INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

<table>
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<tr>
<th>Country</th>
<th>Viet Nam</th>
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<tr>
<td>Description of the assignment:</td>
<td>01 National Consultant on policy paper for Viet Nam social protection reform</td>
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<tr>
<td>Period of assignment/services (if applicable):</td>
<td>May 2022 – June 2022</td>
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<td>Duty Station:</td>
<td>Home-based, Hanoi.</td>
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<tr>
<td>Tender reference:</td>
<td>T220404</td>
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1. Submissions should be sent by email to: luu.thi.trang@undp.org no later than:

   23.59 hrs., 03 May 2022 (Hanoi time)

   With subject line:

   T220404 – 01 National Consultant on policy paper for Viet Nam social protection reform

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
   - Papers/research reports authored/co-authored by the candidate 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:

| National consultant | 1.1 PhD degree in economics, development economics and/or related fields | 150 | 1.2 At least 10 years of experience in researches on State management procedures, especially in the areas of labour and employment, social | 250 |
insurance and social assistance areas for most vulnerable people: design, financing and implementation, progress and challenges; as well as the new local and global development context – as evidenced by papers/research reports authored/co-authored by the candidate

| 1.3 | Minimum 10 years of working experiences and good skills in leading/conducting studies on social protection and social assistance systems, related institutions and programs: design, financing and implementation, progress and challenges in Viet Nam (working experience in other ASEAN and AP countries is an asset) – as evidenced by papers/research reports authored/co-authored by the candidate | 250 |
| 1.4 | Good experience in research design and leading research teams; experience in leading/conducting research funded by/in collaboration with international organizations is an asset; Good skills in developing scenarios and simulation using data from censuses, labour force and living standard surveys - as evidenced by papers/research reports authored/co-authored by the candidate; | 200 |
| 1.5 | Good skills for data analysis (using Eviews, Stata, SPSS, etc.); Good command of writing study papers/reports in English and Vietnamese and experience in making presentations/participation in multi-stakeholder policy dialogues - as evidenced by papers/research reports authored/co-authored by the candidate and candidate’s CVs | 150 |
| **Total** | | **1,000** |

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

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

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

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

**5. Contract**

“Lump-sum” Individual Contract will be applied for freelance consultant (Annex II)

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

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

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

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

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

6. **Payment**

UNDP shall effect payments to the consultant (by bank transfer to the consultant’s bank account provided in the vendor form upon acceptance by UNDP of the deliverables specified the TOR.

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

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

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

TITLE: Policy paper for Viet Nam social protection reform.
DURATION OF ASSIGNMENT: Early May to end of June 2022
STATUS: One national consultant
COUNTRY OF ASSIGNMENT: Home-based, Ha Noi.

1) GENERAL BACKGROUND

The development of a modern and inclusive system of social protection is an important milestone in the transition from lower to middle-income country (MIC). Well-designed and implemented social protection systems promote equity by lifting households and individuals out of poverty and reducing the risk of falling back into poverty. To the extent that they enable children to stay in school, and adults to access further education, they contribute to the accumulation of human capital and productivity growth.

Viet Nam’s social assistance system has struggled to keep pace with economic development since the Doi Moi reforms of the late 1980s. The current system was designed for a time when only 11 per cent of the labour force worked for wages and most people earned an income locally from agriculture or traditional services. Now a majority of workers are wage earners and migrants account for a large share of the population. Traditional mechanisms of social assistance organized at the local level and funded locally have lost relevance as labour markets have become nationally and even internationally integrated.

The social assistance (SA) system is one of the three key pillars of social protection (SP) alongside labour market reforms and social insurance (including pensions and health insurance). Social assistance can be divided into three components: (i) regular (monthly, but limited amounts of) cash support for the poorest households; (ii) emergency relief; and (iii) social work/care services. Programmes as presently constructed exclude informal sector workers and especially migrants, groups referred to as “the missing middle” in the UNDP National Human Development Report 2015. Workers in these groups are eligible for neither social assistance nor social and unemployment insurance schemes. Emergency support, which provides cash benefits to victims of natural disasters and idiosyncratic shocks such as loss of houses and death or injury due to fire or accidents.

The Government’s Master Plan for Social Assistance Reform and Development (MPSARD) published in 2017 recognizes the gaps in the current system. owing to partial coverage, the low value of cash transfers and cumbersome administrative processes that reduce responsiveness to shocks.1 UNDP has consistently advocated reform of the social assistance

system as part of the Government’s efforts to realize the SDGs and achieve more inclusive and socially sustainable growth.²

While MPSARD provides strategic direction, implementation delays meant that gaps in coverage persisted during the Covid-19 pandemic. Social assistance programs based on residence registration hindered efforts to deliver help quickly to households and individuals, especially migrants and informal sector workers, to cushion the blow of the pandemic and prevent an increase in transient poverty. The Government responded with an ad-hoc program offering short-term (3 months, April, May and June 2020) cash support to vulnerable groups affected by the pandemic.³ In addition to targeted groups included in the regular cash transfer programmes (under Decree 136) and poor households, the temporary social protection (SP) package targeted the “missing middle” including: (i) near-poor households, (ii) workers with temporarily suspended labour contracts; (ii) workers with terminated labour contracts but not eligible for unemployment insurance benefits; (iii) workers without labour contracts and social insurance and (vi) household businesses with annual revenues of less than 100 million VND that had suspended business as the result of COVID-19. However, because of cumbersome administrative procedures and other obstacles, most informal sector workers, migrants and household businesses did not receive support.

The UN Joint Programme on Accelerating Viet Nam’s Transition to Inclusive and Integrated Social Protection, which brings together UNDP with UNICEF, ILO and UNFPA, was launched in early 2020 and will be completed this year. The Joint Programme has concentrated on extending coverage of existing social protection programmes to key demographic groups (women, children, the elderly and people living with disabilities) and modernizing programme administration. UNDP will continue working on the reform of social assistance and social protection programmes under the new Country Programme commencing this year, including working with the Ministry of Labour, Invalids and Social Affairs (MOLISA) to improve the design and implementation of targeted programmes on poverty reduction, to accelerate the digitization of registration and the delivery of benefits and to implement the Master Plan for Social Assistance Reform, approved by the Government in 2017.

UNDP Viet Nam views SP as an integral component of economic reform and not as a separate sphere of activity.

The expansion of social insurance programmes, notably increased health insurance coverage, has helped millions of households, including the near poor and people vulnerable to poverty. However, the design of social insurance and social assistance programmes lacks coherence, reflecting the ad hoc manner in which the various components have been introduced. The coronavirus pandemic revealed serious gaps in coverage, especially with regards to emergency assistance and support for transient poverty. Moreover, provinces varied in terms of financial and administrative capacity to fund nationally mandated programmes, resulting in inconsistency and inequity in their implementation. In 2017 the Government developed a Master Plan for Social Assistance Reform; however, implementation of this plan has been limited owing to concerns about the fiscal implications the need to build a stronger political consensus for reform across all relevant agencies and localities.

To accelerate the reform process of SP/SA system, UNDP has been conducted various interventions, such as (i) the research on policy reform options to increase the inclusivity and responsiveness of Viet Nam’s social assistance system; (ii) UNDP/UNWOMEN: Covid-19 Impact on Vulnerable Households and Enterprises (RIM 1); (iii) “Rapid Assessment of the COVID-19 Socio-Economic Impact on Vulnerable Households in Viet Nam” (RIM2); (iv) “Rapid assessment of design and implementation of Government's 2nd support package for the affected by Covid-19” (according to Resolution No. 68/NQ-CP); (v) policy papers on (1) Viet Nam Can and Should Finance a Larger Cash Assistance - Fiscal Stimulus Program without Fear of Inflation, (2) Strong central government leadership and coordination– the key to successfully combat the Covid pandemic and ensure socio-economic recovery, (3) Update on the latest developments of the world economy and impact on Vietnam in 2022 and beyond, etc., to feature key policy makers, researchers from the Government of Viet Nam, academia, international development partners and media with evidence-based analysis and recommendation for Viet Nam’s coping strategy for Covid-19 impact mitigation and to transform the country’s social assistance system to make it more inclusive and shock-responsive, to achieve the SDGs.

Additionally, there are a number of papers produced by other UN agencies, such as: UNICEF Policy Brief: Priority Areas to Reform Decree 136 for Children (2020) and related technical background papers; ILO-UNFPA Analysis of Draft 136 and Options for Social Pension Expansion (2020) and related technical notes; and ILO Assessment of the Implementation of Social Assistance and Options for Revising Decree 136 focusing on elderly (2020).

The present Terms of Reference seeks to bring together these various contributions to produce a clear and concise statement of UNDP’s policy recommendations for reform of the social protection system. The National Consultant will incorporate previous research carried out by the Country Office into comprehensive framework for an integrated national social protection system that will serve as an overarching structure for UN/DP policy research and advocacy. The paper will build on lessons from shortcomings of social protection programmes during the Covid-19 pandemic, issues during the implementation of the Master Plan for Social Assistance Reform and UNDP research on implementation of the National Targeted Programme on Poverty Reduction and related initiatives. The paper will also incorporate lessons from international experience, including UNDP policy research conducted in the Asia Pacific region.

2) OBJECTIVES OF THE ASSIGNMENT

Overall objective: The proposed paper will provide policy makers, the public and researchers with key messages to support Viet Nam’s efforts to transform the country’s social protection system to make it more inclusive and shock-responsive, and to achieve the SDGs.

Potential implications for policy change:

- UNDP Viet Nam, in partnership with UNICEF, UNFPA and ILO, works closely with MOLISA and other agencies on the design, implementation and evaluation of social protection and anti-poverty programmes. As a trusted partner of the government, UNDP has taken a leading role in supporting the Government (MOLISA and Committee on Ethnic Minorities Affairs) to design the National Targeted Programme on Socio-Economic Development in Ethnic Minority and Mountainous Areas (SEDEMA) and Sustainable Poverty Reduction (SPR) and national policies for poverty reduction and the formulation of the Master Plan for Social Assistance Reform. UNDP has also strongly supported the use of multidimensional poverty
measures for policy formulation and evaluation, which the government adopted in 2016 and further strengthened in 2021 including issuing a new set of MDP measurements for 2021-2025.

- A framework paper on social protection is urgently needed to integrate UN/DP policy recommendations within a single, coherent system and to relate proposed policy reforms to long-term structural changes taking place and their impact on the economy and society. It would demonstrate the fiscal options available to Viet Nam to design and implement a social protection system that reduces poverty, builds social cohesion and increases resilience but that is also fiscally viable and affordable to participants. The document will also highlight the close relationship between social protection, urbanization, trade and industrial policies, and sources of risk specific to climate change. The paper will provide inputs to the on-going preparation of the Political Bureau’s (highest level leadership) new resolution on social protection reform until 2045. In tandem with UN/DP supported policy dialogues, the framework paper will help build national consensus on directions for social protection reform in middle income Viet Nam.

3) SCOPE OF WORK, TASKS AND DELIVERABLES WITH TIMELINES

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<th>TASKS</th>
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| 1. Desk review of related documents: MPSARD, its implementation roadmap, Decree No. 20 on SA policy, research reports and rapid assessments commissioned by UNDP and other UN agencies as mentioned earlier, built on that to develop the proposed paper outline. | 1. Paper outline with key contents and potential messages.  
*Timeline: Early May 2022.* |
| 2. Conduct consultation with related Government agencies, Department of Social Assistance (DSA), Department of Social Insurance (DSI), Institute of Labour Science and Social Affairs (ILSSA) under MOLISA; Related agencies of MPI and MOF and Committee for Social Affairs under National Assembly. The consultant is required to consult/discuss with UNDP experts and other UN agencies (ILO, UNICEF, UNFPA) if necessary. | 2. Maximum 5-page report of literature review and consultation results.  
*Timeline: End of May 2022.* |
| 3. Built on the literature review and consultation results, draft the proposed paper for Viet Nam SP reform. | 3. Draft proposed paper  
*Timeline: Mid of June 2022.* |
| 4. Share with experts from UNDP in Viet Nam and RBAP-BRH for comments and finalize the paper upon comments/suggestions. | 4. Final proposed paper.  
*Timeline: End of June 2022.* |

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

The overall timeframe of the assignment: May 20 to end of June 2022.  
*Duty station:* Home-based, Ha Noi.

5) WORKING DAYS AND FINAL PRODUCTS (presented in both English and Vietnamese)
About 25 working days will be allocated for the national consultant to produce:
- Paper outline with key contents and potential messages;
- Maximum 5-page report of literature review and consultation results;
- Final proposed paper for Viet Nam social protection reform.

6) PROVISION OF MONITORING AND PROGRESS CONTROLS
The consultant will work under the overall supervision of UNDP Viet Nam Assistant Resident Representative/Head of Inclusive Growth Unit and the supervision, and technical guidance of UNDP Viet Nam International Senior Economist and Program Analyst.

Monitoring and Progress Control will be conducted against the above tasks, deliverables and timelines as indicated in the section 3.

7) EXPECTED DEGREE OF EXPERTISE AND QUALIFICATIONS
The national consultant is expected to have the following degree of expertise and qualification:

- PhD degree in economics, development economics and/or related fields;
- At least 10 years of experience in researches on State management procedures, especially in the areas of labour and employment, social insurance and social assistance areas for most vulnerable people: design, financing and implementation, progress and challenges; as well as the new local and global development context – as evidenced by papers/research reports authored/co-authored by the candidate.
- Minimum 10 years of working experience and good skills in leading/conducting studies on social protection and social assistance systems, related institutions and programs: design, financing and implementation, progress and challenges in Viet Nam (working experience in other ASEAN and AP countries is an asset) – as evidenced by papers/research reports authored/co-authored by the candidate.
- Good experience in research design and leading research teams; experience in leading/conducting research funded by/in collaboration with international organizations is an asset; good skills in developing scenarios and simulation using data from censuses, labour force and living standard surveys - as evidenced by papers/research reports authored/co-authored by the candidate;
- Good skills for data analysis (using Eviews, Stata, SPSS, etc.); good command of writing study papers/reports in English and Vietnamese and experience in making presentations/participation in multi-stakeholder policy dialogues - as evidenced by papers/research reports authored/co-authored by the candidate and candidate’s CVs.

8) ADMIN SUPPORT AND REFERENCE DOCUMENTS
UNDP is not required to provide any physical facility for the work of the national consultant, however venues for some technical meetings/consultations can be provided, at the discretion of the UNDP and as necessary. As necessary, UNDP will facilitate introduction needed for the consultant to work with relevant government, enterprises, UN agencies and experts.

UNDP will provide documents necessary for the work. All documents and data provided to the consultants are confidential and cannot be used for any other purposes or shared with a third party without any written approval from UNDP and its national partners.

9) REVIEW TIME REQUIRED AND PAYMENT TERM
100% of payment of the contract value will be made upon UNDP’s satisfactory acceptance of four deliverables in **Section 3** within 10 working days for UNDP’s review/approval of the deliverables.

### 10) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

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**EVALUATION CRITERIA WITH ASSIGNED SCORES**

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<th>National consultant</th>
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<td>1.1</td>
<td>PhD degree in economics, development economics and/or related fields</td>
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<td>1.2</td>
<td>At least 10 years of experience in researches on State management procedures, especially in the areas of labour and employment, social insurance and social assistance areas for most vulnerable people: design, financing and implementation, progress and challenges; as well as the new local and global development context – as evidenced by papers/research reports authored/co-authored by the candidate</td>
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<td>1.3</td>
<td>Minimum 10 years of working experiences and good skills in leading/conducting studies on social protection and social assistance systems, related institutions and programs: design, financing and implementation, progress and challenges in Viet Nam (working experience in other ASEAN and AP countries is an asset) – as evidenced by papers/research reports authored/co-authored by the candidate</td>
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<td>1.4</td>
<td>Good experience in research design and leading research teams; experience in leading/conducting research funded by/in collaboration with international organizations is an asset; Good skills in developing scenarios and simulation using data from censuses, labour force and living standard surveys - as evidenced by papers/research reports authored/co-authored by the candidate;</td>
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<td>1.5</td>
<td>Good skills for data analysis (using Eviews, Stata, SPSS, etc.); Good command of writing study papers/reports in English and Vietnamese and experience in making presentations/participation in multi-stakeholder policy dialogues - as evidenced by papers/research reports authored/co-authored by the candidate and candidate’s CVs</td>
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<td><strong>Total</strong></td>
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ANNEX IV

OFFEROR’S LETTER TO UNDP

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

Date __________________________

(Name of Resident Representative/Bureau Director)
United Nations Development Programme
(Specify complete office address)

Dear Sir/Madam:

I hereby declare that:

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

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

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

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

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

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

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

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

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

H) This offer shall remain valid for a total period of __________ days [minimum of 90 days] after the submission deadline;
I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office [disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];

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

☐ Sign an Individual Contract with UNDP;

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

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

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

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

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<th>Assignment</th>
<th>Contract Type</th>
<th>UNDP Business Unit / Name of Institution/Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
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☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

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

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

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

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

   
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<th>Name</th>
<th>Relationship</th>
<th>Name of International Organization</th>
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P) Do you have any objections to our making enquiries of your present employer?

   YES ☐ NO ☐

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

   YES ☐ NO ☐ If answer is "yes", WHEN?

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

   
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<thead>
<tr>
<th>Full Name</th>
<th>Full Address</th>
<th>Business or Occupation</th>
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S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

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

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

   DATE: ___________________________ SIGNATURE: ___________________________

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

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Annexes [please check all that applies]:

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

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

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

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

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

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

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

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

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

MISCELLANEOUS
Indicate the minimum and maximum time you would be available for consultancies and any other factors, including impediments or restrictions that should be taken into account in connection with your work with this assignment.
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>
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<td></td>
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<tr>
<td>2.1</td>
<td>Travel</td>
<td></td>
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<td>2.2</td>
<td>Per diem</td>
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<td>2.3</td>
<td>Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel – (required before issuing contract). *</td>
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<td>2.4</td>
<td>Others (pls. specify)…….</td>
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<td>2.5</td>
<td>VAT** if applicable for local firm (in case your company signs the contract)</td>
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<tr>
<td></td>
<td>Total</td>
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</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).