30 November 2021

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>
</tr>
</thead>
<tbody>
<tr>
<td>Description of the assignment:</td>
<td>01 International consultant to provide Feasibility Study on specific insurance products offered by SEADRIF</td>
</tr>
<tr>
<td>Period of assignment/services (if applicable):</td>
<td>20 working days from 20 Dec 2021 – 31 May 2022</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Homebased</td>
</tr>
<tr>
<td>Tender reference:</td>
<td>PN (N-211103)</td>
</tr>
</tbody>
</table>

1. Submissions should be sent by email to: bid.submission.vn@undp.org

   Deadline for submission: on or before 14 December 2021 (Ha Noi Time)

   With subject line:

   PN (N-211103) – 01 International consultant to provide Feasibility Study on specific insurance products offered by SEADRIF

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

Note:

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

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

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

   a. **Technical component:**
      - Signed Curriculum vitae
      - Signed Letter to UNDP Confirming Interest and Availability
      - Two sample report on related subject in English to be submitted for evaluation
      - Reference contacts of past 3 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 **USD for International Consultant** including consultancy fees and all associated costs i.e. consultancy fee, meal, accommodation, PIT, 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>
<th>No</th>
<th>Qualifications</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Master's or higher degree in the field of economics, finance, business administration, social studies, climate change, disaster risk management, environment, or related field;</td>
<td>100</td>
</tr>
<tr>
<td>2</td>
<td>7 years of experience in finance and/or, insurance sector in Viet Nam and/or aboard;</td>
<td>250</td>
</tr>
<tr>
<td>3</td>
<td>10 years of experience in researching on social issues, development, marketing, policy, risk transfer;</td>
<td>200</td>
</tr>
<tr>
<td>5</td>
<td>Working experience with various stakeholders covering Vietnam's disaster risk management system, insurance sector, working with international organizations, ministries, UN agencies in Vietnam;</td>
<td>300</td>
</tr>
</tbody>
</table>
No | Qualifications                                                                 | Points |
---|-----------------------------------------------------------------------------|-------|
6  | Good command of English & report writing                                      | 100   |
7  | Good command of communication in Vietnamese language (speaking and writing) is an advantage | 50    |

| Total | 1,000 |

(An additional interview either directly or via telephone/Skype will be applied if necessary)

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](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.

1. 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.
2. Your proposals are received on the basis that you fully understand and accept these terms and conditions.
I. GENERAL INFORMATION

<table>
<thead>
<tr>
<th>Project</th>
<th>Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam (GCF project)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultancy service</td>
<td>Feasibility Study on specific insurance products offered by SEADRIF</td>
</tr>
<tr>
<td>Type of appointment</td>
<td>Individual Consultancy (International)</td>
</tr>
<tr>
<td>Location</td>
<td>Home-based</td>
</tr>
<tr>
<td>Duration</td>
<td>20 days from 20 Dec 2021 – 31 May 2022</td>
</tr>
<tr>
<td>Report to</td>
<td>UNDP Senior Technical Advisor (CCA &amp; DRR)</td>
</tr>
</tbody>
</table>

II. BACKGROUND

Despite significant investments in preparedness and resilience, extreme-weather-related losses are increasing in Viet Nam. Climate change projections further point to increasing intense and less predictable floods and storms. Over the last two decades, natural disaster losses have reduced GDP growth by more than 1% annually in Viet Nam.

To reduce financial impact of disasters, during the 21st meeting of the Finance Ministers and Central Bank Governors of ASEAN+3 countries in Manila, Philippines in May 2018, participants agreed on a Joint Statement which led to the establishment of Southeast Asia Disaster Risk Insurance Facility (SEADRIF). This new facility aims to provide insurance solutions to ASEAN+3 member states.

A number of ASEAN countries, including Cambodia, Indonesia, Lao PDR, Myanmar, Philippines, Singapore, Japan have joined the new facility by signing the SEADRIF Memorandum of Understanding (MoU).

SEADRIF is composed of:

1. **The SEADRIF Trust**: a legal arrangement for SEADRIF open to all ASEAN+3 countries and governed by the Council of Members that provides strategic direction.

2. **SEADRIF Sub-Trust(s)**: an arrangement(s) for a sub-group(s) of SEADRIF member countries and development partners to develop and govern specific initiatives.

3. **The SEADRIF Trustee**: holds the legal title to the assets of SEADRIF Trust and is the sole shareholder of the SEADRIF Insurance Company.

**The SEADRIF Insurance Company**: The SEADRIF Insurance Company was incorporated in Singapore in April 2019 as a licensed insurance company under the Singapore Insurance Act.
The Insurance Company is fully owned by SEADRIF member countries through Intertrust acting as Trustee of the SEADRIF Trust and regulated by the Monetary Authority of Singapore.

As its first product, the Insurance Company launched a regional catastrophe risk insurance product – the first regional product in Asia – that provides cover against flood risks in Lao PDR and Myanmar. This product can be expanded to additional member countries that are interested in this particular product.

**UNDP Support**

Since 2017, UNDP and the Government of Vietnam have been implementing the GCF funded “Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam project” (GCF). The GCF project is supporting Vietnam through an integrated approach which aims to build storm- and flood-resilient housing for poor and vulnerable populations; regenerate mangrove buffer zones to mitigate typhoon impacts in coastal areas; and improve the accuracy and access to data relevant to disaster risk management.

In 2019, within the framework of the GCF project, an international consultant supported UNDP and VNDMA to carry out a review on Innovative Financing for Disaster and Climate Change Impacts in Vietnam. As part of this review, a report was produced highlighting the importance of developing disaster risk financing tools that will include options for insurance and other financial instruments available to the government that would support Vietnam’s disaster risk financing strategy. The report focused on:

- Assessing the risks (catastrophic risk modelling);
- Determining the contingent liabilities based on the risks assessed;
- Assessing financial risk sharing options;
- Integrating risk reduction and risk financing;
- Disaster risk financing strategy.

Starting in November 2020, with technical support from UNDP, a feasibility study was conducted regarding whether Vietnam should join SEADRIF. The results of this study concluded that Vietnam should sign the MOU and join SEADRIF as a member country, along with other ASEAN countries that have joined SEADRIF already. Viet Nam is currently considering signing the MoU to become a member to SEADRIF.

In 2021, within the framework of the GCF project, an international and national consultant supported UNDP to conduct a Diagnostic Study on the Development of Inclusive Insurance and Risk Financing which delved deeper into the current environment for insurance and risk financing in Vietnam. The study focused on:

- Market conditions and demand
- Suppliers and providers
- Legislative and institutional capacity
- Existing programming success and gaps
- Recommendations

A next step of these financial protection strategies is considering which insurance products would be most relevant to the specific contexts and overall risk-management strategy. Given
Vietnam’s interest in joining SEADRIF, and the specific insurance products being developed by the SEADRIF Insurance Company, UNDP is therefore seeking services of an international consultant to undertake the feasibility study on the specific insurance products that SEADRIF offers and whether they would be suitable for Vietnam. This feasibility study will inform from which SEADRIF insurance products and tools Vietnam can most benefit from and apply in the country. During this study, considerations will be given to other existing and upcoming pilot risk financing initiatives that will be conducted in the country to trial specific insurance product tools. Comparative analyses will need to be carried out between insurance products (covering the same hazards) being offered by SEADRIF and those offered from other sources and being piloted in Vietnam.

SEADRIF offers various tools such as a parametric insurance pool, public asset financial protection program, regional capacity building program and flood risk modeling tools. The SEADRIF Insurance Company is working on the following products:

**Flood Risk Insurance:**
Provides coverage against flood risks to Lao PDR and Myanmar with Cambodia considering to join. This insurance product has the potential to be expanded to additional countries. Each country contributes an annual amount to a risk pool based on their risk profile and desired level of coverage. The insurance policy has a three-year period and consists of two complementary components covered by one premium: the parametric component and the finite risk component. The Flood Risk Monitoring Tool serves as the basis for this product and helps determine whether a payout has been triggered; qualifying flood events result in members being paid out from the risk pool. The risk pool is a reinsurance backed disaster liquidity facility that can deploy rapid financing in the aftermath of disasters caused by floods. The pool retains some risk based on its joint reserves made of country premium contributions and donor contributions, and transfers excess risk to international reinsurance markets.

Support is provided by donors through seed capital and start-up funds for the development and implementation of the risk pool; the World Bank is providing technical assistance to prepare the risk pool. Information gathered over the course of the first feasibility study on joining SEADRIF indicates the product design has been tailored to specific country needs and requirements.

**Public Asset Insurance:**
With support from Japan, Singapore, and the World Bank, SEADRIF is currently conducting another technical study on public asset insurance product, with interest from Indonesia and the Philippines. In conjunction with these efforts, the World Bank has facilitated a series of capacity building workshops to build national capacity regarding public asset insurance. The timeline for development of this additional product is unclear, but indications are that it remains at an early feasibility study stage.

**III. OBJECTIVE AND SCOPE OF WORK**

**Overall objective:**

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1 A parametric insurance component to provide a limited but immediate payout to insured countries following medium or severe flood events; and (ii) a finite insurance (with soft trigger) component to mitigate the risks of parametric insurance which arise from basis risk (e.g., mismatch between the actual loss and the modeled loss) and losses which are not sufficient to trigger a payout under the parametric component (below the deductible) and to cover for perils other than floods.
The objective of this consultancy is to (I) Develop and conduct a feasibility study of the specific insurance products that SEADRIF offers in relation to the practical situation of Vietnam’s socio-economic situation, disaster risk management and risk financing systems; (II) To make practical recommendations about specific SEADRIF insurance products to be considered in Viet Nam (either for direct uptake or inform a pilot phase for consideration).

Scope of work:

The selected consultant will be responsible for conducting qualitative and quantitative research in collaboration with relevant stakeholders to assess the feasibility, advantages and disadvantages of the specific insurance products that SEADRIF offers considering factors such as the existing socio-economic situation; disaster risk management and risk financing systems; and legislative structures in Vietnam. The consultant will conduct a feasibility study of the existing insurance products in their ability to contribute to a financial protection strategy along set indicators including (but not limited to):

- Existing programs and policies that conflict with or compliment the SEADRIF products;
- Gender impacts of the insurance products;
- Likely impacts on the Vietnamese insurance and re-insurance markets;
- Likely impacts on disaster risk reduction strategies;
- Costs compared to alternatives;
- Accessibility of information and premium rates, data and management required to apply and operate the products;
- Barriers to uptake (public awareness, socio-economic situation, laws, etc.)

The consultant will conduct a comparative analysis of the disaster risk reduction and risk financing situation in Vietnam compared to the context of countries using the products, the applicability, and the differing needs of Vietnam’s national and regional contexts that need to be considered. Based on these findings, the consultant will provide a series of conclusions and realistic recommendations for Government of Viet Nam that, among other requirements, include the level of priority, existing enabling features, and possible barriers (applying SWOT analyses) of each recommendation.

Key questions to be considered by this consultancy:

1. SEADRIF Insurance Company Structure
   a. What is the history and decision-making structure?
   b. What is the funding structure, how is funding mobilized and how are premium rates determined?
   c. How much financing is available?

2. Product Analysis
   a. What are the payout conditions, timeline and terms of each product? What are the components or tools of each product?
   b. What is the most recent status of the Flood Risk Insurance and Public Asset Insurance products (feasibility study stage, planning stage, implementation stage, etc.)? How long will the Public Asset Insurance take to come to market?
   c. What are the strengths, weaknesses, opportunities and threats of each insurance product offered in general (conduct SWOT analysis)?
   d. Would both insurance products be simultaneously employable?
e. Do these insurance products overlap with any existing products or programming in Vietnam? Are there other options for developing insurance products that would be more suitable for Vietnam with domestic or international partners?

3. Member Analysis
   a. What are the experiences of countries already and prospectively signed onto specific insurance products?

4. Vietnam Situation and Context, Needs, Opportunities, Risks, Comparative Advantages
   a. What is the Vietnamese situation and context for considering insurance products for disaster risk management?
   b. What are the specific needs of Vietnam for disaster risk insurance products? How do these needs differ at country, province and commune levels?
   c. What are the strengths, weaknesses, opportunities and risks of each insurance product offered specific to the Vietnamese context (conduct SWOT analysis)?
   d. What are the specific comparative advantages of the products in Vietnam?

5. Recommended Steps to Assess and Pilot or Uptake Specific Insurance Products
   a. What are the conditions and timeline of accessing each insurance product? What are the procedures to withdraw?
   b. Are the insurance products suitable for the Vietnamese context? Is one insurance product more viable than the other?

Key tasks
1. Develop a full assessment methodology, workplan and list of stakeholders to meet during the consultancy.
2. Conduct a desk study, including: review of international and national level data, and analyze data collected through interviews developing a first full draft of the Technical Report for clearance by UNDP and VNDMA.
3. Conduct interviews with key stakeholders in Vietnam, to collect information on policy, insurance business environment, stakeholders involved in and trend in disaster risk financing in Vietnam.
4. Conduct interviews with at least one country member using SEADRIF insurance product to assess and explore specific details of products being offered (interviews can be held online due to COVID-19).
5. Consult with interested members for insurance products for additional information on trends of disaster insurance products offered by SEADRIF.
6. Develop an overview of what is necessary for Vietnam to uptake specific insurance products.
7. Support organization of a consultation workshop: develop agenda, speaker and invitee list and summary approach paper and PowerPoint presentation for the workshop on options for Vietnam to participate in SEADRIF insurance products (which will include presentation and discussion of the technical paper).
8. Produce a PowerPoint presentation on key study points and recommendations.
9. Co-facilitate ½ day consultation workshop in Hanoi with key stakeholders including Government, UNDP, business sector and related representatives of NGOs.

Stakeholders for consultation
1. In Vietnam
a. Selected members of the Central Steering Committee for Natural Disaster Prevention and Control, including VNDMA;
b. Insurance Supervisory Authority of Ministry of Finance;
c. Key departments under MARD, MoLISA, MPI and other relevant ministries;
d. Representatives from PPCs, DARDs and DoCs in selected provinces in GCF project area;
e. Insurance and other relevant financial companies;
f. Representatives from the United Nations (UNDP, UNICEF, UN Women), the World Bank, ADB, NGOs, Women’s Union, and key Government institutes;
g. Other stakeholders identified by UNDP, the consultant and agreed in the inception report.

2. In the SEADRIF
   a. Management and technical staff responsible;
   b. Representative of Host country;
   c. Management and technical staff of the SEADRIF Insurance Company;

3. In the SEADRIF member countries
   a. Leaders and related staff of the SEADRIF committee members both using and not using insurance products;
   b. Representatives of relevant ministries in charge of SEADRIF insurance products;

4. In the SEADRIF potential member countries
   a. Managerial and technical staff from relevant ministries dealing with SEADRIF membership

IV. EXPECTED DELIVERABLES & TIMELINE

The consultant team is expected to submit the following deliverables:

<table>
<thead>
<tr>
<th>#</th>
<th>Deliverables</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Concise inception report detailing workplan, list of experts/organizations to be consulted and documents (to be submitted for initial review and approval by UNDP)</td>
<td>10 January 2022</td>
</tr>
<tr>
<td>2</td>
<td>Initial draft of the feasibility study results (Draft Technical Report), including a situation analysis and recommendations, appendixes with tables of data and draft agenda for consultation workshop (reviewed and approved by UNDP), PowerPoint presentation</td>
<td>28 February 2022</td>
</tr>
<tr>
<td>3</td>
<td>Consultation workshop report and final draft of Technical Report (reviewed and approved by UNDP)</td>
<td>31 March 2022</td>
</tr>
<tr>
<td>4</td>
<td>Final Report and Technical Brief (cleared by UNDP)</td>
<td>30 April 2022</td>
</tr>
</tbody>
</table>

V. ADMINISTRATIVE SUPPORT

UNDP and the Vietnam Disaster Management Authority will provide administrative support to the consultant throughout the implementation of this consultancy service. However, the consultant should be proactive in making appointments, organizing discussions and consultation meetings with relevant partners and key stakeholders.
VI. DURATION OF ASSIGNMENT, DUTY STATION & EXPECTED TRAVEL

**Duration:** 20 days. The contract duration for this assignment is from contract signing date to 31 May 2022.

**Duty station:** The consultant is expected to work remotely/from home with most meetings to be carried out online.

**Expected travel:** The consultant is not expected to travel to provinces. Depending on the COVID-19 situation, the consultant may be expected to visit UNDP and VNMDA offices for face-to-face meetings. The consultant will be expected to participate and co-facilitate the national workshop in-person (if COVID-19 situation allows).

VII. QUALIFICATIONS & SELECTION CRITERIA

The consultant will be selected to perform the tasks based on the following criteria:

<table>
<thead>
<tr>
<th>No</th>
<th>Qualifications</th>
<th>Points</th>
</tr>
</thead>
<tbody>
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<td>6</td>
<td>Good command of English &amp; report writing</td>
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</tr>
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<td>7</td>
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<td>50</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>1,000</strong></td>
</tr>
</tbody>
</table>

VIII. TERMS OF PAYMENT

The consultancy fees will be paid after the submission and approval of deliverables by UNDP for the products specified in the Contract:

- 20% of the contract value will be paid upon receipt and approval of Deliverable 1
- 20% of the contract value will be paid upon receipt and approval of Deliverable 2.
- 20% of the contract value will be paid upon receipt and approval of Deliverable 3.
- 40% of the contract value will be paid upon receipt and approval of Deliverable 4

IX. MONITORING AND CONTROL OF PROGRESS

- UNDP (or VNDMA) will provide an introductory letter to assist the consultant in arranging meetings with relevant government ministries and agencies.
• The consultant is under the direct supervision of UNDP and the coordinating agency (VNDMA).
• The consultant is responsible to follow all laws and regulations of the Vietnam Government and related visiting countries.

X. REFERENCE DOCUMENTS

• UNDP GCF project reports
• Technical Study Report: Innovative Financing for Disaster and Climate Change Impacts in Viet Nam made by previous consultant
• Feasibility study of Vietnam’s membership to SEADRIF
• Development of Inclusive Insurance and Risk Financing: Diagnostic Study
• Relevant reports from World Bank, ADB, GIZ and other stakeholders working on disaster risk insurance sector in Viet Nam.
CONFIRMING INTEREST AND AVAILABILITY
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date ______________________

United Nations Development Programme

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

<table>
<thead>
<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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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 Email 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
☐ 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, PIT, taxes, insurance etc).

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Consultancy fee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Out of pocket expenses</td>
<td></td>
<td></td>
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<tr>
<td>2.1</td>
<td>Travel</td>
<td></td>
<td></td>
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<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>
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</tr>
<tr>
<td>2.4</td>
<td>Others (pls. specify)……….</td>
<td></td>
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<tr>
<td>2.5</td>
<td>VAT** if applicable (in case your company signs the contract)</td>
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<tr>
<td></td>
<td>** 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.</td>
<td></td>
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</tr>
</tbody>
</table>

Total

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

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)