INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country: Viet Nam

Description of the assignment: 03 National Consultants to contribute to the formulation and operation of the Viet Nam INFF to accelerate the achievement of the SDGs

Period of assignment/services:
- March – October 2022
- Team Leader: 40 working days
- Team Member 1: 30 working days
- Team Member 2: 30 working days

Duty Station: Homebased and field work if necessary

Tender reference: A-220301

1. Submissions should be sent by email to: quach.thuy.ha@undp.org no later than:
   23.59 hrs., 16 March 2022 (Hanoi time)

   With subject line:
   - A-220301 - Team Leader to contribute Vietnam INFF to accelerate achievement of SDGs
   - A-220301 - Team Member 1 to contribute Vietnam INFF to accelerate achievement of SDGs
   - A-220301 - Team Member 2 to contribute Vietnam INFF to accelerate achievement of SDGs

Submission received after that date or submission not in conformity with the requirements specified in this document will not be considered.

Note:

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.

- Maximum size per email is 30 MB.

- Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP Viet Nam will respond in
writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

- After submitting proposal, bidder should send notification by email (without attachment) to: procurement.vn@undp.org informing that the bidder has submitted proposal. UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to above address.

- Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female consultants.

2. Please find attached the relevant documents:
   - Term of References ................................................................. (Annex I)
   - Individual Contract & General Conditions ................................ (Annex II)
   - Reimbursable Loan Agreement (for a consultant assigned by a firm) ……...(Annex III)
   - Letter to UNDP Confirming Interest and Availability .................... (Annex IV)
   - Financial Proposal ..................................................................... (Annex V)

3. Interested individual consultants must submit the following documents/information (in English, PDF Format) to demonstrate their qualifications:
   
   a. Technical component:
   - Signed Curriculum Vitae
   - Signed Letter to UNDP Confirming Interest and Availability
   - Copy of 1-3 publications/writing samples on relevant subject.
   - Reference contacts of past 4 clients for whom you have rendered preferably the similar service (including name, title, email, telephone number, address…)

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

4. Evaluation

The technical component will be evaluated using the following criteria:

National Consultant

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. - PhD Degree (Team leader) or Master’s Degree (Team members) in the fields of economics, development economics, industrial policy, finance or related fields;</td>
<td>50</td>
</tr>
<tr>
<td>2. - At least 10 (Team leader) or 5 (team members) years of experience in conducting research, providing consultancy services and policy advising in productivity, FDI, including reviewing performance of FDI, policy on FDI attraction in relation to domestic firm development.</td>
<td>250</td>
</tr>
</tbody>
</table>
A two-stage procedure is utilized in evaluating the submissions, with evaluation of the technical components being completed prior to any price proposals being opened and compared. Interview with the shortlisted candidates will be conducted at the technical evaluation stage.

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

- Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel. (This is not a requirement for RLA contracts).

- Release letter in case the selected consultant is government official.

6. Payment

UNDP shall effect payments to the consultant by bank transfer to the consultant’s bank account provided in the vendor form upon acceptance by UNDP of the deliverables specified the TOR.
Payments are based upon outputs, i.e. upon delivery of the products specified in the TOR.

If two currencies exist, UNDP exchange rate will be applied at the day UNDP instructs the bank to effect the payment.

7. Your proposals are received on the basis that you fully understand and accept these terms and conditions.
ANNEX I

TERMS OF REFERENCE

Title: Attracting quality FDI for achieving the SDGs.
Duration: Mar – October 2022
Status: Three national consultants
Duty Station: Homebased and field work if deemed necessary by the consultant team

I. BACKGROUND AND RATIONALE

Following ambitious Doi Moi reforms which began in the late 1980s, Viet Nam has achieved remarkable development success over the last 30 years and today enjoys one of the highest growth rates in the world. By investing heavily in human development at the turn of the century, Viet Nam made great strides in raising living standards; reducing the poverty rate from more than 60 percent in the 1980s to below 5 percent by 2019; and attaining lower middle-income country status by 2010.

Since Viet Nam became a low middle-income country, the key challenge now is to avoid the risk of the ‘middle-income trap’, where a country’s growth stagnates after reaching middle-income status due to inefficient allocation of resources, a low-skilled labour force and low levels of innovation. As integration into global value chains have become a critical component of competitiveness, Viet Nam will need to use its domestic public and private finance resources more strategically, including to attract quality FDI. This will in turn create more productive employment and enhance competitiveness of Viet Nam’s domestic firms, while at the same time achieve inclusive, productive, green growth by 2030.

Another challenge is the need to invest more in greening its private SMEs, innovation, human capital development, especially for women and children, whilst addressing the demands of a rapidly aging population. Addressing these challenges is of utmost importance if Viet Nam is to move towards a more inclusive and sustainable economy, minimizes inequalities and ensures no one is left behind.

The story of FDI in Viet Nam

Viet Nam, thanks to its low wages, political stability, improving infrastructure and accommodating government policies, has been enjoying a relatively high volume of Foreign Direct Investment (FDI). While some FDI has contributed to the country’s growth and created productive employment, studies show that FDI into Viet Nam is largely confined to the labor-intensive, low value-added assembling segments of production like electronics, garment, footwear, electric/electronic home appliances, wood processing and motor vehicle. There are weak linkages between domestic companies and FDI manufacturing enterprises. The hope for FDI’s technological and managerial knowledge spillovers to
domestic firms, and FDI serving as the bridge for domestic firms to penetrate international export markets has not been materialized.

The weak linkages between domestic companies and FDI manufacturing enterprises is not a problem confined to Viet Nam. Studies carried out in a cross-section of countries find that inward foreign investment is not associated with knowledge spillovers to domestic firms in excess of that occurring through arms-length trading relationships.¹ In a liberal trading environment, there is no cost advantage to apex firms and first tier suppliers to acquiring inputs locally, and it is more likely to be the case that inputs are sourced from other global companies that possess the technological capacity to produce high-spec components and the logistical systems to deliver these components on time anywhere in the world. It should be noted that policy-driven mechanisms that have worked in the past—for example local content requirements in Thai and Indonesian automobile production—are no longer permissible under WTO, regional and bilateral trade and investment agreements.

As Vietnam’s low-wage comparative advantage declines, evidenced by the higher wage increase compared to productivity increase in several subsectors, notably at a “competitiveness damaging” rate in garment subsector,² and trade liberalization reduces the importance of the domestic market as a source of demand for local private firms, Viet Nam’s attractiveness to FDI firms may significantly reduce.

The limited number of available studies on FDI in Viet Nam revealed several issues in quality FDI attracting policy, including:

- The excessive focus on attracting quantity rather than on quality of FDI
- Weak vertical coordination: the decentralization of FDI project approval authority to local governments with the weak control of the central, leading to the “race to the bottom”
- Weak horizontal coordination across government agencies at both central and local levels: Limited linkages between FDI attraction policy and policies for domestic enterprise development, including industrial, STI and trade, tax and environment protection policies.

Recognizing these issues, the Party Politburo has issued the Resolution No. 50-NQ/TW on the orientation of improving institutions, policies and improving quality and efficiency of foreign investment cooperation up to 2030. The Resolution emphasizes the importance of attracting quality FDI that would help strengthen technological and managerial capability and ability to penetrate export markets of the domestic firms, which are key for Viet Nam to avoid the middle-income trap.

This Terms of Reference

The joint GOV-UN Program (JP) in Integrated National Finance Framework (INFF) seeks to support Viet Nam’s transformation to a more inclusive, productive green and climate resilient economy and accelerate the achievement of the SDGs). This Terms of Reference (TOR) is related to activities to deliver Outcome 3 (Increased public investment crowding-in of private finance and attracting quality FDI flows that support the development of domestic private enterprises).

We are looking to procure the service of a team of three national consultants (a Team Leader and two team members) to conduct a research on FDI that will (i) assess FDI productivity trends in Viet Nam; (ii) examine existing linkages between FDI (export-oriented and serving domestic market) enterprises and domestic firms; iii) identify bottlenecks in maintaining and improving these linkages; (iv) identify limitations (focusing on fragmentation of authority in legal and policy frameworks design and implementation) in FDI attraction and management; (v) propose solutions to effectively implement the Politburo’s Resolution No. 50-NQ/TW on the orientation of improving institutions, policies and improving quality and efficiency of foreign investment cooperation up to 2030.

II. OBJECTIVES

2.1. Overall Objective

The overall objective of the consultancy service is to contribute to the formulation and operation of the Viet Nam INFF to accelerate the achievement of the SDGs. The consultancy is expected to explore solutions to improve institutions and policies to effectively implement the Politburo's Resolution No. 50-NQ/TW, which emphasizes the attraction quality FDI that creates more productive employment and increases productive capacity and GVC connection of domestic firms.

2.2. Specific Objectives

i. Identification and in-depth analysis of FDI productivity trends (and trends in wage vs. productivity trends) over the past 10 years of export oriented and domestic market (import-substitution) FDI firms, disaggregated by key (FDI dominating) two-digit manufacturing subsectors and FDI firm size (if possible);

ii. Examine linkages and bottlenecks between FDI (export-oriented and serving domestic market) enterprises and domestic firms wishing to integrate in global value chains.

iii. Identification of limitations (focusing on fragmentation of authority/vertical and horizontal coordination as designed in legal and policy frameworks design and implementation) in attracting quality FDI that creates more productive employment and strengthen productive capacity and GVC connection of domestic firms;

iv. Propose solutions for improving institutions and policies to effectively implement and realize the objective of Politburo's Resolution No. 50-NQ/TW, which emphasizes the attraction of quality FDI that creates more productive employment and increases productive capacity and GVC connection of domestic firms.

III. TASKS, DELIVERABLES, TIMELINES AND WORKING DAYS

The study is expected to be implemented by a combination of (i) quantitative analysis of existing data on FDI (for example: GSO enterprise census, MPI administrative data on FDI registration and implementation, MOF data on FDI operations such as FDI export/important and tax payment) and (ii) qualitative information that will be obtained through interviews with selected FDI and domestic firms, key informant interviews with FDI experts and policymakers/implementers (at central, sectoral and local levels), available study reports/papers and media.

National consultants are expected to implement the following tasks and provide deliverables with timelines:
<table>
<thead>
<tr>
<th>Tasks</th>
<th>Deliverables (all in English)</th>
<th>Timeline</th>
<th>Estimated number of working days</th>
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</thead>
<tbody>
<tr>
<td>1.1. In close consultation with UNDP Senior International Economist, develop the <em>analytical framework for the study</em>, with clear criteria, benchmarks, quantitative data and qualitative information necessary for the study, and related analytical tools (quantitative data analysis tools, interview and tools to collect and analyze qualitative information); 1.2 Develop work plan and <em>research report outline</em>.</td>
<td>1.1. Study framework and tools. 1.2. Work plan and Research report outline.</td>
<td>April 2022</td>
<td>National consultant - Team leader: 3 working days, National consultant – team member: 2 days each.</td>
</tr>
<tr>
<td>2.1. Obtain and analyze quantitative data on FDI productivity trends (and trends in wage vs. productivity trends) over the past 15-20 years of export oriented and domestic market (import-substitution) FDI firms, disaggregated by key (FDI dominating) two-digit manufacturing subsectors and FDI firm size (if possible). 2.2. Obtain and analyze quantitative data and qualitative information on linkages and bottlenecks between FDI (export-oriented and serving domestic market) enterprises and domestic firms wishing to connect to GVCs. All travel cost related to work field / interview will be covered separately later upon UNDP’s prior acceptance and approval.</td>
<td>2.1. Report on FDI productivity trends (max 20 pages) 2.2. Report on linkages and bottlenecks in improving linkage between FDI. (max 20 pages)</td>
<td>April/2022 - July/2022</td>
<td>National consultant - Team leader: 15 working days, National consultant – team member: 18 days each.</td>
</tr>
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<td>3.1. Based on the results of 2.1 and 2.2. tasks and in close consultation with UNDP Senior International Economist, identify limitations (focusing on fragmentation of authority/vertical and horizontal coordination) in attracting quality FDI that creates more productive employment and strengthen productive capacity and GVC connection of domestic firms; through: (i) review of the limitations by designed in the</td>
<td>3.1. Report on fragmentation of authority/vertical and horizontal coordination in FDI attraction and management. (max 20 pages)</td>
<td>May/2022 - August/2022</td>
<td>National consultant - Team leader: 12 working days, National consultant – team member: 5 days each.</td>
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3 Such as electronics, garment, footwear, wood processing, electronics and electric home appliances, chemical (detergents), food processing, motor vehicles, minerals, etc
existing legal, policy and institutional frameworks and (ii) limitation in actual implementation (through reviewing available literature, media and conducting interviews with relevant FDI experts, policy makers/ implementers at central and local levels, FDI/Domestic firms) in FDI attraction and management including limitations on linkages between FDI attraction policy and policies for domestic enterprise development, industrial, STI and trade, tax and environment protection policies.

4.1. Based on the results/reports of the above-tasks, develop a comprehensive report of the study with recommendations for improving institutions and policies to effectively implement and realize the objective of Politburo’s Resolution No. 50-NQ/TW.

4.2. Presentations on the research report and policy brief at a half day workshop/technical meeting in Hanoi. Related travel cost will be approved and paid for by UNDP separately.

| IV. DUTY STATION | 4.1. Study report (max 100 page including annexes), a succinct (max 10 page) Executive Summary report and (four page) policy note. | July/2022-Sep/2022 | National consultant - Team leader: 10 working days, National consultant – team member: 5 days each. |
| Total estimated working days: | 4.2. Powerpoint presentation of recommendations to the project team. | Team Leader: 40 days | Team members: 30 working days each |

| Total consultant – team leader | Nat. consultant – team leader |
| Team members | Two national consultant – team members |

IV. DUTY STATION

Duty station: Homebased and field work if deemed necessary by the consultant team. All travel cost related to work field / interview will be covered separately later upon UNDP’s prior acceptance and approval.

V. EXPECTED QUALIFICATION OF THE CONSULTANT TEAM

1. National consultant – team leader

- PhD Degree in the fields of economics, development economics, industrial policy, finance or related fields;
• At least 10 years of experience in conducting research, providing consultancy services and policy advising in productivity, FDI, including reviewing performance of FDI, policy on FDI attraction in relation to domestic firm development.
• Rich knowledge about Viet Nam legal and policy frameworks, institutional arrangements in FDI attraction and management (in relation to industrial, domestic enterprise development, R&D, trade and tax policies); knowledge on FDI operations and performance, in relation to domestic firm development is an asset.
• Ability to collect and analyse FDI data sources.
• Good research team leading experience and skills, good research report writing skills in both English and Vietnamese as evidenced by the candidate’s authored or co-authored research reports/papers/publications on relevant topics.

2. National consultants – team members
• Master’s Degree in the fields of economics, development economics, industrial policy, finance or related fields;
• At least 5 years of experience in conducting research, providing consultancy services and policy advising in productivity, FDI, including reviewing performance of FDI, policy on FDI attraction in relation to domestic firm development.
• Good knowledge about Viet Nam legal and policy frameworks, institutional arrangements in FDI attraction and management (in relation to industrial, domestic enterprise development, R&D, trade and tax policies); knowledge on FDI operations and performance, in relation to domestic firm development is an asset.
• Good knowledge about FDI data sources and good quantitative and qualitative data collection and analysis.

Relevant research experience and skills, research report writing skills in both English and Vietnamese as evidenced by the candidate’s authored or co-authored research reports/papers/publications on relevant topics.

VI. MONITORING AND QUALITY ASSURANCE
The consultants will be working under (i) the overall supervision of UNDP Assistant Resident Representative, Head of Inclusive Growth Unit and (ii) guidance of UNDP Senior International Economist. The monitoring, progress and quality controlling of consultants will be carried out in accordance with the objective, deliverables and tasks in Section II and III, by UNDP ARR in coordination with the INFF JP focal point of DSENRE and assigned focal point of MPI FDI Authority. The consultants shall communicate regularly and timely report difficulties (if any) to UNDP and DSENRE during the consultancy process for timely handling.

VII. TERMS OF PAYMENT
• First payment of 20% of the total contract value upon the submission of the deliverables 1.1 and 1.2, and their and acceptance by DSENRE and UNDP.
• Second payment of 60% of the total contract value upon the submission of deliverables 2.1, 2.2 and 3.1 and their and acceptance by DSENRE and UNDP.
- Third, final payment of 20% of the total contract value upon submission of the deliverables 4.1 and 4.2. and their and acceptance by DSENRE and UNDP.

**VIII. EVALUATION CRITERIA**

<table>
<thead>
<tr>
<th>Consultant’s experiences/qualification related to the services</th>
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<tbody>
<tr>
<td><strong>1.1</strong> - PhD Degree (team leader) or Master’s Degree (team members) in the fields of economics, development economics, industrial policy, finance or related fields;</td>
<td>50</td>
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<tr>
<td><strong>1.2</strong> - At least 10 (team leader) or 5 (team members) years of experience in conducting research, providing consultancy services and policy advising in productivity, FDI, including reviewing performance of FDI, policy on FDI attraction in relation to domestic firm development.</td>
<td>250</td>
</tr>
</tbody>
</table>
| **1.3.** - Rich (team leader) or good (team members) knowledge about Viet Nam legal and policy frameworks, institutional arrangements in FDI attraction and management (in relation to industrial, domestic enterprise development, R&D, trade and tax policies); knowledge on FDI operations and performance, in relation to domestic firm development is an asset.  
- Rich (team leader) or good (team members) knowledge of and access to FDI data sources and good quantitative and qualitative data collection and analysis. | 350 |
| **1.4** - Good research team leading experience and skills, good research report writing skills in both English and Vietnamese as evidenced by the candidate’s authored or co-authored research reports/papers/publications on relevant topics (team leader)  
- Relevant research experience and skills, research report writing skills in both English and Vietnamese as evidenced by the candidate’s authored or co-authored research reports/papers/publications on relevant topics (team members). | 350 |
| **Total** | 1,000 |
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:

<table>
<thead>
<tr>
<th>Assignment Type</th>
<th>Contract Type</th>
<th>UNDP Business Unit / Name of Institution/Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
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- [ ] 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 Type</th>
<th>Contract Type</th>
<th>Name of Institution/Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
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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>
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</table>

13
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>
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</table>

S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?
   YES ☐  NO ☐ If "yes", give full particulars of each case in an attached statement.

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

   DATE: ___________________________   SIGNATURE: ________________________

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

Annexes [please check all that applies]:
☐ CV shall include Education/Qualification, Processional Certification, Employment Records /Experience
GUIDELINES FOR CV PREPARATION

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

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

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

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

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Consultancy fee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Out of pocket expenses</td>
<td></td>
<td></td>
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<tr>
<td>2.1</td>
<td>Travel</td>
<td></td>
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<tr>
<td>2.2</td>
<td>Per diem</td>
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<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>
<td></td>
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<tr>
<td>2.4</td>
<td>Others (pls. specify)....</td>
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<td>2.5</td>
<td>VAT** if applicable (in case your company signs the contract)</td>
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<td></td>
<td>** Total</td>
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</tbody>
</table>

* 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).