



6 May 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 and 01 National Consultant for Midterm Review of Sendai Framework (for Viet Nam)
Period of assignment/services:	May 2022 – September 2022 Team Leader - International Consultant: 40 working days Team Member - National Consultant: 40 working days
Duty Station:	Ha Noi (Viet Nam) with travel to provinces
Tender reference:	A-220501

1. Submissions should be sent by **email** to: quach.thuy.ha@undp.org no later than:
23.59 hrs., 15 May 2022 (Hanoi time)

With subject line:

A-220501 – International Consultant for Midterm Review of Sendai Framework

or

A-220501 – National Consultant for Midterm Review of Sendai Framework

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 and VND for National 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:

No	Criteria	Points
1. Team Leader – International Consultant		1000
1.1	Master's degree or higher qualification in disaster management, climate change, development studies, international relations, environment, water resources management or related fields	200
1.2	At least 10 years of experience in disaster management, climate change, development studies, international relations, environment, water resources management	250
1.3	Experience in implementing similar assignments in Viet Nam	300
1.4	Experience working with international organizations	150
1.5	Proficiency in English language and writing skills (2 sample report to be submitted)	100

No	Criteria	Points
2. Team Member – National Consultant		1000
2.1	Master 's degree or higher qualification in disaster management, climate change, development studies, public policies, international relations, environment, water resources management	200
2.2	10 years of experience in disaster risk management, climate change adaptation or related fields	250
2.3	Experience with similar assignments in Viet Nam	300
2.4	Experience working with international organizations	150
2.5	Good English and Vietnamese language skills (2 sample reports in both languages to be submitted)	100

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. $S_f = 1000 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the submission under consideration.

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

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

5. Contract

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

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

Documents required before contract signing:

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

Note: In order to access the courses, please go to the following link: <https://training.dss.un.org>

- 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.**



TERMS OF REFERENCES

INDIVIDUAL CONSULTANTS

I. GENERAL INFORMATION

Location:	Viet Nam
Assignment:	Midterm Review of Sendai Framework (for Viet Nam)
Type of contract:	Individual contract for two experts: One International and one national consultants
Contract duration:	80 days, between May 2022 – September 2022: <ul style="list-style-type: none">- 40 days for International Consultant (Team Leader)- 40 days for National Consultant (Team Member)
Technical supervisor:	UNDP Program Officer (Disaster Risk Reduction)
Coordination:	VNDMA, UN Technical Working Group, UNDP
Location:	Ha Noi (with visits to provinces)
Expected start date:	18 May 2022

II. BACKGROUND

Disaster context and Disaster Management Structure in Viet Nam

Viet Nam is one of the top 10 countries that are most vulnerable to climate change and natural disasters. Several serious and historical disaster events occurred, causing severe socio-economic impacts, such as: the drought and saltwater intrusion in the Mekong Delta in 2015 and in 2020, typhoon Damrey in Central region in 2017, and the large-scale floods and storms in Central Region in 2020 affected millions of people, particularly the most vulnerable groups such as women, children, smallholder farmers and others.

In response, the Government of Viet Nam has put in place an effective inter-ministerial mechanism for leadership, which is called the National Steering Committee for Disaster Prevention and Control.

The Committee is headed by the Deputy Prime Minister, who is supported by two standing members, the Minister of Agricultural and Rural Development, and the Minister of National Defense¹.

The Ministry of Agricultural and Rural Development provides regular assistance to the National Steering Committee. On a daily basis, the Viet Nam Disaster Management Authority² (VNDMA) serves as the focal agency. VNDMA which was established in 2017 is the national designated entity for preparations and execution of policies, frameworks and projects on disaster risk reduction, response and recovery.

The United Nations in Viet Nam has provided technical assistance to the National Steering Committee and the VNDMA in various programmatic areas. Each United Nations agency in Viet Nam, notably UNDP, UNICEF, FAO, UN Women, WHO, UNPFA...often has specific disaster management projects with VNDMA and local authorities. At the same time, as one UN, the Result Group on Climate Change and Environment (RG CCE) also has an annual workplan on a number of joint projects that support VNDMA with disaster risk reduction.

Sendai Framework Mid-term review (SF MTR) for Viet Nam

The Sendai Framework for Disaster Risk Reduction was adopted at the Third UN World Conference on Disaster Risk Reduction, in Japan, in March 2015. Viet Nam is one of the signatories and has undertaken DRR activities contributing to this Framework. The review report for 2020³ indicated that the country is on track to meet key indicators.

On 28 December 2021, The United Nations Office for Disaster Risk Reduction (UNDRR) sent a Note Verbal to Member States, including Viet Nam, to invite to assess progress, gaps, and challenges in the implementation of the Sendai Framework at the local and national levels and to share findings, good practices, and recommendations with UNDRR to be included in a report on the midterm review. Two principal elements of review⁴:

- **Retrospective** stock taking exercise from 2015 to 2022, inter alia appraising the adequacy of progress in implementation in a changing context.
- and a **prospective** review of priority challenges to be addressed and actions to be undertaken, accelerated or amplified between 2023 and 2030 and beyond.

In Viet Nam, the focal government agency for the Sendai Framework is VNDMA. Following initial consultations with the VNDMA, it has been agreed that the United Nations will support Vietnam's SF MTR process, with technical lead to be provided by the UNDP. Following this agreement, consultations have been organized with members of the UN RG CCE. The members of the RG CCE discussed a proposed workplan and agreed on key action points to ensure timely support for

¹ <https://phongchongthientai.mard.gov.vn/en/Pages/the-members-of-central-steering-committee-for-natural-disaster-prevention-and-control.aspx>

² <https://phongchongthientai.mard.gov.vn/en/Pages/home.aspx>

³ <https://www.preventionweb.net/countries-regions/asia/viet-nam>

⁴ <https://sendaiframework-mtr.undrr.org/>

Vietnam's SF MTR process. This included setting up a UN Technical Working Group (UN TWG) for SF MTR and starting the initial consultations with VNDMA to agree on a joint workplan. The first meeting between UN TWG and VNDMA is planned to be held during first half of May 2022.

Given the tight timeframe of the SF MTR, it has also been agreed with VNDMA that a team of consultants (one international and one national) will be recruited to conduct the MTR process. This Terms of Reference has been developed jointly by the UN TWG and VNDMA, and describes key activities and deliverables expected by the consultancy team.

III. OBJECTIVES AND SCOPE OF WORK

Overall objective

The overall objective of this consultancy is to facilitate and support the VNDMA and the UN with the consultative process and elaboration of the Midterm Review report for the implementation of Sendai Framework in Viet Nam.

Specific objectives

- i) Develop and agree on a methodology for conducting the SF MTR in Viet Nam.
- ii) Conduct a holistic review and analyses of existing policies, strategies, plans and reports focusing on disaster risk reduction in Viet Nam, including from a gender equality perspective.
- iii) Facilitate national and sub-national consultations and reviews for the SF MTR, in close collaboration with VNDMA and UN TWG.
- iv) Collate and consolidate all inputs and feedback into the first draft of the SF MTR report (in line with the guidance provided by the UN DRR).
- v) Produce a final SF MTR report (in English and Vietnamese) incorporating feedback from all stakeholders in Viet Nam.

Scope of Work

In close consultation and coordination with VNDMA and UN TWG, the consultant team will support facilitation of all stakeholder consultation processes at the national and sub-national levels and manage the development and finalization of the SF MTR report, capturing findings from the reviews and all inputs provided during the consultation process. The final draft of the report will be submitted to UN DRR for final review and possible comments.

The international consultant will be assigned as the Team Leader while the national consultant will be assigned as a Team Member for this assignment.

IV. METHODOLOGY

The detailed methodology for the SF MTR process will be developed by the consultancy team in close consultation with the VNDMA and the UN TWG. The methodology should reflect the following:

1. Desk study of policies, strategies, plans and reports

The consultants are expected to collect relevant documents and conduct a thorough review of existing policies and reports, capturing all the work on disaster risk reduction in Viet Nam.

- Government policies, strategies and plans on disaster risk reduction.
- Reports covering disaster risk reduction issued by the Government and all other stakeholders (including Hyogo and Sendai Framework reports developed by Government of Viet Nam, annual and other periodic DRR reports issued by the National Steering Committee for Natural Disaster Prevention and Control/NSCNDPC, MARD/VNDMA and other stakeholders, etc.).

Following the desk study, an inception report will be elaborated by the consultants including methodology, proposed survey questionnaires, review framework and detailed workplan.

2. National and provincial stakeholder consultations

The consultants will work closely with VNDMA and UN TWG to organize necessary consultations to collect feedback from all stakeholders in the country. This will require preparing relevant consultation sessions (in person and remotely) to properly capture the current progress with the implementation of the Sendai Framework to date and collect inputs and recommendations contributing to prospective views and plans on how to achieve Sendai Framework targets by 2030 in Viet Nam.

The consultations need to be informed by the findings from the desk study review, and properly facilitated to ensure focused discussions and contributions relevant for the SF MTR process:

- Undertake in-depth interviews with members of the National Steering Committee for Natural Disaster Prevention and Control, development partners, UN agencies, NGOs, women's organizations and civil society.
- Organize provincial consultations, ensuring participation of all key stakeholders.
- Provide technical guidance, technical backstopping for thematic consultations to be conducted by individual UN agencies; collect all findings and recommendations from these thematic consultations, to be incorporated into the draft SF MTR report.
- Organize a one-day national consultation workshop in Hanoi (for an estimated 100 participants) (engaging key ministries, government agencies, NGOs, women's organizations, civil society, private sector and youth). All workshop costs will be covered by UNDP. Both consultants are expected to prepare content and facilitate the sessions.
- Carry out surveys/ meetings with all other stakeholders, especially with provinces which could not attend the sub-national or national consultations.
- Develop reports from consultations carried out at the provincial and national levels, highlighting progress to date, issues and challenges, and prospective views of how to achieve SF targets by 2030.

3. Develop draft of the SF MTR Report for review

Based on the desk study review and consultations carried out at the provincial and national levels, develop the draft SF MTR report, following the template provided in the UN DRR Guidelines (See Annex 1). The draft report will need to be shared for review by VNDMA and UN TWG members:

- Draft SF MTR report.

- Share draft SF MTR report with VNDMA, UN Country Team and other UN experts at the regional level (including UN DRR’s global lead international expert).
- Organize one expert group meeting to present the key findings and recommendations from the draft report (the list of expert groups will be provided by VNDMA and UN TWG).
- Collect all feedback and comments, to be incorporated in the final SF MTR report.

4. Finalize SF MTR Report

Following the review of the draft SF MTR report, the consultancy team will develop the final report incorporating all feedback received from expert groups in and outside of Viet Nam. The consultancy team will define clearly the structure and content of the report against SF’s priorities for action, targets and indicators in relation to achievements in Viet Nam:

- Develop the final version of the SF MTR report, ensuring conformity with the UN DRR Guidelines and incorporating all key feedback received on the draft report.
- Share final version of the SF MTR report for final review by VNDMA, UN TWG and UN DRR.
- Based on the clearance received from VNDMA, submit final report to UNDP.

5. EXPECTED DELIVERABLES

The Team is required to deliver the following products, in both English and Vietnamese language:

#	Deliverables (for both consultants)	No. of days for team leader	No. of days for team member	Deadlines
1	Inception Report (with methodology, survey questionnaire, review framework, workplan), agreed by UNDP in consultation with participating UN agencies	5	5	May 25, 2022
2	Provincial & national consultations	20	20	June 25, 2022
3	Draft SF MTR report	7	7	July 15, 2022
4	Final SF MTR report (including comments and feedback from stakeholders), agreed by VNDMA and UNDP	8	8	August 30, 2022

6. CONTRACT DURATION & EXPECTED PLACES OF TRAVEL

Contract duration: May 2022 – September 2022.

Locations: Hanoi and 4 provinces of Dien Bien, Thua Thien Hue, Ho Chi Minh City, Tien Giang. Total number of days per province (including travel) is 3 days.

Cost for travel will be in line with UN-EU cost norms. The estimated field travel costs to be included in the consultants’ financial offer.

7. MANAGEMENT ARRANGEMENTS

- UNDP and the VNDMA will assist the consultants in arranging meetings and working with relevant government agencies during the implementation process.
- The consultants will be under direct supervision of UNDP Program Officer for Disaster Risk Reduction. Overall technical guidance will be provided by UNDP Senior Technical Advisor and VNDMA as the coordinating agency.
- The consultants are responsible for following all the laws and regulations of the Government of Viet Nam.
- Relevant documents (including reports available with VNDMA and UN) will be provided, but the consultants are expected to conduct their own research to collect all relevant materials to ensure successful review of existing documents and reports.
- VNDMA will support the consultants to arrange the schedule for provincial consultations.
- Report will be collectively reviewed by VNDMA, UN RCO and UN agencies

8. ADMINISTRATIVE SUPPORT

UNDP and the VNDMA will provide administrative support to the consultants throughout the implementation of this assignment. However, the consultants should be proactive in making plans and organizing activities as per the workplan agreed in the Inception Report.

9. QUALIFICATIONS & SELECTION CRITERIA

Qualifications

Team Leader (International):

- Master's degree or higher qualification in disaster management, climate change, development studies, international relations, environment, water resources management or related fields.
- At least 10 years of experience in disaster management, climate change, development studies, international relations, environment, water resources management.
- Experience in implementing similar assignments in Viet Nam.
- Knowledge and experience on gender in disaster risk reduction would be an asset.
- Experience working with international organizations.
- Proficiency in English language and writing skills (2 sample report to be submitted).

Team Member (National):

- Master's degree or higher qualification in disaster management, climate change, development studies, public policies, international relations, environment, water resources management.
- 10 years of experience in disaster risk management, climate change adaptation or related fields.
- Experience with similar assignments in Viet Nam.
- Knowledge and experience on gender in disaster risk reduction would be an asset.
- Experience working with international organizations.

- Good English and Vietnamese language skills (2 sample reports in both languages to be submitted).

Selection Criteria

No	Criteria	Points
1. Team Leader		1000
1.1	Master's degree or higher qualification in disaster management, climate change, development studies, international relations, environment, water resources management or related fields	200
1.2	At least 10 years of experience in disaster management, climate change, development studies, international relations, environment, water resources management	250
1.3	Experience in implementing similar assignments in Viet Nam	300
1.4	Experience working with international organizations	150
1.5	Proficiency in English language and writing skills (2 sample report to be submitted)	100
2. Team Member		1000
2.1	Master 's degree or higher qualification in disaster management, climate change, development studies, public policies, international relations, environment, water resources management	200
2.2	10 years of experience in disaster risk management, climate change adaptation or related fields	250
2.3	Experience with similar assignments in Viet Nam	300
2.4	Experience working with international organizations	150
2.5	Good English and Vietnamese language skills (2 sample reports in both languages to be submitted)	100

10. PAYMENT TERMS

Payments to consultants will be issued following approval and acceptance by UNDP of the following products:

No.	Deliverables	Payment
1	Inception report	20%
2	Report on provincial & national consultations	20%
3	Draft SF MTR report	20%
4	Final SF MTR report	40%

Annex 1: Structure of the national voluntary report

Executive Summary

- I. Highlights and Introduction
- II. SF MTR methodology and process
- III. Retrospective review
 - a) Progress towards the Outcome and Goal
 - b) Progress in Risk Assessment, Information and Understanding
 - c) Progress in Risk Governance and Management
 - d) Progress in Investment in Risk Reduction and Resilience
 - e) Progress in Disaster Preparedness, Response and 'Build Back Better'
 - f) Collaboration, Partnership and Cooperation
 - g) Progress in achieving the Targets of the Sendai Framework
- IV. Contextual shifts, new and emerging issues and challenges
- V. Prospective review and recommendations
- VI. Annexes

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, Professional 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).