25 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>03 National Consultants for R&amp;D performance of manufacturing firms for sustainable and inclusive growth</td>
</tr>
<tr>
<td>Period of assignment/services (if applicable):</td>
<td>April 2022 – October 2022</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Home-based with possible travel</td>
</tr>
<tr>
<td>Tender reference:</td>
<td>T220308</td>
</tr>
</tbody>
</table>

1. Submissions should be sent by email to: luu.thi.trang@undp.org no later than:
   23.59 hrs., 03 April 2022 (Hanoi time)

   With subject line:

   T220308A – 01 National Team leader for R&D performance of manufacturing firms for sustainable and inclusive growth

   T220308B – 01 National Team member 1 for R&D performance of manufacturing firms for sustainable and inclusive growth

   T220308C – 01 National Team member 2 for R&D performance of manufacturing firms for sustainable and inclusive growth

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
   - For Team leader: The candidate’s authored or lead-edited research reports/papers/publications on relevant topics to be submitted
   - For Team member: The candidate’s authored or co-authored research reports/papers/publications on relevant topics 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:

<table>
<thead>
<tr>
<th></th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD Degree in the fields of economics, development economics, related fields; showing strong econometrics skill (team leader). Master’s Degree the fields of economics, development economics, finance or related fields; (team members).</td>
<td>50</td>
</tr>
<tr>
<td>At least 10 years of experience in conducting research, providing consultancy services and policy advising in development issues; engagement in export/global value chains. International working experience in these areas is an asset. (Team leader). At least 5 years of experience in conducting research, providing consultancy services and policy advising in development, improving productivity and competitiveness; R&amp;D and innovation, engagement in export/global value chains. International working experience in these areas is an asset. (Team members).</td>
<td>350</td>
</tr>
<tr>
<td>Rich (team leader)/good (team members) knowledge in (i) both theory and practice on technologies transfer, R&amp;D and innovation; export/global value chains and (ii) Viet Nam’s legal/regulatory/policy frameworks, the practical implementation and related institutional arrangements on firm productivity improvement. Knowledge of international experience in these areas is an asset.</td>
<td>450</td>
</tr>
<tr>
<td>Strong research experience and skills, sound research report writing skills in English as evidenced by the candidate’s authored or lead-edited research reports/papers/publications on relevant topics. (Team leader). Good research experience and skills, sound research report writing skills in English as evidenced by the candidate’s authored or co-authored research reports/papers/publications on relevant topics. (Team members).</td>
<td>150</td>
</tr>
<tr>
<td>Total</td>
<td>1,000</td>
</tr>
</tbody>
</table>

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

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

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

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

5. Contract

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

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

- Note: In order to access the courses, please go to the following link: https://training.dss.un.org
  The training course takes around 3-4 hours to complete.

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

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

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 AND RATIONALE

After more than three decades of reform, Viet Nam has witnessed remarkable economic growth and poverty reduction, and integration into the global economy. Besides market reforms, Viet Nam’s growth is attributed to rapid growth of investment capital and the labor force. Since Viet Nam became a low middle income country, the key challenge now is to avoid the risk of the ‘middle-income trap’, where a country’s growth stagnates after reaching middle-income status due to inefficient allocation of resources, a low-skilled labour force and low levels of innovation.

In Viet Nam, productivity has grown rapidly as labor and capital move from lower to higher productivity activities. However, within-industry productivity growth is weak. According to the Global Innovation Index, Viet Nam performs well among middle-income countries, ranking 44/132 for innovation. However, as Viet Nam continues to progress, it needs to go beyond adopting existing technologies. To maintain competitiveness, Viet Nam must invest sufficiently in research and development (R&D).

The new social-economic development strategy for 2021-2030 of Viet Nam prioritizes growth quality as well as continued integration into the global economy in the next decade. In that context, technology and innovation within domestic firms is becoming central to leverage the country’s competitiveness. This is especially important given that most domestic firms are SMEs with low levels of capital and human resources.

The Government of Viet Nam has set targets to achieve the SDGs by 2030. In collaboration with UN agencies, the Government has applied and received approval from UN SDGs Fund for a project to support Viet Nam in developing the 2030 Integrated Finance Strategy for accelerating the achievement of the SDGs. The overall objective of the joint GOV-UN Program (JP) is to support Viet Nam’s transformation to a more inclusive, productive green and climate resilient economy and accelerate the achievement of the SDGs. The program focuses on more effective mobilization and use of state budget as well as promoting contribution and investment from private sector in the national SDGs. The JP will assist the development and implementation of Viet Nam’s 2030 integrated financing and investment strategy, of which the SDGs are at the heart, while considering the impact of the COVID-19 pandemic.

Output 1.2.2 of this project provides support to government authorities of Viet Nam to facilitate business sectors to improve productivity and competitiveness of the Vietnamese firms, particularly SMEs.

Under this Output, we are looking to engage a research team (a team leader and two team members) to conduct a study on the R&D performance of Vietnamese firms. The research will help the Ministry of Planning and Investment (MPI) in designing and implementing a legal framework to support Vietnamese firms in sustainably integrating to the global economy.
II. OBJECTIVES AND ACTIVITIES

2.1. Overall Objective

The overall objective of the consultancy services is to contribute to the formulation and improvement of a legal framework to facilitate Vietnamese firms to invest and conduct R&D activities. This is expected to increase firms’ productivity and competitiveness, help them integrate better into global economy, build their resilience to external shocks as well as greening their production/operation.

2.2. Specific Objectives and activities

a) to review R&D and innovation performance of exporting firms or those who are suppliers to exporting firms. The focus will be on medium and large firms which have more capacity and potentials for R&D. Analyse export performance and identify the links between R&D, innovation and export performance of the firms. This exercise is expected to be done through the following activities:

- Merging two available secondary databases from the technology and production linkages component of the Enterprise Census (annually conducted by GSO) and the Enterprise’s Technology and Innovation survey, conducted by Ministry of Sciences and Technology in 2017. From those merged databases, identify exporting firms that have R&D expenditure and innovation activities, especially for main production sectors of the firms.
- Providing a quantitative assessment of the pattern of the R&D and innovation of firms, the relationship between R&D and innovation and export, including export volume or the participation of the firms with exporting firms (ideally using econometrics two-step Heckman model).

b) Identify the successful lessons and the constraints of firms in R&D and innovation, including the introduction of new products, new process, new business models. This question will be done via the following steps:

- From the merged database (identified in (a)), select around 10-20 firms in manufacturing that have R&D and innovation and direct export or production linkages with exporting firms.
- Conducting in-depth interviews (either virtual or face-to-face interviews) with the above sample to identify the bottlenecks and successful lessons from those firms, focusing on both internal factors (social and human resources, capital capacity, management and strategies etc.) and external factors (regulatory environment for R&D and innovation, export market or the clients, support and information etc.)

c) Reviewing and identifying the external factors related to regulatory frameworks which hinder or facilitate the firm’s R&D and innovation. Based on findings from a) and b), propose policy recommendations to MPI and line ministries in reforming the policies framework on the R&D and innovation of the firms in Viet Nam.

III. TASKS, DELIVERABLES, TIMELINES AND WORKING DAYS

The national consultant team is expected to implement the tasks and provide deliverables with timelines presented in the below table:

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Deliverables (all in English)</th>
<th>Timelines</th>
<th>Estimated number of working days</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1. Develop the <em>framework and tools for assessment</em>, with overall review/assessment</td>
<td>The inception report with the</td>
<td>March 2022</td>
<td>Team leader: 3</td>
</tr>
</tbody>
</table>
analytical framework, assessment criteria and benchmarks, criteria and method for selecting firms, obtaining necessary secondary data and preparing analysis tools;
1.2. Develop the research work plan with role/task distribution among the team members and timelines
1.3. Develop **research report outline**.

<table>
<thead>
<tr>
<th>Team leader and team members</th>
<th>following details (1.1 to 2.2): 1.1. Assessment framework methodology 1.2. Research work plan 1.3. Research report outline.</th>
<th>days Team members: 2 day each</th>
</tr>
</thead>
</table>
| 2.1. Select 20 firms in manufacturing those are medium or large firms, having export and/or producing inputs for export firms
d | 2.1. List of selected firms with justification for the selection. 2.2. Interview strategy, plan and interview 2.3. Key informant interview report 2.4. Desk review report and statistics analysis and quantitative assessment from secondary data 2.5. Desk review of current literature and regulatory environment | 29 July 2022 |
| 2.2. Develop strategy/plan and related questionnaires for interviewing the selected firms with feedback from UNDP and DSENRE; adjust the interview strategy and questionnaires after the first 2-3 interviews. 2.3. Conduct the interviews with selected firms to learn about the success or failure in R&D and innovation; bottlenecks, how R&D correlates with export performance or output provision for exporters. Applicable travel costs related to field interviews will be covered separately upon UNDP’s prior acceptance and approval. 2.4. Analyse secondary data of R&D and innovation (either from GSO or from MOST); using statistical description (cross-tabulation, mean/median statistics) to address the general performance of R&D and innovation of firms; using econometric model to assess the relationship between R&D and innovation and export, including export volume or the participation of the firms with exporting firms. 2.5. Collect and analyze international experiences, legal regulation of Viet Nam in facilitating firms in R&D and innovation in addressing the problems that are identified in the interviews. **Notes: The Team leader will liaise with UNDP and DSENRE, and provide advice/guidance/comments necessary for the team members to conduct the above tasks and prepare the deliverables**. | | |
| 3.1. Based on findings from 2.1-2.5, produce a synthesis report which includes recommendations for improvements (either in legal, policy, | 3.1. Synthesis report with an Executive 30 September 2022 | Team leader: 7 working |

---

1 Selected firms can either be exporters, or 1st or 2nd tier suppliers to large firms that make products/parts for export in sectors such as electrical appliances, electronics and motor vehicles, and/or others as necessary/feasible. The selected firms may include both those successful or not successful in R&D and innovation.
regulatory frameworks, institutional arrangements and practical application).  
3.2. Presentation on the research report and policy brief at a half day workshop/technical meeting in Hanoi. Applicable travel costs will be approved and paid for by UNDP separately.

| Total estimated working days: | Team leader | Team members | 25 days  
| Field work | To be decided | To be decided |

IV. DUTY STATION AND DURATION  
**Duty station:** Homebased and field work. All travel cost related to field work / interview will be covered separately later upon UNDP’s prior acceptance and approval.  
**Duration:** April – October 2022  
**Team Leader:** 25 working days  
**Team Members:** 27 working days (each)

V. EXPECTED QUALIFICATION OF THE CONSULTANT TEAM  
1. Team leader  
- PhD Degree in the fields of economics, development economics, and technology management, econometrics and/or related fields;  
- At least 10 years of experience in conducting research, providing consultancy services and policy advising in productivity, micro-economic, firms development issues.  
- Rich knowledge in (i) both theory and practice on R&D and innovation, productivity, export, global value chains and (ii) Viet Nam’s legal/regulatory/policy frameworks, the practical implementation and related institutional arrangements on R&D and innovation, firm development. Knowledge of international experience in these areas is an asset.  
- Strong research experience and skills, sound research report writing skills in English as evidenced by the candidate’s authored or lead-edited research reports/papers/publications on relevant topics.

2. Team member  
- Master's Degree in the fields of economics, development economics, productivity, R&D and innovation or statistics methods and related fields;  
- At least 5 years of experience in conducting research, providing consultancy services and policy advising in enterprise development, GVCs, supply chains;  
- Good knowledge in (i) both theory and practice on R&D and innovation, productivity, supply chains (ii) Viet Nam’s legal/regulatory/policy frameworks, the practical implementation and related institutional arrangements on R&D and innovation.  
- Good research experience and skills, good interview skill, sound research report writing skills in English as evidenced by the candidate’s authored or co-authored research reports/papers/publications on relevant topics.
V. MONITORING AND QUALITY ASSURANCE
The consultants will be working under (i) the overall supervision of UNDP Assistant Resident Representative, Head of Inclusive Growth Unit and (ii) guidance of UNDP senior International Economist. The monitoring, progress and quality controlling of consultants will be carried out in accordance with the objective, deliverables and tasks in Section II and III, by UNDP Program Officer in coordination with the INFF JP focal point of DSENRE. The consultants shall communicate regularly and timely report difficulties (if any) to UNDP and DSENRE during the consultancy process for timely handling.

VI. TERMS OF PAYMENT
- First payment of 20% of the total contract value upon the submission of the deliverables 1.1 – 1.3, 2.1 and 2.2 and their and acceptance by DSENRE and UNDP.
- Second payment of 60% of the total contract value upon the submission of deliverables 2.3 – 2.5 and their and acceptance by DSENRE and UNDP.
- Third payment of 20% of the total contract value upon the submission of deliverables 3.1 and 3.2. their acceptance by DSENRE and UNDP.

VII. EVALUATION CRITERIA

<table>
<thead>
<tr>
<th>Consultant’s experiences/qualification related to the services</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 PhD Degree in the fields of economics, development economics, related fields; showing strong econometrics skill (team leader). Master’s Degree the fields of economics, development economics, finance or related fields; (team members).</td>
<td>50</td>
</tr>
<tr>
<td>1.2 At least 10 years of experience in conducting research, providing consultancy services and policy advising in development issues; engagement in export/global value chains. International working experience in these areas is an asset. (Team leader). At least 5 years of experience in conducting research, providing consultancy services and policy advising in development, improving productivity and competitiveness; R&amp;D and innovation, engagement in export/global value chains. International working experience in these areas is an asset. (Team members).</td>
<td>350</td>
</tr>
<tr>
<td>1.3. Rich (team leader)/good (team members) knowledge in (i) both theory and practice on technologies transfer, R&amp;D and innovation; export/global value chains and (ii) Viet Nam’s legal/regulatory/policy frameworks, the practical implementation and related institutional arrangements on firm productivity improvement. Knowledge of international experience in these areas is an asset.</td>
<td>450</td>
</tr>
<tr>
<td>1.4 Strong research experience and skills, sound research report writing skills in English as evidenced by the candidate’s authored or lead-edited research reports/papers/publications on relevant topics. (Team leader). Good research experience and skills, sound research report writing skills in English as evidenced by the candidate’s authored or co-authored research reports/papers/publications on relevant topics. (Team members).</td>
<td>150</td>
</tr>
<tr>
<td>Total</td>
<td>1,000</td>
</tr>
</tbody>
</table>
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 apply]:

- [ ] 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>
</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>
</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 ☐  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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

P) Do you have any objections to our making enquiries of your present employer?

YES ☐  NO ☑

Q) Are you now, or have you ever been a permanent civil servant in your government’s employ?

YES ☐  NO ☑ If answer is "yes", WHEN?

R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Full Address</th>
<th>Business or Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</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-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>
</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>
<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 from and above 65 years of age and involve travel – (required before issuing contract). *</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.4</td>
<td>Others (pls. specify)..............</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.5</td>
<td>VAT** if applicable for local firm (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 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).