



14 February 2022

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	03 <u>National Consultants</u> to support the development of a circular for the project on livelihood development and income generation under National Target Program on Sustainable Poverty Reduction in the period of 2021 – 2025 (NTPSPR)
Period of assignment/services:	February - April 2022 Team Leader: 30 working days Team Member 1: 30 working days Team Member 2: 30 working days
Duty Station:	Hanoi and homebased
Tender reference:	A-220201

1. Submissions should be sent by email to: quach.thuy.ha@undp.org no later than:

23.59 hrs., 21 February 2022 (Hanoi time)

With subject line:

A-220201 – Team Leader to support development of circular under NTPSPR

Or

A-220201 – Team Member 1 to support development of circular under NTPSPR

Or

A-220201 – Team Member 2 to support development of circular under NTPSPR

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
- 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-Team Leader

Evaluation Criteria		Maximum Points
1	Master degree in development/project management, economics, business administration or any other social sciences related to pro poor economic growth and poverty reduction.	150
2	Minimum 15 years professional expertise in designing poverty reduction policies and programs. Experiences in designing the national targeted programs is an advantage.	250 100
3	Good knowledge and working experience in consulting with and policy advocating in the field of poverty reduction with relevant agencies (National	250

	Assembly, MOLISA, CEMA, MARD, MPI, MOF) and some localities (in mountainous areas), international organizations/NGOs (UNDP, DFAT/GREAT, CARE...).	
4	Good command of writing and making presentations in English (by provision one research report in English) and Vietnamese.	150
5	Good command of writing and making presentations in English (by provision one research report in English) and Vietnamese.	100
Total		1,000

National Consultant - Team Member 1

Evaluation Criteria		Maximum Points
1	Master degree in economics development, program/project management or any other social sciences.	150
2	Minimum 15 years professional experiences in designing and assessing poverty reduction policies, programs, with strong working knowledge of Government's poverty reduction policies, programs and implementation mechanisms.	250
3	Extensive knowledge and experience in designing and assessing/evaluating technical assistance projects.	250
	Experience in studies and researches on poverty reduction and those supported by UNDP are an advantage.	100
4	Strong relationship and long experience in working, consulting with MOLISA, CEMA, MARD, UNDP, and related development partners.	150
5	Good command of writing and making presentations in English (by provision one research report in English) and Vietnamese.	100
Total		1,000

National Consultant - Team Member 2

Evaluation Criteria		Maximum Points
1	Master degree in public policy, economics, business administration or any other social sciences.	150
2	Minimum 10 years professional expertise in designing social protection/assistance, poverty reduction policies and programs.	250
	Experiences in designing the national targeted programs is an advantage.	100
3	Good knowledge and experience working with GoV' agencies (MOLISA, CEMA, MARD), development partners (UNDP) in the fields of poverty reduction policies and implementation mechanisms.	250
4	Rich experience in conducting related researches/studies and facilitating/coordinating consultations/discussions on with line ministries and development partners.	150
5	Good command of writing and making presentations in English (by provision one research report in English) and Vietnamese.	100
Total		1,000

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. $S_f = 1000 \times F_m / F$, 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.



TERMS OF REFERENCE

Title:	Support the development of a circular for the project on livelihood development and income generation under National Target Program on Sustainable Poverty Reduction in the period of 2021 – 2025 (NTPSPR)
Status:	03 national consultants
Duration:	From February to April 2022
Duty station:	Ha Noi and home-based

I. GENERAL BACKGROUND

With technical support from UNDP and GREAT/DFAT on assessing the implementation results of the Resolution No. 76/2014/QH13 dated June 24, 2014 by the National Assembly on accelerating the implementation of sustainable poverty reduction targets until 2020 and developing the multi-dimensional poverty line for the 2021-2025 period, the Government of Viet Nam (GoV) has issued the Decree No. 07/2021/ND-CP on stipulating the multi-dimensional poverty line for the 2021-2025 period. As the result, the rate of poor and near poor households has increased from 6.46% (2020) to 16.6% (2021), equivalent to about 4.47 million households (around 17 million people, of which about 10 million additional people will be benefiting from the policies and programs on social protection poverty reduction. In addition to the need of accessing basic social services, i.e., health, education, housing, water and sanitation, information and employment, poor people need support for improving their livelihoods and production to escape poverty sustainably.

Technical support of UNDP and GREAT/DFAT to the Committee on Social Affairs (CSA), National Assembly and the Ministry of Labour - Invalids and Social Affairs (MOLISA) in studying and proposing the investment orientations and Feasibility Study report on the National Target Program on Sustainable Poverty Reduction in period of 2021-2025 (NTPSPR) has delivered positive outcomes: the National Assembly has issued the Resolution No. 24/2021/QH15 on July 28, 2021, approving the investment in NTPSPR 2021 – 2025; and the GoV has approved the NTPSPR document 2021-2025 under Decision No. 90/QD-TTg on Jan. 18th 2022. The new NTPSPR document has incorporated/included various innovative contents, such as:

- Ensuring a minimum living standard and accessibility to basic social services based on the new national multidimensional poverty line for all people;

- Establishing a unique Steering Committee for National Target Programs to ensure the consistency and strengthened coordination and complementarity among the 3 national targeted programs (NTPs);
- Giving priority to support poor ethnic minority households, children and women from poor households; strengthen decentralization, empowerment and promote internal resources of poor people and communities, etc.

Decision No. 90 also includes various innovative solutions and policy mechanisms which were successfully tested by UNDP, GREAT/DFAT, CARE and related development partners. Namely:

- (i) this NTPSPR will apply the 4M (Meet-Match-Mentor-Move) initiative in the project on livelihood development and innovation solutions/models for poverty reduction. For the first time, the NTP includes the technical support and capacity building component (similar to mentoring services), using the model of value chain linkages, market-based production and business to improve livelihood and create jobs for poor people (instead of direct support like the previous programs);
- (ii) the design mechanism provided the (1) central level with a more synergized mechanism for coordinating and managing the program and (2) local authorities and people with more space and flexibility to test and apply new ways of working to reach the expected outcomes; (3) shifting from an inputs- and compliance-based approach (with rigid rules) to outcomes/objectives-based monitoring, evaluation and reporting approach (Set the outcomes/objectives: % of income and jobs generated; children/people educated/malnutrition rate in children reduced);
- (iii) the principles of decentralization, local participation, information technology application, block-grant, community/demands based supports are still maintained and highlighted in this program.

To continue the good results of UNDP and DFAT/GREAT in 2020, 2021 and concretize the reform/innovative solutions for livelihood diversification and income generation for poor households in line with Decision No. 90, the National Office for Poverty Reduction (PRCO), MOLISA requested UNDP and GREAT/DFAT to provide technical assistance for development of circular for the project on livelihood development and income generation under National Target Program on Sustainable Poverty Reduction in the period of 2021 – 2025 (NTPSPR).

II. OBJECTIVE

1. Overall objective

Produce a draft circular that builds on the successfully tested innovative solutions in the recent years. Policy mechanisms should create greater space for local authorities and partners (particularly poor people/communities) to decide what works best for them in designing and implementing their own initiatives for livelihood development and income

generation. The circular should be based on good governance practices to accelerate multi-dimensional poverty reduction and socioeconomic development in the NTPSPR areas.

2. Specific objectives:

a) Review and consolidate successfully tested innovative solutions for livelihood development and income generation over the past years, especially those supporting poor and ethnic minority women to cope with and recover from COVID-19. Lessons are shared widely for scaling up under the NTPSPR 2021 – 2025.

b) The circular for the project on livelihood development and income generation under the NTPSPR is drafted with the policy mechanism to (i) improve access for the poor people/households to private sector resources and services such as market opportunities, capital, technologies/innovations; (ii) strengthen productions-business linkages for improved production, packaging, sales, competitiveness and (iii) create incentive for private sectors, enterprises to invest in and mentor poor people/EM cooperatives to promote market based and value chain production under NTP-SPR 2021 – 2025. The draft circular must be widely consulted to create consensus among Government agencies at all levels and development organizations/partners before submitting to the Government for approval.

III. TASKS, TIME AND DELIVERABLES

Tasks	Time	Deliverables
Task 1: Conduct consultation with related agencies, including PRCO/MOLISA, Department of Social Assistance, Department of Justice, MOLISA, relevant Ministries: Committee for Ethnic Affairs (CEMA), Ministry of Agriculture and Rural Development (MARD), Ministry of Planning and Investment (MPI), Ministry of Finance (MOF), Government Office (GO), Ministry of Justice (MOJ), UNDP, GREAT/DFAT, CARE and related organizations/individuals to develop the action plan for implementation of this assignment. <i>(Team leader, with technical contribution from consultants 1 and 2)</i>	01/3/2022	1. Detailed action-plan for implementation of this assignment
Task 2: Review the current NTPSPR document; Decision No. 90; the feasibility study report on NTPSPR 2021-2025; Decision No. 1719 on approval of the NTPSEDEMA and existing documents on two other NTPs; best practices and innovative solutions for accelerating poverty reduction, such as market based and value chain production and business; public-private partnership for	01/3 – 15/3/2022	2. Review report on 10 innovative solutions.

<p>regional socio-economic development; block-grant and project based support; outcome based M&E and coordination mechanisms of NTPs in 2016 – 2020 period.</p> <p>Conduct desk review of the relevant successful models on poverty reduction (UNDP's 4 M initiatives, GREAT's PR/SME, CARE and other related innovative models...). Based on those, map and define at least 10 innovative/successful solutions/models on socio-economic development and MDP reduction in poor and ethnic minority areas, including successfully tested innovative solutions for livelihood development and income generation, especially those supported poor and ethnic minority women to cope with and recover from COVID-19 negative impacts.</p> <p>Provide in-depth analyses to identify the key bottlenecks of each model to answer three questions (i) what made it work, (ii) what prevent it from working more effectively and especially (iii) potential challenges in replication/scaling up the model under the NTPSPR 2001-2005.</p> <p><i>(Consultant 1, with technical contribution from the team leader and consultant 2)</i></p>		
<p>Task 3: Building on 10 selected innovative/successful solutions/models on socio-economic development and MDP reduction in poor and ethnic minority areas, analyze and draft the circular on for the project on livelihood development and income generation under the NTPSPR (2021-2025) with the proposed policy mechanism to (i) improve access for the poor people/households to private sector resources and services such as market opportunities, capital, technologies/innovations; (ii) strengthen productions-business linkages for improved production, packaging, sales, competitiveness and (iii) create incentive for private sectors, enterprises to invest in and mentor poor people/EM cooperatives to promote market based and value chain production under NTP-SPR 2021 – 2025.</p>	<p>01/3 – 30/3/2022</p>	<p>3. A draft circular for the project livelihood development and income generation under the NTPSPR (2021-2025).</p>

<i>(Consultant 2, with technical contribution from the team leader and consultant 1)</i>		
<p>Task 4: Participate in and present the draft circular at the technical meetings/consultation workshop organized by UNDP/MOLISA in Ha Noi with participation of the line ministries (MOLISA, CEMA, MARD, MPI, MOF, MOJ, GO...), some selected localities (Lao Cai, Son La, Bac Can, Dak Nong...), international organizations/NGOs (UNDP, DFAT/GREAT, CARE,...), consultants/experts to get the consensus among related stakeholders before submitting to the Government for approval.</p> <p><i>(Team leader, with technical contribution from consultants 1 and 2)</i></p>	25/2 – 30/3/2022	4. Technical comments from at least 05 agencies (MOLISA, CEMA, MARD, DFAT/GREAT and UNDP)
<p>Task 5: Based on results/comments from the consultation workshops, finalize the draft circular.</p> <p><i>(Consultant 1, with technical contribution from the team leader and consultant 2)</i></p>	15/3 – 10/4/2022	5. The final draft circular with integrated comments/revisions as results of consultation with related stakeholders.
<p>Task 6: Built on the consultation and research results, synthesize the 5-A4 page study report which document the consultation, study process and key lessons learnt/new/innovative points of the circular in comparison with the previous period.</p> <p><i>(Team leader, with technical contribution from consultants 1 and 2)</i></p>	30/3 - 15/4/2022	6. Research report.

IV. DUTY STATION, COMPOSITION AND WORKING DAYS OF CONSULTANT TEAM

Duty station: Homebased and Ha Noi

Expected places of travel: No.

The consultation team is composed by three national consultants, with the specific division of responsibilities with estimated number of 30 working days for each consultant from February – April 2022:

- 01 national consultant on policy advocacy as team leader: Responsible for generally coordinating and completing all tasks in this Terms of Reference; developing the detailed action plans, technical proposals for implementation of all tasks; directly consulting, consolidating and completing the deliverables No. 1, 4 and 6; acting as the focal point to ensure smooth communication, coordination/coordination between the consultant team and the National Office for Poverty Reduction, UNDP and GREAT Program as well as related agencies and organizations (30 working days).

- 01 national consultant on scanning and consolidation of innovative solutions (team member 1): Responsible for reviewing/assessing the existing successful models on poverty reduction (UNDP's 4 M initiatives, GREAT's PR/SME, CARE and other related innovative models...). Based on those, map and define at least 10 innovative/successful solutions/models on socio-economic development and MDP reduction in poor and ethnic minority areas, including successfully tested innovative solutions for livelihood development and income generation, especially those supported poor and ethnic minority women to cope with and recover from COVID-19 negative impacts (30 working days).

- 01 national consultant on policy/circular development (team member 2): Based on 10 defined innovative/successful solutions/models on socio-economic development and MDP reduction in poor and ethnic minority areas, the consultant is responsible for consulting with line ministries, localities, international organizations/NGOs, and drafting the circular on project for livelihood development and income generation under the NTPSPR (2021-2025) (30 working days).

V. PROVISION OF MONITORING AND PROGRESS CONTROLS

The work of consultancy service will be monitored by UNDP Program Officer in cooperation with PRCO/MOLISA based on the key milestones/deliverables and timelines as noted above. Following the first briefing meeting of UNDP and the selected consultancy service providers at the outset of the assignment, the consultancy service provider will start implementation of the first task. The UNDP agreement and endorsement of the deliverables will provide the basis for the consultancy service provider to implement the next tasks.

VI. DOCUMENTS AND SUPPORT OF MOLISA AND UNDP

UNDP and PRCO/MOLISA shall be under no duty to provide facilities, equipment and materials to the consultants. However, in case of necessity, UNDP and PRCO/MOLISA may assist in organizing consultation meetings with government agencies and international organizations to collect information and documents (if required).

VII. QUALIFICATION AND EXPERIENCE REQUIREMENTS FOR THE TEAM MEMBERS

1) National consultant on policy advocacy (as team leader)

- Masters degree in development/project management, economics, business administration or any other social sciences related to pro poor economic growth and poverty reduction.

- Minimum 15 years professional expertise in designing poverty reduction policies and programs, national targeted programs is an advantage.

- Good knowledge and working experience in consulting with and policy advocating in the field of poverty reduction with relevant agencies (National Assembly, MOLISA, CEMA, MARD, MPI, MOF) and some localities (in mountainous areas), international organizations/NGOs (UNDP, DFAT/GREAT, CARE,...).

- Rich experience in conducting related researches/studies as a team leader and facilitating/coordinating consultations/discussions on with line ministries and development partners.

- Good command of writing and giving presentations in English (by submission of one research report in English) and Vietnamese.

2) National consultant on innovative solution assessment (team member 1)

- Master degree in economics development, program/project management or any other social sciences.

- Minimum 15 years professional experiences in designing and assessing poverty reduction policies, programs, with strong working knowledge of Government's poverty reduction policies, programs and implementation mechanisms.

- Extensive knowledge and experience in designing and experimenting innovative solutions for poverty reduction, especially those on poverty reduction and those supported by UNDP are an advantage.

- Strong relationship and long experience in working, consulting with MOLISA, CEMA, MARD, UNDP, and related development partners.

- Good command of writing and making presentations in English (by submission of one research report in English) and Vietnamese.

3) National consultant on policy development (team member 2)

- Masters degree in public policy, economics, business administration or any other social sciences.

- Minimum 10 years professional expertise in designing social protection/assistance, poverty reduction policies and programs, national targeted programs is an advantage.

- Good knowledge and experience working with GoV' agencies (MOLISA, CEMA, MARD), development partners (UNDP, UNICEF, GIZ) in the fields of poverty reduction policies and implementation mechanisms.

- Rich experience in conducting related research/studies and facilitating/coordinating consultations/discussions on with line ministries and development partners.

- Good command of writing and making presentations in English (by submission of one research report in English) and Vietnamese.

VIII. PAYMENT TERMS

The first payment of 50% of the total contract value (consultancy fees) will be paid to consultants when the deliverables 1, 2 and 3, are approved/accepted by UNDP and PRCO/MOLISA;

The second/last payment of the remaining 50% of the total contract value will be made upon UNDP and PRCO/UNDP's acceptance and approval for the remaining deliverables.

IX. CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

* NONE

* PARTIAL

* INTERMITTENT

* FULL-TIME

EVALUATION CRITERIA

Evaluation criteria for team leader (1)		
	Criteria	Maximum Point
1	Master degree in development/project management, economics, business administration or any other social sciences related to pro poor economic growth and poverty reduction.	150
2	Minimum 15 years professional expertise in designing poverty reduction policies and programs.	250
	Experiences in designing the national targeted programs is an advantage.	100
3	Good knowledge and working experience in consulting with and policy advocating in the field of poverty reduction with relevant agencies (National Assembly, MOLISA, CEMA, MARD, MPI, MOF) and some localities (in mountainous areas), international organizations/NGOs (UNDP, DFAT/GREAT, CARE,...).	250
4	Rich experience in conducting related researches/studies as a team leader and facilitating/coordinating consultations/discussions on with line ministries and development partners.	150
5	Good command of writing and making presentations in English (by provision one research report in English) and Vietnamese.	100
	TOTAL	1000

Evaluation criteria for team member (1)		
	Criteria	Maximum Point
1	Master degree in economics development, program/project management or any other social sciences.	150
2	Minimum 15 years professional experiences in designing and assessing poverty reduction policies, programs, with strong working knowledge of Government's poverty reduction policies, programs and implementation mechanisms.	250
3	Extensive knowledge and experience in designing and assessing/evaluating technical assistance projects.	250
	Experience in studies and researches on poverty reduction and those supported by UNDP are an advantage.	100
4	Strong relationship and long experience in working, consulting with MOLISA, CEMA, MARD, UNDP, and related development partners.	150
5	Good command of writing and making presentations in English (by provision one research report in English) and Vietnamese.	100
	TOTAL	1000

Evaluation criteria for team member (2)		
	Criteria	Maximum Point
1	Master degree in public policy, economics, business administration or any other social sciences.	150
2	Minimum 10 years professional expertise in designing social protection/assistance, poverty reduction policies and programs.	250
	Experiences in designing the national targeted programs is an advantage.	100
3	Good knowledge and experience working with GoV' agencies (MOLISA, CEMA, MARD), development partners (UNDP) in the fields of poverty reduction policies and implementation mechanisms.	250
4	Rich experience in conducting related researches/studies and facilitating/coordinating consultations/discussions on with line ministries and development partners.	150
5	Good command of writing and making presentations in English (by provision one research report in English) and Vietnamese.	100
	TOTAL	1000

ANNEX IV

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:

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

YES ☐ NO ☐

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

YES ☐ NO ☐ If answer is "yes", WHEN?

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

Full Name	Full 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

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).

No.	Description	Quantity	Unit Rate	Total
1	Consultancy fee			
2	Out of pocket expenses			
2.1	Travel			
2.2	Per diem			
2.3	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). *			
2.4	Others (pls. specify).....			
2.5	VAT** if applicable (in case your company signs the contract)			
	Total			

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

***** 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).