



12 January 2022

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	Technical Consultant - Disaster Risk Management
Period of assignment/services (if applicable):	Early February 2022 - December 2022
Duty Station:	Ha Noi with possible travel to Nam Định, Thanh Hóa, Huế, Quảng Nam, Quảng Ngãi, Cà Mau.
Tender reference:	PN (N-220101)

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

Extended Deadline for submission: on or before **03 February 2022 (Ha Noi Time)**

With subject line:

1. PN (N-220101) – 01 Technical Consultant - Disaster Risk Management

Submission received after that date or submission not in conformity with the requirements specified in 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 **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:

No.	Requirement	Points
1	Master's degree in the field of economics, environment, climate change, disaster prevention and control;	100
2	At least 10 years of experience in the field of natural disaster prevention and control and responses to climate change, especially experience in raising public awareness and community-based disaster risk management;	250
3	Experience in leading or participating in projects focusing on climate change, disaster risk management; projects related to integration of disaster and climate risk into socio-economic development plans at local levels;	150

4	Experience with international organizations and UN organizations is an asset;	100
5	Experience in developing multi-partner work plans;	100
6	Experience in working and communicating with senior officials from international, regional and government organizations;	100
7	Experience working as a Team Leader is important;	100
8	Fluency in written English and Vietnamese (to be assessed based on sample reports to be provided)	100
	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>
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.**



TERMS OF REFERENCE
National Individual Consultant

Name of service:	Technical Consultant - Disaster Risk Management		
Project:	“Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam”		
Reporting to:	UNDP Senior Technical Advisor on DRR - CCA		
Duty Station:	Ha Noi, Viet Nam	Travel Required:	Yes
Duration of Assignment:	201 working days covering the period of January to 31 December 2022		
Start Date:	2/15/2022	End Date:	12/30/2022

I. BACKGROUND & PROJECT DESCRIPTION

In collaboration with the Viet Nam Disaster Management Authority (VNDMA) under the Ministry of Agriculture and Rural Development (MARD) and the Ministry of Construction (MOC), UNDP is implementing a GCF-funded project “Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam” (referred to as the Coastal Resilience Project). As outlined in the Paradigm Shift Objectives and Impacts section of the project proposal, the project is designed “to contribute to increased climate-resilient sustainable development though employing an integrated approach to ensure more climate resilient homes, strengthen natural defenses through the regeneration of mangroves and improve planning through the integration of climate risk information. The project aims to rebuild 4000 houses and to regenerate 4000 hectares of mangroves. It also aims to increase the quality and accessibility of climate risk related information and therefore increase its utility in decision making. Key results for the project include:

1. **Increased resilience of infrastructure and the built environment to climate change** (Indicator: Number and value of physical assets made more resilient to climate change variability and change considering human benefits)
2. **Improved management of land or forest areas contributing to emissions reductions** (Indicator: Hectares of land or forests under improved and effective management that contributes to CO2 emission reductions)
3. **Increased generation and use of climate information in decision making** (Indicator: Use of climate information products/ services in decision making in climate sensitive sectors)

Under the Component 3 of the project, the project aims to establish and enhance the application of disaster and climate risk information systems to support the decision making and planning, taking into account climate change risks and resilience. To achieve such objective, the Coastal Resilience Project is focusing on specific activities, including updating of disaster data and developing a disaster risk data repository, focusing on developing community-based disaster

risk and climate risk management plans (CBDRM) for 520 communes in 07 project provinces. The project also aims to provide policy support to staff of specialized ministries/planning staff at central level and provincial level so that they can use disaster damage and loss data in the disaster resilient planning.

Given the above, UNDP Viet Nam is recruiting an experienced National Consultant (Consultant) to work with the VNDMA, UNDP and other partners and provide technical support to the implementation of activities under Component 3 of the Project.

II. OBJECTIVES

The main objective of the assignment is to coordinate the implementation of the disaster risk reduction and climate change related activities of UNDP in Viet Nam. The National technical consultant will work under the overall supervision of the Head of Climate Change and Environment Unit and will be technically managed by UNDP Senior Technical Advisor on Disaster Risk Reduction and Climate Change Adaptation.

III. SCOPE OF WORK

The Consultant will perform the following tasks:

- 1. Follow up with the existing technical support and oversight on CBDRM Process**
- 2. Provide technical support and carry out the following tasks described in the table:**

No	Task	Activities	Time
1	Provide technical support for UNDP to directly carry out (with VNDMA support) 6 TOT and 147 (2021/22) TOF trainings	a) Develop new TOR for recruitment of trainers, b) Develop new TOR for recruitment of training organizers c) Monitor 06 TOT and 147 TOF in 7 project provinces	Feb to Dec 2022)
2	Support VNDMA and CPMU with the operation and maintenance of a community-based disaster and climate risk database collection system	a) Technical support for ensuring the maintenance of the software managing CBDRM information from all TOFs b) Monitoring and providing technical support for the service from Jan to Dec 2022	Feb to Dec 2022)
3	Support MPI to complete procedures for development of the technical guidelines for the implementation of new Circular on integration of DRR into SEDP	a) Provide technical content and support organization of the launching ceremony b) Provide technical supervision to support MPI with the implementation of activities as per the LOA	Feb to Mar 2022)
4	Support development of the Technical Guidelines for the integration of DRR/CCA into SEDP	a) Provide technical support the Risk-Pack team to prepare and deliver the Technical Guidelines for integration of DRR/CCA into SEDP	Feb to Apr 2022)

5	Support development of housing database with GPS location information	a) Provide technical support to VNDMA with the monitoring of housing data with GPS locations b) Review and provide inputs for the technical reports for contract approval	(Jan to May 2022)
6	Provide technical support for PEAPROS to carry out 3 TOT and 21 TOF in Central	Providing technical support and monitoring of 1 TOT and 7 TOF in Central coastal provinces	(Mar to June 2022)
7	Support Risk-pack data update for 289 coastal communes	Provide technical support to prepare and deliver Guidelines - Manual for integration of DRR/CCA into SEDP	(Apr to Oct 2022)
8	Support development of the E-learning materials on Integration	Provide technical support to the Risk-Pack team and MPI to develop the E-learning platform on Integration (potentially on MPI website)	(May-Sep 2022)
9	Monitor activities to build 24 commune level early warning system in 7 coastal provinces.	Support the consultant team and collaboration with VnDMA staff to monitor construction and installation of 24 stations in 7 coastal provinces.	(Feb to Dec 2022)
10	Support the VNDMA for development of database on saltwater intrusion	Collaborate with other technical staff and partner staff to finalize the procurement process for the selection of the contractor. Support VNDMA in monitoring and implementation of the contract	(Mar to Aug 2022)
11	Support the VNDMA for database development and monitoring of Socio-Economic and DRR Database	a) Collaborate with other technical staff and partner staff to finalize the procurement process for the selection of the contractor. b) Support VNDMA in monitoring and implementation of the contract	(Feb to Oct 2022)
12	Support integration of CBDRM information and records into CBDRM system	a) Develop ToRs jointly with VNDMA b) Collaborate with other technical staff and partner staff to finalize the procurement process c) Provide technical monitoring of contract implementation	Mar to Oct 2022
13	Support VNDMA to update the data for 100 communes developed in 2018 and integrate into the database	a) Develop ToRs jointly with VNDMA b) Collaborate with other technical staff and partner staff to finalize the procurement process a) c) Provide technical monitoring of contract implementation	Feb to Nov 2022)
14	Support the VNDMA in conduction of 1 TOT and 8 TOF reports for Southern coastal provinces	Provide technical support and monitoring of 1 TOT and 8 TOF training/ in Southern coastal provinces.	Apr to Nov 2022)
15	Monitor activities to build database for Loss and damage	a) Provide technical support the consultant to build the database and support monitoring the input to Desinventar system	Apr to Jun 2022

	information and populate on Desinventar system		
16	Support UNDP in Program monitoring, communications and reporting	a) Update project reports for Component 3 b) Develop Human interest stories under Component 3	(Feb to Dec 2022)

IV. Deliverables & Implementation Timeline

No.	Deliverable	Estimated days to complete	Target due date
1	- TORs to carry out TOT and TOF trainings - Maintenance of the software to monitor TOFs in GCF communes on DRR/CCA database collection system.	5 days	2/10/2022
2	- Report on implementation of the activities under the LoA signed with the Ministry of Planning and Investment (MPI) & CBDRM ToT/ToF Activities	16 days	3/2/2022
3	- Report on the development of the housing database with GPS location information including monitoring report on contract service delivery	18 days	3/31/2022
4	- Approval of 1 TOT and 7 TOF reports for Central coastal provinces (with PEAPROS) - Report on the progress with the development of the E-learning materials on Integration (with E-learning platform on Integration)	18 days	4/29/2022
5	- Report covering Risk-pack data update for 289 coastal communes & progress with the development of the technical guidelines for integration of DRR/CCA into SEDP	18 days	5/31/2022
6	- Report of activities to build 24 commune level early warning system in 7 coastal provinces.	18 days	6/30/2022
7	- Monitoring report on service delivery of database on saltwater intrusion to Support the VNDMA for disaster monitoring system	18 days	7/31/2022
8	- Monitoring report on service delivery to Support the VNDMA for database development and monitoring of Socio-Economic and DRR Database.	18 days	8/31/2022
9	- Report covering integration of CBDRM information and records into CBDRM system & E-learning on Integration (on the MPI webpage)	18 days	9/30/2022
10	- Monitoring report on service delivery on updating the data for 100 communes developed in 2018 and integrate into the database system	18 days	10/31/2022

11	<ul style="list-style-type: none"> - Technical reports on Human interest stories for Comp 3 to Support UNDP in Program monitoring, communications and reporting - Approval of 1 TOT and 8 TOF reports for Southern coastal provinces 	18 days	11/30/2022
12	<ul style="list-style-type: none"> - Report on activities to build database for Loss and damage information and populate on Desinventar system & approval of service reports - Updated report on technical implementation of Comp 3 under GCF annual program report 	18 days	12/31/2022
Total		201 days	

V. Duration of Assignment, Duty Station & Expected Places of Travel

Estimated number of working days: 201 working days from 1/2/2022 to 12/30/2022. [Click or tap here to enter text.](#)

Duty station: Ha Noi, Viet Nam

Expected places of travel: GCF1 project provinces of Nam Định, Thanh Hóa, Huế, Quảng Nam, Quảng Ngãi, Cà Mau. Travel cost if required and upon UNDP approval will be paid separately based on UN-EU cost norms.

VI. PROVISION OF MONITORING & PROGRESS CONTROL

UNDP Viet Nam will assist the Consultant during the implementation of this assignment.

The Consultant will work under the direct supervision of UNDP’s Senior Technical Advisor. The Consultant is expected to coordinate activities with relevant Officers/Experts of VNDMA, PMUs, ministries, provincial authorities, development partners and contractors.

The Consultant is under the supervision of UNDP Viet Nam and responsible for following all laws and regulations of the Viet Nam’s Government and complying with all related regulations of UNDP Viet Nam.

VII. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

ADMINISTRATIVE SUPPORT

The National Technical Consultant will receive administrative support from the UNDP/GCF team and work closely with local government partners in Ministry of Agriculture and Rural Development (MARD), and relevant Local authorities.

REFERENCE DOCUMENTS

To be provided upon signature of the contract.

VIII. DEGREE OF EXPERTISE & QUALIFICATIONS

Qualifications	<ul style="list-style-type: none"> • Master's degree in the field of environment, climate change, disaster prevention and control; • At least 10 years of experience in the field of natural disaster prevention and control and responses to climate change, especially experience in raising public awareness and
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	community-based disaster risk management;
Relevant Professional Experience	<ul style="list-style-type: none"> • Experience in leading or participating in projects focusing on climate change, disaster risk management; projects related to integration of disaster and climate risk into socio-economic development plans at local levels; • Experience with international organizations and UN organizations is an asset; • Experience in developing multi-partner work plans; • Strong presentation, communication and effective negotiation skills; • Understanding of the terminologies and concepts relating to climate change, disaster risk management and ability to synthesize information from different sources into a complete project document;
Other Competencies	<ul style="list-style-type: none"> • Experience in working and communicating with senior officials from international, regional and government organizations; • Good teamwork skills, experience working as a Team Leader; Able to work independently and maintain good relationships;
Language Requirements	<ul style="list-style-type: none"> • Fluency in both oral and written English and Vietnamese.

IX. PAYMENT TERMS

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount
1	Deliverables 1 and 2	28-Feb-22	16.6%
2	Deliverable 3	31-Mar-22	8.3%
3	Deliverable 4	30-Apr-22	8.3%
4	Deliverable 5	31-May-22	8.3%
5	Deliverable 6	30-Jun-22	8.3%
6	Deliverable 7	31-Jul-22	8.3%
7	Deliverable 8	31-Aug-22	8.3%
8	Deliverable 9	30-Sep-22	8.3%
9	Deliverable 10	31-Oct-22	8.3%
10	Deliverable 11	30-Nov-22	8.3%
11	Deliverable 12	31-Dec-22	8.7%
		Total	100.00%

X. Consultant Presence Required on Duty Station

NONE PARTIAL INTERMITTENT FULL-TIME

XI. Evaluation Criteria

No.	Requirement	Points
1	<ul style="list-style-type: none">• Master's degree in the field of economics, environment, climate change, disaster prevention and control;	100
2	<ul style="list-style-type: none">• At least 10 years of experience in the field of natural disaster prevention and control and responses to climate change, especially experience in raising public awareness and community-based disaster risk management;	250
3	<ul style="list-style-type: none">• Experience in leading or participating in projects focusing on climate change, disaster risk management; projects related to integration of disaster and climate risk into socio-economic development plans at local levels;	150
4	<ul style="list-style-type: none">• Experience with international organizations and UN organizations is an asset;	100
5	<ul style="list-style-type: none">• Experience in developing multi-partner work plans;	100
6	<ul style="list-style-type: none">• Experience in working and communicating with senior officials from international, regional and government organizations;	100
7	<ul style="list-style-type: none">• Experience working as a Team Leader is important;	100
8	<ul style="list-style-type: none">• Fluency in written English and Vietnamese (to be assessed based on sample reports to be provided)	100
	Total	1,000

XII. REVIEW TIME REQUIRED AND PAYMENT TERM

- The selected consultant shall be paid upon submission and approval of deliverables as per Section IV of this ToR. It is estimated that minimum number of working days per month is 18 days and maximum estimated number of working days for period from 1 Feb to 31 December 2022 is 201 days.
- In case of travel, all travel related costs and daily allowance will be provided separately by UNDP in compliance with UN-EU cost norm 2017.

**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:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

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

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

L) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

M) **If you are a former staff member of the United Nations recently separated, please add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

N) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES NO If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

P) Do you have any objections to our making enquiries of your present employer?

YES NO

Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES NO If answer is "yes", WHEN?

R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Email Address	Business or Occupation

S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES NO If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: _____

SIGNATURE: _____

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

Annexes [please check all that applies]:

- CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

GUIDELINES FOR CV PREPARATION

WE REQUEST THAT YOU USE THE FOLLOWING CHECKLIST WHEN PREPARING

Your CV:

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

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

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

SUMMARY OF EXPERTISE

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

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

Credentials/education/training, relevant to the expertise

LANGUAGES

Mother Tongue:

Indicate written and verbal proficiency of your English:

SUMMARY OF RELEVANT WORK EXPERIENCE

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

UN SYSTEM EXPERIENCE

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

UNIVERSITY DEGREES

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

PUBLICATIONS

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

MISCELLANEOUS

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

