



01 June 2022

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 Local Technical Officer to support the development of a project document and waste management models and interventions to support IWWs in Binh Dinh province
Period of assignment/services (if applicable):	June 2022 – June 2023
Duty Station:	Binh Dinh, Viet Nam with travels to Hanoi
Tender reference:	T220601

1. Submissions should be sent by **email** to: luu.thi.trang@undp.org no later than:
23.59 hrs., 12 June 2022 (Hanoi time)

With subject line:

T220601 – National Consultant to support the development of a project document and waste management models and interventions to support IWWs in Binh Dinh province

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
- 02 sample of reports (01 in English and 01 in Vietnamese) to be submitted

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **VND for national consultant and US dollar for International Consultant** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in Annex V.
- Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.
- If quoted in other currency, prices shall be converted to the above currency at UN Exchange Rate at the submission deadline.

4. Evaluation

The technical component will be evaluated using the following criteria:

No.	Requirement	Points
	Total	1000
1	Has at least 10 years of experience in relating projects on waste inventory, recycling, MRF, waste informal sector, circular economy, sustainable development	350
2	Has strong background on economic and social conditions, status of solid waste management, including generation, segregation, collection, treatment and recycling in local	300
3	Has strong working experience with local authorities in Binh Dinh province and Quy Nhon, on policy advocacy, trainings, workshops, capacity building on waste management models, plastic management. Working experience with UN agencies is an asset.	200 50
4	Fluent in English and Vietnamese	100

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

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>
The training course takes around 3-4 hours to complete.
- Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel. (This is not a requirement for RLA contracts).
- Release letter in case the selected consultant is government official.

6. Payment

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

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

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

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



TERMS OF REFERENCE

Name of service:	01 Local Technical Officer to support the development of a project document and waste management models and interventions to support IWWs in Binh Dinh province		
Project:	Scaling-up Integrated and Inclusive Waste Management Models through Empowering the Informal Sector and Fostering the Circular Economy		
Reporting to:	CCE Program Analyst		
Duty Station:	Binh Dinh with travels to Hanoi		
Duration of Assignment:	From June 2022 to June 2023		
Start Date:	June 15 2022	End Date:	June 29, 2023

I. BACKGROUND & PROJECT DESCRIPTION

Between 2015 and 2020 the average annual rate of municipal waste in Viet Nam increased from 21 million tons to some 35 million tons (ISPONRE, 2017) and is projected to further increase to 52 million tons by 2025) – in other words, a 2.5-fold increase within a decade. Some 70% of waste is disposed of in landfills, while the remaining 30% is burned or illegally dumped. In urban areas, more than 85% of waste is collected, but in rural areas the collection rate drops to approximately half of the urban collection rate, ranging between 40% and 45% (ISPONRE, 2018). Plastic waste, in particular, accounts for between 10% and 12% of the total amount of solid waste generated in Viet Nam, amounting to approximately 1.8 million tons every year.

Although essential to the improvement of waste management systems, at-source separation is not commonly found in Viet Nam. Challenges include the lack of commitment from households to separate their waste, lack of infrastructure to collect segregated waste, the difficulties for the city municipalities to select a location to install the infrastructures, common complaints from the households with respect to the smell, health concerns etc.

The government has issued a number of policies relating to waste and plastic management. In 2019, Resolution No. 09/NQ-CP was issued, in which the GoV has assigned the Ministry of Natural Resources and Environment (MONRE) to be the focal point of unified state management of solid waste. The National Strategy on the Integrated Management of Solid Waste by 2025, vision to 2050 approved by the Prime Minister in Decision No. 491/ QD-TTg on May 7, 2018. On plastic waste, in December 2019, the first National Action Plan for Management of Marine Plastic Litter was issued by the Prime Minister (PM). The plan sets the target of reducing marine plastic litter by 75%; collect 100% of abandoned, lost, or discarded fishing gears and put an end to the disposal of fishing gears in the sea. On August 20, 2020, the Prime Minister issued Directive 33/CT-TTg on strengthening the management, reuse, recycling, treatment and reduction of plastic waste.

In November 2020, the revised Law on Environmental Protection (LEP) was adopted. It builds the institutional basis for the development of a circular economy and strengthens the stipulation on solid waste management directives. Article 142 gives the first definition of Circular Economy, in which “design, production, consumption and service activities reduce the extraction of raw materials, materials, extend product life, reduce generated waste and minimize negative impacts”. Articles from 75 to 79 of the revised LEP provide regulations on domestic solid waste collection and treatment service based on the sorted amount of waste. In January 2022, the Decree 08/2022 was issued, it provides guiding the implementation of the LEP, comprising of criteria, roadmap and incentive mechanism to accelerate circular economy.

The project “Scaling-up Integrated and Inclusive Waste Management Models through Empowering the Informal Sector and Fostering the Circular Economy” (DWP5C phase 2) will be implemented in Binh Dinh province. The project’s objective is to deploy and test a range of interventions including on the ground support interventions for Informal Waste Worker (IWWs), a sector-focused waste management model in fisheries, and an ecosystem-level approach at innovating the value chain through a Material Recovery Facility (MRF), and then refining these models based upon the deployment and learning with a view to continued and scaled-up deployment supported by a program of capacity development and knowledge creation, sharing and dissemination. Within the project, an inclusive Material Recovery Facility for improved local material value chain will be piloted and established.

Recently, the GEF has approved another project “Supporting the Implementation of the National Action Plan on Marine Plastic Litter in the context of Green Recovery post-COVID 19 in Viet Nam”. This project aims to strengthen the implementation of the National Action Plan (NAP) on Marine Plastic Litter through (i) development of monitoring and evaluation framework and unlocking of funding mechanism and (ii) deploy specific waste management interventions such as replicating MRF waste banks, deposit-return scheme targeting food and beverage sector in Binh Dinh Province as the main project site. It is expected that the full ProDoc and supporting document will be formulated and submitted to the GEF by November 2022.

II. OBJECTIVES

UNDP is looking for 01 Local Technical Officer to collaborate with local authorities and stakeholders to carry out the following tasks in Quy Nhon city, Binh Dinh province:

- Provide inputs and work with international consultant to develop GEF ProDoc and supporting documents for successful submission to UNDP/GEF
- Provide technical inputs to implement ground support interventions for IWWs in Quy Nhon City, Binh Dinh province and develop knowledge paper on IWWs sector in Quy Nhon City
- Coordinate with national, international experts, local authorities in identification of sites for a MRF and formulation of a MRF system, including feasibility study, design, operation mechanism, coordination mechanism with collection network of recyclable materials as inputs for the MRF, engagement of IWWs to the collection network and the MRF’s operation
- Provide administrative and technical supports to UNDP and local PMU in implementation of project activities and monitoring the project’s progress

III. SCOPE OF WORK

Under collaboration with UNDP, Quy Nhon PC and Binh Dinh Fishery Department and relevant stakeholders, the recruited Technical Officer will work on part-time basis, and he/she is requested to carry out the following tasks:

A. Support to develop ProDoc and supporting documents of a new GEF Project “Supporting the Implementation of the National Action Plan on Marine Plastic Litter in the context of Green Recovery post-COVID 19 in Viet Nam” (30 days from July 2022 to January 2023)

1. Preparatory Technical Studies and Reviews (Component A)

The consultant is required to work closely with Binh Dinh relevant stakeholders Prepare inputs and support the required analyses/studies, as agreed with the GEF PPG Expert Team Leader, including:

- Provide information related to baseline analysis related to the legislation relevant to Binh Dinh waste stream and waste management status, with the main focus on plastic and plastic released from food and beverage sector.
- Provide inputs and information for the international consultants on aspects related to the alternative scenarios for all the components associated to waste and plastic so that the detailed activities timeframe and budget can be identified in detail
- Develop all possible interventions in Binh Dinh as the project pilot site to achieve behavior change in relevant sectors (e.g. food and beverage) to accelerate the transition towards a Circular Economy in Binh Dinh Province (as specified in the Component 2 of the Project).
- Assist the international consultants in the assessment of training needs and the preliminary design of training modules relevant to waste and plastic management.
- Draft budget planning for these interventions.
- Conduct analysis of stakeholders review in Binh Dinh. This Binh Dinh stakeholder analysis will provide the foundation for development of the project’s Stakeholder Engagement Plan and will facilitate prioritization of engagement activities with particular stakeholder groups and individuals. See the [UNDP SES Guidance Note on Stakeholder Engagement](#).
- Act as a focal point to conduct stakeholders’ analysis in Binh Dinh province; provide input to stakeholder plan;
- Coordination with ICs and other NCs to implement field survey/interview.
- Assist the GEF PPG Expert Team Leader in the drafting of all the technical parts of the Project Document and annexes.

2. Formulation of the ProDoc, CEO Endorsement Request, and Mandatory and Project-specific Annexes

- Provide relevant quality text sections for the ProDoc package on the aspects mentioned above;
- Contribute to indicator development and the M&E framework, especially the indicators relevant to the reduction of POPs, U-POPs and POPs containing articles/products;
- Validate the timeline for engagement activities and how they will be sequenced (based on the inputs of ICs and other NCs), including information disclosure; and
- Validate resource requirements and associated budget.

3. Validation Workshop (Component C)

- Contribute to the validation workshop; and

- Support all necessary revisions that arise during the workshop, as appropriate.

B. Support to implementation of the Project “Scaling-up Integrated and Inclusive Waste Management Models through Empowering the Informal Sector and Fostering the Circular Economy” (50 days from July 2022 to June 2023)

4. Ground support interventions for IWWs

The Technical Officer will coordinate with selected service provider and local experts to provide technical comments/advisory during the development of workplan and implementation of ground support interventions for IWWs, including:

- Survey to develop the list of targeted IWWs involved in recyclable materials collection and treatment within Quy Nhon City
- List of personal protection equipment to be delivered to IWWs in waste sector, to improve their working condition
- Trainings to increase capacity for the IWWs on waste/recyclable materials segregation, collection and recycling

During the IWWs survey, the Technical Officer will develop data collection forms to consolidate information on types of recyclable materials collected (as details as type of plastic, paper...), types of low-value materials which are not collected by themselves, the stream of these recyclable materials through levels of scraps buyers with estimated volume of each level and its final step of treatment or recycling. Data collected from the IWWs survey will be analyzed to develop knowledge paper on IWWs sector in waste sector in Quy Nhon City.

Deliverables of this task comprise of (i) Progress Report on advisory for ground support interventions for IWWs and (ii) knowledge paper on IWWs sector in waste sector in Quy Nhon City

5. MRF establishment

The Technical Officer is requested to provide technical inputs and coordinate stakeholders to carry out the following activities:

- Provide technical comments and review the assessment report of potential demonstration sites for the Material Recycling Facility, and scraps collecting centers
- Incorporate with national experts to consolidate comprehensive data on recyclable materials/plastic waste in Quy Nhon city from potential sources, in which data are from:
 - o The reports provided by the national experts,
 - o IWWs surveys as mentioned in Task 1,
 - o DONRE report on solid waste management,
 - o Assessment report on marine plastic leakage and other reports from local stakeholders
- Carry out meetings with international, national experts and local authorities to finalize the MRF's model, with identification of sources of input materials, type and market for outputs, operation mechanism of the MRF and scraps collecting centers
- Take active part in development of the Feasibility Study and design of the MRF(s) and provide administrative supports during signing MOU among parties, procurement, installation and commissioning of the MRF system

- Setup the collection network of recyclable materials from identified sources as inputs for the MRF and facilitate the engagement of IWWs
- Provide technical comments for the pilot waste segregation plan which aims to households located around the MRF, and its implementation, regarding mechanism collection of recyclable materials and delivery to scraps collecting centers and the MRF. The Technical Officer is requested to incorporate with Quy Nhon PC, local DONRE to coordinate the implementation of this activity.
- Participate consultation meetings with local authorities and stakeholders regarding the establishment MRF and scraps collecting centers

Deliverables of this task are reports, including:

- Report on identification of potential sources of recyclable materials to be transported to the MRF as input materials, and formulation of collection network from identified sources, with engagement of IWWs
- Progress Reports on technical and administrative supports based on progress of MRF establishment, including identification of MRF operation model, FS, design, signing MOU, installation and commissioning
- Report on finalization of pilot waste segregation plan and supports during implementation

6. Administrative and technical supports to UNDP and local PMU

The Technical Officer is requested to support UNDP and local PMU to facilitate the following activities:

- Incorporate with local project officer to develop the annual workplan for local PMU, in combination with other project's activities; follow up to accelerate the establishment of the local PMU
- Support to develop Terms of Reference (ToRs) to select consultants, service providers relating to deployment of the MRF, waste management model in fishery sector, communication campaign
- Review the development of policies and regulations on waste, plastic management and circular economy
- Incorporate with national experts, consultants and local authority to finalize and to monitor the implementation of:
 - o Plan to install waste collection and segregation infrastructures and setup in critical locations in the city, including type and number of equipment, locations for installation of these equipment
 - o Extended plan for waste segregation campaigns at schools, restaurants, hotels, beaches, etc.
- Provide technical inputs during development and implementation of waste management model in fishery sector
- Connect the project's activities with relevant programs in Binh Dinh on relating topics on waste and plastic management, strengthening IWWs livelihoods and working conditions, raising awareness of community on waste segregation at source, to propose further supports from the project
- Explore the possibility to connect with other waste management model in the province, to increase the value chain of recyclable materials
- Monitor the progress of signed contracts and prepare biannual progress reports as requested

- Participate in organization of trainings, workshops, communication activities under the project framework

Deliverables of this task are Progress reports for mentioned above tasks.

IV. DELIVERABLES & IMPLEMENTATION TIMELINE

No	Deliverable	Target due date
1	<p>Progress Report 1:</p> <ul style="list-style-type: none"> (i) Plastic NAP Project: Written inputs to the report after the inception workshop with draft intervention plan (ii) Advisory for ground support interventions for IWWs and (iii) Annual Work plan for local PMU and the local PMU establishment 	August 2022
2	<p>Progress Report 2:</p> <ul style="list-style-type: none"> (i) Plastic NAP project: Written input as materials to develop intervention plan in Binh Dinh province, accepted by international team lead. (ii) Knowledge paper on IWWs sector in waste sector in Quy Nhon City (iii) Report on identification of potential sources of recyclable materials to be transported to the MRF as input materials, and formulation of collection network from identified sources, with engagement of IWWs (iv) Technical inputs for the pilot waste management plan in fishery sector 	October 2022
3	<p>Progress Report 3:</p> <ul style="list-style-type: none"> (i) Plastic NAP Project: Final project document submitted to the UNDP/GEF (joint products with other team members) (ii) Development of Terms of Reference (ToRs) to select consultants, service providers (iii) Technical and administrative supports for the MRF establishment, including identification of MRF operation model, FS and design (iv) Report on finalization of pilot waste segregation plan and supports during implementation (v) Project Progress Report 	December 2022
4	<p>Progress Report 4:</p> <ul style="list-style-type: none"> (i) Report on finalization of pilot waste segregation plan and supports during implementation (ii) Technical and administrative supports based for the MRF establishment, including identification of MRF operation model, FS, design, signing MOU (iii) Facilitation of agreements to engage collection network for the MRF, including IWWs (iv) Inputs to connect the project's activities with relevant waste management models and programs in Binh Dinh on 	March 2023

	<p>waste and plastic management, strengthening IWWs livelihoods</p> <p>(v) Review the plan to install waste collection and segregation infrastructures and setup in critical locations in the city, and recommendation for extended plan for waste segregation campaigns at schools, restaurants, hotels, beaches, etc.</p>	
5	<p>Progress report 5:</p> <p>(i) Technical inputs during implementation of waste management model in fishery sector</p> <p>(ii) Supports during implementation of pilot waste segregation plan</p> <p>(iii) Comments for the development of policies and regulations on waste, plastic management and circular economy</p> <p>(iv) Technical and administrative supports for the MRF establishment, including installation and commissioning and assessment of effectiveness</p> <p>(v) Reports on supports to trainings, workshops on waste management models, communication activities, communication products</p> <p>(vi) Lesson learnt for replication and scaling up of the MRF</p> <p>(vii) Project Progress Report</p>	June 2023

All Reports shall be submitted in both English and Vietnamese (or as required by UNDP)

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

Estimated number of working days: 80 working days from June 2022 to June 2023

Duty station: Binh Dinh with 03 travels to Hanoi. (Two days for each travel). [Eligible costs of the travels shall be included in the financial proposal.](#)

VI. PROVISION OF MONITORING & PROGRESS CONTROL

The Consultants shall report to UNDP Viet Nam on the deliverables of work regarding a work-plan, deadlines and verification activities.

VII. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

Administrative Support

UNDP will provide coordinating supports to the Consultants to work with local stakeholders, including Quy Nhon PC, DONRE, DARD, experts from Quy Nhon University and ICISE and both international and national experts involved in MRF establishment.

Reference Documents

Study on MRF models in India carried out by UNDP;
Study on baseline of waste flow in Binh Dinh province, carried out by UNDP Viet Nam;
IWWs policy brief;

VIII. DEGREE OF EXPERTISE & QUALIFICATION

Qualification for the Consultant:

- Has at least 10 years of experience in relating projects on waste inventory, recycling, MRF, waste informal sector, circular economy, sustainable development
- Has strong background on economic and social conditions, status of solid waste management, including generation, segregation, collection, treatment and recycling in local
- Has strong working experience with local authorities in Binh Dinh province and Quy Nhon, on policy advocacy, trainings, workshops, capacity building on waste management models, plastic management. Working experience with UN agencies is an asset.
- Fluent in English and Vietnamese

IX. PAYMENT TERMS

No .	Deliverables as indicated in Section IV	Due Date	Payment Amount
1	Progress Report 1: i. Plastic NAP Project: Written inputs to the report after the inception workshop with draft intervention plan ii. Advisory for ground support interventions for IWWs and iii. Annual Work plan for local PMU and the local PMU establishment	August 2022	20%
2	Progress Report 2: i. Plastic NAP project: Written input as materials to develop intervention plan in Binh Dinh province, accepted by international team lead. ii. Knowledge paper on IWWs sector in waste sector in Quy Nhon City iii. Report on identification of potential sources of recyclable materials to be transported to the MRF as input materials, and formulation of collection network from identified sources, with engagement of IWWs iv. Technical inputs for the pilot waste management plan	October 2022	20%

	in fishery sector		
3	<p>Progress Report 3:</p> <ul style="list-style-type: none"> i. Plastic NAP project: Final project document submitted to the UNDP/GEF (joint products with other team members) ii. Development of Terms of Reference (ToRs) to select consultants, service providers iii. Technical and administrative supports for the MRF establishment, including identification of MRF operation model, FS and design iv. Report on finalization of pilot waste segregation plan and supports during implementation v. Project Progress Report 	December 2022	20%
4	<p>Progress Report 4:</p> <ul style="list-style-type: none"> i. Report on finalization of pilot waste segregation plan and supports during implementation ii. Technical and administrative supports based for the MRF establishment, including identification of MRF operation model, FS, design, signing MOU iii. Facilitation of agreements to engage collection network for the MRF, including IWWs iv. Inputs to connect the project's activities with relevant waste management models and programs in Binh Dinh on waste and plastic management, strengthening IWWs livelihoods v. Review the plan to install waste collection and segregation infrastructures and setup in critical locations in the city, and recommendation for extended plan for waste segregation campaigns at schools, restaurants, hotels, beaches, etc. 	March 2023	20%
5	<p>Progress report 5:</p> <ul style="list-style-type: none"> i. Technical inputs during implementation of waste management model in fishery sector ii. Supports during implementation of pilot waste segregation plan iii. Comments for the development of policies and regulations on waste, plastic management and circular economy iv. Technical and administrative supports for the MRF establishment, including installation and commissioning and assessment of effectiveness v. Reports on supports to trainings, workshops on waste 	June 2023	20%

	management models, communication activities, communication products		
vi.	Lesson learnt for replication and scaling up of the MRF		
vii.	Project Progress Report		



OFFEROR'S LETTER TO UNDP
CONFIRMING INTEREST AND AVAILABILITY
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date _____

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

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [*delete this item if the TOR does not require submission of this document*];
- E) I hereby propose to complete the services based on the following payment rate: [*please check the box corresponding to the preferred option*]:
 - An all-inclusive daily fee of [*state amount in words and in numbers indicating currency*]
 - A total lump sum of [*state amount in words and in numbers, indicating exact currency*], payable in the manner described in the Terms of Reference.
- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex V;
- G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- H) This offer shall remain valid for a total period of _____ days [*minimum of 90 days*] after the submission deadline;

D) 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

Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

GUIDELINES FOR CV PREPARATION

WE REQUEST THAT YOU USE THE FOLLOWING CHECKLIST WHEN PREPARING Your CV:

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

Sex, Date of Birth, Nationality, Other Citizenship, Marital Status

Company associated with (if applicable, include company name, contact person and phone number)

SUMMARY OF EXPERTISE

Field(s) of expertise (be as specific as possible)

Particular development competencies-thematic (e.g. Women in Development, NGOs, Privatization, Sustainable Development) or technical (e.g. project design/evaluation)

Credentials/education/training, relevant to the expertise

LANGUAGES

Mother Tongue:

Indicate written and verbal proficiency of your English:

SUMMARY OF RELEVANT WORK EXPERIENCE

Provide an overview of work history in reverse chronological order. Provide dates, your function/title, the area of work and the major accomplishments include honorarium/salary.

References (name and contact email address) must be provided for each assignment undertaken by the consultant that UNDP may contact.

UN SYSTEM EXPERIENCE

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

UNIVERSITY DEGREES

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

PUBLICATIONS

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

MISCELLANEOUS

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

