



08 March 2022

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	02 National individual consultants (01 team leader and 01 team member) to conduct research and develop a new circular on silvicultural measures
Period of assignment/services (if applicable):	Max. 62 working days for both national consultants
Duty Station:	Homebased with travel to Dien Bien, Tuyen Quang, Quang Ninh, Thanh Hoa, Thua Thien Hue, Quang Ngai, Dak Lak, and Ca Mau
Tender reference:	PN (N-220301)

1. Submissions should be sent by email to: bid.submission.vn@undp.org

Deadline for submission: on or before 21 Mar 2022 (Ha Noi Time)

With subject line:

PN (N-220301) – National **team leader** to conduct research and develop a new circular on silvicultural measures

PN (N-220301) – National **team member** to conduct research and develop a new circular on silvicultural measures

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
- Sample reports or legal documents on related subject in English to be submitted for evaluation
- Reference contacts of past 3 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 **USD for International Consultant** including consultancy fees and all associated costs i.e. consultancy fee, meal, accommodation, PIT, 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	Requirements	Points
	01 Team Leader	
1	Ph.D. in forestry or resource management	200
2	Minimum 07 years of experience leading a team of experts assigned to develop, implement, monitor, and develop forestry programs and/or	300

	strategies and policies	
3	Proven participation in the development of at least 02 legal documents on forestry (Decree, Circular, etc) (Evidence required)	300
4	Proven participation in the implementation of 05 research projects, evaluation, and development of projects, technical guidelines, technical standards, or other related works on forestry (Evidence required)	200
	Total	1.000
	01 Team Member	
1	Master's degree or higher in forestry or resource management	200
2	Minimum 05 years of experience working with a team of experts assigned to develop, implement, and monitor forestry programs and/or strategies and policies	300
3	Proven participation in the development of at least 01 legal documents on forestry (Decree, Circular, etc.) (Evidence required)	300
4	Proven participation in the implementation of 03 research projects, evaluation, and development of projects, technical guidelines, technical standards, or other related works on forestry (Evidence required)	200
	Total	1.000

(An additional interview either directly or via telephone/Skype will be applied if necessary). 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.

1. 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.

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



TERMS OF REFERENCE (TOR)

**For consulting, researching, and developing a Circular, amending
and supplementing several articles of Circular No. 29/2018/TT-BNNPTNT
dated 16/11/2018 of the Ministry of Agriculture and Rural Development regulating silvicultural
measures**

I. GENERAL INFORMATION

Project/Program Name	Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam (GCF project)
Services Required	conducting a research and developing a new circular on silvicultural measures
Type of consultant	2 National Consultants: 1 team leader and 1 team member
Contract Type	Individual (lump sum) contract
Location	Home based and travel to eight provinces: Dien Bien, Tuyen Quang, Quang Ninh, Thanh Hoa, Thua Thien Hue, Quang Ngai, Dak Lak, and Ca Mau
Contract Period	From March 2022 to September 20 th , 2022
Reporting to	UNDP Programme Management Specialist; Director of the PMU, Component 2 of the GCF project, Department of Forest Development of VNFOREST
Coordination	UNDP; Forest Development Department of the VNFOREST; CPMU Component 2 of the GCF project; Departments of Agriculture and Rural Development of surveyed provinces; PPMUs of Thanh Hoa, Quang Ngai, and Ca Mau
Activity Code	2.4.1

II. PROJECT DESCRIPTION

Viet Nam is one of the most vulnerable countries to climate change. The Government of Viet Nam has made significant efforts to respond to climate change, including the issuance of the National Strategy and Action Plan to respond to Climate Change; Green Growth Strategy and implementation plans; and legal frameworks and policies related to disaster risk management. Viet Nam is the first country to commit to an unconditional reduction of 8% of greenhouse gas emissions, or a 25% reduction of greenhouse gas emissions with international support.

With the coordination of the Ministry of Agriculture and Rural Development, the Ministry of Construction, the Ministry of Planning and Investment, and the seven project provinces (Nam Dinh, Thanh Hoa, Thua Thien Hue, Quang Ngai, Quang Binh, Quang Nam, and Quang Nam) the project "Improving the resilience of vulnerable coastal communities to climate change-related impacts in Viet Nam financed by Green Climate Fund (GCF) through UNDP Viet Nam will be implemented from 2017 to 2022 (henceforth referred to as the GCF Project).

The objective of the GCF Project is to increase resilience of vulnerable coastal communities to climate change related impacts in Viet Nam. The project seeks to meet this objective by achieving the following complementary results:

1. Storm and flood resilient design features added to 4,000 new houses on safe sites, benefiting 20,000 poor and highly disaster-exposed people in 100 communities;
2. Regeneration of 4,000 hectares of coastal mangrove storm surge buffer zones using successful evidence-based approaches;
3. Enhanced climate, loss, and damage data for private and public sector application in all 28 coastal provinces of Viet Nam.

From 2018 to 2021, within the framework of the GCF Project, UNDP has supported the Ministry of Agriculture and Rural Development to develop and issue many policies, technical guidelines, databases, and projects related to mangroves in line with forestry management requirements. In 2017, the Law on Forestry was passed by the National Assembly and took effect since January 1, 2019. Article No. 45 of this Law stipulates: "The Ministry of Agriculture and Rural Development shall detail silvicultural measures". The Ministry of Agriculture and Rural Development developed and legislated Circular No. 29/2018/TT-BNNPTNT dated November 16, 2018, regulating silvicultural measures, in which there are detailed regulations on measures for zoning and promoting natural regeneration, zoning with additional planting, enriching natural forests, nurturing natural forests, planting new forests, reforesting, and reclaiming forests.

Regulations on silvicultural measures in Circular No. 29/2018/TT-BNNPTNT are closely related to mangroves when implementing the GCF Project components for Protection and Development of Coastal Forests to respond to climate change and promote the green growth for the period of 2021-2030 (Decision No. 1662/QĐ-TTg dated October 4, 2021, of the Prime Minister). Using the applied Circular No. 29/2018/TT-BNNPTNT to guide and direct the provinces in the project areas in implementation of afforestation has resulted in considerable success; especially within the framework of the GCF Project, for Component 2, when developing "Guidelines for the implementation of Component 2 - mangrove planting under the GCF Project" (Document No. 819/ TCLN-PTR dated June 3, 2019, of the Viet Nam Administration of Forestry).

However, in the process of implementing and applying Circular No. 29/2018/TT-BNNPTNT in localities, there have been shortcomings and limitations, which need to be studied,

revised, and supplemented to suit the Law on Forestry, Decree detailing the implementation of the Law on Forestry, and promulgated standards, regulations and production practices such as:

- The measure of nurturing the planted forest for protection forests.
- The measure to enrich forest; additional planting. The density of trees and the criteria for forest formation according to technical standards are not guaranteed, thereby, reducing the protective effect of the forest. Due to the poor resulting forest quality, there is a need to conduct additional planting, restoration, and improvements to improve the quality of this type of forest.
- Measures to plant protective forests (addition of plant species, planting methods, planting density).
- Measures for restoration.
- And other relevant content that needs to be updated and supplemented according to the Law on Forestry.

To fix the above shortcomings and limitations, the Decision No. 5254/QĐ-BNN-PC of MARD dated 31 December 2021 includes provisions to revise and update Circular No. 29/2018/TT-BNNPTNT. The Minister of Agriculture and Rural Development promulgated the plan to develop legal documents of the MARD in 2022. Viet Nam General Department of Forestry has prepared a plan to develop a new Circular amending and supplementing relevant articles of the above-mentioned Circular through Decision No. 69/KH-TCLN-PTR dated 13 January 2022, in which, the Department of Forest Development is assigned to assume the prime responsibility and coordinate with relevant units for organizing the implementation, and submission to the Ministry. The new circular should be submitted to the Ministry for approval in the third quarter of 2022 with the implementation budget coming from the state budget and mobilizing from international and civil organizations. Due to the limited state budget, it is required to develop a draft of the new Circular amending and supplement Circular No. 29/2018/TT-BNNPTNT in a short timeframe. Therefore, the support of UNDP in terms of financial resources, consultants, organizing implementation and consultation workshops, and reflection on domestic and international experiences will be crucial to complete the assigned tasks according to the assigned plan.

The purpose of this Term of References is to recruit 02 national consultants to make up a consulting team to research, amend, and supplement Circular No. 29/2018/TT-BNNPTNT and propose a revised Circular for MARD.

The products of consulting activities will be submitted by the Viet Nam Administration of Forestry to MARD for consideration and issuance of a Circular amending and supplementing some articles of Circular No. 29/2018/TT-BNNPTNT dated November 16th, 2018 for regulations on silvicultural measures.

III. OBJECTIVE AND SCOPE OF WORK

1. Objective

The objectives are to support UNDP and coordinate with the Viet Nam Administration of Forestry (Department of Forest Development) to revise Circular No. 29/2018/TT-BNNPTNT and develop a new draft Circular to be submitted to the Minister of Agriculture and Rural Development for promulgation. Circular No. 29/2018/TT-BNNPTNT stipulates silvicultural measures to perfect the legal provisions on forest development, meet practical requirements, contribute to improving the quality of forests, and high productivity standards of forests.

2. Scope of work and specific activities

The Consulting Team will be responsible for the following activities:

Activity 1. Inception Report: To develop reports and plan the implementation of consulting tasks including field surveys. Write an outline of the report summarizing and assessing the reality of the implementation of Circular No. 29/2018/TT-BNNPTNT.

Activity 2. Desk study. Contact partners to review and collect documents and information related to the implementation of Circular No. 29/2018/TT-BNNPTNT. Prepare a report on the review and assessment of the application of Circular No. 29/2018/TT-BNNPTNT dated November 16, 2018, of the Ministry of Agriculture and Rural Development, including information on mangrove forests.

Activity 3. Field surveys: Conduct field surveys to 8 provinces (2 days/province):

- Collaborate with state management agencies in forestry at the provincial level (Department of Agriculture and Rural Development, affiliated units of Forest Protection Department, and those affected by Circular No. 29/2018/TT-BNNPTNT such as Forest Management Boards, Forestry Companies, National Parks, Nature Reserves, Forest Research Centers, etc.)

- Conduct field surveys, discussions, and interviews with the above mentioned state management agencies and related actors on the practical application of Circular No. 29/2018/TT-BNNPTNT.

- Summarize and analyze the actual survey results at the scene. Develop a report on the actual situation of applying Circular No. 29/2018/TT-BNNPTNT in the surveyed localities.

- Develop a summary report to assess the situation of the implementation of Circular No. 29/2018/TT-BNNPTN based on reporting the results of information collection in Hanoi (desk study) and in the specific localities (field survey). In particular, point out the advantages, disadvantages, difficulties, opportunities and shortcomings. Develop proposals for contents and solutions to amend and supplement the Circular No. 29/2018/TT-BNNPTNT according to current practices and regulations.

Activity 4. Draft Circular: Develop the new draft Circular amending and supplementing Circular No. 29/2018/TT-BNNPTNT:

- a) Build up a preliminary outline and detailed outline for the new draft Circular amending and supplementing Circular No. 29/2018/TT-BNNPTNT.

- b) Develop draft of circular amendments and supplements for Circular No. 29/2018/TT-BNNPTNT. Related reports should be considered to amend and supplement several articles of Circular No. 29/2018/TT-BNNPTNT, including:

- Terms and structure used in Circulars.

- Silvicultural measures: zoning and promoting natural regeneration, zoning with additional planting, enriching natural forests, nurturing natural forests, planting new forests, reforestation, and reclaiming forests.

- Transition conditions or regulations that ensure the implementing stakeholders have adequate resources (time, human, capital, etc.) to complete tasks under the measures that will be amended in the new Circular; responsibilities for the implementation; and when the amended Circular comes into effect.

c) Coordinate with the Department of Forest Development (Viet Nam Administration of Forestry) to organize comments and improve the new draft Circular amending and supplementing Circular No. 29/2018/TT-BNNPTNT.

- Synthesize opinions of organizations, units, and localities. Report on the receipt and explanation of comments on the draft Circular.

- Receive comments, amend, supplement, and complete the draft Circular amending and supplementing Circular No. 29/2018/TT-BNNPTNT and send it to the Department of Legal Affairs for appraisal.

- Prepare reports and presentations at meetings and seminars organized by the Project Management Board, Viet Nam Administration of Forestry.

Activity 5. Final draft Circular: Complete the draft report of Circular amending and supplementing Circular No. 29/2018/TT-BNNPTNT to submit to the Ministry of Agriculture and Rural Development, including:

- A draft report.

- A draft Circular amending and supplementing Circular No. 29/2018/TT-BNNPTNT dated November 16, 2018, of the Ministry of Agriculture and Rural Development.

- A report on the receipt and explanation of directives and comments on the draft Circular.

IV. MAIN TASKS, DELIVERABLES, AND TIME ALLOCATION:

No.	Main tasks	Deliverables	No. of days		Due	Location
			Leader	Member		
1	To develop reports and plan the implementation of consulting tasks including the actual survey. Writing an outline of the report summarizing and assessing the reality of the implementation of Circular No. 29/2018/TT-BNNPTNT.	Output 1: Inception report which has a methodology, work plan, and outline of the final report accepted by UNDP, Viet Nam Administration of Forestry/CPMU of Component 2.	3	2	10 days after the contract is signed	Home based
2	To work and research in Hanoi (desk study) to collect documents and information related to the implementation of Circular No. 29/2018/TT-BNNPTNT. To discuss with UNDP and PMU Component 2 to gather related information.	Output 2: 1. A report on reviewing and evaluating the application of Circular No. 29/2018/TT-BNNPTNT. 2. A report on the actual situation in surveyed localities on the application of Circular No. 29/2018/TT-BNNPTNT.	3	2	15/5/2022	Home based
3	To conduct field surveys to collect information on the actual implementation of Circular No. 29/2018/TT-BNNPTNT (8 provinces): - Meeting with provincial forestry state management agencies and those affected by Circular No. 29/2018/TT-BNNPTNT.	3. A final report of evaluating the implementation of Circular No. 29/2018/TT-BNNPTNT; in which, it points out the advantages, disadvantages, difficulties, opportunities, and shortcomings. This report, should propose and recommend contents and solutions to amend and supplement Circular No. 29/2018/TT-	16	14		8 provinces and home based

No.	Main tasks	Deliverables	No. of days		Due	Location
			Leader	Member		
	<ul style="list-style-type: none"> - Conducting field investigation, discussion, and interviews with protection Forest Management Boards; Forestry Companies; National Parks; Nature Reserves and Forestry Centers on the practical application of Circular No. 29/2018/TT-BNNPTNT. - To develop a report on the practical application of Circular No. 29/2018/TT-BNNPTNT in the surveyed localities. - To summarize and analyze the results of the desk study and field survey and develop a final report evaluating the implementation of Circular No. 29/2018/TT-BNNPTNT. 	<p>BNNPTNT following current practice and regulations.</p> <p>4. Working records of each meeting/discussion held with stakeholders. Meeting and workshop minutes organized by Viet Nam Administration of Forestry/CPMU of Component 2.</p>				

No.	Main tasks	Deliverables	No. of days		Due	Location
			Leader	Member		
4	<p>To develop draft Circular amending and supplementing Circular No. 29/2018/TT-BNNPTNT:</p> <ul style="list-style-type: none"> - To develop a draft outline of Circular amending and supplementing Circular No. 29/2018/TT-BNNPTNT. -To develop the draft Circular amending and supplementing Circular No. 29/2018/TT-BNNPTNT; Reports and related documents. - To cooperate hewith Department of Forest Development (Viet Nam Administration of Forestry) to organize comments and improve the draft Circular amending and supplementing Circular No. 29/2018/ TT-BNNPTNT. 	<p>Output 3:</p> <p>A draft dossier of Circular submitted by Viet Nam Administration of Forestry) to the Ministry of Agriculture and Rural Development for consideration and promulgation, including:</p> <ul style="list-style-type: none"> - A draft Letter explaining the amendment and supplement process (reasons, methods, contents, etc.) - A draft Circular amending and supplementing some articles of Circular No. 29/2018/TT-BNNPTNT. - A final report on the receipt and explanation of directives and comments on the draft Circular. This report has UNDP's consensus and has been reviewed and accepted by the Appraisal Council of Viet Nam Administration of Forestry. 	12	10	25/9/2022	Mostly work from home
5	To complete the draft report of Circular amending and supplementing No. 29/2018/TT-BNNPTNT to submit to the Ministry of Agriculture and Rural Development.					
	No. of working days, excluding travels	62	34	28		

The team leader and team member are expected to equally share tasks for this assignment; however, the team leader is expected to take full responsibility for the detailed work plan and quality checks for all deliverables before submitting them to UNDP Programme Management Specialist, Director of the PMU, Component 2 of the GCF Project, and VNFOREST.

V. CONTRACT DURATION AND IMPLEMENTATION ARRANGEMENTS

1. Duration: The expected duration of service is from the end of 3/2022 to 30/9/2022. The maximum number of working days is 62 days for 2 consultants (01 team leader works 34 days, and 01 team member works 28 days).

2. Locations: The consultant's working location is in Hanoi with field visits to 8 provinces, in which there are 3 GCF Project provinces (Thanh Hoa, Quang Ngai, and Ca Mau) and 5 other provinces representing forestry regions (Dien Bien, Tuyen Quang, Quang Ninh, Thua Thien Hue, and Dak Lak).

3. Implementation arrangements

The consulting group will comply with the following regulations:

- Working under GCF's Project Manager of UNDP, Director of the PMU, Component 2 of the GCF Project, and Department of Forest Development of VNFOREST.

- Working closely with local stakeholders in the 8 surveyed provinces (with the support of CPMU of GFC Component 2 and GCF PPMUs) in arranging to work with partners.

- The CPMU of Component 2 and VNFOREST will support the consultant group in contacting the provinces to survey.

- The consulting team needs to be proactive in implementing activities with stakeholders at the survey site and Hanoi.

VI. TERMS OF PAYMENT

- 30% of the total contract value will be paid upon receipt and approval of the Output 1.

- 40% of the total contract value will be paid upon receipt and approval of the Output 2.

- 30% of the total contract value will be paid upon receipt and approval of the Output 3.

The consulting group needs to submit a technical and financial proposal following the EU-UN Cost norm 2017. The unit price of the labor day includes the consulting fee, income tax, personal expenses, communication fees, and other consumables. The financial proposal should include travel expenses.

VII. QUALIFICATIONS & SELECTION CRITERIA

No	Requirements	Points
	01 Team Leader	
1	Ph.D. in forestry or resource management	200
2	Minimum 07 years of experience leading a team of experts assigned to develop, implement, monitor, and develop forestry programs and/or strategies and policies	300

3	Proven participation in the development of at least 02 legal documents on forestry (Decree, Circular, etc) (Evidence required)	300
4	Proven participation in the implementation of 05 research projects, evaluation, and development of projects, technical guidelines, technical standards, or other related works on forestry (Evidence required)	200
	Total	1.000
	01 Team Member	
1	Master's degree or higher in forestry or resource management	200
2	Minimum 05 years of experience working with a team of experts assigned to develop, implement, and monitor forestry programs and/or strategies and policies	300
3	Proven participation in the development of at least 01 legal documents on forestry (Decree, Circular, etc.) (Evidence required)	300
4	Proven participation in the implementation of 03 research projects, evaluation, and development of projects, technical guidelines, technical standards, or other related works on forestry (Evidence required)	200
	Total	1.000

VIII. MONITORING AND CONTROL OF PROGRESS

- UNDP Viet Nam, VNFOREST, and CPMU of Component 2 will support the Consulting Team during this assignment.

- The Consulting Team is under the supervision of UNDP Viet Nam, VNFOREST, and the CPMU of Component 2.

- Products No. 1 and No. 2 in English will be accepted by UNDP, VNFOREST and PMU of Component 2; Product No. 3 in English will be approved by UNDP, appraised and assessed by the Council of Viet Nam Administration of Forestry as satisfactory; and submitted by the General Department of Forestry to the Ministry of Agriculture and Rural Development for consideration and promulgation.

- Consultants are responsible for compliance with all laws and regulations of the Government of Viet Nam and all relevant regulations of UNDP Viet Nam.

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

Date _____

United Nations Development Programme

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [*delete this item if the TOR does not require submission of this document*];
- E) I hereby propose to complete the services based on the following payment rate: [*please check the box corresponding to the preferred option*]:
 - ☐ An all-inclusive daily fee of [*state amount in words and in numbers indicating currency*]
 - ☐ A total lump sum of [*state amount in words and in numbers, indicating exact currency*], payable in the manner described in the Terms of Reference.
- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex V;
- G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- H) This offer shall remain valid for a total period of _____ days [*minimum of 90 days*] after the submission deadline;
- I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office [*disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists*];
- J) If I am selected for this assignment, I shall [*please check the appropriate box*]:
 - ☐ Sign an Individual Contract with UNDP;
 - ☐ Request my employer [*state name of company/organization/institution*] to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

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

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

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

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

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

- L) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- M) **If you are a former staff member of the United Nations recently separated, please add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
- N) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.
- O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

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

Name	Relationship	Name of International Organization

- 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 Email 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.

