



**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE**  
**for individual consultants and individual consultants assigned by**  
**consulting firms/institutions**

Country:	Viet Nam
Description of the assignment:	02 National Consultants to develop Training of trainers (TOT) materials on organizational management and development for Viet Nam Lawyer Association's Center of Legal Consultancy
Period of assignment/services (if applicable):	From October to December 2021 Team Leader: 28 days Team Member: 22 days
Duty Station:	Hanoi and home based
Tender reference:	P210905

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

**23.59 hrs., 30 September 2021 (Hanoi time)**

**With subject line:**

**P210905A-TL to develop TOT material on organizational management and development for Viet Nam Lawyer Association's Center of Legal Consultancy**

**P210905B-TM to develop TOT material on organizational management and development for Viet Nam Lawyer Association's Center of Legal Consultancy**

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

**Note:**

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

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

## 2. Please find attached the relevant documents:

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

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

### a. Technical component:

- Detailed CV addressing the experience and work you have done.
- Financial offer
- One ample report in the legal field, experience in conducting practical surveys in the legal field to be submitted.
- **TL:** a sample of training materials or report on similar topics in English and/or Vietnamese to be submitted
- **TM:** a sample of training materials or report on similar topics in English and/or Vietnamese to be submitted

### b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **US dollar for International Consultant** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in Annex V.
- Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.
- If quoted in other currency, prices shall be converted to the above currency at UN Exchange Rate at the submission deadline.

## 4. Evaluation

The technical component will be evaluated using the following criteria:

### a. National consultant- team leader:

Qualification and expertise		Maximum obtainable score
<u>1</u>	Master's degree in a related discipline (such as organizational management and development)	100
<u>2</u>	Having at least 10 years of experience in formulating and implementing organizational development strategy; and/or establishing an appropriate performance appraisal system	300
<u>3</u>	Having good skills and experiences in conducting training of management; organization and human resource	250

	development	
<u>4</u>	Excellent writing skills in both English and Vietnamese (a sample of training materials or report on similar topics in English and/or Vietnamese to be submitted)	150
<u>5</u>	Having working experience with VLA, NGOs as an asset.	100
	Having experience in working in similar consultancy in organizational development or human resource development, especially as team leader.	100
	<b>Total</b>	<b>1,000</b>

**b. National consultant- team member**

<b>Qualification and expertise</b>		<b>Maximum obtainable score</b>
<u>1</u>	Advanced university degree in organization development.	100
<u>2</u>	Having at least 10 years of experience in formulating and implementing organizational strategy; on development of organizational capacity; Having good understanding of the VLA system is an asset	300
<u>3</u>	Having experiences in conducting trainings of management; organization and human resource development.	250
<u>4</u>	Excellent communication and writing skills in both English and Vietnamese (a sample of training materials or report on similar topics in English and/or Vietnamese to be submitted)	150
<u>5</u>	Having working experience with VLA, NGOs as an asset.	100
	Having experience in working in similar consultancy in organizational development or capacity building	100
	<b>Total</b>	<b>1,000</b>

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**

First payment: 30% of the contract value upon receiving and acceptance by UNDP of deliverables 2 in section 7

Final payment: 70% of the contract amount upon satisfactory completion of all deliverables specified in Session 7

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



## **TERMS OF REFERENCE**

Service:	Development of Training of trainers (TOT) materials on organizational management and development for Viet Nam Lawyer Association's Center of Legal Consultancy
Consultancy:	Two national consultants
Duty Station:	Hanoi and home based
Expected duration:	From October to December 2021
Supervision	The national consultants will work closely with the Programme Officer and Communication Officer in charge at the UNDP Governance and Participation Unit and Viet Nam Lawyers Association

### **1. Background**

The 2017 Legal Aid Law has expanded scope of legal aid beneficiaries from 6 groups to 14 groups. The number of legal aid providers (LAPs) have also increased to respond to the increasing needs of the extended beneficiaries. As one of eligible LAPs under the law, the Viet Nam Lawyers Association (VLA) plays an important role in increasing an access to justice for Vietnamese citizens, especially for the vulnerable populations through providing free legal advice and assistance. VLA now has more than 64,000 members across the country. It has 9 Legal Consultancy Centres (LCC) at the central level; and about 58 LCCs at provincial level (hereinafter referred to as the LCCs). These LCCs have helped the disadvantaged populations improve their legal awareness and enable them to invoke their rights under the Constitution and laws.

The EU Justice and Legal Empowerment Program (EU JULE), implemented by UNDP and UNICEF together with relevant partners, is designed to strengthen the rule of law through a more reliable, trusted and better accessed justice system, through increasing access to justice for women, children and those groups who face the greatest obstacles in using the justice system to invoke their rights. In 2019, EU JULE Program supported a capacity assessment VLA's LAP. The survey recommended several actions to improve the quality of

legal consultancy services, including improvement of the capacity of the organization, that includes strengthening the management and organizational development skills of the Legal Consultancy Centres under Viet Nam Lawyers Association.

The strategic and rights-based approach of the EU JULE 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 different institutions at both the central and provincial level. Capacity building 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 Consultancy Centres under Viet Nam Lawyers Association.

In this context the development of training for trainers' materials on management and organizational development skills will meet the demand of strengthening of capacity for the key officers and personnels of VLA's LCC as well as will contribute to one of the expected results of the Programme, guaranteeing the rights to access to legal assistance of citizen.

United Nations Development Programme (UNDP) is seeking a team of two national consultants to develop the TOT materials on the above-mentioned skills.

## **2. Objectives of the assignment**

The assignment is to support VLA to develop a set of training for trainers' materials on management and organizational development skills.

The training materials will be used to conduct trainings of trainers who then will train legal collaborators of VLA to enhance their knowledge and skills in this matter. Lawyer associations at local levels also able to use the materials to conduct their own trainings.

The materials will be also disseminated via web portals of VLA and other relevant networks to legal consultancy centres a resource guidance for their management, thus, improve their performance.

## **3. Approaches and methodologies**

The following approaches must be considered during performing the assignment:

### **a. 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

### **b. Participatory and trainee-centered approaches:**

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

## **4. Final products**

### **4.1. A set of TOT materials in Vietnamese, consists of:**

**a. Training material for trainees (Trainee's handbook)** is structured by modules for different lessons. Each module incorporates a detailed lesson plan, learning objectives, the content and reference materials relevant to the module and self – study questions, case studies.

Major contents include but not limits to

- Strategic and planning management:
  - ✓ Strategic thinking
  - ✓ Strategic analysis;
  - ✓ Strategy development process;
  - ✓ Concretize the strategy into operational plans;
  - ✓ Monitor the implementation of the strategy.
- Communication and branding management
  - ✓ Effected factors to communication efficiency;
  - ✓ Composition of communication strategy;
  - ✓ Develop and implement communication programs;
  - ✓ Manage communication and branding activities in the organization.
- Organizational development and Human resource management.
  - ✓ Performance evaluation in an organization
  - ✓ Human resource management
  - ✓ Knowledge management in an organization;
  - ✓ Leadership skills.

**b. Training materials for trainers** (trainer's guide) is aligned with the structure of the trainees' handbook, includes but not limits to (i) Introduction of participatory training methodologies, guiding notes for trainers to conduct the TOT, suggested selection criteria for TOT participants (ii) Training agenda for trainers; (iii) Lesson plan for each of the modules (including objectives, expected results after the lesson, allocated time, training methodologies, steps for each of the activities, summaries for each of the lessons) (iv) How to conduct the training in virtual/online platform; (v) Visual aids (power points, videos, pictures, and other tools if any and other supporting training materials. (vi) Pre and post training evaluation forms; and training report template

### **4.2 Summary of TOT materials in English and Vietnamese**

**a. Summary of the training material for trainees** that includes introduction, detailed outline, summarizing the major contents of each module/lesson homework exercises.

**b. Summary of the training materials for trainer:**

- Introduction of the trainers' guide, objectives, target trainers and trainees, methodologies and approaches, suggested selection criteria for TOT participants.
- Detailed outline of the training materials; Training agenda
- 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

- Training report template.

## 5. Scope of work

The activity will be carried out by two national consultants hired by UNDP in collaboration with VLA. The national consultants will work together. The scope of work for the assignment is as below:

### a. National consultant- team leader (28 days)

#### General tasks:

- Be mainly responsible for developing and finalizing the training materials and submitting the final products to UNDP and VLA.
- Be mainly responsible for leading discussion with UNDP and VLA for finalization of the materials
- Closely work with another team member, VLA and UNDP during completing the assignment

#### Specific tasks

No.	Tasks	Days
1.	Desk review on existing training programmes; UNDP toolkit of participatory training methodologies and other related materials, propose key contents of the training materials and identify the suitable approaches for the training of management and organization development skills, share with UNDP and VLA for comments and approval.	3
2.	Draft detailed training material outlines, sharing it with team member for inputs and comments Discuss with VLA and UNDP about the draft detailed training outlines for revision and approval	2
3.	Based on the draft detailed training outlines, develop the trainee's handbook (in Vietnamese), share with the team member and NCCR and UNDP, VLA for nputs, comments	6
4.	Revise the trainee's handbook, based on comments and inputs from VLA and UNDP	2
5.	Provide inputs to the trainer's guide which is developed by the team member, sharing the trainer's guide with UNDP and VLA for comments	2
6.	Prepare and present the contents of the training materials at one-day technical meeting organized by VLA in collaboration with UNDP	2
7.	Revise the training materials, integrating comments and inputs from the participants at the technical meetings, sharing it with VLA and UNDP	2
8.	Prepare and facilitate a two-day pre-test training of the training materials organized by VLA and UNDP; Finalize the	3

	training report drafted by the team member, share the report with UNDP and VLA for approval	
9.	Revise and finalize the training materials after the pre-test training and further comments by UNDP and VLA	2
10.	Based on the finalized training materials, draft and finalize the summary for the trainee's handbook (in both English and Vietnamese) Review and revise the summary of trainer's guide drafted by the team member (in both English and Vietnamese) Submit the summary of the trainee's handbook and trainer's guide in both English and Vietnamese to VLA and UNDP for final review and approval	4
	<b>Total</b>	<b>28 days</b>

**b. National consultant- team member (22 days)**

**General tasks:**

- Work closely with the team leader, keep close contact with VLA and UNDP during implementing the assignment.

**Specific tasks:**

No	Tasks	Days
1	Work with the team leader in reviewing the materials, proposing contents for the training materials, contributing comments and inputs to the draft outline of the training manual	1
2	Contribute comments and inputs to the draft trainee's handbook developed by the team leader and assist the team leader in revising the trainee's handbook, based on comments and inputs at internal discussions with UNDP and VLA	2
3	Develop the trainer's guide, based on the trainee's handbook developed by the team leader, and share it with the team leader for review	6
4	Revise the trainer's guide, incorporating comments and inputs from VLA and UNDP, share the revised version with the team leader for review and revision	2
5	Pre and participate in one-day technical meeting, note-taking comments and inputs from experts and prepare draft meeting reports and share it with team leader for finalization	2
6	Revise the trainer's guide after the technical meeting, and share it with team leader for consolidation and revision	2
7	Prepare and co-facilitate the 2- day pre-test training, note-taking the feedbacks and observation at the pre-test training; Prepare a draft training report and share it with team leader	3
8	Revise the trainer's guide and other training materials for trainees,	2

	based on the inputs and feedbacks from pre-test training and share the revised trainer's guide with team leader.	
9	Based on the final training materials, draft summary of the trainer's guide in both English and Vietnamese and share it with the team leader for review and finalization	2
	Total	22 days

## 6. Duration of assignment, duty station and expected place of travels

The assignment is expected to last approximately 3 months, from October to December 2021. The consultants shall work collaboratively on this assignment and deliver final products as described in Section 4 above.

Duty station: Hanoi and home-based

The duration of the consultancy starts from the date both parties signing the consultancy contract.

## 7. Provision of monitoring and progress control

The national consultants shall work collaboratively on this assignment, under monitoring of the Program Officer in charge in the UNDP Governance and Participation Unit and VLA and deliver final products as described in Section 4 above.

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

#	Tasks	Deliverables	Timeline
Output 1	Desk review of relevant materials, propose key content of the training materials and outline of the TOT materials	Draft outline of the TOT materials approved by UNDP and VLA	October 2021
Output 2	Develop the draft trainee's handbook and Trainer's guide, share it with UNDP and VLA for inputs and comments	The draft training materials reviewed by UNDP and VLA	October 2021
Output 3	Consultation of the set of training material in technical meetings organized by VLA and UNDP	The trainer's guide and trainee's handbook commented by experts at the technical meetings	November 2021

Output 4	Prepare and co-facilitate a two-day pre-test training of the handbook and trainers' guide	Training report	November 2021
Output 5	Finalize the set of training materials and the summary of the training materials in both English and Vietnamese	Finalized trainer's guide and trainees's handbook approved by UNDP and VLA	December 2021

## 8. Degree of expertise and qualifications:

### For national consultant- Team leader:

- Master's degree in a related discipline (such as organizational management and development)
- Having at least 10 years of experience in formulating and implementing organizational development strategy; and/or establishing an appropriate performance appraisal system;
- Having good skills and experiences in conducting training of management; organization and human resource development
- Excellent and writing skills in both English and Vietnamese (a sample of training materials or report on similar topics in English and/or Vietnamese to be submitted)
- Having working experience with VLA, NGOs as an asset.
- Having experience in working in similar consultancy in organizational development or human resource development, especially as team leader.

### For national consultant: team member

- Advanced university degree in organization development.
- Having at least 10 years of experience in formulating and implementing organizational strategy; on development of organizational capacity; Having good understanding of the VLA system is an asset.
- Having experiences in conducting trainings of management; organization and human resource development.
- Excellent writing skills in both English and Vietnamese (a sample of training materials or report on similar topics in English and/or Vietnamese to be submitted)
- Having working experience with VLA, NGOs as an asset.
- Having experience in working in similar consultancy in organizational development or capacity building

## 9. Copy rights and intellectual property rights

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

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

## 10. Reference documents and administrative support

VLA will support the consultant team to produce the training materials by providing available data, existing reports and research and other relevant materials.

## 11. Contract payments

First payment: 30% of the contract value upon receiving and acceptance by UNDP of deliverables 2 in section 7

Final payment: 70% of the contract amount upon satisfactory completion of all deliverables specified in Session 7

## 12. Evaluation criteria

### c. National consultant- team leader:

Qualification and expertise		Maximum obtainable score
<u>1</u>	Master's degree in a related discipline (such as organizational management and development)	100
<u>2</u>	Having at least 10 years of experience in formulating and implementing organizational development strategy; and/or establishing an appropriate performance appraisal system	300
<u>3</u>	Having good skills and experiences in conducting training of management; organization and human resource development	250
<u>4</u>	Excellent writing skills in both English and Vietnamese (a sample of training materials or report on similar topics in English and/or Vietnamese to be submitted)	150
<u>5</u>	Having working experience with VLA, NGOs as an asset.	100
	Having experience in working in similar consultancy in organizational development or human resource development, especially as team leader.	100
	<b>Total</b>	<b>1,000</b>

### d. National consultant- team member

<b>Qualification and expertise</b>		<b>Maximum obtainable score</b>
<u>1</u>	Advanced university degree in organization development.	100
<u>2</u>	Having at least 10 years of experience in formulating and implementing organizational strategy; on development of organizational capacity; Having good understanding of the VLA system is an asset	300
<u>3</u>	Having experiences in conducting trainings of management; organization and human resource development.	250
<u>4</u>	Excellent communication and writing skills in both English and Vietnamese (a sample of training materials or report on similar topics in English and/or Vietnamese to be submitted)	150
<u>5</u>	Having working experience with VLA, NGOs as an asset.	100
	Having experience in working in similar consultancy in organizational development or capacity building	100
	<b>Total</b>	<b>1,000</b>

## ANNEX IV

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

Date \_\_\_\_\_

*(Name of Resident Representative/Bureau Director)*

United Nations Development Programme

*(Specify complete office address)*

Dear Sir/Madam:

I hereby declare that:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Name	Relationship	Name of International Organization

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

YES ☐ NO ☐

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

YES ☐ NO ☐ If answer is "yes", WHEN?

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

Full Name	Full Address	Business or Occupation

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

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

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

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

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

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

---

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

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

## **GUIDELINES FOR CV PREPARATION**

WE REQUEST THAT YOU USE THE FOLLOWING CHECKLIST WHEN PREPARING

Your CV:

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

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

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

### **SUMMARY OF EXPERTISE**

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

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

Credentials/education/training, relevant to the expertise

### **LANGUAGES**

Mother Tongue:

Indicate written and verbal proficiency of your English:

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

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

### **UN SYSTEM EXPERIENCE**

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

### **UNIVERSITY DEGREES**

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

### **PUBLICATIONS**

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

### **MISCELLANEOUS**

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

## Annex V

### FINANCIAL OFFER

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

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

#### Cost breakdown:

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

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

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

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

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

Dated this day /month                      of year

Signature

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

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