



30 September 2021

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 International Consultant to develop a set of indicators for the implementation the ICCPR and HRC's recommendations relating to rights of children, marriage, and family rights
Period of assignment/services (if applicable):	October 2021 – December 2021
Duty Station:	Vietnam
Tender reference:	T210901A

1. Submissions should be sent by **email** to: luu.thi.trang@undp.org no later than:
23.59 hrs., 07 October 2021 (Hanoi time)

With subject line:

T210901A – An International Consultant to develop a set of indicators for the implementation the ICCPR and HRC's recommendations relating to rights of children, marriage, and family rights

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

Note:

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

copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

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

2. Please find attached the relevant documents:

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

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

a. Technical component:

- Signed Curriculum vitae
- Signed Letter to UNDP Confirming Interest and Availability
- For International Consultant: Sample 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:

An International Consultant (Team member)

No.	Requirement	Points
1	Advanced university degree in law, human rights, social sciences or related fields;	100
2	A minimum of 15 years of working experience in law, human rights, development	200
3	Excellent knowledge and experience in the field of human rights, especially in ICCPR and ICCPR reporting; Proven sound understanding and working experience with international human rights mechanisms and instruments, including the ICCPR; Sample to be submitted	400
4	Excellent technical advice writing skill in English; Proven track record of conducting research and analysis; Excellent English writing/proofread skills	200
5	Knowledge and experience working with Vietnamese agencies and stakeholders on similar topics would be an asset.	100

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

Name of service:	Develop a set of indicators for the implementation the ICCPR and HRC's recommendations relating to rights of children, marriage, and family rights.		
Project:	The EU Justice and Legal Empowerment Program in Vietnam (EU JULE)		
Consultancy:	Two national consultants and one international consultant		
Reporting to:	The Governance and Participation Unit of UNDP		
Duty Station:	Home-based	Travel Required:	No
Duration of Assignment:	From October 2021 to December 2021		
Start Date:	10/2021	End Date:	12/31/2021

I. BACKGROUND & PROJECT DESCRIPTION

The International Covenant on Civil and Political Rights (herein referred to as the ICCPR) is a key international human rights treaty. It was adopted by the United Nations' General Assembly in December 1966 and came into force in March 1976. The ICCPR, together with the Universal Declaration of Human rights and the International Covenant on Economic Social and Cultural Rights are considered the International Bill of Human Rights.

Vietnam ratified the ICCPR in 1982 and received the Concluding Observations with recommendations from the Human Rights Committee (HRC) after the 3rd periodic review in March 2019. On 26 September 2019, the Prime Minister of Viet Nam approved the National Action Plan on Enhancing the Effective Implementation of the ICCPR and the HRC's recommendations including several recommendations relating to rights of children, and marriage and family rights (Decision No. 1252/QD-TTg). Although the Appendix of the Decision No. 1252/QD-TTg outlines deadlines and expected results for each activity including activities relating to the rights of children, marriage and family rights, the assessment on whether or not the activities have achieved the results and have any substantive effect in practice requires measurable indicators. Therefore, there is a strong need to develop a set of indicators to monitor the implementation of the ICCPR relating to the right of children, marriage and family. These measurable indicators will help Viet Nam: (i) identify the disaggregated statistical data relating to rights of children and marriage and family rights; and (ii) assess relating agencies' performance in accordance with its international commitments as recommended in the Guidelines for the treaty-specific document to be submitted by State parties under Article 40 of the ICCPR (CCPR/C/2009/1).

The EU Justice and Legal Empowerment Program in Vietnam (the EU JULE Program) funded by the EU and being implemented by UNDP and UNICEF seeks to strengthen the rule of law through a more reliable, trusted and better accessed justice system. One of the key objectives of the EU JULE is to help Viet Nam improve its legal framework in compliance with the international treaties that Viet Nam is a party, including the ICCPR. In 2019 and

2020, under the EU JULE, the overall technical advice documents on the mechanism for monitoring and assessing the implementation the HRC’s recommendations and the specific documents focusing on non-discrimination, equality and fair trials were developed respectively (the Reports). A statistical and evidence-based approach is needed to further realize these proposed indicators.

In such context, under the EU JULE Program, UNDP will support the Department of International Law of Ministry of Justice (DIL.MOJ) to commission a team of 2 national consultants and one international consultant to conduct a study on the development of statistical indicators for the implementation of the ICCPR and the HRC's recommendations relating to rights of children, marriage, and family rights (herein referred to as “the Study”).

II. OBJECTIVES

The key objective of the study on indicators for the implementation of the ICCPR and HRC’s recommendations relating to right of children, marriage, and family rights is to develop a set of indicators supporting responsible ministries and agencies to implement the HRC’s concluding observations on rights of children, marriage, and family rights. Another objective is to ensure that all relevant ministries and agencies are aware of these indicators and understand how to apply and measure them.

III. SCOPE OF WORK

This assignment will be carried out by a team of consultants including 2 national consultants and 1 international consultant. The successful team is expected to be responsible for the following tasks:

1, National consultant- Team leader

- Take ultimate responsibility for the final study
- Take the lead in discussions and responsibility for the whole process of the assignment with UNDP and DIL.MOJ.

No.	Tasks	Number of working days
1.	Working with the team member to identify the scope, studying methods, list of references. Develop an outline of the Study share with UNDP and DIL.MOJ for inputs, revise the outline accordingly	3
2.	With Team Member, finalize the brief on Viet Nam’s current evaluation measurements on the implementation of rights of children (Articles 16, 24 ICCPR and in connection with other articles of CRC when appropriate, i.e, Articles 2, 3, 7, 8 of CRC) and marriage and family rights (Articles 3, 23 ICCPR) comparing to international standards and best practices;	2
3.	Finalize the analysis on the shortcomings of the current evaluation measurements of Viet Nam and proposed set of indicators on the evaluation on the implementation of rights of children (Articles 16, 24 ICCPR and in connection with other articles of CRC when appropriate, i.e, Articles 2, 3, 7, 8, 9 of CRC) and marriage and family rights (Articles 3, 23 ICCPR)	2
4.	With Team Member, finalize the identified implementing agencies; and suggest methods to apply the proposed set of indicators to evaluate the implementation of rights of children and marriage and family rights	1

5.	Study and develop a set of indicators for effective evaluation of the implementation of the Articles 16 and 24 ICCPR and in connection with other articles of CRC when appropriate (i.e, Articles 2, 3, 7, 8 of CRC);	3
6.	Draft the Study following approved outline; study and incorporate the information and recommendations of the international consultant as well as all inputs by Team Member into the draft; share with team members, UNDP and DIL for comments	3
7.	Revise the Study based on the inputs/comments from the team member and international consultant, UNDP and DIL. MOJ	3
8.	Prepare and deliver a presentation on the draft Study to seek inputs from participants at the two one day consultation workshops in Ha noi organized by DIL.MOJ	4
9.	Finalize the drafty study based on inputs/comments of the consultation workshop	2
10.	Proofreading the Vietnamese version of the Study after the international consultant edits/proofreads the final Study in English	2
Total of days		25

2, National consultant- Team member

No.	Tasks	Number of working days
1	Working with the team leader to identify the scope, studying methods, list of references. Provide initial inputs for the outline of the Study prepared by the team leader	2
2	Review the recommendations and standards of the UN and other countries' experiences on assessing the implementation of rights of children (Articles 16, 24 ICCPR and in connection with other articles of CRC when appropriate - i.e, Articles 2, 3, 7, 8 of CRC) and marriage and family rights (Articles 3, 23 ICCPR)	4
3	Prepare a brief analysis on Viet Nam's current mechanisms for measuring the implementation of rights of children (Articles 16, 24 ICCPR and in connection with other articles of CRC when appropriate - i.e, Articles 2, 3, 7, 8 of CRC) and marriage and family rights (Articles 3, 23 ICCPR), including the shortcomings related to policies, laws to monitor and evaluate the implementation	5
4	Study and propose a set of indicators for effective evaluation of the implementation of the Articles 3 and 23 of ICCPR; Share with Team Leader	3
5	Identify Vietnamese competent authorities in charge of implementing the ICCPR, the HRC's recommendations and Decision No. 1252/QD-TTg, who are the implementing, reporting, monitoring and evaluating partners of the recommended indicators; Propose a plan to introduce and train the competent authorities on implementing, reporting, and monitoring the indicators	2

6	Support Team Leader to finalize the Draft Study based on the inputs from international consultant and the Consultation Workshop's participants	3
7	Engage in consultation workshop: + Support team leader to prepare and deliver presentation on the Draft Study in 2 one day consultation workshops in Ha noi organized by DIL.MOJ + Together with Team Leader, deliver the presentation and attend the consultation workshop	3
8	Assist the team leader to finalize the draft study	1
Total of working days		23

3, International consultant- team member

No.	Tasks	Number of working days
1	Prepare an analysis and a presentation on: - A brief guidance on identifying indicators to measure the performance on two areas (rights of children and marriage and family rights) based on existing instruments and guidance by the United Nations; - Best practices of other countries for evaluating the fulfillment of the requirements in two mentioned areas, including and especially the development and realization of the indicators for implementation of ICCPR and the HRC's recommendations, in connection with CRC when appropriate	6
2	Provide substantive comments and edits on the draft composed by the team of national consultants	2
3	Edit/proofread the final draft in English prepared by national consultants	2
Total of working days		10

IV. DELIVERABLES & IMPLEMENTATION TIMELINE

Final products

A study in both English and Vietnamese, of maximum 30 pages, that includes:

- A review on the existing evaluation measurements on implementing ICCPR relating to rights of children, marriage and family rights in Viet Nam. This includes obtaining and analyzing the existing legal framework and statistical data collected by competent authorities for the evaluation of the implementation of Articles 23, 24 and other related Articles of the ICCPR, CRC (i.e, Articles 2, 3, 7, 8 of CRC) and the relating HRC's recommendations;
- An analysis on the requirements on the implementation of Articles 23, 24 and other related Articles to identify the shortcomings of current evaluation methods to assess the performance of implementing the ICCPR relating to rights of children, marriage and family rights in Viet Nam, in connection with CRC when appropriate;
- A proposed set of indicators for measuring the progress and results of the implementation of ICCPR and the HRC's recommendations relating to rights of children, marriage and family rights.

- Identifications of Vietnamese competent authorities in charge of implementing the ICCPR, the HRC's recommendations and Decision No. 1252/QĐ-TTg, who are the implementing, reporting, monitoring and evaluating partners of the recommended indicators.
- A plan to introduce and train the competent authorities on implementing, reporting, monitoring and evaluating the indicators.
- Best practices of other countries for evaluating the fulfillment of the requirements in relating to rights of children, marriage and family rights, including and especially the development and realization of the indicators for implementation of ICCPR, the HRC's recommendations and related articles of CRC.

Implementation Timeline

No	Deliverable	Target due date
1.	01 study plan and 01 outline of the study are submitted.	1 st week of October 2021
2.	A brief guidance on identifying indicators to measure the performance on two areas (rights of children and marriage and family rights) based on existing instruments and guidance by the United Nations; A paper introducing best practices of other countries for evaluating the fulfillment of the requirements in the three areas, including and especially the development and realization of the indicators for implementation of ICCPR, the HRC's recommendations and related articles of CRC	By 15 October 2021
3.	01 first draft of the study is submitted and shared with DIL and UNDP for inputs and comments.	November 2021
4.	Presentations on the draft study at 2 consultation workshops organized by DIL.MOJ are conducted.	November 2021
5.	01 final study is submitted in Vietnamese and English	20 December, 2021

V. COPY RIGHT AND INTELLECTUAL PROPERTY RIGHTS

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

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

VI. DURATION OF ASSIGNMENT, DUTY STATION & EXPECTED PLACES OF TRAVEL

Estimated number of working days: 48 days for national consultants and 10 days for international consultant working days from 9/27/2021 to 12/31/2021.

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

Expected places of travel: None

VII. PROVISION OF MONITORING & PROGRESS CONTROL

Three consultants shall work collaboratively on this assignment, under monitoring of the Program Officer in charge in the UNDP Governance and Participation Unit and DIL.MOJ and deliver final products as described in Section V above.

VIII. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

Administrative Support

UNDP will collaborate with DIL.MOJ to invite relevant stakeholders to the consultation workshops of the study.

IX. DEGREE OF EXPERTISE & QUALIFICATIONS

UNDP selects 01 (one) international consultant and 02 (two) consultants in consultation with DIL.MOJ, with the following expected qualifications:

1, National consultant- Team leader

Qualifications	<ul style="list-style-type: none"> Advanced university degree in law
Relevant Professional Experience	<ul style="list-style-type: none"> A minimum of 10 years of work experience in the field of law and/or human rights, especially in civil and political rights; Proven knowledge and experience working on ICCPR, especially on ICCPR reporting processes; Knowledge and experience working on indicators for the implementation of ICCPR provisions would be an asset; Experience working as a consultant, especially as a team leader of a consultant team conducting research and analysis; Experience working with government ministries and international organizations in the similar assignment(s) and/or legal topics is preferable
Other Competencies	Excellent technical advice writing skills. Proven track record of conducting research and analysis (Sample in Vietnamese and English to be submitted).
Language Requirements	Excellent Vietnamese and English language skills

2, National consultant- Team member

Qualifications	<ul style="list-style-type: none"> Advanced university degree in law
Relevant Professional Experience	<ul style="list-style-type: none"> A minimum of 7 years of work experience in the field of law, especially in civil and political rights at national and international level; Experience working on human rights indicators, the family rights and child rights is an advantage. Experience working with government ministries and international organizations in similar assignment(s) and/or legal topics is preferable.

Other Competencies	<ul style="list-style-type: none"> • Good technical advice writing skills; Proven track record of conducting research and analysis; Sample Vietnamese and/or in English to be submitted.
Language Requirements	<ul style="list-style-type: none"> • Good Vietnamese and English language skills;

3, International consultant- Team member

Qualifications	<ul style="list-style-type: none"> • Advanced university degree in law, human rights, social sciences or related fields;
Relevant Professional Experience	<ul style="list-style-type: none"> • Excellent knowledge and experience in the field of human rights, especially in ICCPR and ICCPR reporting; Sound understanding and working experience with international human rights mechanisms and instruments, including the ICCPR. Sample to be submitted
Other Competencies	<ul style="list-style-type: none"> • Knowledge and experience working with Vietnamese agencies and stakeholders on similar topics would be an asset; • Excellent technical advice writing skill in English; Proven track record of conducting research and analysis;
Language Requirements	<ul style="list-style-type: none"> • Excellent English language skills

X. PAYMENT TERMS

No.	Deliverables as indicated in Section V	Due Date	Payment Amount
1	For national consultants: Deliverable 1 indicated in section IV	15 October, 2021	30%
2	For national consultants: deliverables 3, 4 and 5) indicated in section IV	31 December 2021	70%
3	For International consultants: Deliverable 2 indicated in Section IV	November 2021	40%
4	For International consultant: Deliverable 5 indicated in section IV (edited English version)	31 December, 2021	60%

XI. CONSULTANT PRESENCE REQUIRED ON DUTY STATION

NONE PARTIAL INTERMITTENT FULL-TIME

XII. EVALUATION CRITERIA

1, National consultant- Team leader

No.	Requirement	Points
1.	Advanced university degree in law	100

2.	A minimum of 10 years of work experience in the field of law and/or human rights, especially in civil and political rights. Proven knowledge and experience working on ICCPR, especially on ICCPR reporting processes	300
3.	Knowledge and experience working on indicators for the implementation of ICCPR provisions;	300
4.	Experience working as a consultant, especially as a team leader of a consultant team conducting research and analysis;	100
5.	Experience working with government ministries and international organizations in the similar assignment(s) and/or legal topics is preferable	100
6.	Excellent technical advice writing skills. Proven track record of conducting research and analysis (Sample in Vietnamese and English to be submitted).	100
Total		1,000

2, National consultant- Team member

No.	Requirement	Points
1	Advanced university degree in law	100
2	A minimum of 7 years of work experience in the field of law, especially in civil and political rights at national and international level.	300
3	Experience working on human rights indicators, the family rights and child rights is an advantage	300
4	Good technical advice writing skills; Proven track record of conducting research and analysis; Sample Vietnamese and/or in English to be submitted.	200
5	Experience working with government ministries and international organizations in similar assignment(s) and/or legal topics is preferable.	100

3, International consultant- Team member

No.	Requirement	Points
1	Advanced university degree in law, human rights, social sciences or related fields;	100
2	A minimum of 15 years of working experience in law, human rights, development	200
3	Excellent knowledge and experience in the field of human rights, especially in ICCPR and ICCPR reporting; Proven sound understanding	400

	and working experience with international human rights mechanisms and instruments, including the ICCPR; Sample to be submitted	
4	Excellent technical advice writing skill in English; Proven track record of conducting research and analysis; Excellent English writing/proofread skills	200
5	Knowledge and experience working with Vietnamese agencies and stakeholders on similar topics would be an asset.	100

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.

