INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
for individual consultants and individual consultants assigned by consulting firms/institutions

Country: Viet Nam
Description of the assignment: National Expert on Climate-Health Nexus
Period of assignment/services (if applicable): From December 2021 to June 2022
Total estimated working days: 45 days
Duty Station: Home based, with travel to selected provinces in the Central Coastal, Mekong Delta and Highland regions upon UNDP approval
Tender reference: P211105

1. Submissions should be sent by email to: nguyen.ngoc.phuong@undp.org no later than:
   23.59 hrs., 05 December 2021 (Hanoi time)
   With subject line:
   P211105 – National Expert on Climate-Health Nexus

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:
- Detailed CV addressing the experience and work you have done.
- Financial offer
- 1 proposal sample in both English and Vietnamese will be submitted for review

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:

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
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<td>1</td>
<td>Have at least Master’s degrees in relevant areas such as Public Health, Environment Health, Climate Change and Health, PhD is considered an asset (Master Degree: 140 points – PhD Degree: 200 points)</td>
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<td>Technical expertise in climate and health areas (200 points) and at least 10 years of experience in health project design and formulation, preferably those related to climate change and environment nexus health focus in Viet Nam (150 points)</td>
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<td>Proven work experience in the design, development of project proposals for internationally funded projects</td>
<td>250</td>
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<td>4</td>
<td>Familiar with, and updated on, various international projects on health sector in Vietnam</td>
<td>100</td>
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<td>5</td>
<td>Fluency in both spoken and written English and Vietnamese (one proposal sample or an article related to climate health nexus in both English and Vietnamese will be submitted for review).</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>1,000</strong></td>
</tr>
</tbody>
</table>

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. \( Sf = 1000 \times Fm / F \), in which \( Sf \) is the financial score, \( Fm \) is the lowest price and \( F \) the price of the submission under consideration.

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

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

Interview with the candidates may be held if deemed necessary.

5. Contract

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

Documents required before contract signing:

- International consultant whose work involves travel is required to complete the courses on BSAFE which the new online security awareness training is 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

<table>
<thead>
<tr>
<th>No.</th>
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<th>Due Date</th>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The Theory of Change for a new Climate Health nexus project</td>
<td>01/18/2022</td>
<td>20%</td>
</tr>
<tr>
<td>2</td>
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<td>04/18/2022</td>
<td>30%</td>
</tr>
<tr>
<td>3</td>
<td>Initial information for the feasibility study</td>
<td>05/10/2022</td>
<td>10%</td>
</tr>
<tr>
<td>3</td>
<td>A qualified Concept Note ready to submit for a new Green Climate Fund proposal on Health climate nexus project, and a set of TORs</td>
<td>06/30/2022</td>
<td>40%</td>
</tr>
</tbody>
</table>

7. Your proposals are received on the basis that you fully understand and accept these terms and conditions.
TERMS OF REFERENCE
INDIVIDUAL CONSULTANT

Ref#: Enter Ref #

<table>
<thead>
<tr>
<th>Name of service:</th>
<th>National Individual Consultant – National Expert on Climate-Health Nexus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project:</td>
<td>Strengthening Capacity of Rural Primary Health Care Services to Address Adverse Impacts of Climate Change on Health in Viet Nam</td>
</tr>
<tr>
<td>Reporting to:</td>
<td>Climate Change and Environment Unit</td>
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<tr>
<td>Duty Station:</td>
<td>Home based</td>
</tr>
<tr>
<td>Duration of Assignment:</td>
<td>45 working days</td>
</tr>
<tr>
<td>Start Date:</td>
<td>12/9/2021</td>
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</table>

BACKGROUND & PROJECT DESCRIPTION

CLIMATE CHANGE RESPONSE IN THE HEALTH SECTOR: Viet Nam is among the countries most vulnerable to global climate change. Climate change is already having a negative impact on communities, the economy and local ecosystems. Climate change and changing weather conditions also have negative impacts on the health of people.

Climate-sensitive diseases, including vector-, water- and air-borne diseases such as Dengue fever, malaria, influenza, diarrheal diseases, gynaecological diseases, etc. or allergies, stroke, mental health problems, asthma and other respiratory allergies and infections, malnutrition due to disruption of food production and distribution, are increasingly burdening people’s health and the health sector with both communicable and non-communicable diseases, which is projected to increase with the changing climate.

Recurring heat waves, with increasing frequency and with higher intensity, will increase the risk of thermal shock, stroke, and increase morbidity and mortality, especially among the vulnerable group of persons. The elderly, women and children are more vulnerable to changes in the climate, with problems like respiratory infections during heat waves and high temperature periods.

Rising sea level, temperature increases and changes in rainfall are favorable conditions for mosquitoes to reproduce and transmit vector-borne diseases. Dengue is a wide-spread disease now across the country, especially during the rainy season. Premature mortality rates associated with extreme weather events and natural disasters are exacerbated by the climate change.

The health sector infrastructure is also negatively impacted by climate change and extreme weather events, as health facilities are damaged natural disasters such as storms, hurricanes, landslides.
UNDP has been providing technical support to the Government of Viet Nam on climate change, especially climate change adaptation in Viet Nam, including support to the formulation of legal framework, strategies, actions plan and building resilience of the vulnerable communities.

UNDP has also been working closely with the Health Sector in responding to climate change, promoting One Health initiative together with the Ministry of Agriculture and Rural Development, improving medical waste management and treatment, improving green procurement of health facilities/communities, and development of an early warning system for Dengue prediction and prevention. In the context of the COVID-19 pandemic and the Industrial Revolution 4.0, UNDP places strong importance on supporting Viet Nam’s national digital transformation roadmap to 2025 and vision to 2030, including digital transformation of health including handing over 19 service robots to help protect frontline doctors and nurses from COVID-19 and other diseases and piloting grassroots telehealth program in 03 remote and mountainous Ha Giang, Bac Kan and Lang Son provinces. Currently, the grassroots telehealth has been expanding to full grassroots healthcare facilities in these provinces and introduced to all Provincial Departments of Health in 63 cities/provinces. Support to the health sector is provided within the framework of a Memorandum of Understanding (MOU) signed between UNDP and the Ministry of Health on 13 March 2018.

UNDP is promoting an integrated approach to address interlinked development challenges, including the climate-health nexus - the linkage between the impacts of climate change and human health and - and viable interventions to enhance the resilience of the health sector. The COVID-19 pandemic has doubled risks to not only the quality and continuation of health services but also the health of people in rural areas.

Public health and Energy are among top priorities for responding to climate change in Viet Nam Nationally Determined Contribution (NDC). Endowed with immense potentials of wind and solar-based energy power, Viet Nam is expanding renewable energy proportion in energy production and consumption, while improving energy saving and energy efficiency as strategic measures for green recovery and reducing greenhouse emission. There is potential in the health sector for interventions related to renewable energy and ensuring consistent access to energy especially in rural areas.

In this connection, UNDP is mobilizing a National Consultant – Expert in Climate-Health Nexus to work closely with the UNDP Health-Climate Technical Expert, and International Expert on development of the Theory of Change, the Idea Note, contribution to the Pre-Feasibility Study design and the Concept Note for a new GCF proposal on Health-Climate nexus project in Viet Nam.

**OBJECTIVES**

The objective of this consultancy is to recruit a national consultant – Expert in Climate-Health Nexus to work with the UNDP Health-Climate Technical Specialist, international expert and in consultations with Ministry of Health (MoH) and relevant stakeholders to collect required data as described in the scope of work to support the development project products including the Theory of Change and the Idea Note, and to contribute to the Pre-Feasibility Study design and the Concept Note development for the Climate – Health nexus project proposal to mobilize the grant finance from Green Climate Fund (GCF) to support the health sector in Viet Nam to cope with climate change effects.

**SCOPE OF WORK**

The successful consultant will be expected to be responsible for the following:

**Task 1: Collect the data listed below on the climate-health nexus with a focus on the south-central coastal provinces, Mekong Delta and Highlands to provide evidence for the development of a Theory of Change (TOC) and Idea Note.**

- Geographic and demographic information, more focus on the rural locations:
  - Areas with the geographic characteristics
  - Social – Economic characteristics, incomes, etc.
  - Population, especially the vulnerable populations including the children, people with disabilities, women, elderly, ethnic minorities
  - Data/information about all relevant stakeholders/key players, undertake stakeholder analysis
  - Challenges and opportunities for the climate-health nexus intervention
- Climate and environment:
o Data/information showing climate change like Weather and climate in general, frequencies and intensity of extreme weather events
o Climate change and its impacts in general socio-economy of the regions
o Data/information showing climate change impacts on health of target beneficiaries
o Data/information about relevant projects/activities/interventions in the same areas by the Government of Viet Nam, Development Partners, and others

• Health and the health sector information in the regions:
  o Health:
    ▪ The most common diseases in the population and in the areas, especially the vector-born, water-born, climate-sensitive diseases
    ▪ The health risks and problems related to weather and climate change related events
    ▪ Any forecast for the future diseases including communicable and non-communicable diseases
  o Health sector:
    ▪ Healthcare system: Health facilities at different levels to cover the regions (regional hospitals, provincial general hospital, district health centers or district general hospitals, area polyclinics, commune/ward health stations, village health workers?)
    ▪ Legal frameworks, policies such as expenditures for health per capita, provincial climate and environment action plans, especially any integration of climate change into health planning in term of climate change mitigation and adaptation actions
    ▪ Current energy supply for the health sector in regions

Task 2: Develop the Theory of Change (TOC) for a new GCF proposal for a Climate Health nexus project based on data collection, and in close consultation with UNDP. For this task, the results should include:

- The identification of key focus areas, technical and geographical locations, potential partners, target beneficiaries, etc. in consultation with UNDP
- Identify and discuss the objectives, inputs, possible interventions and activities, outputs, outcomes and assumptions
- Develop the TOC diagram which reflects the objectives, inputs, possible interventions/activities, outputs, outcomes and assumptions as one of the crucially supporting documents for the project proposal.

Task 3. Support the formulation of the Idea Note for a new GCF proposal on Climate Health nexus project based on the developed TOC for UNDP internal review and approval.

- Provide data and information on key sections of the Idea Note as requested by UNDP Health-Climate Technical Expert, which could include analysis of the Vietnam context of climate change impacting health and the health sector and current activities from the health sector to mitigate the advert effects and to adapt with increasing climate change and extreme weather events in Vietnam
- Support the identification of the transformational/innovative elements of the project in the country context, the possible barriers, and description of why GCF grants needed to achieve the objectives.
- The Idea Note needs to include the key project objectives and results, the specific climate change elements affecting health and health sector.
- Indication of how GCF funds will be used including both adaptation and mitigation solutions/interventions for climate health nexus problems.
- Identification of the transformational/innovative elements of the project in the country context, the possible barriers, and description of why GCF grants needed to achieve the objectives.

Task 4: Lead in the initial design and execution of a pre-feasibility study to inform the Concept Note development on potential Climate-Health Nexus project

- Conduct further desk review and consultations with various stakeholders to consolidate all inputs from technical reports and further feedback from experts.
- Related sustainable development criteria and indicators of Viet Nam and in the locations.
- Propose the design, methodology, and approach to help inform the design of a full Feasibility Study
Task 5: Support International Expert and contribute to the preparation of the Concept Note for the proposed project.

- Provide data and information on key sections of the Concept Note as requested by the International Consultant, which could include analysis of the Vietnam context of climate change impacting health and the health sector and current activities from the health sector to mitigate the adverse effects and to adapt with increasing climate change and extreme weather events in Vietnam.
- Support the finalization and description of the expected set of components/outputs and subcomponents/activities to address the problems identified that will lead to the expected project results which align with the GCF investment criteria.
- Support the consultation process with different stakeholders on the draft Concept Note Consultations with different stakeholders on the draft Concept Note, incorporate comments/suggestions by stakeholder and finalize the Concept Note.
- Support the development of a set of terms of references for experts and consultants to be contracted for development of a Full GCF Project Funding Proposal (Project Document).

DELIBERABLES & IMPLEMENTATION TIMELINE

<table>
<thead>
<tr>
<th>No.</th>
<th>Deliverable</th>
<th>Estimated days to complete</th>
<th>Target due date</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Baseline data and the Theory of Change for a new Climate Health nexus project</td>
<td>10</td>
<td>1/18/2022</td>
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<td>2</td>
<td>Inputs to a qualified Idea Note for the Climate Health nexus project ready for UNDP internal review and approval</td>
<td>15</td>
<td>4/18/2022</td>
</tr>
<tr>
<td>3</td>
<td>Initial information design and execution of a pre-feasibility study</td>
<td>05</td>
<td>5/10/2022</td>
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<td>4</td>
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<td>15</td>
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DURATION OF ASSIGNMENT, DUTY STATION & EXPECTED PLACES OF TRAVEL

Estimated number of working days: 45 working days from 12/9/2021 to 6/30/2022.

With possible extension up to 55 days max to 31 December 2023 based on: (i) requirement, (ii) fund availability and (iii) satisfactory performance.

Duty station: Home-based

Expected places of travel: Selected provinces in the Central Coastal, Mekong Delta and Highland regions upon UNDP approval, eligible travel costs and per diem shall be paid separately in accordance with UN-EU cost norms.

PROVISION OF MONITORING & PROGRESS CONTROL

The selected consultant will have regular discussions with the responsible staff of UNDP Viet Nam and Ministry of Health and is required to regularly report to UNDP Viet Nam on the progress of the work based on the agreed work-plan. Upon the due dates as stated in the section 4, the consultant needs to submit the qualified deliverables/reports to UNDP Climate-Health specialist for approval and payment proceeding.

ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS
Administrative Support
N/A

Reference Documents
Copies of relevant documents of the developed initial ideas of the context of climate change impacting health and the health sector in Vietnam, climate-smart resilient interventions supported by UNDP currently, standard template of required products will be provided.

DEGREE OF EXPERTISE & QUALIFICATIONS

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Have at least Master’s degrees in relevant areas such as Public Health, Environment Health, Climate Change and Health Ph.D. in relevant subject is an asset</th>
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<td>Relevant Professional Experience</td>
<td>Technical expertise in climate change and health areas At least 10 years of experience in health project design and formulation, preferably those related to climate change and environment nexus health programs Have work experience in the design, development and assessment of internationally funded projects</td>
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</table>

Other Competencies
Familiar with, and updated on, various international projects on health sector in Vietnam

Language Requirements
Fluency in both spoken and written English and Vietnamese (one proposal sample in both English and Vietnamese will be submitted for review).

PAYMENT TERMS

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CONSULTANT PRESENCE REQUIRED ON DUTY STATION
☒ NONE ☐ PARTIAL ☐ INTERMITTENT ☐ FULL-TIME

EVALUATION CRITERIA
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<td><strong>Total</strong></td>
<td><strong>1,000</strong></td>
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</table>

**Criteria for Evaluation of Proposal**

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

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

**Documents for Submission**

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

1. **Core Documents**
   - **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
   - **Current and complete CV** in English;
   - 01 similar **sample project proposal in English and Vietnamese** in which the candidate is an author or a co-author or an article related to climate-health nexus;
   - **Financial offer** using the standard UNDP template.
ANNEX IV

OFFEROR’S LETTER TO UNDP
CONFIRMING INTEREST AND AVAILABILITY
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date ______________________

(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:

<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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</table>

☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

<table>
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<tr>
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<th>Contract Type</th>
<th>Name of Institution/ Company</th>
<th>Contract Duration</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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<tbody>
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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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<tbody>
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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
☐ 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 ……US$

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

Cost breakdown:

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Rate (US$)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Consultancy fee (daily rate)</td>
<td></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>
</tr>
<tr>
<td>2.5</td>
<td>Others (pls. specify)…….</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.6</td>
<td>VAT** if applicable (in case your company signs the contract)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Individual Consultants/Contractors who are over 62 years of age with assignments that require travel and are required, at their own cost, to undergo a full medical examination including x-rays and obtaining medical clearance from an UN-approved doctor prior to taking up their assignment.

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

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

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

Dated this day /month of year

Signature

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