



1 October 2021

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	02 National Consultants to conduct a review and assessment of legal framework and policies on capacity building for ethnic minority officials in the remote and mountainous areas, with a focus in the legal and justice sectors
Period of assignment/services (if applicable):	October 2021 – March 2022
Duty Station	Home-based and Hanoi
Tender reference:	3-211001

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

With subject line:

- 3-211001-N1** National Consultant (Team Leader) to conduct a review and assessment of legal framework and policies **(28 working days)**
- 3-211001-N2** National Consultant (Team Member) to conduct a review and assessment of legal framework and policies **(24 working days)**

Submission received after that date or submission not in conformity with the requirements specified 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 nor 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:

National Consultant 1 (Team Leader)		
No	Criteria	Score
1	Advanced university degree of law/education and training/labor and social works/human resource development.	100
2	<ul style="list-style-type: none"> • Have at least 10 years of working experience in legal field and or education and training, and or Labor and social affairs or human resource development. • Have experience in legal policy analysis and development. Having experience in working on laws, human resource development is an advantage • Have knowledge and experience in law or development of workforce of workforce of ethnic minorities as an asset. 	300

3	Have excellent writing skills; Proven track record of conducting legal analytical, review and assessment (by submitting a research report sample).	300
4	Excellent writing skills in English and Vietnamese (A report sample in English to be submitted).	100
5	Having experience in consultancy, especially team leader in assignment in the laws and policies relating to workforce development (A sample study report to be submitted).	100
6	Have experience in working with Governmental organizations and international organizations.	100
	Total	1,000

National Consultant 2 (Team Member)		
No	Criteria	Score
1	Advanced university degree in Law or education or labor and social work or ethnicities or human resource development.	100
2	<ul style="list-style-type: none"> • Have at least 10 years of working experience in legal field and or education and training, and or Labor and social affairs or human resource development. • Have experience in legal policy analysis and development. Having experience in working on laws, human resource development is an advantage. • Have knowledge and experience in law or development of workforce of workforce of ethnic minorities as an asset. 	300
3	Excellent report writing skills; Proven track record of conducting legal analytical, review and assessment (A report sample on legal issues to be submitted).	300
4	Have working experience as consultant.	100
5	Excellent writing skills in Vietnamese. Good communication skills in English (A sample report in Vietnamese to be submitted).	100
6	Have experience in working with governmental organizations and international organizations.	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

Name of service:	Conduct a review and assessment of legal framework and policies on capacity building for ethnic minority officials in the remote and mountainous areas, with a focus in the legal and justice sectors.		
Project:	The EU Justice and Legal Empowerment Program in Vietnam (EU JULE)		
Reporting to:	The Governance and Participation Unit of UNDP		
Duty Station:	Ha Noi, home-based	Travel Required:	No
Duration of Assignment:	From October 2021 to March 2022		
Start Date:	10/15/2021	End Date:	3/31/2022

I. BACKGROUND & PROJECT DESCRIPTION

As a country with many ethnic groups, it is important to develop a diverse human resource with different ethnic minorities. Over the past years, Vietnam has made continuous efforts through promulgating and implementing many policies and legal documents to build and improve the capacity for human resource of ethnic minorities, especially the human resource for remote and isolated areas. Vietnam has achieved certain results such as the proportion of civil servants and public employees who are ethnic minorities accounts for about 14.5%, of which 17.2% are leaders and managers at all levels. The XV National Assembly has 89/499 ethnic minority members, accounting for 17.8%. However, besides the achievements, the quantity and capacity of ethnic minority human resource still has many limitations and inadequacies, which have not met an increasingly complex employment requirement. In particular, the proportion of human resources who are ethnic minorities working in the legal and judicial sectors in recent years is still low; lack of lucrative employment policies to attract and incentivize ethnic minorities working in the these fields.

To have a foundation and evidence for proposing recommendations to improve laws and policies on capacity building for the human resource of ethnic minorities, especially in the fields of law and justice, the Department of Examination of Legal Documents, Ministry of Justice is assigned to review and assess the current legal framework and policies on this topic.

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. The main beneficiaries of the Programme are vulnerable groups, in particularly women, children, ethnic minorities and poor people. The strategic and rights-based approach of the Programme is to address the demand-side and the supply-side constraints in the

justice sector by building, in a coherent and coordinated manner, the capacity of Government institutions at both the central and provincial level. Capacity building for officers of in legal and judicial sectors is a need and is one of critical ways to achieve the Programme's objectives.

In such context, under the EU JULE, United Nations Development Programme (UNDP) commissions a team of two national consultants to support the MOJ the Department of Examination of Legal Documents to conduct review and assessment of legal framework and policies on capacity building for ethnic minority officials in mountainous, remote, and isolated areas, focusing on the field of law and justice, and put forward recommendations for further improvement of the legal framework and policies.

II. OBJECTIVES

- To review and assess Vietnam's legal framework and policies relating to development and effective use of the human resource of ethnic minorities in the remote and mountainous areas, with a focus in legal and justice sector.
- To identify inconsistent and overlapping legal regulations, legal gaps in realizing and protecting the legitimate right to employment of ethnic minorities and supporting services promoting the realization of right to employment of the ethnic minorities, enabling them to equally participate in workforce at all levels and at all sectors, especially in legal and justice sector.
- To propose recommendations for improvement of the legal and policy framework to enhance the quality and effective use of the workforce of ethnic minorities in the remote and mountainous areas, with a focus on legal and justice sector. The recommendations should include a list of legal documents to be revised, newly promulgated and proposed timeline.

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 produce a research report of review and assessment of the legal framework and policies relating to the development and the use of workforce of ethnic minorities in the remote and mountainous areas, with a focus in the legal and justice sectors with the following tasks:

1. National consultant- Team leader (28 days)

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 Department of Examination of Legal Documents (hereinafter referred to as the Department)

Specific tasks

No.	Tasks	Number of working days
1.	Propose assessment criteria, research methodologies, research scope and research implementation plan with timeline and task distribution between team members and discuss with the Department and UNDP	2

	for comments. Submit the research implementation plan and the assessment criteria to the Department and UNDP for approval	
2.	Based on the result of collecting and reviewing legal documents and policies undertaken by the team member, categorize documents, policies related to capacity building for ethnic minorities officials in legal and justice sectors	3
3.	Develop a detailed draft report outlines (comprehensive report and report on legal and judicial sectors), share with the team member for comments and inputs; Send the draft report outlines with UNDP and the Department for comments and approval	3
4.	Draft parts of the comprehensive report, tentatively to (1) education and training of the workforce of ethnic minority, (2) development and use of the workforce of ethnic minority and (3) incentives for workforce of ethnic minorities in remote and mountainous areas.	6
5.	Review and consolidate report prepared by the team member, share the consolidated report with team member, the Department and UNDP for comments and revise it accordingly	3
6.	Prepare and present the main contents of the comprehensive report at 2 one-day technical meetings organized by the Department and UNDP, tentatively in Ha Noi	3
7.	Revise the comprehensive report based on comments and inputs from the two technical meetings; work with the team member to revise the report on legal and judicial sectors to ensure the consistency.	2
8.	Prepare and present the draft report at a one-day consultation workshop organized by the Department and UNDP, Notetaking comments and inputs from experts for revising the draft report	2
9.	Finalize the comprehensive report, based on inputs and comments collected at the consultation workshop and comments of the Department and UNDP. Working with the team member to finalize the report in legal and judicial sectors (in both English and Vietnamese) Submit the final products to UNDP and the Department for final review and approval	4
Total of days		28 days

2. National consultant- Team member (24 days)

The general tasks:

- Take responsibility for the report on capacity building for ethnic minority officials in legal and justice sectors
- Work closely with team leader; stay in close touch with the Department and UNDP during the process of completing the assignment.

The specific tasks:

No	Tasks	Number of working days
1.	Provide comments and inputs to assessment criteria, research methodologies, research scope and study plan prepared by the team leader	1

2.	Collect and review legal documents and policies relating to development and use of human resource of ethnic minorities, including education and training, capacity building, the use and management, and incentives. Share the list of reviewed documents with the team leader	3
3.	Provide inputs and comments to the research report outlines prepared by the team leader	1
4.	Draft the report on the use, incentives, capacity building for ethnic minority officials in legal and justice sectors; Share the draft report with the team leader for consolidation	6
5.	Provide inputs and comments to the draft consolidated report prepared by the team leader	2
6.	Prepare and present the draft report on capacity building for ethnic minority officials in legal and justice sectors at the two one day technical meetings Consolidate inputs and comments from the participants, prepare the meeting minutes and share it with the team leader	3
7.	Revise the report on capacity building for ethnic minority officials in legal and justice sectors based on the comments and input at the two technical meetings	2
8.	Support the team leader to prepare and present the draft reports at a one-day consultation workshop Consolidate inputs and comments from the participants and prepare a workshop report and share it with the team leader for the report finalization	2
9.	Work closely with the team leader to revise and finalize the report on capacity building for ethnic minority officials in legal and justice sectors (in English and Vietnamese)	4
Total of days		24 days

IV. DELIVERABLES & IMPLEMENTATION TIMELINE

Final product

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

- (1) Research report hereinafter referred as the comprehensive report (in Vietnamese) to review and assess the whole legal framework and policies relating to the development and the use of human resources of ethnic minorities in the remote and mountainous areas, consisting of (a) brief description of the research objectives, methodologies, and scope, (b) analysis of legal framework and policies on the topic, identifying inappropriate, irrelevant, overlapping and inconsistent regulations, legal gaps to develop and use effectively the workforce of ethnic minority in the mountainous and remote areas and (c) recommendations proposed for improving the laws and legal regulations and policies relating to development and effective use of the workforce of ethnic minority in the mountainous and remote areas.
- (2) Research report on capacity building for ethnic minority officials in legal and justice sectors (in both English and Vietnamese) to review and assess the whole legal framework and policies relating to the development and the use and capacity building for ethnic minority officials in the mountainous and remote areas in the legal and justice sector, consisting of
 - (2.1) An executive summary report (not exceeding 3 pages) consists of (a) brief description of research objectives, scope and methodologies (b) key findings of legal and policy gaps relating to development and effective use of the workforce of ethnic minorities in the mountainous and

remote areas in the legal and justice sector, and (c) recommendations for improving the legal framework, priorities for action with roadmap.

- (2.2) Research report (not exceeding 30 pages), consists of (a) brief description of the research objectives, methodologies, and scope, (b) analysis of the legal framework and policies, thus identifying inappropriate, irrelevant, overlapping and inconsistent regulations, legal gaps to develop and use effectively the workforce of ethnic minority in the mountainous and remote areas in the legal and justice sector and (c) recommendations proposed for improving the laws and legal regulations and policies relating to development and effective use of the workforce of ethnic minorities in the mountainous and remote areas in the legal and justice sectors, consisting of (i) direction for improvement of legal system, (ii) Issues to be revised, supplemented, promulgated and priorities for action; list of legal documents to be revised or supplemented (ii) Roadmap for implementation.

3. Annexes: A list of reviewed legal documents and policies

Implementation timeline

No	Deliverable	Target due date
1.	Draft research outline and implementation plan submitted.	10 November 2021
2.	Categorized lists of legal documents and policies relating to development and effective use of the workforce of ethnic minority in the mountainous and remote areas, with a focus on the legal and justice sector, and draft the research report outline	30 November 2021
3.	Presentation of draft report at two technical meetings organized by the Department and UNDP in Ha Noi.	15 December 2021
4.	Presentations draft reports at a consultation workshop organized by the Department and UNDP in Ha Noi	31 December 2021
5.	A final draft reports is submitted to UNDP and the Department for approval.	31 March 2022

V. COPY RIGHTs AND INTELLECTUAL PROPERTY RIGHTS

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

The consultants may not use, reproduce such works without prior consent from UNDP and MOJ Department of Examination of Legal Documents.

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

Estimated number of working days: 28 days for national consultant- team leader and 24 days for national consultant- team member, from 15 October to 31 March 2022.

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 MOJ Department of Examination of Legal Documents and deliver final products as described in Section IV above.

VIII. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

Administrative Support

UNDP will collaborate with MOJ Department of Examination of Legal Documents to invite stakeholders to the technical meetings and 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

Qualifications	<ul style="list-style-type: none">• Advanced university degree of law/education and training/labor and social works/human resource development
Relevant Professional Experience	<ul style="list-style-type: none">• Have at least 10 years of working experience in legal field and or education and training, and or Labor and social affairs or human resource development.• Have experience in legal policy analysis and development. Having experience in working on laws, human resource development is an advantage• Having knowledge and experience in law or development of workforce of workforce of ethnic minorities as an asset.
Other Competencies	<ul style="list-style-type: none">• Having excellent writing skills, good legal analytical, review and assessment skills Submission of a study report sample• Have experience in working as consultant, especially team leader in consultancy of legal and policy development of human resource. A study report on this topic to be submitted.• Have experience in working with Governmental organizations and international organizations.
Language Requirements	<ul style="list-style-type: none">• Excellent writing skills in English. A report sample in English to be submitted.

2. National consultant- Team member

Qualifications	<ul style="list-style-type: none">• Advanced university degree in Law or education or labor and social work or ethnicities or human resource development
Relevant Professional Experience	<ul style="list-style-type: none">• Have at least 10 years of working experience in legal field and or education and training, and or Labor and social affairs or human resource development.• Have experience in legal policy analysis and development. Having experience in working on laws, human resource development is an advantage• Have knowledge and experience in law or development of workforce of workforce of ethnic minorities as an asset.
Other Competencies	<ul style="list-style-type: none">• Have excellent writing skills, Proven track record of conducting legal analytical, review and assessment.

	Submission of a research report sample <ul style="list-style-type: none"> • Have experience in working with Governmental organizations and international organizations • Have experience in working as consultant.
Language Requirements	<ul style="list-style-type: none"> • Excellent writing skills in Vietnamese. Ability to communicate in English A report sample in Vietnamese to be submitted.

X. PAYMENT TERMS

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount
1	Upon submission of deliverable 2 indicated in Section IV	30 November 2021	30%
2	Upon submission of all deliverables indicated in Section IV	31 March 2022	70%

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 of law/education and training/labor and social works/human resource development	100
2	Have at least 10 years of working experience in legal field and or education and training, and or Labor and social affairs or human resource development. Have experience in legal policy analysis and development. Having experience in working on laws, human resource development is an advantage Have knowledge and experience in law or development of workforce of workforce of ethnic minorities as an asset.	300
3	Have excellent writing skills; Proven track record of conducting legal analytical, review and assessment (by submitting a research report sample)	300
4	Excellent writing skills in English and Vietnamese (A report sample in English to be submitted).	100
5	Having experience in consultancy, especially team leader in assignment in the laws and policies relating to workforce development (A sample study report to be submitted).	100

6	Have experience in working with Governmental organizations and international organizations.	100
Total		1,000

2. National consultant- Team member

No.	Requirement	Points
1	Advanced university degree in Law or education or labor and social work or ethnicities or human resource development	100
2	<ul style="list-style-type: none"> Have at least 10 years of working experience in legal field and or education and training, and or Labor and social affairs or human resource development. Have experience in legal policy analysis and development. Having experience in working on laws, human resource development is an advantage. Have knowledge and experience in law or development of workforce of workforce of ethnic minorities as an asset. 	300
3	Excellent report writing skills; Proven track record of conducting legal analytical, review and assessment (A report sample on legal issues to be submitted).	300
4	Have working experience as consultant	100
5	Excellent writing skills in Vietnamese. Good communication skills in English (A sample report in Vietnamese to be submitted)	100
6	Have experience in working with governmental organizations and international organizations	100
Total		1,000

XIII. DOCUMENTS FOR SUBMISSION

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

B. 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.

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).