

11 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 Individual International Consultant – Policy advisory to Viet nam NAP Process
Period of assignment/services (if applicable):	International Consultant: 60 working days June 2022 – November 2022
Duty Station:	Home-based and Ha Noi (Viet Nam)
Tender reference:	A-220503

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

17.00 hrs., Thursday 19 May 2022 (Hanoi time)

With subject line:

A-220503 International Consultant for Policy advisory to Viet Nam NAP Process

Submission received after that date or submission not in conformity with the requirements specified in 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 **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:

International Consultant

Evaluation Criteria		Maximum Points
1	Postgraduate degree in the disciplines of economics, public administration, environmental science and/or management, climate change or related field (PhD is preferential);	150
2	Minimum of 15 years' work experience in climate change, particularly experience on legislative and policy aspects of the climate framework in Viet Nam, including legal and policy enforcement at national and subnational levels;	200
3	Strong knowledge about the political and socio-economic analysis related to the Vietnamese climate change development context;	150
4	Demonstrated track record in the management and development of climate change projects, preferably working with the development partners, donors, private sectors, NGOs, and other key stakeholders;	100
5	Sound knowledge on National Adaptation Plan (NAP), Nationally Determined Contributions (NDC) and relevant regional and global climate change processes (including under the UNFCCC), their implementation progress in Viet Nam would be an advantage;	100
6	Proven experience in climate negotiation process and update agenda of UNFCCC, particularly in the topics of Adaptation, Loss and Damage, and Just Energy Transition	100

7	Good knowledge of gender equality and civil society participation are advantageous; and	100
8	Excellent English drafting skill (provision of two written reports/examples is required).	100
	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. 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 REFERENCE

Name of service:	01 Individual International Consultant – Policy advisory to Viet Nam NAP Process. Specifically, the policy advisories will directly inform the finalisation of NAP technical report and lead to enhancement of Adaption components of Viet Nam NDC revision, in alignment with Viet Nam’s COP26 commitments and the on-going UNFCCC processes for global goal adaptation (GGA).		
Project:	Viet Nam National Adaptation Plan (NAP) Development and Operationalization Support Project (NAP-Sup project)		
Reporting to:	GCF Project Manager/UNDP PO on Climate Change and Resilience and MONRE Project Director		
Duty Station:	Home based and Ha Noi	Travel Required:	YES
Duration of Assignment:	60 days		
Start Date:	June 2022	End Date:	November 2022

I. BACKGROUND & PROJECT DESCRIPTION

To address climate change, the Government of Viet Nam (GoV) developed a series of national climate change, green growth, and sustainable development policies, strategies, and action plans. One key planning instrument is the GoV’s National Strategy on Climate Change 2012-2020. To date, the government has been able to put in place several key climate change related decisions, including the landmark Plan for Implementation of the Paris Agreement in 2016 and approved its domestic National Adaptation Plan (NAP) in the year 2020. In addition, Viet Nam is among the first countries to have submitted its Updated Nationally Determined Contribution (NDC) to the UNFCCC in July 2020, which has a strong adaptation component.

NAP-Sup Project Context

The main readiness challenge in Viet Nam to effectively address climate change is the lack of capacity in government structures to effectively integrate climate change adaptation into plans and budgets at different levels and to design, operationalize, finance, and monitor adaptation actions. Barriers include lack of technical capacity to integrate data and information, and undertake assessments for adaptation planning, lack of capacity for appraising adaptation options in sector and provincial departments, ineffective inter-ministerial coordination, lack of active participation from private sector and local communities, lack of financing strategies, limited government and external resources, and lack of participatory and results-based monitoring and evaluation frameworks.

To address these barriers, the **Viet Nam National Adaptation Plan (NAP) Development and Operationalization Support Project (NAP-SUP)** is designed along the following outcomes:

- **Outcome 1:** Capacity for data integration enhanced and National Adaptation Plan (NAP) prepared and aligned with NDC review;

- **Outcome 2:** National adaptation plan and CCA integrated into national, subnational, and sectoral development plans and budget of priority sectors with private sector participation; and
- **Outcome 3:** Participatory results-based monitoring and evaluation mechanism developed and operationalized.

These three outcomes and their associated activities will contribute to the overall objective of the project, which is to *“establish an effective system to integrate climate change adaptation into government administration processes in the priority sectors.”* The priority sectors to be addressed under this proposal are: Agriculture and Rural Development, Transport, Health, Natural Resources and Environment, and Planning and Investment.

To date, the NAP-Sup project has delivered the following key results

1. A technical guideline to assess climate impacts, risk and vulnerabilities, loss and damage to identify and integrate climate change adaptation measures into sectoral plans. The guideline was approved as a MONRE as part of the implementation of the Article 90 of the Law on Environment Protection (Circular No. 01/2022/TT-BTNMT on 7 Jan 2022).
2. A draft NAP technical report which was developed in 2020 but requires additional sectoral assessments and prioritisation are made available by 5 ministries in Q2, 2022. The NAP technical report is expected to be updated from May 2022 and finalised by Q3, 2022. MONRE is planning to submit the NAP Technical report to the Government for communication to UNFCCC at COP27.
3. A draft technical assessment guideline on climate change adaptation project appraisal was under development by the Ministry of Planning and Investment (MPI) leadership. The draft needs further consultation with the line ministries and provincial representatives.
4. A result-based M&E framework and implementation guideline for NAP and got approval on 28th of January 2022, the Prime Minister for nationwide application.

International context of UNFCCC process and Viet Nam NAP process

At COP26 the Prime Minister of Viet Nam made a new pledge for net-zero by 2050 and Viet Nam also joined several global pledges. Since then, there have been increasing demands from the Government to undertake a systematic review of all climate actions of Viet Nam to meet the net zero target by 2050 in a sustainable pathway and considering the need for just transition.

NAP project is key in supporting the Government to have appropriate tools and assessments to achieve the ambition, while ensuring the transition process towards net-zero will particularly protect the most vulnerable groups including the poor, ethnic minorities and socially marginalised groups, as well as most vulnerable regions such as the Mekong Delta. There is increasing demand from the country to ensure that the NAP, with the support from GCF, will also serve as a key policy that builds national momentum towards prioritisation of long-term adaptation targets and provides clear diagnosis on country needs for adaptation finance, towards the long-term resilient pathway.

Globally, Article 7 of the Paris Agreement established the global goal on adaptation of “enhancing adaptive capacity, strengthening resilience and reducing vulnerability to climate change, with a view to contributing to sustainable development and ensuring an adequate response in the context of the temperature goal” 1 of “[h]olding the increase in the global average temperature to well below 2°C

above pre-industrial levels and pursuing efforts to limit the temperature increase to 1.5°C above pre-industrial levels¹.

However, more work is needed to ensure adaptation measures are not nationally driven but will also be taken at the global for effective implementation of the Paris Agreement. At COP26, countries agreed on a two year work programme in 2022-2023 on the Global Goal for Adaptation (GGA), which ultimately help rebalancing adaptation and mitigation, ensuring vulnerable countries are in a better position to practically respond to climate changes and ensure a just transition process toward a resilient and net-zero future.

MONRE is working on the finalisation of the NAP Technical Report, including defining a long-term adaptation target by 2050 in parallel with COP26 commitments of net-zero target by 2050 and considering the GGA process. In addition, additional work will be advanced by MONRE to update the Viet Nam NDC 2020 version with the net-zero target, including, if possible additional NAP elements derived from the NAP Technical Report, which is expected for submission at COP27.

To support MONRE in these activities as part of the NAP-Sup Project, UNDP in close coordination with the Department of Climate Change, MONRE is mobilising one international consultant to support the review and update of the NAP technical report as well as following process to build synergies with the NDC review and update.

II. OBJECTIVES

The main objective of the assignment of the International Policy Advisor is to support MONRE in finalisation of NAP technical report and lead to enhancement of Adaption components of Viet Nam NDC revision, in alignment with Viet Nam's COP26 commitments and the on-going UNFCCC processes for global goal adaptation (GGA).

The international consultant is specifically responsible to:

- Provide direct technical inputs with the National Team leader and guide the team of experts to review the NAP Technical Report and its linkage to the revision of NDC, particularly its long-term adaptation targets (which features three core components: enhancing adaptive capacity, strengthening resilience, and reducing vulnerability to climate change) in alignment with the UNFCCC GGA process, Draft NCCS and other key climate related policies and plans in Viet Nam;
- Propose new adaptation elements and improve processes/mechanisms that should be or will be strengthened by Viet Nam NAP so that Viet Nam can effectively integrate its priorities at the global process as well as advancing adaptation priorities at the national levels.
- Provide direct inputs and as requested by MONRE/National Team Leader and UNDP, advise some select national experts to finalise relevant chapters of the NAP Technical Report such as L&D and relevant inputs into the NDC revision
- Recommendation on strategic approach and key adaptation negotiation positions, including Loss and Damage agenda, that Viet Nam will need to advance at the coming COP work programmes for MONRE and line ministries.

¹ https://unfccc.int/sites/default/files/resource/ac2021_tp_gga.pdf

III. SCOPE OF WORK

To implement the objective, the consultant will work with DCC-MONRE and UNDP and cooperate closely with the following experts to deliver the work:

- A National Team Leader/Advisor and a team member for NAP Technical Report for MONRE,
- A national consultant – technical experts on L&D review and update
- Two senior national consultants to support the NCCS, NAP and NDC review process with UNDP on Adaptation process

At the same time, the consultant will coordinate with NAP working groups, which were established to advance thematic work packages for NAP in Viet Nam on (i) NAP implementation and M&E; (ii) Private Sector engagement in NAP. The group members are technical focal points of 05 ministries for NAP and relevant national and international consultants mobilised by NAP-Sup Project for MONRE, MPI, MARD MOT and MOH to advance adaptation work packages under each ministry since 2021.

The consultant will and is expected to undertake the following activities during the assignment:

Task 1 – Provide technical inputs to review and update the NAP Technical Report and relevant NDC revision

- Provide inputs into the workplan, report outline and revision approach for the NAP Technical Report review and update, the NDC revision
- Review and define a long-term adaptation ambition/vision of Viet Nam in alignment with international processes, Viet Nam net-zero targets and national climate change strategy, as well as relevant strategies, plans, sector plans of Viet Nam in implementing the COP26 commitments.
- Provide direct inputs to the consultant review report on long-term Climate Change Adaptation vision and target in line with Global Goal on Adaptation
- Guide MONRE and UNDP consultant team of experts mobilised under NAP to prepare contribution inputs into the NAP Technical Report outline, including those who are working to support the 05 ministries as well as UNDP international and national technical consultants
- Recommend necessary additional work packages/analysis that can be taken to fulfil the NAP Technical Report, including those listed under the Task 2.
- Review relevant technical background reports produced by the NAP projects, or as provided by UNDP and MONRE and other ministries

Task 2 - Propose new adaptation elements and improve processes/mechanisms under Viet Nam NAP Technical Report

- Propose the new elements and improve processes/mechanisms that may be strengthened in NAP Technical Report, taking into account the process and results of NAP GCF project, but not limit to:
 - (i) Alignment of national NAP targets, indicators with the global goal for adaptation (GGA)
 - (ii) Mechanisms to enhance mitigation co-benefits of NAP measures with net-zero and alignment with SDGs targets

(iii) Systematic roll out of climate impact, risk and vulnerability assessment at the sub regional/provincial levels

(iv) Transparent NAP M&E system and reporting nation-wide

(v) Improve institutional arrangement and or national mechanisms for engagement of private sector, youth and gender while ensure inclusive and just process for all

(vi) Introduce approach to track loss and damage, taking into account the inputs from NAP GCF Project consultants

(vii) Enhance solutions, as required, for adaptation capacity building, technology transfer, training, innovative financing

(viii) Update/propose key adaption project/programme priorities for vertical financing (GCF, AF, GEF) and call for PPP interests

- Support the 5 sectoral focal points in MONRE, MPI, MARD, MOT, MOH and/or guide relevant sectoral lead consultants to review their propositions and priority actions of these new adaptation elements/mechanisms as part of NAP technical report, if any.
- Provide peer review to ensure inclusiveness of gender, youth, ethnic minorities priorities in the process and if possible, recommend safeguard mechanism or financing system that can enable social inclusion effectively in Viet Nam NAP, NDC revision process

Task 3 - Finalise the NAP Technical Report and relevant inputs into the NDC revision

- Participate in at least 1-2 write shop to provide direct inputs to the report's chapters
- Review inputs of technical experts from the project, line ministries, MONRE and UNDP for relevant sessions, particularly on setting long term goals,
- Participate in regular technical meetings with MONRE and UNDP experts to prepare for the process
- Recommend NAP communication messages that could be prepared for Viet Nam to communicate at COP27 as well as for national dissemination
- Present the NAP technical report results at relevant high-level meetings of MONRE and UNDP if required

Task 4 - Recommend strategic approach and key adaptation negotiation positions for Viet Nam at COP27/28

- Provide peer review into the reports of NAP Technical consultants for L&D, Global Goal for Adaptation of NAP-Sup project consultants
- 01 recommendation paper for adaptation negotiation, taking into account the results of review and update of NAP technical report, reports of L&D report produced under NAP project, Global Goal for Adaptation in alignment with the UNFCCC work programmes for COP27/COP28;

IV. DELIVERABLES& IMPLEMENTATION TIMELINE

No	Deliverable	Estimated days to complete	Target due date
1	Product 1: Direct inputs into <ul style="list-style-type: none">- Written Inputs the NAP/NDC Technical Report, including the Table of Content for improving NAP, key theory of changes for NAP long term ambition/vision and goals/indicators and targets;- Written inputs into relevant adaptation components in the upcoming NDC revision.	10 (Tentatively 5 days in May/Jun for NAP and 5 days in Jun/July for NDC)	Jul 2022
2	Product 2. Direct inputs into <ul style="list-style-type: none">- Review and Written inputs into the draft NAP Technical report and relevant adaptation chapters of NDC draft, considering new adaptation elements and improve processes/mechanisms.- Peer review of L&D and GGA reports of the National Consultants- Provide any direct support in presentations for UNDP/NAP project at high-level workshops (e.g. gender, L&D and CC)	40	Aug 2022
3	Product 3: Inputs into <ul style="list-style-type: none">- Written inputs into final NAP technical report revised- 01 Recommend paper on key adaptation negotiation positions (including L&D) of Viet Nam at COP27/28	10	Nov 2022

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

Estimated number of working days: 60 working days from Jun 2022 to Nov 2022.

Duty station: Homebased and Ha Noi

Expected places of travel: may expect to join some technical meeting and writeshops in Hanoi organised by the project. Tentatively there will be 2 writeshops in Hanoi (2-3 days/event) and at least 3 technical meetings with other consultants, UNDP and MONRE (either at UNDP or MONRE or via zoom).

Travels in Ha Noi if required and upon UNDP approval travel expense will be paid separately.

VI. PROVISION OF MONITORING & PROGRESS CONTROL

The consultant will work under the supervision of the MONRE's Project Director, the UNDP Project Manager.

All deliverables of the consultant will be submitted in English. The progress and deliverables will be reviewed by UNDP Project Manager and relevant experts assigned by UNDP. The final products will be approved by UNDP and MONRE.

VII. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

Administrative Support

The selected consultant will be responsible for providing necessary preparation for consultation meetings and workshops. Meetings/workshops will be facilitated or chaired by MONRE and UNDP.

Reference Documents

Once selected, the consultant will receive a detailed project document, workplan and relevant reference by UNDP and MONRE.

VIII. DEGREE OF EXPERTISE & QUALIFICATIONS

Qualifications	<ul style="list-style-type: none">Postgraduate degree in the disciplines of economics, public administration, environmental science and/or management, climate change or related field (PhD is preferential);
Relevant Professional Experience	<ul style="list-style-type: none">Minimum of 15 years' work experience in climate change, particularly experience on legislative and policy aspects of the climate framework in Viet Nam, including legal and policy enforcement at national and subnational levels;
Other Competencies	<ul style="list-style-type: none">Strong knowledge about the political and socio-economic analysis related to the Vietnamese climate change development context;Demonstrated track record in the management and development of climate change projects, preferably working with the development partners, donors, private sectors, NGOs, and other key stakeholders;Sound knowledge on National Adaptation Plan (NAP), Nationally Determined Contributions (NDC) and relevant regional and global climate change processes (including under the UNFCCC), their implementation progress in Viet Nam would be an advantage;Proven experience in climate negotiation process and update agenda of UNFCCC, particularly in the topics of Adaptation, Loss and Damage, and Just Energy TransitionGood knowledge of gender equality and civil society participation are advantageous; and
Language Requirements	<ul style="list-style-type: none">Excellent English drafting skill (provision of two written reports/examples is required).

IX. PAYMENT TERMS

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount
1	Product 1: Direct inputs into <ul style="list-style-type: none">Written Inputs the NAP/NDC Technical Report, including the Table of Content for improving NAP, key theory of changes for NAP long term ambition/vision and goals/indicators and targets. Written inputs into relevant adaptation components in the	Jul 2022	30% of the contract value

	upcoming NDC revision.		
2	Product 2. Direct inputs into <ul style="list-style-type: none"> - Review and Written inputs into the draft NAP Technical report and relevant adaptation chapters of NDC draft, considering new adaptation elements and improve processes/mechanisms. - Peer review of L&D and GGA reports of the National Consultants - Provide any direct support in presentations for UNDP/NAP project at high-level workshops (e.g. gender, L&D and CC) 	Aug 2022	30% of the contract value
3	Product 3: Inputs into <ul style="list-style-type: none"> - Written inputs into final NAP technical report revised - 01 Recommend paper on key adaptation negotiation positions (including L&D) of Viet Nam at COP27/28 	Nov 2022	40% of the contract value

X. CONSULTANT PRESENCE REQUIRED ON DUTY STATION

☐ NONE
☒ PARTIAL
☐ INTERMITTENT
☐ FULL-TIME

XI. EVALUATION CRITERIA

No	Requirement	Points
1	<ul style="list-style-type: none"> ● Qualifications: Postgraduate degree in the disciplines of economics, public administration, environmental science and/or management, climate change or related field (PhD is preferential); 	150
2	<ul style="list-style-type: none"> ● Experience: Minimum of 15 years' work experience in climate change, particularly experience on legislative and policy aspects of the climate framework in Viet Nam, including legal and policy enforcement at national and subnational levels; 	200
3	<ul style="list-style-type: none"> ● Other Competencies: Strong knowledge about the political and socio-economic analysis related to the Vietnamese climate change development context; 	150
4	<ul style="list-style-type: none"> ● Other Competencies: Demonstrated track record in the management and development of climate change projects, preferably working with the development partners, donors, private sectors, NGOs, and other key stakeholders; 	100
5	<ul style="list-style-type: none"> ● Other Competencies: Sound knowledge on National Adaptation Plan (NAP), Nationally Determined Contributions (NDC) and relevant regional and global climate change processes (including under the UNFCCC), their implementation progress in Viet Nam would be an advantage; 	100
6	<ul style="list-style-type: none"> ● Other Competencies: Proven experience in climate negotiation process and update agenda of UNFCCC, particularly in the topics of Adaptation, Loss and Damage, and Just Energy Transition 	100

7	<ul style="list-style-type: none"> • Other Competencies: Good knowledge of gender equality and civil society participation are advantageous; and 	100
8	<ul style="list-style-type: none"> • Language Requirements: Excellent English drafting skill (provision of two written reports/examples is required). 	100
	Total	1,000

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).