

31 August 2021



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	International Consultant to Develop training materials for trainers on providing legal aid in marriage and family cases
Period of assignment/services (if applicable):	From September to December 2021 International Consultant: 08 days
Duty Station:	Home based for international consultant
Tender reference:	P210815C

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:

P210815C-IC to develop TOT materials on providing legal aid in marriage and family cases

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

Note:

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

2. Please find attached the relevant documents:

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

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

a. Technical component:

- Detailed CV addressing the experience and work you have done.
- Financial offer
- **IC:** *one training material developed or co-developed by the candidate in English and one report written by the candidate 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:

International legal consultant – team member

Consultant(s)' experiences/qualification related to the services		
1.1	- Master's degree in law	200
1.2	- Knowledge and working experience in legal field. Experience in legal aid is a strong advantage;	200
1.3	- Having in depth knowledge and working experience relating marriage and family laws is a strong advantage;	100
1.4	- Expertise in developing learner-centred training materials relating to justice sector is essential (<i>one training material developed or co-developed by the candidate in English to be submitted</i>)	200
1.5	- Having at least 5 years working experience and skills in providing trainings with the learner-centred and innovative teaching methodologies	200
1.6	- Excellent report writing in English (<i>one report written by the candidate in English to be submitted</i>).	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: 20% of the contract amount upon receiving and acceptance by UNDP of deliverables 1 and 2 specified in Session 7
- 2nd payment: 40% of the contract amount upon receiving and acceptance by UNDP of deliverables 3,4,5 specified in Session 7
- Final payment: 40% of the contract amount upon satisfactory completion of all deliverables specified in Session 7

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



TERMS OF REFERENCE

Service	Develop training materials for trainers on providing legal aid in marriage and family cases
Consultancy	Two national legal consultants and one international legal consultant
Duty station:	Ha Noi and home based for national consultants Home based for international consultant
Expected Duration	From September to December 2021
Supervision:	The consultants will work under the supervision of the Program Officer assigned by the Head of UNDP Governance and Participation Unit and the National Legal Aid Agency (NLAA) of the Ministry of Justice (MOJ)

1. BACKGROUND

The recent Law on Legal Aid was adopted on 20 June 2017 and came into effect on 1st January 2018, which replaced the 2006 Law on Legal Aid. The 2017 Law on Legal Aid has expanded the scope of legal aid beneficiaries from 6 groups to 14 groups comparing with the 2006 Law. This leads to an increase in the number of legal aid beneficiaries. Meanwhile, the recent Law has provided one of the key policies on legal aid which is to improve quality of legal aid services to better protect rights and interests of legal aid beneficiaries.

In 2019, under the EU Justice and Legal Empowerment Programme in Viet Nam (EU JULE), UNDP has supported NLAA to conduct the capacity need assessment for legal aid providers. The result of the assessment shows the urgent need of enhancing professional skills and capacity of legal aid providers to meet the demand of increased legal aid beneficiaries and the requirement of improving the quality of this service. One of the areas that requests the support for capacity building for legal aid providers is family and marriage. Based on this assessment, in 2020, through EU JULE, UNDP supported the NLAA to develop a guideline for legal aid providers in providing legal aid in marriage and family cases.

Continuing this support, this year, UNDP is supporting NLAA to develop training materials for trainers on providing legal aid for marriage and family cases. The materials will be used

for training of a network of source trainers and these trainers can, then, train legal aid providers.

The EU JULE funded by the European Union with financial contribution from UNDP and UNICEF and implemented by these two UN agencies in partnership with the Ministry of Justice of Viet Nam is designed to strengthen the rule of law through a more reliable, trusted and better accessed justice system, and specifically to increase access to justice for women, children and those groups which face the greatest obstacles in using the justice system to invoke their rights, including ethnic minorities and poor people.

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

In this context, the development of training materials for trainers on providing legal aid in marriage and family cases will meet the demand of the legal aid agencies as well as contribute to one of the expected results of the EU JULE Programme.

2. OBJECTIVES OF THE ASSIGNMENT

The assignment is to support UNDP and NLAA to develop a set of training materials for trainers on professional skills of legal aid providers for providing legal aid in marriage and family cases. The training materials will be developed based on the guideline developed in 2020 under UNDP support.

The training materials will be used to conduct trainings of trainers who, then, will train legal aid providers to enhance their knowledge and skills in this matter.

The materials will be disseminated to legal aid providers and relevant people via web portals of the Ministry of Justice and legal aid networks.

3. FINAL PRODUCTS

Three consultants will work in a team and will produce:

A set of training materials which will be used for two-day training for trainers on professional knowledge and skills in providing legal aid in marriage and family cases. The training materials should follow the learner-centred and participatory training methodologies. They should include interactive teaching and learning activities, such as games, role plays, demonstrations, group works, case studies, etc. to facilitate active participation of trainees during the training.

The set of training materials includes:

- (1) Trainees' handbook in Vietnamese must include a general introduction on the learning objectives, targeted users, methodologies, learning programme, and at least 3 modules/lessons (maximum 60 pages excluding annexes). Each module/lesson incorporates a detailed lesson plan, learning objectives, the content and reference materials relevant to the module, presentation slides, self – study questions, case studies, pre and post training evaluation forms.

The content of the handbook must be based on the guideline developed through UNDP support. It should include but is not limited to following modules: (1) legal provisions relating provision of legal aid in marriage and family cases; (2) tasks and responsibilities of legal aid providers in providing legal aid in marriage and family cases; (3) professional skills of legal aid providers in dealing with marriage and family cases.

- (2) A summary of trainees' handbook in English and Vietnamese that includes detailed outline of the handbook, introduction, objectives, targeted trainees, learning methodologies, learning agenda, key contents of each module.
- (3) The trainers' guide in Vietnamese has introductory information on objectives, targeted users, teaching methodologies, and guidance and notes for trainers in using the training materials. For each of the modules, there will need detailed lesson plan plus detailed interactive learning activities, such as games, role plays, demonstrations, group works, case studies, accompanying power point presentations, and visual tools such as videos, pictures and other creative tools to engage learners. The trainers' guide should have pre and post training evaluation forms, training report template.

For adapting with the crisis situation, such as covid-19 pandemic, the trainers' guide should include a section of instruction for users/trainers on how to conduct online training in case the practice does not allow to organize face to face training.

- (4) A summary of the trainers' guide in English and Vietnamese that includes detailed outlines of the training materials, introduction on objectives, targeted trainers, training methodologies, training programme, key contents of each modules, evaluation forms, training report template.

4. APPROACHES AND METHODOLOGIES

The following approaches should be considered during performing the assignment:

- 1) Ensuring gender sensitiveness:

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

- 2) Participatory and trainee-centered approaches:

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

5. SCOPE OF WORK

The assignment will be carried out by the team of two national legal consultants and one international legal consultant hired by UNDP.

The scope of work for each consultant is as follows:

5.1 For national legal consultant – team leader:

- Take leading role in the team;
- Take ultimate responsibility for the final training materials;
- Take the lead in discussion with the other team members, UNDP and NLAA on implementing the assignment;
- Discuss with other team members to develop a work plan with clear deadlines for each activity and send to UNDP and NLAA for approval.

- Study UNDP tool kit on participatory training methods and training materials on participatory training methods to identify appropriate approaches, methodologies for the training materials	2 days
- Study the guideline developed in 2020 under UNDP support, collect and study relevant training materials to identify key contents for the training materials	1 day
- Based on the guideline developed in 2020, work with other national consultant to develop outlines of the trainees' handbook and trainers' guide in Vietnamese and English, get inputs from international consultant, UNDP and NLAA on the outlines	2 days
- Revise the outlines after reaching an agreement with UNDP and NLAA	1 day
- Develop module 3 (and other remaining module, if any) of the training for trainers' materials, including trainees' handbook and trainers' guide, in Vietnamese; consolidate with modules 1 and 2 that were prepared by the team member into a complete set of training materials, review it and share with UNDP and NLAA to get inputs.	8 days
- Consolidate comments/ inputs from international consultant, UNDP and NLAA on the draft training materials and revise the module 3 (and other remaining module, if any) of the drafts accordingly. Instruct the team member to revise the module 1 and 2.	3 days

- Prepare and deliver a two-day pilot training to test the training materials to get comments and lessons learned	3 days
- Work closely with other national consultant to finalize the training materials in Vietnamese	2 days
- Based on the approved training materials, work with other national consultant, finalize 2 summaries of the trainees' handbook and trainers' guide in Vietnamese.	2 days
Total	23 days

5.2 For national legal consultant – team member:

- Work closely with the team leader in implementing this assignment
- Support team leader in translating requested documents from Vietnamese into English, discuss and exchange emails with international consultant upon the request of the team leader

- Study the guideline developed in 2020 under UNDP support, collect and study relevant training materials to identify key contents of the training materials to submit the proposal to team leader	2 days
- Provide inputs to draft outlines of the training materials in Vietnamese and translate into English	2 days
- Develop module 1 and 2 of the training for trainers' materials, including trainees' handbook and trainers' guide, in Vietnamese	6 days
- Provide inputs to the draft training materials and prepare 2 draft summaries of trainees' handbook and trainers' guide in Vietnamese and English to get inputs from the international legal consultant. Submit these inputs to team leader.	3 days
- Support team leader to prepare and deliver a two- day pilot training in Ha Noi to test the training materials and get inputs and lessons learned, prepare and submit to UNDP and NLAA the training report to get approval on the key points that need to be considered for finalizing the training materials	3 days
- Work with team leader to finalize the training materials in Vietnamese and 2 summaries of the trainees' handbook and trainers' guide in Vietnamese and translate 2 summaries into English	3 days
Total	19 days

5.3 For international legal consultant – team member:

- Study the guideline developed in 2020 under UNDP support, collect and analyze existing international training materials on legal aid in marriage and family cases to provide a summary report on international experience and recommendations for the national team on the approach and methodologies, as well as key points of the training materials, including trainees' handbook and trainers' guide	2 days
- Provide inputs/comments to the drafts outlines of the training materials prepared by the team leader	0.5 day
- Provide continuous guidance and support to the national consultants on the approach and methodologies of the training materials, including ongoing comments/inputs to the key contents of training materials that are described in draft summaries of the training materials prepared by the national consultants	2 days
- Prepare ppt slides and attend virtually two-days pilot training delivered by national consultants to provide presentation on international experience and comments on the training methodologies and recommendations for further improvement	2.5 days
- Edit English for the final versions of the 2 summaries	1 day
Total	8 days

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

The assignment is expected to last approximately 4 months (September – December 2021).

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

7. PROVISION OF MONITORING AND PROGRESS CONTROL

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

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

#	Activities	Deliverable	Timeline/Deadline
1	Submit to UNDP and NLAA a work plan with detailed timetable for each activity	Workplan approved by UNDP and NLAA	September 2021
2	Develop outlines of the training for trainers' materials in Vietnamese and English	Outlines approved by UNDP and NLAA	September 2021
3	Develop drafts of training for trainers' materials that includes trainees' handbook and trainers' guide in Vietnamese and draft summaries of these documents in Vietnamese and English	Drafts approved by UNDP and NLAA to be tested at a pilot training	November 2021
4	Prepare and deliver a two-day pilot training for trainers in Ha Noi to test the training materials and get inputs and lessons learned	Pilot training delivered and training report approved by UNDP and NLAA	November 2021
5	Finalize the training materials in Vietnamese	Training materials approved by UNDP and NLAA	December 2021
6	Finalize 2 summaries of the trainees' handbook and trainers' guide in Vietnamese and English	2 summaries approved by UNDP and State Compensation Department	December 2021

Cost for the pilot training to be covered by UNDP

8. DEGREE OF EXPERTISE AND QUALIFICATIONS

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

National legal consultant – team leader:

- Doctor degree in law;
- A minimum of 150 year working experience in legal field. Experience relating to work on enhancing legal awareness or legal aid is a strong advantage;
- Having in depth knowledge and working experience relating marriage and family laws;

- Expertise in developing participatory training materials relating to justice sector (one training materials in Vietnamese to be submitted);
- At least 10 years of training experience. Training expertise in the field of marriage and family laws and experience in delivering online training, training for key resource people are strong advantages;
- Knowledge on gender equality and gender sensitiveness and how to mainstream this aspect in the training materials and training delivery is an asset;
- Good working experience with UN, government agencies is an asset;
- Working experience as a team leader in a similar consultancy is an advantage;
- Excellent spoken, report writing and presentation skills in Vietnamese (one report sample in Vietnamese to be submitted).

National legal consultant – team member:

- Master's degree in law;
- A minimum of 10 year working experience in legal field. Experience relating to work relating to enhancing legal awareness or legal aid is a strong advantage;
- Experience in developing training materials relating to justice sector (one training materials to be submitted);
- Ability to work independently and in team with similar assignment;
- At least 10 years of training experience
- Excellent spoken and writing skills in English (one report sample in English to be submitted).

International legal consultant – team member

- Master's degree in law;
- Knowledge and working experience in legal field. Experience in legal aid is a strong advantage;
- Having in depth knowledge and working experience relating marriage and family laws is a strong advantage;
- Expertise in developing learner-centered training materials relating to justice sector is essential (one training material developed or co-developed by the candidate in English to be submitted);
- Having at least 5 years working experience and skills in providing trainings with the learner-centered and innovative teaching methodologies;
- Excellent spoken, report writing and presentation skills in English (one report in English to be submitted).

9. COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS

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

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

10. REFERENCE DOCUMENTS AND ADMINISTRATIVE SUPPORT

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

11. CONTRACT PAYMENTS

- 1st payment: 20% of the contract amount upon receiving and acceptance by UNDP of deliverables 1 and 2 specified in Session 7
- 2nd payment: 40% of the contract amount upon receiving and acceptance by UNDP of deliverables 3,4,5 specified in Session 7
- Final payment: 40% of the contract amount upon satisfactory completion of all deliverables specified in Session 7

12. EVALUATION CRITERIA

National legal consultant – team leader

Consultant(s)' experiences/qualification related to the services		
1.1	-Doctor's degree of law	200
1.2	- A minimum of 15 year working experience in legal field. Experience relating to work on enhancing legal awareness or legal aid is a strong advantage;	150
1.3	- Having in depth knowledge and working experience relating marriage and family laws;	150
1.4	- Expertise in developing training materials relating to justice sector (one training materials in Vietnamese to be submitted);	200
1.5	- At least 10 years of training experience. Training expertise in the field of marriage and family laws; experience in delivering online training, training for key resource people are strong advantages;	150
1.6	- Knowledge on gender equality and gender sensitiveness and how to mainstream this aspect in the training materials and training delivery is an asset; Good working experience with UN, government agencies is an asset;	30

	Working experience as a team leader in a similar consultancy is an advantage	30 40
1.7	- Excellent report writing in Vietnamese (one report sample in Vietnamese to be submitted)	50
Total		1000

National legal consultant – team member:

Consultant(s)' experiences/qualification related to the services		
1.1	- Master's degree in law;	200
1.2	- A minimum of 10 year working experience in legal field. Experience relating to work relating to enhancing legal awareness or legal aid is a strong advantage;	300
1.3	- Experience in developing training materials relating to justice sector (one training materials to be submitted);	250
1.4	-working experience in team with similar assignment;	50
1.5	- At least 10 years of training experience	100
1.6	- Excellent writing skills in English (one report sample written by the candidate in English to be submitted).	100
Total		1000

International legal consultant – team member

Consultant(s)' experiences/qualification related to the services		
1.1	- Master's degree in law	200
1.2	- Knowledge and working experience in legal field. Experience in legal aid is a strong advantage;	200
1.3	- Having in depth knowledge and working experience relating marriage and family laws is a strong advantage;	100
1.4	- Expertise in developing learner-centred training materials relating to justice sector is essential (one training material developed or co-developed by the candidate in English to be submitted)	200
1.5	- Having at least 5 years working experience and skills in providing trainings with the learner-centred and innovative teaching	200

	methodologies	
1.6	- Excellent report writing in English (one report written by the candidate in English to be submitted).	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).