**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>National consultants to Develop training of trainers (TOT) materials on criminal records and expungement for judicial officers and prison managers</td>
</tr>
<tr>
<td>Period of assignment/services (if applicable):</td>
<td>From August to December 2021</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Hanoi and home based</td>
</tr>
<tr>
<td>Tender reference:</td>
<td>P210807</td>
</tr>
</tbody>
</table>

1. Submissions should be sent by email to: nguyen.ngoc.phuong@undp.org no later than:

   **23.59 hrs., 29 August 2021 (Hanoi time)**

   With subject line:

   - P2107807A-TL to Develop TOT materials on criminal records and expungement for judicial officers and prison managers
   - P210807B- TM to Develop TOT materials on criminal records and expungement for judicial officers and prison managers

   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:**
      - Detailed CV addressing the experience and work you have done.
      - Financial offer
      - One training material developed or co-developed by candidate to be submitted to be submitted

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

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

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

4. **Evaluation**

   The technical component will be evaluated using the following criteria:

   **For national technical consultant- team leader:**

<table>
<thead>
<tr>
<th>Qualification, capacity, and experience</th>
<th>Maximum obtainable points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Advanced university degree in law</td>
<td>100</td>
</tr>
<tr>
<td>2. Having at least 20 years of working experience in legal field; working experience in the area of criminal law is preferable; knowledge on expungement and criminal laws is an asset</td>
<td>200</td>
</tr>
<tr>
<td>3. Having experiences in developing training materials and delivering training in legal area, preferable training materials using participatory training methodologies (one training material developed or co-developed by candidate to be submitted to be submitted)</td>
<td>400</td>
</tr>
<tr>
<td>4. Excellent report writing skill in Vietnamese and English (one English sample of report developed by candidate to be submitted)</td>
<td>100</td>
</tr>
<tr>
<td>5. Having working experience with government agencies and UN; working experience with organizations in criminal justice sector as an advantage.</td>
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### 6. Having experience as the team leader in similar consultancy, especially the team leader role in assignment of capacity building and material development. 100

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<td>2. Having at least 15 years of working experience in legal field; teaching experience in law is preferable</td>
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<tr>
<td>3. Having experiences in developing training materials in legal area, preferable training materials using participatory training methodologies (one training material developed or co-developed by candidate to be submitted to be submitted)</td>
<td>250</td>
</tr>
<tr>
<td>4. Having at least 5-year experience in facilitating trainings, including TOT, using participatory training methodologies.</td>
<td>250</td>
</tr>
<tr>
<td>5. Excellent report writing skill in Vietnamese; Good report writing skills in English (one English sample of report developed by candidate to be submitted)</td>
<td>100</td>
</tr>
<tr>
<td>6. Experience with government agencies and UN; working experience with organizations in criminal justice sector as an advantage.</td>
<td>100</td>
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</table>

**Total** 1000

### For national consultant - team member:

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</tr>
<tr>
<td>6. Experience with government agencies and UN; working experience with organizations in criminal justice sector as an advantage.</td>
<td>100</td>
</tr>
</tbody>
</table>

**Total** 1000

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. $S_f = 1000 \times Fm / F$, in which $S_f$ 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.

Interview with the candidates may be held if deemed necessary.

### 5. Contract

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

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

6. Payment

- First payment: 30% of the contract value upon receiving and acceptance by UNDP of deliverable 2 in section 7
- Final payment: 70% of the contract amount upon satisfactory completion of all deliverables specified in Session 7

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

Service: Develop training of trainers (TOT) materials on criminal records and expungement for judicial officers and prison managers.

Consultancy: Two national consultants

Duty Station: Hanoi and home based
Expected duration: From August to December 2021
Supervision The national consultants will work closely with the Programme Officer in charge at the UNDP Governance and Participation Unit and National Center for Criminal Records

1. Background

Expungement is humanitarian practice in concordance with the improvements in criminal law policy of Vietnam as well as that 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 assist 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, 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 resulting from the lack of under-trained professional and personnel human resources as well as innovative methodologies to train officers.
The assessment also recommended that it is necessary to enhance the capacity of government officers who are working on criminal records related work, especially officers of local departments of justice, and judicial agencies and prison managers.

In that context, under the EU Justice and Legal Empowerment Programme (EU JULE) United Nations Development Programme (UNDP) will support the National Center for Criminal Records Center (NCCR) to develop training of trainers (TOT) materials on expungement and judicial records. The materials include knowledge of legal regulations relating to expungement and criminal records and learner-centered participatory training skills, which will be used for training of key resource persons such as legal communicators, officers of local departments of justice, and judicial agencies prison managers, and other relevant stakeholders. It is expected that the trained officers are able to conduct legal education and communication sessions for prisoners, who are either nearly completing the sentences or just released. Thus, it will increase the prisoners’s awareness of the right to expungement and criminal records, enabling them to further rehabilitate and integrate into the society as recommended by UN Human rights conventions.

UNDP will commission a consultancy team of two national consultants to develop the TOT materials on this topic.

2. Objectives of the assignment
To develop TOT materials on expungement and criminal records to enhance capacity for officers of local department of justice and judicial agencies who are working on criminal records related work and prison managers

3. Approaches and methodologies
The following approaches must be considered during performing the assignment:

   a. Ensuring gender sensitiveness:
Due to the nature of the project and the gender and development approach, gender equality and gender sensitiveness aspects should be mainstreamed in the developed training materials and training delivering

   b. Participatory and trainee-centered approaches:
The training materials should be developed to help trainers to perform their tasks more efficiently. Participatory and learner-centered approaches as well as skill-based training method should be employed and expressed clearly in the training materials

4. Final products

4.1. A set of TOT materials (in Vietnamese), consists of:
   a. Handbook for trainees is structured by modules for different lessons. Each module incorporates a detailed lesson plan, learning objectives, the content and reference materials relevant to the module and self – study questions, case studies.
The trainee’s handbook must include at least 2 parts but is not limited to:
- Legal provisions on criminal records: definition of criminal records, criminal records certificates and authorization of issuing these certificates; procedure of request criminal records certificates; procedure of issuance criminal records; using shared software, database and exchange information among agencies; case studies and guideline.
- Legal provisions of expungement: the right to expungement and conditions of expungement; procedure of applying for expungements; procedure of verifying conviction information and exchange information among relevant agencies; case studies and guideline.

b. Guideline for trainers includes but not limited to:
- Introduction of participatory training methodologies, guiding notes for trainers to conduct the TOT, suggested selection criteria for TOT participants
- Lesson’s plan for each of the modules (including objectives and expected results after the lesson; allocated time; training methodologies and steps for each of the activities; summaries for each of the lessons)
- How to conduct the training in virtual/online platform
- Visual aids (power points, videos, pictures, and other tools if any).
- Pre and post training evaluation forms; Training report template.

4.2. Summary of the TOT materials in English and Vietnamese

a. Summary of the handbook for trainees that includes introduction, detailed outline, summarizing the major contents of each module/lesson homework exercises.

b. Summary of the guideline for trainers that includes introduction of the trainers’ guide, objectives targeted trainers and trainees, methodologies and approaches, suggested selection criteria for TOT participants; detailed outline and training agenda; key content of each module/lesson; training templates.

5. Scope of work

The activity will be carried out by two national consultants hired by UNDP in collaboration with NCCR.

The national consultants will work together. The scope of work for the assignment is as below:

a. For national consultant- team leader (32 days)

General tasks:

- Be mainly responsible for developing and finalizing the training materials and submitting the final products to UNDP and NCCR.
- Closely work with another team member, NCCR and UNDP during completing the assignment

**Specific tasks**

<table>
<thead>
<tr>
<th>#</th>
<th>Tasks</th>
<th># of days</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Desk review of legal regulations relating to criminal records and expungement and difficulties and challenges in implementation, propose key contents of the training materials, sharing it with UNDP and NCCR for approval.</td>
<td>2</td>
</tr>
<tr>
<td>2.</td>
<td>Review UNDP toolkit of participatory training materials and other existing training methodologies to identify appropriate approaches for the training materials</td>
<td>1</td>
</tr>
<tr>
<td>3.</td>
<td>Draft detailed training materials; sharing it with the team member for inputs and comments; submit to NCCR and for inputs and approval</td>
<td>3</td>
</tr>
<tr>
<td>4.</td>
<td>Based on the detailed training outlines, develop the handbook for trainees (in Vietnamese), share with the team member and NCCR and UNDP for inputs, comments</td>
<td>6</td>
</tr>
<tr>
<td>5.</td>
<td>Based on comments and inputs from NCCR and UNDP, revise the handbook for trainees, share with NCCR and UNDP</td>
<td>2</td>
</tr>
<tr>
<td>6.</td>
<td>Review the guideline for trainers which is developed by the team member, sharing with NCCR and UNDP for comments</td>
<td>2</td>
</tr>
<tr>
<td>7.</td>
<td>Prepare and present the contents of the handbook for trainees and trainers’ guideline at 2 one day technical meetings organized by NCCR in collaboration with UNDP</td>
<td>3</td>
</tr>
<tr>
<td>8.</td>
<td>Revise the handbook for trainees and trainers’ guideline, integrating comments and inputs from the technical meetings, sharing it with NCCR and UNDP</td>
<td>4</td>
</tr>
<tr>
<td>9.</td>
<td>Prepare and facilitate a two-day pre-test training organized by NCCR and UNDP; finalize the training report drafted by the team member, share it with NCCR and NDP for approval</td>
<td>4</td>
</tr>
<tr>
<td>10.</td>
<td>Revise and finalize the set of training materials (handbook for trainees and trainers’ guideline) after the pre-test training and further comments from UNDP and NCCR</td>
<td>3</td>
</tr>
<tr>
<td>11.</td>
<td>Review and revise the summary of the set TOT materials in English and Vietnamese drafted by the team member, submit to NCCR and UNDP for review and approval</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>32 days</strong></td>
</tr>
</tbody>
</table>

b. For national consultant- team member (26 days)

**General tasks:**
- Work closely with the team leader, keep close contact with NCCR and UNDP during implementing the assignment

Specific tasks:

<table>
<thead>
<tr>
<th>#</th>
<th>Tasks</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Collaborate with the team leader in reviewing the materials, proposing key contents for the training materials, contributing comments and inputs to the draft outline of the training manual</td>
<td>2</td>
</tr>
<tr>
<td>2.</td>
<td>Contribute comments and inputs to the draft handbook for trainees developed by the team leader and assist the team leader in revising the handbook for trainees, based on comments and inputs at internal discussions with UNDP and NCCR</td>
<td>2</td>
</tr>
<tr>
<td>3.</td>
<td>based on the handbook for trainees, develop the guideline for trainers, share it with the team leader for review</td>
<td>6</td>
</tr>
<tr>
<td>4.</td>
<td>Revise the guideline for trainers, incorporating comments and inputs from NCCR and UNDP, share the revised version with the team leader for review and revision</td>
<td>2</td>
</tr>
<tr>
<td>5.</td>
<td>Prepare and participate in 2 one day technical meetings organized by NCCR and UNDP</td>
<td>3</td>
</tr>
<tr>
<td>6.</td>
<td>Revise the guideline for trainers, share with the team leader</td>
<td>3</td>
</tr>
<tr>
<td>7.</td>
<td>Prepare and co facilitate the two-day pre-test training organized by NCCR and UNDP, note-taking all feedbacks and observations at the pretest training, draft the training report indicating which parts should be revised, updated, or rewritten, share with the team leader</td>
<td>4</td>
</tr>
<tr>
<td>8.</td>
<td>Assist the team leader in revising and finalizing the set of training materials</td>
<td>2</td>
</tr>
<tr>
<td>9.</td>
<td>Based on the finalized training materials, draft summary of the handbook for trainees and guideline for trainers in both English and Vietnamese and share with the team leader for review and finalization</td>
<td>2</td>
</tr>
</tbody>
</table>

Total 26 days

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

The assignment is expected to last approximately 4 months, from August to November 2021. The consultants shall work collaboratively on this assignment and deliver final products 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.

7. Provision of monitoring and progress control
The national consultants 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:

<table>
<thead>
<tr>
<th># output</th>
<th>Tasks</th>
<th>Deliverables</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Output 1</td>
<td>Develop draft outline of the set of training materials and workplan</td>
<td>Approved draft outline and work plan</td>
<td>Sep 2021</td>
</tr>
<tr>
<td>Output 2</td>
<td>Develop the set of training materials</td>
<td>Draft training materials</td>
<td>September-October 2021</td>
</tr>
<tr>
<td>Output 3</td>
<td>Consultation of the set of training material in technical meetings organized by NCCR and UNDP</td>
<td>The training materials revised/finalized after technical meeting, ready for pretest training</td>
<td>October 2021</td>
</tr>
<tr>
<td>Output 4</td>
<td>A two-day pre-test training organized by NCCR and UNDP</td>
<td>Training report</td>
<td>November 2021</td>
</tr>
<tr>
<td>Output 5</td>
<td>Finalize the set of training materials and the summary of the training materials in both English and Vietnamese</td>
<td>Training materials and its summary approved by NCCR and UNDP</td>
<td>By 30 November 2021</td>
</tr>
</tbody>
</table>

8. **Degree of expertise and qualifications:**

**For national consultant- Team leader:**
- Advanced university in Law
- Having at least 20 years of working experience in legal field; working experience in the area of criminal law is preferable; knowledge on expungement and criminal laws is an asset
- Having experiences in developing training materials and delivering training in legal area, preferable training materials using participatory training methodologies (one training materials developed or co-developed by candidate to be submitted to be submitted)
- Excellent spoken, report writing and presentation skills in Vietnamese and English.
- Having working experience with government agencies and UN; working experience with organizations in criminal justice sector as an advantage.
- Having experience as the team leader in similar consultancy, especially the team leader role in assignment of capacity building and material development.
For national consultant: team member
- Advanced university in Law
- Having at least 15 years of working experience in legal field; teaching experience in law is preferable
- Having experiences in developing training materials in legal area, preferable training materials using participatory training methodologies (one training materials developed or co-developed by candidate to be submitted to be submitted)
- Having at least 5-year experience in facilitating trainings, including TOT, using participatory training methodologies.
- Excellent report writing and presentation skills in Vietnamese; Good report writing skills in English (one English sample of report developed by candidate to be submitted)
- Experience with government agencies and UN; working experience with organizations in criminal justice sector as an advantage.

9. 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.

10. Reference documents and administrative support
NCCR will support the consultant team to produce the training materials by providing available data, existing reports and research and other relevant materials.

11. Contract payments
First payment: 30% of the contract value upon receiving and acceptance by UNDP of deliverable 2 in section 7
Final payment: 70% of the contract amount upon satisfactory completion of all deliverables specified in Session 7

12. Evaluation criteria
For national technical consultant- team leader:

<table>
<thead>
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8. Having at least 20 years of working experience in legal field; working experience in the area of criminal law is preferable; knowledge on expungement and criminal laws is an asset 200

9. Having experiences in developing training materials and delivering training in legal area, preferable training materials using participatory training methodologies (one training material developed or co-developed by candidate to be submitted to be submitted) 400

10. Excellent report writing skill in Vietnamese and English (one English sample of report developed by candidate to be submitted) 100

11. Having working experience with government agencies and UN; working experience with organizations in criminal justice sector as an advantage. 100

12. Having experience as the team leader in similar consultancy, especially the team leader role in assignment of capacity building and material development. 100

| Total | 1000 |

**For national consultant- team member:**

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| Total | 1000 |
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:

<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>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</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>
</tr>
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<tbody>
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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 ☐ NC ☐ If the answer is "yes", give the following information:
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>
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</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-thematic (e.g. Women in Development, NGOs, Privatization, Sustainable Development) or technical (e.g. project design/evaluation)
Credentials/education/training, relevant to the expertise

LANGUAGES
Mother Tongue:
Indicate written and verbal proficiency of your English:

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

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

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

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

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

FINANCIAL OFFER

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

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

Cost breakdown:

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Rate (US$)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Consultancy fee (daily rate)</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>
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</tr>
<tr>
<td>2.2</td>
<td>Per diem</td>
<td></td>
<td></td>
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</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>
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<td></td>
<td></td>
</tr>
<tr>
<td>2.5</td>
<td>Others (pls. specify)…….</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.6</td>
<td>VAT** if applicable (in case your company signs the contract)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td></td>
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</tbody>
</table>

* 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).