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>15 Community based disaster risk management (CBDRM) Trainers for 6 GCF project provinces</td>
</tr>
<tr>
<td>Period of assignment/services (if applicable):</td>
<td>May 2022 – 31 December 2022</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Hanoi and 6 project provinces</td>
</tr>
<tr>
<td>Tender reference:</td>
<td>PN (N-220402)</td>
</tr>
</tbody>
</table>

1. Submissions should be sent by email to: bid.submission.vn@undp.org

   Deadline for submission: on or before 28 April 2022 (Ha Noi Time)

   With subject line:

   1. PN (N-220402) – 15 CBDRM Trainers for 6 GCF project provinces

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:

   1. Technical component:
      - Signed Curriculum vitae
      - Signed Letter to UNDP Confirming Interest and Availability
      - Two sample report on related subject to be submitted for evaluation.
      - Reference contacts of past 3 clients for whom you have rendered preferably the similar service (including name, title, email, telephone number, address…)

   2. Financial proposal (with your signature):
      - The financial proposal shall specify a total lump sum amount in **VND for National Consultant** including consultancy fees and all associated costs i.e. consultancy fee, meal, accommodation, PIT, 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>No.</th>
<th>Evaluation Criteria</th>
<th>Max. score</th>
<th>Detailed scoring</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CBDRM trainers in VNM1 (09 trainers)</td>
<td>1,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Academic qualification</td>
<td>200</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Master and above</td>
<td>200</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Bachelor’s degree</td>
<td>140</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Undergraduate and below</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Working experience in implementing CBDRM activities in Vietnam</td>
<td>300</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>&gt; 5 years</td>
<td>300</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>5 years</td>
<td>210</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>&lt; 5 years</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Working experience in conducting CBDRM training classes</td>
<td>500</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Conduct more than 10 CBDRM training classes in which there are some CBDRM training classes in the project provinces</td>
<td>500</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Conduct more than 10 CBDRM training classes (none of them is in the project provinces)</td>
<td>450</td>
<td></td>
</tr>
</tbody>
</table>
Conduct 10 CBDRM training classes in which there are some CBDRM training classes in the project provinces

Conduct 10 CBDRM training classes (none of them is in the project provinces)

Conduct less than 10 CBDRM training classes but there are some CBDRM training classes in project provinces

Conduct less than 10 CBDRM training classes (none of them is in the project provinces)

<table>
<thead>
<tr>
<th>II</th>
<th>CBDRM trainers in VNM2 (06 trainers)</th>
<th>1,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Academic qualification</td>
<td>200</td>
</tr>
<tr>
<td></td>
<td>Master and above</td>
<td>200</td>
</tr>
<tr>
<td></td>
<td>Bachelor’s degree</td>
<td>140</td>
</tr>
<tr>
<td></td>
<td>Undergraduate and below</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>Working experience in implementing CBDRM activities in Vietnam</td>
<td>300</td>
</tr>
<tr>
<td></td>
<td>&gt; 5 years</td>
<td>300</td>
</tr>
<tr>
<td></td>
<td>5 years</td>
<td>210</td>
</tr>
<tr>
<td></td>
<td>&lt; 5 years</td>
<td>0</td>
</tr>
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<td>Working experience in conducting CBDRM training classes</td>
<td>500</td>
</tr>
<tr>
<td></td>
<td>Conduct more than 10 CBDRM training classes in which there are some CBDRM training classes in the project provinces</td>
<td>500</td>
</tr>
<tr>
<td></td>
<td>Conduct more than 10 CBDRM training classes (none of them is in the project provinces)</td>
<td>450</td>
</tr>
<tr>
<td></td>
<td>Conduct 10 CBDRM training classes in which there are some CBDRM training classes in the project provinces</td>
<td>400</td>
</tr>
<tr>
<td></td>
<td>Conduct 10 CBDRM training classes (none of them is GCF in the project provinces)</td>
<td>350</td>
</tr>
<tr>
<td></td>
<td>Conduct less than 10 CBDRM training classes but there are some CBDRM training classes in the project provinces</td>
<td>200</td>
</tr>
<tr>
<td></td>
<td>Conduct less than 10 CBDRM training classes (none of them is in the project provinces)</td>
<td>0</td>
</tr>
</tbody>
</table>

(An additional interview either directly or via telephone/Skype will be applied if necessary) 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. 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
  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.

1. 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.

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

TERMS OF REFERENCE
INDIVIDUAL CONSULTANT

<table>
<thead>
<tr>
<th>Name of service:</th>
<th>15 CBDRM Trainers for 6 GCF project provinces</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project:</td>
<td>“Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam”</td>
</tr>
<tr>
<td>Reporting to:</td>
<td>DRR CCA Expert</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Hanoi and 6 project provinces</td>
</tr>
<tr>
<td>Travel Required:</td>
<td>Click or tap to specify Yes/No.</td>
</tr>
<tr>
<td>Duration of Assignment:</td>
<td>Quarter II-IV/2022</td>
</tr>
<tr>
<td>Start Date:</td>
<td>5/1/2022</td>
</tr>
<tr>
<td>End Date:</td>
<td>12/31/2022</td>
</tr>
</tbody>
</table>

I. BACKGROUND & PROJECT DESCRIPTION

BACKGROUND
The Green Climate Fund (GCF) is a financial operating entity of the United Nations Framework Convention on Climate Change (UNFCCC), established to contribute to the collective efforts of the international community in combatting climate change. The GCF funds programmatic approaches that provide an opportunity for a transformational shift in countries’ climate resilience and green economies, prioritizing a balanced approach between adaptation and mitigation. Led by the Vietnamese Ministry of Agriculture and Rural Development (MARD) in collaboration with Ministry of Planning and Investment (MPI), UNDP serves as the GCF Accredited Entity for the climate change adaptation (CCA) project “Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam” (the Project) which was approved by the GCF in June 2017. The Project is designed “to contribute to increased climate-resilient sustainable development though employing an integrated approach to ensure more climate resilient homes, strengthen natural defences through the regeneration of mangroves, and improve planning through the integration of climate risk information.”

The Project is currently supporting MARD and seven provinces in undertaking the community-based disaster risk management (CBDRM) training program throughout 2017-2021. During 2017-2021, the Project implemented 383 CBDRM classes for coastal communes in seven project provinces. Results from this phase have inspired an updated set of CBDRM training materials and overall approach for the VNDMA and Provinces to upscale community-level planning processes in all 28 coastal provinces. Building on the standardized training materials, the Project developed the software for risk assessment to support data collection, digitalization of data, and assist in the completion of the community-based disaster risk assessment (CBDRA) reports. Moreover, the Project developed disaster risk packs for seven project provinces and promoted the integration of DRR-CCA risks into local SEDPs.

For continued implementation of CBDRM courses, and to meet the Project target of 520 CBDRM trainings for coastal communes, VNDMA intends to mobilize an experienced team of trainers for the implementation of the CBDRM training courses at the commune level. The trainers will coordinate with the VNDMA, the UNDP, and other stakeholders to carry out the CBDRM training program for 137 communes in six project provinces in 2022. The Training Consultants will be provided with technical assistance, coordination, and support from the UNDP and VNDMA to carry out the trainings for the technical support groups and community groups established by CPCs at commune level.

II. OBJECTIVES

**Overall Objective**
Provide integrated CBDRM training courses for 137 selected communes in six coastal provinces of Viet Nam, applying the approved training materials and CBDRA tools developed by the Project.

**Specific objectives**

- Provide assistance to the VNDMA and disaster management focal agencies in six provinces in the collection, collation, and analysis of existing disaster/climate risk data and risk maps for targeted provinces & communes;
- Prepare the commune training organization plan, ensuring that the supplemental training materials for mangrove planting/rehabilitation, resilient housing and gender considerations are delivered in the assigned communes;
- Provide M&E of community technical advisory groups and community groups in project communes, ensuring effectiveness of the training courses;
- Conduct a comprehensive risk assessment of target communes and develop CBDRA reports for the VNDMA and the UNDP, using the Project reporting tools and templates which have been applied in CBDRM & CBDRA trainings for the period 2020-2021.

**III. SCOPE OF WORK**

The successful consultant will be expected to be responsible for the following:

- Review project reports to familiarize the trainers with the lessons learned and recommendations from previous years;
- Participate in briefing consultations with the Project Team, VNDMA/CPMU and UNDP to ensure full understanding of the TOR requirements;
- Master the training processes which were standardized and finalized in 2021, including the use of CBDRA data collection tool and analysis applications at the commune level;
- Assist the organization of meetings between Training Organization Consultants and provincial and commune staff as required. Support the Training Organization Consultants in their collection of baseline data of the CBDRA report (Section A and B), disaster/climate risk maps, and general information on communes and provinces prior to the execution of the trainings;
- Propose detailed training plans for communes, including necessary training contents, appropriate preparations, etc.;
- Coordinate with Training Organization Consultants to work with CPCs and commune technical support groups to arrange and organize CBDRM training courses as planned and approved by the VNDMA and provinces for 2022;
- Deliver CBDRM trainings in Nam Dinh, Thanh Hoa, Thua Thien Hue, Quang Nam, Quang Ngai, and Ca Mau, as assigned by the UNDP VNDMA/CPMU;
- Keep the UNDP, VNDMA, PPMUs updated of challenges, opportunities, and solutions to ensure successful commune CBDRM trainings;
- Provide technical back-stopping for the commune technical team and community groups at the commune level during CBDRM/A trainings and preparation of commune CBDRA reports, in accordance with CBDRM training and CBDRA report preparation procedures of the Project;
- Prepare draft and final commune CBDRA reports using approved templates & reporting tools as applied by the Project;
• Finalize CBDRA reports incorporating comments and feedbacks from Training Organization Consultants, the VNDMA, and the UNDP;

• Coordinate with Training Organization Consultants to hold meetings with Provincial, District and Commune Disaster Management Agencies and PPMUs to discuss and agree on: training results, necessary recommendations to scale up training contents, and CBDRA information and database collection at the commune level. Discuss the replication of CBDRM/A activities in following years under the framework of Scheme 1002 with local authorities and provincial trainers;

• Participate in technical meetings, either in person or online, with PPMUs, CPMU, organizers, the VNDMA and the UNDP to discuss difficulties/challenges faced during trainings, and identify solutions to these problems;

<table>
<thead>
<tr>
<th>No.</th>
<th>Deliverable</th>
<th>Estimated days to complete</th>
<th>Target due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tentative training plan of CBDRM courses for 2022</td>
<td>01</td>
<td>5/5/2022</td>
</tr>
<tr>
<td>2</td>
<td>1st CBDRM training progress report and expected results, (as required in the TOR) and 30% of commune CBDRM &amp; CBDRA reports (3 classes)</td>
<td>18</td>
<td>6/30/2022</td>
</tr>
<tr>
<td>3</td>
<td>2nd CBDRM training progress report and expected results, (as required in the TOR) and 30% of commune CBDRM &amp; CBDRA reports (3 classes)</td>
<td>18</td>
<td>8/31/2022</td>
</tr>
<tr>
<td>4</td>
<td>3rd CBDRM training progress report and expected results, (as required in the TOR) and 40% of commune CBDRM &amp; CBDRA reports (5 classes)</td>
<td>30</td>
<td>11/30/2022</td>
</tr>
<tr>
<td>5</td>
<td>Final report on the fulfillment of expected results (as required in the TOR), and final CBDRM &amp; CBDRA reports</td>
<td>01</td>
<td>12/15/2022</td>
</tr>
</tbody>
</table>

IV. DURATION OF ASSIGNMENT, DUTY STATION & EXPECTED PLACES OF TRAVEL

**Estimated number of working days:** maximum 68 working days for each consultant and the time will be arranged from 5/1/2022 to 12/15/2022. *Please note that the number of working days will be based on the actual participation of the Consultants in the facilitation and training of commune CBDRM courses. Each training course requires 6 days, including in-class sessions and report preparation.*

**Duty station:** Hanoi and 6 project provinces

**Expected places of travel:** Nam Dinh, Thanh Hoa, Thua Thien Hue, Quang Nam, Quang Ngai and Ca Mau

*Travel costs will be covered separately by CPMU based on final CBDRM training plan agreed by CPMU, PPMUs and event organizer. In this case, upon UNDP approval, eligible travel costs and per diem shall be in accordance with UN-EU cost norms.*
Based on the availability of the trainers and the geographical distance from the trainers’ hometown to the duty station, the CPMU will assign the trainers to the most suitable training classes.

V. PROVISION OF MONITORING & PROGRESS CONTROL

National Trainers/Consultants are expected to play a leading role in the process of delivering training courses to communes. The VNDMA will ensure that qualified commune staff are assigned to support meeting facilitation by the Consultants.

The timeline of deliverables is as follows:

<table>
<thead>
<tr>
<th>NO.</th>
<th>DELIVERABLES/OUTPUTS</th>
<th>TIMELINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tentative training plan of CBDRM courses for 2022</td>
<td>Quarter II/2022</td>
</tr>
<tr>
<td>2</td>
<td>1st CBDRM training progress report and expected results, (as required in the TOR) and 50% of commune CBDRM &amp; CBDRA reports. Report is in Vietnamese</td>
<td>Quarter II/2022</td>
</tr>
<tr>
<td>2</td>
<td>2nd CBDRM training progress report and expected results, (as required in the TOR) and 50% of commune CBDRM &amp; CBDRA reports. Report is in Vietnamese</td>
<td>Quarter III/2022</td>
</tr>
<tr>
<td>4</td>
<td>Final report on the fulfillment of expected results (as required in the TOR), and final CBDRM &amp; CBDRA reports (In Vietnamese)</td>
<td>Quarter IV/2022</td>
</tr>
</tbody>
</table>

Training to be conducted in Vietnamese

All reports will be reviewed by CBDRM Officer, VNDMA and UNDP. Final reports are expected to incorporate all comments provided by CBDRM Officer, VNDMA and UNDP experts.

VI. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

Administrative Support

The Consultants will receive necessary administrative and management support from relevant UNDP and GCF CPMU staff as needed.

VII. DEGREE OF EXPERTISE & QUALIFICATIONS

06 CBDRM trainers (maximum VN$2 daily consultancy rate applied) are expected to have the following qualifications and meet the following criteria:

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>1. A University Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relevant Professional Experience</td>
<td>2. At least 10 years of experience in implementing CBDRM activities in Viet Nam</td>
</tr>
<tr>
<td></td>
<td>3. Priority will be given to trainers who have provided 20 CBDRM training classes</td>
</tr>
<tr>
<td>Other Competencies</td>
<td>4. National trainers who have conducted CBDRM training activities for the GCF Project is preferred</td>
</tr>
</tbody>
</table>
09 CBDRM trainers (maximum VNMI daily consultancy rate applied) are expected to have the following qualifications and meet the following criteria:

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>6. A University Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relevant Professional Experience</td>
<td>7. At least 05 years of experience in implementing CBDRM activities in Viet Nam</td>
</tr>
<tr>
<td></td>
<td>8. Priority will be given to trainers who have provided 10 CBDRM training classes</td>
</tr>
<tr>
<td>Other Competencies</td>
<td>9. National trainers who have conducted CBDRM training activities for the GCF Project is preferred</td>
</tr>
</tbody>
</table>

| Language Requirements                               | 10. No |

**VIII. PAYMENT TERMS**

<table>
<thead>
<tr>
<th>No.</th>
<th>Deliverables as indicated in Section IV</th>
<th>Due Date</th>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tentative training plan of CBDRM courses in 2022 in Vietnamese, and accepted by UNDP</td>
<td>QII/2022</td>
<td>20%</td>
</tr>
<tr>
<td>2</td>
<td>1st CBDRM training progress report and expected results (as required in the TOR), and 50% of commune CBDRM training reports on process and results of the training (in Vietnamese)</td>
<td>QII/2022</td>
<td>30%</td>
</tr>
<tr>
<td>3</td>
<td>2nd CBDRM training progress report and expected results (as required in the TOR), and 50% of commune training CBDRM reports on process and results of the training (in Vietnamese).</td>
<td>QIII/2022</td>
<td>30%</td>
</tr>
<tr>
<td>4</td>
<td>Final report on the fulfillment of expected results (as required in the TOR) and all commune training CBDRM reports on process and results of the training, (in Vietnamese)</td>
<td>QIV/2022</td>
<td>20%</td>
</tr>
</tbody>
</table>

**IX. CONSULTANT PRESENCE REQUIRED ON DUTY STATION**

☐ NONE  ☒ PARTIAL  ☐ INTERMITTENT  ☐ FULL-TIME
ANNEX IV
OFFEROR’S LETTER TO UND
CONFIRMING INTEREST AND AVAILABILITY
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date ______________________

United Nations Development Programme

Dear Sir/Madam:

I hereby declare that:

1. 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];
2. I have also read, understood and hereby accept UNDP’s General Conditions of Contract for the Services of the Individual Contractors;
3. 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;
4. 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];
5. I hereby propose to complete the services based on the following payment rate: [please check the box corresponding to the preferred option]:
   6. An all-inclusive daily fee of [state amount in words and in numbers indicating currency]
   7. 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.

8. For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex V;
9. 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;
10. This offer shall remain valid for a total period of ___________ days [minimum of 90 days] after the submission deadline;
11. 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];
12. If I am selected for this assignment, I shall [please check the appropriate box]:
   13. Sign an Individual Contract with UNDP;
   14. 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:

15. I hereby confirm that [check all that applies]:
   16. At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
   17. I am currently engaged with UNDP and/or other entities for the following work:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
18. 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>UNDP Business Unit / Name of Institution/Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

19. 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.

20. **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.

21. 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.

1. 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>
</tbody>
</table>

2. Do you have any objections to our making enquiries of your present employer?
   - YES □ NO □

3. Are you now, or have you ever been a permanent civil servant in your government’s employ?
   - YES □ NO □ If answer is "yes", WHEN?

4. 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 Email Address</th>
<th>Business or Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tbody>
</table>

5. 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]:

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

II. Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
GUIDELINES FOR CV PREPARATION

WE REQUEST THAT YOU USE THE FOLLOWING CHECKLIST WHEN PREPARING

Your CV:

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

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

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

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

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

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

**PUBLICATIONS**

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

**MISCELLANEOUS**

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

**FINANCIAL OFFER**

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

This is a lump sum offer covering all associated costs for the required service (fee, meal, accommodation, travel, PIT, taxes, insurance 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>
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</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>
<td></td>
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</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 (in case your company signs the contract)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></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)