INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country: Viet Nam

Description of the assignment: National Project Coordinator Consultant (Ministry of Planning and Investment)

Period of assignment/services (if applicable): February – September 2022 (Estimated: 153 working days)

Duty Station: Home-based and Ha Noi

Tender reference: 3-220202

1. Submissions should be sent by email to: luu.ngoc.diep@undp.org no later than: 24 February 2022 (Hanoi time)

   With subject line:

   3-220202: MPI National Project Coordinator Consultant

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 35 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:

- Terms of Reference (TOR)......................................................... (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
   - Other supporting documents as per required in the Evaluation criteria, i.e:
     - A report/ written evidence shows the experiences in the management, monitoring and reporting of similar project, and with government, private sectors, NGOs, and other key stakeholders;
     - Two written reports/examples for demonstrating excellent English drafting, presentation, and facilitation skills

b. Financial proposal (with your signature):
   - The financial proposal shall specify a total lump sum amount in Viet Nam Dong for National Consultant and US Dollar for international consultant including consultancy fees and 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:

<table>
<thead>
<tr>
<th>No</th>
<th>Qualification</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Qualification:</strong> Postgraduate degree in the disciplines of economics, public administration, environmental science and/or management, climate change or related field</td>
<td>150</td>
</tr>
<tr>
<td>2</td>
<td><strong>Knowledge:</strong> Good knowledge of the legislative and policy aspects of the adaptation framework in Viet Nam. Strong knowledge about the political and socio-economic context related to the Vietnamese climate change development context, including legal and policy enforcement at national and subnational levels; Sound knowledge on National Adaptation Plan and relevant agreements such as the UNFCCC and its financing mechanisms, familiarity with the UNFCCC and its implementation in Viet Nam and at global level would be an advantage. Demonstrated knowledge of gender equality and civil society participation.</td>
<td>200</td>
</tr>
</tbody>
</table>
3 **Experience:** Minimum 10 years working experience in the disciplines of environmental science/management, natural resource management, climate change in Governmental Agencies within Ministries such as MPI or MONRE; 200

4 **Experience:** Experience in building at least 05 provincial climate change adaptation plans, climate change action plans, or relevant aspects of adaptation is an advantage; 150

5 **Experience:** Experience in coordinating projects/programmes relating to climate change adaptation at national/local level in Viet Nam; Experience in guiding and supervising multi-disciplinary project teams 100

6 **Competency:** A report/written evidence shows the experiences in the management, monitoring and reporting of similar project, and with government, private sectors, NGOs, and other key stakeholders; 100

7 **Language Requirements:** Excellent English drafting, presentation, and facilitation skills (provision of two written reports/examples is required). 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. 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.

**Interview with the candidates may be held if deemed necessary.**

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 BSAFE course and submit certificate to UNDP before contract issuance.

  **Note:** In order to access the course, please go to the following link: [https://training.dss.un.org/course/category/6](https://training.dss.un.org/course/category/6). Type in your name and password, create a new user. After you have completed the courses, please print/save the certificates to submit to us

- Full medical examination and Statement of Fitness to work for consultants **from and above 62 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 (Annex V) upon acceptance by UNDP of the deliverables specified the TOR.

<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><strong>Product 1: A progress report</strong> indicating accomplishments during the reporting period with with sets of event/activity proposals and minutes of events (if any), tracking list of MPI products submitted, 01 TOR for required service(s).</td>
<td>4/15/2022</td>
<td>30% of the contract value</td>
</tr>
<tr>
<td>2</td>
<td><strong>Product 2: A progress report</strong> indicating accomplishments during the reporting period with sets of event/activity proposals and minutes of events (if any), remaining TORs (if required) and tracking list of MPI products submitted.</td>
<td>7/15/2022</td>
<td>30% of the contract value</td>
</tr>
<tr>
<td>3</td>
<td><strong>Product 3: A final progress report</strong> indicating key accomplishments during the reporting period with with sets of event/activity proposals and minutes of events (if any), remaining TORs (if required), tracking list of MPI products submitted.</td>
<td>10/15/2022</td>
<td>40% of the contract value</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name of service:</th>
<th>National Project Coordinator Consultant (Ministry of Planning and Investment)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project:</td>
<td>Viet Nam National Adaptation Plan (NAP) Development and Operationalization Support Project</td>
</tr>
<tr>
<td>Reporting to:</td>
<td>GCF Project Manager/UNDP PO on Climate Change and Resilience and MPI Project Director</td>
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<tr>
<td>Duty Station:</td>
<td>Ha Noi</td>
</tr>
<tr>
<td>Travel Required:</td>
<td>No</td>
</tr>
<tr>
<td>Duration of Assignment:</td>
<td>153 days</td>
</tr>
<tr>
<td>Start Date:</td>
<td>2/28/2022</td>
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<tr>
<td>End Date:</td>
<td>9/30/2022</td>
</tr>
</tbody>
</table>

I. BACKGROUND & PROJECT DESCRIPTION

With its extensive coastline and deltaic plains, Viet Nam is considered to be among the most vulnerable countries to climate change globally. Extreme weather events such as typhoons and tropical storms have increased in intensity, magnifying socio-economic and health impacts on rural, urban, coastal, and mountain communities, and endangering critical transportation and drainage infrastructure. The Mekong Delta is one of the most susceptible deltas in the world to sea level rise.

To address climate change, the Government of Viet Nam developed a series of national climate change, green growth, and sustainable development policies, strategies, and action plans. One key planning instrument is the GoV’s National Strategy on Climate Change 2012-2020. To date, the government has been able to put in place several key climate change related decisions, including the landmark Plan for Implementation of the Paris Agreement in 2016 and approved its domestic National Adaptation Plan (NAP) in the year 2020. In addition, Viet Nam is among the first countries to have submitted its Updated Nationally Determined Contribution (NDC) to the UNFCCC in July 2020, which has a strong adaptation component.

The main readiness challenge in Viet Nam to effectively address climate change is the lack of capacity in government structures to effectively integrate climate change adaptation into plans and budgets at different levels and to design, operationalize, finance, and monitor adaptation actions. Barriers include lack of technical capacity to integrate data and information, and undertake assessments for adaptation planning, lack of capacity for appraising adaptation options in sector and provincial departments, ineffective inter-ministerial coordination, lack of active participation from private sector and local communities, lack of financing strategies, limited government and external resources, and lack of participatory and results-based monitoring and evaluation frameworks.

To address these barriers, the Viet Nam National Adaptation Plan (NAP) Development and Operationalization Support Project (NAP-SUP) is designed along the following outcomes:

- **Outcome 1**: Capacity for data integration enhanced and National Adaptation Plan (NAP) prepared and aligned with NDC review;
• **Outcome 2**: National adaptation plan and CCA integrated into national, subnational, and sectoral development plans and budget of priority sectors with private sector participation; and

• **Outcome 3**: Participatory results-based monitoring and evaluation mechanism developed and operationalized.

These three outcomes and their associated activities will contribute to the overall objective of the project, which is to “establish an effective system to integrate climate change adaptation into government administration processes in the priority sectors.” The priority sectors to be addressed under this proposal are: Agriculture and Rural Development, Transport, Health, Natural Resources and Environment, and Planning and Investment.

The MPI is working on strengthening their capacity for sectoral adaptation planning. UNDP will become a partner for MPI to enhance their capacity for efficient sectoral adaptation planning. However, due to the COVID-19 pandemic in Viet Nam the sectoral project implementation was delayed. To bring the sectoral adaptation up to speed, UNDP seeks one National Project Coordinator Consultant to provide support to MPI to initiate and coordinate the project’s activities under their ministry.

II. OBJECTIVES

The main objective of the consultancy is to support MPI to manage and coordinate project activities of MPI component with UNDP and line ministry experts, ensuring quality and timely completion of related activities of Viet Nam’s NAP-SUB.

The national consultant will more specifically be responsible for:

1. Updating/Developing workplans/ related TORs/ proposals for project activities under MPI and support to manage the activities of contractors; and

2. Supporting the project implementation under MPI and act as the main focal point for coordinating activities with other line-ministries and UNDP.

III. SCOPE OF WORK

To implement the objective, the consultant will work with the MPI in Ha Noi (based at MPI) and is expected to undertake the following activities during the assignment:

**Task 1: Update/Develop workplans/ related TORs/ proposals for project activities under MPI and support to manage the activities of contractors**

- Update detailed workplans for the overall project implementation under MPI, including mapping out the roles and responsibilities of different consultants to implement the project Outcomes 1, 2, and 3 until the end of the project’s lifetime (the workplan will be assessed and approved by MPI and UNDP expert team);

- Support the development of and comment on draft TORs from all project focal points in the line ministries and foster the consultation process for timely finalization of these TORs;

- Liaise with the relevant experts in Government, NGOs, CSOs, Private Sector, Development Partners to obtain critical inputs, including expert advice, information from relevant documents that can feed into the preparation of technical project outputs;

- Support the coordination of the mobilised consultancy team and review deliverables of other national consultants in the health sector.

- Support to timely provide contractors with inputs of MPI for related deliverables;

- Support to frequently update the status of deliverable submission through a tracking table provided by UNDP, speed up the consultation and peer-review process in a quality and timely manner (including contractual issues) for timely completion of related project activities.
Task 2: Support the project’s implementation under MPI component and act as the main focal point for coordinating activities with other line-ministries and UNDP.

- Manage day-to-day coordination of the MPI’s Public-Private Sector Finance Working Group and related stakeholders. This includes liaison with other line-ministries and UNDP’s focal point for timely inputs provided to related project activities, especially for Outcome 2, which is led by MPI, and coordination of MPI experts for timely and quality delivery of related project products.
- Support the MPI to complete reporting tasks following government regulations and GCF reporting obligations;
- Provide timely inputs to line ministries/agencies (MONRE, MOH, MARD, MOT and UNDP) multi-stakeholder consultations, policy dialogues, and building synergy with ongoing adaptation initiatives for NAP-SUP project;
- Ensure project regulations (for example, logos, templates, translations of reports, etc.) to be strictly applied by MPI and related experts;
- Support translation and interpretation of technical meetings and documents;
- Support organising project meetings, including organizing the venue, preparing draft invitations, list of expected participants, draft minutes of programme meetings, communicating draft minutes with the participants and receiving feedback. Ensures quality and completeness of documents;
- Participate in technical meetings organised by MPI, MONRE, MPI, and UNDP, if requested; and
- Coordinate the dissemination and implementation of knowledge management outputs of the project;
- Coordinate up-to-date and dynamic learning and sharing of knowledge and experiences relevant to the project;

IV. DELIVERABLES & IMPLEMENTATION TIMELINE

<table>
<thead>
<tr>
<th>No.</th>
<th>Deliverable</th>
<th>Estimated days to complete</th>
<th>Target due date</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td><strong>Product 1:</strong> A progress report indicating accomplishments during the reporting period with with sets of event proposals and minutes of events (if any), tracking list of MPI products submitted, 01 TOR for required service(s).</td>
<td>51</td>
<td>3/31/2022</td>
</tr>
<tr>
<td>2</td>
<td><strong>Product 2:</strong> A progress report indicating accomplishments during the reporting period with sets of event proposals and minutes of events (if any) and tracking list of MPI products submitted.</td>
<td>51</td>
<td>6/30/2022</td>
</tr>
<tr>
<td>3</td>
<td><strong>Product 3:</strong> A final progress report indicating key accomplishments during the reporting period with with sets of event proposals and minutes of events (if any), tracking list of MPI products submitted.</td>
<td>51</td>
<td>9/30/2022</td>
</tr>
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</table>

*Note: The deliverables will be submitted in English and/or Vietnamese languages if requested by UNDP.*

V. DURATION OF ASSIGNMENT, DUTY STATION & EXPECTED PLACES OF TRAVEL
Estimated number of working days: 153 working days from 1/1/2022 to 9/30/2022. (15 – 22 working days/month on average)

Duty station: Ha Noi

Expected places of travel: No travels outside of the duty station foreseen. If there is travel to provinces required, the project will cover the cost separately following UN-EU cost norm and practices.

VI. PROVISION OF MONITORING & PROGRESS CONTROL

The consultant will work under the supervision of the MPI’s Project Director, the UNDP Project Manager and in the collaboration with MONRE and other line ministries.
All deliverables of the consultant will be submitted in Vietnamese and English. The progress and deliverables will be reviewed by UNDP Project Manager and relevant experts assigned by UNDP. The final products will be approved by UNDP and MPI.

VII. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

Administrative Support
The project team in the Ministry of Planning and Investment will provide daily administrative and facilities for the consultant to perform the contract;
The project team and UNDP will provide all reference documents to the selected candidate to carry out the task. Any travel requirement from the project will need to be agreed by MPI/UNDP and all expenses will be covered separately by the project based on UN-EU cost norms.
Reference Documents
Once selected, the consultant will receive detail project document, workplan and relevant reference by UNDP and MPI.

VIII. DEGREE OF EXPERTISE & QUALIFICATIONS

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Postgraduate degree in the disciplines of economics, public administration, environmental science and/or management, climate change or related field;</th>
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<tr>
<td>Relevant Professional Experience</td>
<td>Minimum 10 years working experience in the disciplines of environmental science/management, natural resource management, climate change in Governmental Agencies within Ministries such as MPI or MONRE,</td>
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<td>Other Competencies</td>
<td>Experience in building at least 05 provincial climate change adaptation plans, climate change action plans, or relevant aspects of adaptation is an advantage,</td>
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<td>Experience in coordinating projects/programmes relating to climate change adaptation at national/local level in Viet Nam.</td>
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<td>Good knowledge of the legislative and policy aspects of the adaptation framework in Viet Nam. Strong knowledge about the political and socio-economic context related to the Vietnamese climate change development context, including legal and policy enforcement at national and subnational levels;</td>
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<td></td>
<td>Demonstrated track record in the management, monitoring and reporting of similar project, preferably working with government,</td>
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</table>
private sectors, NGOs, and other key stakeholders,
• Experience in guiding and supervising multi-disciplinary project teams,
• Sound knowledge on National Adaptation Plan and relevant agreements such as the UNFCCC and its financing mechanisms, familiarity with the UNFCCC and its implementation in Viet Nam and at global level would be an advantage
• Strong interpersonal skills, communication and strategic negotiation skills, ability to work in a team, especially in timely and accurate responses to emails
• Good knowledge of gender equality and civil society participation are advantageous; and

<table>
<thead>
<tr>
<th>Language Requirements</th>
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<tbody>
<tr>
<td>• Excellent English drafting, presentation, and facilitation skills (provision of two written reports/examples is required).</td>
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IX. PAYMENT TERMS

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<td>10/15/2022</td>
<td>40% of the contract value</td>
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</tbody>
</table>

X. CONSULTANT PRESENCE REQUIRED ON DUTY STATION

☐ NONE  ☒ PARTIAL  ☐ INTERMITTENT  ☐ FULL-TIME

XI. Evaluation Criteria

The consultant is responsible for coordinating project activities under MPI and develop TORs/sectoral workplan:

<table>
<thead>
<tr>
<th>No.</th>
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<th>Points</th>
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<td><strong>Experience:</strong> Minimum 10 years working experience in the disciplines of environmental science/management, natural resource management, climate change in Governmental Agencies within Ministries such as MPI or MONRE;</td>
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<td>6</td>
<td><strong>Competency:</strong> A report/ written evidence shows the experiences in the management, monitoring and reporting of similar project, and with government, private sectors, NGOs, and other key stakeholders;</td>
<td>100</td>
</tr>
<tr>
<td>7</td>
<td><strong>Language Requirements:</strong> Excellent English drafting, presentation, and facilitation skills (provision of two written reports/examples is required).</td>
<td>100</td>
</tr>
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</table>

|   | **Total** | 1,000 |

**Criteria for Evaluation of Proposal**

Offers will be evaluated according to the Combined Scoring method – where the educational background and experience on similar assignments will be weighted at 70% and the financial proposal will weigh at 30% of the total scoring.

The applicant receiving the Highest Combined Score and meeting other requirements in the Procurement Notice will be awarded the contract.

**Documents for Submission**

Applicants will be expected to include the following along with their application:

**B. Core Documents**

1. **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
2. **Current and complete CV** in English;
3. **01 sample report** in English language;
4. **Financial offer** using the standard UNDP template.
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]:

Date ________________________

(Name of Resident Representative/Bureau Director)
United Nations Development Programme
(Specify complete office address)
Sign an Individual Contract with UNDP;

Request my employer [state name of company/organization/institution] to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

K) I hereby confirm that [check all that applies]:

☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;

☐ I am currently engaged with UNDP and/or other entities for the following work:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Contract Type</th>
<th>UNDP Business Unit / Name of Institution/Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</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>
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<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
☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
GUIDELINES FOR CV PREPARATION

WE REQUEST THAT YOU USE THE FOLLOWING CHECKLIST WHEN PREPARING YOUR CV:

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)
Address:
City, Region/State, Province, Postal Code
Country:
Telephone, Facsimile and other numbers
Internet Address:
Sex, Date of Birth, Nationality, Other Citizenship, Marital Status
Company associated with (if applicable, include company name, contact person and phone number)

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

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

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

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

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

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

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

FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum of …..VND (for National Consultant) and USD (for International Consultant)

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

Cost breakdown:

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Rate (VND)</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>
<td></td>
<td></td>
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</tr>
<tr>
<td>2.2</td>
<td>Per diem</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2.3</td>
<td>Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel – (required before issuing contract). *</td>
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<tr>
<td>2.5</td>
<td>Others (pls. specify)……..</td>
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<td></td>
</tr>
<tr>
<td>2.6</td>
<td>VAT** if applicable (in case your company signs the contract)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td></td>
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</tbody>
</table>

* Individual Consultants/Contractors who are over 62 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).