



27 September 2021

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	<u>01 International Consultant and 02 National Consultants</u> to conduct a comparative study and analysis of the law on ensuring integrity, publicity, transparency, and accountability in judicial activities in some countries and recommendations for Vietnam in judicial reform
Period of assignment/services (if applicable):	October – December 2021
Duty Station	Home-based and Hanoi
Tender reference:	3-210906

1. Submissions should be sent by email to: luu.ngoc.diep@undp.org no later than:
07 October 2021 (Hanoi time)

With subject line:

- 3-210906-I** International Consultant to conduct a comparative study for Vietnam in judicial reform **(09 working days)**
- 3-210906-N1** National Consultant (Team Leader) to conduct a comparative study for Vietnam in judicial reform **(27 working days)**
- 3-210906-N2** National Consultant (Team Member) to conduct a comparative study for Vietnam in judicial reform **(23 working days)**

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

Notes:

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.
- Maximum size per email is **35 MB**.

- Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP Viet Nam will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.
- Submission email **should indicate the tender's reference number with subject line as per instructed**. 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 follow the instructions or send notification email to above address.
- Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female consultants.

2. Please find attached the relevant documents:

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

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

a. Technical component:

- Curriculum vitae with copies of required certifications
- Signed Letter to UNDP Confirming Interest and Availability (Annex IV) **that clearly states which position you are applying for**
- **Required supporting documents as per indicated in the Evaluation criteria (Section 4 below)**

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **Viet Nam Dong for National Consultant and US Dollar for international consultant** including consultancy fees and tax, insurance etc. – see format of financial offer in Annex V.
- Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.
- If quoted in other currency, prices shall be converted to the above currency at UN Exchange Rate at the submission deadline.

4. Evaluation

The technical component will be evaluated using the following criteria:

International Consultant (Team Member)		
No	Criteria	Score
1	Advanced university degree in law or related discipline.	100
2	A minimum of 15 years of work experience in laws or/and justice; Working experience as a justice professional would be preferable.	200
3	Proven knowledge and experience on issues related to judicial integrity (One sample to	300

	be submitted)	
4	Excellent English writing skills, proven track record of conducting legal research (One report sample on legal issues in English to be submitted)	200
5	Having working experience in consultancy in similar issues of law and justice. Having working experience in Vietnam or/and developing countries is an advantage.	200
	Total	1,000

National Consultant 1 (Team Leader)		
No	Criteria	Score
1	Advanced university degree in law.	100
2	A minimum of 20 years of work experience in law and/or justice sector Knowledge and experience on developing of strategy and policies on legal and justice sector.	400
3	Excellent report writing skill; Proven track record of conducting legal policy research; Excellent writing skill in Vietnamese and English (One sample written report on legal/justice strategy in English and/or Vietnamese to be submitted).	300
4	Having working experience with government organizations and judicial organizations.	100
5	Experience working as a team leader of a consultant team, preferably of consultancy relating legal and policy research.	100
	Total	1,000

National Consultant 2 (Team Member)		
No	Criteria	Score
1	Advanced university degree in law	100
2	A minimum of 10 years of work experience in law and/or law enforcement, preferably of working experience in judicial organizations or/and being a justice professional in Viet Nam;	200
3	Proven knowledge and experience on issues related to judicial integrity (one sample to be submitted)	300
4	Excellent report writing skill; Proven track record of working on research and analysis of laws and policies; Excellent ability to communicate and write in English and Vietnamese (a report sample in English to be submitted).	300
5	Working experience with governmental organizations in legal field and justice agencies, having experience in similar consultancy of on legal and justice issues.	100
	Total	1,000

A two-stage procedure is utilized in evaluating the submissions, with evaluation of the technical components being completed prior to any price proposals being opened and compared. The price proposal will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical component.

The technical component is evaluated on the basis of its responsiveness to the Term of Reference (TOR).

Maximum 1000 points will be given to the lowest offer and the other financial proposals will receive the points inversely proportional to their financial offers. i.e. $S_f = 1000 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the submission under consideration.

The weight of technical points is 70% and financial points is 30%.

Submission obtaining the highest weighted points (technical points + financial points) will be selected ***subject to positive reference checks*** on the consultant's past performance.

Interview with the candidates may be held if deemed necessary.

5. Contract

"Lump-sum" Individual Contract will be applied for freelance consultant (Annex II)

"Lump-sum" RLA will be applied for consultant assigned by firm/institution/organization (Annex III)

Documents required before contract signing:

- International consultant whose work involves travel is required to complete the BSAFE course and submit certificate to UNDP before contract issuance.

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

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

6. Payment

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

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

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

TERMS OF REFERENCE

Service:	Conduct a comparative study and analysis of the law on ensuring integrity, publicity, transparency, and accountability in judicial activities in some countries and recommendations for Vietnam in judicial reform
Consultancy	Two national legal consultants, one international consultant
Duty Station:	Ha Noi and home based for national consultants; home based for international consultant
Expected Duration:	From October 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 the Legal Department of Central Committee of Internal Affairs (CCIA)

1. Background

Enhancing judicial integrity, publicity, transparency and promoting public trust in the judiciary are cornerstone of strong judicial system and a prerequisite for the rule of law. This is identified as one of the most important objectives in the Politburo's Resolution 49/NQ-TW on Judicial Reform Strategy and the Conclusion 84/KL-TW of the Politburo on reviewing 15 years of implementation of the Resolution 49/NQ-TW. It is also re-iterated in the 13th Party Congress Resolution a direction for country development for the duration of 2021-2030.

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. One of the key areas of intervention of the Programme is to enhance integrity and transparency in the justice sector and improve the legislative and regulatory framework to further align with standards set out in the core human right conventions.

Central Party Committee for Internal Affairs (CCIA) has a mandate to provide strategic advices to the Politburo and Party Secretariats about direction and policies for improving judicial integrity, publicity, transparency, and accountability in justice sector. Research on legal regulations and the implementation of these regulations in countries the region and in the world will provide further evidence for the CCIA while developing strategic advisory documents.

Within the EU JULE framework, UNDP, in cooperation with CCIA, will conduct a comparative study and analysis of the law on ensuring integrity, publicity, transparency and accountability in judicial activities in some countries in comparison with international standards and recommendations; proposing recommendations for Vietnam in judicial reform. The study is contributed to the achieve the programme objectives.

In this context, UNDP commissions a team of two national consultants and an international consultant to provide technical assistance for this important study.

2. Objectives

- To conduct analysis of legal framework and policies of enhancing integrity, publicity, transparency, and accountability in judicial activities in Viet Nam, in comparison with international standards and recommendations, thus identifying strengths, weaknesses and challenges.
- To review legal framework of 5 countries on enhancing integrity, publicity, transparency, and accountability in judicial activities.
- To propose policy recommendations for Viet Nam to further enhance integrity, publicity, transparency, and accountability in judicial activities, in compliance with the objectives of the judicial reform in Viet Nam.

3. Final products

The consultancy team is expected to produce a study report in both English and Vietnamese of maximum 40 pages, excluding annexes, which comprises of:

- a) Executive summary of 1500-2000 words (highlighting purposes, research methodologies and key findings). The executive summary report will be uploaded in the CCIA's website.
- b) A full report consists of (i) introduction; research methodologies; (ii) analysis of the status of policy and legal framework of judicial integrity in Viet Nam in light with international standards and international recommendations, identifying main advantages and gaps, challenges in promoting judicial integrity as well as ensuring the transparency and accountability in justice sector (iii) analysis of law on promoting judicial integrity and ensuring the transparency and accountability in justice sector of 5 countries. (iv) recommendations for promoting judicial integrity, ensuring the transparency and accountability to meet requirements of judicial reform in Viet Nam.

4. Scope of work:

The assignment will be carried out by a consultant team consisting of 02 national consultants and one international consultant who are recruited by UNDP in cooperation with Central Committee for Internal Affairs

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

4.1. National consultant- Team leader (27 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 CCIA and UNDP.
- Cooperate closely with national consultant and international consultant; stay in close touch with CCIA and UNDP during the process of completing the assignment.
- Finalize and submit the final product to CCIA and UNDP after a consultation workshop.

The specific tasks:

No	Tasks	# days
1.	Desk review of the materials relating to the study topic; discuss it with international consultant on selection criteria of the reference countries to study on their experience, scope of the study. Share the draft with the team members before submitting to CCIA and UNDP for comments	3
2.	Based on the agreed study scope, draft the report outline, the implementation plan of the study. Share the draft documents with the team members for comments and inputs (in both English and Vietnamese). Finalize the report outline and study implementation plan, based on comments and inputs from CCIA and UNDP	3
3.	Finalize interview questions drafted by the team member	1
4.	Discuss and provide inputs and comments to the analysis of international experiences prepared by the international consultant	2
5.	Draft the report, based on analysis, interview report prepared by national consultant and international consultant (in English and in Vietnamese), including analysis of difficulties and challenges in enhancing integrity, publicity, transparency and accountability in justice sector, policy recommendations for compliance with integrity, enhancing publicity, transparency, and accountability in judicial activities in Viet Nam, share with team members, CCIA and UNDP for comments	9
6.	Revise the report, based on comments and inputs from the team members, UNDP and CCIA	3
7.	Prepare and present the draft report at the consultation workshop organized by CCIA	2
8.	Finalize the report (in both English and Vietnamese), incorporating comments and inputs provided by the participants at the Consultation workshop and submit it to CCIA and UNDP for approval	4
Total		27 days

4.2. National consultant – Team member (23 days):

The general task:

- Work closely with team leader and international consultant; stay in close touch with the CCIA and UNDP during the process of completing the assignment.

The specific tasks:

No	Tasks	# days
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1.	Provide inputs/comments to study scope, the report outline and study implementation plan drafted by the team leader	2
2.	Propose a list of relevant stakeholders for interviews, including judges, lawyers, legislative bodies, academia, etc.) Draft interview questions, share the draft questions with the team leader for comments and finalization	1
3.	Conduct interviews with judges, lawyers and attorneys, researchers. Prepare interview reports, share with team leader	5
4.	Review and analyze the legal framework of enhancing judicial integrity, ensuring publicity, transparency, and accountability in judicial activities in Viet Nam, based on comparison with international standards, recommendations, and international experiences, identifying strengths, limitations, and challenges	5
5.	Provide inputs and comments to the analysis prepared by international consultant and the draft report prepared by the team leader	3
6.	Translate the analysis prepared by the international consultant from Vietnamese into English and share it with the team leader for consolidation	2
7.	Prepare and participate in the consultation workshop organized by CCIA; consolidate and present comments and feedbacks by the participants to the study report sent before the workshop; note-taking comments and inputs at the consultation, and share the notes with the team leader	2
8.	Support the team leader to finalize the report (in both English and Vietnamese)	3
Total		23 days

c. International consultant- Team member (9 days)

No	Tasks	# days
1.	Provide inputs and comments to the study scope and the study report outline	0.5
2.	Suggest selection of the relevant countries for learning their experiences by setting selection criteria of the studied countries and explanation of the selection, discuss with the team leader, finalize and share with CCIA and UNDP for approval	1.5
3.	Analyze the key elements of enhancing judicial integrity, ensuring publicity, transparency and accountability in justice activities, experience from 5 countries and share it with the team leader.	4
4.	Provide comments and inputs to the draft study report before the	1

	consultation workshop is organized	
5.	Edit the English version of the draft report developed by the team leader	2
	Total	9 days

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

The assignment is expected to last for 3 months (October 2021 to December 2021)

Duty station: Hanoi and home- based for national consultants

Home- based for international consultant

6. Provision of monitoring and progress control

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

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

Outputs	Tasks	Deliverables	Timeframe
1	Develop the study outline in consultation with CCIA and UNDP	Final study outline and study plan and list of 5 countries approved by CCIA and UNDP	October 2021
2	Conduct an analysis of the main factors of enhancing judicial integrity, ensuring publicity, transparency and accountability in justice activities, experience from 5 countries and share it with the team leader.	A draft report of analysis of experience from 5 other countries in enhancing judicial integrity, ensuring publicity, transparency, and accountability in justice activities,	By end October 2021
3	Draft the report, based on analysis prepared by national consultant and international consultant (in English and in Vietnamese), including analysis of difficulties and challenges in enhancing integrity, publicity, transparency and accountability in justice sector, policy recommendations for compliance with integrity, enhancing publicity, transparency, and accountability in judicial activities in Viet Nam.	Draft report shared with CCIA and UNDP for comments	By end November 2021
5	Revise the draft report based on the comments and inputs by CCIA and UNDP	Draft report revised	December 2021

6	<p>Prepare and deliver a presentation of the final draft report (in both English and Vietnamese) at the consultation workshop organized by CCIA and UNDP</p> <p>Take notes of all comments and inputs from the participants</p>	<p>Presentation of the main findings and recommendations</p> <p>Draft report.</p> <p>A workshop report note-taking all comments and inputs from the participants.</p>	December 2021
7	Finalize the report (in both English and Vietnamese) and submit it to CCIA and UNDP for approval	Final report in both English and Vietnamese approved by CCIA and UNDP	Before 31 December 2021

7. Decree 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 law.
- A minimum of 20 years of work experience in law and/or justice sector; Knowledge and experience on developing of strategy and policies on legal and justice sector.
- Excellent report writing skill; Proven track record of conducting legal policy research; Excellent writing skill in Vietnamese and English; One sample written report on legal/justice strategy in English and/or Vietnamese to be submitted.
- Having working experience with government organizations, and judicial agencies.
- Experience working as a team leader of a consultant team, preferably of consultancy relating legal and policy research.

b) National Consultant - team member:

- Advanced university degree in law
- A minimum of 10 years of work experience in law and/or law enforcement, preferably of experience working as a justice professional in Viet Nam.
- Proven knowledge and experience on issues related to judicial integrity. A sample study report on legal issue is to be submitted
- Excellent report writing skill; Proven track record of working on research and analysis of laws and policies; Excellent ability to communicate and write in English and Vietnamese (a report sample in English to be submitted)
- Working experience with governmental organizations in legal field and justice agencies, having experience in consultancy of similar issues on legal and justice issues.

c) International consultant- team member

- Advanced university degree in law or related discipline.

- A minimum of 15 years of work experience in laws or/and justice; Experience working as a justice professional would be preferable.
- Proven knowledge and experience on issues related to judicial integrity (One sample to be submitted).
- Excellent English writing skills, proven track record of conducting legal research. (One report sample on legal issues in English to be submitted)
- Having working experience in consultancy in similar issues of law and justice. Having working experience in Vietnam or/and developing countries is an advantage.

8. Copyright and intellectual property rights:

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

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

9. Reference documents and administrative support

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

10. Contract payments

For national consultants:

- 1st payment: 30% of the contract amount upon receiving and acceptance by UNDP of deliverables 1 specified in Session 6
- Final payment: 70% of the contract amount upon satisfactory completion of all deliverables specified in Session 6

For international consultant:

- 1st payment: 50% of the contract amount upon receiving and acceptance by UNDP and CCIA of deliverables 2 specified in section 6
- Final payment: 50% of the contract amount upon satisfactory completion of all deliverables specified in Session 6

11. Evaluation criteria

a) National consultant – Team leader

Consultant(s)' experiences/qualification related to the services		Point
1	Advanced university degree in law.	100
2	A minimum of 20 years of work experience in law and/or justice sector Knowledge and experience on developing of strategy and policies on legal and	400

	justice sector.	
3	Excellent report writing skill; Proven track record of conducting legal policy research; Excellent writing skill in Vietnamese and English; One sample written report on legal/justice strategy in English and/or Vietnamese to be submitted.	300
4	Having working experience with government organizations and judicial organizations.	100
5	Experience working as a team leader of a consultant team, preferably of consultancy relating legal and policy research	100
	Total	1000

b) National Consultant - team member:

Consultant(s)' experiences/qualification related to the services		Point
1	Advanced university degree in law	100
2	A minimum of 10 years of work experience in law and/or law enforcement, preferably of working experience in judicial organizations or/and being a justice professional in Viet Nam;	200
3	Proven knowledge and experience on issues related to judicial integrity (one sample to be submitted)	300
4	Excellent report writing skill; Proven track record of working on research and analysis of laws and policies. Excellent ability to communicate and write in English and Vietnamese (a report sample in English to be submitted)	300
5	Working experience with governmental organizations in legal field and justice agencies, having experience in similar consultancy of on legal and justice issues.	100
	Total	1000

c. International consultant- Team member

Consultant(s)' experiences/qualification related to the services		Point
1.	Advanced university degree in law or related discipline.	100
2.	A minimum of 15 years of work experience in laws or/and justice; Working experience as a justice professional would be preferable	200

3.	Proven knowledge and experience on issues related to judicial integrity (One sample to be submitted).	300
4.	Excellent English writing skills, proven track record of conducting legal research. (One report sample on legal issues in English to be submitted)	200
5.	Having working experience in consultancy in similar issues of law and justice. Having working experience in Vietnam or/and developing countries is an advantage.	200
	Total	1000

ANNEX IV

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

Date _____

(Name of Resident Representative/Bureau Director)

United Nations Development Programme

(Specify complete office address)

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of *[indicate title of assignment]* under the *[state project title]*;
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 *[delete this item if the TOR does not require submission of this document]*;
- E) I hereby propose to complete the services based on the following payment rate: *[please check the box corresponding to the preferred option]*:
- ☐ An all-inclusive daily fee of *[state amount in words and in numbers indicating currency]*
- ☐ A total lump sum of *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.
- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex V;
- G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- H) This offer shall remain valid for a total period of _____ days *[minimum of 90 days]* after the submission deadline;
- I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists]*;
- J) If I am selected for this assignment, I shall *[please check the appropriate box]*:

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

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

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

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

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

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

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

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

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

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

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

Name	Relationship	Name of International Organization

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

YES ☐ NO ☐

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

YES ☐ NO ☐ If answer is "yes", WHEN?

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

Full Name	Full Address & Email Address	Business or Occupation

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

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

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

DATE: _____

SIGNATURE: _____

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

Annexes *[please check all that applies]:*

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

GUIDELINES FOR CV PREPARATION

WE REQUEST THAT YOU USE THE FOLLOWING CHECKLIST WHEN PREPARING YOUR CV:

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

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

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

SUMMARY OF EXPERTISE

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

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

Credentials/education/training, relevant to the expertise

LANGUAGES

Mother Tongue:

Indicate written and verbal proficiency of your English:

SUMMARY OF RELEVANT WORK EXPERIENCE

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

UN SYSTEM EXPERIENCE

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

UNIVERSITY DEGREES

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

PUBLICATIONS

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

MISCELLANEOUS

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

Annex V

FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum of**VND** (for National Consultant) or **USD** (for International Consultant)

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

Cost breakdown:

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

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

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

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

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

Dated this day /month of year

Signature

(The costs should only cover the requirements identified in the Terms of Reference (TOR)
Travel expenses are not required if the consultant will be working from home).