

26 August 2021



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	02 National consultants to Develop training of trainers (TOT) materials on statistical analysis of legal aid and grassroots mediation
Period of assignment/services (if applicable):	From September to December 2021 Team Leader: 30 days Team Member: 20 days
Duty Station:	Ha Noi and home based
Tender reference:	P210813

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

**23.59 hrs., 09 September 2021 (Hanoi time)**

With subject line:

**P210813A-TL to develop TOT materials on statistical analysis of legal aid and grassroots mediation**

**P210813B-TM to develop TOT materials on statistical analysis of legal aid and grassroots mediation**

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

### **Note:**

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.
- Maximum size per email is **30 MB**.
- Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP Viet Nam will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.
- After submitting proposal, bidder should send notification by email (without attachment) to: [procurement.vn@undp.org](mailto:procurement.vn@undp.org) informing that the bidder has submitted proposal. UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to above address.

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

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

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

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

**a. Technical component:**

- Detailed CV addressing the experience and work you have done.
- Financial offer
- One writing sample in English and Vietnamese 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:

**a) National consultant – team leader:**

Consultant(s)' experiences/qualification related to the services		Max points obtainable
<b>1</b>	Advanced University degree in statistics, having a degree in law or and vice versa, is preferred.	200
<b>2</b>	A minimum of 10 years of working experience in statistics; having experience in statistics in justice sector is an advantage	200
<b>3</b>	Having experience in developing training materials and deliver trainings in legal field and/or on statistics using learner-centered TOTs' materials is preferable (one training material developed or co-developed by the candidate in Vietnamese to be submitted)	300
<b>4</b>	Excellent spoken, report writing and presentation skills in Vietnamese and English (one report in English and/or Vietnamese to be submitted)	100

5	Having working experience with governmental organizations, international organisations; working experience with Department of Planning and Finance as an asset.	100
6	Having experience in similar consultancy in capacity building and material development as a team leader.	100
<b>Total</b>		<b>1000</b>

**b) National consultant- Team member**

<b>Consultant(s)' experiences/qualification related to the services</b>		<b>Max points obtainable</b>
1	Having a master- degree of law	100
2	Having at least 10 year of working experience in the legal field; proven knowledge on grassroot mediation and legal aid having experience in justice statistics, including in as an asset.	300
3	Having experience in developing training materials and deliver trainings in legal field and/or on statistics using learner-centered TOTs' materials is preferable	300
4	Excellent spoken, report writing and presentation skills in Vietnamese and English (one report in Vietnamese and/or English to be submitted)	100
5	Having experience in similar consultancy on development of training materials in the legal field.	100
6	Having knowledge and working experience with governmental organizations, international organizations; working experience with Department of Planning and Finance as an asset.	100

A two-stage procedure is utilized in evaluating the submissions, with evaluation of the technical components being completed prior to any price proposals being opened and compared.

The price proposal will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical component. The technical component is evaluated on the basis of its responsiveness to the Term of Reference (TOR). Maximum 1000 points will be given to the lowest offer and the other financial proposals will receive the points inversely proportional to their financial offers.

i.e.  $S_f = 1000 \times F_m / F$ , in which  $S_f$  is the financial score,  $F_m$  is the lowest price and  $F$  the price of the submission under consideration.

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

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

Interview with the candidates may be held if deemed necessary.

## **5. Contract**

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

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

Documents required before contract signing:

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

## **6. Payment**

- 1st payment: 30% of the contract amount upon receiving and acceptance by UNDP of deliverables 1, 2 specified in Session 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	<b>Development of training of trainers (TOT) materials on statistical analysis of legal aid and grassroots mediation</b>
Consultancy	Two national consultants
Duty station:	Ha Noi and home based
Expected Duration	From September to December 2021
Supervision:	The national consultants will work under the supervision of the Program Officer assigned by the Head of UNDP Governance and Participation Unit and the legal official assigned by Department of Planning and Finance of the Ministry of Justice (MOJ)

### 1. BACKGROUND

Statistics plays important in state management. Reliable, accurate, objective and comprehensive statistical data is considered a crucial tool for monitoring and evaluation of the quality, effectiveness and efficiency of an organization or a sector's activities. In the recent 10 years, Ministry of Justice has paid due attention to further improvement of the sector-wide statistics. The statistical data is used to inform the sectoral management, formulating policy and programme. However, the current statistics just limit to periodical reporting in line with national statistical indicators, not in-depth statistical data analysis. It is partly due to limited capacity of the legal officers in charge of statistics. To improve the quality of the statistical data in justice sector, it is necessary to equip them with knowledge and skills in statistics

In 2020, within the EU Justice and Legal Empowerment programme, UNDP and Department of Planning and Finance of Ministry of Justice developed a guideline of statistical analysis to assess the performance of the public services in justice sector, with focus on grassroots mediation and legal aid services. During the consultation of the guideline, representative of different local agencies showed their expectation of being trained how to use the guideline.

The EU Justice and Legal Empowerment Programme (EU JULE), implemented by UNDP and UNICEF together with relevant State agencies, is designed to strengthen the rule of law through a more reliable, trusted and better accessed justice system, and specifically to increase access to justice for women, children and those groups which face the greatest

obstacles in using the justice system to invoke their rights, including ethnic minorities and poor people.

The strategic and rights-based approach of the Programme is to address the demand-side and the supply-side constraints in the justice sector by building, in a coherent and coordinated manner, the capacity of Government institutions at both the central and provincial level. Capacity building for legal officers of the Government agencies is a need and is one of critical ways to achieve the Programme's objectives. Training for trainers (TOT) courses are one of focus capacity building interventions for building key human resources in the future, including legal officers who are responsible for statistics in justice sector.

In this context, the development of training for trainers' materials on statistics in justice sector, with a focus on grassroots mediation and legal aid services will meet the demand of the state agencies for building capacity of the persons in charge, thus contributing to generation of better-quality statistics for more inclusive and targeted policies and interventions.

UNDP is seeking two national consultants to provide technical assistance in development of the TOT's materials on statistics on grassroots mediation and legal aid.

## **2. OBJECTIVES OF THE ASSIGNMENT**

The assignment is to support the Department of Planning and Finance to develop a set of training for trainers' materials on statistical analysis of legal aid and grassroots mediation.

The training materials will be used to conduct trainings of trainers who then will train officers of departments/divisions of justice at provincial, district and communal levels to enhance their knowledge and skills in this matter.

Localities and agencies are also able to use the materials to conduct their own trainings.

The materials will be also disseminated via web portals of the Ministry of Justice as resource guidance for statistics in grassroots mediation and legal aid services.

## **3. APPROACHES AND METHODOLOGIES**

**The following approaches should be considered during performing the assignment:**

### **1) 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.

### **2) Participatory and learner-centered approaches:**

The training materials should be developed to help trainers to perform their tasks more efficiently. A 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**

A team of the two national consultants will produce:

A set of training for trainers' materials (TOT materials) will be used for training of trainers on statistics in grassroots mediation and legal aid services. The training materials should follow the learner-centered and participatory training methodologies. They should include learning activities, such as games, role plays, demonstrations, group works, case studies, etc. to facilitate active participation of trainees during the training.

The set of training materials includes:

(1) Trainees' handbook in Vietnamese may include several modules of knowledge and skills in statistics in justice sector.

The content of the handbook is structured by modules. Each module incorporates, learning objectives, the content and reference materials relevant to the module and self – study questions, case studies.

The trainees' handbook must include but not limit to following modules: (1) basic knowledge of statistics and statistical analysis in justice sector: the role of statistics, basic definition, statistical methodologies; statistical indicators and statistical reports; (2) basic knowledge of statistics in grassroots mediations and legal aid, including indicators and statistical reports (3) skills in statistics analysis in grassroots mediation and legal aid (4) guidance on using statistics software for doing statistics collection and analysis and reporting; (5) case studies using statistical data in grassroots mediations and legal aid in the period from 2016-2020;

(2) A summary of trainees' handbook in English and Vietnamese that includes introduction, objectives, targeted trainees, learning methodologies, detailed outline of the handbook, key contents of each module.

(3) The trainers' guide in Vietnamese is aligned with the structure of the trainees' handbook. It should include but not limit to:

- Introduction of participatory training methodologies, guiding notes for trainers to conduct the TOT, suggested selection criteria for TOT participants

- Training agenda.

- 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) A summary of the trainers' guide in English and Vietnamese that includes introduction of the training materials, objectives, targeted trainers, suggested selection criteria for TOT participants; training methodologies, training agenda, detailed outlines of the training materials, key contents of each modules, evaluation forms, training report templates.

## 5. SCOPE OF WORK

The assignment will be carried out by two national consultants hired by UNDP.

The scope of work for this assignment is as follows:

**a) National consultant- Team leader**

*General tasks:*

- Take ultimate responsibility for the final products
- Take the lead in discussions and responsibility for the whole process of the assignment with UNDP and the Department of Planning and Finance
- Take the lead in discussions with team member, UNDP PO, Department of Planning and Finance for comments and finalization of the products and responsibility for the whole process of the assignment
- Cooperate closely with team member and stay in close touch with UNDP and the Department of Planning and Finance during the process of completing the assignment.

*Specific tasks:*

No	Tasks	Day allocation
1.	Desk review of the related materials, including guidelines of statistical analysis to assess the performance of grassroots mediations and legal aid services, statistical data of justice sector during the period of 2016-2020, UNDP toolkit of TOT methodologies and other relevant participatory training methodologies, relevant TOT materials; propose key content of the TOT materials and share it with the team member for further input, share it with UNDP and Department of Planning and Finance for final review and approval	2
2.	Based on the approved key contents, develop detailed TOT outlines, sharing it with the team member for further inputs.  Discuss with Department of Planning and Finance and UNDP and finalize the detailed TOT outlines  Send the finalized detailed outlines to Department of Planning and Finance and UNDP for final approval	2
3.	Draft some parts of the trainees' handbook, tentatively on basic knowledge of statistics and statistical analysis in justice sector and in grassroots mediations and legal aid including case studies	4
4.	Consolidate the part prepared by the team member, draft the handbook, share the consolidated version with UNDP and Department of Planning and Finance for review	2
5.	Based on comments from UNDP and Department of Planning and Finance, revise the draft handbook, share with UNDP and Department of Planning and Finance for review and approval	2



6.	Based on the trainee's handbook draft, develop the trainer's guide, share with the team member for inputs	5
7.	Prepare and present the contents of the TOT materials in a one-day technical meeting organized by Department of Planning and Finance and UNDP	2
8.	Revise the handbook and guidance, integrating comments and inputs collected at the technical meetings	2
9.	Based on the finalized TOT materials, develop the summary of the trainees' handbook and trainer's guide (in both English and Vietnamese), and share it with Department of Planning and Finance for review and finalize it.	2
10.	Prepare and co-facilitate a two-day pre-test of TOT materials training, including using <i>the online participatory training methodologies</i> , organized by Department of Planning and Finance and UNDP	3
11.	Finalize the pretest training report  Revise and finalize the set of TOT materials, including trainees' handbook and trainer's guide in Vietnamese and its summaries in Vietnamese and English, send the final version to Department of Planning and Finance and UNDP for final review and approval.	4
	<b>Total</b>	30

#### **b) National consultant- Team member**

##### *General task:*

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

##### *Specific tasks:*

No	Tasks	Time allocation
1.	Closely work with the team leader in conducting desk review of the guideline of statistical analysis and other relevant laws and regulations, statistical data of the justice sector for the period of 2016-2020, UNDP toolkit of the TOT methodologies and other relevant training methodologies to propose key contents of the TOT materials	2
2.	Provide inputs to the detailed training materials outline drafted by the team leader;	2

	Based on comments and inputs from UNDP and Department of Planning and Finance, work with the Team leader to revise and finalize the detailed training outline.	
3.	Draft some parts of the handbook as assigned by the team leader, tentatively on skills in statistics analysis in grassroots mediation and legal aid and guidance on using statistics software for doing statistics collection and analysis and reporting, including case studies	5
4.	Participate in a one-day technical meeting organized by Department of Planning and Finance and UNDP	1
5.	Provide inputs and assist the team leader revise the draft TOT materials and its summaries before and after the technical meeting	4
6.	Prepare and co-facilitate a two-day pre-test of TOT materials training, including <i>using the online participatory training methodologies</i> organized by Department of Planning and Finance and UNDP, prepare the training reports, share with the team leader	3
7.	Assist the team leader in revising and finalizing the TOT materials and its summaries (in both English and Vietnamese)	3
<b>Total</b>		<b>20 days</b>

## 6. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

The assignment is expected to last approximately 3 months (September to December 2021).

Duty station: Hanoi and home-based

## 7. PROVISION OF MONITORING AND PROGRESS CONTROL

The consultant shall work collaboratively on this assignment, under monitoring of the Program Officer in charge in the UNDP Governance and Participation Unit and the State Compensation Department and deliver final products as described in Section 3 above.

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

#	Activities	Deliverable	Timeline/Deadline
1	Desk review of relevant materials, propose key contents of the TOT materials; Develop of detail outlines; Develop the work plan with detailed timetable for each activity	Workplan and outlines approved by UNDP and Department of Planning and Finance	September 2021

2	Develop drafts of TOT materials that includes trainees' handbook and trainers' guide	The training material drafts approved by UNDP and Department of Planning and Finance to be shared at technical meetings/workshop	October 2021
3	Prepare and deliver presentation on the key points of the drafts at a one-day technical meeting to collect comments	Presentation delivered	November 2021
4	Revise the drafts training materials according to the comments provided at the meeting	Drafts of the training materials approved by UNDP and Department of Planning and Finance to be tested at a pre-test training	November 2021
5	Prepare and deliver a two-day pre-test training to get inputs and lessons learned	Pre-test training delivered and training report approved by UNDP and Department of Planning and Finance	November 2021
6	Finalize the training materials and its summaries both in Vietnamese and English	Training materials and two summaries in English and Vietnamese approved by UNDP and Department of Planning and Finance	By 10 December 2021

## 8. DEGREE OF EXPERTISE AND QUALIFICATIONS

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

### **a. National consultant- team leader:**

- Advanced University degree in statistics, having a degree in law or and vice versa, is preferred.
- A minimum of 10 years of working experience in statistics, having experience in statistics in justice sector is an advantage.
- Having experience in developing training materials and deliver trainings in legal field and/or on statistics using learner-centered TOTs' materials is preferable (one training material developed or co-developed by the candidate in Vietnamese to be submitted)
- Excellent spoken, report writing and presentation skills in Vietnamese and English (one report in English and/or Vietnamese to be submitted)

- Having working experience with governmental organizations, international organisations; working experience with Department of Planning and Finance as an asset.
- Having experience in similar consultancy in capacity building and material development as a team leader.

**b. National consultant- team member**

- Having a master- degree of law.
- Having at least 10 year of working experience in the legal field; proven knowledge on grassroot mediation and legal aid having experience in justice statistics, including in as an asset.
- Having experience in developing training materials and deliver trainings in legal field and/or on statistics using learner-centered TOTs' materials is preferable
- Excellent spoken, report writing and presentation skills in Vietnamese and English (one report in Vietnamese and/or English to be submitted)
- Having experience in similar consultancy on development of training materials in the legal field.
- Having working experience with governmental organizations, international organizations; working experience with Department of Planning and Finance as an asset.

**9. COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS**

All outputs produced in this action shall remain the property of UNDP, Department of Planning and Finance, MOJ who shall have exclusive rights over their use.

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

**10. REFERENCE DOCUMENTS AND ADMINISTRATIVE SUPPORT**

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

**11. CONTRACT PAYMENTS**

- 1<sup>st</sup> payment: 30% of the contract amount upon receiving and acceptance by UNDP of deliverables 1, 2 specified in Session 7
- Final payment: 70% of the contract amount upon satisfactory completion of all deliverables specified in Session 7

**12. EVALUATION CRITERIA**

**c) National consultant – team leader:**

Consultant(s)' experiences/qualification related to the services	Max points obtainable
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<b>1</b>	Advanced University degree in statistics, having a degree in law or and vice versa, is preferred.	200
<b>2</b>	A minimum of 10 years of working experience in statistics; having experience in statistics in justice sector is an advantage	200
<b>3</b>	Having experience in developing training materials and deliver trainings in legal field and/or on statistics using learner-centered TOTs' materials is preferable (one training material developed or co-developed by the candidate in Vietnamese to be submitted)	300
<b>4</b>	Excellent spoken, report writing and presentation skills in Vietnamese and English (one report in English and/or Vietnamese to be submitted)	100
<b>5</b>	Having working experience with governmental organizations, international organisations; working experience with Department of Planning and Finance as an asset.	100
<b>6</b>	Having experience in similar consultancy in capacity building and material development as a team leader.	100
<b>Total</b>		<b>1000</b>

**d) National consultant- Team member**

<b>Consultant(s)' experiences/qualification related to the services</b>		<b>Max points obtainable</b>
<b>1</b>	Having a master- degree of law	100
<b>2</b>	Having at least 10 year of working experience in the legal field; proven knowledge on grassroot mediation and legal aid having experience in justice statistics, including in as an asset.	300
<b>3</b>	Having experience in developing training materials and deliver trainings in legal field and/or on statistics using learner-centered TOTs' materials is preferable	300

4	Excellent spoken, report writing and presentation skills in Vietnamese and English (one report in Vietnamese and/or English to be submitted)	100
5	Having experience in similar consultancy on development of training materials in the legal field.	100
6	Having knowledge and working experience with governmental organizations, international organizations; working experience with Department of Planning and Finance as an asset.	100
	<b>Total</b>	<b>1000</b>

## ANNEX IV

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

Date \_\_\_\_\_

*(Name of Resident Representative/Bureau Director)*

United Nations Development Programme

*(Specify complete office address)*

Dear Sir/Madam:

I hereby declare that:

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

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

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

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

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

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

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

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

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

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

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

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

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

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



Name	Relationship	Name of International Organization

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

YES ☐ NO ☐

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

YES ☐ NO ☐ If answer is "yes", WHEN?

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

Full Name	Full Address	Business or Occupation

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

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

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

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

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

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

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

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

## **GUIDELINES FOR CV PREPARATION**

WE REQUEST THAT YOU USE THE FOLLOWING CHECKLIST WHEN PREPARING

Your CV:

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

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

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

### **SUMMARY OF EXPERTISE**

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

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

Credentials/education/training, relevant to the expertise

### **LANGUAGES**

Mother Tongue:

Indicate written and verbal proficiency of your English:

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

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

### **UN SYSTEM EXPERIENCE**

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

### **UNIVERSITY DEGREES**

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

### **PUBLICATIONS**

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

### **MISCELLANEOUS**

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

## Annex V

### FINANCIAL OFFER

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

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

#### Cost breakdown:

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

\* Individual Consultants/Contractors who are over 62 years of age with assignments that require travel and are required, **at their own cost**, to undergo a full medical examination including x-rays and obtaining medical clearance from **an UN-approved doctor** prior to taking up their assignment.

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

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

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

Dated this day /month                      of year

Signature

(The costs should only cover the requirements identified in the Terms of Reference (TOR)

Travel expenses are not required if the consultant will be working from home).