



08 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 and 01 International Consultant to develop a guidance for local departments of justice and legal aid organizations in evaluating successful legal aid cases in legal proceedings
Period of assignment/services (if applicable):	October 2021 – March 2022
Duty Station:	Home-based
Tender reference:	T211003

1. Submissions should be sent by **email** to: luu.thi.trang@undp.org no later than:

23.59 hrs., 24 October 2022 (Hanoi time)

With subject line:

T211003A – A National Team leader to develop a guidance for local departments of justice and legal aid organizations in evaluating successful legal aid cases in legal proceedings

T211003B – A National Team member to develop a guidance for local departments of justice and legal aid organizations in evaluating successful legal aid cases in legal proceedings

T211003C – An International Team member to develop a guidance for local departments of justice and legal aid organizations in evaluating successful legal aid cases in legal proceedings

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

Note:

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.
- Maximum size per email is **30 MB**.
- Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP Viet Nam will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.
- After submitting proposal, bidder should send notification by email (without attachment) to: procurement.vn@undp.org informing that the bidder has submitted proposal. UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to above address.
- Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female consultants.

2. Please find attached the relevant documents:

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

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

a. Technical component:

- Signed Curriculum vitae
- Signed Letter to UNDP Confirming Interest and Availability
- For National Team leader:
 - + A list of publications to be submitted
 - + 01 guidance sample developed or co-developed by the candidate
 - + 01 sample report in Vietnamese to be submitted
- For National Team member:
 - + A list of publications to be submitted
 - + 01 sample of report in English to be submitted
- For International Consultant:
 - + A list of publications to be submitted

- + 01 guidance sample developed or co-developed by the candidate
- + 01 sample of report in English to be submitted

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **VND for national consultant and US dollar for International Consultant** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in Annex V.
- Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.
- If quoted in other currency, prices shall be converted to the above currency at UN Exchange Rate at the submission deadline.

4. Evaluation

The technical component will be evaluated using the following criteria:

A National Consultant (Team leader)

No.	Requirement	Points
1	Doctor degree in law	200
2	Having at least 15 year working experience in legal field	150
3	Expertise and knowledge on legal aid is essential	200
4	Proven track record in doing research and writing reports (list publications to be submitted)	150
5	Having expertise in developing guidance/guiding documents in legal area (1 guidance sample developed or co-developed by the candidate to be submitted)	100
6	Working experience as a team leader in a similar consultancy is an advantage	50
7	Working experience with government agencies, United Nations agencies is an asset	50
8	Excellent writing skills in Vietnamese (one sample report in Vietnamese to be submitted).	100
	Total	1,000

A National Consultant (Team member)

No.	Requirement	Points
1	Master degree in law	200
2	A minimum of 10 years of work experience in legal field	200
3	Expertise and knowledge on legal aid is an asset	150
4	Proven track record in doing research and writing reports (a list of publications to be submitted)	200
5	Having expertise in developing guidance/guiding documents in legal area is a strong advantage	100
6	Excellent report writing skills in English (one sample of report in English to be submitted)	150
	Total	1,000

An International Consultant (Team member)

No.	Requirement	Points
1	Master degree in law	200
2	Having at least 15 year working experience in legal field	200
3	Expertise and knowledge on legal aid is essential	200
4	Proven track record in doing research and writing reports (a list of publications to be submitted)	150
5	Having expertise in developing guidance/guiding documents in legal area (1 guidance sample developed or co-developed by the candidate to be submitted)	100
6	Working experience with Vietnamese government agencies, United Nations agencies is an asset	50
7	Excellent writing skills in English (one sample report in English to be submitted).	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.

5. Contract

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

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

Documents required before contract signing:

- International consultant whose work involves travel is required to complete the courses on BSAFE which is the new online security awareness training and submit certificate to UNDP before contract issuance.
- Note: In order to access the courses, please go to the following link: <https://training.dss.un.org>
The training course takes around 3-4 hours to complete.
- Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel. (This is not a requirement for RLA contracts).
- Release letter in case the selected consultant is government official.

6. Payment

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

Payments are based upon outputs, i.e. upon delivery of the products specified in the TOR.

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

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



TERMS OF REFERENCE

Name of service:	Develop a guidance for local departments of justice and legal aid organizations in evaluating successful legal aid cases in legal proceedings		
Project:	The EU Justice and Legal Empowerment Program in Vietnam (EU JULE)		
Consultancy:	Two national consultants and one international consultant		
Reporting to:	The Governance and Participation Unit of UNDP		
Duty Station:	Home-based	Travel Required:	No
Duration of Assignment:	From October 2021 to March 2022		
Start Date:	10/20/2021	End Date:	3/31/2022

I. BACKGROUND & PROJECT DESCRIPTION

The EU Justice and Legal Empowerment Programme (EU JULE), implemented by UNDP and UNICEF together with relevant State agencies, is designed to strengthen the rule of law through a more reliable, trusted and better accessed justice system, and specifically to increase access to justice for women, children and those groups which face the greatest obstacles in using the justice system to invoke their rights, including ethnic minorities and poor people.

The objectives of the Programme are to be achieved through a number of interventions, including increased public awareness and understanding of rights and how to invoke those rights according to principles enshrined in Vietnamese law, mechanisms and procedures for how to use the law, and options for seeking legal advice, assistance and representation.

Under the EU JULE, one of the key areas of intervention is to support implementation of the Law on Legal Aid and the Legal Aid Reform Project for the period 2015 - 2025.

The first Legal Aid Law was promulgated in 2006. After 10 years of implementation, the 2006 Legal Aid Law exposed many gaps and was replaced by the 2017 Legal Aid Law, which came into effect on 1st January 2018. One of the key targets of the 2017 Legal Aid Law is to improve the quality and effectiveness of legal aid services to better ensure rights and interests of legal aid beneficiaries.

According to the Circular 03/2021/TT-BTP dated 25 May 2021 of the Minister of Justice, legal aid organizations shall organize assessment of effectiveness of legal aid cases in legal proceedings to determine which cases are successful. This assessment shall be carried out by a legal aid provider affiliated to legal aid organization to produce solutions for improvement of legal aid case effectiveness. Departments of Justice shall manage and organize assessments of the effectiveness of legal proceedings cases, carried out by legal aid organizations in their provinces to determine successful practices and inform policy recommendations.

The National Legal Aid Agency (NLAA) of the Ministry of Justice shall assist the Minister of Justice with this function. In this context, NLAA requested UNDP to support for

developing a guidance for legal aid organizations and local departments of justice in evaluating successful legal aid cases in legal proceedings.

Under the EU JULE Programme, UNDP commissions a team of 2 national consultants and 1 international consultant to conduct this task.

II. OBJECTIVES

The key objective of the assignment is to develop a guidance for legal aid organizations and local departments of justice in evaluating successful legal aid cases in legal proceedings. The ultimate objective is to enhance knowledge and skills for local organizations and authorities in assessing effectiveness of legal aid cases in legal proceedings and produce solutions for improvement of legal aid case effectiveness.

III. SCOPE OF WORK

This assignment will be carried out by a team of consultants including 2 national consultants and 1 international consultant. The scope of work for each consultant is as follows:

1. National consultant: Team leader:

- Responsible for the entire process of performing the task and delivering the final product

1	Take the leading role in discussing with UNDP, NLAA and 2 other team members on the issues raised during the assignment, assign tasks for 2 other team members.	2 days
2	Study materials relating to evaluation of successful legal aid cases in legal proceedings and 2 summary analyses submitted by 2 other team members. Collect information and opinions from at least 5 selected legal aid providers on how to evaluate successful legal aid cases in legal proceedings.	4 days
3	Develop detailed outline of the guidance in Vietnamese; Share it with team members, UNDP and NLAA for comments	1 day
4	Revise the detailed outline based on the comments received	1 day
5	Based on the approved detailed outline, develop draft guidance (sections 1 &2 of the guidance) in Vietnamese	6 days
6	Review and consolidate the part of guidance prepared by the national team member into a complete draft.	2 days
7	Share the draft to collect comments from other the team members, UNDP, NLAA and revise the draft in Vietnamese (sections 1 &2)	3 days
8	Prepare slide presentation and deliver it at a one-day consultation workshop or two half-day technical meetings	2 days
9	Based on the comments received from the workshop/meetings, work closely with the team members, UNDP and NLAA to finalize the guidance in Vietnamese until UNDP and NLAA approve it	4 days
	Total	25 days

2. National consultant- Team member

- Work closely with and under assignment of the team leader;

- Communicate and email exchange with international consultant.

1	Conduct a quick research of existing legal documents, materials, reports, data, practical cases, collect information and opinions from at least 5 selected legal aid providers relating to evaluation of successful legal aid cases in legal proceedings; prepare a short summary of this research to submit to the team leader, UNDP and NLAA	4 days
2	Provide comments to the draft detailed outline of the guidance prepared by the team leader and translate the draft detailed outline of the guidance into English to send to international consultant to get comments; translate the comments into Vietnamese to send to the team leader.	2 days
3	Based on the approved detailed outline, develop draft guidance (sections 3 & 4) in Vietnamese	6 days
4	Provide inputs to the complete draft guidance shared by the team leader and translate the whole draft guidance into English to share with international consultant to get comments, translate the comments into Vietnamese to send to the team leader.	4 days
5	Revise the draft guidance in Vietnamese (sections 3 & 4) based on the comments from UNDP, NLAA, team leader, international consultant	3 days
6	Attend a one-day consultation workshop or two half-day technical meetings to collect comments from participants; discuss with the team leader on the key points the need to be addressed in revising the guidance	2 days
7	Work closely with the team leader to finalize the guidance in Vietnamese until UNDP and NLAA approve it and update the English version according to the final approved Vietnamese guidance to share with the international consultant	3 days
	Total	24 days

3. International consultant - Team member

- Work closely with and under assignment of the team leader.

1	Conduct a research on: <ul style="list-style-type: none"> - Provisions of international standards/conventions; and - Best practices of at least 3 foreign countries, including legal framework and law implementation practices relating evaluation of successful legal aid cases in each type of	3 days
---	---	--------

	legal proceedings including criminal, civil and administrative. The research can include but not limited to evaluation criteria, methodologies and procedures. Produce a 5-page summary of this research to submit to the team leader, UNDP and NLAA.	
2	Provide comments to the draft detailed outline of the guidance prepared by the team leader	1 day
3	Provide inputs to the draft guidance shared by the team leader and continuous advice/support to the team leader during finalizing the guidance	2 days
4	Edit English for the final version of the guidance until UNDP approves it	2 days
	Total	8 days

IV. DELIVERABLES & IMPLEMENTATION TIMELINE

1. Deliverables and Implementation timeline

Three consultants will work in a team to produce the following deliverables in the following timeline:

No	Deliverable	Target due date
1	2 research summaries prepared by 2 team members submitted to team leader, UNDP and NLAA	30 October 2021
2	Detailed outline of the guidance in Vietnamese and English submitted and approved by UNDP and NLAA	20 November 2021
3	Draft guidance in Vietnamese and English submitted to UNDP and NLAA	20 December 2021
4	Revised draft guidance in Vietnamese according to the comments from UNDP and NLAA	10 January 2022
5	Power point presentation of the key contents of the guidance presented at a one-day consultation workshop or two half-day technical meetings organized by UNDP and NLAA	20 January 2022
6	Final guidance in Vietnamese and English submitted and approved by UNDP and NLAA.	30 February 2022

The consultation workshop or technical meetings will be arranged and paid by UNDP and NLAA.

2. Final product:

Three consultants will work together to produce the final product as follows:

A guidance for local departments of justice and legal aid organizations in evaluating successful legal aid cases in legal proceedings in Vietnamese and English. The guidance must include, but not be limited to the following key contents:

- 1) Introduction of the guidance: purposes, application scope, target users
- 2) General issues relating to evaluation of successful legal aid cases in legal proceedings (purposes, meaning of the evaluation; organization of evaluation, evaluators)

- 3) Guidance for evaluating successful legal aid cases in each type of legal proceedings (methodologies, criteria, procedures with illustrated examples), such as criminal, civil, administrative
- 4) Recommendations and analysis of some practical cases

V. COPY RIGHT AND INTELLECTUAL PROPERTY RIGHT

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

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

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

Estimated number of working days: 25 working days for team leader and 24 working days for national team member; 8 working days for international team member from 10/20/2021 to 3/31/2022.

Duty station: Home-based

Expected places of travel: No

VII. PROVISION OF MONITORING & PROGRESS CONTROL

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

VIII. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

Administrative Support

NLAA will collaborate with UNDP to organize consultation workshop or technical meetings.

IX. DEGREE OF EXPERTISE & QUALIFICATIONS

UNDP selects 3 (three) consultants in consultation with NLAA, with the following expected qualifications:

1. National consultant- Team leader

Qualifications	<ul style="list-style-type: none"> • Doctor degree in law
Relevant Professional Experience	<ul style="list-style-type: none"> • Having at least 15 year working experience in legal field. • Expertise and knowledge on legal aid is essential • Proven track record in doing research and writing reports (a list of publications to be submitted) • Having expertise in developing guidance/guiding documents in legal area (1 guidance sample developed or co-developed by the candidate to be submitted)
Other Competencies	<ul style="list-style-type: none"> • Working experience with government agencies, United Nations agencies is an asset • Working experience as a team leader in a similar consultancy is an advantage
Language Requirements	<ul style="list-style-type: none"> • Excellent report writing, presentation skills in Vietnamese (one sample of report in Vietnamese to be submitted).

2. National consultant- Team member

Qualifications	<ul style="list-style-type: none"> • Master degree in law
Relevant Professional Experience	<ul style="list-style-type: none"> • A minimum of 10 year working experience in legal field. • Expertise and knowledge on legal aid is an asset • Proven track record in doing research and writing reports (a list of publications to be submitted) • Having expertise in developing guidance/guiding documents in legal area is a strong advantage
Language Requirements	<ul style="list-style-type: none"> • Excellent report writing skills in English (one sample of report in English to be submitted)

3. International consultant – Team member

Qualifications	<ul style="list-style-type: none"> • Master degree in law
Relevant Professional Experience	<ul style="list-style-type: none"> • Having at least 15 year working experience in legal field. • Expertise and knowledge on legal aid is essential • Proven track record in doing research and writing reports (a list of publications to be submitted) • Having expertise in developing guidance/guiding documents in legal area (1 guidance sample developed or co-developed by the candidate to be submitted)
Other Competencies	<ul style="list-style-type: none"> • Working experience with Vietnamese government agencies, United Nations agencies is an asset
Language Requirements	<ul style="list-style-type: none"> • Excellent report writing and presentation skills in English (one sample of report in English to be submitted).

X. PAYMENT TERMS

The payment terms for 3 consultants follow the deliverables indicated in Section IV of this TOR

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount
1	Deliverable 1,2 and 3	20 December 2021	30%
2	Remaining deliverables indicated in section IV	31 February 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	Doctor degree in law	200
2	Having at least 15 year working experience in legal field	150
3	Expertise and knowledge on legal aid is essential	200
4	Proven track record in doing research and writing reports (list publications to be submitted)	150
5	Having expertise in developing guidance/guiding documents in legal area (1 guidance sample developed or co-developed by the candidate to be submitted)	100
6	Working experience as a team leader in a similar consultancy is an advantage	50
7	Working experience with government agencies, United Nations agencies is an asset	50
8	Excellent writing skills in Vietnamese (one sample report in Vietnamese to be submitted).	100
Total		1,000

2. National consultant- Team member

No.	Requirement	Points
1	Master degree in law	200
2	A minimum of 10 years of work experience in legal field	200
3	Expertise and knowledge on legal aid is an asset	150
4	Proven track record in doing research and writing reports (a list of publications to be submitted)	200
5	Having expertise in developing guidance/guiding documents in legal area is a strong advantage	100
6	Excellent report writing skills in English (one sample of report in English to be submitted)	150
Total		1,000

3. International consultant – Team member

No.	Requirement	Points
------------	--------------------	---------------

1	Master degree in law	200
2	Having at least 15 year working experience in legal field	200
3	Expertise and knowledge on legal aid is essential	200
4	Proven track record in doing research and writing reports (a list of publications to be submitted)	150
5	Having expertise in developing guidance/guiding documents in legal area (1 guidance sample developed or co-developed by the candidate to be submitted)	100
6	Working experience with Vietnamese government agencies, United Nations agencies is an asset	50
7	Excellent writing skills in English (one sample report in English to be submitted).	100
	Total	1,000

Criteria for Evaluation of Proposal

Offers will be evaluated according to the Combined Scoring method – where the educational background and experience on similar assignments will be weighted at 70% and the financial proposal will weigh at 30% of the total scoring.

The applicant receiving the Highest Combined Score and meeting other requirements in the Procurement Notice will be awarded the contract.

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 CVs** in English;
3. **Sample guidance/report and/or list of publications;**
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.

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.

