INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

**Country:** Viet Nam

**Description of the assignment:** Reforming Viet Nam’s development banks to increase the supply of long-term domestic financing for infrastructure and private investment, including in the fields of renewable energy and sustainable agriculture

**International Consultant:** 15 working days

**National Consultant-Senior Researcher:** 45 working days

**National Consultant -Researcher:** 35 working days

**Period of assignment/services (if applicable):** October -December 2021

**Duty Station:** Home-based

**Tender reference:** A-211002

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1. **Submissions should be sent by email to:** quach.thuy.ha@undp.org no later than:

   23.59 hrs., Monday 11 October 2021 (Hanoi time)

   **With subject line:**

   **A-211002 International Consultant for reforming VN development banks**

   Or

   **A-211002 National Consultant-Senior Researcher for reforming VN development banks**

   Or

   **A-211002 National Consultant-Researcher for reforming VN development banks**

   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
      - Copy of 1-3 publications/writing samples on relevant subject.
      - Reference contacts of past 4 clients for whom you have rendered preferably the similar service (including name, title, email, telephone number, address…)

   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:

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Doctor’s Degree in the fields of economics, development economics, finance or related fields; (Int. consultant). Doctor’s/Master Degree in the fields of economics, development economics, finance or related fields; (and national consultants).</td>
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<tr>
<td>2</td>
<td>At least 10 years of experience in conducting research, providing consultancy services and policy advising in development finance, reviewing performance of development banks in supplying long-term domestic financing for infrastructure and private investment (international consultant and national consultant 1). At least 5 years of experience in conducting research, providing consultancy services and policy advising in development finance, reviewing performance of banking sector/development banks in supplying long-term domestic financing for infrastructure and private investment. (national consultant 2).</td>
</tr>
<tr>
<td>3</td>
<td>Rich knowledge in development banking theory and practices, best practices of middle income countries in the region in terms of development banks supply long-term domestic financing for infrastructure and private investment, including in the fields of renewable energy and sustainable agriculture (International Consultant). Rich (nat. consultant 1), good (nat. consultant 2) knowledge about Viet Nam legal and policy frameworks, institutional arrangements in banking sectors; knowledge on the operations and performance of Viet Nam’s Development Bank and Bank for social policy in supplying long-term domestic financing for infrastructure and private investment is an asset.</td>
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<tr>
<td>4</td>
<td>Good research experience and skills, good research report writing skills in both English and Vietnamese as evidenced by the candidate’s authored or co-authored research reports/papers/publications on relevant topics (int. consultant). Good research experience and skills, good research report writing skills in both English and Vietnamese as evidenced by the candidate’s authored or co-authored research reports/papers/publications on relevant topics (nat. consultants 1 and 2).</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1,000</strong></td>
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</table>

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. Interview with the shortlisted candidates will be conducted at the technical evaluation stage.

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. \( S_f = 1000 \times \frac{F_m}{F}, \) 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

- 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 the payment.

7. Your proposals are received on the basis that you fully understand and accept these terms and conditions.
ANNEX 1

TERMS OF REFERENCE

Title: Reforming Viet Nam’s development banks to increase the supply of long-term domestic financing for infrastructure and private investment, including in the fields of renewable energy and sustainable agriculture.

Duration: October - December 2021

Status: One international and two national consultants

Duty Station: Homebased

I. BACKGROUND AND RATIONALE

Following ambitious market reforms which began in the late 1980s, Viet Nam has achieved remarkable development success over the last 30 years and today enjoys one of the highest growth rates in the world. By investing heavily in human development at the turn of the century, Viet Nam made great strides in raising living standards; reducing the poverty rate from more than 60 percent in the 1980s to below 5 percent by 2019; and attaining lower middle-income country status by 2010.

Despite these successes, Viet Nam still faces challenges which could negatively impact its ability to achieve the SDGs by 2030. The key challenge is to avoid the risk of the ‘middle-income trap’, where a country’s growth stagnates after reaching middle-income status due to inefficient allocation of resources, a low-skilled labour force and low levels of innovation. As integration into global value chains have become a critical component of competitiveness, Viet Nam will need to use its domestic public and private finance resources more strategically to avoid this risk and maintain its competitiveness, while at the same time achieve inclusive, productive, green growth by 2030. Yet another challenge is the need to invest more in greening its private SMEs, innovation, human capital development, especially for women and children, whilst addressing the demands of a rapidly aging population. Addressing these challenges is of utmost importance if Viet Nam is to move towards a more inclusive and sustainable economy and minimizes inequalities and ensures no one is left behind.

The levels of development finance required to address these challenges are substantial. ¹ While Viet Nam enjoys relatively better international development finance (FDI, ODA and remittance) inflows, domestic (especially private) resources – the main source of development investment and productivity growth - as a share of total development financing, remains among the lowest in the region. Under-development of domestic

¹ The International Monetary Fund recently estimated that total spending needs would increase to 20.7% of GDP by 2030 if Viet Nam is to achieve a level of performance across five sectors (education, health, roads, electricity, water and sanitation) equal to peer countries. This effectively means public spending in these sectors would need to be increased to 14.8% of GDP by 2030 from the 2017 level of 10.6% of GDP.
capital markets and under-performing development banks – an important vehicle for channeling private investment in development of infrastructure and in private firms’ technology transformation - are identified as the key bottlenecks. Other areas for improvement include: (i) fragmented (as the result of weak vertical and horizontal coordination between Government agencies and levels) and low-efficient public investment, (ii) limited linkages between public and private investment, especially FDI and domestic firms and (iii) limited investment in R&D and innovation.

Addressing these challenges to accelerate the achievement of the SDGs will require an entire new way of approaching development finance, especially in the context of high, unpredictable costs that arise because of shocks and crises such as the COVID-19 pandemic. It is envisaged that establishing an INFF will be the first step towards transforming how development finance is mobilized and managed as we work to achieve the SDGs in Viet Nam by 2030. Therefore, GOV of Vietnam in collaboration with UN agencies has applied and received approval from UN SDGs Fund for a project to support Viet Nam in developing the 2030 integrated Finance Strategy for accelerating the achievement of the SDGs.

The overall objective of the joint GOV-UN Program (JP) is to support Viet Nam’s transformation to a more inclusive, productive green and climate resilient economy and accelerate the achievement of the SDGs with strong focus on strengthening effective mobilization and use of state budget as well as promoting contribution/investment from private sector in the national SDGs. The JP will assist the development and rolling-out of Viet Nam’s 2030 integrated financing and investment strategy, of which the SDGs are at the heart, while considering the impact of the recent pandemic, COVID-19.

Under the Outcome 3. UNDP and other Participating UN Organizations are providing support to explore opportunities for increasing long term private investment and financial flows that support the development of domestic private enterprises. Among the opportunities, development banks have an important role. The Addis Ababa Actions Agenda calls on governments to expand the contribution of National Development Banks (NDB) to capital formation for sustainable development. National development banks are usually public sector institutions established by national or local governments, but private investors and institutions can participate in their formation and operations. Their mission is to increase the supply of long-term capital for investment in profitable enterprises. While they are heavily involved in infrastructure finance, they are more likely to finance projects that generate revenue to service loans in contrast to projects that do not, like local roads. Some national development banks prioritize small and medium scale enterprises (SME) or specific sectors like energy or agriculture. They do this by lending directly to businesses undertaking viable projects, guaranteeing loans made by commercial banks and offering technical assistance to projects and banks to organize long-term financing. One of the advantages of NDBs over regional or multilateral institutions is that they usually lend in the domestic currency, which shields borrowers from exchange rate risk.

2 UNDP policy research, such as Development Finance Assessment Report, study on productivity and competitiveness of Viet Nam’s manufacturing firms, Development Finance paper for a policy dialogue (forthcoming, as UNDP in kind contribution to the Joint Program on INFF)
3 Ibid.
This Terms of Reference (TOR) is to procure the services of one international consultant and two national consultants to, under the activity 3.1.1, conduct a robust and careful assessment of the performance of Viet Nam’s development banks, in particular Viet Nam Development Bank and the Viet Nam Bank for Social Policy, with an aim to proposing reforms, based on the experiences of other middle-income countries, of the legal and policy environment to enable these institutions to become stronger national development banks that can expand the supply of long-term, domestic finance for infrastructure, energy, businesses and employment.

II. OBJECTIVES

2.1. Overall Objective

The overall objective of the consultancy services is to contribute to the formulation and operation of the Viet Nam INFF to accelerate the achievement of the SDGs, to increase long term domestic finance for development of infrastructure, domestic private enterprises businesses and employment for achieving the SDGs.

2.2. Specific Objectives

- Review the performance of Viet Nam Development Bank and the Viet Nam Bank for Social Policy, in comparison with similar institutions in the region in terms of their size, capital structure, governance, products, financial indicators (return on equity, NPLs, capital adequacy) and achievements,
- Based on relevant experiences of other middle-income countries, recommend reforms to the structure, governance, products and strategy of the Viet Nam Development Bank and the Viet Nam Bank for Social Policy, that will enable them to increase the supply of long-term domestic financing for infrastructure and private investment, including in the fields of renewable energy and sustainable agriculture.

III. TASKS, DELIVERABLES, TIMELINES AND WORKING DAYS

The international and national consultants are expected to implement the tasks and provide deliverables with timelines presented in the below table:

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Deliverables (all in English)</th>
<th>Timelines</th>
<th>Estimated number of working days</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>International consultant</strong></td>
<td></td>
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<tr>
<td>1.1. Develop the framework for reviewing performance of Viet Nam Development Bank and the Viet Nam Bank for Social Policy, with performance review/ assessment analytical framework, including criteria, benchmarks, necessary data and analytical tools;</td>
<td>1.1. Performance review framework paper.</td>
<td>5/10/2021</td>
<td>2</td>
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<tr>
<td>1.2 Develop research report outline.</td>
<td>1.2. Research report outline.</td>
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<tr>
<td><strong>International consultant</strong></td>
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<tr>
<td>2.1. Provide data on the performance of development banks in selected other countries in the region (against the criteria and benchmarks) for comparison with the performance of Viet Nam Development Bank and the Viet Nam Bank for Social Policy</td>
<td>2.1. Set of international data for comparison.</td>
<td>5/10/2021 – 15/10/2021</td>
<td>2</td>
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<tr>
<td>2.2. Review of the relevant experiences of other middle-income countries in development banking providing the supply of long-term domestic financing for infrastructure and private investment.</td>
<td>2.2. Report of the review</td>
<td></td>
<td>2</td>
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</table>

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<tr>
<th><strong>National consultants (nat. consultant 1: senior researcher, nat. consultant 2: researcher), in close cooperation and consultation with international consultant:</strong></th>
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<tr>
<td>3.1. Based on the results of int. consultant’s tasks 1.1 and 1.2 above, develop a plan for a review of performance of Viet Nam Development Bank and the Viet Nam Bank for Social Policy, with a performance review/assessment analytical framework, including criteria, benchmarks, necessary data and analytical tools adapted to the concrete situation/context in Viet Nam.</td>
<td>3.1. a performance review work plan</td>
<td>5/10-10/10/2021</td>
</tr>
<tr>
<td>3.2. Develop performance review report outline</td>
<td>3.2. Performance review report outline</td>
<td>5/10-10/10/2021</td>
</tr>
<tr>
<td>3.3. Conduct the performance review</td>
<td>3.3. a set of performance review data and information</td>
<td>15 October – 10 November 2021</td>
</tr>
<tr>
<td>3.4. Draft and finalize the report of review the performance of Viet Nam Development Bank and the Viet Nam Bank for Social Policy, in comparison of these banks with similar institutions in the region (data and international experience for comparison to be provided by the int. consultant under the task 2.1 and 2.2 above). The report will also include (i) recommendations for improvements of the Viet Nam Development Bank and the Viet Nam Bank for Social Policy in providing the increased supply of long-term domestic financing for infrastructure and private investment and (ii) annexes on data and information collected, methods of data collection and analysis, and notes on</td>
<td>3.4. performance review report</td>
<td>10 – 25 November 2021</td>
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</table>
### International consultant:

4.1. Provide advices/guidance/comments necessary for the national consultants to conduct the tasks and prepare the deliverables 3.1-3.4

4.2. Based on the performance review report of the national consultants (deliverable 3.4 above), develop a synthesis report of the study Review the performance of Viet Nam Development Bank and the Viet Nam Bank for Social Policy, in comparison of these banks with similar institutions in the region with (i) recommendations for improvements of the Viet Nam Development Bank and the Viet Nam Bank for Social Policy in providing the increased supply of long-term domestic financing for infrastructure and private investment and (ii) annexes on data and information collected, methods of data collection and analysis, and notes on quality of data, etc.

4.3. Presentations on the research report and policy brief at a workshop/technical meeting.

<table>
<thead>
<tr>
<th>Task</th>
<th>Details</th>
<th>Start Date</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1. comments/technical guidance notes/advice as necessary</td>
<td>a short policy brief summarizing the synthesis report findings and recommendations</td>
<td>5/10-25/11 2021</td>
<td>2</td>
</tr>
<tr>
<td>4.2 Synthesis research report of about 50 pages (excluding necessary annexes and technical notes) and a short policy brief summarizing the synthesis report findings and recommendations</td>
<td>25-30/11/2021</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>4.3. power point presentation and summary of comments received at the workshop, and revised (final) synthesis report and policy brief based on the comments.</td>
<td>December 2021</td>
<td>1</td>
<td></td>
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</tbody>
</table>

**Total estimated working days:**

<table>
<thead>
<tr>
<th>Role</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>International consultant</td>
<td>15</td>
</tr>
<tr>
<td>Nat. senior researcher</td>
<td>45</td>
</tr>
<tr>
<td>National researcher</td>
<td>35</td>
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### IV. EXPECTED QUALIFICATION OF THE CONSULTANT TEAM

1. **International consultant**
   - PhD Degree in the fields of economics, development economics, finance or related fields;
   - At least 10 years of experience in conducting research, providing consultancy services and policy advising in development finance, reviewing performance of development banks in supplying long-term domestic financing for infrastructure and private investment.
   - Rich knowledge in development banking theory and practices, best practices of middle income countries in the region in terms of development banks supply long-term
domestic financing for infrastructure and private investment, including in the fields of renewable energy and sustainable agriculture.

- Strong research experience and skills, sound research report writing skills in English as evidenced by the candidate’s authored or lead-edited research reports/papers/publications on relevant topics.

2. **National consultant 1 – senior researcher**

- Master’s Degree (PhD Degree preferred) in the fields of economics, development economics, finance or related fields;

- At least 10 years of experience in conducting research, providing consultancy services and policy advising in development finance, reviewing performance of banking sector/development banks in supplying long-term domestic financing for infrastructure and private investment.

- Rich knowledge about Viet Nam legal and policy frameworks, institutional arrangements in banking sectors; knowledge on the operations and performance of Viet Nam’s Development Bank and Bank for social policy in supplying long-term domestic financing for infrastructure and private investment is an asset.

- Good research experience and skills, good research report writing skills in both English and Vietnamese as evidenced by the candidate’s authored or co-authored research reports/papers/publications on relevant topics.

3. **National consultant 2 – researcher**

- Master’s Degree in the fields of economics, development economics, finance or related fields;

- At least 5 years of experience in conducting research, providing consultancy services and policy advising in development finance, reviewing performance of banking sector/development banks in supplying long-term domestic financing for infrastructure and private investment.

- Good knowledge about Viet Nam legal and policy frameworks, institutional arrangements in banking sectors; knowledge on the operations and performance of Viet Nam’s Development Bank and Bank for social policy in supplying long-term domestic financing for infrastructure and private investment is an asset.

- Research experience and skills, good research report writing skills in both English and Vietnamese as evidenced by the candidate’s authored or co-authored research reports/papers/publications on relevant topics.

V. **MONITORING AND QUALITY ASSURANCE**

The consultants will be working under (i) the overall supervision of UNDP Assistant Resident Representative, Head of Inclusive Growth Unit and (ii) guidance of UNDP senior International Economist-Advisor. The monitoring, progress and quality controlling of consultants will be carried out in accordance with the objective, deliverables and tasks in Section II and III, by UNDP Program Officer in coordination with the INFF JP focal point of DSENRE and assigned focal point of SBV (and possibly MOF). The consultants
shall timely report difficulties (if any) to UNDP and DSENRE during the consultancy process for timely handling.

VI. TERMS OF PAYMENT

First payment of 20% of the total contract value upon the submission of the deliverables 1.1 and 1.2; 3.1 and 3.2. and their and acceptance by DSENRE and UNDP.

Second payment of 80% of the total contract value for the national consultants upon the submission of deliverables 3.3 and 3.4; 60% of the total contract value for the international consultants upon the submission of deliverables 1.2 and 4.1.

Third payment of 20% of the total contract value for the international consultant upon the submission of all remaining deliverables including the final report and their and acceptance by DSENRE and UNDP.

VII. EVALUATION CRITERIA

<table>
<thead>
<tr>
<th>Consultant’s experiences/qualification related to the services</th>
<th></th>
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</thead>
</table>
| 1.1 | Doctor's Degree in the fields of economics, development economics, finance or related fields; (Int. consultant).

Doctor’s/Master Degree in the fields of economics, development economics, finance or related fields; (and national consultants). |
|  | 50 |
| 1.2 | At least 10 years of experience in conducting research, providing consultancy services and policy advising in development finance, reviewing performance of development banks in supplying long-term domestic financing for infrastructure and private investment (international consultant and national consultant 1).

At least 5 years of experience in conducting research, providing consultancy services and policy advising in development finance, reviewing performance of banking sector/development banks in supplying long-term domestic financing for infrastructure and private investment. (national consultant 2). |
|  | 350 |
| 1.3 | Rich knowledge in development banking theory and practices, best practices of middle income countries in the region in terms of development banks supply long-term domestic financing for infrastructure and private investment, including in the fields of renewable energy and sustainable agriculture (International Consultant).

Rich (nat. consultant 1), good (nat. consultant 2) knowledge about Viet Nam legal and policy frameworks, institutional arrangements in banking sectors; knowledge on the operations and performance of Viet Nam’s Development Bank and Bank for social policy in supplying long-term domestic financing for infrastructure and private investment is an asset. |
<p>|  | 300 |</p>
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<th>Good research experience and skills, good research report writing skills in both English and Vietnamese as evidenced by the candidate’s authored or co-authored research reports/papers/publications on relevant topics (int. consultant). Good research experience and skills, good research report writing skills in both English and Vietnamese as evidenced by the candidate’s authored or co-authored research reports/papers/publications on relevant topics (nat. consultants 1 and 2).</th>
<th>300</th>
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<tbody>
<tr>
<td><strong>Total</strong></td>
<td>1,000</td>
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</table>
OFFEROR’S LETTER TO UNDP
CONFIRMING INTEREST AND AVAILABILITY
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date ______________________

United Nations Development Programme

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];

ANNEX IV
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:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Contract Type</th>
<th>UNDP Business Unit / Name of Institution/Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
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</table>

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

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Contract Type</th>
<th>Name of Institution/Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
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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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Name of International Organization</th>
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</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Full Address</th>
<th>Business or Occupation</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

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, Processional Certification, Employment Records /Experience
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).

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Consultancy fee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Out of pocket expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1</td>
<td>Travel</td>
<td></td>
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<tr>
<td>2.2</td>
<td>Per diem</td>
<td></td>
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<tr>
<td>2.3</td>
<td>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). *</td>
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<td>2.4</td>
<td>Others (pls. specify).............</td>
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<tr>
<td>2.5</td>
<td>VAT** if applicable (in case your company signs the contract)</td>
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</tbody>
</table>

Total

* 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).