08 April 2022

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	**Viet Nam**
Description of the assignment:	**01 International Consultant for a comprehensive assessment of green hydrogen production from solar and wind power sources and potential uses in Viet Nam**
Period of assignment/services:	**April 2022 – March 2023** **(15 working days)**
Duty Station:	**Homebased, Ha Noi and travel to provinces**
Tender reference:	**A-220401 (Readvertise)**

1. **Submissions should be sent by email to**: quach.thuy.ha@undp.org no later than:

23.59 hrs., 17 April 2022 (Hanoi time)

With subject line:

A-220401 – Intl Consultant for assessment of green hydrogen production in Viet Nam

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
- Copy of 1-3 publications/writing samples on relevant subject.
- Reference contacts of past 4 clients for whom you have rendered preferably the similar service (including name, title, email, telephone number, address…)

b. **Financial proposal (with your signature):**

- The financial proposal shall specify a total lump sum amount in **USD for International Consultant** including consultancy fees and all associated costs i.e. 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:

Consultant(s)' experiences/qualification related to the services		
1	Post graduate degree in energy science, industrial engineering, energy economics, environmental economics, or related field. Academic qualification can be waived if the candidate has a proven track record of experience in the hydrogen, solar, and wind industry and in the field of energy engineering and management	200
2	Proven recent experience in industrial analysis including green hydrogen and ammonia production, trade and use in power production and/ or industrial processes	300
3	Proven experience in consultancy, technical study and policy advise in hydrogen, energy planning and clean and renewable energy development for development projects in development countries	250

4	Proven experience in working in a team with other experts and support the team's deliverables	100
5	Demonstrated communication skills and command over writing professional reports/project documents in English. 2 writing samples are required	150
Total		**1000**

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. Interview with the shortlisted candidates will be conducted at the technical evaluation stage.

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. Sf = 1000 x Fm / F, in which Sf is the financial score, Fm is the lowest price and F the price of the submission under consideration.

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

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

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
- 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 the payment.

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

ANNEX I

TERMS OF REFERENCE

Title: 01 National Consulting Firm/Energy and **01 International Expert** for a comprehensive assessment of green hydrogen production from solar and wind power sources and potential uses in Viet Nam

Duty Station: Home-based and Hanoi

Duration: April 2022 – March 2023

Reporting: UNDP Head of Climate Change and Environment

I. Background

With high and growing energy demand, Viet Nam is an emerging economy whose energy mix is expected to continue to rely on imported coal and oil at least over the medium term. However, recognizing the serious threat and impacts of climate change, Viet Nam has made important improvements in awareness concerning the role of renewable energy (RE). Viet Nam pivoted at COP26 to a commitment reach a net zero emissions target by 2050, in reaffirming the country's political determination to contribute to global efforts.

The Government of Viet Nam ratified the Paris Agreement of the United Nations Framework on Climate Change and in its Nationally Determined Contribution (NDC) has set a target to reduce greenhouse gas emissions 9 percent by 2030, or 27 percent with international support, compared to business-as-usual. In 2020, In 2020, the electricity generated from solar and wind energy sources amounted to 12,084 GWh, accounting for nearly 5% of the nationwide power production. To reach the ambitious goals, the Government of Viet Nam has strengthened its efforts to accelerate investments in clean and renewable energy in order to increase electricity supply diversity, reduce coal import needs, and reduce the growth of CO2 emissions.

Building on these renewable energy development efforts, the draft National Power Development Plan in period of 2021-2030, vision to 2045 ("Draft PDP8") envisions increases in electricity from renewable energy sources (including wind power, solar power, biomass power, ...) accounting for 24.3-25.7% and 26.5-28.4% of total installation power capacity of Viet Nam by 2030 and 2045 respectively. Emerging renewable energy technologies such as hydrogen are also being considered, in line with the energy development orientation as presented in Resolution No.55/NQ-TW of the Central Committee of the Communist Party.

Internationally, the production of green hydrogen is getting a lot of attention, as it will be produced by renewable energy that is rapidly becoming economically very affordable, although solar and wind remain variable energy sources. Currently hydrogen is almost entirely supplied by fossil fuels and used in particular in industrial processes. Beyond industry, hydrogen blending into existing natural gas networks in buildings, use in shipping, aviation, and automobiles as a low-carbon fuel option, and the production of ammonia to reduce emissions at coal-fired power plants as well as for

fertilizer production has seen the potential of the technology grown. Accordingly, the fast and robust development trend of green hydrogen has manifested quite clearly in the United States, Canada, Japan, China, the European Union and the Middle East with hydrogen development strategies.

The production of green hydrogen and energy carriers such as ammonia along with renewable energy plants can meet part of Viet Nam's demand for energy storage, transportation and industrial sectors. Green hydrogen production facilities located near RE power plants can utilize electricity that would otherwise be curtailed, reducing the pressure on the national power transmission and distribution lines and offering other advantages. These findings highlight a development opportunity for low-carbon industry and transport, with direct benefits to investors from utlizing entirely their power capacity for producing sellable products.

The technology for green hydrogen production is developing, especially production by seawater electrolysis using electricity entirely from renewable energy sources, which could be achieved at a competitive cost in the near future. In the medium and long term period, hydrogen will certainly be used more for electricity generation, storage systems and industrial processes in Viet Nam and it can help to solve the curtailment problems of RE. There is a potentially large role for green hydrogen in implementing Viet Nam's commitments made at COP26, whereas it is in line with the policies of the Party and State on responding to climate change.

Green hydrogen production and use is a new field for Viet Nam. There has not been any research on the capacity of the green hydrogen fuel development for electricity production or consumption in industry and transportation. To deploy, the necessary knowledge for advantages and disadvantages of human and financial resources, legal conditions and challenges should be provided and updated for the managers, functional authorities, consultants to orient development. Currently, there are a number of investors who have registered to develop RE power projects and hydrogen production together. In order to orient the development properly and in accordance with Viet Nam's conditions and provide support policies to facilitate the development of this energy type, it is necessary to carry out a basic study to understand the hydrogen production potential and capacity, current and future demand of hydrogen and other energy carriers, the supply and distribution infrastructure of these energy products, regulatory regime and other issues.

The UNDP is looking for a consultancy team consisting of 01 national consulting firm/institution and 01 international consultant to undertake study on green hydrogen production from solar and wind power sources in the South-Central and South-West regions and potential uses in Viet Nam.

II. Objective of the assignment

The main objective is to analyze the potential role of green hydrogen production from renewable energy (RE), and green hydrogen use, to reduce economy-wide greenhouse gas (GHG) emissions and accelerate the clean energy transition in Viet Nam.

III. Scope of Work

3.1 General tasks and activities

The international consultant and members of the national energy consulting firm will form a team with the leading role of the national team leader assigned by the national consulting firm to deliver

the following tasks.

1. Develop a work-plan presenting methodology; data needed; timelines corresponding to activities and tasks division; expected outputs and their outline contents. The work plan must delineate clear roles, tasks, and deliverables by key milestones in implementation of the study.
2. Undertake review of international case studies outlining the development of green hydrogen production, trade and use and propose recommendations for Viet Nam
   - Analyse and evaluate the global scenarios and trend of green hydrogen production, use and trade;
   - Evaluate the best technological practices and international cost trends for production of green hydrogen and derivatives such as green ammonia and strategies for hydrogen development and the use of hydrogen in prioritised sectors of at least 05 countries;
   - Assess international best practices for safety procedures and protocols applied in all phases of green hydrogen production, handling, use, transportation, and storage, and design recommendations specific for Viet Nam;
   - Analyse advantages and challenges for green hydrogen production development;
   - Make recommendations for launching, approach and targets for green hydrogen production, use and trade in Viet Nam.
3. Analyse legal and policy frameworks to facilitate green hydrogen development in Viet Nam
   - Analyze the current legal foundation and policies relevant for hydrogen and ammonia production in Viet Nam;
   - Assess the gaps and needs to strengthen technical capacity among relevant stakeholders, particularly government officials, concerning safe production, handling, use, transportation and storage of hydrogen and ammonia;
   - Formulate potential policy recommendations for generation of green hydrogen and use in the coming years and decades, including derivatives such as green ammonia for use in e.g. power generation the fertilizer industry;
4. Analyse green hydrogen production in the South-Central and South-West regions and use potential in Viet Nam
   - Review the current production of (non-green) hydrogen and ammonia in Viet Nam, and current demand and use of hydrogen and ammonia;
   - Identify existing solar and wind capacity potential that can be used for green hydrogen production and derivatives such as ammonia, notably in the South-Central and South-West regions based on the detailed data available with Electricity and Renewable Energy Authority (EREA) and Viet Nam Electricity (EVN) on the existing RE power plants as well as solar and wind projects under construction and the current status of renewable energy (RE) plants power generation curtailment and other relevant data and information;
   - Identify the maximum technical potential amount of green hydrogen and green ammonia that can be produced in future in selected regions, including the required (additional) RE capacity for achieving that;
   - Assess hydrogen and ammonia production and consumption technologies and infrastructure that are currently used in Viet Nam and technologies to produce green hydrogen and ammonia that are suitable for Viet Nam, using the data from PVN and other leading industries;

- Assess the current and future demand for green hydrogen and green ammonia from: a) existing applications in main economic sectors that may use green hydrogen or ammonia (e.g. industrial production, including iron & steel, fertilizers, cement, refineries, chemicals production, food processing, etc.); and b) new application, especially for Viet Nam, to reduce and replace fossil fuel uses (i.e., power generation, renewable energy storage, industrial and domestic heating applications, transportation, etc.), using the data from PVN and other leading industries;
- Assess the business case with cost and benefit analysis for investment in green hydrogen in coming years and decades;
- Assess GHG emissions under the business-as-usual (BAU) scenario, without green hydrogen, and GHG emissions in the selected regions at different levels of green hydrogen, and derivatives such as green ammonia, penetration for use in prioritized economic sectors, as mentioned above.

5. Prepare a consolidate draft report presenting the findings, analysis, conclusion and recommendations based on the analysis resulted from tasks 2-4 as described above.
6. Undertake consultations with UNDP, an identified government agencies, international organisations, and other relevant stakeholders to get data and inputs as well as feedbacks on findings, analysis and recommendations
7. Finalize the report based on feedbacks from experts and stakeholders
8. Participate in and support the organisation of a half day consultation workshop and a half day final workshop to discuss and present the study findings and recommendation

3.2 Specific tasks and activities

National consulting firm

- Assign a team leader who will be responsible for leading the whole study during the process and coordinating the national team with the international expert;
- Prepare and finalise the detailed work-plan for implementation of the whole assignment
- Based on Task number 3 of the Section 3.1, guide the international consultant on technical inputs required for the review of international case studies outlining the development of green hydrogen production, trade and use and propose recommendations for Viet Nam;
- Support to facilitate logistical arrangements for consultation meetings with relevant agencies, institutions and organization in Viet Nam.
- Prepare and finalise the consolidated report based on the main tasks in 3.1 and inputs from the international expert.

International expert

- Contribute to the development of the detailed work-plan for the implementation of the whole assignment
- Be responsible for Task number 2 of the Section 3.1 and provide relevant inputs and recommendations in consultation with the national expert team;
- Contribute to other tasks on policy and technical analysis of green hydrogen production and use potential of Viet Nam;
- Provide review and feedbacks on the draft consolidated report for improvement and finalisation.

Methodology: National team leader and national experts as assigned by the national consulting firm will work with the international expert as a team with close consultation and regular reporting to UNDP. The team shall discuss and consult with relevant stakeholders and agencies such as Ministry of Industry and Trade (MOIT), Viet Nam Electricity (EVN), Petrovietnam (PVN) and others who are working on hydrogen to ensure the collection of required data and information for the analysis.

IV. Milestones and Timeframe

Duration: March 2022 – March 2023

- National Energy Consulting firm: The national consulting firm shall make available national team leaders and national team members as follows:
    - A team leader with technical experience in power planning and RE deployment in Viet Nam: estimated 35 days
    - Team members with various experiences in energy value chain, energy, industrial engineering, chemical and climate change and environment: estimated 85 days in total
- International Consultant: Estimated 15 days

The implementation period is expected to be within 12 months from the contract signature with preliminary findings shall be available in June 2022. The draft report shall be available in July 2022 for wide stakeholders' consultation.

V. Duty Station

-For National Consultants (Firm): Home-based, Ha Noi and travel to provinces. Local travel to provinces outside Hanoi will be discussed during the inception phase. In case local travel is required, upon prior written agreement, travel cost will be covered separately by UNDP based on UN-EU cost-norms

-For International Consultant: Home-based, Ha Noi and travel to provinces. Travel to Ha Noi and provinces will be discussed during the inception phase. If such travel is required, upon prior written agreement, such travel shall be at UNDP's expense and the International Consultant shall receive a per diem not to exceed United Nations daily subsistence allowance rate in such other location.

VI. Deliverables

For the National Consulting Firm

- Detailed work-plan for the implementation of the whole assignment
- Inputs and guidance to the international review prepared by the international expert
- Draft and final consolidated report in both English and Vietnamese that contained details as describe in the scope of work. The report shall include but may not be limited to the following suggested key technical elements:
    - The international hydrogen energy development situation scenario and trend analysis
    - Legal foundation and policy frameworks for hydrogen development in Viet Nam
    - The hydrogen and derivatives production potential in the two selected regions and use in different sectors throughout Viet Nam

    - Conclusions concerning safe green hydrogen and ammonia production, handling, use, transportation and storage.
    - Recommendation on hydrogen and ammonia production technologies suitable for Viet Nam, use of green hydrogen and green ammonia in key traditional and new sectors and industries, and policies for development of green hydrogen that are suitable for energy transition in Viet Nam.
- Copies of PowerPoint Presentation in English and Vietnamese for the consultation and final workshops
- Notes of consultation meetings with relevant agencies and stakeholders

For the International Expert

- Inputs to the detailed work-plan prepared by the national consulting firm
- Draft and final paper of international review of hydrogen energy development situation and trend analysis and recommendations for Viet Nam
- Inputs and written comments on the draft consolidated report prepared by the national consulting firm
- Copies of PowerPoint Presentation of relevant section in English for the consultation and final workshops

VII. Provision of monitoring, progress control

The expert team consisting of national and international expert lead by the national team leader will work in close consultation and regular reporting to UNDP. The team leader is required to regularly report to UNDP Viet Nam on the progress of the work based on the agreed work-plan.

VIII. Administrative support and reference documents

The national consulting firm shall support in logistical arrangement for meeting with relevant agencies and partners in Viet Nam. Administrative support will be provided by UNDP if needed. Copies of relevant documents and templates will be made available to the consultants upon commencement of the assignment.

IX. Qualification and work experience

9.1. National Energy Consulting Firm:

- At least 10 years relevant experience in research, consultancy and policy advise in energy planning and clean and renewable energy development in Viet Nam
- Demonstrated expertise in renewable energy systems particularly wind and solar power technologies and industrial production
- Strong experience in working with and providing services to the government agencies and donor-supported agencies in relevant areas as well as companies and corporations in various sectors in Viet Nam.

For **national experts**: the national consulting firm/institution shall make available an expert team including the national team leader with sufficient qualification required for the assignment. The team shall possess:

National team leader cum Power Planning and RE Expert

- Advanced degree in industrial engineering, energy planning, energy science, economics, or related fields. The academic requirements can be lowered/waived if possessing greater experience in this area
- Proven recent experience in electricity planning, renewable energy (RE) development and industrial production
- Proven experience in leading a team of national and international experts in undertaking relevant studies and researches;
- Proven experience in providing research and consultancy services to the government agencies and donor supported project as well as experience in working with companies and corporations
- Good English skills; ability to write report in English and Vietnamese demonstrated by at least two samples of original work

National experts with sufficient qualification and experiences required for the assignment

- Advanced degree in energy economics, energy technology, industrial development, industrial technology, industrial engineering, chemistry, environment and climate change or related fields
- Proven recent experience in hydrogen, ammonia or LNG value chains; development and application of technologies to produce hydrogen and/or ammonia in industrial production process and calculating greenhouse gas emissions in the energy sector
- Proven experience in providing research and consultancy services to the government agencies and donor supported project as well as experience in working with companies and corporations in industrial process and/or transport
- Proven experience in working in a team with other experts and support the team's deliverables
- Good skills in English, demonstrate by at least two sample of original work

9.2. The international expert

- Post graduate degree in energy science, industrial engineering, energy economics, environmental economics, or related field. Academic qualification can be waived if the candidate has a proven track record of experience in the hydrogen, solar, and wind industry and in the field of energy engineering and management
- Proven recent experience in industrial analysis including green hydrogen and ammonia production, trade and use in power production and/ or industrial processes
- Proven experience in consultancy, technical study and policy advise in hydrogen, energy planning and clean and renewable energy development for development projects in development countries
- Proven experience in working in a team with other experts and support the team's deliverables
-
- Demonstrated communication skills and command over writing professional reports/project documents in English. 2 writing samples are required.

X. Schedule of Deliverables and payment term

Payments are based upon outputs, i.e. upon delivery of the products specified in the TOR. The payment terms are the following:

For National energy consulting firm:

Deliverable	Expected due date
First payment of 20% will be paid upon submission and approval of the final detailed work-plan for the implementation of the whole assignment with acceptance by UNDP	April 2022
Second payment of 50% will be paid u upon submission of the draft consolidated report in both English and Vietnamese for technical consultation workshop with acceptance by UNDP	30 September 2022
Final payment of 30% will be paid upon submission of all products under the contract with acceptance by UNDP	28 February 2023

For international consultant:

Deliverable	Expected due date
First payment of 60% of the contract value will be made upon submission of the draft and final paper of international review of hydrogen energy development situation and trend analysis and recommendations for Viet Nam with approval by UNDP	15 May 2022
Second and final payment of 30% will be made upon submission of all products under the contract including the inputs and comments to the consolidated draft report and PowerPoint presentations of relevant sections with approval by UNDP	30 December 2022

XI. Consultant presence required on duty station/UNDP premises

[X] NONE [ ] PARTIAL [ ] INTERMITTENT [ ] FULL-TIME

EVALUATION CRITERIA WITH ASSIGNED SCORES

International Consultant

Consultant(s)' experiences/qualification related to the services		
1	Post graduate degree in energy science, industrial engineering, energy economics, environmental economics, or related field. Academic qualification can be waived if the candidate has a proven track record of experience in the hydrogen, solar, and wind industry and in the field of energy engineering and management	200
2	Proven recent experience in industrial analysis including green hydrogen and ammonia production, trade and use in power production and/ or industrial processes	300
3	Proven experience in consultancy, technical study and policy advise in hydrogen, energy planning and clean and renewable energy development for development projects in development countries	250
4	Proven experience in working in a team with other experts and support the team's deliverables	100
5	Demonstrated communication skills and command over writing professional reports/project documents in English. 2 writing samples are required	150
Total		**1000**

ANNEX IV

OFFEROR'S LETTER TO UNDP

CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date _____

United Nations Development Programme

Dear Sir/Madam:

I hereby declare that:

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

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

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

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

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

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

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

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

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

H) This offer shall remain valid for a total period of _____ days [*minimum of 90 days*] after the submission deadline;

I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*

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

☐ Sign an Individual Contract with UNDP;

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

_____

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

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

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

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

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

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

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

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

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

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

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

Name	Relationship	Name of International Organization

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

YES ☐ NO ☐

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

YES ☐ NO ☐ If answer is "yes", WHEN?

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

Full Name	Full Address	Business or Occupation

S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.

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

DATE: _____ SIGNATURE: _____

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

Annexes *[please check all that applies]*:

☐ CV shall include Education/Qualification, Processional Certification, Employment Records /Experience

GUIDELINES FOR CV PREPARATION

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

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

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

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

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

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

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

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

Annex V

FINANCIAL OFFER

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

No.	Description	Quantity	Unit Rate	Total
1	Consultancy fee			
2	Out of pocket expenses			
2.1	Travel			
2.2	Per diem			
2.3	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). *****			
2.4	Others (pls. specify)…….			
2.5	VAT** if applicable (in case your company signs the contract)			
	Total			

****** 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).