



26 October 2021

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	<b>02 National Consultants to develop a legal handbook and leaflet on securing performance of obligations and registration of secured measures to increase legal awareness and promote credit access for poor women and ethnic minorities</b>
Period of assignment/services (if applicable):	October 2021 – March 2022
Duty Station:	Home-based
Tender reference:	L211007

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1. Submissions should be sent by **email** to: [nguyen.duc.long@undp.org](mailto:nguyen.duc.long@undp.org) no later than:  
**23.59 hrs., 02 November 2021 (Hanoi time)**

With subject line:

**L211007A – A National Team leader to develop handbook and leaflet on secured transaction for poor women and ethnic minorities**

**L211007B – A National Team member to develop handbook and leaflet on secured transaction for poor women and ethnic minorities**

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

**Note:**

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

Viet Nam will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

- After submitting proposal, bidder should send notification by email (without attachment) to: [procurement.vn@undp.org](mailto:procurement.vn@undp.org) informing that the bidder has submitted proposal. UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to above address.
- Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female consultants.

## 2. Please find attached the relevant documents:

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

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

### a. Technical component:

- Signed Curriculum vitae
- Signed Letter to UNDP Confirming Interest and Availability
- **For National Team leader:** 01 list of the papers relating securing performance of obligations and registration of secured measures, 01 training material sample in Vietnamese, 01 writing report sample in English to be submitted
- **For National Team member:** 01 training material sample in Vietnamese, 01 writing report sample in Vietnamese 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:

##### **National consultant- Team leader**

No.	Requirement	Points
1	Doctor degree in law	200
2	A minimum of 15-year working experience in civil law field, especially laws on securing performance of obligations and registration of secured measures	150
3	Having experience in doing research with at least 3 published papers relating securing performance of obligations and registration of secured measures (a list of the papers to be submitted)	150
4	Experience in developing training materials with participatory and learner-centered methodologies (one training material sample in Vietnamese to be submitted)	150
5	A minimum of 5-year training/teaching experience. Training experience on securing performance of obligations and registration of secured measures is a strong advantage	150
6	Working experience with government agencies, international organizations is an asset	50
7	Experience working as a team leader of a consultant team, preferably of similar assignment(s)	50
8	Excellent report writing skill in English (one writing report sample in English to be submitted)	100
	<b>Total</b>	<b>1,000</b>

##### **National consultant- Team member**

No.	Requirement	Points
1	Master degree in law	200
2	A minimum of 5-year working experience in civil law field, especially laws on securing performance of obligations and registration of secured measures	200
3	Having experience in doing research relating securing performance of obligations and registration of secured measures	200
4	Experience in developing training materials with participatory and learner-centered methodologies (one training material sample in Vietnamese to be submitted)	200

5	A minimum of 5-year training/teaching experience. Training experience on securing performance of obligations and registration of secured measures is a strong advantage	150
6	Excellent report writing skills in Vietnamese (one writing report sample in Vietnamese to be submitted)	50
	<b>Total</b>	<b>1,000</b>

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

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

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

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

## 5. Contract

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

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

Documents required before contract signing:

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

## 6. Payment

UNDP shall 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 TEAM OF CONSULTANTS

**REF#:** ENTER REF #

<b>Name of service:</b>	Development of a legal handbook and leaflet on securing performance of obligations and registration of secured measures to increase legal awareness and promote credit access for poor women and ethnic minorities		
<b>Project:</b>	The EU Justice and Legal Empowerment Program in Vietnam (EU JULE)		
<b>Consultancy:</b>	Two national consultants		
<b>Reporting to:</b>	The Governance and Participation Unit of UNDP		
<b>Duty Station:</b>	Home-based	<b>Travel Required:</b>	No
<b>Duration of Assignment:</b>	From October 2021 to March 2022		
<b>Start Date:</b>	11/10/2021	<b>End Date:</b>	3/31/2022

### **I. BACKGROUND & PROJECT DESCRIPTION**

The 2015 Civil Code of Viet Nam was promulgated on 24 November 2015 and came into effect on 1 July 2017. The Code has provided 9 measures to secure the performance of obligations, including: 1. Pledge of property; 2. Property mortgage; 3. Deposit; 4. Security collateral; 5. Escrow deposit; 6. Title retention; 7. Guarantee; 8. Fidelity guarantees; and 9. Property lien (Article 292). The Code also stipulates registration of secured measures in Article 298, whereby, secured measures shall be registered as agreed by the parties or provided by law. The security of obligation performance is specified in detail in the Decree 21/2021 dated 19 March 2021 of the Government detailing the implementation of the Civil Code's provisions on security of obligation performance.

On the basis of the provisions of the Civil Code and related laws on security for performance of obligations and registration of secured measures, there are many favorable legal mechanisms for women and ethnic minorities to use for accessing capital. These can be mentioned as borrowing of capital for production and business through the fidelity guarantees of socio-political organizations; using land use rights, value of right to use sea areas, annual trees, etc. as assets to secure the performance of obligations; using common property of household and of husband and wife to secure the performance of obligations.

In the situation of economic and social development, raising awareness and understanding of the law on securing performance of obligations and registration of secured measures for people, especially vulnerable groups such as poor women and ethnic minorities is extremely important for them to access to credit for enhancing investment and production, increasing family income and stabilizing life. This is also to create opportunities for women to participate in economic and social activities, contribute to raising the role of women in the society.

The EU Justice and Legal Empowerment Programme in Viet Nam (EU JULE) is funded by the European Union with financial contributions from UNDP and UNICEF and is implemented by these two UN agencies in partnership with the Ministry of Justice of Viet Nam. EU JULE 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.

In response to the request of National Registration Agency for Secured Transactions of the Ministry of Justice (NRAST), UNDP through EU JULE commissions a team of 2 national consultants to support NRAST to develop a legal handbook and leaflet on securing performance of obligations and registration of secured measures to increase legal awareness and promote credit access for poor women and ethnic minorities.

## II. OBJECTIVES

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The key objective of the assignment is to support the National Registration Agency for Secured Transactions of the Ministry of Justice (NRAST) to develop a legal handbook and leaflet on securing performance of obligations and registration of secured measures to increase legal awareness and promote credit access for poor women and ethnic minorities. The legal handbook approved by NRAST and UNDP will be used for training and disseminating to government officials and officials of social organizations to enhance their knowledge and skills in disseminating laws on securing performance of obligations and registration of secured measures to poor women and ethnic minorities. The leaflet approved by NRAST and UNDP will be disseminated to poor women and ethnic minorities so they can understand laws and process of securing performance of obligations and registration of secured measures to access to credit.

## III. SCOPE OF WORK

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This assignment will be carried out by a team of consultants including 2 national consultants. 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 products

1	Take the leading role in discussing with UNDP, NRAST and other team member on implementing the assignment, assign tasks for other team members.	2 days
2	<b>Develop legal handbook and handbook's summaries</b>	<b>15 days</b>
2.1	Study the summary analysis of legal provisions and law implementation prepared by the team member, discuss with the team member about the main contents of the legal handbook	1
2.2	Draft the detailed outline of the handbook, get comments from the team member, NRAST and UNDP. Finalize the detailed outline and send to	2

	UNDP and NRAFT for approval.	
2.3	Draft part 2 of the handbook, tentatively on practical application of law on securing performance of obligations and registration of secured measures based on consultation and discussion by phone with at least 10 officials working in credit organizations or secured transaction registration units.	4
2.4	Review and consolidate part 1 prepared by the team member into a complete draft handbook. Collect comments from NRAFT and UNDP on the draft handbook. Revise part 2 of the handbook based on the comments received	2
2.5	Prepare presentation slides, attend and deliver presentation on key points of the handbook in a half-day technical meeting to get comments on the draft handbook	1
2.6	Revise part 2 of the draft handbook based on the comments received from the technical meeting	2
2.7	Work with the team member to revise the entire handbook	1
2.8	Draft summaries of the handbook in Vietnamese and English. Revise the summaries based on the comments from NRAFT and UNDP.	2
3	<b>Develop a guidance for using legal handbook in training</b>	<b>12 days</b>
3.1	Study UNDP training toolkit and other relevant training materials to identify the methodologies and approaches of the guidance	2
3.2	On the basis of the developed handbook, along with case studies, videos, pictures, training activities collected and designed by the team member, draft the guidance	4
3.3	Prepare slide presentation, attend and deliver presentation at a half-day technical meeting organized by NRAFT and UNDP.	1
3.4	Revise the guidance based on comments received from technical meeting, NRAFT and UNDP, and team member	3
3.5	Develop summaries of the guidance in Vietnamese and English, share with NRAFT and UNDP to get comments and revise the summaries.	2
4	<b>Pilot training and finalize the handbook, guidance</b>	<b>5 days</b>
4.1	Prepare and deliver one-day pilot training	2
4.2	Based on the feedback from trainees, finalize the handbook and the guidance in Vietnamese, summaries of the handbook and summaries of the guidance in Vietnamese and in English	3
5	<b>Work closely with a designing firm/expert to develop a leaflet</b>	<b>6 days</b>
5.1	Based on the developed handbook, discuss with the designing firm/expert hired by the NRAFT in collaboration with UNDP to identify key contents of the leaflet	1
5.2	Discuss with the designing firm/expert to select model of leaflet, develop	1



	outline of the leaflet, share with NRAFT and UNDP to get comments and revise the outline.	
5.3	Work closely with the designing firm/expert during the leaflet designing, including electronic and printed versions	1
5.4	Attend and deliver presentation on the main content of the draft leaflet at a half-day technical meeting to collect comments	1
5.5	Work closely with the designing firm/expert to revise and finalize the leaflet, including electronic and printed versions	2
	<b>Total</b>	<b>40 days</b>

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

<b>1</b>	<b>Develop legal handbook and handbook's summaries</b>	<b>12 days</b>
1.1	Review and analyze legal provisions, existing reports and studies on law implementation relating securing performance of obligations and registration of secured measures to promote credit access for poor women and ethnic minorities. Prepare 5-page summary analysis with recommendation on main points of the handbook and submit to the team leader.	2
1.2	Provide comments to the draft detailed outline of the handbook prepared by the team leader	1
1.3	Draft part 1 of the handbook, tentatively on legal provisions on securing performance of obligations and registration of secured measures to promote credit access for poor women and ethnic minorities.	3
1.4	Revise part 1 of the handbook based on the comments received from NRAFT and UNDP	1
1.5	Attend a half-day technical meeting to get comments on the draft handbook, identify key comments that should be addressed in revising the Handbook	1
1.6	Revise part 1 of the handbook based on the comments received from technical meeting	2
1.7	Work with the team leader to revise the entire handbook in Vietnamese, summary of the handbook in Vietnamese.	2
<b>2</b>	<b>Develop a guidance for using Legal handbook in training</b>	<b>8 days</b>
2.1	Collect case studies, videos, pictures and other visual tools for the guidance. Design training activities, such as, role plays, group discussions, questions and answers. Develop pre and post training evaluation questionnaires.	4
2.2	Provide inputs to the draft guidance prepared by the team leader	1

2.3	Attend a half-day technical meeting to get comments on the draft guidance, identify key comments that should be addressed in revising the guidance	1
2.4	Work closely with the team leader to revise the guidance in Vietnamese	2
3	<b>Pilot training and finalize the handbook, guidance</b>	<b>4</b>
3.1	Support the team leader to prepare for and attend a one-day pilot training. Prepare short training notes and identify main points that need to be addressed in finalizing the Handbook and guidance.	2
3.2	Support the team leader to review and finalize the handbook, guidance and summaries of handbook and guidance in Vietnamese.	2
	<b>Total</b>	<b>24 days</b>

#### IV. DELIVERABLES & IMPLEMENTATION TIMELINE

##### **4. 1. Deliverables and Implementation timeline for both consultants**

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

No	Deliverable	Target due date
1	Detailed outline of the legal handbook in Vietnamese submitted and approved by UNDP and NRAFT	15 November 2021
2	Draft legal handbook in Vietnamese submitted to UNDP and NRAFT for comments	30 November 2021
3	Revised draft legal handbook in Vietnamese according to the comments from UNDP and NRAFT	10 December 2021
4	Slide presentation of the key contents of the legal handbook presented at a half-day technical meeting organized by UNDP and NRAFT	15 December 2021
5	Revised legal handbook in Vietnamese submitted and approved by UNDP and NRAFT for pilot training	25 December 2022
6	Summaries of the legal handbook in Vietnamese and English submitted to UNDP and NRAFT	10 January 2022
7	Draft guidance for using legal handbook in training in Vietnamese submitted to UNDP and NRAFT	30 January 2022
8	Slide presentation of the key contents of the guidance presented at a half-day technical meeting organized by UNDP and NRAFT	10 February 2022
9	Revised guidance in Vietnamese and summaries of the guidance in English and Vietnamese submitted and approved by UNDP and NRAFT for pilot training	20 February 2022
10	One-day pilot training delivered	30 February 2022
11	Final legal handbook in Vietnamese, final guidance in Vietnamese, summaries of the legal handbook and guidance in Vietnamese and English submitted and approved by UNDP and NRAFT	15 March 2021

**The technical meetings and pilot training will be arranged and paid by UNDP and NRAST.**

**4. 2. Deliverables and implementation timeline for the team leader:**

No	Deliverable	Target due date
12	Detailed outline of the leaflet in Vietnamese submitted and approved by UNDP and NRAST	10 January 2022
13	Draft leaflet in Vietnamese submitted to UNDP and NRAST for comments	30 January 2022
14	Presentation on the main content of the draft leaflet delivered at a half-day technical meeting	5 February 2022
15	Final leaflet in Vietnamese in electronic and printed versions submitted and approved by UNDP and NRAST	15 February 2022

**4. 3. Final product:**

3.1. Two consultants will work together to produce a set of final products as follows:

**(1) A legal handbook in Vietnamese** on securing performance of obligations and registration of secured measures to increase legal awareness and promote credit access for poor women and ethnic minorities (25 – 30 pages).

Target users: central and local law disseminators, legal aid providers, officials of the Women Union, Fatherland Front, and other relevant state officials.

The handbook should include but is not limited to the following contents:

1. Legal provisions on securing performance of obligations and registration of secured measures

2. Practical law application with illustrative examples relating poor women and ethnic minorities

**(2) Two summaries of the legal handbook in English and Vietnamese** that includes detailed outline of the handbook, introduction, objectives, target users, key contents of the handbook

**(3) A guidance for using legal handbook in training in Vietnamese** has introductory information on objectives, target users, training methodologies, and guidance for. For each of the modules, there will need detailed lesson plan plus detailed interactive learning activities, such as games, role plays, demonstrations, group works, case studies, accompanying power point presentations, and visual tools such as videos, pictures and other creative tools to engage learners. The guidance should have pre and post training evaluation forms, training report template.

- For adapting with the crisis situation, such as covid-19 pandemic, the guidance should include a section of instruction for users/trainers on how to conduct online training in case the practice does not allow to organize face to face training.

**(4) Two summaries of the guidance in English and Vietnamese** that includes detailed outlines of the guidance, introduction on objectives, target trainers, training methodologies, training programme, key contents of each modules, evaluation forms, training report template

3.2. Team leader will work together with the designing firm/expert hired by the NRAFT in collaboration with UNDP to produce the following final product:

**(5) A two sides A4 page leaflet in Vietnamese in electronic and printed versions** on securing performance of obligations and registration of secured measures for poor women and ethnic minorities.

- Target users: poor women and ethnic minorities

The leaflet should include the main contents selected from the legal handbook. It must be easily understood for the target users.

The products can be seen as final when it gets approval from UNDP and NRAFT.

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

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All outputs produced in this TOR shall remain the property of UNDP NRAFT who shall have exclusive rights over their use.

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

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

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**Estimated number of working days:** 40 working days for team leader and 24 working days for national team member from 11/10/2021 to 3/31/2022.

**Duty station:** Home-based

**Expected places of travel:** No

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

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

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

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### **Administrative Support**

NRAFT will collaborate with UNDP to organize technical meetings and pilot training.

NRAFT will collaborate with UNDP to hire the leaflet designing firm/expert to work with the team leader to develop the leaflet.

## **IX. DEGREE OF EXPERTISE & QUALIFICATIONS**

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UNDP selects 2 (two) consultants in consultation with NRAFT, with the following expected qualifications:

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

<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Doctor degree in law</li></ul>
<b>Relevant Professional Experience</b>	<ul style="list-style-type: none"><li>• A minimum of 15-year working experience in civil law field, especially laws on securing performance of obligations and registration of secured measures</li></ul>

	<ul style="list-style-type: none"> <li>• Having experience in doing research with at least 3 published papers relating securing performance of obligations and registration of secured measures (<b>a list of the papers to be submitted</b>)</li> <li>• Experience in developing training materials with participatory and learner-centered methodologies (<b>one training material sample in Vietnamese to be submitted</b>)</li> <li>• A minimum of 5-year training/teaching experience. Training experience on securing performance of obligations and registration of secured measures is a strong advantage</li> </ul>
<b>Other Competencies</b>	<ul style="list-style-type: none"> <li>• Working experience with government agencies, international organizations is an asset</li> <li>• Experience working as a team leader of a consultant team, preferably of similar assignment(s) is an asset</li> </ul>
<b>Language Requirements</b>	<ul style="list-style-type: none"> <li>• Excellent report writing skill in English (<b>one sample writing report in English to be submitted</b>)</li> <li>• Excellent speaking, report writing and presenting skills in Vietnamese</li> </ul>

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

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Master degree in law</li> </ul>
<b>Relevant Professional Experience</b>	<ul style="list-style-type: none"> <li>• A minimum of 5-year working experience in civil law field, especially laws on securing performance of obligations and registration of secured measures</li> <li>• Having experience in doing research relating securing performance of obligations and registration of secured measures</li> <li>• Experience in developing training materials with participatory and learner-centered methodologies (<b>one training material sample in Vietnamese to be submitted</b>)</li> <li>• A minimum of 5-year training/teaching experience. Training experience on securing performance of obligations and registration of secured measures is a strong advantage</li> </ul>
<b>Language Requirements</b>	<ul style="list-style-type: none"> <li>• Excellent report writing skills in Vietnamese (<b>one writing report sample in Vietnamese to be submitted</b>)</li> </ul>

## **X. PAYMENT TERMS**

### **1. For national consultant – team leader**

<b>No.</b>	<b>Deliverables as indicated in Section IV</b>	<b>Due Date</b>	<b>Payment Amount</b>
1	Deliverable 1 and 2 indicated in section IV Par.	30 November 2021	30%

	4.1		
2	Deliverables 3- 11 indicated in section IV Par. 4.1	30 March 2022	40%
3	Deliverable 12-15 indicated in section IV Par. 4.2	30 March 2022	30%

## **2. For national consultant – team member**

No.	Deliverables as indicated in Section V	Due Date	Payment Amount
1	Deliverable 1 and 2 indicated in IV Par. 4.1	30 November 2021	30%
2	Deliverables 3- 11 indicated in section IV Par. 4.1	30 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	Doctor degree in law	200
2	A minimum of 15-year working experience in civil law field, especially laws on securing performance of obligations and registration of secured measures	150
3	Having experience in doing research with at least 3 published papers relating securing performance of obligations and registration of secured measures (a list of the papers to be submitted)	150
4	Experience in developing training materials with participatory and learner-centered methodologies (one training material sample in Vietnamese to be submitted)	150
5	A minimum of 5-year training/teaching experience. Training experience on securing performance of obligations and registration of secured measures is a strong advantage	150
6	Working experience with government agencies, international organizations is an asset	50
7	Experience working as a team leader of a consultant team, preferably of similar assignment(s)	50
8	Excellent report writing skill in English (one writing report sample in English to be submitted)	100
<b>Total</b>		<b>1,000</b>

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

<b>No.</b>	<b>Requirement</b>	<b>Points</b>
1	Master degree in law	200
2	A minimum of 5-year working experience in civil law field, especially laws on securing performance of obligations and registration of secured measures	200
3	Having experience in doing research relating securing performance of obligations and registration of secured measures	200
4	Experience in developing training materials with participatory and learner-centered methodologies (one training material sample in Vietnamese to be submitted)	200
5	A minimum of 5-year training/teaching experience. Training experience on securing performance of obligations and registration of secured measures is a strong advantage	150
6	Excellent report writing skills in Vietnamese (one writing report sample in Vietnamese to be submitted)	50
<b>Total</b>		<b>1,000</b>

### **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:

#### **Core Documents**

1. **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
2. **Current and complete CVs** in English;
3. **Writing report sample, training material sample and/or list of published papers**;
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.

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

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

## **GUIDELINES FOR CV PREPARATION**

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

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

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

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

### **SUMMARY OF EXPERTISE**

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

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

Credentials/education/training, relevant to the expertise

### **LANGUAGES**

Mother Tongue:

Indicate written and verbal proficiency of your English:

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

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

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

### **UN SYSTEM EXPERIENCE**

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

### **UNIVERSITY DEGREES**

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

### **PUBLICATIONS**

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

### **MISCELLANEOUS**

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

## ANNEX V

### FINANCIAL OFFER

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

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

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

\* Individual Consultants/Contractors who are over 65 years of age with assignments that require travel and are required, **at their own cost**, to undergo a full medical examination including x-rays and obtaining medical clearance from **an UN-approved doctor** prior to taking up their assignment.

\*\* Individual Consultants/Contractors who request their employer to sign a Reimbursable Loan Agreement (RLA) with UNDP for their behalves are reminded to add the Value Added Tax into the total lump sum of the Financial Offer if applicable.

I undertake, if my proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

I agree to abide by this proposal for a period of 120 days from the submission deadline of the proposals.

Dated this day /month of year

Signature

(The costs should only cover the requirements identified in the Terms of Reference (TOR)  
Travel expenses are not required if the consultant will be working from home).