INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

<table>
<thead>
<tr>
<th>Country:</th>
<th>Viet Nam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of the assignment:</td>
<td>04 National Consultants for enhancing public investment performance for achieving the VSDGs</td>
</tr>
<tr>
<td>Period of assignment/services:</td>
<td>March – October 2022</td>
</tr>
<tr>
<td></td>
<td>Team Leader: 50 working days</td>
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<tr>
<td></td>
<td>Team Member 1: 40 working days</td>
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<tr>
<td></td>
<td>Team Member 2: 40 working days</td>
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<tr>
<td></td>
<td>Team Member 3: 40 working days</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Homebased and field work if necessary</td>
</tr>
<tr>
<td>Tender reference:</td>
<td>A-220302</td>
</tr>
</tbody>
</table>

1. Submissions should be sent by email to quach.thuy.ha@undp.org no later than:
   23.59 hrs., 17 March 2022 (Hanoi time)

   With subject line:

   A-220302 - Team Leader for public investment performance for achieving the VSDGs
   Or
   A-220302 - Team Member 1 for public investment performance for achieving the VSDGs
   Or
   A-220302 - Team Member 2 for public investment performance for achieving the VSDGs
   Or
   A-220302 - Team Member 3 for public investment performance for achieving the VSDGs

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

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

- Maximum size per email is 30 MB.

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

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

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

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

3. Interested individual consultants must submit the following documents/information (in English, PDF Format) to demonstrate their qualifications:

   a. Technical component:
      - Signed Curriculum Vitae
      - Signed Letter to UNDP Confirming Interest and Availability
      - Copy of 1-3 publications/writing samples on relevant subject.
      - Reference contacts of past 4 clients for whom you have rendered preferably the similar service (including name, title, email, telephone number, address…)

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

4. Evaluation

The technical component will be evaluated using the following criteria:
National Consultants

<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</td>
<td>50</td>
</tr>
<tr>
<td>economics, development economics, industrial policy, finance or related fields;</td>
<td></td>
</tr>
<tr>
<td>2 - At least 10 (Team leader) or 5 (team members) years of experience in conducting</td>
<td>250</td>
</tr>
<tr>
<td>research, providing consultancy services and policy advising in public investment,</td>
<td></td>
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<tr>
<td>including reviewing performance of public investment, legal, policy and institutional</td>
<td></td>
</tr>
<tr>
<td>frameworks on public investment management.</td>
<td></td>
</tr>
<tr>
<td>3 - Rich (Team leader) or good (team members) knowledge about Viet Nam legal and</td>
<td>350</td>
</tr>
<tr>
<td>policy frameworks, institutional arrangements in public investment management (in</td>
<td></td>
</tr>
<tr>
<td>relation to growth, industrial and domestic enterprise development policies);</td>
<td></td>
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<tr>
<td>knowledge on public investment management rules and procedures, actual operations</td>
<td></td>
</tr>
<tr>
<td>and performance is an asset.</td>
<td></td>
</tr>
<tr>
<td>- Rich (Team leader) or good (team members) knowledge and access to public</td>
<td></td>
</tr>
<tr>
<td>investment data sources at both central and local levels and good quantitative</td>
<td></td>
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<tr>
<td>and qualitative data collection and analysis.</td>
<td></td>
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<tr>
<td>4 - Good research team leading experience and skills, good research report writing</td>
<td>350</td>
</tr>
<tr>
<td>skills in both English and Vietnamese as evidenced by the candidate’s authored</td>
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<tr>
<td>or co-authored research reports/papers/publications on relevant topics (Team</td>
<td></td>
</tr>
<tr>
<td>leader)</td>
<td></td>
</tr>
<tr>
<td>- Relevant research experience and skills, research report writing skills in both</td>
<td></td>
</tr>
<tr>
<td>English and Vietnamese as evidenced by the candidate’s authored or co-authored</td>
<td></td>
</tr>
<tr>
<td>research reports/papers/publications on relevant topics (Team members).</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>1,000</td>
</tr>
</tbody>
</table>

A two-stage procedure is utilized in evaluating the submissions, with evaluation of the technical components being completed prior to any price proposals being opened and compared. Interview with the shortlisted candidates will be conducted at the technical evaluation stage.

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

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

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

### 5. Contract

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

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

  Note: In order to access the courses, please go to the following link: https://training.dss.un.org

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

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

6. Payment

UNDP shall effect payments to the consultant by bank transfer to the consultant’s bank account provided in the vendor form upon acceptance by UNDP of the deliverables specified 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.
**ANNEX I**

**TERMS OF REFERENCE**

**Title:** Enhancing public investment performance for achieving the VSDGs.

**Duration:** March – October 2022

**Status:** Four national consultants

**Duty Station:** Homebased and field work if deemed necessary by consultants

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**I. BACKGROUND AND RATIONALE**

Following ambitious market 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 to avoid this risk and maintain its competitiveness, 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 levels of development finance required to address these challenges are substantial. While Viet Nam enjoys relatively better international development finance (FDI, ODA and remittance) inflows, domestic resources – the main source of investment in infrastructure and productivity growth - as a share of total development financing, remains among the lowest in the region. Public investment has played an important role in Viet Nam’s development, especially in the economic recovery from Covid-19 pandemic. However, it has become more apparent that public investment in Viet Nam is characterized by a high degree of fragmentation and low efficiency. This is the result of i) fragmentation of authority and ii)

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1 The International Monetary Fund recently estimated that total spending needs would increase to 20.7% of GDP by 2030 if Viet Nam is to achieve a level of performance across five sectors (education, health, roads, electricity, water and sanitation) equal to peer countries. This effectively means public spending in these sectors would need to be increased to 14.8% of GDP by 2030 from the 2017 level of 10.6% of GDP.
weak vertical and horizontal coordination between Government agencies, and between central and provincial levels in terms of public investment management.

Other related issues include: (i) limited linkages between public and private investment, especially FDI and domestic firms; (ii) limited and fragmented investment in R&D and innovation, and (iii) under-development of domestic capital markets and under-performing development banks – an important vehicle for channeling private investment in development of infrastructure and in private firms’ technology transformation.

Addressing these challenges to accelerate the achievement of the SDGs will require an entire new way of approaching development finance, especially in the context of high, unpredictable costs that arise because of shocks and crises such as the COVID-19 pandemic. Therefore, the Government of Vietnam in collaboration with UN agencies has applied and received approval from UN SDGs Fund for a project to support Viet Nam in developing the 2030 Integrated National Finance Strategy (INFF) for accelerating the achievement of the SDGs. Establishing an INFF will be the first step towards transforming how development finance is mobilized and managed as we work to achieve the SDGs in Viet Nam by 2030.

The overall objective of the joint GOV-UN Program (JP) is to support Viet Nam’s transformation to a more inclusive, productive green and climate resilient economy and accelerate the achievement of the SDGs. The program focuses on more effective mobilization and use of state budget as well as promoting contribution and investment from private sector in the national SDGs. The JP will assist the development and implementation of Viet Nam’s 2030 integrated financing and investment strategy, of which the SDGs are at the heart, while considering the impact of the COVID-19 pandemic.

Under Outcome 2 (Improved effectiveness of public investment gained through better integration across government, vertically and horizontally), UNDP and other Participating UN Organizations are providing support to the government to improve integration and coordination across the government agencies and levels. This reflects the Addis Ababa Action Agenda’s call for the whole government approach, in public investment, national targeted and sectoral programs (such as on poverty reduction, WASH and SME development).

This Terms of Reference (TOR) is to procure the service of a team of four national consultants to conduct a robust and thorough review of the limitations and the gaps in the current public investment management system (activity 2.1.1). The review should focus on the level of fragmentation and institutional constraints leading to fragmentation. The review should look at issues of fragmentation through the lens of ensuring sufficient resource for growth enhancing projects and public investment efficiency for achieving the VSDGs.

II. OBJECTIVES

2.1. Overall Objective

The overall objective of the consultancy services is to contribute to the formulation and operation of the Viet Nam INFF, to accelerate the achievement of the SDGs, to increase efficiency, and reduce fragmentation through applying the whole government approach in

\[\text{Ibid.}\]

\[\text{3 UNDP policy research, such as Development Finance Assessment Report, study on productivity and competitiveness of Viet Nam’s manufacturing firms, Development Finance paper for a policy dialogue (forthcoming, as UNDP in kind contribution to the Joint Program on INFF).}\]
public investment in infrastructure, domestic private enterprises and employment for achieving the SDGs.

2.2. Specific Objectives

- Review the public investment trends over the past 10 years (2011-2020) to identify the level of decentralization-related fragmentation and its impact on efficiency of public investment in Viet Nam.
- Examine causes of the fragmentation within the public investment management legal and policy frameworks and institution arrangements, as well as gaps in their actual implementation at both central and local levels. Identify opportunities to reduce the fragmentation/enhance the efficiency of public investment.
- Review international practices and recommend solutions to improve the public investment management legal, policy frameworks and institution arrangements for ensuring sufficient public resource for growth enhancing projects. This could include recommendations for public investment to crowd in domestic private investment, such as investment in transportation, infrastructure, logistics or ICT.

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 public investment (for example: MPI and MOF, local government administrative data and available reports on public investment) and (ii) qualitative information that will be obtained through interviews with selected key informants such as public investment research experts and policymakers/implementers (at central, sectoral and local levels), available study reports/papers and media. All travel cost related to work field/interview will be covered separately later upon UNDP’s prior acceptance and approval.

National consultants are expected to, in close cooperation and consultation with UNDP Senior International Economist, implement the following tasks and provide deliverables with timelines:

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Deliverables (all in English)</th>
<th>Timelines</th>
<th>Estimated number of working days</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1. Develop the analytical framework for the study, 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 research report outline.</td>
<td>1.1. Study framework and tools. 1.2. Work plan and Research report outline.</td>
<td>April 2022</td>
<td>Team leader: 5 working days, Team member: 03 national consultants – team members: 2 days each.</td>
</tr>
</tbody>
</table>
2.1. Obtain quantitative data on public investment trends over the past 10 years (2011-2020); the data and analysis are expected on the design and planned budget, actually disbursed and carried-over amounts disaggregated by funding sources (domestic and international, central and local budgets) and by public investment projects types and project owners at both central and local levels.4

2.2. Analyze the data to identify the level of public investment decentralization-related fragmentation and its impact on efficiency of public investment in Viet Nam.5

<table>
<thead>
<tr>
<th>Task</th>
<th>Details</th>
<th>Time Frame</th>
<th>Team Leader/Components</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1. Dataset/full list of public investment projects</td>
<td></td>
<td>April 2022-July 2022</td>
<td>National consultant-Team leader: 25 working days, 03 national consultant–team members: 25 days each.</td>
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<tr>
<td>2.2. Report on the level of public investment decentralization-related fragmentation and its impact on efficiency of public investment in Viet Nam.</td>
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<tr>
<td>3.1. Examine causes of the fragmentation that are structural in the public investment management legal and policy frameworks and institution arrangements, as well as gaps in their actual implementation at both central and local levels. Identify opportunities to reduce the fragmentation/enhance the efficiency of public investment, through: (i) reviewing the existing legal, policy and institutional frameworks and (ii) reviewing available research literature, media and (iii) conducting interviews with relevant policy</td>
<td></td>
<td>May 2022-August 2022</td>
<td>National consultant -Team leader: 5 working days, 03 national consultant – team members: 7 days each.</td>
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4 Ideally, it would be useful to obtain the full list of public investment projects (with project titles, designed contents, budget and duration, sources of funding (by central and local government budgets, int. and/or domestic sources), project/investment owners, actual funds allocated, disbursed. Given the difficulties in obtaining data on public investment projects using local government budget/with local governments as project owners, a sample of provinces will be selected. These could include: (i) Ha Noi or Ho Chi Minh City, (ii) Da Nang/Binh Duong/Bac Ninh/Dong Nai, (iii) Can Tho/Quang Nam/Quang Ngai/Hai Phong/Quang Ninh; (iv) one province in the Red River Delta or in Mekong River Delta; (v) 1 province in the Northern Mountains or in Central Highlands. **Upon preliminary review of data availability, the consultant team will agree with UNDP and DSENRE on the final list of provinces and sectors.**

5 The fragmentation level could be assessed, for example, by the (i) number, sizes and types (such as on economic infrastructure/growth enhancing vs other types) of public investment projects, (ii) public investment resources that are under control of central and local governments/line agencies and their flow of funds; (iii) actual allocated to the most important growth enhancing projects (such as highways), (iv) overlaps or disconnection among public investment projects of different owners (such as no or delayed projects to build roads/bridge that connect ports to highways/railways, limited number of public investment projects that address regional issues/support regional development), etc. The impact of fragmentation could be assessed, again by the level of actual resources allocated to the most important growth enhancing projects (such as highways) vs. their designed budget causing delays in their completion, and/or by examining the relationship b/w (level of) decentralization and total public investment, and/or above-mentioned overlaps and limited connection. **This assessment methodology will be consulted and agreed with UNDP and DSENRE.**
makers/ implementers at central and local levels.

4.1. Based on the results/reports of the above-tasks, develop a comprehensive report of the study with recommendations to improve the public investment management legal and policy frameworks and institution arrangements for ensuring sufficient public resource for growth enhancing projects. This could include recommendations for public investment to crowd in domestic private investment, such as investment in transportation, infrastructure, logistics or ICT.

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.

4.1. Final report (max 100 page with annexes), a succinct (max 10 page) Executive Summary report and (4 page) policy note.

4.2. Power point presentation of the report.

July 2022-September 2022  
National consultant - Team leader: 15 working days,  
03 national consultant – team members: 6 days each.

| Total estimated working days: | Nat. consultant – team leader  
Three national consultant – team members | Team Leader: 50 days  
Team members: 40 working days each |

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 public investment, including reviewing performance of public investment, legal, policy and institutional frameworks on public investment management.
• Rich knowledge about Viet Nam legal and policy frameworks, institutional arrangements in public investment management (in relation to growth, industrial and domestic enterprise development policies); knowledge on public investment management rules and procedures, actual operations and performance is an asset.
• Ability to access public investment data sources at both central and local levels and good quantitative and qualitative data collection and analysis.
• 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 public investment, including reviewing performance of public investment, legal, policy and institutional frameworks on public investment management.
• Good knowledge about Viet Nam legal and policy frameworks, institutional arrangements in public investment management (in relation to growth, industrial and domestic enterprise development policies); knowledge on public investment management rules and procedures, actual operations and performance is an asset.
• Good knowledge and access to public investment data sources at both central and local levels 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, 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>1.1 - PhD Degree (team leader) or Master Degree (team members) in the fields of economics, development economics, industrial policy, finance or related fields;</td>
<td>50</td>
</tr>
<tr>
<td>1.2 - At least 10 (team leader) or 5 (team members) years of experience in conducting research, providing consultancy services and policy advising in public investment, including reviewing performance of public investment, legal, policy and institutional frameworks on public investment management.</td>
<td>250</td>
</tr>
<tr>
<td>1.3. - Rich (team leader) or good (team members) knowledge about Viet Nam legal and policy frameworks, institutional arrangements in public investment management (in relation to growth, industrial and domestic enterprise development policies); knowledge on public investment management rules and procedures, actual operations and performance is an asset. - Rich (team leader) or good (team members) knowledge and access to public investment data sources at both central and local levels and good quantitative and qualitative data collection and analysis.</td>
<td>350</td>
</tr>
<tr>
<td>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).</td>
<td>350</td>
</tr>
<tr>
<td>Total</td>
<td>1,000</td>
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</table>
OFFEROR’S LETTER TO UNDP

CONFIRMING INTEREST AND AVAILABILITY
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date __________________________

United Nations Development Programme

Dear Sir/Madam:

I hereby declare that:

A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [indicate title of assignment] under the [state project title];

B) I have also read, understood and hereby accept UNDP’s General Conditions of Contract for the Services of the Individual Contractors;

C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;

D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [delete this item if the TOR does not require submission of this document];

E) I hereby propose to complete the services based on the following payment rate: [please check the box corresponding to the preferred option]:

☐ An all-inclusive daily fee of [state amount in words and in numbers indicating currency]

☐ A total lump sum of [state amount in words and in numbers, indicating exact currency], payable in the manner described in the Terms of Reference.

F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex V;

G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;

H) This offer shall remain valid for a total period of ________ days [minimum of 90 days] after the submission deadline;
I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office [disclose the name of the relative, the UN office employing the relative, and the relationship if any such relationship exists];

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

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

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

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

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Contract Type</th>
<th>UNDP Business Unit / Name of Institution/Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

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

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Contract Type</th>
<th>Name of Institution/Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
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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>
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).

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<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Rate</th>
<th>Total</th>
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<tbody>
<tr>
<td>1</td>
<td>Consultancy fee</td>
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<tr>
<td>2</td>
<td>Out of pocket expenses</td>
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<tr>
<td>2.1</td>
<td>Travel</td>
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<td>2.2</td>
<td>Per diem</td>
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<td>2.3</td>
<td>Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel – (required before issuing contract). *</td>
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<td>2.4</td>
<td>Others (pls. specify)........</td>
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<td>2.5</td>
<td>VAT** if applicable (in case your company signs the contract)</td>
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<td>** 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.</td>
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<td>** 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.</td>
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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).