INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country: Viet Nam
Description of the assignment: Technical and procedural preparation for the Vietnamese approval of the Vietnam for the Korea – Vietnam Peace Village Project
Period of assignment/services: February 2022-May 2022 (40 working days)
Duty Station: Homebased and/or UNDP Country Office or VNMAC
Tender reference: A-220101

1. Submissions should be sent by email to quach.thuy.ha@undp.org no later than:
23.59 hrs., 13 February 2022 (Hanoi time)

With subject line:
A-220101 – National Consultant on project formulation for KVPV project

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
      - Copy of 1-3 publications/writing samples on relevant subject.
      - Reference contacts of past 4 clients for whom you have rendered preferably the similar service (including name, title, email, telephone number, address…)

   b. Financial proposal (with your signature):
      - The financial proposal shall specify a total lump sum amount in Vietnamese dong for National Consultant including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in Annex V.
      - Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.
      - If quoted in other currency, prices shall be converted to the above currency at UN Exchange Rate at the submission deadline.

4. Evaluation

The technical component will be evaluated using the following criteria:

National Consultant

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Master’s degree in economics, international relations, political science, development, governance and public policy, social sciences, or a related subject. Higher education is desirable.</td>
<td>80 20</td>
</tr>
<tr>
<td>2 At least 10 years of experience in project development and management, particularly UNDP types of project documents, DPO experience in former Decrees 131, 16, 56 for ODA projects and the recent Decree 114 by MPI Experience with UNDP Programming and Operation will be an advantage</td>
<td>150 50</td>
</tr>
<tr>
<td>3 Proven experience in dealing with the government and development partners at the senior level and in facilitating and moderating consultations as described in CV</td>
<td>200</td>
</tr>
<tr>
<td>4 Sound knowledge of Mine Action and the relevant context and issues in the Viet Nam.</td>
<td>200</td>
</tr>
<tr>
<td>5 Proven experiences in leadership, networking, communications, facilitation, and working in a multicultural team as described in CV.</td>
<td>200</td>
</tr>
<tr>
<td>6 Fluent in Vietnamese and English with two sample documents submitted one in English and one in Vietnamese.</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1,000</strong></td>
</tr>
</tbody>
</table>
A two-stage procedure is utilized in evaluating the submissions, with evaluation of the technical components being completed prior to any price proposals being opened and compared. Interview with the shortlisted candidates will be conducted at the technical evaluation stage.

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

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

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

5. Contract

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

Documents required before contract signing:

- International consultant whose work involves travel is required to complete the courses on BSAFE which is the new online security awareness training and submit certificate to UNDP before contract issuance.
  
  Note: In order to access the courses, please go to the following link: https://training.dss.un.org

- 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

1 NATIONAL CONSULTANT ON PROJECT FORMULATION/COORDINATION

<table>
<thead>
<tr>
<th>Name of service:</th>
<th>Technical and procedural preparation for the Vietnamese approval of the Vietnam for the Korea – Vietnam Peace Village Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project:</td>
<td>Korea – Vietnam Peace Village Project (KVPVP) – Mine Action project</td>
</tr>
<tr>
<td>Reporting to:</td>
<td>Governance and Participation Unit – UNDP</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Home based and/or UNDP Country Office or VNMAC</td>
</tr>
<tr>
<td>Travel Required:</td>
<td>YES</td>
</tr>
<tr>
<td>Duration of Assignment:</td>
<td>40 days</td>
</tr>
<tr>
<td>Start Date:</td>
<td>21 Feb 2022</td>
</tr>
<tr>
<td>End Date:</td>
<td>15 May 2022</td>
</tr>
</tbody>
</table>

I. BACKGROUND & PROJECT DESCRIPTION

As a result of many years of war, the land and people of Vietnam are affected by landmines and other Explosive Ordnance (EO). According to the results of the project named "Vietnam National Explosive Remnants of War Contamination Surveying and Mapping" from 2010-2014, EO contamination remain in all 63/63 provinces/cities across the country. According to the Government of Vietnam, the total area of contamination is 6.13 million ha, accounting for 18.82% of the country's area.

Building on the lessons from the Korea-Vietnam Mine Action Project (KVMAP)\(^1\), the Korea-Vietnam Peace Village Project (KVPVP) was developed and founded on the close collaboration between the Government of the Republic of Korea and the Government of the Socialist Republic of Vietnam. The main purpose of the project is to strengthen the capacities of the Viet Nam National Mine Action Center (VNMAC) and other responsible parties to further improve the contribution of mine action activities for human development in contaminated areas, especially in Binh Dinh, Thua Thien Hue, and Quang Ngai provinces. The Republic of Korea provides its support via the Korea International Cooperation Agency (KOICA).

This project, which aims to enable inclusive, safe and resilient local development by reducing the impact of EO on local communities and supporting them to stably improve livelihoods and health, is structured around two main outcomes and four related outputs. Whereas the first outcome on ‘human security’, and its two associated outputs, relate to mine action and its pillars\(^2\), the second outcome on sustainable rural development with a focus on livelihoods and health care and its two outputs provide solutions for EO victims and their local communities affected by EO. It offers various options how cleared land can be effectively utilized for sustainable livelihoods and resilient economic and social infrastructure in the context of increasing impacts of climate change and extreme weather events. The suggested intervention will provide best practices which can help improve the mine action sector in Vietnam overall, as well as provide a couple of models how mine action activities can be linked closely with other development solutions.

In this context, the KVPVP is looking to hire up a qualified and experienced national individual consultant to assist the development of the Vietnamese project document packages for Vietnamese approval procedure.

- Project proposal package for the PM’s approval of implementation decision and for the Ministry of National Defense for the approval of the project document of the Mine Action project in Binh Dinh, Quang Ngai and Thua Thien Hue

## II. OBJECTIVES

This assignment is designed to support UNDP and relevant implementing partners to prepare 2 proposal document packages and provide technical inputs to the meetings/consultations to successfully achieve the Vietnam Government approval for the Korea – Vietnam Peace Village Project.

i. Project proposal package for the PM’s approval of implementation decision

ii. Project document package for the Ministry of National Defense for the approval of the project document of the Mine Action project in Binh Dinh, Quang Ngai and Thua Thien Hue

iii. Technical assistance in consultations process with the Vietnamese counterparts in formulating the required project package for the Vietnamese approval procedures based on the approved KOICA project document.

iv. Procedural coordination with VNMAC, MoD during the appraisal and approval process of project.

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\(^2\) The five mine action pillars are: Land Release (i.e. Clearance); Explosive Risk Education; Victim Assistance; Advocacy; and Stockpile Destruction. The last pillar is not yet part of the work being done by at least international organizations working on mine action in Vietnam.
III. SCOPE OF WORK

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

**Task 1: Work closely with relevant partners to develop and finalize the documents in items (i) and (ii) of part II according to the Vietnamese approval procedure at national and provincial levels including:**

1. Proposal package for the Prime Minister (PM)’s approval of implementation decision (meaning an executive decision for this Project to be implemented in Vietnam) for the Mine Action (MA) project and

**Task 2: Support the preparation and implementation of 03 technical meetings, consultations to be organized for sharing the results of project proposal packages with related stakeholders.**

- Develop the meetings/consultation materials based on project proposal packages for 03 technical meetings/consultations sharing with related stakeholders.
- Support UNDP to work with relevant partners to organize 03 technical meetings/consultations to share the results of project proposal packages with related stakeholders.
- Collect the comments in the meetings/consultations to update the project proposal packages as appropriate.

**Task 3: Provide technical and procedural preparations and backstopping for national/provincial partners during their appraisal and approval process.**

- Be ready and provide timely technical inputs for national/provincial partners during their appraisal and approval process.

IV. DELIVERABLES & IMPLEMENTATION TIMELINE

The national individual consultant will work closely and deliver the following required KVPVP’s mine action project according to the Decree #114/2021/ND-CP. The National Consultant to successfully support with the approval procedures of the PM’s implementation decision and the Ministry of Defense (MOD)’s approval of the MA project.

<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>A detailed work plan for the consultancy detailing the outline of the consultancy including elaboration of 02 proposal packages required for the Vietnamese approval procedure.</td>
<td>02</td>
<td>2/21/2022</td>
</tr>
<tr>
<td></td>
<td>Proposal package for the PM’s approval of implementation policy (meaning an executive decision for this Project to be implemented in Vietnam) for the MA project</td>
<td></td>
<td></td>
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<tr>
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<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
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<tr>
<td></td>
<td>(The templates of proposal packages can be found in the Official Development Assistant (ODA) Decree 114).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>16</td>
<td>3/3/2022</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Proposal package for Ministry of National Defense for the approval of the MA project document</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>(The templates of proposal packages can be found in the Official Development Assistant (ODA) Decree 114).</td>
</tr>
<tr>
<td>3</td>
<td>20</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Technical inputs for VNMAC/MoD during the appraisal and approval process of the project</th>
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</thead>
<tbody>
<tr>
<td>4</td>
<td>02</td>
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<table>
<thead>
<tr>
<th></th>
<th>Total number of days</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>40</td>
</tr>
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</table>

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

**Estimated number of working days**: 40 days from 2/21/2022 to 5/15/2022.

**Duty station**: Home based and/or UNDP Country Office, VNMAC with frequent travel to provinces.

**Expected places of travel**: Ha Noi and possible travel to target provinces of Binh Dinh, Thua Thien Hue and Quang Ngai upon UNDP approval and depending on COVID-19 situation. Eligible travel costs and per diem shall be in accordance with UN-EU cost norms. The travel cost (flight ticket, terminal fee, accommodation...) if occurred and upon UNDP’s approval will be covered separately by UNDP according to UNDP travel rules/regulations.

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

The National Consultant will report to and be under the direct supervision of the Programme Analyst and strategic guidance of the Head of the Governance and Participation Unit/UNDP.

A detailed work plan for the consultancy shall be prepared and agreed with UNDP, with reference to the overall approval procedure.

Weekly briefings, updates on new progress and results for review, and bi-weekly report.
VII. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

Administrative Support

Arrangement of necessary logistical support for implementation of the work will be provided and supported by UNDP if needed.

Reference Documents

All relevant project documents, publications, and materials available at UNDP relating to the work will be made available to the contractors for reference.

VIII. DEGREE OF EXPERTISE & QUALIFICATIONS

<table>
<thead>
<tr>
<th>Qualifications in Education</th>
<th>• Master’s degree in economics, international relations, political science, development, governance and public policy, social sciences, or a related subject. Higher education degree is desirable.</th>
</tr>
</thead>
</table>
| Relevant Professional Experience | • At least 10 years of experience in project development and management, particularly UNDP types of project documents, Development Policy Operation (DPO) experience in former Decrees 131, 16, 56 for ODA projects and the recent Decree 114 by Ministry of Planning and Investment (MPI)  
  • Proven experience in dealing with the government and development partners at the senior level and in facilitating and moderating consultations.  
  • Sound knowledge of Mine Action and the relevant context and issues in the Viet Nam.  
  • Experience with UNDP Programming and Operation will be an advantage |
| Other Competencies | • Proven strong interpersonal skills in leadership, networking, communication, facilitation, and working in a multicultural team. |
| Language Requirements | • Fluent in both spoken and written Vietnamese and English. |
IX. 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>1</td>
<td>One high-quality and comprehensive proposal package for the Mine Action project for PM’s implementation decision approval.</td>
<td>8 Mar 2022</td>
<td>50%</td>
</tr>
<tr>
<td>2</td>
<td>A project proposal package on mine action for approval by the Ministry of Defense</td>
<td>30 Mar 2022</td>
<td>40%</td>
</tr>
<tr>
<td>3</td>
<td>Complete technical preparations and backstopping for national/provincial partners during their appraisal and approval process.</td>
<td>15 May 2022</td>
<td>10%</td>
</tr>
</tbody>
</table>

IX. CONSULTANT PRESENCE REQUIRED ON DUTY STATION

☐ NONE    ☐ PARTIAL    ☒ INTERMITTENT    ☐ FULL-TIME

X. EVALUATION CRITERIA

<table>
<thead>
<tr>
<th>No.</th>
<th>Requirement</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Master’s degree in economics, international relations, political science, development, governance and public policy, social sciences, or a related subject. Higher education is desirable.</td>
<td>80</td>
</tr>
<tr>
<td></td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>At least 10 years of experience in project development and management, particularly UNDP types of project documents, DPO experience in former Decrees 131, 16, 56 for ODA projects and the recent Decree 114 by MPI. Experience with UNDP Programming and Operation will be an advantage.</td>
<td>150</td>
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<tr>
<td>3</td>
<td>Proven experience in dealing with the government and development partners at the senior level and in facilitating and moderating consultations as described in CV</td>
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<td>6</td>
<td>Fluent in Vietnamese and English with two sample documents submitted one in English and one in Vietnamese.</td>
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<tr>
<td></td>
<td><strong>Total</strong></td>
<td>1,000</td>
</tr>
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</table>
OFFEROR’S LETTER TO UNDP

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>
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<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>
</tr>
</thead>
<tbody>
<tr>
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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>
<td></td>
<td></td>
</tr>
</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 Address</th>
<th>Business or Occupation</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

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

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

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

DATE: ___________________________ SIGNATURE: ___________________________

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

**Annexes [please check all that applies]:**

☐ CV shall include Education/Qualification, Processional Certification, Employment Records /Experience
GUIDELINES FOR CV PREPARATION

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

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

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

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

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

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

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

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

FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum of 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, taxes 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>
<td></td>
</tr>
<tr>
<td>2.1</td>
<td>Travel</td>
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<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>
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<td>2.4</td>
<td>Others (pls. specify)…….</td>
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<td>2.5</td>
<td>VAT** if applicable (in case your company signs the contract)</td>
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<td>**Total</td>
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* 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).