01 December 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>02 National Consultants for communication products</td>
</tr>
<tr>
<td>Period of assignment/services (if applicable):</td>
<td>From 25/12/2021-31/12/2022</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Hanoi, Vietnam</td>
</tr>
<tr>
<td>Tender reference:</td>
<td>(PN-K-211201)</td>
</tr>
</tbody>
</table>

1. Submissions should be sent by email to: bid.submission.vn@undp.org on or before Deadline for submission: 23.59 hrs., 09 December 2021 (Hanoi time)

With subject line:
(PN-K-211201) – Consultant 1 - Producing video clips and photos
OR
(PN-K-211201) – Consultant 2 - Writing a book of case studies/human stories

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 similar sample reports in English:

   b. **Financial proposal (with your signature):**
      - The financial proposal shall specify a total lump sum amount in **VND for National 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>Requirement</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>1st consultant (producing video clips and photos)</strong></td>
<td><strong>2nd consultant (writing case studies/human stories)</strong></td>
</tr>
<tr>
<td>1</td>
<td>At least 5 year-experience in making video, taking photo</td>
<td>At least 5 year-experience in writing profound human story</td>
</tr>
<tr>
<td>2</td>
<td>Experience providing similar service to international development organizations</td>
<td>Experience providing similar service to international development organizations</td>
</tr>
<tr>
<td>3</td>
<td>Experience in producing videos/photos in relation to the vulnerable, poor and near-poor, ethnic minority and women farmers is an asset</td>
<td>Experience in writing books/stories in relation to the vulnerable, poor and near-poor, ethnic minority and women farmers is an asset</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. 

\[ S_f = 1000 \times \frac{F_m}{F} \]

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)

  The training course takes around 3-4 hours to complete.

- Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel. (This is not a requirement for RLA contracts).
- Release letter in case the selected consultant is government official.

6. Payment

UNDP shall 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
INDIVIDUAL CONSULTANT

<table>
<thead>
<tr>
<th>Name of service:</th>
<th>02 national consultants for communication products</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project:</td>
<td>“Strengthening the Resilience of Smallholder Agriculture to Climate Change-Induced Water Insecurity in the Central Highlands and South-Central Coast Regions of Vietnam”</td>
</tr>
<tr>
<td>Reporting to:</td>
<td>Communications Analyst and Project Manager</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Home based</td>
</tr>
<tr>
<td>Travel Required:</td>
<td>Dak Lak, Dak Nong, Khanh Hoa, Ninh Thuan and Binh Thuan</td>
</tr>
<tr>
<td>Duration of Assignment:</td>
<td>12/25/2021 – 12/31/2022</td>
</tr>
<tr>
<td>Start Date:</td>
<td>12/25/2021</td>
</tr>
<tr>
<td>End Date:</td>
<td>12/31/2022</td>
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</table>

I. BACKGROUND & PROJECT DESCRIPTION

Viet Nam is particularly vulnerable to climate change and already impacted by more irregular and intense climate variability and change. Two of the regions most vulnerable to droughts-exacerbated by climate change affecting smallholder farmers are the Central Highlands and South-Central Coast. Changes in precipitation are leading to increasing deficits in surface and ground water availability for agricultural production with longer periods of severe water scarcity during the dry season and increased frequency and intensity of droughts. Overall agricultural productivity is falling, with corresponding declines in yields and incomes particularly harmful to small-scale farmers vulnerable to reduced water availability on rain fed lands and within this group, poor and near-poorest, ethnic minority and women farmers.

UNDP is collaborating with the Ministry of Agriculture and Rural Development (MARD), Ministry of Planning and Investment (MPI, as the GCF National Designated Authority), and the five participating provinces of Dak Lak, Dak Nong, Binh Thuan, Ninh Thuan, and Khanh Hoa to implement the project “Strengthening the resilience of smallholder agriculture to climate change-induced water insecurity in the Central Highlands and South-Central Coast regions of Vietnam” (herein after referred to as “the GCF2 Project”), financed by the Green Climate Fund (GCF).
The objective of this project is to empower vulnerable smallholders in five provinces of the Central Highlands and South-Central Coast regions of Vietnam – particularly women and ethnic minority farmers – to manage increasing climate risks to agricultural production. To achieve its objective, the project will enable smallholder farmers to adapt to climate-driven rainfall variability and drought through implementation of the following two linked Outputs:

1. improved access to water for vulnerable smallholder farmers for climate-resilient agricultural production in the face of climate-induced rainfall variability and droughts, and
2. strengthened capacities of smallholder farmers to apply climate and market information, technologies, and practices for climate-resilient water and agricultural management.

Communications is an integral part of the project. Over five years, communications plan will go closely with the project’s activities to make sure all messages are properly and smoothly transferred to the target audience at the right time, to jointly achieve the project objectives, to enhance the effectiveness of the project intervention, and to promote the sustainability of the project.

For the period of the first 18 months of the project (2021-2022), one among focuses of the communications plan is to document and visualize the overall context of the project communities with relations to socio-economic situation, climate change impact, vulnerability and rationale for the project design as well as beneficiary’s identification and progress of changes. With this communication activities, the project will:

- Record the initial stages of project beneficiary communities and contribute to measure changes over year with visualized materials, and
- Use these materials and information for contributing to develop awareness raising, capacity building documents, knowledge products, and
- Use evidence-based stories for advocating/influencing purposes, especially through media engagement and national workshop.

UNDP is seeking for two national consultants to undertake the communication services on documentation and visualization.

II. SCOPE OF WORK

The consultants are expected to undertake various field mission to 30-40 project communes of 5 provinces (List of tentatively targeted communes as Annex 1 to this TOR) and to be responsible for the following:

1. Scope of work for 1st consultant (producing video clips and photos)

  Task 1: Produce 60 short clips and 01 long clip
  - Produce 1-1.5 minute clip for each human story, ready for external use. It’s around 60 short clips
  - Produce a 4–6 minute clip for key events

  General requirements for the raw footage:
  - HD quality is suitable for television broadcast and for displaying at key events
  - MP4 files
  - Very good quality of voices
  - All raw footage will need to send to UNDP.

  Task 2: Make photo reportage.


• Take professional photos of the beneficiaries in their agricultural actions such as plant watering their perennial (coffee, pepper, cashew, avocado, durian) or annual crops (paddy, maize, cassava, potato, vegetable, bean)
• Produce a photo story for each beneficiary with caption in Vietnamese.

General requirements for the photos:
• Photos are at least 5MB
• JPEG files
• At least 20 professional photos for each beneficiary
• All raw footage will need to send to UNDP.

Allowance for the beneficiaries (about 60 persons, 100,000VND/person max) participating in the interviews for the clips and photos shall be at the 1st consultant’s cost.

2. Scope of work for 2nd consultant (writing a book of case studies/human stories)
The consultant will write a book of case study/human stories in both English and Vietnamese, with an introduction including:
• 10 unique case studies/human stories of beneficiaries related to water and agricultural water in English and Vietnamese.
• Book introduction (about 1 page) introducing about the case study/human stories in English and Vietnamese

General requirements for the stories
• Each story has two versions in Vietnamese and English, with a book introduction
• Unique and interesting stories of beneficiaries
• All raw recording will need to send to UNDP.

III. DELIVERABLES & IMPLEMENTATION TIMELINE

<table>
<thead>
<tr>
<th>No.</th>
<th>Deliverable</th>
<th>Estimated days to complete</th>
<th>Target due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>60 short clips creatively describe the beneficiaries’ lives related to water</td>
<td>45 days, in which 30 field trip days (06 trips, 05 days/trip) to 30-40 project communes of 05 provinces and 15 post-production days</td>
<td>12/31/2022</td>
</tr>
<tr>
<td>1.1</td>
<td>20 short clips</td>
<td>15 days</td>
<td>4/30/2022</td>
</tr>
<tr>
<td>1.2</td>
<td>20 short clips</td>
<td>15 days</td>
<td>8/31/2022</td>
</tr>
<tr>
<td>1.3</td>
<td>20 short clips</td>
<td>15 days</td>
<td>12/31/2022</td>
</tr>
<tr>
<td>2</td>
<td>A 4-6 minute video clip creatively describing up-to-date project background and intervention. Language if needed: Vietnamese with English subtitle</td>
<td>3 days post-production, using materials from the field trips</td>
<td>12/31/2022</td>
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<td>-------------------------------------------------</td>
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</tr>
<tr>
<td>3</td>
<td>60 photo reportages professionally describe the beneficiaries’ lives related to water</td>
<td>30 post-production days</td>
<td>12/31/2022</td>
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<tr>
<td>3.1</td>
<td>20 photo reportages</td>
<td>10 days</td>
<td>4/30/2022</td>
</tr>
<tr>
<td>3.2</td>
<td>20 photo reportages</td>
<td>10 days</td>
<td>8/31/2022</td>
</tr>
<tr>
<td>3.3</td>
<td>20 photo reportages</td>
<td>10 days</td>
<td>12/31/2022</td>
</tr>
<tr>
<td></td>
<td>TOTAL (1st consultant)</td>
<td>78 days</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>A written book of case study/human stories in both English and Vietnamese, with an introduction</td>
<td>30 days, in which 10 field trip days (02 trips, each trip 5 days) and 20 post-production days</td>
<td>9/30/2022</td>
</tr>
<tr>
<td>4.1</td>
<td>5 unique case study/human stories</td>
<td>14 days</td>
<td>4/30/2022</td>
</tr>
<tr>
<td>4.2</td>
<td>5 unique case study/human stories</td>
<td>14 days</td>
<td>8/31/2022</td>
</tr>
<tr>
<td>4.3</td>
<td>The book introduction</td>
<td>02 days</td>
<td>9/30/2022</td>
</tr>
<tr>
<td></td>
<td>TOTAL (2nd consultant) (writing a book of case studies/human stories)</td>
<td>30 days</td>
<td></td>
</tr>
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</table>

**IV. DURATION OF ASSIGNMENT, DUTY STATION & EXPECTED PLACES OF TRAVEL**

Estimated number of working days:
- For 1st consultant: 78 days, in which 30 field trip days and 48 post-production days
- For 2nd consultant: 30 days, in which 10 field trip days and 20 post-production days

**Duty station:** Home based and at fields

**Expected places of travel:** Dak Lak, Dak Nong, Binh Thuan, Ninh Thuan, and Khanh Hoa

**V. PROVISION OF MONITORING & PROGRESS CONTROL**

UNDP Communication Analyst shall supervise directly and control the consultants’ quality and progress. The consultants shall report to the Communication Analyst and UNDP Program Management Specialist.
First drafts and all footages, raw materials and recordings must be handed over to UNDP 1 week after each field trip.

Final products must be handed over to UNDP 2 weeks after each field trip

**Administrative Support**

UNDP will provide some administrative support to the Consultant throughout the assignment.

UNDP will accompany the team to every field trip and arrange meetings.

**Reference Documents**

UNDP will provide enough information to the Consultants, which includes documents, reports, technical instruction.

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**VI. DEGREE OF EXPERTISE & QUALIFICATIONS**

<table>
<thead>
<tr>
<th></th>
<th>1st consultant (producing video clips and taking photos)</th>
<th>2nd consultant (writing case studies/human stories)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Qualifications</strong></td>
<td>• At least 5 year-experience in making video, taking professional photo</td>
<td>• At least 5 year-experience in writing profound human story</td>
</tr>
<tr>
<td><strong>Relevant Professional Experience</strong></td>
<td>• Experience providing similar service to international development organizations</td>
<td>• Experience providing similar service to international development organizations</td>
</tr>
<tr>
<td><strong>Other Competencies</strong></td>
<td>• Experience in producing videos/photos in relation to the vulnerable, poor and near-poor, ethnic minority and women farmers is an asset</td>
<td>• Experience in writing books/stories in relation to the vulnerable, poor and near-poor, ethnic minority and women farmers is an asset</td>
</tr>
<tr>
<td></td>
<td>• Have fully equipped recording equipment, post-production to meet the requirement of producing the high-quality video</td>
<td>• Have excellent writing skills in English and Vietnamese</td>
</tr>
<tr>
<td><strong>Language Requirements</strong></td>
<td>• Vietnamese</td>
<td>• Fluency in both Vietnamese and English</td>
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</tbody>
</table>

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**VII. PAYMENT TERMS**

<table>
<thead>
<tr>
<th>No.</th>
<th>Deliverables as indicated in Section IV</th>
<th>Due Date</th>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st consultant (producing video clips and taking photos)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Upon submission and approval of UNDP for deliverable No.1.1 & No.3.1, 4/30/2022, 30%

Upon submission and approval of UNDP for deliverable No.1.2 & No.3.2, 8/31/2022, 30%

Upon submission and approval of UNDP for deliverable No.1.3 & No.3.3, 12/31/2022, 30%

Upon submission and approval of UNDP for deliverable No.2, 12/31/2022, 10%

2nd consultant (writing a book of case studies/human stories)

Upon submission and approval of UNDP for deliverable No.4.1, 4/30/2022, 50%

Upon submission and approval of UNDP for deliverable No.4.2 & No.4.3, 9/30/2022, 50%

VIII. CONSULTANT PRESENCE REQUIRED ON DUTY STATION

☒ NONE ☐ PARTIAL ☐ INTERMITTENT ☐ FULL-TIME

IX. EVALUATION CRITERIA

<table>
<thead>
<tr>
<th>No.</th>
<th>Requirement</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1st consultant (producing video clips and photos)</td>
<td></td>
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<tr>
<td></td>
<td>2nd consultant (writing case studies/human stories)</td>
<td></td>
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<tr>
<td></td>
<td>At least 5 year-experience in making video, taking photo</td>
<td>250</td>
</tr>
<tr>
<td></td>
<td>At least 5 year-experience in writing profound human story</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Experience providing similar service to international development organizations</td>
<td>300</td>
</tr>
<tr>
<td></td>
<td>Experience providing similar service to international development organizations</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Experience in producing videos/photos in relation to the vulnerable, poor and near-poor, ethnic minority and women farmers is an asset</td>
<td>250</td>
</tr>
<tr>
<td></td>
<td>Experience in writing books/stories in relation to the vulnerable, poor and near-poor, ethnic minority and women farmers is an asset</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Have fully equipped recording equipment, post-production to meet the requirement of producing the high-quality video and photo</td>
<td>200</td>
</tr>
<tr>
<td></td>
<td>Have excellent writing skills in English and Vietnamese by providing 03 similar stories/books</td>
<td></td>
</tr>
<tr>
<td></td>
<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 clearly specify which position they apply for and include the following along with their application:

Core Documents
1. **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
2. **Current and complete CV** in English;
3. **List of equipment to produce the video & take photos, 03 similar videos and photos (link) (required for 1st consultant);**
   - 03 similar stories/books in English and Vietnamese (required for 2nd consultant)
4. **Financial offer** using the standard UNDP template.
OFFEROR’S LETTER TO UND
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>
</tr>
</thead>
<tbody>
<tr>
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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>
<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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</table>

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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</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 Email 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 …… (VND for National Consultant).

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

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Rate (VND)</th>
<th>Total (VND)</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>
<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>2.4</td>
<td>Allowance for the beneficiaries participating in the interviews for the clips and photos (This cost shall be offered by 1st consultant (max 100,000VND/ person)</td>
<td>60</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 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)