



19 November 2021

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 International Business Operations Strategy (BOS) Consultant
Period of assignment/services (if applicable):	December 2021 – April 2022 (30 working days)
Duty Station	Home-based and Ha Noi, Viet Nam
Tender reference:	3-211102

1. Submissions should be sent by email to: luu.ngoc.diep@undp.org no later than:
30 November 2021 (Hanoi time)

With subject line:

3-211102 International Business Operations Strategy (BOS) Consultant

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 **35 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:

- [Terms of Reference \(TOR\)](#)..... (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 Curriculum vitae
- Signed Letter to UNDP Confirming Interest and Availability
- A letter of submission;
- A note of understanding of the TOR of the mission
- A note presenting the methodology of the consultant;
- Chronogram to conduct the mission
- Copies of diplomas and certificates including BOS certificate if any;
- References of the consultant (copies of contracts, 2 reference letters)

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **Viet Nam Dong for National Consultant and US Dollar for international consultant** including consultancy fees and 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:

No	Criteria	Score
1	Advanced degree (Masters) in operations, finance, auditing, logistics, procurement, management, statistics or development related field preferably with specific focus on international development and humanitarian operations	300
2	A note of understanding of the TOR of the mission	100
3	Methodology of the consultant	200
4	Chronogram to conduct the mission	100
5	Minimum of 5 years of experience with procurement, logistics or operations; demonstrating quantitative analysis background and having UN experience would be an asset	50
6	Experience working with Business Case Analysis and Business Process Harmonization in an international context	50
7	Professional training in, and experience with statistical/operational analyses, and	50

	inter-agency procurement activities involving multiple UN agencies	
8	Experience working in South Asia for an international organization such as a UN agency	50
9	BOS training certification is as an asset	50
10	Proficiency in written English with a strong working knowledge of the other language	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. 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 BSAFE course and submit certificate to UNDP before contract issuance.

Note: In order to access the course, please go to the following link: <https://training.dss.un.org/course/category/6>. Type in your name and password, create a new user. After you have completed the courses, please print/save the certificates to submit to us

- Full medical examination and Statement of Fitness to work for consultants ***from and above 62 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.

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.**

TERMS OF REFERENCE

Design and Development of Business Operations Strategy (BOS) for Vietnam

Country: Vietnam
Duty Station: Hanoi and home based
Description of the Assignment: Business Operations Strategy (BOS) Consultant
Estimated Period of Assignment: 30 days during period from Dec 2021 to April 2022
Contract Type: Individual Contractor (International)

Qualified women candidates are highly encouraged to apply.

I. BACKGROUND AND OBJECTIVE

The UN General Assembly has repeatedly called for the UN System to harmonize business operations, with the aim of reducing operational transaction costs and duplication of the operational support to programme delivery. For this purpose, the UN Development Group (UNDG) High Level Committee on Management (HLCM) was mandated to work with UNCTs to improve programme and business operations. The impact of UN programmes at the country level is directly related to the effectiveness, efficiency and cost of the operations that support them. This new iteration of the Business Operations Strategy (BOS) is a critical instrument to reinforce that link between efficient business operations supporting more effective programmes.

The Business Operations Strategy provides a framework to guide UN business operations at the country level. The BOS facilitates strategic planning, management, monitoring and reporting of the UNCT's joint support to programme and supports the development of harmonized Business Operations to achieve the following results:

- Enhanced linkages between Programme and Operations
- Reduced Costs
- Enhanced quality
- Enhanced Operational Focus and Prioritization
- Enhanced ability to monitor progress and track results

The BOS achieves its goals by improving business operations at the country-level. This can be accomplished by eliminating the duplication of processes within business operations, leveraging the common buying positions of the UN and maximizes economies of scale. Common business operations under the BOS are structured around six possible common services lines:

- 1) common procurement services;
- 2) common information and communication technology (ICT) services;
- 3) common human resources (HR) services;
- 4) common logistics services;

5) common finance services;

6) common facility services (including common premises).

The detailed information on BOS UNSDG Guideline can be found through the following link: <https://unsdg.un.org/resources/business-operations-strategy-bos-20-guidance>.

Vietnam, as one of the pilot “Delivering as One” countries in 2006 has been in the past years a front runner in many aspects of the UN reform agenda. As of today, the GOUNH in Viet Nam is fully aligned with the business operations reform component of the UN Secretary General’s UNDS Reform and continue playing an important role in advancing all 3 key efficiency agendas of the UN SG which are interrelated: Common Premises, Business Operations Strategy (BOS) and the Common Back Office (CBO).

With respect to the implementation of the BOS in Vietnam, the first framework developed for the period of 2018-2021 represented the efforts of the Operations Management Team (OMT) in Viet Nam and was approved by the UN Country Team (UNCT). It was fully aligned with the One UN Strategic Plan (OSP) 2017-2021 for Viet Nam and shall generate savings of + USD1.5M.

With the launch of the Business Operations Strategy 2.0 online platform in 2020 (<https://bos.undp.org>), the Viet Nam’s BOS for 2018-2021 data was retrofitted into the BOS 2.0 platform and it was signed off by the Resident Coordinator, following clearance by the UNCT, in August 2020, being Viet Nam one of the first countries in the region to accomplish this task.

The BOS is a dynamic framework that seeks to enhance the quality and cost effectiveness of business operations at country level. With the completion of the Vietnam first BOS framework this year, to ensure continuation of this agenda and to keep it relevant and up to dated, the UNCT has tasked OMTs to elaborate the new BOS cycle for the period of 2022-2026 aligned with the Vietnam Country Sustainable Development Framework (UNSDCF) approved for the same period.

II. DUTIES & RESPONSIBILITIES OF THE CONSULTANT

The Consultant shall be ultimately responsible for provision of a finished product of the “BOS 2.0 Document” for the period of 2022-2026.

To achieve the above final deliverable, the Consultant shall work closely with the OMT and its technical working groups (Procurement, Finance, HR, ICT, Facility Services and Logistics) to:

- assess the benefits and efficiencies realized thus far and lessons learned from previous BOS cycle;
- identify new operational services that could be done collaboratively through the BOS to support the implementation of 2022-2026 UNSDCF, considering quality enhancements and cost effectiveness, and prioritize these proposed common services through cost-benefit analysis; and
- develop the planning framework that includes KPIs, key activities and budgetary framework.

The Consultant is expected to undertake the following detailed activities:

a. Data Collection

1. Apply available BOS 2.0. templates for data collection exercise and share with UN Agencies
2. Actual collection of operational data from each UN Agency through directly working with the OMT members, UN Agencies’ dedicated focal point and staff, if needed.
3. Physical or online meeting with vendors and partners, when and if needed.

b. Assessment of the benefits and efficiencies of previous BOS (2018-2021)

1. Collect data from OMT members of results achieved as per approved BOS Framework:

- Collect BOS annual and consolidated reports on achievement covering 2018-2021 data
- Compile and measures key efficiencies in terms of cost avoidance and quality.

c. Analysis

1. Perform Stock-Taking/Baseline Analysis:

- Guide agencies in the review of previous cycle “Baseline Report” that contains clear baseline indicators at the pillar and outcome levels and “Common Services Priority Ranking”.
- Confirm if it remains valid or requires updates

2. Perform Needs/Opportunities Analysis:

- Guide agencies in the review of current list of “Current Needs and Opportunities for UN Agencies in Vietnam” and include new demands, with special consideration to Highly recommended services

3. Perform Cost-Benefit Analysis and Prioritization:

- In close collaboration with OMT team conduct a “Cost-Benefit Report” that identifies and ranks common services by contextual relevance and benefits, cost-saving facilities, UNCT and OMT capacity for BOS 2.0 development and implementation.

d. Prioritization

1. Develop the BOS Results Framework/Narrative:

- Review and finalize outputs per outcome
- Review, identify and set baselines, targets and Key Performance Indicators (KPIs) for 2022-2026 at outcome level with required resources (budget)
- Include indicative resource requirements at outcome level
- Propose lead agencies at the output and activities level

2. Develop the Annual Work Plans

- In cooperation with OMT and BOS Task Force and based on the available information, formulate activities with related costs per output for 2022 as per UNDG template in the BOS 2.0 application.

e. Development of BOS 2.0 Document

1. The online BOS platform shall self-produce the BOS 2.0 Document as based on the information analyzed and entered. In that regard, BOS Consultant shall review and facilitate entry of relevant information into online BOS platform for all participating Agencies. Specific actions and results expected from the Consultant are the followings:

- Prepare the “BOS 2.0 Document” with all supporting reports and analyses through entry of accurate data and information into online BOS Platform.
- Present the “BOS 2.0 Document” to BOS Task Force, OMT and UNCT and revise as needed, as per the feedback to be provided by those.

f. In addition:

1. Primarily responsible for taking the lead on **pre-BOS retreat consultation processes with chairpersons of the OMT and BOS Task Force to formulate issues that could form the core of discussions of the retreat;**

2. Refine in close consultation with the OMT chairpersons the draft agenda for the retreat. This must be consistent with the retreat objectives and UNCT expectations and requirements;
3. Provide all technical, (meeting/discussion) facilitation, required by the OMT for the development of the BOS;
4. Facilitate retreat discussions on the basis of the agenda using a variety of facilitation tools and methods to achieve the key objectives and foster a team building ethos;
5. Produce a summary report detailing key discussions, outcomes and action points.

III. DELIVERABLES/OUTPUTS

The Consultant shall develop and submit to BOS Task Force below listed deliverables which shall be the basis of the payments to the Consultant:

No.	Ref.	Activity	Deliverable*	Estimated days**	Planned Due Dates
1	a.1	Welcome and orientation session with OMT Chair, OMT Secretariat and BOS Focal Points	Roadmap	2	2 nd week of Dec 2021
2	a.2	Conduct the orientation/ sensitization session on BOS 2.0 template and guidelines to the BOS Task Force under OMT.	Kick-off Meeting with full OMT	2	3 rd week of Dec 2021
3	b.1	Assess previous cycle results. Conduct stock take and opportunity analysis	Report on benefits and efficiencies of previous BOS (2018-2021) Stock-take/Baseline Analysis	3	3 rd week of Jan 2022
			Initiate the Needs and Opportunities Analysis	2	3 rd week of Jan 2022
4	b.2	Preparatory work for the workshop. 02 days' workshop with OMT/BOS Task Team and Working Groups to finalize the Opportunities Analysis, CBA and business prioritization exercise to determine strategic operational services.	Validate Needs and Opportunities Analysis including Cost Benefit Analysis and Prioritization	5	3 rd and 4 th week of February 2022
5	c.1	Review and finalize outputs per outcome. Considering feedback from working groups identify and set baselines, targets and Key Performance Indicators (KPIs) for 2022 onwards at outcome level with required resources (budget). Include indicative resource requirements at outcome level. Propose lead agencies at the output	BOS Results Framework/Narrative	5	1 st week of March 2022

		and activities level.			
6	c.2	Work with working groups to formulate activities with related costs per output for 2020 and 2021 as per UNDG template.	Annual Work Plans for 2022 - 2026	3	2 nd week of March 2022
7	c.3	Prepare the “BOS 2.0 Document” which includes Business Operations Results Framework, reflecting medium-term outcomes/outputs and Business Operations Governance Mechanisms, to BOS Task Force and revise as per the feedback provided.	BOS 2.0 Document	3	3 rd week of March 2022
8	c.4	Conduct a Joint UNCT and OMT “BOS 2.0 Validation Meeting” with stakeholders.	Validation Report for “BOS 2.0”	2	4 th week of March 2022
9	c.5	Compile final inputs and finalize the BOS 2.0.	Final UNCT Approved “BOS 2.0”	3	1 st week of April 2022
TOTAL				30	

*The Consultant will be working in close cooperation with BOS Task Force and shall meet (either physically or virtually) with the respective OMT working groups prior to delivery of each Deliverable in addition to keeping the respective Task Force up-to-date throughout the Assignment. All Deliverables shall be in accordance with UNDG Templates stipulated in the BOS Framework of which the link is provided in Article I- Background and Objective.

**The payments shall be realized in 3 installments upon submission of each Deliverable by the Consultant and approval by BOS Task Force, based on actual number of days invested by the Consultant for the respective Deliverable. While the Consultant may invest less or more than the estimated number of days stated above for each deliverable, the total days to be invested for performance of the whole assignment cannot exceed 30 working days. In summary, the following are the deliverables/outputs which are linked to the payments:

Installments	Deliverable based on actual worked days Ref
1 st Installment	a.1 a.2
2 nd Installment	b.1 b.2
3 rd Installment	c.1 to c.4

IV. INSTITUTIONAL ARRANGEMENTS

The contractor/consultant will be supervised by the OMT chair. He/she will report to the OMT Chair who is responsible to approve and accept outputs and performance on behalf of the OMT with guidance from the BOS Task Force. During the contract period, the contractor is expected to interact with the OMT members, BOS Task Force, the JPGs, the RCO, specific agencies where necessary, and the staff association if necessary.

V. DURATION AND PLACE OF WORK

The assignment shall start within December 2021 and be completed by early April 2022. The consultant is expected to invest maximum 30 working days within a 4-month contract duration.

The assignment and interactions shall take place online or physically at the Green One UN House in case the consultant is located in Hanoi, Vietnam. All meeting and work initiatives engaging the Vietnam team shall take place during the regular working hours in Vietnam (from 9 am to 5pm Hanoi time).

Subject to consultant availability and travel restrictions the consultant may be invited to participate in the planned meetings and retreats in Hanoi or other location in Vietnam. For these activities, accommodation arrangements and costs to be borne by UN Vietnam Office.

VI. MINIMUM QUALIFICATION REQUIREMENTS

Interested candidates must have the following competencies, qualifications, required skills and experience:

Qualifications

- Advanced degree (Masters) in Business Administration, finance, auditing, logistics, procurement, management, statistics or development related field preferably with specific focus on international development and humanitarian operations.
- Minimum of 5 years of relevant experience in office management, finance, procurement/logistics, administration.
- Quantitative analysis background and having UN experience would be an asset.
- Professional training in, and experience with statistical/operational analyses, and inter-agency procurement activities involving multiple UN agencies.
- Experience working with Business Case Analysis and Business Process Harmonization in an international context.
- Proficiency in written English (written and verbal).

Competencies:

Professional Competencies:

- **Professionalism:** Knowledge and understanding of UN's operational context in Vietnam, particularly in the fields of common services and the Business Operations Strategy. Ability to identify key procedures and issues, conduct data collection, operational analysis and discussions with decision-makers to propose solutions to these issues. Ability to apply sound judgment in the context of assignments given, and work under pressure. Shows persistence and remains calm in stressful situations. Shows pride in work and achievements, demonstrates professional competence and mastery of the subject matter. Responds positively to feedback and different points of view. Conscientious and efficient in meeting commitments, observing deadlines and achieving results.
- **Planning and Organizing:** Develops clear goals that are consistent with the terms defined here. Identifies priority activities and assignments and adjusts them as required. Allocates appropriate time and resources for completing work by foreseeing risks and developing

contingency plans accordingly. Monitors and adjusts plans as necessary and uses time effectively.

- **Accountability:** Takes ownership of responsibilities and honors commitments. Delivers assigned tasks within prescribed time, cost and quality standards. Operates in compliance with organizational regulations and rules. Takes personal responsibility for his/her shortcomings.

Functional Competencies:

- Expertise in operational support activities required to ensure high-quality and cost-effective delivery of UN's development and humanitarian assistance, particularly within the context of Vietnam.
- Experience with holding operational analyses to identify benchmarks on quality and efficiency for inter-agency operations activities, and monitor and implement these activities accordingly.
- Knowledge of UN's legal context in Vietnam, and the Vietnam market, particularly to facilitate UN's inter-agency harmonization, operational support and procurement activities.

VII. CONTENT OF OFFERS

Interested experts will have to submit their offers in English by email. Each offer must have a technical proposal and a financial proposal, both separated with the email mention: **“Offer for recruitment of an individual consultant for Development of a Business Operations Strategy (BoS) for Vietnam”**.

The technical offer includes:

- A letter of submission;
- A note of understanding of the TOR of the mission
- A note presenting the methodology of the consultant;
- Chronogram to conduct the mission
- Detailed CV of the consultant;
- Copies of diplomas and certificates including BOS certificate if any;
- References of the consultant (copies of contracts, 2 reference letters)

The financial offer includes:

Legal fees with all associated costs following financial template in the procurement notice.

VIII. EVALUATION OF OFFERS

The procedure to evaluate the technical and financial offers received will be conducted in two (02) steps:

Step 1: evaluating technical offers on 100 points.

This evaluation will be made according to the criteria below:

Essentials criteria	Points
Qualifications of the consultant <ul style="list-style-type: none"> - Advanced degree (Masters) in operations, finance, auditing, logistics, procurement, management, statistics or development related field preferably with specific focus on international development and humanitarian operations 	300
Understanding of ToR and compliance of methodology and chronogram with proposed terms of reference <ul style="list-style-type: none"> - A note of understanding of the TOR of the mission (100 points) - Methodology of the consultant (200 points) - Chronogram to conduct the mission (100 points) 	400

Consultant Skills <ul style="list-style-type: none"> - Minimum of 5 years of experience with procurement, logistics or operations; demonstrating quantitative analysis background and having UN experience would be an asset; (50pts) - Experience working with Business Case Analysis and Business Process Harmonization in an international context (50pts) - Professional training in, and experience with statistical/operational analyses, and inter-agency procurement activities involving multiple UN agencies (50pts) - Experience working in South Asia for an international organization such as a UN agency (50pts) - BOS training certification is as an asset (50pts) - Proficiency in written English with a strong working knowledge of the other language (50pts) 	300
Total des points	1000
The minimum score required to qualify is	700

Step 2: Rating of financial offers.

Only financial offers for the technical offers having obtained at least 70/100 of the total of points allocated to the technical offers will be considered. The lowest bidder will receive a financial score of 100 points. The formula for the calculation of the financial score will be:

$$\text{Financial score} = 100 \times \frac{\text{Price of the cheapest offer}}{\text{price of considered offer}}$$

The choice of the economically most advantageous tender will result from a weighting of technical quality against price on a 70/30 distribution key.

The overall score of the offer = 70% x technical score + 30% x financial score.

The offer that will receive the highest overall score based on this formula will be declared successful.

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 & Email 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 ofVND (for National Consultant) or USD (for International Consultant)

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

Cost breakdown:

No.	Description	Quantity	Unit Rate (USD or VND)	Total (USD or VND)
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). *			
2.5	Others (pls. specify).....			
2.6	VAT** if applicable (in case your company signs the contract)			
	TOTAL			

* 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).