



22 February 2022

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 National Technical Expert on Energy and Climate Change Mitigation
Period of assignment/services (if applicable):	60 days (approx. 10 days/month) 15 March 2022 – 31 December 2022
Duty Station:	Ha Noi
Tender reference:	L220201

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1. Submissions should be sent by email to: nguyen.duc.long@undp.org no later than:
23.59 hrs., Tuesday, 01 March 2022 (Ha Noi time)

With email subject line:

L220201 – National Technical Expert on Energy and Climate Change Mitigation

Followed by 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.

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
- **02 written examples in English on energy and/or climate change mitigation to be submitted**

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **VND for National Consultant and US dollar for International 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:

No.	Requirement	Points
1	Postgraduate degree (MSc or PhD) in energy technology, climate change mitigation, or a related field. Master: 120 PhD: 150	150
2	10 years of experience in the field of climate change mitigation technologies, sustainable energy, MRV, and working experience in projects, program or research in the topics climate change mitigation	200
3	Expert knowledge on relevant Viet Nam strategies policies and practices on climate change mitigation, including Climate Change Strategies, Green Growth, NDC, Paris Agreement Plan of Action, MRV. Familiarity with UNFCCC/IPCC processes is an advantage	200
4	Proven experience providing policy analysis, advocacy, and conducting/leading research on climate change mitigation.	200
5	Proven experience in working with the Government, experts, international development partners and businesses	150
6	Strong written in English is a must by provision of 02 written examples in English on energy and/or climate change mitigation	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.

5. Contract

"Lump-sum" Individual Contract will be applied for freelance consultant (Annex II)

"Lump-sum" RLA will be applied for consultant assigned by firm/institution/organization (Annex III)

Documents required before contract signing:

- International consultant whose work involves travel is required to complete the courses on BSAFE which is the new online security awareness training and submit certificate to UNDP before contract issuance.

- Note: In order to access the courses, please go to the following link:
<https://training.dss.un.org>
The training course takes around 3-4 hours to complete.
- Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel. (This is not a requirement for RLA contracts).
- Release letter in case the selected consultant is government official.

6. Payment

UNDP shall affect 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 in 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

INDIVIDUAL CONSULTANT

REF#: ENTER REF #

Name of service:	National Technical Expert on Energy and Climate Change Mitigation		
Project:	CCE - IP project/ E-mobility Project/Climate Finance Network		
Reporting to:	CCE Team Leader with support from relevant Programme Officers on thematic topics		
Duty Station:	Ha Noi	Travel Required:	No
Duration of Assignment:	60 days (approx. 10 days/month)		
Start Date:	3/15/2022	End Date:	12/31/2022

I. BACKGROUND & PROJECT DESCRIPTION

Viet Nam's climate ambitions and alignment of climate policies

To address climate change, the Government of Viet Nam developed a series of national strategies, and action plans on climate change, green growth, and low-carbon sustainable development since the early 2010s. Currently, many of the plans and strategies are under revision or being updated for the period 2021-2030 or 2021-2050.

Viet Nam submitted its Updated Nationally Determined Contribution (NDC) to the UNFCCC in July 2020. Currently the draft national power development plan for the period of 2021-2030, with a vision to 2045 (PDP8) is being developed. Viet Nam's Prime Minister approved the National Green Growth Strategy (GGS) 2021-2030, vision to 2050 (Decision 1658/QD-TTg dated October 1, 202). The GGS is an important policy document for Viet Nam's economic growth and sustainable development, with specific goals related to greenhouse gas emission reductions.

At COP26 in Glasgow, the Prime Minister for the first-time mentioned Viet Nam's ambition to pursue net-zero GHG emissions by 2050. Viet Nam also joined important pledges on moving from coal to clean energy, methane emissions reduction, and halt and reverse deforestation by 2030. This ambitious vision now needs to be reflected in the NCCS (to 2050 with outlook to 2100). The updated NDC shows that most emissions are and will be in the energy sector, i.e. energy production and consumption. Emissions from Industrial Processes, Waste, Agriculture, and Land Use, Land Use Change and Forestry (LULUCF) are jointly much less significant whereas LULUCF is in fact increasingly sequestering carbon (negative emissions) according to all scenarios in the initial NDC and the updated NDC.

The Government of Viet Nam is still making efforts to develop renewable energy, as shown in the draft National Power Development Plan in period of 2021-2030, vision to 2045 (draft PDP8). By 2030 electricity from renewable energy sources (including wind power, solar power, biomass power, etc) can reach 24.3-25.7% of total installation power capacity of Viet Nam, with output is for 11.9-13.4%; By 2045, electricity from renewable energy would reach 40.1-41.7%, and electricity output will account for 26.5-28.4%. New energy forms such as hydrogen will be also considered and developed in the plan period, in line with the energy development orientation as presented in Resolution No.55/NQ-TW of the Central Committee of the Communist Party. To reach the ambitious goals, the Government of Viet Nam has strengthened its efforts to accelerate investments in renewable energy in order to increase electricity supply diversity, reduce coal import needs, and reduce the growth of CO2 emissions.

To ensure RE deployment does not impede its economic development by imposing additional costs to the electricity production and also ensure fairness for investors, the Government of Viet Nam decided to move from a FIT regime to a competitive bidding one. With the support of the World Bank, the Government of Viet Nam has developed a RE Competitive Bidding Strategy that outlines the main recommendations with regards to deployment schemes and bidding framework as well as the main action points that the Government needs to put in place before it can launch a competitive bid. The main recommendations with regards to solar PV and wind power deployment are that the Government needs to control where the power sources can be consumed locally or where they are conveniently injected into the grid in coordination with its transmission upgrade plan so as to prevent curtailment of RE Power plants.

As Viet Nam is now planning to phase out construction of new coal-thermal power plants from 2030 and phase out coal power in the 2040s, it is essentially fast tracking its transition to clean energy. To meet the net-zero target by 2050 bold mitigation measures are needed. Removing carbon from the large emission streams will also be needed, as industrial growth and coal and gas-based power generation are continuing, and emissions reduction from a growing transport sector and agriculture intensification may be slow. Thus, Carbon Capture, Utilisation, and Storage (CCUS) options and green hydrogen are new areas to be explored.

Energy transition requires an all-government approach to reducing CO2 emissions from fossil fuel consumption in all sectors, especially industry, transport, construction and buildings, as well as agriculture and fisheries.

The private sector, such as SMEs, will be a critical target group of the green transition process. The business sector is key to economic development, and at the same time they are also primary energy consumers, leading to greenhouse gas emissions. They must play an important role in pursuing and achieving sustainable development through inclusive and sustainable economic growth, providing decent work, green consumption, and production, etc. They will also be highly affected and sensitive to new policies and laws that are being updated or developed to reach the net-zero target and other climate change commitments.

UNDP ongoing support portfolio on climate change mitigation

UNDP is implementing the Global Environment Facility (GEF) financed project entitled Strengthen Viet Nam's capacities to manage data flows and report information adequately to fulfil the enhanced transparency framework of the Paris Agreement requirements (CBIT project). The objective of the project is to strengthen the national Monitoring Reporting and Verification (MRV) system in order to enable Viet Nam to meet the international ETF requirements as defined in Article 13 of the PA: building capacities and tools at national level will be provided to monitor, report and track GHG emissions, mitigation actions and funding.

UNDP is part of a consortium led by GIZ, and along with the IFC, SNV on the IKI-financed project 'Shifting Investment Flows Towards Green Transformation' (SHIFT). Specifically, UNDP will lead on work-packages one 1) facilitating development and implementation of green and climate-friendly bankable projects by and with SMEs, including SMEs run by women entrepreneurs. and 2) providing targeted solutions for de-risking of green investments in order to lower the initial thresholds and short-term financial barriers for investors that are still associated with green and sustainable options.

Under the project 'Climate Finance Network' (CFN) the project will support Viet Nam to mobilise and effectively manage, utilise, track and report finance sources for climate change responses in Viet Nam and an important activity of the project will be to support the realization of the market and non-market mechanisms under the Article 6 of the Paris Agreement. Technical support will also be provided to pilot innovative finance tools (i.e. carbon market, green bonds).

The Japan financed project "Catalysing a Sustainable Shift towards E-mobility," (JSB E-mobility) seeks to enhance NDC implementation in Viet Nam by promoting and accelerating clean energy and net-zero pathways in the Transportation/E-mobility sector and sharing of results at the national level as a model for wider green recovery with reduced emissions.

UNDP is also conducting studies to 1) analyze the potential role of green hydrogen production from renewable energy (RE) and green hydrogen use, to reduce economy-wide greenhouse gas (GHG) emissions and accelerate the clean energy transition in Viet Nam, 2) Assess Carbon Capture, Utilization and Storage (CCUS) technologies in Viet Nam's main emissions sectors, i.e., Energy and Industrial Processes to support progress toward the net-zero emission target by 2050, 3) To model all energy production and use, GHG emissions, GDP growth, employment, etc. for the period to 2050, using energy planning and CGE models with scenarios based on different realistic assumptions, and making recommendations for a roadmap of priority investments to meet Viet Nam's net-zero emission target by 2050.

UNDP actively participates in the Viet Nam Energy Partnership Group (VEPG) as the co-chair of the Technical Working Group on Energy Efficiency which is chaired by the Department of Energy Efficiency and Sustainable Development (DEESD) of the Ministry of Industry and Trade (MOIT). Furthermore, UNDP is co-chair, along with the Embassies of the UK and Italy, of the Development Partnership Group Working Group on NDC and Climate Change.

To support UNDP's overall mitigation portfolio, UNDP is seeking a national technical expert in energy and climate change mitigation.

II. OBJECTIVES

Overall objective:

This TOR is to mobilize a National Technical Expert in Energy and CC Mitigation who will provide technical oversight and quality assurance of project implementation, policy analysis and advocacy, and support to project formulation and resource mobilization to UNDP's current portfolio on sustainable energy and climate change mitigation.

Specifically, the expert will support delivery of areas, as follows

- Area 1 – Provide Technical Oversight and quality assurance on implementation of climate change mitigation projects and studies
- Area 2 – Provide direct technical inputs and policy advice to UNDP and decision makers on strategic interventions on climate change mitigation and sustainable energy transition and support to implement UNDP's functions of the relevant working groups/partnerships.
- Area 3 – Support project formulation to enhance UNDP Viet Nam's pipeline on climate change mitigation and mobilize resources.

III. SCOPE OF WORK

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

Area 1 – Provide Technical Oversight and quality assurance on implementation of climate change mitigation projects and studies

- Draft and finalize TORs for work-packages of on-going projects, which include but may not be limited to, activities related to green transportation, e-mobility, green financing, carbon pricing and support to Viet Nam's participation in the Article 6 of Paris Agreement, MRV.
- Provide technical inputs and oversight on TORs for other selected important work-packages which are prepared by project team or other experts.
- Provide regular technical oversight and quality assurance on selected strategic activities of current projects on climate change mitigation.
- Provide Peer-review and edit project's publications from technical standpoint.

Area 2 - Provide direct technical inputs and policy advice to UNDP and decision makers on strategic interventions on climate change mitigation and sustainable energy transition and support to implement UNDP's functions of the relevant working groups/partnerships

- Facilitate, provide strategic technical advice to and review of UNDP's supported studies related to energy transition towards net-zero emission target by 2050, green growth, green finance, climate mitigation. Key studies are in carbon capture, usage and storage, assessment of hydrogen production and demand potential, socio-economic impact assessment of energy transition, etc.
- Provide substantive and technical inputs to communication documents such as op-eds, policy briefs, talking points for senior management, blogs etc.
- Provide technical support to the organisation of events and workshops by UNDP or of the working group/partnership that UNDP is facilitating.

Area 3 - Support project formulation to enhance UNDP Viet Nam's pipeline on climate change mitigation and mobilize resources.

- Provide technical inputs and review and suggestion for interventions to UNDP on new project formulation (i.e. SHIFT project).
- Provide inputs and suggestion for at least two new project ideas and prepare respective 2-page concept notes.
- Support the development of new concept notes, project proposals in on areas relating to energy efficiency, renewable energy technologies, investment in green production, green growth and green products, climate change mitigation and related issues etc. Support will be through the preparation of TOR for the project development team, working closely with the project development team in concept note/project proposal preparation and provide technical inputs and review to the draft concept notes/project proposals.

IV. DELIVERABLES & IMPLEMENTATION TIMELINE

No.	Deliverable	Estimated days to complete	Target due date
1	Overall workplan to carry out the assignment including monthly work-plans	1	3/30/2022
2	Report 1 (in English) on work completed under Area 1, 2 and 3 with attachment of TORs, reviewed Reports/documents, briefing notes that have been delivered during the reporting period	14	5/15/2022
3	Report 2 (in English) on work completed under Area 1, 2 and 3 with attachment of TORs, reviewed Reports/documents, briefing notes that have been delivered during the reporting period	15	7/15/2022
4	Report 3 (in English) on work completed under Area 1, 2 and 3 with attachment of TORs, reviewed Reports/documents, briefing notes that have been delivered during the reporting period	15	9/15/2022

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

Estimated number of working days: 60 working days during March – December 2022.

Duty station: Ha Noi

Expected places of travel: No travel is foreseen. Travel if any will be paid by UNDP based on UN – EU cost norms

VI. PROVISION OF MONITORING & PROGRESS CONTROL

This assignment will be supervised by UNDP Climate Change and Environment Head and the Programme Officer on Climate Change Mitigation. The consultant works closely with UNDP national and international experts and project team of CBIT project and in close consultation and discussion with UNDP Programme officer to deliver their work.

All deliverables will be reviewed and the final products will be approved by UNDP.

VII. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

Administrative Support

The consultant will receive administrative and logistics support from UNDP as required.

Reference Documents

UNDP will provide support and effort to facilitate the collection of all related references materials from line ministries and relevant agencies upon their and detail list of documents.

VIII. DEGREE OF EXPERTISE & QUALIFICATIONS

Qualifications	Postgraduate degree (MSc or PhD) in energy technology, climate change mitigation, or a related field.
Relevant Professional Experience	10 years of experience and knowledge in the field of climate change mitigation technologies, sustainable energy, MRV, and working experience in projects, program or research in the topics on climate change mitigation
Other Competencies	<ul style="list-style-type: none"> - Expert knowledge on relevant Viet Nam strategies policies and practices on climate change mitigation, including Climate Change Strategies, Green Growth, NDC, Paris Agreement Plan of Action, MRV, familiarity with UNFCCC/IPCC processes is an advantage - Proven experience providing policy analysis, advocacy, and conducting/leading research on climate change mitigation. - Proven experience in working with the Government, experts, international development partners and businesses
Language Requirements	Strong written and verbal presentation skills in English and Vietnamese is a must.

IX. PAYMENT TERMS

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount
1 st payment	Overall workplan to carry out the assignment	4/30/2022	30%
	Report 1 on work completed under Area 1, 2 and 3	5/15/2022	
2 nd payment	Report 2 (2 months) on work completed under Area 1, 2 and 3	7/15/2022	30%
Last payment	Report 3 (2 months) on work completed under Area 1, 2 and 3)	9/15/2022	40%

X. CONSULTANT PRESENCE REQUIRED ON DUTY STATION

☐ NONE ☒ PARTIAL ☐ INTERMITTENT ☐ FULL-TIME

XI. EVALUATION CRITERIA

No.	Requirement	Points
1	Postgraduate degree (MSc or PhD) in energy technology, climate change mitigation, or a related field. Master: 120 PhD: 150	150
2	10 years of experience in the field of climate change mitigation technologies, sustainable energy, MRV, and working experience in projects, program or research in the topics climate change mitigation	200
3	Expert knowledge on relevant Viet Nam strategies policies and practices on climate change mitigation, including Climate Change Strategies, Green Growth, NDC, Paris Agreement Plan of Action, MRV. Familiarity with UNFCCC/IPCC processes is an advantage	200
4	Proven experience providing policy analysis, advocacy, and conducting/leading research on climate change mitigation.	200
5	Proven experience in working with the Government, experts, international development partners and businesses	150
6	Strong written in English is a must by provision of 02 written examples in English on energy and/or climate change mitigation	100
	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:

Core Documents

1. **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
2. **Current and complete CV** in English;
3. **02 written examples in English on energy and/or climate change mitigation;**
4. **Financial offer** using the standard UNDP template.

Additional Documents

Not required

ANNEX IV

OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date _____

(Name of Resident Representative/Bureau Director)

United Nations Development Programme

(Specify complete office address)

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [*delete this item if the TOR does not require submission of this document*];
- E) I hereby propose to complete the services based on the following payment rate: [*please check the box corresponding to the preferred option*]:
 - ☐ An all-inclusive daily fee of [*state amount in words and in numbers indicating currency*]
 - ☐ A total lump sum of [*state amount in words and in numbers, indicating exact currency*], payable in the manner described in the Terms of Reference.
- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex V;
- G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- H) This offer shall remain valid for a total period of _____ days [*minimum of 90 days*] after the submission deadline;

I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*

J) If I am selected for this assignment, I shall *[please check the appropriate box]:*

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

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

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work:

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

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

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

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

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

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

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

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

Name	Relationship	Name of International Organization

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

YES ☐ NO ☐

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

YES ☐ NO ☐ If answer is "yes", WHEN?

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

Full Name	Full Address	Business or Occupation

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

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

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

DATE: _____

SIGNATURE: _____

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

Annexes *[please check all that applies]:*

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

GUIDELINES FOR CV PREPARATION

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

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

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

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

SUMMARY OF EXPERTISE

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

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

Credentials/education/training, relevant to the expertise

LANGUAGES

Mother Tongue:

Indicate written and verbal proficiency of your English:

SUMMARY OF RELEVANT WORK EXPERIENCE

Provide an overview of work history in reverse chronological order. Provide dates, your function/title, the area of work and the major accomplishments include honorarium/salary.

References (name and contact email address) must be provided for each assignment undertaken by the consultant that UNDP may contact.

UN SYSTEM EXPERIENCE

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

UNIVERSITY DEGREES

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

PUBLICATIONS

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

MISCELLANEOUS

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

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 for local firm (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).