



23 November 2021

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	02 National Consultants to develop the thematic papers on gender equality in grassroots mediation and legal aid for the development of the Gender Equality Plan of Ministry of Justice in the period 2021-2025
Period of assignment/services (if applicable):	November 2021 – March 2022
Duty Station:	Ha Noi and home-based
Tender reference:	L211102

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1. Submissions should be sent by **email** to: nguyen.duc.long@undp.org no later than:
23.59 hrs., 30 November 2021 (Hanoi time)

With email subject line:

L211102A – NC1 to develop thematic paper on gender mainstreaming in area of grassroots mediation for the Gender Equality Plan of MOJ (2021-2025)

or

L211102B – NC2 to develop thematic paper on gender mainstreaming in area of legal aid for the Gender Equality Plan of MOJ (2021-2025)

Followed by 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.

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

Note:

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.
- Maximum size per email is **30 MB**.
- Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP Viet Nam will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.
- After submitting proposal, bidder should send notification by email (without attachment) to: procurement.vn@undp.org informing that the bidder has submitted proposal. UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to above address.
- Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female consultants.

2. Please find attached the relevant documents:

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

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

a. Technical component:

- Signed Curriculum vitae
- Signed Letter to UNDP Confirming Interest and Availability
- **For National Consultant 1:** At least 01 sample related to grassroots mediation developed by candidate, 01 written sample in Vietnamese and English to be submitted
- **For National Consultant 2:** At least 01 sample related to legal aid developed by candidate, 01 written sample in Vietnamese and English to be submitted

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **VND for national consultant and US dollar for International Consultant** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in Annex V.

- Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.
- If quoted in other currency, prices shall be converted to the above currency at UN Exchange Rate at the submission deadline.

4. Evaluation

The technical component will be evaluated using the following criteria:

National Consultant 1

No.	Requirement	Points
1	Advanced university in law.	70
	Having a degree in Gender and development or/ and vice versa, is preferred	30
2	A minimum of 10 years of work experience in the field of law, particularly in grassroots mediation.	200
	Proven experience in conducting legal assessment and implementation related to grassroots mediation. One sample developed by candidate to be submitted.	100
3	Have proven knowledge on gender equality and gender issues	200
	Have experience and knowledge about National Strategy on Gender Equality, National Action Plan and Action plan on gender equality of different sectors; experience in Action Plan on Gender equality of Ministry of Justice is preferred	100
4	Good writing skill in Vietnamese and English; One written sample in Vietnamese and English to be submitted ; Excellent Vietnamese and English language skills	200
5	Experience working with government agencies and international organizations in the similar assignment(s) and/or legal topics is preferable	100
	Total	1,000

National Consultant 2

No.	Requirement	Points
1	Advanced university in law.	70
	Having a degree in Gender and development or/ and vice versa, is preferred	30
2	A minimum of 10 years of work experience in the field of law, particularly in legal aid.	200
	Proven experience in conducting legal assessment and implementation related to legal aid. One sample developed by candidate to be submitted	100

3	Have proven knowledge on gender equality and gender issues	200
	Have experience and knowledge about National Strategy on Gender Equality, National Action Plan and Action plan on gender equality of different sectors; experience in Action Plan on Gender equality of Ministry of Justice is preferred	100
4	Good writing skill in Vietnamese and English; One written sample in Vietnamese and English to be submitted ; Excellent Vietnamese and English language skills	200
5	Experience working with government agencies and international organizations in the similar assignment(s) and/or legal topics is preferable	100
Total		1,000

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

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

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

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

5. Contract

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

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

Documents required before contract signing:

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

6. Payment

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

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

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

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



TERMS OF REFERENCE

TEAM OF CONSULTANTS

REF#: ENTER REF #

Name of service:	Develop the thematic papers on gender equality in grassroots mediation and legal aid for the development of the Gender Equality Plan of Ministry of Justice in the period 2021-2025		
Project:	The EU Justice and Legal Empowerment Program in Vietnam (EU JULE)		
Consultancy:	Two national consultants		
Reporting to:	The Governance and Participation Unit of UNDP		
Duty Station:	Ha Noi and Home-based	Travel Required:	No
Duration of Assignment:	From November 2021 to March 2022		
Start Date:	11/15/2011	End Date:	3/31/2022

I. BACKGROUND & PROJECT DESCRIPTION

Providing equal rights to women and men in all aspects of life is fundamental to achieving gender equality and this was stressed as Agenda 2030 goal 5 on Gender equality and women empowerment. Gender equality laws around the world have contributed to eliminate discrimination against women and to guarantee equal and fair treatment of men and women, so that they can fully exercise their human rights and create opportunities for women and men to participate in political, economic, and social development.

Vietnam has become a signatory to numerous international agreements and treaties on gender equality, women's rights, and women's empowerment, especially the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), Beijing Platform for Action and Sustainable Development Goals SDGs and is therefore obliged to incorporate these international instruments into the country's domestic legislation.

The Government of Vietnam has made good progress in women empowerment and gender equality, with the first-ever Law on Gender Equality of Vietnam was enacted in 2016, National Strategy on Gender Equality each ten years, and the Action Plans on Gender Equality of each five-year period, which created equal opportunities for both men and women, the role and position of women in society have been improved and strengthened.

On March 3, 2021, the Government issued Resolution No. 28-NQ/CP promulgating the National Strategy on Gender Equality for the period 2021-2030, in which, ministries, branches and localities were assigned to develop their plans to implement the Resolution. In the justice sector, the Women Advancement Committee (WAC), Ministry of Justice was assigned to be the focal point for developing the Action Plan on Gender Equality in the period of 2021-2025.

To fulfill the targets and tasks on ensuring gender equality in family, preventing and responding to gender-based violence, especially ensuring equal access to legal aid services and grassroots mediation activities of women, especially domestic violence survivors, it is necessary to have analysis and comprehensive assessment on the situation and achievements of mainstreaming gender equality issues in grassroots mediation and legal aid services. Results of this study are expected to provide and define clear and specific tasks as well as possible solutions and roadmaps for reaching the goals, tasks and targets on gender equality by 2030 assigned to Ministry of Justice at national level and departments of Justice at local level.

The EU Justice and Legal Empowerment Programme (EU JULE) implemented by UNDP and UNICEF together with relevant State agencies, academic and educational institutions 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. Strengthening activities on promoting gender equality in legal and justice sector is one of key interventions to achieve the Programme's objectives.

In response to the need of WAC on conducting a comprehensive assessment about the current situation of gender mainstreaming in organization and activities of grassroots mediation and legal aid, under the EU JULE Program, UNDP commissions a team of 2 national consultants to develop two thematic papers on gender equality in grassroots mediation and legal aid for the development of the Gender Equality Plan of Ministry of Justice in the period 2021-2025.

II. OBJECTIVE

- To assess results and analyze the current status on gender mainstreaming in state management areas of the Ministry of Justice, particularly on grassroots mediation and legal aid.
- To propose specific targets, tasks and possible solutions to ensure gender equality in grassroots mediation and legal aid according to the requirements of the National Strategy on Gender Equality for the period 2021-2030

III. METHODOLOGY

- An assessment of results and analysis of the status on gender mainstreaming in some managerial areas of the Ministry of Justice, particularly on grassroots mediation and legal aid will be conducted based on available data and relevant reports.
- Initial findings from the assessment and analysis should be validated in technical meetings before having official presentation in consultation workshops.

IV. FINAL PRODUCTS

1. The national consultant # 01 is expected to produce a thematic paper on gender mainstreaming in area of grassroots mediation for the development of the Gender Equality Plan of Ministry of Justice in the period 2021-2025. The final report will be in both English and Vietnamese of maximum 30 pages, excluding annexes, which comprises of:
 - An executive summary report describing the study objectives, methodologies, and main findings.

- Full report on gender mainstreaming in area of grassroots mediation for the development of the Gender Equality Plan of Ministry of Justice in the period 2021-2025; includes:
 - ✓ Analysis of ensuring gender equality and current status of gender issues in grassroots mediation activities.
 - ✓ Analysis of results and issues in mainstreaming gender in activities of grassroots mediation; achievements and challenges of gender mainstreaming in grassroots mediation based on the implementation Plan of the National Strategy on Gender Equality 2011-2020 of the Ministry of Justice
 - ✓ Key recommendations for possible solutions of fulfilling the targets of gender equality in area of grassroots mediation.
 - ✓ Identification of goals, targets and tasks on gender equality in the draft Gender Equality Plan of Ministry Justice aiming at implementing national targets on gender equality in the period of 2021-2030 in accordance with Resolution No. 28-NQ/CP
- 2. The national consultant # 02 is expected to develop the thematic paper on gender mainstreaming in area of legal aid for the development of the Gender Equality Plan of Ministry of Justice in the period 2021-2025. The final report will be in both English and Vietnamese of maximum 30 pages, excluding annexes, which comprises of:
 - An executive summary report describing the study objectives, methodologies, and main findings.
 - Full report on gender mainstreaming in area of legal aid for the development of the Gender Equality Plan of Ministry of Justice in the period 2021-2025; includes:
 - ✓ Analysis of ensuring gender equality and current status of gender issues in legal aid activities.
 - ✓ Analysis of results and issues in mainstreaming gender in activities of legal aid; achievements and challenges of gender mainstreaming in legal aid activities based on the implementation Plan of the National Strategy on Gender Equality 2011-2020 of the Ministry of Justice
 - ✓ Key recommendations for possible solutions of fulfilling the targets of gender equality in area of legal aid.
 - ✓ Identification of goals, targets and tasks on gender equality in the draft Gender Equality Plan of Ministry of Justice aiming at implementing national targets on gender equality in the period of 2021-2030 in accordance with Resolution No. 28-NQ/CP

V. SCOPE OF WORK

This assignment will be carried out by 02 national consultants, who are recruited by UNDP in cooperation with MOJ WAC.

General tasks of national consultants:

- Take ultimate responsibility for the final report
- Take the lead in discussions and main responsibility for the whole process of the assignment with UNDP and the WAC

- Coordinate closely with team member and keep in touch with UNDP and the WAC during the process of preparing the thematic report

The scope of work for each of the consultants is as below:

1. National consultant # 01: To develop the thematic report on gender mainstreaming in area of grassroots mediation for the development of the Gender Equality Plan of Ministry of Justice in the period 2021-2025 (17 working days)

No.	Tasks	Number of working days
1.	Desk review of the relevant available documents, data and reports on gender mainstreaming in grassroots mediation activities, particularly documents on this area under the Action Plans on Gender Equality of Ministry of Justice in the previous period Share the initial assessment and workplan with WAC and UNDP for comments	3
2.	Based on inputs of WAC and UNDP, draft outline of the report; share with WAC and UNDP for comments, inputs. Finalize the report outline based on the inputs from WAC and UNDP	1
3.	Develop a draft report based on desk review results and assessment; share the draft report with the with WAC and UNDP for inputs and comments, revise the report accordingly	7
4.	Prepare a presentation and participate in a technical meeting organized by WAC and UNDP to gather comments from participants on the draft report	1
5.	Prepare a presentation and participate in a consultation workshop on the final draft report to gather final round of comments from the participants organized by WAC and UNDP	2
6.	Finalize the report and send the final report to WAC and UNDP (English and Vietnamese) for approval Develop the summary report (English and Vietnamese) and send to WAC and UNDP for approval	3
Total of working days		17

2. National consultant # 02: To develop the thematic report on gender mainstreaming in area of legal aid for the development of the Gender Equality Plan of Ministry of Justice in the period 2021-2025 (17 working days)

No.	Tasks	Number of working days
1.	Desk review of the relevant available documents, data and reports on	3

	gender mainstreaming in legal aid activities, particularly documents on this area under the Action Plans on Gender Equality of Ministry of Justice in the previous period Share the initial assessment and workplan with WAC and UNDP for comments	
2.	Based on inputs of WAC and UNDP, draft outline of the report; share with WAC and UNDP for comments, inputs. Finalize the report outline based on the inputs from WAC and UNDP	1
3.	Develop a draft report based on desk review results and assessment; share the draft report with the with WAC and UNDP for inputs and comments, revise the report accordingly	7
4.	Prepare a presentation and participate in a technical meeting organized by WAC and UNDP to gather comments from participants on the draft of report	1
5.	Prepare a presentation and participate in a consultation workshop on the final draft report to gather final round of comments from the participants organized by WAC and UNDP	2
6.	Finalize the report and send the final report to WAC and UNDP (English and Vietnamese) for approval Develop the summary report (English and Vietnamese) and send to WAC and UNDP for approval	3
Total of working days		17

VI. DELIVERABLES & IMPLEMENTATION TIMELINE

Deliverables and implementation timeline below is for both assignments:

No	Deliverable	Target due date
1	Initial findings from desk review of available documents, data and reports Draft of report outline	November, 2021
2	Draft report based on desk review results and assessment; share with WAC and UNDP for inputs	December 2021
3	Presentations on the draft report at a technical meeting organized by WAC and UNDP.	January 2022
4	Prepare a presentation and participate in a consultation workshop on the final draft report	February 2022
5	Final summary and full report in both English and Vietnamese for approval.	March 2022

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

Estimated number of working days: from 11/15/2021 to 3/31/2022.

Duty station: Hanoi and home-based.

Expected places of travel: None

VIII. PROVISION OF MONITORING & PROGRESS CONTROL

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

IX. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

Administrative Support

UNDP will collaborate with WAC to invite relevant stakeholders to the technical meetings and consultation workshops

X. DEGREE OF EXPERTISE & QUALIFICATIONS

UNDP selects 02 (two) consultants in consultation with WAC.MOJ, with the following expected qualifications:

1, National consultant #01

Qualifications	<ul style="list-style-type: none">- Advanced university in law, having a degree in Gender and development or/ and vice versa, is preferred
Relevant Professional Experience	<ul style="list-style-type: none">- A minimum of 10 years of work experience in the field of law, particularly in grassroots mediation.- Proven experience in conducting legal assessment and implementation related to grassroots mediation. One sample developed by candidate to be submitted.- Have proven knowledge on gender equality and gender issues.- Have experience and knowledge about National Strategy on Gender Equality, National Action Plan and Action plan on gender equality of different sectors; experience in Action Plan on Gender equality of Ministry of Justice is preferred
Other Competencies	<ul style="list-style-type: none">- Good writing skill in Vietnamese and English; One written sample in Vietnamese and English to be submitted- Experience working with government agencies and international organizations in the similar assignment(s) and/or legal topics is preferable
Language Requirements	<ul style="list-style-type: none">- Excellent Vietnamese and English language skills

2, National consultant #2

Qualifications	- Advanced university in law, having a degree in Gender and development or/ and vice versa, is preferred
Relevant Professional Experience	<ul style="list-style-type: none"> - A minimum of 10 years of work experience in the field of law, particularly in legal aid - Proven experience in conducting legal assessment and implementation related to legal aid. One sample developed by candidate to be submitted - Have proven knowledge on gender equality and gender issues. - Have experience and knowledge about National Strategy on Gender Equality, National Action Plan and Action plan on gender equality of different sectors; experience in Action Plan on Gender equality of Ministry of Justice is preferred
Other Competencies	<ul style="list-style-type: none"> - Good writing skill in Vietnamese and English; One written sample in Vietnamese and English to be submitted • Experience working with government agencies and international organizations in the similar assignment(s) and/or legal topics is preferable
Language Requirements	- Excellent Vietnamese and English language skills

Copy right and intellectual property rights: All outputs produced in this action shall remain the property of UNDP and WAC who shall have exclusive rights over their use. The consultants and media firm may not use, reproduce such works without prior consent from UNDP and WAC.

XI. PAYMENT TERMS

No.	Deliverables as indicated in Section VI	Due Date	Payment Amount
1	Deliverable 2 indicated in section VI	31 December 2021	40%
2	Deliverable 5 indicated in section VI	31 March 2022	60%

XII. CONSULTANT PRESENCE REQUIRED ON DUTY

☒ NONE ☐ PARTIAL ☐ INTERMITTENT ☐ FULL-TIME

***Guidance:** In the case of full-time work, please clearly define whether the consultant will be provided with a computer.*

XIII. EVALUATION CRITERIA

1, National consultant #1

No.	Requirement	Points
1	Advanced university in law. Having a degree in Gender and development or/ and vice versa, is preferred	70 30
2	A minimum of 10 years of work experience in the field of law, particularly in grassroots mediation. Proven experience in conducting legal assessment and implementation related to grassroots mediation. One sample developed by candidate to be submitted.	200 100
3	Have proven knowledge on gender equality and gender issues Have experience and knowledge about National Strategy on Gender Equality, National Action Plan and Action plan on gender equality of different sectors; experience in Action Plan on Gender equality of Ministry of Justice is preferred	200 100
4	Good writing skill in Vietnamese and English; One written sample in Vietnamese and English to be submitted; Excellent Vietnamese and English language skills	200
5	Experience working with government agencies and international organizations in the similar assignment(s) and/or legal topics is preferable	100
	Total	1,000

2, National consultant #2

No.	Requirement	Points
1	Advanced university in law. Having a degree in Gender and development or/ and vice versa, is preferred	70 30
2	A minimum of 10 years of work experience in the field of law, particularly in legal aid. Proven experience in conducting legal assessment and implementation related to legal aid. One sample developed by candidate to be submitted	200 100
3	Have proven knowledge on gender equality and gender issues Have experience and knowledge about National Strategy on Gender Equality, National Action Plan and Action plan on gender equality of different sectors; experience in Action Plan on Gender equality of Ministry of Justice is preferred	200 100
4	Good writing skill in Vietnamese and English; One written sample in Vietnamese and English to be submitted; Excellent Vietnamese and	200

	English language skills	
5	Experience working with government agencies and international organizations in the similar assignment(s) and/or legal topics is preferable	100
	Total	1,000

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 of (VND for National Consultant and USD for International Consultant).

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

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

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

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

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

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

Dated this day /month of year

Signature

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