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>International Technical Specialist (Natural resource management, Biodiversity conservation and mainstreaming)</td>
</tr>
<tr>
<td>Period of assignment/services:</td>
<td>June 2022 – June 2024 (139 working days)</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Homebased with travel to provinces (Viet Nam)</td>
</tr>
<tr>
<td>Tender reference:</td>
<td>A-220502</td>
</tr>
</tbody>
</table>

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

   23.59 hrs., 22 May 2022 (Hanoi time)

   **With subject line:**

   **A-220502 – International Technical Specialist**

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 UNDPConfirming 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:

<table>
<thead>
<tr>
<th>No.</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Master’s degree in environmental sciences, biodiversity conservation, natural resources and environment management or related fields.</td>
<td>200</td>
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<td>2</td>
<td>At least 12 - 15 years working experience in conducting policy analysis and providing policy advice to the government agencies to enhance national and sub-national policies and implement actions in practice, in relevant topics;</td>
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<td>3</td>
<td>Proven knowledge in biodiversity conservation;</td>
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<td>4</td>
<td>Prior experience with UNDP or another UN or international organizations will be an asset</td>
<td>100</td>
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<td>Relevant experience of Viet Nam or Southeast Asia countries is an advantage.</td>
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<td>6</td>
<td>Strong written skill of English is a must (2 similar sample reports to be submitted)</td>
<td>150</td>
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<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>1,000</strong></td>
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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.
I. BACKGROUND & PROJECT DESCRIPTION

Vietnam is ranked the 16th among the Earth’s most biodiverse countries and is one of the ten richest centres of biodiversity in the work. However, the extensive deforestation and forest degradation has led to serious decline in biodiversity. The drastic decline of national forest cover coupled with intensive illegal wildlife poaching, and trading had brought over 300 wildlife species to the risk of extinction. Consequently, conservation has become a priority action in the national agenda for since late the 1980s. As a result, an extensive network of protected areas (PAs) has been established and operational nationwide with 164 terrestrial national parks (NP) and PAs, and five marine PAs being declared by 2014. However, most PAs in Vietnam are located in areas of high poverty and it is a great challenge to achieve the often-conflicting objectives of conservation and development. These parks are managed as “prohibited forests”, and often lack of community participation in planning and management. As a result, the PAs are continuously under pressures of local people, particularly poor forest dependent people in search of livelihood due to limitations on, or loss of access to the PAs. The government sought to remedy this through a benefit sharing, co-management policy between the Park authority and local communities which involved protection of natural resources while allowing some sustainable harvesting of the forest and marine products. However, this co-management initiative has had little implementation.

Biosphere Reserves are an international management approach supported by UNESCO under the Man and the Biosphere Programme (MAB) since early the 1970s. Despite the overall expected role of BRs is to offer the promise of a broadening of the current approach to PA management for biodiversity conservation by taking into account the larger socio-economic context in with PAs are situated, this approach mainly relies on the commitment and goodwill from the government rather than embedding this initiative into their national/sub-national legal system.

In Viet Nam, between 2000 and 2015, a network of nine BRs has been established covering an area of over 4.1 million ha of land and water which is home to more than 2.3 million people. However, the BR network in Viet Nam currently demonstrates its limited roles in mainstreaming conservation and biodiversity safeguards into
landscape, forest and seascape planning and management and into key economic and productive sectors to shift to more sustainable, inclusive and equitable development.

The project “Mainstreaming Natural Resource Management and Biodiversity Conservation Objectives into Socio-Economic Development Planning and Management of Biosphere Reserve in Viet Nam” is thus aimed at addressing these multiple threats by harmonizing socio-economic development, sustainable management of natural resources and biodiversity conservation through an integrated landscape approach in the planning and management of Biosphere Reserves in Vietnam. To achieve this, actions will be taken to strengthen capacity and coordinated planning at the national and provincial levels on socio-economic development on the one hand as well as demonstrate sustainable natural resources management, biodiversity conservation and restoration, and alternative livelihood initiatives on the other. The Project will be implemented by Ministry of Natural Resources and Environment and three Biosphere Reserves, including Cu Lao Cham – Hoi An (Quang Nam province), Dong Nai (Dong Nai province) and West Nghe An (Nghe An Province) over the five year period, from 2020-2024.

The project objective will be achieved through the implementation of three inter-related and mutually complementary Components (Project Outcomes) that are focused at addressing existing barriers. The three Outcomes of the project are:

**Outcome 1:** Regulatory and institutional framework to avoid, reduce, mitigate and offset adverse impacts on biodiversity and reduced pressures on ecosystems in Biosphere Reserves in place;

**Outcome 2:** Integrated multi sector and multi-stakeholder planning and management operational in three Biosphere Reserves to mainstream protected area management, sustainable resource use and biodiversity-friendly development; and

**Outcome 3:** Knowledge management and monitoring and evaluation support contributes to equitable gender benefits and increased awareness of biodiversity conservation.

Under the programme cycle 2022-2026, UNDP Viet Nam continues providing support to the Government of Viet Nam to enhance institutional capacity, technologies, application of innovative tools for biodiversity conservation and environmental protection through the implementation of the following key (group) projects: (i) Removing Barriers Hindering Protected Area Management Effectiveness in Viet Nam, aiming at developing a sustainable financing to support long-term systematic, institutional and individual capacities in order to reverse the loss of natural ecosystems and degradation of natural ecosystems; (ii) Promoting the IPBES platform establishment and operation; (iii) Promoting Biodiversity Conservation and Responsible Nature-based Tourism for Sustainable Development in Vietnam (in formulation); (iv) Sustainable Forest and Forest Land Management in Viet Nam’s Ba River basin landscape; (v) Battling Ocean Plastic and Promoting Circular Economy and Blue Economy; and (vi) Mainstreaming Natural Resource Management and Biodiversity Conservation Objectives into Socio-Economic Development Planning and Management of Biosphere Reserve in Viet Nam (the Project).

The Project has been implemented for 2 years since May 2020. In terms of legal framework development, major work on legal document development to support effective Biosphere Reserve management has been undertaken. In the later half of the project period, efforts should be made to review and refine the contents of the developed and proposed legal documents to ensure their highest quality and application. In terms of on-the-ground activities, efforts should be made to ensure timely and proper roll-out of investment activities in set-aside area management, forest rehabilitation, livelihood improvement and eco-tourism planning and development.

**II. OBJECTIVES**

The International Technical Specialist (ITS) on Biodiversity and Natural Resources, is recruited to support UNDP Vietnam in overseeing and quality assuring the Project implementation. In exercising his/her role, the ITS supports the technical reviews and quality assurance, monitoring and reporting of the project to ensure highest quality policy products; and makes quality inputs to the advocacy, communications efforts, coordination and to the development of the UNDP Viet Nam’s Sustainable Development Programme;

The International Technical Specialist (ITS) will implement his/her functions under the supervision and guidance of the Head of Climate Change and Environment Unit and Programme Analyst. The ITS works in close collaboration with the programme staff at the UNDP Country Office and Regional Bangkok Hub (RBH) as well as national counterparts for ensuring knowledge sharing and the highest possible quality of project outputs. He/she ensures the alignment of the project outputs with intended outcomes, benefits and impacts of the UNDP’s Country Programme Document in Viet Nam.
III. SCOPE OF WORK

The International Technical Specialist is expected to provide advice to UNDP and MONRE in the areas of biodiversity, natural resources, focusing on biosphere reserve management. The International Technical Specialist has following main functions, specifically, he/she will:

- Provide technical advice and support to MONRE and UNDP in quality assurance, M&E, and reporting of the Project;
- Timely and proactively provide recommendation for the improvement of all project activities;
- Technical review and quality assurance of the project, including quality of terms of references and project activities/outputs/products;
- Support to ensure technically quality inputs to the revision or/and newly formulation of relevant technical guidelines;
- Work closely with the National Technical Experts, to be hired by UNDP, in providing technical inputs to the Integrated Biosphere Reserve Management Plan in 3 BRs, and other technical guidelines;
- Providing technical support to the project implementation progress at different stages;
- Reporting and documenting lessons and best practices: Provide inputs to the preparation of progress project reports, including reports to donors, focusing on capturing results and lessons, and undertake necessary reviews to ensure quality reports; initiate and ensure proper documentation of project lessons, experiences, best practices, and human interest stories;
- Publishing and disseminating project results/products: Ensure technical aspects of project publication products, including policy briefs, research results/products, and proceedings of policy dialogues/technical meetings, and wide disseminations of these output;
- Develop project ideas and concept notes for resource mobilization in the areas of biodiversity conservation, coastal protection, climate change and environment, etc.

IV. DELIVERABLES & IMPLEMENTATION TIMELINE

Overall performance/impact of the ITS will be assessed based on the following criteria:

- High quality technical assurance/review mechanisms, and project reports;
- High quality guidance to international and national consultants, contractors/ service providers; and technical inputs and reviews to ensure high quality project outputs;
- High quality research proposals and policy dialogues; quality outputs, and publications of research results, policy briefs, focusing on recommendations; and documentation of lesson learns and human-interest stories;
- Quality inputs to the preparation of advocacy messages, policy development media information;
- Quality inputs to the development and operation of the UNDP’s CPD in Viet Nam;
- High quality project ideas and concept notes

<table>
<thead>
<tr>
<th>No.</th>
<th>Deliverable</th>
<th>Estimated maximum working-days</th>
<th>Target due date</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Technical guidance and comments on draft PIRs in 2022, 2023 and 2024</td>
<td>9</td>
<td>June 22 for PIR 2022; June 23 for PIR 2023; and June 24 for PIR 2024</td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Duration</td>
<td>Date</td>
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<td>-----------------------------------------------------------------------------</td>
<td>----------</td>
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<tr>
<td>2</td>
<td>Updated Tracking Tools, results of indicators for Terminal Evaluation (including updating FAO EX-ACT calculation for GHG emissions avoided, land degradation (Annex 21C GEF-6 Tracking Tools) and sustainable forest management (Annex 21D GEF-6 Tracking Tools)</td>
<td>30</td>
<td>June 2024</td>
</tr>
<tr>
<td>3</td>
<td>Technical report/guidance on BR management organization/governance in Vietnam (members of BR management board, function and mandates,…)</td>
<td>20</td>
<td>Dec. 2022</td>
</tr>
<tr>
<td>4</td>
<td>Policy brief on Integrated Biosphere Reserve Management Agreement (IBRMA) application for Vietnam</td>
<td>10</td>
<td>June 2023</td>
</tr>
<tr>
<td>5</td>
<td>Policy brief on promoting responsible nature-based tourism/biodiversity-friendly tourism in Biosphere Reserves; and recommendations of project’s outputs and best practices for the GEF7 Nature-based tourism project</td>
<td>10</td>
<td>June 2023</td>
</tr>
<tr>
<td>6</td>
<td>Concept Notes (e.g. GEF/PIF) on potential natural resources and biodiversity conservation projects</td>
<td>20</td>
<td>Dec 2022</td>
</tr>
<tr>
<td>7</td>
<td>Comments on the technical guidelines produced by the Project as requested by UNDP, NTA and PMU, evidenced by work reports approved by UNDP (to be paid on yearly basis)</td>
<td>20</td>
<td>June 2024</td>
</tr>
<tr>
<td>8</td>
<td>Support to UNDP on other relevant technical matters, evidenced by work reports approved by UNDP (to be paid on yearly basis)</td>
<td>20</td>
<td>June 2024</td>
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V. DURATION OF ASSIGNMENT, DUTY STATION & EXPECTED PLACES OF TRAVEL

Estimated number of working days: 139 working days from June 2022 to June 2024.

Duty station: Home-based, with expected international travel and in-country travel (1 mission/year for 21 days/mission)

Expected places of travel: Hanoi, Nghe An, Quang Nam and Dong Nai

Travel costs will be included in the contract.

VI. PROVISION OF MONITORING & PROGRESS CONTROL

- The international consultant will report directly to UNDP Program Analyst;
- The consultant will need to work closely with UNDP Viet Nam and the project team and in close coordination with BPPS/UNDP-GEF Regional Technical Advisor (BRH RTA).

VII. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

Administrative Support

Administrative will be provided by UNDP and government partners if needed. Copies of relevant documents and template will be made available to the consultant upon commencement of the assignment.

Reference documents: Project Document.
VIII. DEGREE OF EXPERTISE & QUALIFICATIONS

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Master’s degree in environmental sciences, biodiversity conservation, natural resources and environment management or related fields.</th>
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<tbody>
<tr>
<td>Relevant Professional Experience</td>
<td>At least 12 - 15 years working experience in conducting policy analysis and providing policy advice to the government agencies to enhance national and sub-national policies and implement actions in practice, in relevant topics; Proven knowledge in biodiversity conservation; Excellent conceptualization and analytical skills and proven experience in leading policy research in relevant topics; Good advocacy and communications skills, able to take a forward looking strategic views; Good interpersonal skills and teamwork to work in a multi-cultural environment; Prior experience with UNDP or another UN or international organizations will be an asset Relevant experience of Viet Nam or South-East Asia countries is an advantage.</td>
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<tr>
<td>Other Competencies</td>
<td>Good skills in standard software (Word processing, spreadsheets) are expected Experience with the use of databases is an important asset</td>
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<tr>
<td>Language Requirements</td>
<td>Strong written and spoken skill of English is a must</td>
</tr>
</tbody>
</table>

IX. 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>Deliverable 1 (PIR 2022), Deliverable 3 and Deliverable 6</td>
<td>Jan 2023</td>
<td>30%</td>
</tr>
<tr>
<td>2</td>
<td>Deliverables 4 and 5, Deliverables 7 and 8 (for year 1)</td>
<td>July 2023</td>
<td>30%</td>
</tr>
<tr>
<td>3</td>
<td>Deliverables 1 (PIR 2023)</td>
<td>Jan 2024</td>
<td>10%</td>
</tr>
<tr>
<td>4</td>
<td>Deliverables 1 (PIR 2024), Deliverable 2, Deliverables 7 and 8 (for year 2)</td>
<td>July 2024</td>
<td>30%</td>
</tr>
</tbody>
</table>

X. CONSULTANT PRESENCE REQUIRED ON DUTY STATION

☐ NONE ☒ PARTIAL ☐ INTERMITTENT ☐ FULL-TIME
XI. EVALUATION CRITERIA

<table>
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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:

<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>
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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>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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<thead>
<tr>
<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.

<table>
<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.

Annexes [please check all that applies]:
☐ CV shall include Education/Qualification, Processional Certification, Employment Records /Experience
GUIDELINES FOR CV PREPARATION

WE REQUEST THAT YOU USE THE FOLLOWING CHECKLIST WHEN PREPARING
Your CV:
Limit the CV to 3 or 4 pages
NAME (First, Middle Initial, Family Name)
Address:
City, Region/State, Province, Postal Code
Country:
TelephoneNumber, 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>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Consultancy fee</td>
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<tr>
<td>2</td>
<td>Out of pocket expenses</td>
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<tr>
<td>2.1</td>
<td>Travel</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 (in case your company signs the contract)</td>
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<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).