



15 September 2021

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 International Consultant on Fair Trial and the UN Convention against Torture.
Period of assignment/services (if applicable):	October 2021 – June 2023 (Estimated: 46 working days)
Duty Station	Home-based
Tender reference:	3-210904

1. Submissions should be sent by email to: bidding.vn@undp.org no later than:
27 September 2021 (Hanoi time)

With subject line:

3-210904 International Consultant on Fair Trial and the UN Convention against Torture

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 **35 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:

- [Terms of Reference \(TOR\)](#)..... (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:

- Curriculum vitae with copies of required certifications
- Signed Letter to UNDP Confirming Interest and Availability (Annex IV)
- **01 similar sample report**

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **Viet Nam Dong for National Consultant and US Dollar for international consultant** including consultancy fees and 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:

No	Criteria	Score
1	Advanced university degree in law, human rights, social sciences or related fields	100
2	Over 10 years' experience working in the field of human rights and with international human rights mechanisms and instruments, especially fair trial and due process, deprivation of liberty, the ICCPR, CAT, Nelson Mandela Rules and Tokyo Rules	250
3	Experience working as an international consultant in assignments with the United Nations in preparing reports and delivering trainings/workshops on human rights in compliance with international standards and/or conventions that Vietnam is a member	100
4	Extensive experience in conducting research and drafting reports.	250
5	Experience in capacity building, in particular in developing and conducting training workshops for Government officials.	200
6	Fluent written English by provision of one similar report writing	100
	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 BSAFE course and submit certificate to UNDP before contract issuance.

Note: In order to access the course, please go to the following link: <https://training.dss.un.org/course/category/6>. Type in your name and password, create a new user. After you have completed the courses, please print/save the certificates to submit to us

- Full medical examination and Statement of Fitness to work for consultants ***from and above 62 years of age and involve travel***. (This is not a requirement for RLA contracts).
- Release letter in case the selected consultant is government official.

6. Payment

UNDP shall effect payments to the consultant (by bank transfer to the consultant's bank account provided in the vendor form) upon acceptance by UNDP of the deliverables specified the TOR.

If two currencies exist, UNDP exchange rate will be applied at the day UNDP instructs the bank to effect the payment.

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

TERMS OF REFERENCE

INDIVIDUAL CONSULTANT

Name of service:	International Consultant on Fair Trial and the UN Convention against Torture		
Project:	“Right to a fair trial in particularly serious criminal cases in Vietnam,” and: “Strengthening implementation of international human rights recommendations made to Vietnam”		
Reporting to:	Rule of Law and Human Rights Analyst		
Duty Station:	Home-based	Travel Required:	No
Duration of Assignment:	20 months		
Start Date:	10/1/2021	End Date:	6/30/2023

I. BACKGROUND & PROJECT DESCRIPTION

The project: “Right to a fair trial in particularly serious criminal cases in Vietnam” (hereinafter referred to as the “Right to Fair Trial project”).

The right to fair trial has been long recognized by the international community as fundamental guarantees of human rights and the rule of law. It is enshrined in the Universal Declaration of Human Rights (UDHR) and defined in more detail in the article 14 of the International Covenant on Civil and Political Rights (ICCPR), which was ratified by Viet Nam in 1982.

During the third review of the Universal Periodic Review (UPR) which took place in January 2019, Vietnam received several recommendations made by Members States on the right to a fair trial and due process. Viet Nam also has indicated commitment to working towards implementation of the recommendations on the right to a fair trial and due process. In 2019, the Government of Viet Nam issued two major national instruments on human rights – the National Master Plan for the Implementation of the Third Cycle UPR's Recommendations (UPR Master Plan) and the National Master Plan for the Implementation of the ICCPR and Recommendations of the UN Human Rights Committee (ICCPR Master Plan).

Over the last few years, UNDP has been extensively engaged with the Government of Viet Nam, civil society, and international organizations to support Viet Nam in delivering its commitments under the UPR Master Plan and ICCPR Master Plan. The Right to Fair Trial project, therefore, has been designed to strengthen the awareness and capacity of key stakeholders in ensuring the right to a fair trial of the accused in particularly serious criminal cases.

The Project: “Strengthening implementation of international human rights recommendations made to Vietnam” (hereinafter referred to as the “Norway Human Rights project”).

Viet Nam was reviewed in 2018 by the Committee against Torture under the Convention against Torture. Viet Nam was also reviewed under the International Covenant on Civil and Political Rights (ICCPR) by the Human Rights Committee in 2019, led by the Ministry of Justice, with certain concluding observations and recommendations accepted by Viet Nam are related to combatting torture.

Viet Nam’s engagement with these international human rights reporting mechanisms demonstrates the government’s commitment to implement the CAT and ICCPR, which is important to coordinate efforts to implement the Concluding Observations of the Committee. The Government, through the

Ministry of Public Security, also continues to plan for the implementation of measures and policies to combat torture in Viet Nam related to a number of recommendations made under the concluding observations by the Committee against Torture, including through a Master/National Action Plan.

UNDP together with the Embassy of Norway have actively supported the government of Vietnam during the preparation and review stage. Going forward, UNDP and the Embassy of Norway continue to support the government of Vietnam to deliver their commitments under UN human rights mechanism and provide supports for key stakeholders to plan for future periodic reviews, to evaluate implementation and prepare for further recommendations to be made in the years ahead.

The Norway Human Rights project includes the specific aim of supporting law enforcement agencies and government officials in implementing key recommendations related to combatting torture and criminal justice reform, and in particular the concluding observations from the Committee against Torture during Viet Nam's review under the Convention against Torture, issued to Viet Nam in December 2018.

II. Objectives

The key objectives of the assignment under the Right to Fair Trial project are: 1) enhance capacity of lawyers and justice professionals at the Judicial Academy with the aim of improving the quality and effectiveness of lawyers' defense services in particularly serious drug-related cases; (2) raise the awareness and build a set of skills of judges at the Supreme People's Court regarding international and national standards on the right to a fair trial and sentencing during proceedings and trials in particularly serious criminal cases; (3) raise the awareness of prison staff and other staff of Ministry of Public Security on the Nelson Mandela Rules (United Nations Standards Minimum Rules for the Treatment of Prisoners).

The key objective of the assignment under the Norway Human Rights project is: 1) assist the Ministry of Public Security in drafting a detailed outline of a National Master or Action Plan to implement the key recommendations made to Viet Nam under the Convention Against Torture; 2) Raise the awareness of the Ministry of Public Security's officials who directly engage in custody, temporary detention, criminal judgment enforcement, policy-making officers and soldiers on the United Nations Standard Minimum Rules for Non-custodial Measures (The Tokyo Rules).

III. SCOPE OF WORK

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

Task 1: Develop and disseminate a report on international good practices in implementing CAT.

- Coordinate with a national consultant to conduct research and draft a report on good practices of other countries in implementing CAT, especially experiences in drafting and promulgating a nationwide plan to assign tasks, indicators and timelines for responsible agencies, to inform a draft detailed outline of the National Master/Action Plan on CAT of Viet Nam.
- Coordinate with a national consultant to develop a dissemination presentation for officials of the Department of Legal Affairs of MPS.
- Conduct the dissemination activities at a workshop, tentatively in Quarter 4 of 2021.

Task 2: Develop and conduct a dissemination workshop on The Tokyo Rules for Government officials.

- Coordinate with a national consultant to develop a dissemination presentation for officials directly engaged in custody, temporary detention, criminal judgment enforcement and policy-making officers and soldiers, sharing the experiences from different countries in implementing the Tokyo Rules.
- Develop pre and post workshop surveys.
- Conduct the dissemination activities at a workshop, tentatively in Quarter 4 of 2021

Task 3: Develop and conduct 03 training workshops for prison staff under the Ministry of Public Security.

- Develop training materials, pre and post training surveys of 03 training workshops on the Nelson Mandela Rules for prison staff under the Ministry of Public Security.

- Draft a practical checklist/survey sheet on implementing Nelson Mandela Rules that trainees can take back and refer to after the training.
- Conduct 03 training workshops, tentatively in Quarter 2 of 2022 and Quarter 1 of 2023.

Task 4: Develop and conduct 02 training workshops for criminal defense lawyers of the Judicial Academy.

- Coordinate with the national consultants to develop the training material for 02 workshops for criminal defense lawyers of the Judicial Academy regarding the defense of persons accused of particularly serious drug-related crimes. Specifically:
 - Develop material on international treaties and standards relating to resolution of criminal crimes in general and particularly serious drug-related crimes in particular; international principles of the rights to presumption of innocence, a fair trial and other relevant principles; relevant recommendations of international treaties for Viet Nam.
 - Develop material on experience and best practice/lessons for criminal defense lawyers in defending of particularly serious drug-related crimes in some countries; select and develop material on some selected precedents, case studies... as a reference material.
- Provide comments on the implementation plan of developing the training material and organizing training courses, draft training material.
- Edit the English version of the material.
- Participate in 02 training workshops, tentatively the 1st training in Quarter 1 of 2022 and the 2nd training in April/May 2022.

Task5: Develop and conduct 01 training workshop for judges at the Supreme People's Court.

- Coordinate with a national consultant to develop training materials and pre and post training surveys for 01 training workshop for judges at the Supreme People's Court on international and national standards of the right to a fair trial during proceedings and trials in particularly serious criminal cases.
- Conduct 01 training workshop, tentatively in Quarter 1 of 2022.

IV. Deliverables & Implementation Timeline

Task	Deliverable	Estimated days to complete	Target due date
1	Final report on good practices in CAT implementation is submitted.	7	10/31/2021
	Final Dissemination Presentation on the report on good practices in CAT implementation is submitted and delivered at the Dissemination Workshop.	2	11/30/2021
2	Final Dissemination Presentation on the Tokyo Rules is submitted and delivered at the Dissemination Workshop.	3	11/30/2021
3	Finalised training materials and pre and post training surveys for 03 workshops on the Nelson Mandela Rules for prison staff under the Ministry of Public Security are submitted, as well as a practical checklist/survey sheet on implementing Nelson Mandela Rules that trainees can take back and refer to after the training.	10	12/31/2021
	1 st Training workshop on the Nelson Mandela Rules is conducted.	2	3/31/2022

	2 nd Training workshop on the Nelson Mandela Rules is conducted.	2	6/30/2022
	3 rd Training workshop on the Nelson Mandela Rules is conducted.	2	3/31/2023
4	Finalised training material for 02 workshops for criminal defense lawyers of the Judicial Academy regarding the defense of persons accused of particularly serious drug-related crimes are submitted.	7	12/31/2021
	02 Training workshops for criminal defense lawyers are conducted regarding the defense of persons accused of particularly serious drug-related crimes are submitted.	2	31/05/2022
5	Finalised training materials and pre and post training surveys for 01 training workshop for judges at the Supreme People's Court on international and national standards of the right to a fair trial during proceedings and trials in particularly serious criminal cases are submitted.	7	12/31/2021
	01 Training workshop on international and national standards of the right to a fair trial during proceedings and trials in particularly serious criminal cases is conducted.	2	31/03/2022
	Total	46	

V. Duration of Assignment, Duty Station & Expected Places of Travel

Estimated number of working days: 46 working days from 10/1/2021 to 6/30/2023.

Duty station: Home-based.

Expected places of travel: None.

VI. PROVISION OF MONITORING & PROGRESS CONTROL

The International Consultant will work in collaboration with focal points of UNDP and under monitoring of the Programme Officer of the Right to Fair Trial project and the Norway Human Rights Project and the Head of UNDP Governance and Participation Team.

VII. ADMINistrative SUPPORT & REFERENCE DOCUMENTS

Administrative Support

UNDP will work with judicial and Government partners to arrange the venues and logistics for workshops.

Reference Documents

UN International Covenant on Civil and Political Rights.

UN Human Rights Committee's Concluding observations on the third periodic report of Viet Nam.

UN Convention against Torture.

UN Committee against Torture's Concluding Observations on the Initial Report of Viet Nam.

UN Standard Minimum Rules for the Treatment of Prisoners (Nelson Mandela Rules).

UN Standard Minimum Rules for Non-custodial Measures (The Tokyo Rules).

VIII. DEGREE OF EXPERTISE & QUALIFICATIONS

Qualifications	<ul style="list-style-type: none"> Advanced university degree in law, human rights, social sciences or related fields.
Relevant Professional Experience	<ul style="list-style-type: none"> Over 10 years' experience working in the field of human rights and with international human rights mechanisms and instruments, especially fair trial and due process, deprivation of liberty, the ICCPR, CAT, Nelson Mandela Rules and Tokyo Rules. Experience working as an international consultant in similar assignments with the United Nations.
Other Competencies	<ul style="list-style-type: none"> Extensive experience in conducting research and drafting reports. Experience in capacity building, in particular in developing and conducting training workshops for Government officials.
Language Requirements	<ul style="list-style-type: none"> Fluent written English.

IX. PAYMENT TERMS

No.	Deliverables as indicated in Section IV	Due Date	Number of working days	Payment Amount
1	Final report on good practices in CAT implementation is submitted.	30 September 2021	7	30%
	Final Dissemination Presentation on the report on good practices in CAT implementation is submitted and delivered at the Dissemination Workshop.	<ul style="list-style-type: none"> 30 September 2021 	2	
	Final Dissemination Presentation on the Tokyo Rules is submitted and delivered at the Dissemination Workshop.	31 October 2021	3	
2	Finalised training material for 02 workshops for criminal defense lawyers of the Judicial Academy regarding the defense of persons accused of particularly serious drug-related crimes are submitted.	1 November 2021	7	30%
	Finalised training materials and pre and post training surveys for 01 training workshop for judges at the Supreme People's Court on international and national standards of the right to a fair trial during proceedings and trials in particularly serious criminal cases are submitted.	30 November 2021	7	
	One Training workshop on international and national standards of the right to a fair trial during proceedings and trials in	31 December 2021	2	

	particularly serious criminal cases is conducted.			
3	Finalised training materials and pre and post training surveys for 03 workshops on the Nelson Mandela Rules for prison staff under the Ministry of Public Security are submitted, as well as a practical checklist/survey sheet on implementing Nelson Mandela Rules that trainees can take back and refer to after the training.	31 December 2021	10	40%
	1 st Training workshop on the Nelson Mandela Rules is conducted.	31 March 2022	2	
	Two training workshops for criminal defense lawyers are conducted regarding the defense of persons accused of particularly serious drug-related crimes are submitted.	31 May 2022	2	
	2 nd Training workshop on the Nelson Mandela Rules is conducted.	30 June 2022	2	
	3 rd Training workshop on the Nelson Mandela Rules is conducted.	31 March 2023	2	

X. Consultant Presence Required on Duty Station

☐ NONE ☐ PARTIAL ☒ INTERMITTENT ☐ FULL-TIME

XI. Evaluation Criteria

No.	Requirement	Points
1	Advanced university degree in law, human rights, social sciences or related fields.	100
2	Over 10 years' experience working in the field of human rights and with international human rights mechanisms and instruments, especially fair trial and due process, deprivation of liberty, the ICCPR, CAT, Nelson Mandela Rules and Tokyo Rules.	250
3	Experience working as an international consultant in assignments with the United Nations in preparing reports and delivering trainings/workshops on human rights in compliance with international standards and/or conventions that Vietnam is a member.	100
4	Extensive experience in conducting research and drafting reports.	250
5	Experience in capacity building, in particular in developing and conducting training workshops for Government officials.	200

6	Fluent written English by provision of one similar report writing	100
	Total	1,000

Criteria for Evaluation of Proposal

Offers will be evaluated according to the Combined Scoring method – where the educational background and experience on similar assignments will be weighted at 70% and the financial proposal will weigh at 30% of the total scoring.

The applicant receiving the Highest Combined Score and meeting other requirements in the Procurement Notice will be awarded the contract.

Documents for Submission

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

B. Core Documents

1. **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
2. **Current and complete CV** in English;
3. 01 similar **sample report**;
4. **Financial offer** using the standard UNDP template.

ANNEX IV

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

Date _____

(Name of Resident Representative/Bureau Director)

United Nations Development Programme

(Specify complete office address)

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of *[indicate title of assignment]* under the *[state project title]*;
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 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 & Email 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 ofVND (for National Consultant) or USD (for International Consultant)

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 (USD or VND)	Total (USD or VND)
1	Consultancy fee			
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).