

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 Conduct an assessment of the situation of civil status registration for children of Vietnamese women with foreigners and Vietnamese women in their marriage relations with foreigners who are returning back in Viet Nam.</b>
Period of assignment/services (if applicable):	<b>From October 2021 to March 2022 Team Leader: 26 days Team Member: 24 days</b>
Duty Station:	<b>Ha Noi, home-based Travel to Quang Nam, Hau Giang and Hai Duong (if possible)</b>
Tender reference:	<b>P211002</b>

1. Submissions should be sent by **email** to: [nguyen.ngoc.phuong@undp.org](mailto:nguyen.ngoc.phuong@undp.org) no later than:

**23.59 hrs., 10 November 2021 (Hanoi time)**

With subject line:

**P211002A-TL to Conduct an assessment of the situation of civil status registration**

**P211002B-TM to Conduct an assessment of the situation of civil status registration**

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:**

- Detailed CV addressing the experience and work you have done.
- Financial offer
- TL: Submission of a legal research report sample
- TM: A report sample on legal issues to be submitted.

**b. Financial proposal (with your signature):**

- The financial proposal shall specify a total lump sum amount in **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:

**1. National consultant- Team leader**

No.	Requirement	Points
1	Advanced university degree in Law	100
2	Have at least 10 years of working experience in legal field, experience in civil status or civil matters is preferable	350
3	Have excellent report writing skills, Proven track record of conducting legal analytical, review and assessment. Submission of a legal research report sample	350
4	Have experience in working as a team leader in a legal research	100
5	Have experience in working with Vietnam’s governmental agencies	100
6	Excellent writing skills in Vietnamese and English	100

	Submission of a report sample in English in related field.	
	<b>Total</b>	<b>1,000</b>

## 2. National consultant- Team member

No.	Requirement	Points
1	Advanced university degree in Law; major in civil law, marriage and family, civil status and other related fields would be an asset	100
2	Have at least 10 years of working experience in legal field, Have working experience in civil laws, marriage and family, civil registration as an asset	200
3	Proven track record of conducting legal analytical, review and assessment. A report sample on legal issues to be submitted.	300
	Have knowledge of gender and vulnerable populations, have experience in working with the vulnerable populations, including women and children	200
	Have ability to work independently and in a team	100
4	Excellent writing skills in Vietnamese. Good communication skills in English as advantage A sample report in Vietnamese to be submitted	100
	<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.

Interview with the candidates may be held if deemed necessary.

## 5. Contract

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

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

Documents required before contract signing:

- International consultant whose work involves travel is required to complete the courses on BSAFE which the new online security awareness training is 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

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount
1	Upon submission of deliverable 2 indicated in Section V	15 November 2021	30%
2	Upon submission of all deliverables indicated in Section V	31 March 2022	70%

**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 #

<b>Name of service:</b>	Conduct an assessment of the situation of civil status registration for children of Vietnamese women with foreigners and Vietnamese women in their marriage relations with foreigners who are returning back in Viet Nam.		
<b>Project:</b>	The EU Justice and Legal Empowerment Program in Vietnam (EU JULE)		
<b>Reporting to:</b>	The Governance and Participation Unit of UNDP		
<b>Duty Station:</b>	Ha Noi, home-based Travel to Quang Nam, Hau Giang and Hai Duong (if possible)	<b>Travel Required: Yes</b>	Click or tap to specify Yes/No.
<b>Duration of Assignment:</b>	From October 2021 to March 2022		
<b>Start Date:</b>	10/25/2021	<b>End Date:</b>	3/31/2022

**BACKGROUND & PROJECT DESCRIPTION**

Civil registration has an important role in facilitating the enjoyment of human rights as the vital events of citizens and residents such as births, marriages, deaths and other events are recorded in the official system of a State. Among these vital events, the right of every child to have his/her birth registered without discrimination is recognized in number of international human rights treaties, and is particularly linked to the right to identity, the right to a nationality and the right to be recognized as a person before the law. In many cases, birth registration of a child is linked to the marriage registration of his/her parents. The civil registration of marriage of a child’s parent can be essential for the child to acquire nationality and enjoy his/her rights in accessing education, health service, social assistance programme and legal protection. Civil Registration and Vital Statistics (CRVS) systems are

also critical to the 2030 development goals. 15 out of 17 SDGs use indicators, which require high quality CRVS data. A fully functioning CRVS system is also a prerequisite to good socio-economic planning and decision-making.

To ensure the right to birth registration for children and other civil status documents of some target groups of population, the National Action Programme on Civil Registration and Vital Statistics (CRVS) systems of Viet Nam for the period of 2017-2024 defined an imperative task of improving the civil registration, including improvement of the legal framework toward the goal that all children are able to register birth and other populations including the vulnerable populations are granted with birth registration and other civil documents.

In recent years, there has been an increasing number of Vietnamese women getting married to foreigners, including Chinese (Taiwanese) and Korean men. After getting married, a few cases can't deport or deported but had to return home due to unhappy life. Some of them brought their children back home without personal documents and civil status document (birth registration certificate, marriage certificate, etc.) since they escaped from their husband's homes and could not bring along the personal documents. Without these documents, the women faced difficulties in requesting for other administrative documents such as residence registration, personal identity document, passport, health insurance card, education enrolment, and found impossible to register their children's birth, or request a authentication of their marriage status to get married with another. Hai Duong, Quang Nam and An Giang have recently reported a high number of children of Vietnamese women with foreigners and women marrying foreigners currently back to the country.<sup>1</sup>

After adopting the United Nations' Global Compact for Safe, Orderly and Regular Migration (GCM), Viet Nam has promulgated the plan on implementation of the United Nations' Global Compact for Safe, Orderly and Regular Migration<sup>2</sup> which assigned Ministry of Justice different activities, including strengthening civil registration for migrants at border areas, women, children, ethnic minorities; issuing civil registration, nationality documents for eligible migrants<sup>3</sup>; review, study and make recommendations of solutions to protect the right of nationality and citizenship, civil registration of the migrant children, children of Vietnamese

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<sup>1</sup> Currently, there are about 3,000 among 16,000 children of Vietnamese citizens with foreigners has not registered his/her birth

<sup>2</sup> Decision 402/QĐ-TTg 2020 of the Prime Minister on the plan on implementation of the United Nations' Global Compact for Safe, Orderly and Regular Migration

<sup>3</sup> Task 3.3.7 - Annex of the Decision 402/QĐ-TTg 2020 of the Prime Minister on the plan on implementation of the United Nations' Global Compact for Safe, Orderly and Regular Migration

persons with foreigners currently living in Viet Nam to avoid the non-citizenship of these children among others<sup>4</sup>.

EU Justice and Legal Empowerment Programme funded by EU and implemented by UNDP and UNICEF and other national partners seeks to strengthen the rule of law through a more reliable, trusted and better accessed justice system. One of the programme objectives is to enhance access to justice for the vulnerable populations, including women, children.

Conducting an assessment of the situation of civil status registration for children of Vietnamese women with foreigners and women in their marriage relations with foreigners who are returning in Viet Nam will provide evidence for the MOJ to develop recommendations for further improvement of the legal framework so as to ensure the rights to birth registration and civil registration of children and women of the group and toward contribution to the programme objectives.

In such context, under the EU JULE, United Nations Development Programme (UNDP) commissions a team of two national consultants to support the MOJ the Department of Civil Status, Nationality and Authentication to conduct an assessment of the situation of civil status registration for children of Vietnamese women with foreigners and women in their marriage relations with foreigners who are returning in Viet Nam.

## **OBJECTIVES**

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- To review and assess Vietnam's legal framework and practice of civil registration for children of Vietnamese women with foreigners and Vietnamese women in their marriage relations with foreigners who are returning in Viet Nam.
- To propose recommendations for improvement civil registration for children of Vietnamese women with foreigners and Vietnamese women in their marriage relations with foreigners who are returning in Viet Nam.

## **METHODOLOGY AND APPROACHES**

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1. Desk review of the legal framework and policies; administration reports, data, documents and studies on current situation of civil registration for children of Vietnamese women with foreigners and women in their marriage relations with foreigners who are returning in Viet Nam

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<sup>4</sup> Task 3.3.10, Annex of the Decision 402/QĐ-TTg 2020 of the Prime Minister on the plan on implementation of the United Nations' Global Compact for Safe, Orderly and Regular Migration

2. Qualitative survey via focus group discussion and in-depth interviews with the relevant stakeholders including officers in charge of civil registration at district and communal levels and relevant agencies including center for supporting marriage with foreigners, targeted women, tentatively in the 3 selected provinces of Hai Duong, Quang Nam and Hau Giang which reported a greater number of women in marriage relations with foreigners and children of Vietnamese women with foreigners, than other provinces in the respective regions.

## **SCOPE OF WORK**

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The assignment will be carried out by a team of two national consultants. The successful team is expected to be responsible to produce an assessment report of civil status registration for children of Vietnamese women with foreigners and women in their marriage relations with foreigners who are returning in Viet Nam, with the following tasks:

### **1. National consultant- Team leader (26 days)**

#### **General tasks:**

- Take ultimate responsibility for the final products
- Take the lead in discussions and responsibility for the whole process of the assignment with UNDP and the Department of Civil status, nationality and authentication of MOJ (hereinafter referred to as the Department)

#### **Specific tasks**

<b>No.</b>	<b>Tasks</b>	<b>Number of working days</b>
1.	Propose assessment report outline, share the outline with the team member for comments and inputs  Share the outline with UNDP and the Department for review and approval.	2
2.	Based on the result of collecting and reviewing legal documents and policies undertaken by the team member, propose the data and information need to be collected via quantitative study, including objectives, methodology, target groups, locations and implementation plan.  Share the implementation plan with UNDP and the Department for comments and revision	1



3.	<p>Review and finalize the survey tools including the focus group discussion questions prepared by the group member</p> <p>Share the draft survey tools with UNDP and Department for comments.</p> <p>Finalize the tools based on comments and inputs from UNDP and the Department</p>	1
4.	Co-facilitate group discussions and in-depth interviews with 3 provinces of Hai Duong, Quang Nam and Hau Giang (2 days per province)	6
5.	<p>Develop field survey report based on the provincial reports prepared by the team member</p> <p>Share the consolidated field survey report with team member for comments and inputs</p> <p>Send the draft report with UNDP and the Department for comments and inputs.</p>	3
6.	<p>Prepare and present the major findings of the field survey at a one-day technical meeting with 3 survey provinces and other relevant agencies, tentatively organized in Ha Noi</p> <p>Revise the survey report based on additional inputs and comments at the meeting</p>	2
7.	Develop the assessment report, based on the desk review report and the field survey report	5
8.	<p>Prepare and present the draft report at a one-day consultation workshop organized by the Department and UNDP in Hanoi</p> <p>Notetaking comments and inputs from experts for revising the draft report</p>	2
9.	<p>Finalize the report (in both English and Vietnamese), based on inputs and comments collected at the consultation workshop and comments of the Department and UNDP.</p> <p>Submit the final products to UNDP and the Department for final review and approval</p>	4
<b>Total of days</b>		<b>26 days</b>

## 2. National consultant- Team member (24 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.	Collect, review, analyze legal documents and policies, administrative reports, research reports on civil registration for children of women with foreigners and Vietnamese women in marriage relations with foreigners coming back to live in Viet Nam,  Share the product with the team leader	4
2.	Provide comments and inputs to draft report outline and survey implementation plan drafted by the team leader	1
3.	Draft questions for group discussions and share it with the team leader	1
4.	Work closely with the Department to prepare for the field survey trips	1
5.	Co-facilitate group discussions and in-depth interviews with 3 provinces of Hai Duong, Quang Nam and Hau Giang (2 days per province)	6
6.	Conduct data analysis of the field survey, draft survey report of each province, share the provincial survey report with the team leader for consolidation	3
7.	Provide comments and inputs to the draft survey report developed by the team leader	1
8.	Support the team leader to prepare and present the draft reports at a one-day technical meeting with the 3 survey provinces and relevant organizations  Revise the survey report	2
9.	Provide comments and inputs to the assessment report developed by the team leader	1
10.	Prepare and participate in a consultation workshop on the draft report	2

	Consolidate comments and inputs provided at the workshop and share the notes with the team leader for revising the report	
11.	Work closely with the team leader to revise and finalize the report (in English and Vietnamese)	2
<b>Total of days</b>		<b>24 days</b>

## **DELIVERABLES & IMPLEMENTATION TIMELINE**

### **Final product**

The team of two consultants are expected to deliver the final products as follows: an assessment report in both English and Vietnamese (not exceeding 10,000 words, equivalent to about 30 pages, excluding annexes)

- (1) Executive summary, consisting of (a) objectives, methodologies, target groups and survey sites (b) major findings and (c) recommendations for addressing bottlenecks, challenges and difficulties in civil registration for children of Vietnamese women with foreigners and women in marriage relations with foreigners coming back to live in Viet Nam.
- (2) Full assessment report, consisting of (a) General information, objectives, methodologies, target groups and survey sites (b) analysis of legal framework and policies relating to civil registration for children of Vietnamese women with foreigners and Vietnamese women in marriage relations with foreigners coming back to live in Viet Nam (c) situation of civil registration for children of Vietnamese women with foreigners and Vietnamese women in marriage relations with foreigners coming back to live in Viet Nam via desk review analysis, qualitative survey with relevant stakeholders to identify difficulties and challenges and causes for these difficulties (d) recommendations for these difficulties and challenges in civil registration, including improvement of legal framework and implementation measures. .

### **Implementation timeline**

<b>No</b>	<b>Deliverable</b>	<b>Target due date</b>
1.	Final assessment report outline and implementation plan submitted.	5 November 2021
2.	Final survey tools and survey implementation plan	15 November 2021
3.	Presentation of draft survey report at a technical meeting organized by the Department and UNDP in Ha Noi.	15 December 2021
4.	Presentations of the draft report at a consultation workshop organized by the Department and UNDP in Ha	25 December

	Noi	2021
5.	A final draft report is submitted to UNDP and the Department for approval.	31 March 2022

## **COPY RIGHTS AND INTELLECTUAL PROPERTY RIGHTS**

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All outputs produced in this TORs shall remain the property of UNDP and MOJ Department of Civil status, nationality and authentication who shall have exclusive rights over their use.

The consultants may not use, reproduce such works without prior consent from UNDP and MOJ Department of Civil status, nationality and authentication.

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

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**Estimated number of working days:** 27 days for national consultant- team leader and 24 days for national consultant- team member, from 25 October to 31 March 2022.

**Duty station:** Hanoi and home-based for national consultants.

**Expected places of travel:** Hai Duong, Quang Nam and Hau Giang province

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

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The two national consultants shall work collaboratively on this assignment, under monitoring of the Program Officer in charge in the UNDP Governance and Participation Unit and MOJ Department of Civil status, nationality and Authentication and deliver final products as described in Section V above.

## **ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS**

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### **Administrative Support**

UNDP will collaborate with MOJ Department of Civil status, nationality and authentication to invite stakeholders to group discussions in the 3 provinces, a technical meeting and the consultation workshop of the report organized in Ha Noi.

## **DEGREE OF EXPERTISE & QUALIFICATIONS**

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UNDP selects two national consultants in consultation with MOJ Department of Civil status, nationality and authentication, with the following expected qualifications:

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

<b>Qualifications</b>	Advanced university degree of law
<b>Relevant</b>	Have at least 10 years of working experience in legal field,

<b>Professional Experience</b>	<p>experience in civil status or civil matters is preferable</p> <p>Have experience in legal assessment and analysis</p>
<b>Other Competencies</b>	<p>Having excellent writing skills, good legal analytical, review and assessment skills</p> <p>Submission of a study report sample in legal field</p> <ul style="list-style-type: none"> <li>• Have experience in working as consultant, especially team leader in consultancy of legal review and assessment.</li> </ul> <p>A study report on this topic to be submitted.</p> <ul style="list-style-type: none"> <li>• Have experience in working with Governmental agencies</li> </ul>
<b>Language Requirements</b>	<p>Excellent writing skills in English and in Vietnamese.</p> <p>A report sample in English to be submitted.</p>

## 2. National consultant- Team member

<b>Qualifications</b>	<p>Advanced university degree in Law; major in civil law, marriage and family, civil registration and other related fields as an asset.</p>
<b>Relevant Professional Experience</b>	<ul style="list-style-type: none"> <li>• Have at least 10 years of working experience in legal field. Have working experience in civil law, marriage and family, civil registration as an asset.</li> <li>• Have knowledge of gender equality and human rights of vulnerable populations and have experience in working with the vulnerable populations including children and women.</li> </ul>
<b>Other Competencies</b>	<ul style="list-style-type: none"> <li>• Have excellent writing skills; Proven track record of conducting field survey and legal study. Good analytical, review and assessment skills.</li> </ul> <p>Submission of a research report sample</p> <ul style="list-style-type: none"> <li>• Have experience in working independently and in a team</li> </ul>
<b>Language Requirements</b>	<p>Excellent writing skills in Vietnamese. Good communication skills in English as advantage</p> <p>A sample report in Vietnamese to be submitted</p>

## PAYMENT TERMS

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount
1	Upon submission of deliverable 2 indicated in Section V	15 November 2021	30%
2	Upon submission of all deliverables indicated in Section V	31 March 2022	70%

## CONSULTANT PRESENCE REQUIRED ON DUTY STATION

NONE       PARTIAL       INTERMITTENT       FULL-TIME

## EVALUATION CRITERIA

### 3. National consultant- Team leader

No.	Requirement	Points
1	Advanced university degree in Law	100
2	Have at least 10 years of working experience in legal field, experience in civil status or civil matters is preferable	350
3	Have excellent report writing skills, Proven track record of conducting legal analytical, review and assessment. Submission of a legal research report sample	350
4	Have experience in working as a team leader in a legal research	100
5	Have experience in working with Vietnam's governmental agencies	100
6	Excellent writing skills in Vietnamese and English Submission of a report sample in English in related field.	100
	<b>Total</b>	<b>1,000</b>

### 4. National consultant- Team member

No.	Requirement	Points
1	Advanced university degree in Law; major in civil law, marriage and family, civil status and other related fields would be an asset	100
2	Have at least 10 years of working experience in legal field,	200

	Have working experience in civil laws, marriage and family, civil registration as an asset	
3	Proven track record of conducting legal analytical, review and assessment. A report sample on legal issues to be submitted.	300
	Have knowledge of gender and vulnerable populations, have experience in working with the vulnerable populations, including women and children	200
	Have ability to work independently and in a team	100
4	Excellent writing skills in Vietnamese. Good communication skills in English as advantage A sample report in Vietnamese to be submitted	100
	<b>Total</b>	<b>1,000</b>

### Documents for Submission

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

#### 1. Core Documents

**Letter of Confirmation of Interest and Availability** using the template provided by UNDP;

**Current and complete CV** in English;

**02 sample reports** on legal issues as indicated above (if required);

**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 .....US\$

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

**Cost breakdown:**

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

*\* Individual Consultants/Contractors who are over 62 years of age with assignments that require travel and are required, **at their own cost**, to undergo a full medical examination including x-rays and obtaining medical clearance from **an UN-approved doctor** prior to taking up their assignment.*

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

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

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

Dated this day /month of year

Signature

*(The costs should only cover the requirements identified in the Terms of Reference (TOR)*

*Travel expenses are not required if the consultant will be working from home).*