OF MONITORING & PROGRESS CONTROL

The consultant is supervised by MARD project director (National Project Coordinator) and UNDP Project Manager, with administrative and technical support from international and/or national experts assigned by UNDP and MARD.

Deliverables of the consultant will be submitted in English or Vietnamese. The progress and deliverables will be reviewed by UNDP Project Manager and relevant experts assigned by UNDP.
VII. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

Administrative Support
All domestic travel requirement, if any, from the assignment will be arranged by UNDP separately based on UN-EU cost norms.

Reference Documents
Reference project documents will be provided to the selected consultant.

VIII. DEGREE OF EXPERTISE & QUALIFICATIONS

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Relevant Professional Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>• At least University degree in Economics, Agriculture, or related fields</td>
<td>• At least 5 years of experience in working with multicultural working environment or minimum experience in working with 5 ODA funded projects in Vietnam, preferable in Agriculture Sector</td>
</tr>
<tr>
<td></td>
<td>• Proven project operations experience for UNDP-funded projects will be an advantage</td>
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<td>• Proven knowledge and experience in preparing or direct drafting of reports, research and documentation of knowledge products on climate change and environment</td>
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<td>• Experience in working with financial sectors, private entrepreneurs, and communities, particularly in climate and agriculture sector is preferred</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Competencies</th>
<th>Language Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Basic knowledge in procurement, logistics supports, and filling systems; Advanced computer skills (Word; Excel; Outlook Express; PowerPoint; etc.).</td>
<td>• English and Vietnamese</td>
</tr>
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<td>• Strong experience in organizing events and administrative processes; Sound knowledge of administrative procedures of the Government</td>
<td></td>
</tr>
</tbody>
</table>

IX. PAYMENT TERMS

<table>
<thead>
<tr>
<th>No.</th>
<th>Deliverables as indicated in Section IV</th>
<th>Due Date</th>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Deliverable #1 accepted by UNDP and MARD</td>
<td>By Aug 2021</td>
<td>12%</td>
</tr>
<tr>
<td>2</td>
<td>Deliverable #2 accepted by UNDP and MARD</td>
<td>By Sep 2021</td>
<td>14%</td>
</tr>
<tr>
<td>3</td>
<td>Deliverable #3 accepted by UNDP and MARD</td>
<td>By Oct 2021</td>
<td>12%</td>
</tr>
<tr>
<td>4</td>
<td>Deliverable #4 accepted by UNDP and MARD</td>
<td>By Dec 2021</td>
<td>12%</td>
</tr>
<tr>
<td>5</td>
<td>Deliverable #5 accepted by UNDP and MARD</td>
<td>By Feb 2021</td>
<td>14%</td>
</tr>
</tbody>
</table>
Deliverable #6 accepted by UNDP and MARD  By Mar 2021  12%
Deliverable #7 accepted by UNDP and MARD  By May 2021  12%
Deliverable #8 accepted by UNDP and MARD  By July 2021  12%

X. CONSULTANT PRESENCE REQUIRED ON DUTY STATION
☒ NONE ☐ PARTIAL ☐ INTERMITTENT ☐ FULL-TIME

XI. EVALUATION CRITERIA

<table>
<thead>
<tr>
<th>No.</th>
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Proven project operations experience for UNDP-funded projects will be an advantage. | 180  
70 |
| 3   | Proven knowledge and experience in preparing or direct drafting of reports, research and documentation of knowledge products on climate change and environment | 150    |
| 4   | Experience in working with financial sectors, private entrepreneurs, and communities, particularly in climate and agriculture sector is preferred. | 150    |
| 5   | Basic knowledge in procurement, logistics supports, and filling systems; Advanced computer skills (Word; Excel; Outlook Express; PowerPoint; etc.). | 100    |
| 6   | Strong experience in organizing events and administrative processes; Sound knowledge of administrative procedures of the Government; | 150    |
|     | **Total**                                                                    | **1,000** |

Criteria for Evaluation of Proposal
Offers will be evaluated according to the Combined Scoring method – where the educational background and experience on similar assignments will be weighted at 70% and the financial proposal will weigh at 30% of the total scoring.  
The applicant receiving the Highest Combined Score and meeting other requirements in the Procurement Notice will be awarded the contract.

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

B. Core Documents
1. **Letter of Confirmation of Interest and Availability** using the template provided by UNDP.
2. **Current and complete CV** in English.
3. **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 I;

D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [delete this item if the TOR does not require submission of this document];

E) I hereby propose to complete the services based on the following payment rate: [please check the box corresponding to the preferred option]:

☐ An all-inclusive daily fee of [state amount in words and in numbers indicating currency]

☐ A total lump sum of [state amount in words and in numbers, indicating exact currency], payable in the manner described in the Terms of Reference.

F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex V;

G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;

H) This offer shall remain valid for a total period of ___________ days [minimum of 90 days] after the submission deadline;
I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office [disclose the name of the relative, the UN office employing the relative, and the relationship if any such relationship exists];

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

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

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

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

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

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

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

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

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

N) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.
O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

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

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

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

YES ☐ NO ☐

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

YES ☐ NO ☐ If answer is "yes", WHEN?

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

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

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

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

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

DATE: ___________________________ SIGNATURE: ___________________________

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

Annexes [please check all that applies]:

☐ CV shall include Education/Qualification, Processional Certification, Employment Records /Experience

☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
GUIDELINES FOR CV PREPARATION

WE REQUEST THAT YOU USE THE FOLLOWING CHECKLIST WHEN PREPARING
Your CV:
Limit the CV to 3 or 4 pages
NAME (First, Middle Initial, Family Name)
Address:
City, Region/State, Province, Postal Code
Country:
Telephone, Facsimile and other numbers
Internet Address:
Sex, Date of Birth, Nationality, Other Citizenship, Marital Status
Company associated with (if applicable, include company name, contact person and phone number)

SUMMARY OF EXPERTISE
Field(s) of expertise (be as specific as possible)
Particular development competencies-themed (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).

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

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

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

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

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

Dated this day /month of year

Signature

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