

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:	02 National Consultants to develop Training of trainers (TOT) materials on lawyering skills for legal aid providers of Viet Nam Lawyer Association
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:	P210906

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:**

**P210906A-TL to develop TOT material on lawyering skills for legal aid providers of Viet Nam Lawyer Association**

**P210906B-TM to develop TOT material on lawyering skills for legal aid providers of Viet Nam Lawyer Association**

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:** one training materials developed or co-developed by candidate to be submitted to be submitted
- **TM:** one training materials developed or co-developed by candidate to be submitted 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 law; having a degree on communication, education is preferred.	150
<u>2</u>	Having at least 15-year experience in in training and developing training materials in legal area; experience of using participatory learner-centered methodology is prereable (one training materials developed or co-developed by candidate to be submitted to be submitted)	300

<u>3</u>	Good knowledge of lawyering skills and/or experience of providing legal consultancy, legal aid;	250
<u>4</u>	Excellent writing and communication skill in English and Vietnamese, written sample in English and/or in Vietnamese to be submitted, preferably on the similar topic of the assignment.	200
<u>5</u>	Having experience working with VLA, NGOs is an asset	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 degree in law, having a degree on communication, education or and vice versa, is preferred.	150
<u>2</u>	Having at least 10-year experience in training and developing training materials in legal area; experience of using participatory learner-centered methodology is prereable (one training materials developed or co-developed by candidate to be submitted to be submitted)	300
<u>3</u>	Having experience in providing legal aid, legal consultancy or legal awareness-raising activities for the vulnerable populations is an asset	250
<u>4</u>	Excellent writing and communication skill in English and Vietnamese, written sample in English and/or in Vietnamese to be submitted, preferably on the similar topic of the assignment.	200
<u>5</u>	Having experience in working with VLA, NGOs is an asset	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 lawyering skills for legal aid providers of Viet Nam Lawyer Association.
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 through providing free legal advice and assistance. VLA now has more than 64,000 members across the country. VLA has 9 Legal Consultancy Centres under direct management of VLA at the central level; and more than 58 Legal Consultancy Centres at provincial level (hereinafter referred to as the Centers). These centers 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 survey to assess capacity of VLA's LAPs (i.e. legal consultants and collaborators)<sup>1</sup>. The assessment recommend that it is necessary to provide training on various sets of lawyering skills for VLA members.

In 2020, The EU JULE Programme supported VLA to develop a TOT training program, focusing on i) Persons requesting legal assistance communication, information gathering, and interviewing skills; ii) Client-Centered lawyering, counselling and decision-making skills and iii) Legal matter planning. TOT materials will be rolled out in 2021.

In 2021, UNDP and VLA continue to develop TOT materials of lawyering skills, focusing on the remaining skills (part ii), which include 1) skills in researching documents and analysing legal cases; 2) skills in monitoring and evaluating consultancy results; and 3) Guiding notes for legal consultants in providing legal advices for each of disadvantaged populations (women, children, persons with disabilities, gender- based violence survivors, ethnic minority, people living with HIV). It is expected that the development of the training materials as resource materials to improve the capacity of the legal consultancy providers, thus it will increase the use of legal assistance services by the vulnerable populations.

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' (TOT) materials (part II) on the lawyering skills to build capacity for legal consultants and collaborators of VLA

The training materials will be used to conduct trainings of trainers who then will train legal consultants and 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 consultants and collaborators a resource guidance for improving their performance in providing legal consultancy services.

## **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

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<sup>1</sup> The survey was conducted in 30 provinces for quantitative data collection and 4 provinces for qualitative data collection, namely Yen Bai, Lai Chau, Quang Nam and Kien Giang.

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. TOT materials in Vietnamese, consists of:**

**a. Training materials for trainees (Handbook for trainees)** is structured by modules for different topics. Each lesson plan delivers 3 components of outcomes: knowledge (what), skills (how) and value (why), using interactive methodologies, incorporating a detailed lesson plan, learning objectives, the content and reference materials relevant to the module and self – study questions, case studies;

Content of the handbook includes but not limits to: (i) Skills in researching documents and analyzing legal cases; (ii) Skills in monitoring and evaluating consultancy results; (iii) Notes for legal consultants when providing legal advices for each group of disadvantaged people, case studies and guidance.

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

Each lesson plan delivers 3 components of outcomes: knowledge (what), skills (how) and value (why), using interactive methodologies

##### **b Summary of the training materials for trainers:**

- 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 TOT training programmes UNDP toolkit of participatory training materials and other existing training methodologies, propose key contents of the training materials and and identify appropriate approach for the training on lawyering skills	3
2.	Draft detailed training material outlines and share it with the team members for further inputs; Share the draft TOT outlines with UNDP and VLA for comments and approval	2
3.	Based on the approved detailed outlines, develop the trainee's handbook on lawyering skills, (in Vietnamese), share with the team member and UNDP, VLA for nputs, comments	6
4.	Revise the trainees's handbook, based on inputs from the team member and from UNDP and VLA	2
5.	Provide inputs to the trainer's guide developed by the team member, sharing the consolidated trainer's guide to UNDP and VLA for comments	2
6.	Prepare and present the TOT materials at a technical meeting organized by VLA and UNDP; Revised the TOT material upon the technical meeting	4



7.	Prepare and co-facilitate a two- day pre-test training for the training materials; Finalize the training report and share it with VLA and UNDP	3
8.	Revise the training materials (trainees's handbook and trainer's guide) after the pre-test training and further comments from UNDP and VLA	2
9.	Based on the finalized training materials, draft and finalize the summary of the trainee's handbook in both English and Vietnamese  Review and finalize the summary of trainer's guide developed by the team member  Submit the summaries (in both English and Vietnamese) to UNDP and VLA for approval	4
	<b>Total</b>	<b>28</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 training materials for trainees developed by the team leader and assist the team leader in revising the training materials for trainees, based on comments and inputs at internal discussions with UNDP and VLA	2
3	Develop the training materials for trainers, based on the training materials for trainees 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 a one-day technical meeting, note-taking comments and inputs from experts, and share it with the team leader for revising the training materials.	2
6	Revise the trainer's guide and share it with team leader for consolidation	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, based on the inputs and feedbacks from pre-test training and share the revised trainer's guide with team leader.	2
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
	<b>Total</b>	<b>22</b>

## 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:

# output	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	The trainer's guide and trainee's handbook	November 2021

	by VLA and UNDP	commented by experts at the technical meetings	
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 law;
- Having at least 15-year experience in training and developing training materials in legal area; experience of using participatory learner-centered methodology is prereable (one training materials developed or co-developed by candidate to be submitted to be submitted)
- Good knowlege of lawyering skills and/or experience of providing legal consultancy, legal aid;
- Having good facilitation and communication skills,
- Excellent writing skill in English and Vietnamese, a sample in legal field to be submitted, preferably on the similar topic of the assignment
- Having experience working with VLA, NGOs is an asset.

### For national consultant: team member

- Advanced degree in law
- Having at least 10-year experience in training and developing training materials in legal area; experience of using participatory learner-centered methodology is prereable (one training materials developed or co-developed by candidate to be submitted to be submitted)
- Having experience in providing legal aid, legal consultancy or legal awareness-raising activities for the vulnerable populations is an asset
- Demonstrating good facilitation and communication skills

- Excellent writing and communication skill in English and Vietnamese, written sample in English and/or in Vietnamese to be submitted, preferably on the similar topic of the assignment.
- Having experience in working with VLA, NGOs is an asset

## **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:**

<b>Qualification and expertise</b>		<b>Maximum obtainable score</b>
<u>1</u>	Master's degree in law; having a degree on communication, education is preferred.	150
<u>2</u>	Having at least 15-year experience in in training and developing training materials in legal area; experience of using participatory learner-centered methodology is prereable (one training materials developed or co-developed by candidate to be submitted to be submitted)	300
<u>3</u>	Good knowlege of lawyering skills and/or experience of providing legal consultancy, legal aid;	250

<u>4</u>	Excellent writing and communication skill in English and Vietnamese, written sample in English and/or in Vietnamese to be submitted, preferably on the similar topic of the assignment.	200
<u>5</u>	Having experience working with VLA, NGOs is an asset	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 degree in law, having a degree on communication, education or and vice versa, is preferred.	150
<u>2</u>	Having at least 10-year experience in training and developing training materials in legal area; experience of using participatory learner-centered methodology is prereable (one training materials developed or co-developed by candidate to be submitted to be submitted)	300
<u>3</u>	Having experience in providing legal aid, legal consultancy or legal awareness-raising activities for the vulnerable populations is an asset	250
<u>4</u>	Excellent writing and communication skill in English and Vietnamese, written sample in English and/or in Vietnamese to be submitted, preferably on the similar topic of the assignment.	200
<u>5</u>	Having experience in working with VLA, NGOs is an asset	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.

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**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).*