

8 September 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 Conduct a survey to review 12 - year implementation of the Law on Mutual Legal Assistance in civil matter in ensuring the rights of women and children |
| Period of assignment/services (if applicable): | From September to December 2021 Team Leader: 30 days Team Member: 23 days |
| Duty Station: | Ha Noi, Bac Giang, Bac Ninh, Tay Ninh and Bac Lieu |
| Tender reference: | P210902 |

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

23.59 hrs., 22 September 2021 (Hanoi time)

With subject line:

P210902A-TL to Conduct a survey to review 12 - year implementation of the Law on Mutual Legal Assistance

P210902B-TM to Conduct a survey to review 12 - year implementation of the Law on Mutual Legal Assistance

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 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 ample report in the legal field, experience in conducting practical surveys in the legal field to be submitted.
- **TL: one sample report in English** 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

| Experience and Qualifications | | Point |
|-------------------------------|--|-------|
| 1. | Advanced degree in law | 100 |
| 2. | A minimum 15 years of work experience in the legal field; demonstrated knowledge and experience in the field of private international law and the area of mutual legal assistance in civil matters is highly preferable. | 300 |
| 3. | Excellent in research writing and data analyzing skills in the legal field, experience in conducting practical surveys in the legal field (one written sample to be submitted) | 300 |
| | Have experience as a consultant, especially with the position of team leader | 100 |
| 4. | Good writing skill in Vietnamese and English; One written sample in English to be submitted; | 100 |

| | | |
|----|---|-------------|
| 5. | Experience working with government agencies and international organizations | 100 |
| | Total | 1000 |

b) National Consultant - team member:

| Experience and Qualifications | | Point |
|-------------------------------|--|-------------|
| 1. | Advanced degree in law | 100 |
| 2. | A minimum 10 years of work experience in the legal field; demonstrated knowledge and experience in the field of private international law and the area of mutual legal assistance in civil matters is highly preferable. | 350 |
| 3. | Excellent in research writing and data analyzing skills in the legal field, experience in conducting practical surveys in the legal field. (one written sample to be submitted) | 350 |
| 4. | Having research experience on/with disadvantaged groups | 100 |
| 5. | Experience working with government agencies and international organizations | 100 |
| | 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. $S_f = 1000 \times F_m / F$, 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 and 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: | Conduct a survey to review 12 - year implementation of the Law on Mutual Legal Assistance in civil matter in ensuring the rights of women and children |
| Consultancy | Two national legal consultants |
| Duty Station: | Ha Noi, Bac Giang, Bac Ninh, Tay Ninh and Bac Lieu |
| Expected Duration: | From September to December 2021 |
| Supervision: | The consultants will work in a team under the supervision of the Program Officer in charge in the Governance and Participation Unit of the United Nations Development Programme (UNDP) and the International Law Department of Ministry of Justice (the MOJ.DIL) |

1. Background

The current Law on Mutual Legal Assistance (LMLA) was promulgated in 2007. The law stipulates principles, competencies, and procedures of executing legal assistance in civil and criminal matters. It also sets out regulations relating to the extradition and transfer of a sentenced person between Viet Nam and a foreign country. Responsibilities of related state agencies of Viet Nam in providing and receiving the mutual legal assistance are also covered in the Law.

In the civil context, the LMLA plays an important role in connecting related individuals and organizations for the proceedings that are conducted not only in Viet Nam but also abroad. After over a decade of implementation, the domestic and international contexts have seen enormous changes, thus the works of mutual legal assistance (MLA) has also developed new requirements. It is reported that requests for assistance have increased sharply from less than 1000 requests per year to over 4000 requests per year, and the cases are getting more complex. Vietnam also joined a number of multilateral international treaties¹ in MLA with new international standards. National social and economic

¹ Vietnam accedes to The Hague Convention on the Service of Documents in 2016 and the Hague Convention on the Collection of Evidence in 2021

development also demand an update or revision of the MLA works, including changes produced by the information technology application, etc. This Law has been in effect for more than 10 years, which has exposed many inadequacies and gaps. One of the shortcomings includes the fact that the existing Law covers too many legal fields while not being comprehensive on any. Cumbersome procedures present another challenge. In addition, the current provisions have made it difficult for Viet Nam to comply with one of the principles of international law, which is the principle of reciprocity as well as the application of foreign law in carrying out mutual legal assistance, where applicable. These limitations of the existing law, if not improved, would undermine the requirements for legal and judicial reform, as well as for the international integration process of Viet Nam. This leads to the ineffective resolution of civil cases with foreign elements as well as the timely protection of legitimate rights and interests of citizens. All these requirements lead to the necessity to review the MLA.

In 2019, within the framework of the EU JULE project, the MOJ and UNDP conducted an empirical study on the implementation of the Law on mutual legal assistance in civil matters in ensuring the rights of women and children. In 2020, UNDP and MOJ conducted a research on international experience in mutual legal assistance in civil matters. The results of these activities provide solid evidence for the MOJ in development of the new LMLA in civil matters, which was assigned by the Prime Minister.

Following up these activities, in 2021, UNDP and MOJ will continue to conduct a survey in MLA activities in civil matters in some provinces to examine deeply difficulties and problems mentioned in previous reports at the local level. Through the survey, the MOJ as the leading agency in development of the new law will get more comprehensive and direct information on problems, difficulties, and limitations in implementing the MLA works in practice. It is expected that the survey results will provide further strong evidence for MOJ to propose new solutions to settle the civil cases related to women and children more effectively, in the short run, and for development of the new LMLA in civil matters in the longer run.

In such context, UNDP commissions a team of two national consultants to lead the survey on this topic.

2. Objectives

A paper-based data collection and analysis, an online survey in 40 provinces and interviews and group discussions with relevant officials, practitioners and beneficiaries in 4 provinces which have reported higher number of marriage cases having foreign elements and family cases related to women and children handled at provincial courts and judgment enforcement agencies (Tay Ninh, Bac Lieu, Bac Ninh and Bac Giang) will be conducted to:

- To study on the practical handling of incoming and outgoing requests in these provinces, identify inadequacies, difficulties and obstacles in this work; analyze the causes and propose appropriate solutions.
- To examine the practice of implementing of requests in marriage and family, especially cases related to women and children (time limit, quality of dossiers, application of information technology, coordination between domestic and foreign agencies)
- To identify the advantages and challenges of implementing mutual legal assistance activities in practice, including to those concerning substantive and procedural issues of the existing policies and regulations, as well as those regarding financial resources, human and institutional capacity, among others.
- To identify the key recommendations for the MOJ in drafting the bill on mutual legal assistance in civil matters in coming years

3. Methodology

- ✓ An initial assessment of the implementation of the LMLA based on available data, reports. To the extent that adequate data is not available, the consultants will indicate strategies to address data gaps through the online survey and field work at 4 provinces;
- ✓ Assessment tools such as survey questionnaires and interview formats should be tested in technical meetings before being conducted online and in the field.

4. Final products

The consultancy team is expected to produce a study report in both English and Vietnamese of maximum 30 pages, excluding annexes, which comprises of:

- An executive summary report describing the study objectives, methodologies, and main findings.
- Full report on implementation of LMLA in local level includes:
 - ✓ How incoming and outgoing requests are handled in practice; numbers of receiving and implementing requests for mutual legal assistance in civil matters during the period starting from the effective date of the LMLA till now
 - ✓ How requests in marriage and family, especially cases related to women and children are proceeded (time limit, quality of dossiers, application of information technology, coordination between local and foreign agencies.);
 - ✓ Resources, including human resource and budget allocated to ensure the works of MLA in civil matters in last 5 years;

- ✓ Difficulties, challenges caused by legal framework and enforcement organization
- ✓ Suggestions from local perspective for better implementation of MLA mentioned in recent report in this area;
- ✓ Key recommendations for the MOJ in drafting the bill on mutual legal assistance in civil matters.

5. Scope of work:

The assignment will be carried out by a consultant team consisting of 02 national consultants who are recruited by UNDP in cooperation MOJ DIL

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

5.1. National consultant- Team leader (30 days)

General tasks:

- Take ultimate responsibility for the final report
- Take the lead in discussions and main responsibility for the whole process of the assignment with UNDP and the DIL
- Coordinate closely with team member and keep in touch with UNDP and the DIL during the process of preparing the report
- Take the lead of group discussions and interviews with relevant stakeholders in the surveyed provinces, including representatives of local people's courts and civil judgment enforcement agencies (appr.10 -15 people per province)

The specific tasks:

| No | Tasks | # days |
|----|---|--------|
| 1. | Desk review of the relevant available documents, data and reports, identify data gaps propose key information and data need to be collected; Study the background information of the survey provinces, develop the research plan, including survey plan, share the initial assessment and workplan with team member, DIL and UNDP for comments. | 5 |
| 2. | Based on inputs of DIL and UNDP, draft outline of the report; share with team member and DIL and UNDP for comments, inputs. | 2 |

| | | |
|----|--|----------------|
| | Finalize the report outline based on the inputs from the team member, DIL and UNDP | |
| 3. | Finalize the survey tool, including quizzes, online survey questionnaires and interview questions for group discussions prepared by the team member, share it with DIL and UNDP for comments | 2 |
| 4. | Attend a technical meeting organized by DIL and UNDP to consult and test survey tool; Work with team member to revise the survey tools after the technical meeting. | 2 |
| 6. | Conducting field trips in the 4 provinces (Bac Giang, Bac Ninh, Tay Ninh and Bac Lieu) or data collection, leading group discussions organized by DIL and interviews with relevant agencies (4 provinces, 01 day for each province); | 4 |
| 7. | Develop a draft report based on online survey results and assessment results in 4 provinces prepared by the team member; Share the draft report with the team member for comments, and then with DIL and UNDP for inputs and comments, revise the report accordingly | 9 |
| 8. | Prepare a presentation and participate in a one-day consultation workshop in Ha noi on the draft report to gather comments from the participants organized by DIL and UNDP | 2 |
| 9. | Finalize the report and send the final report to DIL and UNDP (English and Vietnamese) for approval | 4 |
| | Total | 30 days |

5.2. National consultant – Team member (23 days):

General tasks: Work closely with the team leader; keep in touch with DIL and UNDP during the implementation of the mission

| No | Tasks | Number of days |
|----|--|----------------|
| 1. | Provide comment on the work plan, survey plan and an outline of the report | 1 |
| 2. | Draft survey tool, including quizzes, online survey questionnaires and interview questions for group discussions share with team | 2 |

| | | |
|--------------|---|----------------|
| | leader for finalization | |
| 3. | Participate in a technical Meeting with UNDP, DIL and experts to get comments for online survey tools and discussion questions. Work with the team leader to revise the survey tools after the meeting | 2 |
| 4. | Collect, analyze online survey data (estimation of data of 40 provinces), draft an initial report, share with team leader for consolidation | 7 |
| 5. | Conducting field trips in the 4 provinces (Bac Giang, Bac Ninh, Tay Ninh and Bac Lieu) for data collection, together with the team leader, facilitate group discussions organized by DIL and interviews with relevant agencies (4 provinces, 01 day for each province); | 4 |
| 6. | Prepare survey reports of 4 provinces, share with team leader for consolidation | 3 |
| 7. | Participate in the one-day consultation workshop in Ha noi organized by the DIL Take note all the comments and inputs by the participants at the workshop | 2 |
| 8. | Closely work with the team leader to finalize the report in both English and Vietnamese | 2 |
| Total | | 23 days |

6. Duration of assignment, duty stations and expected places of travel

The assignment is expected to last for 4 months (September 2021 to December 2021)

Duty station: Hanoi and home based with travel to 4 provinces (Bac Giang, Bac Ninh, Tay Ninh and Bac Lieu – one day each province)

7. Provision of monitoring and progress control

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

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

| Outputs | Tasks | Deliverables | Timeframe |
|---------|-----------------------------|--------------------|---------------|
| 1. | Desk review of the relevant | Report outline and | By the end of |

| | | | |
|----|--|--|---------------------------|
| | available documents, data and reports, identify data gaps propose key information and data need to be collected; Study the background information of the survey provinces, develop the research plan, including survey plan, | implementation plan approved by DIL and UNDP | September 2021 |
| 2. | Draft survey tool, including quizzes, online survey questionnaires and interview questions for group discussions, present at the technical meeting organized by DIL and UNDP, revise survey tool accordingly | Approved survey tool | October- November 2021 |
| 3. | Conduct online survey and field trips in 4 provinces, draft the survey report, and send the draft survey report to UNDP and DIL for comments and feedbacks | Draft survey report consulted with DIL and UNDP | November 2021 |
| | Prepare and present the report at the consultation workshop organized by DIL and UNDP | Presentation of the key finding of the survey; Revised draft report | November 2021 |
| 5 | Finalize the survey report (in both English and Vietnamese) and submit it to UNDP and DIL for final approval | Meeting minutes note-taking inputs and comments to the draft report | By 15 December 2021 |

8. Decree 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 degree in law
- A minimum 15 years of work experience in the legal field; demonstrated knowledge and experience in the field of private international law and the area of mutual legal assistance in civil matters is highly preferable.
- Excellent in research writing and data analyzing skills in the legal field, experience in conducting practical surveys in the legal field (one written sample to be submitted)

- Have experience as a consultant, especially with the position of team leader
- Good writing skill in Vietnamese and English; One written sample in English to be submitted;
- Experience working with government agencies and international organizations.

b) National Consultant - team member:

- Advanced degree in law
- A minimum 10 years of work experience in the legal field; demonstrated knowledge and experience in the field of private international law and the area of mutual legal assistance in civil matters is highly preferable.
- Excellent in research writing and data analyzing skills in the legal field, experience in conducting practical surveys in the legal field. (one written sample to be submitted)
- Having research experience on/with disadvantaged groups
- Experience working with government agencies and international organizations.

9. Copyright and intellectual property rights:

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

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

10. Reference documents and administrative support

UNDP and DIL will support the consultant team to complete this assignment, by providing available data, existing reports and research. DIL will support of online survey and connecting with relevant agencies, provinces

11. Contract payments

For national consultants:

- 1st payment: 30% of the contract amount upon receiving and acceptance by UNDP of deliverables 1 and 2 specified in Session 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

| Experience and Qualifications | | Point |
|-------------------------------|--|-------------|
| 1. | Advanced degree in law | 100 |
| 2. | A minimum 15 years of work experience in the legal field; demonstrated knowledge and experience in the field of private international law and the area of mutual legal assistance in civil matters is highly preferable. | 300 |
| 3. | Excellent in research writing and data analyzing skills in the legal field, experience in conducting practical surveys in the legal field (one written sample to be submitted) | 300 |
| | Have experience as a consultant, especially with the position of team leader | 100 |
| 4. | Good writing skill in Vietnamese and English; One written sample in English to be submitted; | 100 |
| 5. | Experience working with government agencies and international organizations | 100 |
| | Total | 1000 |

d) National Consultant - team member:

| Experience and Qualifications | | Point |
|-------------------------------|--|-------------|
| 1. | Advanced degree in law | 100 |
| 2. | A minimum 10 years of work experience in the legal field; demonstrated knowledge and experience in the field of private international law and the area of mutual legal assistance in civil matters is highly preferable. | 350 |
| 3. | Excellent in research writing and data analyzing skills in the legal field, experience in conducting practical surveys in the legal field. (one written sample to be submitted) | 350 |
| 4. | Having research experience on/with disadvantaged groups | 100 |
| 5. | Experience working with government agencies and international organizations | 100 |
| | 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:

| 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.

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 ofUS\$

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) | | | |
| | TOTAL | | | |

* 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).