



7 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 International Specialist to advise and support to the climate diplomacy and just energy transition process in Viet Nam
Period of assignment/services:	July 2022 – December 2023 (120 working days)
Duty Station:	Homebased with 03 missions to Hanoi, Viet Nam
Tender reference:	A-220602

1. Submissions should be sent by email to: [bid.submission.vn@undp.org](mailto:bid.submission.vn@undp.org)  
no later than:

**23.59 hrs., 21 June 2022 (Hanoi time)**

**With subject line:**

**A-220602 – International Specialist to advise and support to the climate diplomacy and just energy transition process in VN**

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](mailto: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:

	<b>Consultant's experience/qualification related to the services</b>	<b>Point</b>
1	Postgraduate degree MSc or PhD in environmental law, in natural resource management, environmental sciences, energy or a related field. Master: 150 PhD: 200	200
2	Minimum 15 years of experience and knowledge of the policy and institutional framework related to climate change and energy in Viet Nam is essential	250
3	Good track record on planning and/or managing processes of policy development in related to climate change and energy, particularly direct experience in climate negotiation, energy planning, UNFCCC, all relevant Viet Nam strategies policies and practices on climate change and energy including Climate Change Strategies, NDC, Power Development Master Plan, Energy related strategy and plans	300
4	Familiarity with government processes as well as UNDP Program frameworks and the role of UNDP in Viet Nam is desirable	100
5	Strong written English skill is a must with 2 examples of similar reports.	150
<b>Total</b>		<b>1000</b>

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 INDIVIDUAL CONSULTANT

<b>Name of service:</b>	International Specialist to advise and support to the climate diplomacy and just energy transition process in Viet Nam		
<b>Project:</b>	CCE – TRAC 2 Engagement Project		
<b>Reporting to:</b>	CCE Team Leader with support from relevant Programme Officers		
<b>Duty Station:</b>	Home based with 03 missions in Ha Noi	<b>Travel Required:</b>	Click or tap to specify Yes/No.
<b>Duration of Assignment:</b>	120 days		
<b>Start Date:</b>	7/1/2022	<b>End Date:</b>	12/31/2023

### I. BACKGROUND

Climate change is the greatest challenge of the 21st century, threatening human health and development. The parties to the UNFCCC adopted the Paris Agreement in 2015 at the 21st Conference of Parties (COP21), agreeing to limit average global warming to well below 2 degrees Celsius by 2100, and preferably no more than 1.5 degrees Celsius compared to pre-industrial levels.

Viet Nam is among the top 10 countries most vulnerable to climate change and natural disasters. Over the past 20 years, Viet Nam has witnessed increasing climate change and natural disasters, including the droughts and saltwater intrusion in the Mekong Delta and historic storms and successive floods in Central region in 2020. Climate induced disasters have caused an average estimated direct annual loss of between 1 and 1.5 per cent of GDP and the loss is projected to be as high as 3% of GDP by 2030.

At COP26 in 2021 in Glasgow, UK, Viet Nam announced commitments to net zero emission by 2050; methane reduction of 30% by 2030, a stop to building new coal power plants and phase out of coal power in 2040s, and it pledged to halt and reverse deforestation by 2030. Viet Nam established the National Steering Committee for Implementation of Viet Nam's COP26 Commitments, chaired by the Prime Minister, with the first meeting held on 13 January 2022 in which specific follow up actions were agreed with line ministries.

Viet Nam submitted its Updated Nationally Determined Contribution (NDC) to the UNFCCC in 2020, aiming to meet targets of 9% unconditionally and 27% conditional on international support. Viet Nam is going to update its NDC to increase the ambitions in both mitigation and adaptation by COP27 in November 2022.

The energy transition towards the global and national targets on greenhouse gas (GHG) emissions reduction is technically feasible, although some required technologies are not fully mature yet. The challenge is to satisfy future energy demand while reducing GHG emissions rapidly, starting with the best available techniques (BAT). The techniques will include (a) deployment of large capacities of variable renewable energy (VRE) such as solar PV and wind power in the electricity system, combined with strongly increased energy storage, (b) decommissioning and re-purposing of coal-thermal powerplants, (c) continued fossil fuel use in heavy industry and some power generation capacity that would be combined with carbon capture, use and storage (CCUS), (d) application of new technologies such as green hydrogen in industry and (heavy) transport, etc.

Many experts agree that a just energy transition is financially and economically viable. This has been demonstrated by a recent investment boom in VRE in Viet Nam that was largely driven by private sector capital. Studies demonstrate that electricity generated from renewable energy sources is already cheaper than energy derived from fossil fuels, especially when taking into account hidden fossil fuel subsidies as well as harmful effects on health and environment (externalities). Power sector modelling demonstrates a long-term viable path of increased energy efficiency (EE) and VRE that would not lead to costlier electricity, and it might increase economic growth as a result of technological modernization and increased economic efficiencies. "Green finance" is emerging in many countries and also in Viet Nam. Carbon prices through taxes and/or emissions trading systems (ETS) provide signals to markets to increase green investment. And there are numerous other policy instruments that can help financing of a just energy transition by the private sector and consumers, sometimes with public investment or subsidies, or in public-private partnerships (PPPs). Some costs will require State involvement, in particular where it concerns support to businesses and workers who must carry the burden of some of the disadvantages of the transition.

To achieve net zero emission by 2050, Viet Nam will need a comprehensive transformation of the energy sector, specifically a just energy transition including phase out of coal and increase in international climate finance. It is important to prepare for a just energy transition partnership (JET-P) to mobilize climate finance from different sources (foreign direct investment, ODA, domestic public and private finance) for a successful just energy transition in Viet Nam. Climate diplomacy is an area that is developing, and its importance is increasing as Viet Nam engages the international community to support its energy transition and to achieve its climate change commitments as announced at COP 26 in Glasgow.

UNDP is looking for 01 International Specialist to provide advice and support to the development of climate diplomacy programme/ action plan and contribute to the just energy transition process in Viet Nam.

## **II. OBJECTIVES**

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The objective of the assignment is to provide advice and support to the development of climate diplomacy programme/ action plan and contribute to the just energy transition process in Viet Nam. **Specifically**, the expert will support delivery of main tasks, as follows

- Task 1 – Provide advice and support to the just energy transition process and climate diplomacy programme in Viet Nam
- Task 2 – Provide strategic technical advice, technical reviews and inputs to UNDP's studies, key policy discussion paper and interventions on just energy transition, green growth, climate change and NDC
- Task 3- Assess current and planned coal-thermal electricity generation in Viet Nam and assess scenarios of taking coal-thermal power generation in Viet Nam to net-zero GHG emissions by 2050

- Task 4 - Provide strategic technical advice and inputs to UNDP's resource mobilization in areas of energy and climate change

### **III. SCOPE OF WORK**

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The international specialist will be expected to be responsible for the following:

#### **Task 1 – Provide advice and support to the just energy transition (JET) process and climate diplomacy programme in Viet Nam**

- Provide review of international experience on JET from selected countries and their negotiation positions, which include key elements, perspectives of negotiation and viewpoints on climate change and energy transition from international perspectives
- Provide technical inputs that support the preparation of the proposal for a climate diplomacy programme in Viet Nam and advise on negotiation position for international climate finance for mitigation and adaptation
- Provide technical inputs and strategic advice on the establishment of the taskforce on JET-P including the operation and roles and responsivity and advisory service of the taskforce
- Provide technical inputs to the preparation of the framework of JET-P and recommend building blocks for just energy transition
- Provide technical inputs to the design and introduction of an innovative climate finance strategy/ financial scheme for JET in Viet Nam
- Support to prepare policy briefs that support the advocacy and preparation of declaration on JET

#### **Task 2 – Provide strategic technical advice, technical reviews and inputs to UNDP's studies, key policy discussion paper and interventions on just energy transition; green growth, climate change and NDC**

- Provide strategic technical advice to UNDP and the Government of Viet Nam on climate change and green growth policies and the NDC
- Provide guidance, technical inputs and technical review on studies related to the energy transition which includes but will not be limited to assessment of the potential for green hydrogen production and utilization in Viet Nam; Modelling of energy production and use, GHG emissions, GDP growth, employment, etc. for the period to 2050, with scenarios based on different assumptions, and making recommendations for a roadmap of investments to meet Viet Nam's net-zero emissions target by 2050; Assessment and identification of a systematic approach to applying Carbon Capture, Utilization and Storage (CCUS) technologies in Energy and Industrial Processes;
- Provide technical review and inputs to the study on assessment and preparation for carbon market and implementation of Article 6 on establishment of a new crediting mechanism of the Paris Agreement
- Provide technical reviews and inputs to UNDP's policy papers on issues/policies related to climate change, NDC and JET

#### **Task 3- Assess current and planned coal-thermal electricity generation in Viet Nam and assess scenarios of taking coal-thermal power generation in Viet Nam to net-zero GHG emissions by 2050**

- Support the team leader (to be mobilized by UNDP) in management of the assessment including coordination of contributions by international experts, ensuring coherence of

approach and adequacy to the needs, the objectives of the assignment and delivering timely quality outputs and deliverables.

- Contribute to the inception report including detailed workplan and all other deliverables of the team of experts to be mobilized by UNDP, as appropriate.
- Articulate technical, economic and social aspects in at least three international case studies of successful or on-going projects for phasing out coal-thermal power and repurposing, transformation of coal power plants to VRE/heat etc., substitution of coal-thermal power with alternatives, and end-of-pipe carbon capture, from developed countries and developing countries.
- Articulate the global and national policy context on climate change and energy, necessitating major change in the global coal-power sector and specifically in Viet Nam.
- Support the analysis of technical aspects, social and economic costs and benefits of decommissioning or refurbishing of at least 3 of Viet Nam's existing coal-thermal power plants including re-purposing of the sites, within the period 2022-2030.
- Support the formulation and analysis of 2-3 coal-power transition scenarios (that all lead to net-zero emissions): transitioning of existing coal power plants through decommissioning/transformation/ CCUS etc. over the period 2022-2050.
- Review and provide feedbacks on the draft preliminary report and PowerPoint presentation prepared for the 02 half day consultation meetings
- Review and provide feedback on the draft consolidated main report and support the Team Leader to finalize it and contribute to the PowerPoint presentation for one half day final workshop.
- Deliver the Summary for Policy Makers of the main report.

#### **Task 4 - Provide strategic technical advice and inputs to UNDP's resource mobilization in areas of energy and climate change**

- Strategically analyze the national and global context and propose new ideas or new initiatives and development nationally and globally in response to climate change, green growth, industrial and energy transition
- Provide advice and strategic approach in design of new projects in area of energy efficiency, renewable and energy, green transport and other related areas in climate change and green growth or for the implementation of NDC
- Provide technical inputs and suggestion for interventions to UNDP on new project formulation on areas relating to energy efficiency, renewable energy, investment in green production and green products and related issues etc.

#### **IV. DELIVERABLES & IMPLEMENTATION TIMELINE**

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As described in the scope of the work for all the sub-tasks, the international specialist will work closely with other experts to deliver the following results.

##### **IV.1. Task 1 – Provide advice and support to the just energy transition process and climate diplomacy programme in Viet Nam**

- Written papers on review of international experience on JET and inputs that support the preparation of the proposal for climate diplomacy programme in Viet Nam

- Written inputs and feedback on the TOR to the taskforce on JET-P and recommended building blocks/framework for just energy transition
- Written inputs and advice on the innovative climate finance strategy/ financial scheme for JET in Viet Nam
- Draft and final policy briefs that support the advocacy and preparation of declaration on JET

**IV.2. Task 2 – Provide strategic technical advice, technical reviews and inputs to UNDP’s studies, key policy discussion paper and interventions on just energy transition, green growth, climate change and NDC**

- Written advice, review and feedback on policy documents on climate change, green growth and NDC by UNDP and the Government
- Written review and inputs to the inception report, draft report and final report of the studies related to JET as indicated in the scope of work.

**IV.3. Task 3- Assess current and planned coal-thermal electricity generation in Viet Nam and assess scenarios of taking coal-thermal power generation in Viet Nam to net-zero GHG emissions by 2050**

- Written analysis of the international experience on phasing out coal-thermal power and repurposing, transformation of coal power plants to VRE/heat etc., substitution of coal-thermal power with alternatives, and end-of-pipe carbon capture, from developed countries and developing countries.
- Written review and feedback on the draft and final main report, draft PowerPoint presentation for the consultation and final workshops
- Summary for Policy Makers of the main report on assessment of coal power generation towards net zero GHG emissions by 2050

**IV.4. Task 4 - Provide strategic technical advice and inputs to UNDP’s resource mobilization in areas of energy and climate change**

- Written paper on strategic areas and interventions for new project ideas or initiatives
- Written inputs to the formulation and implementation of key UNDP project and analysis related to energy efficiency, e-mobility, green transport, de-risking facility to improve SMEs’ access to climate finance

Key milestones for deliverables are in the Payment Terms section. The selected international expert will agree with UNDP on specific timelines for each activity under each task upon the commencement and during the implementation of the assignment.

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

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**Estimated number of working days:** 120 working days from 7/1/2022 to 12/31/2023.

**Duty station:** Home based and Ha Noi

**Expected places of travel:** During the assignment, it is expected that the consultant will have 03 missions to Hanoi with 5 working days for each mission.

**VI. PROVISION OF MONITORING & PROGRESS CONTROL**

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This assignment will be supervised by UNDP Climate Change and Environment Head with the Support of relevant Programme Officers and programme team members. The consultant works closely with UNDP experts in Hanoi and global to deliver their work.

All deliverables will be reviewed, and the final products will be approved by UNDP.

## **VII. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS**

### **Administrative Support**

The consultant will receive administrative and logistics support from UNDP as required.

### **Reference Documents**

UNDP will provide support and effort to facilitate the collection of all related references materials and information from line ministries and relevant agencies and businesses.

## **VIII. DEGREE OF EXPERTISE & QUALIFICATIONS**

<b>Qualifications</b>	Postgraduate degree (MSc) or PhD in environmental law, in natural resource management, environmental sciences, energy or a related field.
<b>Relevant Professional Experience</b>	Minimum 15 years of experience and knowledge of the policy and institutional framework related to climate change and energy in Viet Nam is essential
<b>Other Competencies</b>	Good track record on planning and/or managing processes of policy development in related to climate change and energy, particularly direct experience in climate negotiation, energy planning, UN legislation, all relevant Viet Nam strategies policies and practices on climate change and energy including Climate Change Strategies, NDC, Power Development Master Plan, Energy related strategy and plans.  Familiarity with government processes as well as UNDP Program frameworks and the role of UNDP in Viet Nam is desirable.
<b>Language Requirements</b>	Strong written English skill is a must with 2 examples of similar reports

## **IX. PAYMENT TERMS**

<b>No.</b>	<b>Deliverables as indicated in Section IV</b>	<b>Due Date</b>	<b>Payment Amount</b>
1 <sup>st</sup> payment	Submission of deliverables under Task 1 with acceptance by UNDP	12/31/2022	30%
2 <sup>nd</sup> payment	Submission of deliverables under Task 2 and 3 with acceptance by UNDP	6/30/2023	40%
3 <sup>rd</sup> payment	Submission of deliverables under Task 3 and all the products under the contract with acceptance by UNDP	12/31/2023	30%

## **X. CONSULTANT PRESENCE REQUIRED ON DUTY STATION**

☒ NONE

☐ PARTIAL

☐ INTERMITTENT

☐ FULL-TIME

## **XI. EVALUATION CRITERIA**

<b>No.</b>	<b>Requirement</b>	<b>Points</b>
1	Postgraduate degree (MSc) or PhD in environmental law, in natural resource management, environmental sciences, energy or a related field. Master: 150 PhD: 200	200
2	Minimum 15 years of experience and knowledge of the policy and institutional framework related to climate change and energy in Viet Nam is essential	250
3	Good track record on planning and/or managing processes of policy development in related to climate change and energy, particularly direct experience in climate negotiation, energy planning, UNFCCC, all relevant Viet Nam strategies policies and practices on climate change and energy including Climate Change Strategies, NDC, Power Development Master Plan, Energy related strategy and plans	300
4	Familiarity with government processes as well as UNDP Program frameworks and the role of UNDP in Viet Nam is desirable	100
5	Strong written English skill is a must with 2 examples of similar reports.	150
	<b>Total</b>	<b>1,000</b>

## **ANNEX II**

[Individual Contract](#) & [General Conditions](#)

[https://popp.undp.org/\\_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP\\_POPP\\_DOCUMENT\\_LIBRARY/Public/AC\\_Anti-Fraud\\_General%20Conditions%20of%20Contract%20for%20Individual%20Contracts.pdf&action=default](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/AC_Anti-Fraud_General%20Conditions%20of%20Contract%20for%20Individual%20Contracts.pdf&action=default)

## **ANNEX III**

[Reimbursable Loan Agreement](#) (for a consultant assigned by a firm)

[https://popp.undp.org/\\_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP\\_POPP\\_DOCUMENT\\_LIBRARY/Public/PSU\\_Individual%20Contract\\_Model%20Reimbursable%20Loan%20Agreement.docx&action=default](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Individual%20Contract_Model%20Reimbursable%20Loan%20Agreement.docx&action=default)

## **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
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P) Do you have any objections to our making enquiries of your present employer?

YES ☐ NO ☐

Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES ☐ NO ☐ If answer is "yes", WHEN?

R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

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.

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**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)			
	<b>Total</b>			

\* *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).*