

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:	03 Consultants to Develop a set of training material on International Covenant on Civil and Political Rights (ICCPR) and the implementation of ICCPR.
Period of assignment/services (if applicable):	From September to November 2021 National Team Leader: 32 days National Team Member: 25 days International Consultant: 07 days
Duty Station:	Home-based
Tender reference:	P210903

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

23.59 hrs., 23 September 2021 (Hanoi time)

With subject line:

P210903A-TL to Develop a set of training material on International Covenant on ICCPR and the implementation of ICCPR

P210903B-TM to Develop a set of training material on International Covenant on ICCPR and the implementation of ICCPR

P210903C-IC to Develop a set of training material on International Covenant on ICCPR and the implementation of ICCPR

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&IC:** one training materials developed or co-developed by candidate and one sample of report in English to be submitted
- **TM:** one sample of training materials, legal study report and one sample of report in Vietnamese and/or 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:

1. National consultant- Team leader

No.	Requirement	Points
1	PhD degree in law	100
2	A minimum of 12 years of work experience in the field of law. Experience working on ICCPR is preferable; Proven knowledge on human rights, UN human rights instrument and reporting procedure;	300
3	Proven track record of conducting research and analysis; Expertise in developing training materials in legal area with learner-centered and participatory approaches (one training materials developed or co-developed by candidate to be submitted) and/or teaching experience in law;	300
4	Experience working as a team leader of a consultant team, preferably of similar	100

	assignment(s);	
5	Experience working with government ministries and international organizations in similar assignment(s) and/or legal topics is preferable.	100
6	Excellent writing skills in Vietnamese and English (one sample of report in English to be submitted).	100
	Total	1,000

2, National consultant- Team member

No.	Requirement	Points
1	Advanced university degree in law	100
2	A minimum of 10 years of work experience in the field of law; Knowledge on human rights, UN human rights instrument and reporting processes is preferable; Experience working on ICCPR would be an asset.	300
3	Proven track record of conducting research and analysis; Working experience in developing training materials in law and/or deliver trainings using learner-centered and participatory methodologies or experience evaluating training effectiveness, includes a review of the material used is a strong advantage (one sample of training materials, legal study report to be submitted).	300
4	Experience working with government ministries and international organizations in similar assignment(s) and/or legal topics is preferable.	100
5	Experience working as consultant on similar legal, training assignment(s).	100
6	Excellent writing skills in Vietnamese and English (one sample of report in Vietnamese and/or in English to be submitted);	100
	Total	1,000

3, International consultant- Team member

No.	Requirement	Points
1	Master's degree of law	100
2	A minimum of 10 years of working experience in legal sector	100
3	Proven knowledge on human rights, UN human rights instrument and reporting processes; Experience working on ICCPR reporting procedure is preferable.	300
4	Proven track record of conducting research and analysis. Proven expertise in developing training materials and delivering trainings in legal area with learner-centered and participatory approaches (one training materials developed or co-developed by candidate to be submitted).	300
5	Excellent report writing skills in English. One sample to be submitted	200
	Total	1,000

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

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

other financial proposals will receive the points inversely proportional to their financial offers. i.e. $S_f = 1000 \times F_m / F$, 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

No.	Deliverables as indicated in Section V	Due Date	Payment Amount
1	For national consultants: Deliverable 1 and 3 indicated in section V	31 October 2021	30%
2	For national consultants: Remained deliverables indicated in section V	31 December 2021	70%
3	For International consultants: Deliverable 2 indicated in Section V	15 October 2021	30%
4	Deliverable 7 indicated in section V	31 December 2021	70%

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



TERMS OF REFERENCE

TEAM OF CONSULTANTS

Ref#: Enter Ref #

Name of service:	Develop a set of training material on International Covenant on Civil and Political Rights (ICCPR) and the implementation of ICCPR.		
Project:	The EU Justice and Legal Empowerment Program in Vietnam (EU JULE)		
Consultancy:	Two national consultants and one international consultant		
Reporting to:	The Governance and Participation Unit of UNDP		
Duty Station:	Home-based	Travel Required:	No
Duration of Assignment:	From September 2021 to November 2021		
Start Date:	9/27/2021	End Date:	12/31/2021

BACKGROUND & PROJECT DESCRIPTION

The International Covenant on Civil and Political Rights (herein referred to as the ICCPR) is a key international human rights treaty. It was adopted by the United Nations' General Assembly in December 1966 and came into force in March 1976. The ICCPR, together with the Universal Declaration of Human rights and the International Covenant on Economic Social and Cultural Rights, are considered the International Bill of Human Rights.

Vietnam ratified the ICCPR in 1982 and has submitted three reports to the UN Human Rights Committee (HRC) describing how it has implemented the Covenant in 1989, 2001 and 2017. In 2019, the HRC issued its "concluding observations" in Vietnam's third periodic review, making recommendations to Viet Nam on how it can strengthen its compliance with the ICCPR. Amongst these recommendations, HRC strongly recommended that Viet Nam should step up efforts to effectively provide specialized training on the Covenant for government officials, police and law enforcement officials, prosecutors and judges, to ensure they apply and interpret it... and carry out awareness-raising among the general public (6b).

On 26 September 2019, the Prime Minister of Viet Nam approved the National Action Plan on Enhancing the Effective Implementation of the ICCPR and the HRC's recommendations (Decision No. 1252/QĐ-TTg). According to this Decision, Vietnam government also identified one of the major priority tasks is increasing knowledge, understanding of ICCPR and its general comments, national reports and HCR Concluding Observations for state officials, experts, law enforcement, professionals in justice sector for their application, adaptation and interpretation. Therefore, there exists an urgent need to develop a set of training material covering key contents of the ICCPR and HRC general comments as well as responsibilities of relevant government agencies in implementation and reporting. This material will be helpful for the Government to exercise their commitments under the ICCPR and implement the HRC's recommendations.

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.

In this context, UNDP will support the Department of International Law of Ministry of Justice (DIL.MOJ) to develop the development of training materials on implementation of the ICCPR, which will meet the demand of Ministry of Justice and relevant agencies as well as will contribute to one of the expected results of the Programme.

Under the EU JULE Programme, UNDP commissions a team of 2 national consultants and one international consultant to develop a set of training materials on the ICCPR and the implementation of ICCPR to build capacity for government institutions at both the central and provincial level.

OBJECTIVES

The key objective of the activity on developing a set of training material on the implementation of ICCPR is to increase knowledge on the ICCPR and its implementation for various stakeholders. These materials will be utilized for trainings of state officials, experts, law enforcement, professionals in justice sectors to enhance their knowledge on the Covenant. Localities and agencies are also able to use the materials to conduct their own trainings.

The set of training material will be also disseminated via web portals of the Ministry of Justice and other relevant networks to public officials as a knowledge resource. Through this, other public officials will be also fully aware of the implementation of ICCPR and improved their responsibilities in performing state's duties. About 100 government officials, including provincial legal communicators could be trained.

APPROACHES AND METHODOLOGIES

The following approaches must 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 trainee-centered approaches:

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

SCOPE OF WORK

This assignment will be carried out by a team of consultants including 2 national consultants and 1 international consultant. The successful team is expected to be responsible for the following tasks:

1, National consultant: Team leader:

- Take ultimate responsibility for the final products of this assignment.
- Take the lead in discussions and responsibility for the whole process of the assignment with UNDP and DIL.MOJ.

No.	Tasks	Number of working days
1	Study documents related to ICCPR, general comments, reports of Vietnam, HRC concluding observations, Decision 1252/QĐ-TTg; propose key	3

	<p>contents of the training materials, share with team members for inputs, and UNDP, DIL for approval</p> <p>Study UNDP tool kit on participatory training methods and training materials on participatory training methods to identify appropriate approach, methodologies for developing the training materials</p>	
2	Based on the approved key contents, develop detailed outlines of the trainees' handbook and trainers' guidelines in English and Vietnamese; share the outline timely for inputs from team members; discuss with UNDP and DIL.MOJ to finalize the outlines	2
3	Based on the approved detailed outline, develop some parts of the trainee's handbook, tentatively on the introduction to the Covenant, the role of Human Rights Committee.... and the guidelines for initial, periodic reports	4
4	Consolidate the parts prepared by the team member, draft the handbook, share the consolidated version with UNDP and DIL for comments	3
5	Based on comments from UNDP and DIL, revise the draft handbook, share with UNDP and DIL for review and approval	2
6	On the basis of trainees' handbook, develop trainers' guidelines, share with team members for inputs and share with DIL, UNDP for comments	5
7	Prepare and present the handbook and trainers' guideline at the technical meetings organized by DIL and UNDP	2
8	Revise the trainees' handbook and trainers' guideline based on the comments/inputs of independent experts at the technical meetings	2
9	Develop and finalize 2 summaries of the trainees' handbook and trainers' guidelines in Vietnamese and English	2
10	Prepare and co-facilitate a two-day pre-test training of the handbook and trainers' guideline organized by DIL and UNDP	3
11	Based on the feedback from pre-test training, finalize the handbook, and trainers' guideline in Vietnamese and its summaries in Vietnamese and English, submit it to UNDP and DIL for approval	4
Total of days		32

2. National consultant- Team member

Work closely with team leader; stay in close touch with UNDP and DIL. MOJ during the process of completing the assignment.

No.	Tasks	Number of working days
1	Provide inputs, comments to the key contents of the trainees' handbook and trainers' guideline proposed by the team leader	2
2	Comment on the detailed outline prepared by the team leader; After UNDP and DIL have comments, coordinate with the team leader to finalize the detailed outline.	1

3	Draft the trainee's handbook as assigned by the team leader, share with team leader for consolidation	8
4	Provide inputs to the draft trainees' handbook and trainers' guidelines	3
5	Asist team leader to prepare and present the trainees' handbook and trainers' guideline at the technical meetings organized by DIL and UNDP	2
6	Asist team leader to finalize the trainees' handbook and trainers' guideline based on the comments/inputs of independent experts at the technical meetings	3
7	Support the team leader to prepare and deliver a two-day pilot to test the training materials and get inputs and lessons learned; Prepare and submit to UNDP and DIL the training report to get approval on the key points that need to be considered for finalizing the training materials	3
8	Asist team leader to finalize the trainees' handbook and trainers' guideline in Vietnamese and its summaries in Vietnamese and English	3
Total of working days		25

3, International consultant- team member

No.	Tasks	Number of working days
1	Collect and analyze existing international training materials on international human rights conventions, with a focus on ICCPR and recommendations for the national team on the key points that need to be included in the training materials	3
2	Provide inputs/comments to the drafts outlines of the training materials prepared by the team leader	1
3	Provide continuous guidance and support to the national consultants on the methodology and content of the training materials for the entire period of the materials' development	2
4	Edit English for the final versions of the 2 summaries	1
Total of working days		7

DELIVERABLES & IMPLEMENTATION TIMELINE

Final products:

A set of training materials which will be used for two days training on ICCPR implementation, includes:

1. Trainees' handbook on ICCPR and its implementation in Vietnamese must include but is not limited to following modules: i) general introduction of ICCPR and key contents of the substantive provisions of ICCPR its general comments; ii) reporting mechanism, guidelines for initial and periodic reports; iii) Vietnam's reports; iv) responsibilities of relevant agencies in implementation and report the

implementation. Each module incorporates a detailed lesson plan, learning objectives, the content and reference materials relevant to the module, and self – study questions.

2. A summary of trainees' handbook in English and Vietnamese that includes introduction, objectives, targeted users, learning methodologies, learning agenda, detailed outline of the handbook, summary of key contents of each module.
3. The trainers' guidelines in Vietnamese are aligned with the structure of the trainees' handbook, includes but not limit to:
 - Instruction of using the trainees' handbook to conduct legal training and legal dissemination for the targeted groups; how to identify needs and design a training/dissemination session; time allocated for each topic in the handbook; Training agenda
 - Guiding notes for trainers to conduct learner-centered participatory training methodologies. Using online platform with appropriate training methodologies will be also considered.
 - Lesson plan: designed for each topic in the module format, including objective, methodologies for each activity in the module, training aid and tools.
 - Presentation if any for each topic, or other training visual aid tools such as video, posters, and other illustration tools, etc.)
 - Pre and post training evaluation form, training evaluation, training report.
4. A summary of the trainers' guidelines in English and Vietnamese that includes
 - Introduction of the guidelines
 - Summary of the guidelines, including objectives, target audiences, methodologies and approaches.
 - Detailed outline of the guidelines
 - Summary of the modules/lessons, each module or lesson should cover its objectives, expected results after the lesson, training methodologies for each of the activities;
 - Pre and post training evaluation form, training evaluation, training report.

Implementation timeline

No	Deliverable	Target due date
1	01 detailed outline of the trainees' handbook and trainer's guideline in English and Vietnamese are submitted.	8 October 2021
2	Collect and analyze existing international training materials on international human rights conventions, with a focus on ICCPR and recommendations for the national team on the key points that need to be included in the training materials	15 October 2021
3	01 draft version of the trainees' handbook and 01 draft version of the trainer's guideline are submitted.	30 October 2021
4	02 presentations of the key contents of the trainees' handbook and trainer's guideline are presented at 2 one day technical meetings organized by DIL and UNDP	1st week of November 2021
5	01 draft version of the trainees' handbook and 01 draft version of the trainer's guideline in Vietnamese and 02 summaries of the trainees' handbook and trainer's guideline in Vietnamese and English are submitted.	3 rd week of November 2021
6	A two-day pre-test training of the handbook and trainer's guideline is finished.	End of November 2021
7	01 final trainees' handbook in Vietnamese and 01 summary of the handbook in Vietnamese and English; 01 final trainer' guideline in Vietnamese and 01 summary of the guideline in Vietnamese and	1 st week of December 2021

	English are submitted.	
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COPY RIGHT AND INTELLECTUAL PROPERTY RIGHT

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

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

DURATION OF ASSIGNMENT, DUTY STATION & EXPECTED PLACES OF TRAVEL

Estimated number of working days: 57 working days for national consultants and 7 working days for international consultant from 9/27/2021 to 12/31/2021.

Duty station: Hanoi and home-based for national consultants; home-based for international consultant.

Expected places of travel: Since the venue of the pilot training has not been decided by DIL, if it is outside Ha Noi, the TOR will be revised to include travel cost for 2 national consultants

PROVISION OF MONITORING & PROGRESS CONTROL

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

ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

Administrative Support

UNDP will collaborate with DIL.MOJ to invite relevant stakeholders to the consultation workshop (if needed) and the pre-testing training of the training material.

DEGREE OF EXPERTISE & QUALIFICATIONS

UNDP selects 01 (one) international consultant and 02 (two) consultants in consultation with DIL.MOJ, with the following expected qualifications:

1, National consultant- Team leader

Qualifications	PhD degree in law
Relevant Professional Experience	<p>A minimum of 12 years of work experience in the field of law. Experience working on ICCPR is preferable; Proven knowledge on human rights, UN human rights instrument and reporting procedure;</p> <p>Proven track record of conducting research and analysis; Expertise in developing training materials in legal area with learner-centered and participatory approaches (one training materials developed or co-developed by candidate to be submitted) and/or teaching experience in law;</p>
Other Competencies	<p>Experience working as a team leader of a consultant team, preferably of similar assignment(s);</p> <p>Experience working with government ministries and international organizations</p>

	in similar assignment(s) and/or legal topics is preferable
Language Requirements	Excellent spoken, report writing and presentation skills in Vietnamese and English (one sample of report in English to be submitted).

2, National consultant- Team member

Qualifications	Advanced university degree in law
Relevant Professional Experience	A minimum of 10 years of work experience in the field of law; Knowledge on human rights, UN human rights instrument and reporting processes is preferable; Experience working on ICCPR would be an asset Proven track record of conducting research and analysis; Working experience in developing training materials in law and/or deliver trainings using learner-centered and participatory methodologies or experience evaluating training effectiveness, includes a review of the material used is a strong advantage (one sample of training materials, legal study report to be submitted)
Other Competencies	Experience working with government ministries and international organizations in similar assignment(s) and/or legal topics is preferable. Experience working as consultant on similar assignment(s).
Language Requirements	Excellent spoken, report writing and presentation skills in Vietnamese and English (one sample of report in English to be submitted);

3, International consultant- Team member

Qualifications	Master's degree of law
Relevant Professional Experience	A minimum of 10 years of working experience in legal sector Knowledge on human rights, UN human rights instrument and reporting processes; Experience working on ICCPR reporting processes is preferable
Other Competencies	Expertise in developing training materials and delivering trainings in legal area with learner-centered and participatory approaches (one training materials developed or co-developed by candidate to be submitted); Proven track record of conducting research and analysis;
Language Requirements	Excellent report writing skills in English. One sample to be submitted

PAYMENT TERMS

No.	Deliverables as indicated in Section V	Due Date	Payment Amount
1	For national consultants: Deliverable 1 and 3 indicated in section V	31 October 2021	30%
2	For national consultants: Remained deliverables indicated in section V	31 December 2021	70%

3	For International consultants: Deliverable 2 indicated in Section V	15 October 2021	30%
4	Deliverable 7 indicated in section V	31 December 2021	70%

CONSULTANT PRESENCE REQUIRED ON DUTY STATION

☒ NONE

☐ PARTIAL

☐ INTERMITTENT

☐ FULL-TIME

EVALUATION CRITERIA

1. National consultant- Team leader

No.	Requirement	Points
1	PhD degree in law	100
2	A minimum of 12 years of work experience in the field of law. Experience working on ICCPR is preferable; Proven knowledge on human rights, UN human rights instrument and reporting procedure;	300
3	Proven track record of conducting research and analysis; Expertise in developing training materials in legal area with learner-centered and participatory approaches (one training materials developed or co-developed by candidate to be submitted) and/or teaching experience in law;	300
4	Experience working as a team leader of a consultant team, preferably of similar assignment(s);	100
5	Experience working with government ministries and international organizations in similar assignment(s) and/or legal topics is preferable.	100
6	Excellent writing skills in Vietnamese and English (one sample of report in English to be submitted).	100
	Total	1,000

2. National consultant- Team member

No.	Requirement	Points
1	Advanced university degree in law	100
2	A minimum of 10 years of work experience in the field of law; Knowledge on human rights, UN human rights instrument and reporting processes is preferable; Experience working on ICCPR would be an asset.	300
3	Proven track record of conducting research and analysis; Working experience in developing training materials in law and/or deliver trainings using learner-centered and participatory methodologies or experience evaluating training effectiveness, includes a review of the material used is a strong advantage (one sample of training materials, legal study report to be submitted).	300

4	Experience working with government ministries and international organizations in similar assignment(s) and/or legal topics is preferable.	100
5	Experience working as consultant on similar legal, training assignment(s).	100
6	Excellent writing skills in Vietnamese and English (one sample of report in Vietnamese and/or in English to be submitted);	100
	Total	1,000

3, International consultant- Team member

No.	Requirement	Points
1	Master's degree of law	100
2	A minimum of 10 years of working experience in legal sector	100
3	Proven knowledge on human rights, UN human rights instrument and reporting processes; Experience working on ICCPR reporting procedure is preferable.	300
4	Proven track record of conducting research and analysis. Proven expertise in developing training materials and delivering trainings in legal area with learner-centered and participatory approaches (one training materials developed or co-developed by candidate to be submitted).	300
5	Excellent report writing skills in English. One sample to be submitted	200
	Total	1,000

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).