



01 October 2021

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	<b>02 National Consultants to support for preparation of Viet Nam's Report of implementation of CRPD for the 2018-2021 period, with a focus on law and justice issues</b>
Period of assignment/services (if applicable):	October 2021 – December 2021
Duty Station:	Ha Noi, home-based
Tender reference:	T211001

1. Submissions should be sent by **email** to: [luu.thi.trang@undp.org](mailto:luu.thi.trang@undp.org) no later than:  
**23.59 hrs., 10 October 2021 (Hanoi time)**

With subject line:

**T211001A – A National Team leader to support for preparation of Viet Nam's Report of implementation of CRPD for the 2018-2021 period, with a focus on law and justice issues**

**T211001B – A National Team member to support for preparation of Viet Nam's Report of implementation of CRPD for the 2018-2021 period, with a focus on law and justice issues**

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

### Note:

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.
- Maximum size per email is **30 MB**.

- Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP Viet Nam will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.
- After submitting proposal, bidder should send notification by email (without attachment) to: [procurement.vn@undp.org](mailto:procurement.vn@undp.org) informing that the bidder has submitted proposal. UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to above address.
- Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female consultants.

## 2. Please find attached the relevant documents:

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

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

### a. Technical component:

- Signed Curriculum vitae
- Signed Letter to UNDP Confirming Interest and Availability
- At least 02 sample reports to be submitted (01 sample on legal issue, 01 in English)

### 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)

No.	Requirement	Points
1	Advanced university degree in Law	100
2	A minimum of 15 years of working experience in legal field, having experience in policy analysis and policy development in the legal field. Having experience in working on the rights of PwD, including judicial rights is an asset.  Knowledge and experience working on International Human rights conventions, especially CRPD reporting processes	350
3	Working experience as consultant, especially as team leader of a consultant team conducting a study or analysis.	100
4	Excellent report writing skills, proven track record of conducting legal analytical, review and assessment.  A report sample on legal issues to be submitted.	350
5	Excellent writing skills in English and Vietnamese.  Submission of a report sample in English	100
<b>Total</b>		<b>1,000</b>

##### A National Consultant (Team member)

No.	Requirement	Points
1	Advanced university degree in Law	100
2	A minimum 15 years of working experience in legal field, having working experience in policy analysis and policy development in the legal field.  Knowledge and working on International Human rights conventions, especially on CRPD reporting process.  Knowledge of legal and justice system in Viet Nam	350
3	Working experience as consultant for legal review and analysis	100
4	Excellent report writing skills; Proven track record of conducting legal analytical, review and assessment.  A report sample on legal issues to be submitted.	350
5	Excellent writing skills in English and Vietnamese.  A report sample in English to be submitted	100
<b>Total</b>		<b>1,000</b>

A two-stage procedure is utilized in evaluating the submissions, with evaluation of the technical components being completed prior to any price proposals being opened and compared.

The price proposal will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical component. The technical component is evaluated on the basis of its responsiveness to the Term of Reference (TOR). Maximum 1000 points will be given to the lowest offer and the other financial proposals will receive the points inversely proportional to their financial offers. i.e.  $S_f = 1000 \times F_m / F$ , in which  $S_f$  is the financial score,  $F_m$  is the lowest price and  $F$  the price of the submission under consideration.

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

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

## **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

<b>Name of service:</b>	Support for preparation of Viet Nam's Report of implementation of CRPD for the 2018-2021 period, with a focus on law and justice issues		
<b>Project:</b>	The EU Justice and Legal Empowerment Program in Vietnam (EU JULE)		
<b>Reporting to:</b>	The Governance and Participation Unit of UNDP		
<b>Duty Station:</b>	Ha Noi, home-based	<b>Travel Required:</b>	No
<b>Duration of Assignment:</b>	From October to December 2021		
<b>Start Date:</b>	10/1/2021	<b>End Date:</b>	12/31/2021

### I. BACKGROUND & PROJECT DESCRIPTION

The Conventions on the Rights of Persons with Disabilities (CRPD) is the most comprehensive international human rights instruments for persons with disabilities. The CRPD was adopted at the United Nations General Assembly on 13 December 2006. Currently there are 182 countries and territories have ratified the Convention.

Viet Nam joined the Convention on 22 October 2007 and ratified her on 28 November 2014 by the National Assembly at the Resolution No 84/2014/QH13. To fulfill its obligations as a State Member of the CRPD, Viet Nam submitted the Initial Report in late 2017. The report will be considered by the CRPD Committee and the Committee may request further information from Viet Nam relevant to the implementation of the Convention. Viet Nam needs to prepare for the review process, including drafting responses to the List of Issues, preparing the update as well as potential participating in the official session to present the Report in coming time. In addition, Viet Nam needs to prepare and submit the periodic report on the implementation of the CRPD as scheduled.

Ministry of Labor, Invalids and Social Affairs (MOLISA) is assigned as the national focal point for the implementation of the CRPD; and the MOLISA- Legal Department is in charge of coordination with different relevant ministries in preparing and presenting the national reports.

The EU Justice and Legal Empowerment Programme (EU JULE) 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 CRPD. Technical support for preparations of the country reports on implementation of CRPD with an aim to review the legal regulations and its implementation on related issues to ensure its compliance with Convention is one of critical ways to contribute to the expected results of the Programme.

In such context, under the EU JULE Programme, United Nations Development Programme (UNDP) commissions a team of two national consultants to support the Legal Department of MOLISA to prepare national report on implementation of CRPD for the 2018-2021 period, with a focus on law and justice issues.

## **II. OBJECTIVES**

To support for the preparation of Viet Nam's Report of implementation of CRPD for the 2018-2021 period, with a focus on law and justice issues in line with the Convention's requirements and the CRDP Committee.

## **III. SCOPE OF WORK**

The assignment will be carried out by a team of two national consultants. The successful team is expected to be responsible to prepare all required information from 2018 to present on (1) legal framework; (2) measures have been taken; and (3) results achieved by each article of the CRPD, in a format of Periodic report, in line with the requirement by CRDP and Reporting Instruction by CRDP Committee, with a focus on law and justice issues (in both English and Vietnamese) with the follow tasks:

### **1. National consultant- Team leader**

#### **General tasks:**

- Take ultimate responsibility for the final products
- Take the lead in discussions and responsibility for the whole process of the assignment with UNDP and the Legal Department

#### **Specific tasks**

<b>No.</b>	<b>Tasks</b>	<b>Number of working days</b>
1.	Review reporting requirements by CRPD and instructions by CRPD Committee to the periodical country reports; propose report structure/outline and reporting methodology by articles of the Convention; Share with the team member for inputs, and send to Legal Department and UNDP for inputs, revise the outline accordingly.	3
2.	Develop the workplan, including methodology, implementation plan and work division among the team, and send it to Legal Department and UNDP	1
3.	Review legal documents from 2018 till now relating to persons with disabilities, categorize and classify them by the rights of PwD and the CRDP articles, share the categorized list with the team member	5
4.	Work with team member to identify information gap to be	2

	collected from relevant organizations and agencies and propose it with UNDP and Legal Department for arranging focus group discussions. Provide inputs and comments to the questions on implementation of CRDP for group discussions with relevant organizations, individuals of PwD, prepared by the team member; share it with Legal Department and UNDP for comments and inputs.	
5.	Co-facilitate 2 focus group discussions with relevant organizations organized by Legal Department in Ha Noi to collect further information.	2
6.	Draft a part of the report in a format of Periodic report, including the general provisions segment, articles of women with disabilities, article of children with disabilities and articles relating to specific obligations and reporting of implementation of other 15 substantive articles of the CRPD.	10
7.	Review and consolidate the part of report prepared by the team member, share the consolidated report with team member, Legal Department and UNDP and revise it accordingly	4
8.	Prepare and present the main contents of the country report at the one-day consultation workshop organized by Legal Department and UNDP, tentatively in Ha Noi	2
9.	Revise and finalize the draft country report upon comments and inputs from participants at the consultation workshop, Legal Department and UNDP (Vietnamese and English version), submit the draft country report to Legal Department and UNDP.	5
<b>Total of days</b>		<b>34 days</b>

## 2. National consultant- Team member (32 days)

### The general tasks:

- Take the lead in preparation of the country report relating to the justice issues
- Work closely with team leader; stay in close touch with the legal Department and UNDP during the process of completing the assignment.

### The specific tasks:

No	Tasks	Number of working days
1.	Review the CRPD articles relating to the rights to justice, reporting requirement of CRPD and the instruction of CRPD Committee for preparing the periodical country report on implementation of the CRPD report; propose reporting methodology relating to articles related to justice, and share it with the team leader	3
2.	Provide comments and inputs to the draft report outline and implementation plan prepared by the team leader	1

3.	Conduct desk review of related materials including reports and others on implementation of the CRPD from 2018 till now to identify measures undertaken, categorizing rights of PwD and articles of CRPD. Share the categorized list with the team leader	5
4.	Conduct desk review of related materials including reports and others on implementation of the CRPD from 2018 till now to identify achievement, results, categorizing rights of PwD and articles of CRPD. Share the the categorized list with the team leader	5
5.	Based on the desk review results of measures undertaken and achieved results, identify information gap to be collected and organizations and agencies need to discuss, propose with Legal Department and UNDP; Prepare questions for focus group discussion and share the draft questions with the team leader for comments and inputs.	2
6.	Co-facilitate two focus group discussions with relevant organizations and institution relating to legal implementation and enforcement to protect the rights of PwD, especially judicial rights for the period of 2018 till now, organized by the Legal Department in Ha Noi Prepare meeting minutes and share it with the team leader for revising the country report	2
7.	Draft a part of the national report, tentatively for segment of 10 substantive articles of the CRPD, share the draft report with the team leader for review and consolidation	7
8.	Provide comments and inputs to the draft report prepared by the team leader	1
9.	Support the team leader to prepare and present the country report at the one-day consultation workshop organized by Legal Department and UNDP, tentatively in Ha Noi; Prepare a workshop report and share it with the team leader for inputting to the report	2
10.	Work closely with the team leader to revise and finalize the report, based on the comments and inputs from experts, participants at the consultation, Legal Department and UNDP (in both English and Vietnamese)	4
<b>Total of days</b>		<b>32 days</b>

#### **IV. DELIVERABLES & IMPLEMENTATION TIMELINE**

##### **Final product**

The draft team of two consultants are expected to support the Legal Department to deliver the final products as follows:

i) The draft report is structured follow the aticles of the Convention, providing information and analysis from 2018 to present, in line with the requirements by CRDP and Reporting Instruction by CRDP Committee, with a focus on law and justice issues (in both English and Vietnamese), should include (1) analysis of legal framework; (2) appropriate steps and measures taken towards the implementation of the Convention; and (3) impact and



results achieved by improving laws and measures taken; analyze trends over time in eliminating discrimination against persons with disabilities and ensuring persons with disabilities' full enjoyment of their human rights.

ii) Annexes include the list of reviewed legal documents and implemented national programmes and plans.

### **Implementation timeline**

<b>No</b>	<b>Deliverable</b>	<b>Target due date</b>
1.	Draft report outline and implementation plan submitted.	Last week of October 2021
2.	Categorized lists of legal documents, measures undertaken, and results achieved against the implementation of the articles of CRPD for a duration of 2018-2021	15 November 2021
3.	Inputs and comments of measures undertaken, and results achieved against the implementation of the CRPD articles collected at two group discussions with relevant organizations and agencies working on enforcement of the rights of PwD.	30 November 2021
4.	Presentations on the draft country report at a consultation workshop organized by MOLISA Legal Department	15 December 2021
5.	A final draft country report is submitted to UNDP and MOLISA Legal Department (in Vietnamese and English)	31 December 2021

## **V. COPY RIGHTS AND INTELLECTUAL PROPERTY RIGHTS**

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

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

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

**Estimated number of working days:** 34 days for national consultant- team leader and 32 days for national consultant- team member, from 1 October to 31 December 2021.

**Duty station:** Hanoi and home-based for national consultants.

**Expected places of travel:** None

## **VII. PROVISION OF MONITORING & PROGRESS CONTROL**

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

## **VIII. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS**

Administrative Support

UNDP will collaborate with Legal Department MOLISA to invite stakeholders to the consultation workshop of the report.

## IX.DEGREE OF EXPERTISE & QUALIFICATIONS

UNDP selects two national consultants in consultation with Legal Department MOLISA, with the following expected qualifications:

### 1. National consultant- Team leader

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Advanced university degree in Law</li> </ul>
<b>Relevant Professional Experience</b>	<ul style="list-style-type: none"> <li>Have at least 15 years of working experience in legal field, having experience in policy analysis and policy development in the legal field. Having experience in working on the rights of PwD, including judicial rights is an asset.</li> <li>Having strong knowledge of International Human rights conventions, including Convention of the rights of persons with disabilities</li> <li>Having experience in consultancy, especially as team leader for a study.</li> </ul>
<b>Other Competencies</b>	<ul style="list-style-type: none"> <li>Having excellent writing skills, good legal analytical, review and assessment skills</li> </ul> <p>Submission of a report sample on legal issues</p>
<b>Language Requirements</b>	<ul style="list-style-type: none"> <li>Excellent writing skills in English and Vietnamese.</li> </ul> <p>Submission of a report sample in English</p>

### 2. National consultant- Team member

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Advanced university degree in Law</li> </ul>
<b>Relevant Professional Experience</b>	<ul style="list-style-type: none"> <li>Have at least 15 years of working experience in legal field, having experience in policy analysis and policy development in the legal field. Having experience in working on the rights of persons with disabilities, including judicial rights is an asset.</li> <li>Having knowledge of International Human rights conventions, including Convention of the rights of persons with disabilities. Having solid knowledge of legal and justice system in Viet Nam</li> <li>Having experience in consultancy in legal field.</li> </ul>
<b>Other Competencies</b>	<ul style="list-style-type: none"> <li>Having excellent writing skills, Proven track record of conducting legal analytical, review and assessment</li> </ul> <p>A report sample on legal issues to be submitted.</p>
<b>Language Requirements</b>	<ul style="list-style-type: none"> <li>Excellent writing skills in English and Vietnamese.</li> </ul> <p>A report sample in English to be submitted.</p>

## **X. PAYMENT TERMS**

<b>No.</b>	<b>Deliverables as indicated in Section IV</b>	<b>Due Date</b>	<b>Payment Amount</b>
1	Upon submission of deliverable 1 indicated in Section IV	30 October 2021	30%
2	Upon submission of all deliverables indicated in Section IV	31 December 2021	70%

## **XI. CONSULTANT PRESENCE REQUIRED ON DUTY STATION**

☒ NONE                      ☐ PARTIAL                      ☐ INTERMITTENT    ☐ FULL-TIME

## **XII. EVALUATION CRITERIA**

### **1. National consultant- Team leader**

<b>No.</b>	<b>Requirement</b>	<b>Points</b>
1	Advanced university degree in Law	100
2	A minimum of 15 years of working experience in legal field, having experience in policy analysis and policy development in the legal field. Having experience in working on the rights of PwD, including judicial rights is an asset.  Knowledge and experience working on International Human rights conventions, especially CRPD reporting processes	350
3	Working experience as consultant, especially as team leader of a consultant team conducting a study or analysis.	100
4	Excellent report writing skills, proven track record of conducting legal analytical, review and assessment.  A report sample on legal issues to be submitted.	350
5	Excellent writing skills in English and Vietnamese.  Submission of a report sample in English	100
<b>Total</b>		<b>1,000</b>

### **2. National consultant- Team member**

<b>No.</b>	<b>Requirement</b>	<b>Points</b>
1	Advanced university degree in Law	100
2	A minimum 15 years of working experience in legal field, having working experience in policy analysis and policy development in the legal field.  Knowledge and working on International Human rights conventions, especially on CRPD reporting process.  Knowledge of legal and justice system in Viet Nam	350

3	Working experience as consultant for legal review and analysis	100
4	Excellent report writing skills; Proven track record of conducting legal analytical, review and assessment. A report sample on legal issues to be submitted.	350
5	Excellent writing skills in English and Vietnamese. A report sample in English to be submitted	100
	<b>Total</b>	<b>1,000</b>

#### Documents for Submission

Applicants will be expected to include the following along with their application:

#### Core Documents

1. **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
2. **Current and complete CV** in English;
3. **02 sample reports** on legal issues as indicated above (if required);
4. **Financial offer** using the standard UNDP template.

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

Date \_\_\_\_\_

*(Name of Resident Representative/Bureau Director)*

United Nations Development Programme

*(Specify complete office address)*

Dear Sir/Madam:

I hereby declare that:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Name	Relationship	Name of International Organization

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

YES ☐ NO ☐

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

YES ☐ NO ☐ If answer is "yes", WHEN?

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

Full Name	Full Address	Business or Occupation

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

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

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

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

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

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

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

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

## **GUIDELINES FOR CV PREPARATION**

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

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

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

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

### **SUMMARY OF EXPERTISE**

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

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

Credentials/education/training, relevant to the expertise

### **LANGUAGES**

Mother Tongue:

Indicate written and verbal proficiency of your English:

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

Provide an overview of work history in reverse chronological order. Provide dates, your function/title, the area of work and the major accomplishments include honorarium/salary.

References (name and contact email address) must be provided for each assignment undertaken by the consultant that UNDP may contact.

### **UN SYSTEM EXPERIENCE**

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

### **UNIVERSITY DEGREES**

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

### **PUBLICATIONS**

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

### **MISCELLANEOUS**

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



## Annex V

### FINANCIAL OFFER

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

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

No.	Description	Quantity	Unit Rate	Total
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). *			
2.4	Others (pls. specify).....			
2.5	VAT** if applicable for local firm (in case your company signs the contract)			
	<b>Total</b>			

\* Individual Consultants/Contractors who are over 65 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).