



20 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 Individual National Consultants to conduct a thematic study for the development of proposal of the law on implementation of laws
Period of assignment/services (if applicable):	October 2021 – March 2022
Duty Station:	Ha Noi, home-based
Tender reference:	L211005

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1. Submissions should be sent by email to: nguyen.duc.long@undp.org no later than:
23.59 hrs., 26 October 2021 (Hanoi time)

With subject line:

L211005A – A National Team leader to conduct a thematic study for the development of proposal of the law on implementation of laws

L211005B – A National Team member to conduct a thematic study for the development of proposal of the law on implementation of laws

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

Note:

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

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

- After submitting proposal, bidder should send notification by email (without attachment) to: procurement.vn@undp.org 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:** At least 01 study report in Vietnamese and 01 report sample in English to be submitted, preferably on related topic
- **For National Team member:** At least 01 research report sample on legal issues and 01 report sample in Vietnamese to be submitted, preferably on related topic

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:

National Consultant – Team leader

No.	Requirement	Points
1	Advanced university degree of law	100
2	Have at least 15 years of working experience in legal field. Have experience in legal policy analysis and development. Having experience in law implementation, especially organizations for law implementation is an advantage	300
3	Have experience in research and data analysis. A study report in Vietnamese to be submitted	200
4	Excellent writing skills in English and Vietnamese. A report sample in English to be submitted	200
5	Having experience in consultancy, especially as team leader in assignment in the legal review and assessment.	100
7	Have experience in working with Governmental organizations and UN, and with MOJ as advantage.	100
	Total	1,000

National Consultant – Team member

No.	Requirement	Points
1	Advanced university degree in Law	100
2	Have at least 10 years of working experience in legal field. Have experience in legislative development, experience in policy development 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 in legal field and have good group-work skills	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 UN organizations, with MOJ as an asset	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 affect 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 INDIVIDUAL CONSULTANT

REF#: ENTER REF #

Name of service:	Conduct a thematic study for the development of proposal of the law on implementation of laws.		
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

In recent years, Viet Nam has made significant efforts to develop a robust legal framework and to strengthen implementation of laws and regulations. While significant progress has been made in law development and institutional building, a number of development challenges remain to be addressed, including weak implementation of laws, lack of sufficient mechanisms for implementation oversight and monitoring and evaluation of the law implementation. Strengthening implementation of laws was proposed as one of strategic priorities in the Decision 225/QĐ-TTg, 4 February 2016 which approved the Public Administrative Reform Action Plan for 2016-2020 “to shift the strategic direction from placing emphasis on development and improvement of the legal system to improving and organizing the implementation of law”.

Currently, the Decree 59/2012/ND-CP dated 23 July 2021 (hereafter referred as Decree 59/2012/ND-CP) on monitoring the implementation of the laws is the highest document in the legal normative document hierarchy, stipulating the monitoring of the implementation of laws and regulations by ministries and local administrative agencies. However, there are some gaps which have not been stipulated, including procedures and mechanism to guarantee the law enforcement activities, criteria to assess the performance of the law enforcement, etc. Furthermore, the decree promulgated by the Government cannot provide for the law implementation of other judicial agencies, such as court and procuracy system. Development of a law on the implementation of law is an urgent need.

The EU Justice and Legal Empowerment Programme (EU JULE) funded by the EU and being implemented by UNDP and UNICEF seeks to strengthen the rule of law through a more reliable, trusted and better accessed justice system. One of the key priorities of the EU JULE is to support the Vietnamese agencies to diagnose how laws are enforced and conduct empirical studies on law implementation to make the legal system more responsive to the needs and aspirations of the people. A study on the development of the law on implementation of the laws is one of the critical activities to contribute to the expected results of the Programme.

In such context, under the EU JULE, United Nations Development Programme (UNDP) commissions a team of two national consultants to support the MOJ's Department of Management of handling administrative violations and monitoring law implementation (hereafter referred to the Department) to conduct a review and assessment of the 10-year implementation of the Decree 59/2012-ND-CP on monitoring of the law implementation, which will provide solid evidence for developing a proposal of the law on implementation of the laws.

II. OBJECTIVES

- To review and assess 10- year implementation of the Decree 59/2012 ND-CP on monitoring of the law implementation.
- To study and propose policy directions for development of the law on implementation of the laws

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 10-year implementation of the Decree 59/2021 ND-CP and proposal for development of the Law on implementation of laws with the following tasks:

1. National consultant- Team leader (30 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

Specific tasks

No.	Tasks	Number of working days
1.	Based on the list of desk review materials prepared by the team member, develop a draft assessment report outline of the implementation of Decree 59-2012/ND-CP, the workplan for the	2

	assignment. Share the draft documents with the team member and the Department, UNDP for inputs and comments, revise accordingly and submit to UNDP and Department for approval.	
2.	Develop a draft report outline of policy proposal for development of the Law on implementation of laws. Share the draft documents with the team member and the Department, UNDP for inputs and comments, revise accordingly and submit to UNDP and Department for approval.	2
3.	Finalize the assessment criteria of the Decree 59/2012/ND-CP, guiding questions for interviews with relevant Ministries and sectors prepared by the team member Share the final assessment criteria and interview questions with the Department and UNDP for approval	1
4.	Based on desk review and information collected via interviews with ministries prepared by the team member, develop a draft assessment report of the implementation of the Decree 59/2012/ND-CP, including recommendations for legal improvement. Share the draft report with the team member for inputs and comments, and with Department and UNDP for approval	6
5.	Draft the report on proposal of the Law on implementation of laws, share with the team member and Department and UNDP for inputs and comments	6
6.	Revise the assessment report of the implementation of the Decree 59/2012/ND-CP based on comments and inputs from the Department and UNDP	2
7.	Revise the report of proposal of the Law on implementation of laws, based on comments and inputs from the Department and UNDP	2
8.	Prepare and present the main contents of the report at 2 one-day consultation workshops organized by the Department and UNDP, tentatively in Ha Noi.	3
9.	Revise the assessment report of the implementation of the Decree 59/2012/ND-CP based on comments and inputs collected at the two consultation workshops.	2
10.	Finalize the report of proposal of the law of law implementation (in English and Vietnamese), based on inputs and comments collected at the consultation workshops and comments of the Department and UNDP. Submit the final products to UNDP and the Department for final review and approval	4
Total of days		30 days

2. National consultant- Team member (20 days)

The general tasks:

- 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 two draft report outlines, and implementation plan prepared by the team leader	1
2.	Desk review of the reports and related materials on implementing the Decree 59/2012 ND-CP and share the desk review analysis results with the team leader	5
3.	Develop assessment criteria of the Decree 59/2012/ND-CP, guiding questions for interviews with ministries and relevant agencies, and share it with the team leader for review and revision	2
4.	Conduct interview in persons and or via phone or paper-based survey with 10 agencies at central and local levels on the implementation of laws in their agencies, consolidating the interview responses, and share with the team leader for inputs for the report.	5
5.	Provide comments and inputs to the assessment report of the implementation of the Decree 59/2012/ND-CP and share it with the team leader.	1
6.	Provide comments and inputs the draft report of the proposal of the Law on implementation of laws, share with the team leader	1
7.	Support the team leader to prepare and present the draft reports at the two one day consultation workshops organized in Ha Noi Consolidate inputs and comments from the participants, prepare the meeting minutes and share it with the team leader.	3
8.	Support the team leader to revise and finalize the assessment report of implementation of the Decree 59/2012/ND-CP and Report of development of the Law on implementation of laws, based on the comments and inputs collected at the two consultation workshops.	2
Total of days		20 days

IV. DELIVERABLES & IMPLEMENTATION TIMELINE

Final products

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

1. An assessment report of 10-year implementation of the Decree 59/2012/ND-CP on monitoring of the law implementation, consisting of
 - a) An executive summary report (in both English and Vietnamese) describes the assessment objectives, scope, and methodologies, key findings and recommendations for strengthening the monitoring of the law implementation.

b) A full report of assessment of 10-year implementation of the Decree 59/2021-NĐ-CP (in Vietnamese), consisting of (1) Introduction of background, objectives, scope and methodologies (2) desk review results of legal documents, reports and other materials relating to monitoring of the law implementation (3) assessment of the implementation of the Decree 59/2012-ND-CP based on the administrative reports and relevant materials and interviews with relevant ministries and organizations at central and local levels, focusing on the following issues: a) relevancy, adequacies, consistency and scope of application of the Decree; (b) results of monitoring of the law implementation (c) difficulties and challenges in implementing the Decree; (4) recommendations for improving effectiveness, quality of the monitoring of the law implementation, including solutions for improving legal framework on this topic.

2. A analysis report of development of the law of law implementation, including major policies, directions for development of the Law on implementation of laws (not exceeding 30 pages, in both English and Vietnamese), consisting of:

a) An executive summary: study objectives, scope, methodologies, key findings and recommendations.

b) A full report, consisting of following main contents: background, objectives, key findings of the assessment of the implementation of the Decree 59 2021-NĐ-CP and current situation of organizations of implementation of laws (legal regulations and organizing the implementation) as evidence for proposals of development of the Law on implementation of laws; legal basis and actual needs of the development of the Law of Law implementation; proposal of key policies of the law and preliminary assessment of the proposed policies.

Implementation timeline

No	Deliverable	Target due date
1.	The outline of the assessment report of the 10 -year implementation of the Decree 59-/2012/ND- CP; the outline of the study of policy proposal for development of the Law on implementation of laws and the workplan are submitted	15 November 2021
2.	Draft assessment report of the 10 -year implementation of the Decree 59-/2012/ND-CP Draft report of proposal for development of the Law on implementation of laws	30 November 2021
3.	Presentations of draft reports at two consultation workshops in Ha Noi.	15 December 2021
4.	A final draft reports are 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's Department of Management of handling administrative violations and monitoring law implementation who shall have exclusive rights over their use.

The consultants may not use, reproduce such works without prior consent from UNDP and MOJ's Department of Management of handling administrative violations and monitoring law implementation.

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

Estimated number of working days: 30 days for national consultant- team leader and 20 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's Department of Management of handling administrative violations and monitoring law implementation and deliver final products as described in Section IV above.

VIII. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

Administrative Support

UNDP will collaborate with MOJ's Department of Management of handling administrative violations and monitoring law implementation to invite stakeholders to the consultation workshops.

IX. DEGREE OF EXPERTISE & QUALIFICATIONS

UNDP selects two national consultants in consultation with MOJ's Department of Management of handling administrative violations and monitoring law implementation, with the following expected qualifications:

1. National consultant- Team leader

Qualifications	<ul style="list-style-type: none">• Advanced university degree of law
Relevant Professional Experience	<ul style="list-style-type: none">• Have at least 15 years of working experience in legal field.• Have experience in legal policy analysis and development. Having experience in law implementation, especially organizations for law implementation is an advantage
Other Competencies	<ul style="list-style-type: none">• Have experience in research and data analysis. <p>A study report in Vietnamese to be submitted</p> <ul style="list-style-type: none">• Have experience in working as consultant, especially team leader

	in consultancy of legal and policy development. <ul style="list-style-type: none"> • Have experience in working with Governmental organizations and international organizations, and with MOJ as an asset.
Language Requirements	<ul style="list-style-type: none"> • Excellent writing skills in Vietnamese and English. <p>A report sample in English to be submitted.</p>

2. National consultant- Team member

Qualifications	<ul style="list-style-type: none"> • Advanced university degree in Law
Relevant Professional Experience	<ul style="list-style-type: none"> • Have at least 10 years of working experience in legal field. • Have experience in legislative development, experience in policy development as an asset.
Other Competencies	<ul style="list-style-type: none"> • Proven track record of conducting legal review and assessment, experience in analytical work. <p>Submission of a research report sample.</p> <ul style="list-style-type: none"> • Have experience in working as consultant in legal field. Having good group work skills. • Have experience in working with Governmental organizations and international organizations, and with MOJ as an asset.
Language Requirements	<ul style="list-style-type: none"> • Excellent writing skills in English and Vietnamese. <p>A report sample in Vietnamese to be submitted.</p>

X. PAYMENT TERMS

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount
1	Upon submission of deliverable 1 indicated in Section IV	15 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	100

2	Have at least 15 years of working experience in legal field. Have experience in legal policy analysis and development. Having experience in law implementation, especially organizations for law implementation is an advantage	300
3	Have experience in research and data analysis. A study report in Vietnamese to be submitted	200
4	Excellent writing skills in English and Vietnamese. A report sample in English to be submitted	200
5	Having experience in consultancy, especially as team leader in assignment in the legal review and assessment.	100
7	Have experience in working with Governmental organizations and UN, and with MOJ as advantage.	100
Total		1,000

2. National consultant- Team member

No.	Requirement	Points
1	Advanced university degree in Law	100
2	Have at least 10 years of working experience in legal field. Have experience in legislative development, experience in policy development 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 in legal field and have good group-work skills	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 UN organizations, with MOJ as an asset	100
Total		1,000

Documents for Submission

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

Core Documents

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

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	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 and USD for International Consultant).

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

No.	Description	Quantity	Unit Rate	Total
1	Consultancy fee			
2	Out of pocket expenses			
2.1	Travel			
2.2	Per diem			
2.3	Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel – (required before issuing contract). *			
2.4	Others (pls. specify).....			
2.5	VAT** if applicable for local firm (in case your company signs the contract)			
	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).