



23 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 conduct a review and assessment of the implementation of Circular 03/2019/TT-BTP dated 20 March 2019 of Ministry of Justice on statistics in justice sector, with a focus on grassroot mediation, legal dissemination and civil status
Period of assignment/services (if applicable):	September 2021 – December 2021
Duty Station:	Vietnam
Tender reference:	T210812

1. Submissions should be sent by email to: luu.thi.trang@undp.org no later than:
23.59 hrs., 30 September 2021 (Hanoi time)

With subject line:

T210812A – 01 National Team leader to conduct a review and assessment of the implementation of Circular 03/2019/TT-BTP dated 20 March 2019 of Ministry of Justice

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

Note:

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.
- Maximum size per email is **30 MB**.
- Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP

Viet Nam will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

- After submitting proposal, bidder should send notification by email (without attachment) to: procurement.vn@undp.org informing that the bidder has submitted proposal. UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to above address.
- Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female consultants.

2. Please find attached the relevant documents:

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

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

a. Technical component:

- Signed Curriculum vitae
- Signed Letter to UNDP Confirming Interest and Availability
- 01 sample written report on related legal issues in English to be submitted

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **VND for national consultant and 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)

Consultant(s)' experiences/qualification related to the services		Maximum Point
1	Advanced university degree in statistics, having a degree in law or and vice versa, is preferred.	100
2	A minimum of 10 years of work experience in statistics, having experience in statistics in legal field is an advantage.	300
3	Proven track record of conducting legal research, review and assessment of legal documents, especially in statistics of justice sector	300
4	Excellent ability to communicate and write in Vietnamese and English (one sample written report in English to be submitted)	100
5	Experience working as a consultant, especially as a team leader of a consultant team	100
6	Working experience with government officials and inter-governmental organisations, especially with Ministry of Justice's Department of Planning and Finance is preferable	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.

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 is the new online security awareness training 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

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

Payments are based upon outputs, i.e. upon delivery of the products specified in the TOR.

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

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



TERMS OF REFERENCE

Service:	Conduct a review and assessment of the implementation of Circular 03/2019/TT-BTP dated 20 March 2019 of Ministry of Justice on statistics in justice sector, with a focus on grassroot mediation, legal dissemination and civil status
Consultancy	Two National Consultants
Duty Station:	Ha Noi and home based
Expected Duration:	From September 2021 to December 2021
Supervision:	The consultants will work in a team under the supervision of the Program Officer in charge in the Governance and Participation Unit of the United Nations Development Programme (UNDP) and Ministry of Justice's Department of Planning and Finance.

1. Background

Disaggregated statistical data is needed in all sectors to monitor and evaluate the implementation of policies and programmes and ensure it effectively reach the expected result as well as targeted groups. Building and improving statistical data play an important role in monitoring activities enforced by various department of Ministry of Justice as well as local departments of justice.

The circular No 03/2019/TT-BTP dated 29/03/2019 issued by Minister of Justice stipulates comprehensively the statistics in justice sector. With the guidance from the Circular No 03/2019/TT-BTP, collected data and statistics meet requirements for periodical review, reporting and publication of statistical information. The statistics in justice sector are also integrated into the national statistical indicators as required by the Law on statistics. The feedback in the administrative reports in last two years have shown some gaps in the regulations in the Circular resulting in some difficulties in implementation. The gaps in collecting data and statistical information lead to the lack of evidence and data for formulating inclusive and targeted policies as well as monitoring and evaluation of the implementation. Thus, it requires a review and assessment of the circular so as to propose recommendations for its improvement.

The EU Justice and Legal Empowerment Programme (EU JULE), implemented by UNDP and UNICEF together with the Ministry of Justice and other relevant state agencies, is designed to strengthen the rule of law through a more reliable, trusted and better accessed justice system, and specifically to increase access to justice for women, children and those groups which face the greatest obstacles in using the justice system to invoke their rights, including ethnic minorities, persons with disabilities and poor people.

Under the EU JULE, some of the key areas of intervention is to increase the legal awareness, promoting alternative dispute resolutions such as grassroot mediation and

improve the law implementation. Reviewing the legal regulations on related issues is one of critical ways to contribute to the expected results of the Programme.

To support the Department of Planning and Finance of Ministry of Justice, the United Nations Development Programme (UNDP) commissions a team of two national consultants to conduct a review and assessment of the implementation of the Circular 03/2019-TT-BTP on statistics in justice sector, with a focus on grassroots mediation, legal dissemination and education and civil status (hereafter called the assessment). The assessment results are expected to propose specific recommendation for revision of the Circular 03/2019/TT-BTP and for improving the quality and effectiveness of statistics in justice sector especially in the grassroots mediation, legal communication and dissemination and civil status, thus provide quality evidence for inclusive and targeted policy making and programming in the justice sector.

2. Objectives

- To review and assess the implementation of the Circular 03/2019/TT-BTP, with a focus on statistic of grassroots mediation, legal communication and dissemination, and civil status.
- To propose recommendation for improvement of the legal framework of statistics in justice sector and enhance the quality of the statistics in the justice sector.

3. Methodology

The methodology for the study should include:

- A desk review of legal documents relating to statistics in justice sectors, administrative reports and assessment reports, and technical guidance on statistics, etc.
- Qualitative data collection relating to statistics of grassroots mediation, legal aid and civil status through focus group discussions (FGD) & in-depth interviews with representatives of Ministry of Justice's relevant departments, provincial departments of Justice, district divisions of justice and justice officers and communal people's committees in 5 provinces of Hai Phong, Son La, Binh Dinh, Dong Nai and An Giang representing Red River delta, Northern mountainous area, North Central area, Coastal central and Highland area, Southeast area and Mekong delta.
- Quantitative data collection via online survey with officers in charge of statistics in justice sector at provincial, district and communal levels in the 5 above mentioned provinces.

4. Scope of work:

The assignment will be carried out by a team consisting of 02 national consultants who are recruited by UNDP in cooperation with the Department of Planning and Finance of Ministry of Justice (hereafter called the Department)

The scope of work for each of the consultants is as below:

4.1. National consultant- Team leader (31 days)

The general tasks:

- Take ultimate responsibility for the final report.
- Take the lead in discussions and responsibility for the whole process of the assignment with Department of Planning and Finance and UNDP.
- Cooperate closely with team members; stay in close touch with Department of Planning and Finance and UNDP during the process of completing the assignment.

- Finalize and submit the final product to Department of Planning and Finance and UNDP.

The specific tasks:

No	Tasks	Number of days
1.	<p>Based on the desk review result conducted by the team member, draft the outline of assessment for the Circular 03 and assessment focusing on the 3 areas of grassroots mediation, legal communication and dissemination and civil status (consisting of the assessment objective, scope of assessment, methodologies and assessment tools)</p> <p>Draft the assessment implementation plan, sharing it with the team member for inputs, and with UNDP and the Department of Planning and Finance for review and approval.</p>	3
2.	<p>Develop the assessment tools (based on the assessment indicators for state statistics by 2030, including guiding questions for group discussion and in-depth interviews) and implementation plan.</p> <p>Share the draft tools and plan with the team member for further input and comments, and with UNDP and Department of Planning and Finance for review and agreement.</p> <p>Contribute inputs and feedbacks to the online survey questionnaires developed by the team member, sharing the consolidated survey questionnaires to UNDP and Department of Planning and Finance for review and approval</p>	3
3.	<p>Develop detailed outline of the assessment reports (an overall report and a report of 3 areas of grassroots mediation, legal communication and dissemination and civil status), sharing it with the team member for inputs, and with the Department of Planning and Finance and UNDP for review and approval</p>	2
4.	<p>Conduct the assessment in the fields in 5 provinces, including co-facilitating group discussions and in- depth interviews with the target groups (1 day for one province)</p>	5
5.	<p>Based on the literature review result and the field assessment results in 5 provinces prepared by the team member, draft the assessment report of the implementation of the Circular 03/2019-TT-BTP (in Vietnamese), sharing with the team member, UNDP and the Department of Planning and Finance for inputs</p>	6
6.	<p>Draft the assessment report in the 3 areas of grassroots mediation, legal communication and dissemination and civil status (in English and Vietnamese), sharing it with the team member for inputs, and with UNDP and the Department of Planning and Finance for review and comments</p>	6
7.	<p>Revise the reports based on the comments and feedbacks from</p>	1

	UNDP and the Department of Planning and Finance.	
8.	Prepare and deliver presentation on the draft report at a consultation workshop organized by Department of Planning and Finance and UNDP	2
9.	Revise and finalize the reports based on the comments and inputs from the experts, UNDP and the Department of Planning and Finance (in both English and Vietnamese)	3
Total		31 days

4.2. National consultant – Team member ():

The general task:

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

The specific tasks:

No	Tasks	
1.	Review and collect of different documents relating to the implementation of the Circular 03/2019/TT-BTP, including reports, statistics reported by relevant agencies and branches to MOJ,	3
2.	Conduct desk review of statistics, administrative reports, assessment reports if any, guidance documents of statistics, etc, to review the implementation of the circular 03, in all justice areas; provide preliminary assessment of (a) the relevance and sufficiency of the statistical data and statistical reports (b) methodologies of collecting statistical data and reports; (c) data analysis, forecasting, publishing and disseminating and usage for policy making and programming, using the ICT for the statistics Share the draft analysis with the team leader for review and comments	6
3.	Contribute inputs to the draft outline of assessment, including methodologies and tools (questions for group discussions and in-depth interviews, review and revise the assessment criteria of the statistic quality based on the state statistical standard); the draft outline assessment reports, and the draft assessment implementation plan developed by the team leader. Develop the online survey questionnaires and share it with the team leader for review and finalization.	4
4.	Participate in the assessment in the field, co-facilitating group discussion and in-depth interviews with target groups in the 5 selected provinces	5
5.	With the coordinating support from the Department of Planning and	5

	Finance, manage the online data collection, conducting quantitative and qualitative data analysis Share the data analysis results with the team leader for drafting the assessment reports	
6.	Work with the team leader to prepare a presentation of major assessment findings and recommendations to be delivered at the consultation workshop, note-taking comments and inputs from the participants	2
7.	Support the team leader to incorporate feedback and inputs from the consultation workshop into the draft report for finalization, (in both English and Vietnamese)	2
Total		27 days

5. Final products

The consultancy team is expected to produce final products as follows:

- (1) Research report (in Vietnamese) to review and assess the implementation of the Circular 03/2019/TT-BTP, includes but not limit to: (1) introduction of the main content of the Circular, background, assessment objectives, methodologies and scope of the assessment; (2) assessment of implementation activities, including allocation of financial and human resources, capacity building... (3) assessment of the Circular 03, including 3 areas of grassroot mediation, legal communication and dissemination, and civil status based on the desk review and analysis of data collected at MOJ and relevant agencies and survey in 5 selected provinces by the assessment criteria (a) relevance and sufficiency of statistical data (b) methodologies of data collection and statistical reports (c) analysis, forecasting, publishing, disseminating and using the statistical data, and using ICT for statistics (d) gaps resulting difficulties and challenges in the implementation (4) recommendations for improving the effectiveness and quality of the statistics in the justice sector
- (2) A research report (in both English and Vietnamese) to review and assess the statistics in grassroot mediation, legal communication and dissemination, and civil status, consisting of:
 - (2.1) An executive summary report: (a) brief description of research objectives, scope and methodologies (b) key findings and (c) recommendations for improving the statistics in grassroot mediation, legal communication and dissemination, and civil status.
 - (2.2) The research report to assess the statistics in grassroot mediation, legal communication and dissemination, and civil status, consisting of (1) background, research objectives, scope and methodologies (2) assessment of the statistics in grassroot mediation, legal communication and dissemination, and civil status based on based on the desk review and analysis of data collected at MOJ and relevant agencies and survey in 5 selected provinces by the assessment criteria (a) relevance and sufficiency of the statistical indicators (b) methodologies of stactical data collection (c) publishing, dissemination ant the use of the statistical data in grassroot mediation, legal communication and dissemination, and civil status (d) ICT application in statistical data collection and analysis and (3) assessment of the implementation of the Circular 03 grassroot mediation, legal communication and dissemination, and civil status, including leadership commitment of local authority, financial and human resources allocation, capacity building, structural conditions, etc (4) Recommendations for improving

effectiveness and quality of the statistics in grassroots mediation, legal communication and dissemination, and civil status.

6. Duration of assignment, duty stations and expected places of travel

The assignment is expected to last for 5 months (August 2021 to December 2021)

Duty station: Hanoi and home based

7. Provision of monitoring and progress control

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

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

Outputs	Descriptions	Deliverables	Timeframe
1.	Submission of an assessment proposal and an implementation plan	The assessment proposal and the implementation plan approved by UNDP and Legal department	September 2021
2.	Desk review of documents related to the Circular 03 and its implementation and consult with Department of Planning and Finance and UNDP	A draft desk review report	September 2021
3.	Develop and finalize questions for FGDs and in-depth interviews and questionnaires for online survey, and consult with UNDP and the Department of Planning and Finance for approval	Approved survey tools	September 2021
4.	Conduct the quantitative and qualitative survey in 5 provinces and data analysis. Share the assessment results with UNDP and Department of Planning and Finance for comments	Draft preliminary assessment results, consulted with UNDP and the Department of Planning and Finance	October 2021
5.	First draft of the reports using results of desk review and data collected from 5 provinces, and consult with UNDP and the Department of Planning and Finance for comments and feedbacks	Draft report consulted with UNDP and Department of Planning and Finance	October 2021
6.	Organize a consultation workshop of the draft report,	Workshop report	November 2021

	organized by Department of Planning and Finance and UNDP		
7.	Finalise the report (in both English and Vietnamese) based on the comments and inputs from the consultation workshop	Final reports approved and submitted to the Department of Planning and Finance and UNDP	By 15 December 2021

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.

a) National consultant – Team leader

- Advanced university degree in statistics, having a degree in law or and vice versa, is preferred.
- A minimum of 10 years of work experience in statistics, having experience in statistics in legal field is an advantage.
- Proven track record of conducting legal research, review and assessment of legal documents, especially in statistics of justice sector
- Excellent ability to communicate and write in Vietnamese and English (one report sample in English developed or co-developed by the to be submitted)
- Experience working as a consultant, especially as a team leader of a consultant team
- Working experience with government officials and inter-governmental organisations, especially with Ministry of Justice's Department of Planning and Finance is preferable.

b) National Consultant - team member:

- Advanced university degree in law;
- A minimum of 10 years of work experience in statistics, having experience statistics in justice sector and/or experience in grassroot mediation, legal communication and dissemination and civil status is an advantage.
- Proven track record of conducting survey, review and assessment of laws and policies, preferable in statistics in justice sector.
- Excellent ability to communicate and write in Vietnamese and English (one sample report on related legal issues in English to be submitted)
- Having working experience with government officials, NGOs and inter-governmental organisations, Department of Planning and Finance is an advantage.

9. Copyright and intellectual property rights:

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

The consultant may not use, reproduce such works without prior consent from UNDP and Ministry of Justice

10. Reference documents and administrative support

UNDP and Department of Planning and Finance, Ministry of Justice will support the consultant team to complete this assignment, by providing available data, existing reports and research.

11. Contract payments for national consultants:

- 1st payment: 30% of the contract amount upon receiving and acceptance by UNDP of deliverables 1, 2 and 3 specified in Session 7
- Final payment: 70% of the contract amount upon satisfactory completion of all deliverables specified in Session 7

12. Evaluation criteria

a) National consultant – Team leader

Consultant(s)' experiences/qualification related to the services		Maximum Point
1	Advanced university degree in statistics, having a degree in law or and vice versa, is preferred.	100
2	A minimum of 10 years of work experience in statistics, having experience in statistics in legal field is an advantage.	300
3	Proven track record of conducting legal research, review and assessment of legal documents, especially in statistics of justice sector	300
4	Excellent ability to communicate and write in Vietnamese and English (one sample written report in English to be submitted)	100
5	Experience working as a consultant, especially as a team leader of a consultant team	100
6	Working experience with government officials and inter-governmental organisations, especially with Ministry of Justice's Department of Planning and Finance is preferable	100
Total		1000

b) National Consultant - team member:

Consultant(s)' experiences/qualification related to the services		Maximum Point
1	Advanced university degree in law	100
2	A minimum of 10 years of work experience in statistics, having experience in statistics in justice sector and/or experience in grassroots mediation, legal communication and dissemination, and civil status is an advantage	350
3	Proven track record of conducting survey, review and assessment of laws and policies, preferable in statistics in justice sector	350
4	Excellent ability to communicate and write in Vietnamese and English (one sample written report on related legal issues in English to be	100

	submitted)	
5	Having experience in similar consultancy assignments; Working experience with government officials, NGOs and inter-governmental organisations, and with Department of Planning and Finance is preferable.	100
	Total	1000

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.

