10 March 2022

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>National Consultant for coordinating and implementing Targeted Capacity Building for Drug Law Enforcement Agencies in Viet Nam for Rapid Interdiction of Dangerous Substances from 01 Apr 2022 to 31 Dec 2022</td>
</tr>
<tr>
<td>Period of assignment/services (if applicable):</td>
<td>190 working days (est.) from 01 Apr 2022 to 31 Dec 2022 with possible extension</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Hanoi, Viet Nam, with possible travel to other provinces</td>
</tr>
<tr>
<td>Tender reference:</td>
<td>P220301</td>
</tr>
</tbody>
</table>

1. Submissions should be sent by email to: nguyen.ngoc.phuong@undp.org no later than:

   23.59 hrs., 21 March 2022 (Hanoi time)

With subject line:

P220301 – NC for coordinating and implementing Targeted Capacity Building for Drug Law Enforcement Agencies in VN for GRIDS

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:
   - CV including experience with a similar type of work
   - Financial offer

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

4. Evaluation

The technical component will be evaluated using the following criteria:

<table>
<thead>
<tr>
<th>Consultant’s experiences/qualification related to the services</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Master degree in Law, Criminal Justice, Public Management, International Relations or a closely related field</td>
<td>200</td>
</tr>
<tr>
<td>2 Strong understanding/background/ experience/knowledge of the roles and responsibilities of drug law enforcement</td>
<td>200</td>
</tr>
<tr>
<td>3 Experience in implementing UNODC or other UN project activities</td>
<td>200</td>
</tr>
<tr>
<td>4 Strong organization and time management skills, able to perform responsibilities independently with minimal guidance</td>
<td>200</td>
</tr>
<tr>
<td>5 Previous experience with the UN or other international organizations is an asset</td>
<td>200</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1,000</strong></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.

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., $F = 1000 \times \frac{Fm}{F}$, in which $F$ is the financial score, $Fm$ is the lowest price and $F$ the price of the submission under consideration.

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

Submission obtaining the highest weighted points (technical points + financial points) will be selected subject to positive reference checks on the consultant’s past performance.
Interview with the candidates may be held if deemed necessary.

5. Contract

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

Documents required before contract signing:
- International consultant whose work involves travel is required to complete the courses on BSAFE which the new online security awareness training is and submit certificate to UNDP before contract issuance.
- Note: In order to access the courses, please go to the following link: https://training.dss.un.org
  The training course takes around 3-4 hours to complete.
- Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel. (This is not a requirement for RLA contracts).
- Release letter in case the selected consultant is government official.

6. Payment

The payment will be paid to the Contractor in accordance with UN-EU Guidelines for financing of local costs in development cooperation with Việt Nam (UN Cost Norms) on a monthly basis payment upon SINCB’s satisfaction with expected deliverables.

7. Your proposals are received on the basis that you fully understand and accept these terms and conditions.
**TERMS OF REFERENCE**

**INDIVIDUAL CONSULTANT**

<table>
<thead>
<tr>
<th>Ref#</th>
<th>Enter Ref #</th>
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</thead>
<tbody>
<tr>
<td>Name of service:</td>
<td>National Consultant for coordinating and implementing Targeted Capacity Building for Drug Law Enforcement Agencies in Viet Nam for Rapid Interdiction of Dangerous Substances from 01 Apr 2022 to 31 Dec 2022</td>
</tr>
<tr>
<td>Project:</td>
<td>Global Rapid Interdiction of Dangerous Substances (GRIDS) Programme, SINCB</td>
</tr>
<tr>
<td>Reporting to:</td>
<td>Regional Technical Officer, SINCB</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Ha Noi, Viet Nam</td>
</tr>
<tr>
<td>Travel Required:</td>
<td>Yes</td>
</tr>
<tr>
<td>Duration of Assignment:</td>
<td>from 01 Apr 2022 to 31 Dec 2022 with possible extension</td>
</tr>
<tr>
<td>Start Date:</td>
<td>4/1/2022</td>
</tr>
<tr>
<td>End Date:</td>
<td>12/31/2022</td>
</tr>
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</table>

**BACKGROUND & PROJECT DESCRIPTION**

The world is currently amid a global synthetic drugs crisis. SINCB has recognized early that the alarming increase in addiction and mortality rates from synthetic opioids seen in North America threatened to become a global challenge, as increases in the abuse of fentanyl were reported in Europe and Oceania, along with trafficking and abuse of falsified and illicitly manufactured high-potency tramadol throughout South and West Asia and Africa. In 2018, Member States acknowledged this global threat.¹

Today online vendors are readily found on the surface internet, dark net and social media sites offering dangerous substances, such as synthetic opioids, “designer drugs” and other substances with no legitimate use. Purchases are made openly using legitimate online payment services, e-wallets or anonymous cryptocurrencies. Shipments exploit international mail, courier services and are trafficked among the billions of letters and express parcels shipped around the world.

Due to their potency, international shipments of these dangerous substances are almost always in very small amounts making detection difficult. Furthermore, shipments are often part of freight

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¹ Commission on Narcotic Drugs (CND) resolution 61/8 of March 2018, “Enhancing and strengthening international and regional cooperation and domestic efforts to address the international threats posed by the non-medical use of synthetic opioids.”
forwarding consignments posted via unsuspecting third countries, rendering in-bound risk assessments less accurate. Law enforcement, customs and postal units are at greater risk of exposure. Intelligence sharing, and international cooperation are paramount if domestic controls are to effectively interdict the manufacture, sales and re-distribution of dangerous non-controlled substances before they reach unsuspecting consumers.

GRIDS activities will be underpinned by a strong focus on:

1. **Intelligence-gathering**: Accumulating, analyzing, disseminating and exchanging, at a global level, immediately actionable intelligence on the selected regions and modus operandi of trafficking in dangerous substances, in particular non-medical synthetic opioids and other emerging NPS of concern, as a basis for implementing rapid interdiction activities;

2. **Special Operations**: Operationalizing intelligence by connecting the most relevant stakeholders across the public and private sectors and launching interdiction operations;

3. **Rapid Training**: Strengthening interdiction and intelligence exchange capacity by training and exchanging know-how, technical expertise, contacts and methodologies across the public and private sectors; and

4. **Tools**: Equipping those who have a practical role to play in interdiction efforts with the necessary tools, frameworks for cooperation and secure channels of communication to succeed in substantially reducing trafficking in dangerous substances in the short and intermediate term.

GRIDS relies on tried and tested approaches from SINCOC’s long-standing experience as an enabler of confidential and secure information exchange at the global level (e.g. through PEN Online, PICS, IONICS, GRIDS Intelligence Tool), among Governments, combining them with new approaches to intelligence-gathering to enable effective interdiction. The latter is facilitated by connecting and thus globalizing national and regional stakeholders’ efforts, and by attempting to more systematically and proactively pursuing intelligence leads that are readily accessible in principle but remain underutilized (e.g. the wealth of data from defunct or recently closed online trading platforms).

The project of Capacity Building for Drug Law Enforcement Agencies in Viet Nam for Rapid Interdiction of Dangerous Substances aims to support drug law enforcement agencies, including drug police, customs, etc. to improve their capacities on identification and interdiction to further reduce trafficking in dangerous substances globally, with a particular focus on non-medical synthetic opioids and other new psychoactive substances (NPS) of concern, as well as related chemicals and equipment. These purposes are in line and build upon the GRIDS programme to ensure that narcotic drugs, psychotropic substances and precursors are used for legitimate and medical purposes, and not illicitly trafficked and abused in countries.

**OBJECTIVES**

The newly recruited National Consultant, who will be based at UNODC Viet Nam Country Office, will be responsible to implement various activities under the below proposed outcomes of the Programme:

**OUTCOME 1**: Global communication platform to facilitate real-time information exchange between Member States on incidents involving dangerous substances supported and expanded through improved capacity of law enforcement officers in Viet Nam
• ACTIVITY 1. Organize joint-training courses on new psychotropic substances, synthetic opioids and other dangerous substances awareness raising, safe interdiction and information exchange through SINCB global communication systems for Counter-narcotic Police Department (CNPD) and Customs officers at central and provincial levels in southern, central and northern region.

• ACTIVITY 2. Translate, print and distribute pocket guides, related reference materials.

• ACTIVITY 3. Organize a working visit for drug law enforcement officers to exchange practical experience on identification, interdiction and handling of dangerous substances.

• ACTIVITY 4. Provide test kits for LE agencies (police, customs)

OUTCOME 2: Multilateral operational, investigative and interdiction activities conducted with specific focus on dangerous substances

• ACTIVITY 1. Organize one joint advanced-training course for CNPD and Customs officers on NPS and synthetic identification by using test-kits and safe handling of dangerous substances.

• ACTIVITY 2. Organize advanced training courses on NPS and synthetic identification by using test-kits and safe handling of dangerous substances approaches jointly organized with UNODC Border Management Programme for Border Liaison Offices (BLO) officers in southern, central and northern areas.

• ACTIVITY 3. Convene a national workshop for drug law enforcement agencies to promote inter-agency cooperation in response to dangerous substances.

• ACTIVITY 4. Convene ad-hoc operational case meetings related to illicit manufacturing, redistribution or sales of dangerous substances and equipment pre- and/or post-operations to effectively prepare operations and follow up on intelligence gathered.

• ACTIVITY 5. Participate in Operation(s) run by SINCB/GRIDS on dangerous substances.

SCOPE OF WORK

Under the overall guidance and supervision of the GRIDS Regional Technical Officer, the tasks of the Contractor will include the following tasks:

- Act as a national consultant of the GRIDS programme in Viet Nam in liaising with relevant national, regional and international stakeholders and counterparts involved in the programme, ensuring the smooth flow of information and communication, and ensuring the successful completion of all activities of the work programme in the country;

- Organize, coordinate the preparation of, and participate in, training missions, case meetings, conferences and meetings, industry and officer twinning activities, and contribute to the drafting of documents for SINCB;

- Organize and/or participate in field missions, including proposing agenda topics, identifying participants, and providing guidance to external consultants, government officials, private sector companies and other parties;
- Contribute to the promotion of and support the voluntary public partnership process with government and relevant private sector companies; liaise with officers of Viet Nam to identify and invite private sector companies from their countries to participate in working groups and related meetings;

- Facilitate private sector engagement that supports companies' participation in related events such as working group meetings, training and twinning events, workshops, conferences and related expert consultations;

- Support to monitor and analyse developments and trends in drug, new psychoactive substance, precursors, dangerous substances and illicit manufacturing equipment at the national and regional level;

- Monitor and review best practices, methodologies and programmes in drug and precursor control; provide explanations/support/training to government counterparts on provisions of the drug control Conventions;

- Draft a variety of written outputs, such as background documents, strategic and operational threat assessments, needs assessments, correspondence with governments, presentations and training materials;

- Contribute to the development, management, use and promotion of proprietary SINCB communication platforms (e.g., IONICS/GRIDS, PICS, PEN) with information on various aspects of drug, new psychoactive substances, precursors, dangerous substances and their illicit manufacturing equipment;

- Perform other work-related duties as may be required.

DELIVERABLES & IMPLEMENTATION TIMELINE:

As above

DURATION OF ASSIGNMENT, DUTY STATION & EXPECTED PLACES OF TRAVEL

Estimated number of working months: 9 months from 01 Apr 2022 to 31 Dec 2022

Duty station: Ha Noi, Viet Nam with travel

Expected places of travel: TBC

Note: Travel allowance will be covered by UNDOC Travel Policy

PROVISION OF MONITORING & PROGRESS CONTROL
The consultant will be under the direct supervision of the GRIDS Regional Technical Officer in Bangkok and overall guidance of Programme Manager in Vienna.

The contractor(s) is expected to:

A. Have regular communication and discussions with SINCB team to review progress of the work;

B. Propose and discuss solutions for any difficulties/problems which may be encountered during the implementation process.

Indicators to evaluate the contractor(s)’s performance are:

✓ Technical competence;
✓ Quality of the service produced;
✓ Timeliness of delivery.

ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

Administrative Support

Reference Documents

DEGREE OF EXPERTISE & QUALIFICATIONS

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Master degree in Law, Criminal Justice, Public Management, International Relations or a closely related field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relevant Professional Experience</td>
<td>Strong understanding of the roles and responsibilities of drug law enforcement; Professional experience on UNODC or other UN project implementation and coordination is preferable;</td>
</tr>
<tr>
<td>Other Competencies</td>
<td>Previous experience with the UN or other international organizations is an asset; Working experience with UNODC system is preferable; Strong organization and time management skills, able to perform responsibilities independently with minimal guidance; Possess background/ experience/knowledge on drug law enforcement.</td>
</tr>
</tbody>
</table>

PAYMENT TERMS

The payment will be paid to the Contractor in accordance with UN-EU Guidelines for financing of local costs in development cooperation with Viet Nam (UN Cost Norms) on a monthly basis payment upon SINCB’s satisfaction with expected deliverables.

CONSULTANT PRESENCE REQUIRED ON DUTY STATION

☐ NONE ☐ PARTIAL ☐ INTERMITTENT ☒ FULL-TIME
### EVALUATION CRITERIA

<table>
<thead>
<tr>
<th>No.</th>
<th>Requirement</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Master degree in Law, Criminal Justice, Public Management, International Relations or a closely related field</td>
<td>200</td>
</tr>
<tr>
<td>2</td>
<td>Strong understanding/background/experience/knowledge of the roles and responsibilities of drug law enforcement</td>
<td>200</td>
</tr>
<tr>
<td>3</td>
<td>Experience in implementing UNODC or other UN project activities</td>
<td>200</td>
</tr>
<tr>
<td>4</td>
<td>Strong organization and time management skills, able to perform responsibilities independently with minimal guidance</td>
<td>200</td>
</tr>
<tr>
<td>5</td>
<td>Previous experience with the UN or other international organizations is an asset</td>
<td>200</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>1000</strong></td>
</tr>
</tbody>
</table>

**Criteria for Evaluation of Proposal**

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

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

**Documents for Submission**

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

1. **Core Documents**
   - Letter of Confirmation of Interest and Availability using the template provided by UNDP;
   - Current and complete CV in English;
   - Financial offer using the standard UNDP template.

**Additional Document:**

Fund charge: 50-5000038137

**Grants:** R1-32ADK-001671 & M1-32ADK-001291; SB-012934.02.10

**Project:** GLOW95
ANNEX IV

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

Date ______________________

(Name of Resident Representative/Bureau Director)
United Nations Development Programme
(Specify complete office address)

Dear Sir/Madam:

I hereby declare that:

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

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

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

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

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

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

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

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

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

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

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

☐ Sign an Individual Contract with UNDP;

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

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

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

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

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

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

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

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

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

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

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

YES ☐ N☐ 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.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Full Address</th>
<th>Business or Occupation</th>
</tr>
</thead>
</table>

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

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

DATE: ___________________________ SIGNATURE: ___________________________

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

Annexes [please check all that applies]:

- CV shall include Education/Qualification, Processional Certification, Employment Records/Experience
- Breakdown of costs supporting the final All-Inclusive Price as per Template
GUIDELINES FOR CV PREPARATION

WE REQUEST THAT YOU USE THE FOLLOWING CHECKLIST WHEN PREPARING

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

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

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

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

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

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

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

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

FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum of …..US$

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

Cost breakdown:

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Rate (US$)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Consultancy fee (daily rate)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Out of pocket expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1</td>
<td>Travel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.2</td>
<td>Per diem</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.3</td>
<td>Full medical examination and Statement of Fitness to work for consultants</td>
<td></td>
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<tr>
<td></td>
<td>from and above 65 years of age and involve travel – (required before</td>
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<tr>
<td></td>
<td>issuing contract). *</td>
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<tr>
<td>2.5</td>
<td>Others (pls. specify)…..</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.6</td>
<td>VAT** if applicable (in case your company signs the contract)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Individual Consultants/Contractors who are over 62 years of age with assignments that require travel and are required, at their own cost, to undergo a full medical examination including x-rays and obtaining medical clearance from an UN-approved doctor prior to taking up their assignment.

** Individual Consultants/Contractors who request their employer to sign a Reimbursable Loan Agreement (RLA) with UNDP for their behalves are reminded to add the Value Added Tax into the total lump sum of the Financial Offer if applicable.

I undertake, if my proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

I agree to abide by this proposal for a period of 120 days from the submission deadline of the proposals.

Dated this day /month of year

Signature

(The costs should only cover the requirements identified in the Terms of Reference (TOR) Travel expenses are not required if the consultant will be working from home).