### INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

<table>
<thead>
<tr>
<th>Country</th>
<th>Viet Nam</th>
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<tbody>
<tr>
<td>Description of the assignment</td>
<td>International Consultant working as Senior Economist</td>
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<tr>
<td>Period of assignment/services</td>
<td>150 working days from January – December 2022 (part time)</td>
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<tr>
<td>(if applicable):</td>
<td>With possible extension of 300 working days for similar services in 2023 and 2024 subject to:</td>
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<tr>
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<td>i) CO’s needs and fund availability and</td>
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<td></td>
<td>ii) the Economist’s performance</td>
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<tr>
<td>Duty Station</td>
<td>Hanoi based (Viet Nam)</td>
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<tr>
<td>Tender reference</td>
<td>A-211103</td>
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1. **Procurement process is being conducted through the online tendering system of UNDP. Bidders who wish to submit an offer must be registered in the system.**

   Visit this page for system user guides and videos in different languages: https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders

   If already registered, go to https://etendering.partneragencies.org and sign in using your username and password. Use “Forgotten password” link if you do not remember your password. Do not create a new profile.

   If you have never registered in the system before, you can register by visiting the link below and follow the instructions in the user guide:

   **https://etendering.partneragencies.org**
   - Username: event.guest
   - Password: why2change

   It is strongly recommended to create a username with two parts: your first name and last name separated by a “.”, (similar to the one shown above). Once registered you will receive a valid password to the registered email address which you can use for signing in and changing your password.

   Please note that your new password should meet the following criteria:
   - Minimum 8 characters
   - At least one UPPERCASE LETTER
   - At least one lowercase letter
   - At least one number

   You can view and download tender documents with the guest account as per the above username and password. However, if you are interested to participate, you must register in the system and subscribe to this tender to be notified when amendments are made.
To attend this bid, please keep link below and insert the following information:
https://etendering.partneragencies.org
BU Code: VNM10
Event ID number: A-211103

NOTE:

- The system time zone is in EST/EDT (New York) time zone.

- **Date and time visible on the main screen** of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the e-tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system.

- Try to submit your bid **a day prior or well before the closing time**. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist.

- 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.

- Any request for clarification must be sent in writing, or by standard electronic communication through the system. 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.

- Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female consultants.

2. Please find attached the relevant documents:
   - **Term of References** ............................................................ (Annex I)
   - **Individual Contract & General Conditions** .......................... (Annex II)
   - **Reimbursable Loan Agreement** (for a consultant assigned by a firm).............(Annex III)
   - **Letter to UNDP Confirming Interest and Availability** ................. (Annex IV)
   - **Financial Proposal** .........................................................(Annex V)

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

   a. **Technical component:**
      - Signed Curriculum vitae
      - Signed Letter to UNDP Confirming Interest and Availability
      - Copy of 1-3 publications/writing samples on relevant subject.
      - Reference contacts of past 4 clients for whom you have rendered preferably the similar service (including name, title, email, telephone number, address…)

b. **Financial proposal (with your signature):**
- The financial proposal shall specify a total lump sum amount in **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:

**International Consultant**

<table>
<thead>
<tr>
<th>#</th>
<th>Evaluation Criteria</th>
<th>Max Points</th>
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</table>
| 1  | Master degree (PhD is an advantage) in economics, development economics and/or related fields  
Master degree: 35 points  
PhD degree: 50 points | 50         |
| 2  | Good knowledge and understanding of Viet Nam’s development and challenges; good knowledge of Viet Nam’s socio-economic development strategies, legal frameworks and policies, practice and related institutional arrangements in the areas of macro-economic management, SOE and institutional reform, development finance, enterprise development and FDI policies, technology and productivity, trade and investment policies, Covid-19 impact and recovery. | 350        |
| 3  | Good knowledge on international experiences in these areas/topics                     | 150        |
| 4  | Minimum 10 years of working experiences in conducting research (with good records of publication) and policy advising on these topics in Viet Nam and other countries especially in developing countries, countries in East Asian/ASEAN regions | 200        |
| 5  | Strong skills in research design, development of analytical frameworks and providing technical guidance to research teams | 200        |
| 6  | Good skills in making analysis and research paper production, good command of writing and making presentations in English | 50         |

A two-stage procedure is utilized in evaluating the submissions, with evaluation of the technical components being completed prior to any price proposals being opened and compared. **Interview with the shortlisted candidates will be conducted at the technical evaluation stage.**

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

- Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel. (This is not a requirement for RLA contracts).

- Release letter in case the selected consultant is government official.

6. **Payment**

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

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

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

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

Terms of Reference

Title: International Senior Economist

Location: Hanoi based

Report to: UNDP Resident Representative

Duration: 150 working days from January to December 2022 with possible extension of 300 working days for the similar services in 2023 and 2024 subject to: (i) CO’s needs and fund availability and (ii) economist’s performance.

I) GENERAL BACKGROUND

Over the decades, UNDP has been considered by Government of Viet Nam (GOVN) as a trusted impartial partner actively contributing to Viet Nam’s socio-economic development. UNDP has been providing policy advice on a wide range of topics on human development, public administration, judiciary and socio-economic reforms, including enterprise development, enhancement of productivity and competitiveness, development finance, decentralization and social protection policies.

To support the GOVN to implement the 2021-2030 ten-year socio-economic development strategy (SEDS) and five-year socio-economic development plan (SEDP 2021-2025), and works to achieve the SDGs by 2030, UNDP’s new country program document (CPD) in period 2022 – 2026 has included three outcome areas, namely (i) Shared Prosperity through Sustainable Economic Transformation; (ii) Climate Change, Disaster Resilience and Environmental Sustainability and (iii) Governance to meet the Government’s prioritized needs. To this end, UNDP is providing policy advice on inclusive growth, green growth, development financing, productivity and competitiveness, inclusive innovation, anticipatory governance, decentralization, social protection and multidimensional poverty reduction etc. The UNDP country office expects to deepen its policy advising work in some of these topics during the year of 2022. One of the vehicles identified is the Viet Nam Economic Pulse (VEP), a new forum organized by UNDP, the National Center for Information and Forecasting of Ministry of Planning and Investment, and Fulbright University Viet Nam. The first VEP was successfully organized in 2021, the second and third VEP are planned to be organized in May and September 2022.

II) OBJECTIVES OF THE ASSIGNMENT

The overall objective of the assignment is to strengthen UNDP’s contributions to Viet Nam’s implementation of SEDS and SEDP, Integrated National Finance Framework (INFF), National Action Plan to achieve SDGs and Covid-19 Recovery, through strengthening UNDP policy advising position and deepening UNDP policy program/improving quality of UNDP policy advising products in realization of the outcomes of the CPD 2022-2026.
III) SCOPE OF WORK

1. Advising UNDP Viet Nam on policy program:
   - Providing advice on Viet Nam’s key development challenges and recommendations on UNDP Country Office’s policy program research and advising for 2022, building on and deepening the UNDP CO’s work on development finance; decentralization/fragmentation of authority; social protection; national champions and government’s policy to enhance productivity and competitiveness; innovation and 2022 NHDR.

2. Based on the UNDP Country’s Office 2021/2022 policy advising program work plan to implement UNDP Country Office’s Country Program Document (CPD) 2022-2026, contributing to the formulation of (i) UNDP Country Office’s policy program research and advising (2022), (ii) concept notes of UNDP-supported policy research and dialogues and related terms of references for international and national consultants for undertaking policy research, recommendation of suitable (UNDP supported) experts as keynote speakers in key national policy dialogues and (iii) providing technical inputs to the implementation of the UNDP country’s office policy advising program, on the above-mentioned topics during 2022:
   - Providing technical inputs: (i) analytical frameworks, methodological guidance and international experiences to 03 (from January to end of December 2022) UNDP CO supported policy research/studies, and (ii) recommended topics for UNDP supported policy dialogues;
   - Acting as UNDP resource person and/or providing technical inputs to UNDP CO’s presentations and keynote speeches at 3 key/high level policy dialogues, especially the second and third VEFs and/or UNDP CO’s discussion papers/policy related blogs/op-eds;
   - Providing support to UNDP CO on other policy tasks that may arise, such as briefing notes and recommended talking points for high level meetings of UNDP RR with VN’s leaders.

IV) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

- January - December 2022: 150 days, part time, Ha Noi based for this TOR.

with possible extension of 300 days in 2023 and 2024 for the similar services subject to (i) CO’s needs and fund availability and (ii) economist’s performance. Detailed TOR for 2023 and 2024 will be shared with the selected consultant when due in 2023 and 2024.

V) FINAL PRODUCTS with estimated working days and timelines***

1. Development finance (15 working days):

Develop three policy briefs on development finance topics including (i) main constraints on development finance; (ii) the advantages and disadvantages of international versus domestic sources of finance; and (iii) reducing speculative investment and directing investment to productive activities.

(Timeline: January to March)
2. **Decentralization/fragmentation (15 working days):**

Develop a policy brief (and QA/oversight the production of a possible in-depth paper by int./nat. consultants if funding allows) on public investment, fragmentation and the missing middle.

*(Timeline: January to June)*

3. **Social protection (10 working days):**

Develop a policy brief (based on the on-going studies /recent papers) on (i) moving from residence to citizenship as the basis for social assistance;

Provide inputs for development of master plan for social assistance in the post COVID period — lessons learnt from the pandemic internationally and in Viet Nam.

*(Timeline: March to June)*

4. **A policy advising paper on Middle Income Trap (25 working days):**

Develop the QA/oversight of current IGU PIP studies and policy brief on domestic champions, exporters and;

Prepare a policy paper on government’s productivity growth strategy.

*(Timeline: May to September)*

5. **Innovation framework paper (15 working days):**

Prepare a framework paper (plus preparing TORs, commissioning, QA/oversight the production of a possible in-depth paper by int./nat. consultants) on (i) different options for Viet Nam to choose/prioritize invention, design, components or assembly; (ii) proposing best solutions for Viet Nam (new silicon valleys/invention or starting acceleration of new technology adoption and penetration by Vietnamese export oriented firms).

*(Timeline: July - September)*

6. **NHDR development (50 working days):**

Act as the main writer of the coming NHDR, which will wrap up the above in an NHDR on escaping the middle income trap and achieving high income status by 2045. Chapters on finance, public investment, social protection, national export champions and innovation.

*(Timeline: July to December)*

7. **Two Viet Nam Economic Forums (20 working days):**

Act as keynote speakers/presenters (based on some of the above framework papers/policy briefs) and UNDP CO technical advisers for 2 VEPs and other major policy dialogues where UNDP is invited to deliver keynote speeches/presentations in 2022.

*(Timeline: January to December)*

**VI) PROVISION OF MONITORING AND PROGRESS CONTROLS**

The international consultant will work under the overall supervision and quality assurance of UNDP Viet Nam Resident Representative/Deputy Resident Representative and in close coordination with
Assistant Resident Representative, Head of Inclusive Growth Unit and other relevant UNDP programme staff.

The concrete tasks and deliverables of the international consultant will be (i) defined in country office’s policy work plan and related concrete TORs during the contract time frame and (ii) monitored against the timelines and quality requirements/criteria set out in concrete TORs by UNDP CO.

VII) DEGREE OF EXPERTISE AND QUALIFICATIONS

- Master degree (PhD is an advantage). in economics, development economics and/or related fields.
- Good knowledge and understanding of Viet Nam’s development and challenges; good knowledge of Viet Nam’s socio-economic development strategies, legal frameworks and policies, practice and related institutional arrangements in the areas of macro-economic management, SOE and institutional reform, development finance, enterprise development and FDI policies, technology and productivity, trade and investment policies.
- Good knowledge on international experiences in these areas/topics.
- Minimum 10 years of working experiences in conducting research (with good records of publication) and policy advising on these topics in Viet Nam and other countries especially in developing countries, countries in East Asian/ASEAN regions.
- Strong skills in research design, development of analytical frameworks and providing technical guidance to research teams;
- Good skills in making analysis and research paper production, good command of writing and making presentations in English.

VIII) ADMIN SUPPORT AND REFERENCE DOCUMENTS

UNDP will provide support to selected candidate for visa to Viet Nam. UNDP Country Office and its implementing partners are not required to provide any physical facility for the work of the consultant, however working space during missions to Ha Noi, Viet Nam and venues for some technical meetings/consultations can be provided, at the discretion of the UNDP Country Office and its implementing partners and as necessary. As necessary, UNDP Country Office and its implementing partners will facilitate meetings of consultant with relevant government agencies and development partners and experts.

UNDP CO and its implementing partners, beside the publications posted in UNDP Viet Nam website, will provide available and relevant documents and data necessary for the international consultant to conduct the tasks and produce the deliverables. All documents and data provided to the consultants are confidential and cannot be used for any other purposes or shared with a third party without any written approval from UNDP and its implementing partners.

XI) REVIEW TIME REQUIRED AND PAYMENT TERM

Three payment milestones will be made:

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Due dates</th>
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<tbody>
<tr>
<td>1</td>
<td>The first payment of 30% of 2022 contract amount will be made upon UNDP CO’s satisfactory acceptance of the deliverables 1 and 2 (within 10 working days of CO’s</td>
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<td>Review/approval of the mentioned deliverables).</td>
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<tr>
<td>2</td>
<td>The second payment of 30% of 2022 contract amount will be made upon UNDP CO’s satisfactory acceptance of the deliverables 3, 4 and 5 (within 10 working days of CO’s review/approval of the mentioned deliverables).</td>
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<tr>
<td>3</td>
<td>The third/last payment of 40% of 2022 contract amount will be made upon UNDP CO’s satisfactory acceptance of all remaining deliverables (within 10 working days of CO’s review/approval of the final deliverables).</td>
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**X) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES**

- [ ] NONE
- [X] PARTIAL
- [ ] INTERMITTENT
- [ ] FULL-TIME

**XI) EVALUATION CRITERIA**

| Consultant(s)’ experiences/qualification related to the services |
|---|---|
| **1.1** | Master degree (PhD is an advantage) in economics, development economics and/or related fields | 50 |
| **1.2** | Good knowledge and understanding of Viet Nam’s development and challenges; good knowledge of Viet Nam’s socio-economic development strategies, legal frameworks and policies, practice and related institutional arrangements in the areas of macro-economic management, SOE and institutional reform, development finance, enterprise development and FDI policies, technology and productivity, trade and investment policies, Covid-19 impact and recovery. | 350 |
| **1.3** | Good knowledge on international experiences in these areas/topics. | 150 |
| **1.4** | Minimum 10 years of working experiences in conducting research (with good records of publication) and policy advising on these topics in Viet Nam and other countries especially in developing countries, countries in East Asian/ASEAN regions. | 200 |
| **1.5** | Strong skills in research design, development of analytical frameworks and providing technical guidance to research teams | 200 |
| **1.6** | Good skills in making analysis and research paper production, good command of writing and making presentations in English | 50 |
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;

[signature]

Date __________________________
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:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Contract Type</th>
<th>UNDP Business Unit / Name of Institution/Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
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- [ ] I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

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<tr>
<th>Assignment</th>
<th>Contract Type</th>
<th>Name of Institution/ Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
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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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Name of International Organization</th>
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</table>

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.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Full Address</th>
<th>Business or Occupation</th>
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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, Processional Certification, Employment Records /Experience
GUIDELINES FOR CV PREPARATION

WE REQUEST THAT YOU USE THE FOLLOWING CHECKLIST WHEN PREPARING Your CV:
Limit the CV to 3 or 4 pages
NAME (First, Middle Initial, Family Name)
Address:
City, Region/State, Province, Postal Code
Country:
Telephone, Facsimile and other numbers
Internet Address:
Sex, Date of Birth, Nationality, Other Citizenship, Marital Status
Company associated with (if applicable, include company name, contact person and phone number)

SUMMARY OF EXPERTISE
Field(s) of expertise (be as specific as possible)
Particular development competencies-thematic (e.g. Women in Development, NGOs, Privatization, Sustainable Development) or technical (e.g. project design/evaluation)
Credentials/education/training, relevant to the expertise

LANGUAGES
Mother Tongue:
Indicate written and verbal proficiency of your English:

SUMMARY OF RELEVANT WORK EXPERIENCE
Provide an overview of work history in reverse chronological order. Provide dates, your function/title, the area of work and the major accomplishments include honorarium/salary. References (name and contact email address) must be provided for each assignment undertaken by the consultant that UNDP may contact.

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

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

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

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

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

1. **For the year 2022:**

   **Cost breakdown for the consultancy service from January - December 2022 (150 working days)**

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Rate USD</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Consultancy fee</td>
<td>150 days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Out of pocket expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1</td>
<td>Travel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.2</td>
<td>Per diem</td>
<td></td>
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<tr>
<td>2.3</td>
<td>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). *</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.4</td>
<td>Others (pls. specify)....</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total for Year 2022</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. **For 2023 and 2024:**

   **Cost breakdown for the possible extension of the consultancy service in 2023-2024 (300 working days)** subject to: (i) CO’s needs and fund availability and (ii) economist’s performance.

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Rate USD</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Consultancy fee</td>
<td>300 days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Out of pocket expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1</td>
<td>Travel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.2</td>
<td>Per diem</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.3</td>
<td>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). *</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2.4</td>
<td>Others (pls. specify)....</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total for 2023 and 2024</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* 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).