



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:	Develop Rule/Regulation on court-annexed dialogue and mediation Team Leader (National Consultant): 25 working days Team Member 1 (National Consultant): 17 working days Team Member 2 (International Consultant): 8 working days
Period of assignment/services (if applicable):	November 2021 – March 2022
Duty Station:	Home-based
Tender reference:	A-211004

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

23.59 hrs., Tuesday 9 November 2021 (Hanoi time)

With subject line:

A-211004 Team Leader to develop Rule/Regulation on court-annexed dialogue and mediation

Or

A-211004 Team Member 1 to develop Rule/Regulation on court-annexed dialogue and mediation

Or

A-211004 Team Member 2 to develop Rule/Regulation on court-annexed dialogue and mediation

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

b. Financial proposal (with your signature):

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

4. Evaluation

The technical component will be evaluated using the following criteria:

Team Member 1 - National Consultant

Evaluation Criteria		Maximum Points
1	Master's degree in law	200
2	A minimum of 20 years of working experience in legal or judicial sector	150
3	Knowledge and/or working experience relating to court-annexed mediation	200

	and/or dialogue is essential	
4	Proven track record in doing research, writing report	150
5	Expertise in developing guidelines, rules on judicial matters is an asset (one sample guideline/rule in Vietnamese to be submitted)	100
6	Working experience with government agencies, judiciary 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 report sample in English to be submitted)	100
	Total	1,000

Team Member 1 - National Consultant

Evaluation Criteria		Maximum Points
1	University degree in law	200
2	A minimum of 15 years of working experience in legal or judicial sector	250
3	Knowledge and/or working experience relating to court-annexed mediation and/or dialogue is essential	200
4	Proven track record in doing research, writing report (one writing report sample in Vietnamese to be submitted)	200
5	Expertise in developing guidelines, rules on judicial matters is an asset	150
	Total	1,000

Team Member 2 - National Consultant

Evaluation Criteria		Maximum Points
1	Master degree in law	200
2	A minimum of 20 years of working experience in legal or judicial sector	200
3	Knowledge and/or working experience relating to court-annexed mediation and/or dialogue is essential	200
4	Proven track record in doing research, writing report (one writing report sample in English to be submitted)	200
5	Expertise in developing guidelines/rules/regulation on judicial matters is an asset	150
6	Working experience with Vietnamese government or judiciary agencies, international organizations is an asset	50
	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. Interview with the shortlisted candidates will be conducted at the technical evaluation stage.

The price proposal will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical component. The technical component is evaluated on the basis of its responsiveness to the Term of Reference (TOR).

Maximum 1000 points will be given to the lowest offer and the other financial proposals will receive the points inversely proportional to their financial offers. i.e. $S_f = 1000 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the submission under consideration.

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

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

5. Contract

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

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

Documents required before contract signing:

- International consultant whose work involves travel is required to complete the courses on BSAFE which is the new online security awareness training and submit certificate to UNDP before contract issuance.

Note: In order to access the courses, please go to the following link: <https://training.dss.un.org>

- Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel. (This is not a requirement for RLA contracts).
- Release letter in case the selected consultant is government official.

6. Payment

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

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

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

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

ANNEX I



TERMS OF REFERENCE **TEAM OF CONSULTANTS**

Ref#: Enter Ref #

Name of service:	Develop Rule/Regulation on court-annexed dialogue and mediation		
Project:	The EU Justice and Legal Empowerment Program in Vietnam (EU JULE)		
Consultancy:	Two national consultants and one international consultant		
Reporting to:	The Governance and Participation Unit of UNDP		
Duty Station:	Home-based	Travel Required:	No
Duration of Assignment:	From November 2021 to March 2022		
Start Date:	November 2021	End Date:	March 2022

I. BACKGROUND & PROJECT DESCRIPTION

The Law on Court-Annexed Mediation and Dialogue was adopted by the National Assembly of Viet Nam on June 16, 2020 and came into effect on January 1, 2021. The law has launched a new mechanism of mediation which is court annexed dialogue and mediation.

According to the Law, “court annexed mediation” refers to mediation conducted by a mediator before the court accepts a civil case in order to assist parties involved in the mediation to reach an agreement in settling the civil case. “Court annexed dialogue” is a dialogue conducted by a mediator before the court accepts an administrative case, in order to assist the parties involved in the dialogue to reach an agreement in settling administrative complaints.

Court annexed mediators may involve retired judges, court examiners, court clerks, procurators, procuracy inspectors, civil judgment executors, inspectors or lawyers, experts to carry out mediation/dialogue to resolve civil and administrative disputes. Successful mediation and dialogue help resolving disputes without having to go to trial, thereby saving costs, time and efforts.

As usual practice, in order to implement the Law, guiding documents have to be issued. The Rule on court-annexed mediation and dialogue is important for guiding courts and mediators in applying this new mechanism. The Circular No. 02/2020/TT-TANDTC dated November 16, 2020 of the Supreme People's Court detailing the responsibilities of the People's Courts in court-annexed mediation and dialogue also requires posting the Rule on court-annexed mediation and dialogue outside the room for the mediation and dialogue.

The EU Justice and Legal Empowerment Programme (EU JULE), implemented by UNDP and UNICEF together with relevant State agencies, is designed to strengthen the rule of law through a more reliable, trusted and better accessed justice system, and specifically to increase access to justice for women, children and those groups which face the greatest obstacles in using the justice system to invoke their rights, including ethnic minorities and poor people. One of key interventions of the Programme is to support Viet Nam to promote alternative dispute resolution mechanism that enable people, especially vulnerable groups to access to justice without resorting to the formal justice system.

In response to the request of the Supreme People's Court (SPC), UNDP through EU JULE commissions a team of 2 national consultants and 1 international consultant to support SPC to develop a Rule on court-annexed dialogue and mediation to guide courts and mediators in implementing the Law on Court-Annexed Dialogue and Mediation.

II. OBJECTIVES

The key objective of the assignment is to support the Supreme People's Court to develop a Rule on court-annexed dialogue and mediation. The Rule approved by the Supreme People's Court will have legal effect when the Supreme People's Court issues a Decision to promulgate the Rule.

III. SCOPE OF WORK

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

1. National consultant- Team leader:

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

1	Take the leading role in discussing with UNDP, SPC and 2 other team members on the issues raised during the assignment, assign tasks for 2 other team members.	2 days
2	Study the summary analysis prepared by the national team member to identify the key points of the Rule	2 days

3	Draft detailed outline of the Rule both in Vietnamese and English and share the draft with other team members, UNDP and SPC (Legal Department) for inputs/comments	2 days
4	Revise the draft detailed outline based on the comments received	1 day
5	Based on the approved detailed outline, two summary analyses prepared by two team members, develop draft Rule (points 1,2,3&7 of the final product indicated in Section IV, Par. 4.2, tentatively on general provisions; general and specific requirements/responsibilities and procedures for courts, mediators and involved parties in mediation proceedings; General and specific requirements/responsibilities and procedures for courts, mediators and involved parties in dialogue proceedings; and implementation provisions) in Vietnamese	5 days
6	Consolidate other sections prepared by the national team member into a complete draft Rule. Review and edit the whole draft and translate the draft into English to get comments from international consultant.	4 days
7	Share the draft to collect comments from other the team members, UNDP, SPC (Legal Department) and revise the draft in Vietnamese (points 1,2,3&7)	3 days
8	Prepare slide presentation on the draft Rule and deliver it at a one-day consultation workshop or two half-day technical meetings organized by the Legal Department of SPC and UNDP	2 days
9	Based on the comments received from the workshop/meetings, work closely with team members, UNDP and Legal Department of SPC to finalize the Rule in Vietnamese until UNDP and Legal Department of SPC approve it. Update the English version according to the final Vietnamese version to send to the international consultant for editing.	4 days
	Total	25 days

2. National consultant- Team member

1	Conduct a quick study of all existing materials, reports and legal documents on court-annexed mediation and dialogue and prepare a summary analysis of this study to submit to team leader	3 days
2	Provide comments to the draft detailed outline of the Rule prepared by the team leader	1 day
3	Based on the approved detailed outline, develop draft Rule (points 4,5 & 6 of the final product indicated in Section IV, Par. 4.2, tentatively on regulations for other individuals, agencies and organizations participating in court-annexed mediation and dialogue (interpreters, people invited to participate in mediation, dialogue - experts, specialists, reputable people, etc.); coordination requirements and procedures between courts and mediators; specific provisions on mediation and dialogue, where the involved parties are minors, the elderly, people with disabilities, victims of domestic violence, etc.) in Vietnamese	5 days
4	Provide inputs to the entire draft Rule shared by the team leader	2 days
5	Revise the draft Rule in Vietnamese (points 4,5 & 6) based on the comments from UNDP, Legal Department of SPC, team leader, international consultant	2 days
6	Attend a one-day consultation workshop or two half-day technical meetings to collect comments from participants; discuss with the team leader on the key points the need to be addressed in revising the Rule	2 days
7	Work closely with the team leader to finalize the Rule in Vietnamese until UNDP and Legal Department of SPC approve it	2 days
	Total	17 days

3. International consultant - Team member

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

1	Provide inputs to the detailed outline prepared by team leader	0.5 days
2	Based on the detailed outline prepared and finalized by team leader, conduct a quick study on international conventions/standards, laws and law implementation practices of at least 3 foreign countries, excluding Viet Nam, on the issues highlighted in the outline, provide a summary analysis of the study to the team leader	4 days
3	Provide inputs to the draft Rule shared by the team leader and continuous advice/support to the team leader during finalizing the Rule	2 days
4	Edit English for the final version of the Rule until UNDP approves it	1.5 days
	Total	8 days

IV. DELIVERABLES & IMPLEMENTATION TIMELINE

4.1. Deliverables and Implementation timeline

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

No	Deliverable	Target due date
1	Detailed outline of the Rule in Vietnamese and English submitted and approved by UNDP and Legal Department of SPC	20 November 2021
2	A summary analysis of international conventions, laws and law implementation practices of at least 3 foreign countries submitted by international consultant to team leader, UNDP and Legal Department of SPC	30 November 2021
3	Draft Rule in Vietnamese and English submitted to UNDP	20 December 2021

	and Legal Department of SPC	
4	Revised draft Rule in Vietnamese according to the comments from UNDP and Legal Department of SPC	10 January 2022
5	Power point presentation of the key contents of the Rule presented at a one-day consultation workshop or two half-day technical meetings organized by UNDP and Legal Department of SPC	20 January 2022
6	Final Rule in Vietnamese and English submitted and approved by UNDP and Legal Department of SPC.	30 February 2022

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

4.2. Final product:

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

A Rule/Regulation on court-annexed mediation and dialogue in Vietnamese and English, which includes but not limited to:

1. General provisions: governing scope, target groups, and other relating information;
2. General and specific requirements/responsibilities and procedures for courts, mediators and involved parties in mediation proceedings;
3. General and specific requirements/responsibilities and procedures for courts, mediators and involved parties in dialogue proceedings;
4. Regulations for other individuals, agencies and organizations participating in mediation and dialogue at the Court (interpreters, people invited to participate in mediation, dialogue - experts, specialists, reputable people...);
5. Coordination requirements and procedures between courts and mediators;
6. Specific provisions on mediation and dialogue, where the involved parties are minors, the elderly, people with disabilities, victims of domestic violence, etc. ;
7. Implementation provisions.

The product can be seen as final when it gets approval from UNDP and Legal Department of SPC.

V. COPY RIGHT AND INTELLECTUAL PROPERTY RIGHT

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

The consultants may not use, reproduce such works without prior consent from UNDP and Legal Department of SPC.

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

Estimated number of working days: 25 working days for national team leader and 17 working days for national team member; 8 working days for international team member from November 2021 to March 2022.

Duty station: Home-based

Expected places of travel: No

VII. PROVISION OF MONITORING & PROGRESS CONTROL

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

VIII. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

Administrative Support

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

IX. DEGREE OF EXPERTISE & QUALIFICATIONS

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

1. National consultant- Team leader

Qualifications	Master degree in law
Relevant Professional Experience	<p>A minimum of 20 years of working experience in legal or judicial sector</p> <p>Knowledge and/or working experience relating to court-annexed mediation and/or dialogue is essential</p> <p>Proven track record in doing research, writing report</p> <p>Expertise in developing guidelines, rules on judicial matters is an asset (one sample guideline/rule in Vietnamese to be submitted)</p>
Other Competencies	Working experience with government agencies, judiciary agencies, international organizations is an asset

	Experience working as a team leader of a consultant team, preferably of similar assignment(s)
Language Requirements	Excellent report writing skill in English (one report sample in English to be submitted)

2. National consultant- Team member

Qualifications	University degree in law
Relevant Professional Experience	<p>A minimum of 15 years of working experience in legal or judicial sector</p> <p>Knowledge and/or working experience relating to court-annexed mediation and/or dialogue is essential</p> <p>Proven track record in doing research, writing report (one writing report sample in Vietnamese to be submitted)</p> <p>Expertise in developing guidelines, rules on judicial matters is an asset</p>
Language Requirements	Excellent report writing skills in Vietnamese

3. International consultant – Team member

Qualifications	Master degree in law
Relevant Professional Experience	<p>A minimum of 20 years of working experience in legal or judicial sector</p> <p>Knowledge and/or working experience relating to court-annexed mediation and/or dialogue is essential</p> <p>Proven track record in doing research, writing report (one writing report sample in English to be submitted)</p> <p>Expertise in developing guidelines, rules on judicial matters is an asset</p>
Other Competencies	Working experience with Vietnamese government or judiciary agencies, international organizations is an asset
Language Requirements	Excellent report writing skills in English

X. PAYMENT TERMS

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

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount
1	Deliverable 1,2 and 3	20 December 2021	30%
2	Remaining deliverables indicated in section IV	31 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	Master degree in law	200
2	A minimum of 20 years of working experience in legal or judicial sector	150
3	Knowledge and/or working experience relating to court-annexed mediation and/or dialogue is essential	200
4	Proven track record in doing research, writing report	150
5	Expertise in developing guidelines, rules on judicial matters is an asset (one sample guideline/rule in Vietnamese to be submitted)	100
6	Working experience with government agencies, judiciary 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 report sample in English to be submitted)	100

	Total	1,000
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2. National consultant- Team member

No.	Requirement	Points
1	University degree in law	200
2	A minimum of 15 years of working experience in legal or judicial sector	250
3	Knowledge and/or working experience relating to court-annexed mediation and/or dialogue is essential	200
4	Proven track record in doing research, writing report (one writing report sample in Vietnamese to be submitted)	200
5	Expertise in developing guidelines, rules on judicial matters is an asset	150
	Total	1,000

3. International consultant – Team member

No.	Requirement	Points
1	Master degree in law	200
2	A minimum of 20 years of working experience in legal or judicial sector	200
3	Knowledge and/or working experience relating to court-annexed mediation and/or dialogue is essential	200
4	Proven track record in doing research, writing report (one writing report sample in English to be submitted)	200
5	Expertise in developing guidelines/rules/regulation on judicial matters is an asset	150
6	Working experience with Vietnamese government or judiciary agencies, international organizations is an asset	50
	Total	1,000

Criteria for Evaluation of Proposal

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

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

Documents for Submission

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

1. Core Documents

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

Current and complete CVs in English;

Sample writing report and/or sample guideline/rule/regulation;

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 _____

United Nations Development Programme

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [*delete this item if the TOR does not require submission of this document*];
- E) I hereby propose to complete the services based on the following payment rate: [*please check the box corresponding to the preferred option*]:
 - ☐ An all-inclusive daily fee of [*state amount in words and in numbers indicating currency*]
 - ☐ A total lump sum of [*state amount in words and in numbers, indicating exact currency*], payable in the manner described in the Terms of Reference.
- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex V;
- G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- H) This offer shall remain valid for a total period of _____ days [*minimum of 90 days*] after the submission deadline;
- I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office [*disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists*];

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

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.

