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</td>
<td>02 National</td>
</tr>
<tr>
<td>the assignment:</td>
<td>Consultants to</td>
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<td></td>
<td>review and assess</td>
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<td></td>
<td>the importation</td>
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<td></td>
<td>and usage of POP/</td>
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<td>chemicals and</td>
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<td>management of</td>
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<td>chemical</td>
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<tr>
<td></td>
<td>contaminated</td>
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<tr>
<td></td>
<td>sites</td>
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<tr>
<td>Period of</td>
<td>April 2022 –</td>
</tr>
<tr>
<td>assignment/services</td>
<td>August 2022</td>
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<tr>
<td>(if applicable):</td>
<td></td>
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<tr>
<td>Duty Station:</td>
<td>Home-based and</td>
</tr>
<tr>
<td></td>
<td>Hanoi, Viet Nam</td>
</tr>
<tr>
<td>Tender reference:</td>
<td>T220304</td>
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</tbody>
</table>

1. Submissions should be sent by email to: luu.thi.trang@undp.org no later than:
   23.59 hrs., 24 March 2022 (Hanoi time)

   With subject line:

   T220304A – A National Team leader to review and assess the importation and usage of POP/chemicals and management of chemical contaminated sites

   T220304B – A National Team member to review and assess the importation and usage of POP/chemicals and management of chemical contaminated sites

   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
   - 01 sample of report/product in English to be submitted

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

The technical component will be evaluated using the following criteria:

**A National Team leader**

<table>
<thead>
<tr>
<th>No.</th>
<th>Requirement</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Master's degree in chemistry or environmental management with or a related field</td>
<td>200</td>
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<td>15 years of experience in environmental management with focus on POP and chemical usage in different economic sectors</td>
<td>200</td>
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<td>3</td>
<td>Direct experience in the organization, leading and coordination of relevant consultancy in field of environmental science and sustainable development; analysis and assess of environmental quality of the soil, water, air, agricultural products</td>
<td>250</td>
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<td>4</td>
<td>Experience in dealing with POP</td>
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<td>6</td>
<td>Good in English (1 sample provided)</td>
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<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>1,000</strong></td>
</tr>
</tbody>
</table>

**A National Team member**

<table>
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<th>Points</th>
</tr>
</thead>
<tbody>
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<td>1</td>
<td>Master’s degree in environment, agriculture or a related field</td>
<td>200</td>
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<td>2</td>
<td>15 years of experience in environmental management, with focus on agriculture and contaminated sites management</td>
<td>300</td>
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<tr>
<td>3</td>
<td>Direct experience with environmental agriculture and contaminates sites management</td>
<td>300</td>
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<td>4</td>
<td>Experience in working with government partners is preferred</td>
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<td></td>
<td><strong>Total</strong></td>
<td><strong>1,000</strong></td>
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</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. $S_f = 1000 \times F_m / F$, 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](https://training.dss.un.org)

  The training course takes around 3-4 hours to complete.

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

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

6. **Payment**

UNDP shall 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 to the payment.

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

| Name of service:                              | Review and assess the importation and usage of POP/chemicals and management of chemical contaminated sites |
| Project:                                      | Reduce the impact and release of mercury and POPs in Vietnam through lifecycle approach and Ecolabel |
| Reporting to:                                 | Program Officer on chemicals and waste, UNDP                                                          |
| Duty Station:                                 | Home Based | **Travel Required:** | Yes |
| **Duration of Assignment:**                   | 05 months                                           |
| **Start Date:**                               | April, 2022      | **End Date:**       | August, 2022 |

1) GENERAL BACKGROUND

At global level, the production of several Persistent Organic Pollutants (POPs) (for instance the commercial penta and octa-BDE mixtures) has been discontinued since 2000. Others, such as deca-Brominated Diphenyl Ethers (deca-BDEs), Polyfluoroalkyl substances (PFAs), Hexa-bromocyclododecane (HBCDD) and short chain chlorinated paraffins (SCCP), were still produced in large quantities until recent years, or are still being manufactured and commercialized as additives in industrial processes such as the manufacturing of paint, plastic components, polymers, foams (extruded and expanded polystyrene - EPS/XPS) and special purpose textiles and upholstery.

International Technical Regulations/Standards require that certain types of polyurethane foams used in mattresses, sofas, insulating materials and automotive seats, for instance, to fulfil specific low-flammability standards, which, at present, can only be achieved by mixing or wrapping with flame retardants. Also, several specialized paints, such as rubber-chlorinated, anti-rust, antifouling paints, make wide use of SCCP in their formulation in concentrations up to 10%–12%. The evidence that these chemicals are dangerous for the health and the environment resulting in growing consumer concerns that tend to push manufacturers to prioritize initiatives aimed at chemical replacement, mandating intrinsic safety of materials and products, such as shifting towards natural fibers.

In Vietnam, industrial POP chemicals (PBDEs, PFOS, HBCDD, SCCP, PFOAs) were never produced locally, some of these substances have been imported until 2016 (deca-BDE and HBCDD), while others (SCCP, PFOS) are still imported for use as additive in manufacturing processes, and are still present in materials and articles in use or encountered at the products’ end-of-life. It is estimated that around 3,000 tons/month of EPS/XPS is manufactured in Vietnam, with an amount of added HBCDD/year in the order of 250–400 tons. Additionally, the Stockholm Convention “allows the use” the use of perfluorooctane sulfonates and derivatives (PFOS) as mist suppressant in a “closed-loop” process. However, in Vietnam, all the hard-plating or chrome-plating processes are carried out as open processes.
and PFOS are used not only as mist suppressant but also as etching chemicals in plastic plating.

PFOAs have been recently added to the Annex A of the Stockholm Convention and no information is available in Vietnam on the presence of this class of chemicals in articles or wastes. Although information does exist in relation its contamination found in surface water, groundwater, soil, sediment, sludge, wastewater and even fish, in-depth data on the weight of each group of articles and chemicals containing PFOS - as well as data on concentrations of PFOS - are needed. There are no consolidated and reliable estimates related to the presence of SCCP, HBCDD, and HCBD in Vietnam, and although listed in Annex A from 2013 to 2017, these substances were not assessed in the 2017 (updated) National Implementation Plan (NIP) of the Stockholm Convention for Vietnam.

Short-chain chlorinated paraffins (SCCPs) show high persistence, bioaccumulation potential, and toxicity (PBT properties). Consequently, restrictions on production and use have been enforced in several countries/regions. The Stockholm Convention on Persistent Organic Pollutants recognized the PBT properties and long-range transport potential of SCCPs in 2015 and is now evaluating a possible global phase-out or restrictions.

Vietnam is an agricultural nation with a natural area of 33.1 million ha in the mainland, ranking the largest 65th in the world. Agricultural land in Viet Nam is 27.3 million ha, of which 42.2% is for agricultural production land, 54.7% is for forestry land and ~3% is water surface area for aquaculture. Agricultural production land is, however, fragmented by small pieces of which almost 70% are less than 0.5ha and 25% are from 0.5-2ha.

Over the past 3 years, the number of mineral and organic fertilizers registered has increased tremendously at >500% for organic fertilizer and ~ 50% for mineral fertilizer while the use of plant protection chemical is in down trend, as presented in a conference by the Ministry of Agriculture and Rural Development of Viet Nam late August 2021. The average use in Mekong river Delta is found higher than the average in the whole country.

Agro-chemical import is very high (99-100%), national production capacity is limited. There are not many companies producing active ingredients for pesticides in Viet Nam. Pesticides chemicals are mostly imported (99% chemicals and 100% pesticides). The imported amount is enormous up to 70k to 100k tons. According to Customs Vietnam, the import value of pesticides was as high as more than 1 billion USD in 2017 and 939 million USD in 2018. Most products are imported from China, around 70% in2017. A research shows that 45% of import volume is done by a dozen of big companies.

2) OBJECTIVES OF THE ASSIGNMENT

The objective of this assignment is to assess the importation and usage of POP and chemicals in industrial and agriculture in Vietnam, identifying gaps and propose solutions for better management of chemical importation in the country.

3) SCOPE OF WORK

Under the direct supervision of UNDP Viet Nam, two consultants are mobilized including one team leader and one team member to carry out following tasks:

A. 01 Team Leader (40 days)

- Undertake working sessions with relevant authorities and stakeholders to collect information on POP and chemicals importation for different sectors including industry, agriculture.
- Review and consolidate a list of industrial chemicals, HS code that are potentially used in different industrial sectors in the country. The list needs to include but not limited to following information: Scientific name, chemical formula, commercial name, HS code and description of chemical usage in different industries.

- Review and consolidate information on the status of pesticide formulation and usage, including agriculture, termiticide, forestry, golf and seed treatments; assess the production, distribution and retailing of pesticides.

- Assess the new regulation on environmental management of chemicals under the Law on Environmental Protection 2020 and the Decree 08/2022/ND-CP and draft implementing circulars.

- Assess the use of pesticides and fertilizers in golf courses. Based on analytical results of soil samples in several golf course, conduct assessment of environmental contamination in these areas; identify legal framework for environmental management and propose solution for improvement.

- Review and finalize the report “Assessment of current status of the POP/chemical importation and usage and management of contaminated sites”.

- Take the leading role in preparing workplan and reviewing all deliverables of both consultants before submitting to UNDP.

**B. 01 Team Member (35 days)**

- Review and assess the status of chemical contaminated sites in Vietnam, including sites contaminated by pesticides, fertilizers, industries, and legacy chemicals.

- Assess the state management and treatment of chemical contaminated sites in the country. The assessment should include but not limited to following:
  - New requirement in the Law on Environmental Protection 2020 for management of contaminated sites, with focus on chemical contaminated sites.
  - Funding allocation for the treatment of contaminated sites in Vietnam, given the National Target Program on Pollution Control and Environmental Management was discontinued by end of 2020.

- Collect and update information on the status of Mercury importation, usage, trade in the country; identify products on the market that might contain a significant amount of mercury and identify areas that use mercury products including industry and agriculture sector.

- Review the coordination between line ministries in management of mercury importation, identify gaps and propose direction for improvement.

- Assess the current management of thermometers on the market, especially gap in state management between Customs, Ministry of Industry and Trade, Ministry of Health; review the mandate of these authorities and propose the most potential solutions for better management of these devices.
- Draft the report “Assessment of current status of the POP and chemical importation and usage”.
- Prepare necessary consultation (online and in-person) and fields trips in Hanoi to facilitate the implementation of this assignment, following the agreement with the Team Leader.

4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

**Duration**: The consultants are expected to provide the specified services in from April to August 2022.

**Duty station**: Home-based – Viet Nam and Hanoi.

All cost related to the implementation of tasks should be provided in the financial proposal submitted.

5) DELIVERABLES AND PAYMENT TERMS

Payment terms: Payment will be made upon satisfactory completion of the following deliverables with UNDP acceptance. The contractor is required to deliver the following:

<table>
<thead>
<tr>
<th>No.</th>
<th>Deliverables</th>
<th>Timeline</th>
<th>Payment Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Detailed workplan of the assignment</td>
<td>15 April 2022</td>
<td></td>
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<tr>
<td>2</td>
<td>Initial framework report “Assessment of current status of the POP/chemical importation and usage and management of contaminated sites”</td>
<td>15 May 2022</td>
<td>50 %</td>
</tr>
<tr>
<td>3</td>
<td>Final report “Assessment of current status of the POP/chemical importation and usage and management of contaminated sites”</td>
<td>30 June, 2022</td>
<td>50%</td>
</tr>
</tbody>
</table>

6) PROVISION OF MONITORING AND PROGRESS CONTROL

Upon contract signing, the Contractor will be expected to work closely with UNDP Viet Nam to develop the platform as described in this TOR. The Contractor will report directly to UNDP Viet Nam, and provide a report on the delivery of the service upon completion of the contract.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

Any well-established, national firm that is interested in bidding is expected to meet the following requirements:

**National Team Leader:**
- Master's degree in chemistry or environmental management with or a related field;
- 15 years of experience in environmental management with focus on POP and chemical usage in different economic sectors.
- Direct experience in the organization, leading and coordination of relevant consultancy in field of environmental science and sustainable development; analysis and assess of environmental quality of the soil, water, air, agricultural products.
- Experience in dealing with POP
- Previous experience with UNDP or UN agency
- Good in English: written and spoken.

**National Team Members**
- Master’s degree in environment, agriculture or a related field
- 15 years of experience in environmental management, with focus on agriculture and contaminated sites management.
- Direct experience with environmental agriculture and contaminates sites management
- Experience in working with government partners is preferred.
- Good in English: written and spoken.

8) **ADMINISTRATIVE SUPPORT AND REFERENCE DOCUMENTS**

UNDP Viet Nam and PMU will assist the selected contractor with administrative support related to, but not necessarily limited to:

- Assistance with acquiring official letters in case of visits or conducting interviews with official partners.
- Organizing necessary consultation meeting(s).
- Project document, report of other activities…

9) **EVALUATION CRITERIA**

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<tr>
<th>No.</th>
<th>Criteria</th>
<th>Maximum Score</th>
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<tbody>
<tr>
<td>A</td>
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<tr>
<td>B</td>
<td><strong>National Team member</strong></td>
<td>1000</td>
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### 10) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

- [ ] NONE
- [ ] PARTIAL
- [x] INTERMITTENT
- [ ] FULL-TIME
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 I;

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

<table>
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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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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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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-themed (e.g. Women in Development, NGOs, Privatization, Sustainable Development) or technical (e.g. project design/evaluation)
Credentials/education/training, relevant to the expertise

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

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

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

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

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

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

**FINANCIAL OFFER**

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

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

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Rate</th>
<th>Total</th>
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<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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<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 for local firm (in case your company signs the contract)</td>
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<td><strong>Total</strong></td>
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</table>

* Individual Consultants/Contractors who are over 65 years of age with assignments that require travel and are required, at their own cost, to undergo a full medical examination including x-rays and obtaining medical clearance from an UN-approved doctor prior to taking up their assignment.

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

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

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

Dated this day /month of year

Signature

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