



26 November 2021

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	<b>02 National Individual Consultants to assess baseline of waste flow and develop concept for MRF in Binh Dinh province</b>
Period of assignment/services (if applicable):	December 2021 – April 2022
Duty Station:	Ha Noi for National Consultant 1 Binh Dinh for National Consultant 2
Tender reference:	L211103

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1. Submissions should be sent by **email** to: [nguyen.duc.long@undp.org](mailto:nguyen.duc.long@undp.org) no later than:  
**23.59 hrs., 28 November 2021 (Hanoi time)**

With email subject line as:

**L211103A – National Consultant 1 (Team leader) to assess baseline of waste flow and develop concept for MRF in Binh Dinh province**

or

**L211103B – National Consultant 2 (Team member) to assess baseline of waste flow and develop concept for MRF in Binh Dinh province**

Followed by notification by email (*without attachment*) to: [procurement.vn@undp.org](mailto:procurement.vn@undp.org) informing that the bidder has submitted proposal.

UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to above address.

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](mailto:procurement.vn@undp.org) informing that the bidder has submitted proposal. UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to above address.
- Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female consultants.

**2. Please find attached the relevant documents:**

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

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

**a. Technical component:**

- Signed Curriculum vitae
- Signed Letter to UNDP Confirming Interest and Availability
- **For National Consultant 1 (Team leader):** At least 01 written sample report in English and 01 in Vietnamese to be submitted
- **For National Consultant 2 (Team member):** At least 01 written sample report in English and 01 in Vietnamese to be submitted

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

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

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

#### 4. Evaluation

The technical component will be evaluated using the following criteria:

No.	Requirement	Points
<b>I</b>	<b>Team Leader/National Consultant 1</b>	<b>1000</b>
1	Has at least 10 years of experience in carrying out projects on recycling, cleaner production, construction of treatment systems for solid waste, wastewater for industrial zones, industrial clusters, production facilities and craft villages in Viet Nam;	400
	Experience in plastic sector and recycling equipment is an asset;	150
2	Has strong background and understanding in the relevant fields of waste management policy and regulation, sustainable development, etc.	200
3	Experience working with international organizations or foreign institutions, local authorities and informal sector.	150
4	Fluent in English and Vietnamese with <b>One written sample report in English and One in Vietnamese to be submitted</b>	100
<b>II</b>	<b>Team Member/National Consultant 2</b>	<b>1000</b>
	Has at least 7 years of experience in carrying out projects on waste management.	300
1	Experience in carrying out projects on waste management. in Binh Dinh is an asset;	150
	Experience in plastic sector and value chains of recycled materials of local is an asset;	150
2	Has strong background and understanding in the relevant field of waste management policy and regulation, sustainable development, etc.	100
3	Experience working with local authorities, private sector and informal sector.	200
4	Fluent in English and Vietnamese with <b>One written sample report in English and One in Vietnamese to be submitted</b>	100

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

## 02 National Individual Consultants

<b>Name of service:</b>	02 National Individual Consultants to assess baseline of waste flow and develop concept for MRF in Binh Dinh province		
<b>Project:</b>	Scaling-up Integrated and Inclusive Waste Management Models through Empowering the Informal Sector and Fostering the Circular Economy		
<b>Reporting to:</b>	CCE Program Analyst		
<b>Duty Station:</b>	Hanoi for national consultant 1 Binh Dinh for national consultant 2		
<b>Duration of Assignment:</b>	From December 2021 to April 2022		
<b>Start Date:</b>	December 2021	<b>End Date:</b>	April 2022

### I. BACKGROUND & PROJECT DESCRIPTION

Between 2015 and 2020 the average annual rate of municipal waste in Viet Nam increased from 21 million tons to some 35 million tons (ISPONRE, 2017) and is projected to further increase to 52 million tons by 2025) – in other words, a 2.5-fold increase within a decade. Some 70% of waste is disposed of in landfills, while the remaining 30% is burned or illegally dumped. In urban areas, more than 85% of waste is collected, but in rural areas the collection rate drops to approximately half of the urban collection rate, ranging between 40% and 45% (ISPONRE, 2018). Plastic waste, in particular, accounts for between 10% and 12% of the total amount of solid waste generated in Viet Nam, amounting to approximately 1.8 million tons every year.

Although essential to the improvement of waste management systems, at-source separation is not commonly found in Viet Nam. Challenges include the lack of commitment from households to separate their waste, lack of infrastructure to collect segregated waste, the difficulties for the city municipalities to select a location to install the infrastructures, common complaints from the households with respect to the smell, health concerns etc.

Due to their informal status, informal waste workers fall outside of the Social Protection (SP) package put in place by the Government of Viet Nam in response to COVID-19. During the nationwide COVID-19 lockdown in April 2020, many business activities slowed down or came to a complete halt, which significantly reduced the amount of tradable waste to be collected. Unable to wander the city searching for waste, many IWWs lost their primary source of income. During the peak of the first wave of the pandemic, almost 60% of surveyed informal workers were considered poor, while 6% were considered near poor. While transient income poverty decreased in May 2020, the smallest decreases were registered among informal workers and women-headed households (UNDP RIM-2020 survey).

The government has issued a number of policies relating to waste and plastic management. In 2019, Resolution No. 09/NQ-CP was issued, in which the GoV has assigned the Ministry of Natural Resources and Environment (MONRE) to be the focal point of unified state management of solid waste. The National Strategy on the Integrated Management of Solid Waste by 2025, vision to 2050 approved by the Prime Minister in Decision No. 491/ QD-TTg on May 7, 2018. On plastic waste, in December 2019, the first National Action Plan for Management of Marine Plastic Litter was issued by the Prime Minister (PM). The plan sets the target of reducing marine plastic litter by 75%; collect 100% of abandoned, lost, or discarded fishing gears and put an end to the disposal of fishing gears in the sea. On August 20, 2020, the Prime Minister issued Directive 33/CT-TTg on strengthening the management, reuse, recycling, treatment and reduction of plastic waste.

In November 2020, the revised Law on Environmental Protection (LEP) was adopted. It builds the institutional basis for the development of a circular economy and strengthens the stipulation on solid waste management directives. Article 142 gives the first definition of Circular Economy, in which “design, production, consumption and service activities reduce the extraction of raw materials, materials, extend product life, reduce generated waste and minimize negative impacts”. Articles from 75 to 79 of the revised LEP provide regulations on domestic solid waste collection and treatment service based on the sorted amount of waste.

Under the project “Scaling-up Integrated and Inclusive Waste Management Models through Empowering the Informal Sector and Fostering the Circular Economy” (DWP5C phase 2), an inclusive Material Recovery Facility for improved local material value chain will be piloted and established.

## II. OBJECTIVES

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UNDP is looking for 02 national individual consultants (hereinafter called Consultants) to collaborate with local authorities and stakeholders to conduct value chain of domestic waste in Binh Dinh and to develop concept for the Material Recovery Facility to improve local material value chain. The **Consultant no.1 will be the Team leader, based in Hanoi** with travel to Binh Dinh as needed, and **the Consultant no.2 based in Binh Dinh** for field surveys. This ToR specifies objectives, the scope of work and the tasks required to carry out the assignment. The Consultants are expected to deliver the two main outputs as follow:

- An Assessment Report covering local information on value chain of domestic waste, including sources of wastes; estimation of domestic waste per day/year and waste segregation at sources, including ratio of recyclable materials such as plastic, paper, metal, organic waste, etc.; current situation of recycling and treatment, by formal and informal sectors.
- A Feasibility Study to establish a (or more than one) Material Recovery Facility to improve local material value chain, based on the actual situation of domestic waste generation, separation and recycling.

## III. SCOPE OF WORK

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Under collaboration with UNDP and local authorities, the recruited Consultants are requested to carry out the following tasks:

***Task 1: Data collection and assessment of the domestic waste flow in Binh Dinh, from generation, collection to treatment and recycling***

The Consultants will carry out surveys to provide the most updated data on flow of domestic waste, from generation, collection, treatment and recycling in Binh Dinh. Consultation meetings with stakeholders such as local DONRE, waste buyers (scraps dealers), IWWs need to be carried out to consolidate gaps and bottlenecks within the value chain of the local domestic waste to promote segregation, collection and recycling activities.

The following queries will be addressed by the Consultants:

- Identify other sources of domestic waste in Binh Dinh to develop the domestic waste flow in Binh Dinh. During the project formulation, three main sources were identified: (i) households, (ii) fishery boats, and (iii) companies, offices, schools, markets, supermarkets, etc. Data on estimated volume of domestic waste generation per sources will be obtained through the discussion with relevant Binh Dinh authorities.
- Identify current status of waste segregation at sources; collection and ratio of recyclable materials such as plastic, paper, metal, organic waste, etc.; and treatment. Role of waste buyers, IWWs and other stakeholders need to be described clearly in the waste flow.
- Analyze policy local government on waste management and recycling activities.

The tasks allocation to the Consultants as follows:

Consultant no.1 (IC1)	<ul style="list-style-type: none"> <li>• Carry out desk study to identify other sources of domestic waste in Binh Dinh, for examples, during the project formulation, three main sources were identified: (i) households, (ii) fishery boats, and (iii) companies, offices, schools, markets, supermarkets, etc.</li> <li>• Provide inputs for the IC2 to finalize data on estimated volume of domestic waste generation per sources will be provided.</li> <li>• Carry out desk study, consult with stakeholders and provide inputs for IC2 to identify current status of waste segregation at sources; collection and ratio of recyclable materials such as plastic, paper, metal, organic waste, etc.; and treatment. Role of waste buyers, IWWs need to be described clearly in the waste flow.</li> <li>• Coordinate with IC2 to analyze policy of local government on waste management and recycling activities.</li> </ul>
Consultant no.2 (IC2)	<ul style="list-style-type: none"> <li>• Carry out surveys to identify other sources of domestic waste in Binh Dinh, for examples, during the project formulation, three main sources were identified: (i) households, (ii) fishery boats, and (iii) companies, offices, schools, markets, supermarkets, etc.</li> <li>• Discuss with IC1 to finalize data on estimated volume of domestic waste generation per sources.</li> <li>• Carry out survey and consult with local DONRE and other stakeholder to identify current status of waste segregation at sources; collection and ratio of recyclable materials such as plastic, paper, metal, organic waste, etc.; and treatment. Role of waste buyers, IWWs need to be described clearly in the waste flow.</li> <li>• Coordinate with IC1 to analyze policy of national and local government on waste management and recycling activities.</li> </ul>

## ***Task 2: Survey and analysis processes implemented at the waste buyers***

As discussed with representative of Binh Dinh DONRE, there are 48 waste buyers in Quy Nhon city, in which 44 waste buyers are small households and normally located within the city and 4 are bigger one, located in sub-urban areas.

The Consultants are requested to conduct the following requirements:

- Survey and analyze types of these waste buyers based on their business model such as collection only, collection and segregation, combination of collection, segregation and recycling. Survey form and questionnaires might be needed and needs to be agreed before the survey.
- Detailed analysis of current streams of recycled materials arriving to these facilities (within this province or also from other provinces, or other sources such as from industrial facilities, imported...) and of the streams of the products leaving these facilities. Detailed analysis of prices and related factors (type, amount, seasonality, relationship between these waste buyers and IWWs, producers, service providers...).
- Identify recycling processes implemented in four big facilities combining collection, segregation and recycling (volume of inputs and outputs, types, technology, personnel etc.) and related economics (price of input material, selling price of products, market of outputs...).
- Identification of discards from every identified production process (composition and amount) at these waste buyers and current practice of waste treatment
- Assess current situation of operation of the recycling facilities, including storage, infrastructure, human capacity...in order to set baseline to propose the most viable solution(s) for the MRF.

The tasks allocation to the Consultants as follows:

Consultant no.1 (IC1)	<ul style="list-style-type: none"><li>• Design survey template</li><li>• Coordinate with IC2 to analysis in detailed current streams of recycled materials arriving to these facilities and the streams of the products leaving these facilities. Detailed analysis of prices and related factors (type, amount, seasonality, relationship between these waste buyers and IWWs, producers, service providers...).</li><li>• Identify recycling processes implemented in four big facilities combining collection, segregation and recycling (volume of inputs and outputs, types, technology, personnel etc.) and related economics (price of input material, selling price of products, market of outputs...).</li><li>• Coordinate with IC2 to identification of discards from every identified production process (composition and amount) at these waste buyers and current practice of waste treatment</li><li>• Assess current situation of operation of the recycling facilities, including storage, infrastructure, human capacity...in order to set baseline to propose the most viable solution(s) for the MRF.</li><li>• Finalize the domestic waste flow in Binh Dinh.</li></ul>
Consultant no.2 (IC2)	<ul style="list-style-type: none"><li>• Coordinate with IC 1 to design the survey template</li><li>• Update and analyze types of these waste buyers based on their business model such as collection only, collection and</li></ul>



	<p>segregation, combination of collection, segregation and recycling.</p> <ul style="list-style-type: none"> <li>• Coordinate with IC1 to analysis in detailed recycled materials arriving to these facilities and the streams of the products leaving these facilities. Detailed analysis of prices and related factors (type, amount, seasonality, relationship between these waste buyers and IWWs, producers, service providers...).</li> <li>• Coordinate with IC1 to identify recycling processes implemented in four big facilities combining collection, segregation and recycling (volume of inputs and outputs, types, technology, personnel etc.) and related economics (price of input material, selling price of products, market of outputs...).</li> <li>• Identification of discards from every identified production process (composition and amount) at these waste buyers and current practice of waste treatment.</li> <li>• Coordinate with IC1 to finalize the domestic waste flow in Binh Dinh.</li> </ul>
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***Task 3: Identify operation model and carry out FS for the MRF(s), based on assessment of the domestic waste flow and activities of the waste buyers***

The objective of the MRF is to improve local materials value chain, especially for plastic discarded, those are low value and rejected by the informal collection system. It is expected that the volume of materials/waste discharged by the waste buyers during processes of collection, segregation and recycling are also collected to be inputs for the MRF.

The following activities will be implemented by the Consultants:

- Identify operation model(s) for the MRF(s), which must be compatible with the characteristics of current production/recycling processes and materials market at the local and must be agreed by UNDP, local DONRE. The Consultants should describe clearly:
  - Types of the MRF(s)
  - sources of inputs materials,
  - operation mechanism,
  - types of outputs and market for outputs,
  - other essential factors for MRF operation such as modality to collect inputs from IWWs with consideration of distance from the central to the location of the MRF, from collection points established for fishing boats...
- Operation mechanism of the MRF(s) should reflect benefits of IWWs as one of input providers for the MRF(s) and relations with other project outputs, such as Output 1.2 on establishment of integrated waste management model in the fishery sector.
- The Consultants should make reference from the MRF models in India, to tailor the MRF model to the local context.
- Carry out the Feasibility Study for the MRF(s) with reference to its financial sustainability according to the market survey results from Task 2. The FS will provide at least the following contents:
  - Selection of MRF technology also needs to analyze as it is related to mobilization of investment resource.
  - Identification of type and size of pilot MRF(s) according to operation requirements and shall verify the financial sustainability in relation to current local situation.

- Requirements at place of MRF installation: terminal points for the services (electricity, water, etc.), area, warehouse and, basement characteristics, etc.
- Estimation of operation maintenance costs (O&M) including expected number of workers and related skill.
- Risk analysis, responsibilities of the parties in risk management during implementation.

The tasks allocation to the 02 ICs as follows:

Consultant no.1 (IC1)	<ul style="list-style-type: none"> <li>• Take main responsibility to identify operation model(s) for the MRF(s), which must be compatible with the characteristics of current production/recycling processes and materials market at the local and must be agreed by UNDP, local DONRE</li> <li>• Take main responsibility to carry out the Feasibility Study for the MRF(s) with reference to its financial sustainability according to the market survey results from Task 2</li> </ul>
Consultant no.2 (IC2)	<ul style="list-style-type: none"> <li>• Provide inputs for IC1 to identify operation model(s) for the MRF(s), which must be compatible with the characteristics of current production/recycling processes and materials market at the local and must be agreed by UNDP, local DONRE</li> <li>• Coordinate with IC1 to carry out the Feasibility Study for the MRF(s) with reference to its financial sustainability according to the market survey results from Task 2</li> </ul>

#### IV. DELIVERABLES & IMPLEMENTATION TIMELINE

No.	Deliverable	Target due date
1	An Assessment Report on the domestic waste flow in Binh Dinh, from generation, collection to treatment and recycling	December 31, 2021
2	A Report on analysis of type of processes implemented at the waste buyers	February 21, 2022
3	A Report on identification of operation model and carry out FS for the MRF(s), based on assessment of the domestic waste flow and activities of the waste buyers	March 28, 2022

All Report shall be submitted in both English and Vietnamese.

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

**Estimated number of working days:** from December 2021 to April 2022

Team Leader (IC1): 15 working days

IC2: 35 working days

	Task 1	Task 2	Task 3	Total of working days
<b>Team Leader (IC1)</b>	2	3	10	15

<b>IC2</b>	10	15	10	35
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The travel cost (flight ticket, terminal fee, accommodation...) to carry out surveys (in Binh Dinh) should be covered separately by UNDP based on UN-EU cost norms. In which:  
Team Leader: home based, no need travel. If necessary, UNDP will pay separately.  
IC2: 3 trips to Binh Dinh, each trip 4 days

**Duty station:** Hanoi and Binh Dinh

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

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The Consultants shall report to UNDP Viet Nam on the deliverables of work regarding a work-plan, deadlines and verification activities.

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

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### **Administrative Support**

UNDP will provide coordinating support to Consultants to work with local province.

### **Reference Documents**

Study on MRF models in India carried out by UNDP;  
Concept Note of the project “Scaling-up Integrated and Inclusive Waste Management Models through Empowering the Informal Sector and Fostering the Circular Economy”

## **VIII. DEGREE OF EXPERTISE & QUALIFICATION**

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### **Qualification and tasks of the team:**

#### **Team leader/IC1:**

##### **Qualification:**

- Has at least 10 years of experience in carrying out projects on recycling, cleaner production, construction of treatment systems for solid waste, wastewater for industrial zones, industrial clusters, production facilities and craft villages in Vietnam; Experience in plastic sector and recycling equipment is an asset;
- Has strong background and understanding in the relevant fields of waste management policy and regulation, sustainable development, etc.
- Experience working with international organizations or foreign institutions, local authorities and informal sector. Able to coordinate and ensure project milestones and delivery
- Fluent in English and Vietnamese

#### **IC2:**

##### **Qualification:**

- Has at least 7 years of experience in carrying out projects on waste management in Binh Dinh; Experience in plastic sector and value chains of recycled materials of local is an asset;
- Has strong background and understanding in the relevant field of waste management policy and regulation, sustainable development, etc.
- Experience working with local authorities, private sector and informal sector.
- Fluent in English and Vietnamese

## IX. PAYMENT TERMS

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount
1	An Assessment Report on the domestic waste flow in Binh Dinh, from generation, collection to treatment and recycling	December 31, 2021	30%
2	A Report on analysis of type of processes implemented at the waste buyers	February 21, 2022	30%
3	A Report on identification of operation model and carry out FS for the MRF(s), based on assessment of the domestic waste flow and activities of the waste buyers	April 28, 2022	40%

## X. EVALUATION CRITERIA

No.	Requirement	Points
<b>I</b>	<b>Team Leader/IC1</b>	<b>1000</b>
1	Has at least 10 years of experience in carrying out projects on recycling, cleaner production, construction of treatment systems for solid waste, wastewater for industrial zones, industrial clusters, production facilities and craft villages in Viet Nam;	400
	Experience in plastic sector and recycling equipment is an asset;	150
2	Has strong background and understanding in the relevant fields of waste management policy and regulation, sustainable development, etc.	200
3	Experience working with international organizations or foreign institutions, local authorities and informal sector.	150
4	Fluent in English and Vietnamese with One written sample report in English and One in Vietnamese to be submitted	100
<b>II</b>	<b>IC2</b>	<b>1000</b>
	Has at least 7 years of experience in carrying out projects on waste management.	300
1	Experience in carrying out projects on waste management. in Binh Dinh is an asset;	150
	Experience in plastic sector and value chains of recycled materials of local is an asset;	150
2	Has strong background and understanding in the relevant field of waste management policy and regulation, sustainable development, etc.	100
3	Experience working with local authorities, private sector and informal sector.	200
4	Fluent in English and Vietnamese with One written sample report in English and One in Vietnamese to be submitted	100

### **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. Letter of Confirmation of Interest and Availability using the template provided by UNDP;
2. Current and complete CV in English;
3. Financial offer using the standard UNDP template.
4. One written sample report in English and one in Vietnamese

## 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.

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

☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience

☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template



## **GUIDELINES FOR CV PREPARATION**

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

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

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

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

### **SUMMARY OF EXPERTISE**

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

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

Credentials/education/training, relevant to the expertise

### **LANGUAGES**

Mother Tongue:

Indicate written and verbal proficiency of your English:

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

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

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

### **UN SYSTEM EXPERIENCE**

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

### **UNIVERSITY DEGREES**

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

### **PUBLICATIONS**

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

### **MISCELLANEOUS**

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

## ANNEX V

### FINANCIAL OFFER

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

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

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

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

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

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

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

Dated this day /month of year

Signature

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