11 April 2022

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>01 National Technical Consultant to provide substantive support on green procurement for revision of the Public Procurement Law</td>
</tr>
<tr>
<td>Period of assignment/services:</td>
<td>May 2022 – December 2022 (80 working days)</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Hanoi, homebased, frequent meetings with MPI/PPA</td>
</tr>
<tr>
<td>Tender reference:</td>
<td>A-220402-Readvertised</td>
</tr>
</tbody>
</table>

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

23.59 hrs., 20 May 2022 (Hanoi time)

With subject line:

A-220402 - National Consultant on green procurement for revision of Public Procurement Law

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 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>Consultant(s)’ experiences/qualification related to the services</th>
<th>Score</th>
</tr>
</thead>
<tbody>
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<td>200</td>
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<tr>
<td>2 At least fifteen (15) years of working experience with public policies, legal affair, legislation with hand-on experience in public law revision/development</td>
<td>250</td>
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<td>3 Hand-on experience in Vietnam’s policy development.</td>
<td>300</td>
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<tr>
<td>4 Excellent conceptualization and analytical skills and proven experience in conducting policy review and policy advocacy by provision of two relevant sample products (02 report samples are required).</td>
<td>150</td>
</tr>
<tr>
<td>5 Prior experience with UNDP or another UN or international organizations</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1000</td>
</tr>
</tbody>
</table>

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. \( S_f = 1000 \times \frac{F_m}{F} \), in which \( S_f \) is the financial score, \( F_m \) is the lowest price and \( F \) the price of the submission under consideration.

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

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

5. **Contract**

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

Documents required before contract signing:

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

  *Note:* In order to access the courses, please go to the following link: [https://training.dss.un.org](https://training.dss.un.org)

- 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.**
1. General Background:

Public procurement plays an important role in promoting economic growth through following aspects: (i) creating a market as a connecting place between buyers (state agencies or companies) and suppliers (contractors), thereby, contributing to strengthening the industries and fields; (ii) Opening opportunities for market participants to transfer technologies, experience, and to share opportunities; (iii) Encouraging economic renewal from a centralized, “ask & give” mechanism to a market mechanism; and (iv) Promoting international economic integration by opening the public procurement market.

The Law on Public Procurement No. 43/2013/QH13 was adopted by the National Assembly of Vietnam in 2013. The enforcement of this Law together with other relevant laws has been an important legal basis for public procurement activities, management, and use of state budget and assets, enhancing the efficiency of investments and procurement using state budget. However, after 8 years of implementation, the Law on Public Procurement 2013 becomes outdated with potential shortcomings, that needs further amendment for better fit with new socio-economic context as well as relevant current laws. Therefore, the National Assembly request the Viet Nam Government to review and amend the PPL, and the Ministry of Planning and Investment (Public Procurement Agency) is tasked as the focal agency for the revision. It is expected that the revised version be submitted to the National Assembly by October 2022.

The Law on Public Procurement revision will include new regulations. Among those, regulations on green procurement are considered one of the critical issues. Green procurement regulations aim at promoting sustainable development, which contributes to gradually reducing the use of energy and natural resources; developing new, eco-friendly products as well as sustainable,
effective economic development that is expected to make a vital contribution to the implementation of the National Strategy on Climate Change. In addition, green procurement also encourages enterprises to make efforts on application of innovative technologies and advanced management and operation processes to ensure economical and efficient use of energy/natural resources.

The encouragement and development of green procurement will stimulate an increase in the quantity and quality of eco-friendly products and services and waste recycle. Moreover, green procurement regulations may stimulate establishment of new markets for renewable materials and increase employment; raising awareness about environmental protection; saving costs of procurement and utilization; complying with environmental regulations in reducing the risk of releasing harmful chemicals into the soil, air and water.

Under the UNDP’s global project on “Sustainable Health in Procurement Project” and project “Support to strengthening vaccine access and health system capacity for Viet Nam’s response to Covid-19” funded by JSB fund, key interventions identified for project implementation include technical assistance to the relevant policies and guidance for reducing plastic waste, reviewing current policy frameworks on health commodity procurement to identify opportunities for mainstreaming sustainable procurement into the current process. During 2020-2021, the project already provided technical support to the revision of the Law on Environment Protection making environmental health, chemical management, and green procurement well addressed in the revised law.

It is realized that further technical support for the Viet Nam to continue addressing areas of green procurement in the revision of the Public Procurement Law is needed to ensure it is commonly governed by relevant legislation. Therefore, the project continues to work on the provision of technical assistance to the Public Procurement Administration (PPA) of the Ministry of Planning and Investment (MPI) on integrating green procurement into the ongoing revision of the public procurement law.

UNDP is looking for 1 national expert in the areas of green procurement to provide technical support to the PPL revision.

2. The objective of the assignment:

The objective is to provide technical support to revision of Public Procurement Law in the areas of sustainable/green procurement. This will include provision of technical substance on green procurement based on review of international commitments, lessons learnt and best practices, and technical guidance and tools in green procurement developed by UNDP.

The scope of work assignment under this TOR include:

- Desk review study on current national policies on procurement in general and e-procurement and green procurement in specific of Viet Nam to identify legal basis for mainstreaming green and e-procurement into the PPL. This includes desk review of newly revised Environmental Law and PPL on areas of green procurement, sub-law policies and regulations of the Government on green procurement related areas in general and relevant regulations on environment-friendly production and consumption identify substantive direction on green procurement to be addressed in the PPL revision.

- A desk review study on guidelines and technical documents of the SHiPP project to identify technical substance for PPL revision in the areas of green procurement. This includes desk
review of a research report on international conventions and treaties concerning environmental health areas including plastic waste mitigation, POP/harmful chemicals, WHO’s Guidelines on environmental health, and other technical documents produced by the SHiPP projects to identify green procurement substances for inputs to the PPL revision.

- Work with the network of UNDP offices to collect and summarize relevant international experiences on Green Procurement and organize a “sharing of experience” session on both Green Procurement.

- Support UNDP to provide technical advice and substantive inputs to PPL revision, in collaboration with technical teams from MPI/PPA, the Ministry of Health, and Ministry of Natural Resources and Environment, and Ministry of Finance in advocacy for improvement green related areas in the revision of the PPL.

Specific task assignments:

**The Law Expert:**

Under supervision of UNDP Viet Nam, the Consultant is expected to closely work with the Public Procurement Agency (PPA) under the Ministry of Planning and Investment of Vietnam to perform task assignments as below:

2.1. **A desk review study on current national policies on procurement in general and green procurement in specific of Viet Nam** to identify the legal basis for mainstreaming green into the PPL: Under the supervision of UNDP Viet Nam and in close collaboration with the National Center for Centralized Drug Procurement (NCCDP) of the Ministry of Health, the Department of Environmental Quality Management of the MONRE, and the Public Procurement Administration of the MPI to:

- Reviewing the national regulations regarding to green procurement such as: The Law on Public Procurement Law No. 43/2013/QH13, Decree No.63/2014/ND-CP; Decision No. 1658/QD-TTg dated October 01, 2021 of the Prime Minister approving the National Strategy for Green Growth for the 2021-2030 period, with a vision toward 2050 and other relevant legal documents, the Law on Environment Protection.

- Review international experiences on green procurement from the developed countries and Asian countries provide technical report on procurement policies, and the technical reports “domestic and international regulations on environmental health” that SHiPP project conducted in 2020 to identify areas of green procurement to be addressed further by the PPL.

- In close collaboration with the PPA of the MPI, conduct necessary consultation with concerned stakeholders on challenges and opportunities for incorporation of green/sustainable procurement in the upcoming revision of the Public Procurement Law.

- Provide review results of on above-mentioned policies and conduct comparison of current practice in public procurement with the requirement of green/sustainable procurement to analyse the gaps for improvement with key findings and evidence-based policy informing recommendations for improvement of the PPL.
• Conduct necessary consultation with concerned stakeholders on challenges and opportunities of making the procurement activities green/sustainable under current policies and regulations.

• Provide recommendations for policy revision/development for the implementation of green procurement with criteria aiming at mitigation of medical plastic, POP, carbon footprint, and Mercury waste.

2.2. **Desk review study to identify technical substance for PPL revision in the areas of green procurement.** This includes desk review of a research report on international conventions and treaties concerning environmental health areas including plastic waste mitigation, POP/harmful chemicals, WHO’s Guidelines on environmental health, and other technical documents produced by the SHiPP projects to identify green procurement substances for inputs to the PPL revision:

• Under the supervision of UNDP Viet Nam, review technical documents and guidelines on sustainable procurement that the SHiPP project developed to identify the substance and best practice in commodity sustainable procurement in the way of mitigating medical plastic and hazardous wastes for PPL revision.

• Conduct necessary consultation with concerned stakeholders on challenges and opportunities for addressing green procurement in the upcoming revision of the Public Procurement Law.

• Conduct necessary consultation with stakeholders on public commodity procurement of the Ministry of Health, Ministry of Environment, and Ministry of Planning and Investment on the integration of technical substance of green procurement from UNDP global guidelines into the PPL revision to reduce possible medical plastic waste, hazardous wastes, and environment friendly.

• Based on the results of desk review and consultation, prepare a short report that identifies the substance on green procurement to be provided for the PPL revision.

• Attend advocacy workshops and thematic meetings of the PPL revising task force to provide technical advice and discussion about addressing green procurement in the law.

• Support UNDP to review drafts of PPL revision to make sure sufficient comments/inputs on green procurement are provided timely to the law revision process.

• Prepare a review report with findings of gaps between national policies and international requirements, recommendations for addressing green procurement in the upcoming revision of the PPL.

2.3. **Support UNDP, Ministry of Health, Ministry of Natural Resources and Environment, and Ministry of Planning and Investment in advocacy for sustainable procurement integration into the PPL revision.**

• Prepare policy briefs on green procurement together with recommendations for advocacy purposes for distribution to concerned stakeholders who are involved in PPL law revision and adoption.
When required, prepare a presentation on findings and recommendations of the desk review study and lessons learnt of the green procurement model review to share in relevant workshops and thematic group meeting events conducted by the PPL revision team.

Attend the PPL revision workshop/events to deliver presentations on findings and recommendations of the studies and facilitate discussions on how to address in the PPL.

Provide advice to UNDP and MOH/MONRE/MPI on relevant sub-law policy revision/development for promotion of green procurement, including specific preferences in terms of pricing methodologies or technical evaluation of bidding documents or integrating green criteria in public procurement activities.

Support UNDP Viet Nam to review and provide technical comments/inputs to drafts of PPL revision.

2.4. Support UNDP and Ministry of Planning and Investment in advocacy for the improvement of sustainable/green procurement through sharing the research findings and recommendations and facilitating discussion in advocacy workshops/events.

Prepare policy briefs on green procurement together with recommendations for advocacy purposes for distribution to concerned stakeholders who are involved in PPL law revision and adoption.

3. DURATION OF ASSIGNMENT, DUTY STATION, AND EXPECTED PLACES OF TRAVEL

Duration and Timing: 80 working days for during the period from May 2022 to December 2022

Duty Station: Hanoi with possible travel to other provinces. Travel cost to provinces (if any) will be covered separately by UNDP.

4. FINAL PRODUCTS

Draft report on the study of international experience on green procurement for revision of the Public Procurement Law with recommendations for improving the gaps, and advice on how to improve these in upcoming revision of the law.

Two policy briefs on current status of the national policies on green procurement and recommendations for improvement in upcoming revision of the public procurement law.

Power Point presentations of the review and policy recommendation for sharing in relevant workshops

Final report in Vietnamese and English incorporating UNDP’s and PPA’s comments and suggestions.

The deliverables are written in excellent English and Vietnamese and are well formatted.

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Content</th>
<th>Timing</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>An Inception report</td>
<td>Consultant provides clarifications on timing and method, including related annexes</td>
<td>May 2022</td>
<td>Consultant submits to UNDP CO and PPA of MPI</td>
</tr>
</tbody>
</table>
5. **PROVISION OF MONITORING AND PROGRESS CONTROL**

- The consultant will work closely with and taking the guidance of the UNDP CO, specifically the Governance and Participation Team, the Health Portfolio members and the Programme Officer in charge of the SHiPP project.

- The consultant will respond timely (within 24 hours, preferably) to technical requirements and other communications from the UNDP.

- The deliverables shall be submitted to the UNDP CO for review and approval. All deliverables are subject to technical clearance and approval from the UNDP Programme Officer.

- The Consultant shall closely work with the Public Procurement Agency (PPA) under the Ministry of Planning and Investment of Vietnam

6. **DEGREE OF EXPERTISE AND QUALIFICATIONS**

For the successful and timely implementation of the assignment, the National Consultant shall have the following qualifications:

At least Master’s degree in Law, Public Policy, Public Administration, Public Health or relevant areas.

- At least fifteen (15) years of working experience with public policies, legal affair, legislation with hand-on experience in public law revision/development.

- Hand-on experience in conducting similar policy review and advice on public procurement related areas.

- Relevant work experience in Vietnam’s policy development, specifically in conducting operational research to inform policy development.

- Excellent conceptualization and analytical skills and proven experience in conducting policy review and policy advocacy.

- Prior experience with UNDP or another UN or international organizations will be an asset.

- Strong written and spoken skills in English and Vietnamese are a must.
7. PROJECT SUPPORT AND REFERENCE DOCUMENTS

**Arrangement of meetings, interview and the workshop**

- UNDP will provide all logistical and administrative support to the selected national consultants.
- The PPA of the MPI will arrange all consultative meetings as needed and the workshops.
- When in-country travels for technical workshops and meetings are required, related costs will be covered separately as per UN-EU costnorms.

**Documents:** Copies of the following documents will be made accessible to the selected national consultants upon commencement of the assignments:

- Viet Nam’s legislative documents as mentioned in the task assignments.
- Technical documents and guidelines for sustainable procurement developed by SHiPP project
- Reports of policy reviews conducted by the SHiPP project for the Law on Environment Protection revision in 2020
- International conventions on POP and Mercury
- Paris agreement on reducing plastic wastes
- WHO’s guidelines for environmental health.

8. REVIEW TIME REQUIRED AND PAYMENT TERM

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<tr>
<th>%</th>
<th>Milestone</th>
<th>Deadline pls revise</th>
</tr>
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<tbody>
<tr>
<td>20%</td>
<td>At submission and approval of inception report</td>
<td>April 2022</td>
</tr>
<tr>
<td>40%</td>
<td>Following submission and approval of the 1st draft of research reports and policy briefs</td>
<td>15 June 2022</td>
</tr>
<tr>
<td>40%</td>
<td>Following submission and approval (UNDP-CO) of the final report and policy brief/recommendations, and power point presentations.</td>
<td>25 December 2022</td>
</tr>
</tbody>
</table>

UNDP will provide feedback on submitted deliverables within 5 working days.

9. CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

* NONE        x PARTIAL     * INTERMITTENT     * FULL-TIME
## 10. EVALUATION CRITERIA WITH ASSIGNED SCORES

<table>
<thead>
<tr>
<th>Consultant(s)’ experiences/qualification related to the services</th>
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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:

<table>
<thead>
<tr>
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<th>Name of Institution/Company</th>
<th>Contract Duration</th>
<th>Contract Amount</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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Name of International Organization</th>
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</table>
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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</table>

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:
Telephone, Facsimile and other numbers
Internet Address:
Sex, Date of Birth, Nationality, Other Citizenship, Marital Status
Company associated with (if applicable, include company name, contact person and phone number)

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

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

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

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

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

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

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

FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum of VND for National Consultant and USD for International Consultant

This is a lump sum offer covering all associated costs for the required service (fee, meal, accommodation, travel, taxes etc).

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Rate</th>
<th>Total</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Consultancy fee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Out of pocket expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1</td>
<td>Travel</td>
<td></td>
<td></td>
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<tr>
<td>2.2</td>
<td>Per diem</td>
<td></td>
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<tr>
<td>2.3</td>
<td>Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel – (required before issuing contract). *</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>2.4</td>
<td>Others (pls. specify)………</td>
<td></td>
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<tr>
<td>2.5</td>
<td>VAT** if applicable (in case your company signs the contract)</td>
<td></td>
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<tr>
<td></td>
<td>Total</td>
<td></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).