INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country: Viet Nam

Description of the assignment: 01 National Junior Consultant to support the implementation of exit strategy of DWP5C and EPPIC

Period of assignment/services (if applicable): April 2022 – December 2022

Duty Station: Vietnam

Tender reference: T220307

1. Submissions should be sent by email to: luu.thi.trang@undp.org no later than:
   23.59 hrs., 29 March 2022 (Hanoi time)

   With subject line:

   T220307 – 01 National Junior Consultant to support the implementation of exit strategy of DWP5C and EPPIC

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
      - 02 English paper samples 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 Consultant

<table>
<thead>
<tr>
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<th>Points</th>
</tr>
</thead>
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<td>6</td>
<td>Fluency in English and Vietnamese (two English paper samples provided)</td>
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Total 1,000

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. \( S_F = 1000 \times \frac{F_m}{F} \), in which \( S_F \) is the financial score, \( F_m \) is the lowest price and \( F \) the price of the submission under consideration.

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

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

5. Contract

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

Documents required before contract signing:

- International consultant whose work involves travel is required to complete the courses on BSAFE which is the new online security awareness training and submit certificate to UNDP before contract issuance.
- Note: In order to access the courses, please go to the following link: https://training.dss.un.org
  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 in the TOR.

Payments are based upon outputs, i.e. upon delivery of the products specified in the TOR.

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

7. Your proposals are received on the basis that you fully understand and accept these terms and conditions.
I. BACKGROUND & PROJECT DESCRIPTION

On Waste and Plastic management

Waste management has become a major concern in Viet Nam, as waste generation is increasing at an unprecedented pace and is projected to triple over the next 15 years. Currently, the country does not have the capacity to effectively handle this waste: 70% is disposed in landfills where the implementation of environmental standards is limited; while the rest is burned or discarded in nature, with much of it eventually ending up into the sea. The complex structure of solid waste management at the policy and governance level, together with the lack of reliable data and poor regional coordination worsen the situation. Citizens and businesses are not generally aware of the negative impacts improper waste management causes on human health, in addition to soil, air and water pollution, which calls for increased investment in education. Similarly, Viet Nam has become a major producer and consumer of plastic, with immediate negative consequences in terms of marine pollution, population wellbeing, and on the tourism and fishery industries. Finally, the circular economy approach is relatively unknown, while the linear economy (take, make, waste) is widely employed by business in Viet Nam.

On plastic waste, in December 2019, the first National Action Plan for Management of Marine Plastic Litter was issued by the Prime Minister (PM). The plan sets the target of reducing marine plastic litter by 75%; collect 100% of abandoned, lost, or discarded fishing gears and put an end to the disposal of fishing gears in the sea; prevent the use of single-use plastics and non-biodegradable plastic bags in 100% of coastal tourism areas, tourist attractions, tourist accommodations, and other seaside tourism services; and strive for 100% of marine protected areas to be free of plastic litter, by 2030. On August 20, 2020, the Prime Minister issued Directive 33/CT-TTg on strengthening the management, reuse, recycling, treatment and reduction of plastic waste. The PM instructed ministries, branches and localities to issue directives and plans to reduce and recycle plastic waste; as well as to minimize the use of disposable plastic products and prioritize the selection of recycled and environmentally friendly products. The Directive also requests agencies and public institutions to minimize the use of disposable plastic products and reinforces environmental
protection legislation to tackle environmental challenges. This is a strong signal given to line ministries and will foster the formulation of sectoral plans to reduce plastic pollution. In November 2020, the revised Law on Environmental Protection (LEP) was adopted. It builds the institutional basis for the development of a circular economy and strengthens the stipulation on solid waste management directives? Article 142 gives the first definition of Circular Economy, in which “design, production, consumption and service activities reduce the extraction of raw materials, materials, extend product life, reduce generated waste and minimize negative impacts”. Articles from 75 to 79 of the revised LEP provide regulations on domestic solid waste collection and treatment service based on the sorted amount of waste, according to which: domestic solid waste must be classified into, solid waste that can be reused or recycled; food waste; other domestic solid waste.

On circular economy

Recently, the concept of CE has gained prominence in Viet Nam and in ASEAN member states. A circular economy entails gradually decoupling economic activity from the consumption of finite resources and designing waste out of the system. The circular model builds economic, natural, and social capital. It represents a systemic shift that builds long-term resilience, generates business and economic opportunities, and provides environmental and societal benefits (Ellen MacArthur Foundation, 2020). The Vietnamese government has increasingly highlighted the importance of Circular Economy (CE) as a trend for sustainable development and national development orientations for 2021 - 2030. In Viet Nam’s 2020 revised Law on Environmental Protection (LEP), CE is defined as: “CE is an economic model in which design, production, consumption and service activities aim to reduce raw material extraction, extending the product life cycle, reducing generated waste and minimizing negative impacts on the environment.”, UNDP Vietnam has been working with Ministry of Natural Resources and Environment to launch and operate the Vietnam Circular Economy Hub, aiming to raise awareness and build the capacity of all stakeholders, including public authorities, businesses, civil society, academia, in adopting the CE principles, creating synergies, and integrating financial and technical resources to support the transition towards a low-carbon and circular Viet Nam.

UNDP’s mission is to support Viet Nam’s transformation to a sustainable and circular growth model where current and future generations of the country unite to contribute and benefit from its economic, social and natural advancement. UNDP seeks to expand the existing coalition and expertise to accelerate optimized resources management for sustained human development and economic growth and reduction of negative impacts on the environment, thus enabling Viet Nam to become a green and resilient country and achieve the Sustainable Development Goals by 2030.

With the support of the Government of Norway, UNDP is currently implementing a project entitled Scaling-up a Socialised Model of Domestic Waste and Plastic Management, in Ha Long, Danang, Quy Nhon, Binh Thuan, and Binh Duong (DWP5C project – Phase 1). It aims to develop integrated, green and fair models to improve domestic waste and plastic management, in five Vietnamese cities. One of the components of this project is to enhance the regulatory framework and capacity of the local authorities and stakeholders by promoting the circular economy approach and promoting innovation and information platforms and a project called EPPIC “Ending Plastic Pollution Innovation Challenge”. UNDP also recently launched DWP5C Phase 2 “Scaling-up Integrated and Inclusive Waste Management Models through Empowering the Informal Sector and Fostering the Circular Economy”,

UNDP Viet Nam is looking for a National Consultant to support the implementation of several projects on plastic and circular economy.

II. OBJECTIVES

The national Consultant is expected to provide administrative and programmatic support to the Analyst and Officers in the Portfolio and contribute to the implementation of different projects on plastic/waste management, and circular economy.
III. SCOPE OF WORK
The National Consultant is expected to conduct the following tasks: S/he will contribute to the implementation of activities under the above-mentioned projects.

For all projects, the tasks will include:
- Provide operational support in planning, organisation and follow-up of project events such as trainings, workshops, conferences in close liaison with CCE Programme Officers/Analysts, and Project Partners
- Provide and coordinate project-related administrative and on-site logistics support as required for the events.
- Support with the development and translation of Press Releases and translation of statements, briefs, into English and/or Vietnamese. Support preparation of communication materials for advocacy at high-level dialogues, public events
  - Develop Terms of Reference (ToRs) for consultants and firms hired by the projects
  - Brief translation of project materials, briefs, standees, speeches, social media campaigns etc on ad-hoc basis from English to Vietnamese or Vietnamese to English
  - Take notes/minutes at meetings and ensure follow up within the assigned area

S/he will also deliver specific activities for each project, as follows:

Phase 1:
- Annual Reporting and Knowledge for Project closing:
  - Support the CE Officers with the collection, translation, and liaison with the 5 sub-projects to ensure the rigorous collection, analysis of the results for the Annual Reporting to be delivered to the donor.
  - Contribute to the production of 05 summary briefs ‘lessons learned from the five cities sub-projects’. Together with the CE Officer, develop the structure of the brief (5-pages), identify data needed, schedule interview with sub-project organisers and partners (Women’s Union) and beneficiaries, and field visits, analyse the results and prepare the write-up in English. Translate all the briefs in Vietnamese and design the layout for publication.

  - Training of business:
  - Expand and scale up the training of business and act as the focal point for the Stewardship Group. Monitor the results and lessons learned from the training. Together with other officers at UNDP, ensure that by the end of 2022 at least 10 businesses have adopted corporate regulations. Enhance the engagement and participation of the private sector in the transition to CE, in line with the overall objectives of the project

  - Research on CE:
  - Provide technical and research input (upon request) for the metabolic study on CE, collect research, studies, showcases, papers in the agricultural, construction, textile, plastics (and others sectors)

- Communication:
  - Propose and create innovative communication products to disseminate the lessons learned of the 5 cities (e.g: short videos, infographics, blogs/articles etc).
  - Prepare at least 02 communication/knowledge products focusing on the role of the women informal waste workers

CE Hub:
- Work with other colleagues to establish database of enterprises per sector and per categorize (input material provider, manufacturer, waste treatment service provider) for preparation of Business Forum
- Contribute to the communication and engagement plan to ensure the increase of use and outreach of the CE Hub among business, NGOs/CSOs, academia and students in (sectoral infographics on CE, presentations, reports, concept notes,)

**Ending Plastic Pollution Innovation Challenge (EPPIC)**

- **Annual Reporting and Knowledge for Project closing:**
  - Support the CE Officers with the collection, translation, and liaison with partners in Viet Nam to ensure the rigorous collection, analysis of the results for the Annual Reporting to be delivered to the donor.
  - Contribute to the production of summary briefs ‘lessons learned from 4 coastal cities in the EPPIC Project’. Suggest impacting communication materials to showcase the results of the EPPIC shop at the ASEAN level. Together with the CE Officer, develop the structure of the brief (5-pages), identify data needed, schedule interviews with sub-project organisers and partners (Women’s Union) and beneficiaries, analyse the results and prepare the write-up in English. Translate all the briefs in Vietnamese and design the layout for publication.

- **Research:**
  - Contribute to the research assessing the changes in awareness of CE for plastic among business, proactively develop survey methods/questionnaires/dissemination, and contribute to the analysis and publication of the results.
  - Assess the opportunities to replicate the EPPIC shop in other cities.
  - Provide technical support to the winners and EPPIC finalists to adopt the methodology to estimate the impacts of reduction in plastic pollution

- **Events and Workshops:**
  - Contribute to the organization of events/workshop to disseminate the lessons learned from EPPIC in ASEAN.
  - Support the operationalization and organization of the side-event in Viet Nam of the World Circular Economy Forum

- **Mobile App**
  - Support the deployment of mobile application “Trash Hunt” through supporting the VASI team and App Developers to facilitate event arrangement, reporting and lesson learned.

### IV. DELIVERABLES & IMPLEMENTATION TIMELINE

<table>
<thead>
<tr>
<th>No.</th>
<th>Deliverables</th>
<th>Estimated days to complete</th>
<th>Target due date</th>
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<tbody>
<tr>
<td>1</td>
<td>- 02 workshop reports&lt;br&gt;- 01 lesson learnt paper of DWP5C project</td>
<td>30 days</td>
<td>June 2022</td>
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<td>- Report of CE training to business&lt;br&gt;- 01 lesson learnt paper of EPPIC project&lt;br&gt;- Mobile App campaign report and recommendation</td>
<td>40 days</td>
<td>August 2022</td>
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<td>40 days</td>
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<td>4</td>
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<td>40 days</td>
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V. DURATION OF ASSIGNMENT, DUTY STATION & EXPECTED PLACES OF TRAVEL

Estimated number of working days: 150 days

Duty station: UNDP

Expected places of travel: No

VI. PROVISION OF MONITORING & PROGRESS CONTROL

The consultant will report to the Programme Analyst on Waste and Chemicals. S/he will work very closely with international and national Climate Change Analyst/Officers at UNDP Viet Nam, and with the communication focal point for the project.

VII. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

Administrative Support

UNDP will provide support to the consultant to arrange for relevant meetings and interview with related parties, provision of working space for meetings. The cost of the podcast is inclusive of all the direct costs. If there is fieldwork arise the cost will be covered separately using UN-EU cost norm.

Reference Documents

VIII. DEGREE OF EXPERTISE & QUALIFICATIONS

- Bachelor’s degree or last year student for Bachelor’s degree in international development, law or related field
- 01-year work experience on communication activity, involving social media communication
- Proven experience in coordinating project activities
- Experience and knowledge on key topics related to circular economy and environment
- Knowledge of digital technology and multimedia platforms.
- Fluency in English and Vietnamese (two English paper samples provided)

IX. PAYMENT TERMS

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X. CONSULTANT PRESENCE REQUIRED ON DUTY STATION

☐ NONE  ☒ PARTIAL  ☐ INTERMITTENT  ☒ FULL-TIME
XI. EVALUATION CRITERIA

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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:

**B. Core Documents**
1. **Cover Letter**;
2. **Current and complete CV** in English; link to podcast example
3. **Financial offer** using the standard UNDP template.

**C. Additional Documents**
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>
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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:

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

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

N) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.
O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Dated this day /month of year

Signature

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