

15 June 2022



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
for individual consultants and individual consultants assigned by
consulting firms/institutions

Country:	Viet Nam
Description of the assignment:	02 National Consultants on engaging financial institutions to support private investment to implement climate change adaptation
Period of assignment/services (if applicable):	Team leader: 80 working days from June 2022 to October 2022 Team member: 60 working days from June 2022 to October 2022
Duty Station:	Ha noi
Tender reference:	P220606

1. Submissions should be sent by email to: nguyen.ngoc.phuong@undp.org no later than:

23.59 hrs., 22 June 2022 (Hanoi time)

With subject line:

P220606A – TL on engaging financial institutions to support private investment to implement climate change adaptation

P220606B – TM on engaging financial institutions to support private investment to implement climate change adaptation

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:

- CV including experience with a similar type of work
- Financial offer
- At least 2 sample reports in English to be submitted

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **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:

Team leader:

No.	Requirement	Points
1	Master's degree in economics, finance; preferably environmental or climate finance (PhD is preferential);	150
2	Minimum of 10 years working experience in the disciplines of finance and business development; institutional financial policies and practices, particularly in environmental/climate finance	200
3	Proven experience in Public-Private Partnership initiation and climate finance in the context of Viet Nam;	100
4	Good knowledge of the legislative and policy aspects of the adaptation and climate financing framework in Viet Nam, including legal and policy enforcement at national and subnational levels;	100
5	Strong knowledge about the political and socio-economic analysis related to the Vietnamese climate change development context;	100
6	Demonstrated track record in the development and mobilization of resources of climate change adaptation projects, preferably working with the government, private sector, UNs, and other key stakeholders in Viet Nam;	150
7	Good knowledge of gender equality and civil society participation are advantageous.	100

8	Excellent English drafting skill (provision of a minimum of two written reports/examples is required).	100
Total of Team Leader		1,000

Team member:

No.	Requirement	Points
1	Master's degree in economics, finance and business or MBA	150
2	Minimum of 7 years working experience in the disciplines of business management and development	200
3	Proven experience in Public-Private Partnership in Climate Action in Viet Nam;	100
4	Good knowledge of the legislative and policy aspects of the sustainable business development framework in Viet Nam, including legal and policy enforcement at national and subnational levels.	100
6	Strong knowledge about the political and socio-economic analysis related to the Viet Nam's business development context.	100
7	Demonstrated track record in the working with business associations and private sector in Viet Nam, preferably working with Viet Nam Chamber of Commerce or equivalent business associations in Viet Nam;	150
8	Good knowledge of gender equality and civil society participation are advantageous.	100
Total of Team Member		1,000

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

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.

Interview with the candidates may be held if deemed necessary.

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 the new online security awareness training is 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

No .	Deliverables as indicated in Section IV	Due Date	Payment Amount
1	Product 1: A short inception report that highlight the work plan to undertake the assignment, including survey questionnaires and interview plan	6/30/2022	10% of the contract value
2	Product 2: A summary analysis on current mechanisms, practices, and incentive structures to engage the private sector in financing adaptation. This includes: <ul style="list-style-type: none"> - Documentation of interviews/survey results from the consultation with financial institutions, business associations/private sectors and other stakeholders 2 case analysis for Agriculture and Transportation Sector	7/31/2022	35% of the contract value
3	Product 3: A Draft and Final synthesis report on <ul style="list-style-type: none"> - The role of financial institutions to support to private sector investment in climate change adaptation actions/projects/programs, and importantly, embedding CCA into existing investment planning processes. The role public sector and business associations in leveraging private sector capacity and technology for resilient goods and services and adaptive business operations as part of climate change adaptation actions/projects/programs.	8/30/2022 for draft report 9/20/2022 for final report	35% of the contract value
4	Product 4: A policy brief on roles of the financial institutions to engage the private sector investing in climate change adaptation action	9/30/2022	20% of the contract value

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



**TERMS OF REFERENCE
INDIVIDUAL CONSULTANT**

Ref#: Enter Ref #

Name of service:	01 Team of National Consultant on engaging financial institutions to support private investment to implement climate change adaptation <ul style="list-style-type: none">- 01 Team Leader on climate financing (80 days)- 01 Team Member on sustainable business development (60 days)		
Project:	Viet Nam National Adaptation Plan (NAP) Development and Operationalization Support Project		
Reporting to:	GCF Project Manager/UNDP PO on Climate Change and Resilience and MPI Project Director		
Duty Station:	Ha Noi	Travel Required:	No
Duration of Assignment:	140 days		
Start Date:	20/6/2022	End Date:	15/10/2022

I. BACKGROUND & PROJECT DESCRIPTION

With its extensive coastline and deltaic plains, Viet Nam is considered to be among the most vulnerable countries to climate change globally. Extreme weather events such as typhoons and tropical storms have increased in intensity, magnifying socio-economic and health impacts on rural, urban, coastal, and mountain communities, and endangering critical transportation and drainage infrastructure. The Mekong Delta is one of the most susceptible deltas in the world to sea level rise.

To address climate change, the Government of Viet Nam (GoV) developed a series of national policies, strategies, and action plans on climate change, green growth and sustainable development. One of the key policies is the National Strategy on Climate Change which was approved by the GoV in 2011. To date, the government has been able to put in place several key climate change related decisions, including the landmark Plan for Implementation of the Paris Agreement (PIPA) in 2016 and approved the National Adaptation Plan (NAP) to Climate Change for period 2021-2030 with a vision to 2050 in July 2020. In addition, Viet Nam is among the first countries to have submitted its Updated Nationally Determined Contribution (NDC) to the UNFCCC in September 2020, which has a strong adaptation component.

The main obvious challenge in Viet Nam to effectively address climate change is the lack of capacity to effectively integrate climate change adaptation into plans and budgets at different levels and to

design, operationalize, finance, and monitor adaptation actions. Barriers include lack of technical capacity to integrate data and information, and undertake assessments for adaptation planning, lack of capacity for appraising adaptation options in sector and provincial departments, ineffective inter-ministerial coordination, lack of active participation from private sector and local communities, lack of financing strategies, limited government and external resources, and lack of participatory and results-based monitoring and evaluation frameworks.

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

- **Outcome 1:** Capacity for data integration enhanced and National Adaptation Plan (NAP) prepared and aligned with NDC review;
- **Outcome 2:** National adaptation plan and Climate Change Adaptation (CCA) integrated into national, subnational, and sectoral development plans and budget of priority sectors with private sector participation; and
- **Outcome 3:** Participatory results-based monitoring and evaluation mechanism developed and operationalized.

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

To increase private sector engagement in adaptation planning and implementation, the MPI is working to identify barriers and incentive structures as well as mechanisms to enable the private sector to play a stronger role in adaptation action. UNDP will become a partner for MPI to strengthen private sector engagement in the country’s NAP process. For this task, UNDP seeks two national consultants to develop measures to leverage public and private investment to implement adaptation.

II. OBJECTIVES

The main objective of the consultancy is to support MPI to develop/propose measures to leverage public and private investments to implement climate change adaptation activities. The consultants are expected to work with experts from Ministry of Natural Resources and Environment (MONRE), Ministry of Transportation (MOT), Ministry of Agriculture and Rural Development (MARD), and Ministry of Health (MOH), as well as a range of international and national consultants, who are also mobilized by MPI and UNDP.

The national consultants will more specifically be responsible to:

1. Review existing mechanisms, practices and incentives to leverage private investment in climate change adaptation and environment-related actions/projects/programs, especially initiatives and best practices by financial institutions (banks, credit institutions, insurance companies);
2. Propose measures to strengthen private sector engagement and mobilize private sector funding for climate change adaptation actions/projects/programs as a “financing enabling environment” or “technology and capacity building enablers”.

III. SCOPE OF WORK

The successful consultants will be expected to be responsible for the following:

To implement the objective, the consultant team will work with MPI in Ha Noi and is expected to undertake the following activities during the assignment:

Task 1: Undertake consultation meetings with financial institutions and business associations/private sectors to assess current mechanisms, practices and incentive structures to engage the private sector in financing adaptation.

- Review current policies and mechanisms to incentivize private sector investment in climate change adaptation actions/projects/programs, both from public sector and especially from financial institutions.
- Conduct interviews and/or surveys with relevant financial institutions (banks, credit institutions, insurance institutions)
 - to assess their awareness and readiness for supporting private sector investment in climate change adaptation actions/projects/programs, and their initiatives and best practices.
 - challenges and opportunities to invest or co-finance in climate change adaptation
- Conduct interviews and/or surveys with relevant business associations and the private sectors on
 - to assess their awareness and readiness to undertake business operation toward resilient and low carbon actions/projects/programs, and their initiatives and best practices.
 - challenges and opportunities to invest or co-finance in building resilient business operation
- Review and document examples of investment from the private sector and financial institutions in financing climate change adaptation in Viet Nam, with particular case analysis in agriculture and transportation sectors
- Support MPI to organize stakeholder meetings and seminars with representatives from financial institutions to identify barriers and difficulties as well as opportunities in mobilizing private investment in climate change adaptation; and
- Participate in NAP project team coordination meetings in MPI or UNDP office (approximately 3-4 meetings)

Task 2: Develop a report which proposes measures to strengthen private sector engagement in climate change adaptation actions/projects/programs, focusing on the role of financial institutions in leveraging private sector investment.

- Review literature on international experiences and strategies to enhance private sector participation in implementing climate change adaptation projects, focusing on the role of financial institutions, such as banks, credit institutions, insurance companies (e.g. Specific CCA Loans, Loan covenants, Insurance policies, Green Taxonomy, Green Bonds etc). Also review/draw-on international financing approaches that aim to create change in the private sector (eg environmental, social, de-risking);
- Identify opportunities and barriers to mobilize private investments in climate change adaptation through financial institutions;

- Propose feasible approaches which can be executed by financial institutions to leverage private investment in climate change adaptation
- Develop a report on the role of financial institutions and measures to enable financial institutions to provide support to private sector investment in climate change adaptation actions/projects/programs;
- Present the draft report and key findings during technical consultation meetings, and revise draft report based on technical feedback; and
- Finalize the report on the role of financial institutions and measures to enable financial institutions to provide support to private sector investment in climate change adaptation actions/projects/programs.

Task 3 Develop a report which proposes measures to strengthen private sector engagement in climate change adaptation actions/projects/programs, focusing on the role of public sector and business associations in leveraging private sector capacity and technology for resilient goods and services and adaptive business operations

- Review literature on international experiences and strategies to enhance private sector participation in implementing climate change adaptation projects, focusing on the role of business associations and public sector in technology transfer and capacity building for resilient business and/or resilient adaptation goods/services.
- Identify opportunities and barriers to mobilize private sector in private sector engagement in climate change adaptation actions/projects/programs;
- Propose feasible approaches which can be executed by public/private institutions and associations to leverage private sector engagement in climate change adaptation actions/projects/programs
- Develop a report on the role of public/private institutions and associations to leverage private sector engagement in climate change adaptation actions/projects/programs;
- Present the draft report and key findings during technical consultation meetings, and revise draft report based on technical feedback; and
- Finalize the report on the role of public sector and business associations in leveraging private sector capacity and technology for resilient goods and services and adaptive business operations.

Task 4 Prepare a policy brief on approach to engage the private sector investing in climate change adaptation actions/projects in Viet Nam

- Consolidate analysis and recommendations on role of financial institutions in leveraging private sector investment.
- Consolidate analysis and recommendations on role of public sector and business associations in leveraging private sector capacity and technology for resilient goods and services and adaptive business operations
- Support MPI and UNDP on 01 policy dialogue in Ha Noi (by end of Sep) organised by MPI

Overall, the team leader will be primary responsible for the full delivery of all products, and the team member is responsible to support the team leader in the full process to execute the tasks above, including both surveys, consultation, literature review and data collection, preparation for analysis and reports. Specifically:

Team Leader - National Consultant

- Prepare draft and final technical reports of all required products and reports
- Design interview and survey questionnaires and data collection tools and templates
- Assign the team member to undertake relevant desk review, inputs into workplan, surveys and data collection tools and templates for analysis and reports
- Guide the team member in collecting and monitoring of data collection from the survey tools
- Present report findings and participate in the consultations/policy discussions related to the study (to be organized by MPI or UNDP)

National consultant – team member, under the guidance of the team leader:

- Provide inputs into the draft and final technical reports of all required products and reports
- Undertake relevant desk review, inputs into workplan, field mission and trainings following relevant data collection tools and templates designed by the team leader
- Organise consultation meetings and lead in data collection from the designed tools
- Participate in relevant meetings if required by the team leader and MPI/UNDP

IV. DELIVERABLES & IMPLEMENTATION TIMELINE

All deliverables shall be submitted in Vietnamese and English. The draft products shall be submitted at least 5 working days prior to the deadline of submission (target due date) as shown in the table below:

No.	Deliverables	Estimated days Team Leader	Estimated days Team Member	Target due date
1	Product 1: A short inception report that highlight the work plan to undertake the assignment, including survey questionnaires and interview plan	4	2	6/31/2022
2	Product 2: A summary analysis on current mechanisms, practices, and incentive structures to engage the private sector in financing adaptation. This includes: <ul style="list-style-type: none"> - Documentation of interviews/survey results from the consultation with financial institutions, business associations/private sectors and other stakeholders - 2 case analysis for Agriculture and 	30	30	7/31/2022

	Transportation Sector			
3	Product 3: A Draft and Final synthesis report on <ul style="list-style-type: none"> - The role of financial institutions to support to private sector investment in climate change adaptation actions/projects/programs, and importantly, embedding CCA into existing investment planning processes. - The role public sector and business associations in leveraging private sector capacity and technology for resilient goods and services and adaptive business operations as part of climate change adaptation actions/projects/programs. 	40	25	8/30/2022 for draft report 9/20/2022 for final report
4	Product 4: A policy brief on roles of the financial institutions to engage the private sector investing in climate change adaptation action	6	3	9/30/2022
	Total	80	60	140

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

Estimated number of working days: 140 working days from 6/25/2022 to 9/30/2022, of which 80 days for the team leader and 60 days for the team member.

Duty station: Ha Noi

Expected places of travel: No travel outside of the duty station. If travel required, the project would provide the support separately following UN-EU cost norm;

VI. PROVISION OF MONITORING & PROGRESS CONTROL

The consultants will work under the supervision of the MPI's Project Director, the UNDP Project Manager and in collaboration with MONRE. The consultant will receive technical guidance and inputs from the International and national Consultants on Climate Change and Private Sector Engagement mobilized by UNDP

All deliverables of the consultant will be submitted in Vietnamese and English. The progress and deliverables will be reviewed by 01 UNDP International Consultant on private sector engagement and Project Manager and relevant experts assigned by UNDP. The final products will be approved by UNDP and MPI.

VII. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

Administrative Support

All domestic travel requirements, if any, from the assignment will be arranged by UNDP separately using UN_EU cost norm. The consultant is based in Hanoi.

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

Reference Documents

Once selected, the consultants will receive detail project document, work-plan and relevant references from UNDP and MPI.

VIII. DEGREE OF EXPERTISE & QUALIFICATIONS

Expected requirements for Team Leader

Qualifications	<ul style="list-style-type: none">• Master's degree in economics, finance; preferably environmental or climate finance (PhD is preferential);
Relevant Professional Experience	<ul style="list-style-type: none">• Minimum of 10 years working experience in the disciplines of finance and business development; institutional financial policies and practices, particularly in environmental/climate finance• Proven experience in Public-Private Partnership initiation and climate finance in the context of Viet Nam;
Other Competencies	<ul style="list-style-type: none">• Good knowledge of the legislative and policy aspects of the adaptation and climate financing framework in Viet Nam, including legal and policy enforcement at national and subnational levels;• Strong knowledge about the political and socio-economic analysis related to the Vietnamese climate change development context;• Demonstrated track record in the development and mobilization of resources of climate change adaptation projects, preferably working with the government, private sector, UNs, and other key stakeholders in Viet Nam;• Good knowledge of gender equality and civil society participation are advantageous.
Language Requirements	<ul style="list-style-type: none">• Excellent English drafting, presentation and facilitation skills (provision of a minimum of two written reports/examples is required).

Expected requirements for Team Member

Qualifications	<ul style="list-style-type: none">• Master's degree in economics, finance and business or MBA
Relevant Professional Experience	<ul style="list-style-type: none">• Minimum of 7 years working experience in the disciplines of business management and development• Proven experience in Public-Private Partnership in Climate Action in Viet Nam;
Other Competencies	<ul style="list-style-type: none">• Good knowledge of the legislative and policy aspects of the sustainable business development framework in Viet Nam, including legal and policy enforcement at national and subnational

	<p>levels.</p> <ul style="list-style-type: none"> • Strong knowledge about the political and socio-economic analysis related to the Viet Nam's business development context. • Demonstrated track record in the working with business associations and private sector in Viet Nam, preferably working with Viet Nam Chamber of Commerce or equivalent business associations in Viet Nam; • Good knowledge of gender equality and civil society participation are advantageous.
Language Requirements	<ul style="list-style-type: none"> • Excellent English drafting, presentation and facilitation skills (provision of a minimum of two written reports/examples is required).

IX. PAYMENT TERMS

No	Deliverables as indicated in Section IV	Due Date	Payment Amount
1	Product 1: A short inception report that highlight the work plan to undertake the assignment, including survey questionnaires and interview plan	6/30/2022	10% of the contract value
2	<p>Product 2: A summary analysis on current mechanisms, practices, and incentive structures to engage the private sector in financing adaptation. This includes:</p> <ul style="list-style-type: none"> - Documentation of interviews/survey results from the consultation with financial institutions, business associations/private sectors and other stakeholders <p>2 case analysis for Agriculture and Transportation Sector</p>	7/31/2022	35% of the contract value
3	<p>Product 3: A Draft and Final synthesis report on</p> <ul style="list-style-type: none"> - The role of financial institutions to support to private sector investment in climate change adaptation actions/projects/programs, and importantly, embedding CCA into existing investment planning processes. <p>The role public sector and business associations in leveraging private sector capacity and technology for resilient goods and services and adaptive business operations as part of climate change adaptation actions/projects/programs.</p>	<p>8/30/2022 for draft report</p> <p>9/20/2022 for final report</p>	35% of the contract value
4	Product 4: A policy brief on roles of the financial institutions to engage the private sector investing in climate change adaptation action	9/30/2022	20% of the contract value

X. CONSULTANT PRESENCE REQUIRED ON DUTY STATION☐ NONE☒ PARTIAL☐ INTERMITTENT☐ FULL-TIME**XI. EVALUATION CRITERIA****Team leader**

#	Requirements	Max Scoring
1	● Master's degree in economics, finance; preferably environmental or climate finance (PhD is preferential);	150
2	● Minimum of 10 years working experience in the disciplines of finance and business development; institutional financial policies and practices, particularly in environmental/climate finance	200
3	● Proven experience in Public-Private Partnership initiation and climate finance in the context of Viet Nam;	100
4	● Good knowledge of the legislative and policy aspects of the adaptation and climate financing framework in Viet Nam, including legal and policy enforcement at national and subnational levels;	100
5	● Strong knowledge about the political and socio-economic analysis related to the Vietnamese climate change development context;	100
6	● Demonstrated track record in the development and mobilization of resources of climate change adaptation projects, preferably working with the government, private sector, UNs, and other key stakeholders in Viet Nam;	150
7	● Good knowledge of gender equality and civil society participation are advantageous.	100
8	● Excellent English drafting skill (provision of a minimum of two written reports/examples is required).	100
	Total	1000

Team Member

#	Requirements	Max Scoring
1	● Master's degree in economics, finance and business or MBA	150
2	● Minimum of 7 years working experience in the disciplines of business management and development	200
3	● Proven experience in Public-Private Partnership in Climate Action in Viet	100

	Nam;	
4	<ul style="list-style-type: none"> ● Good knowledge of the legislative and policy aspects of the sustainable business development framework in Viet Nam, including legal and policy enforcement at national and subnational levels. 	100
5	<ul style="list-style-type: none"> ● Strong knowledge about the political and socio-economic analysis related to the Viet Nam's business development context. 	100
6	<ul style="list-style-type: none"> ● Demonstrated track record in the working with business associations and private sector in Viet Nam, preferably working with Viet Nam Chamber of Commerce or equivalent business associations in Viet Nam; 	150
7	<ul style="list-style-type: none"> ● Good knowledge of gender equality and civil society participation are advantageous. 	100
8	<ul style="list-style-type: none"> ● Excellent English drafting skill (provision of a minimum of two written reports/examples is required). 	100
	Total	1000

Criteria for Evaluation of Proposal

Offers will be evaluated according to the Combined Scoring method – where the educational background and experience on similar assignments will be weighted at 70% and the financial proposal will weigh at 30% of the total scoring.

The applicant receiving the Highest Combined Score and meeting other requirements in the Procurement Notice will be awarded the contract.

Documents for Submission

Applicants will be expected to include the following along with their application:

3. Core Documents

1. **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
2. **Current and complete CV** in English;
3. 02 similar **sample reports in English**;
4. **Financial offer** using the standard UNDP template.

ANNEX IV

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;

I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*

J) If I am selected for this assignment, I shall *[please check the appropriate box]:*

- ☐ Sign an Individual Contract with UNDP;
- ☐ Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

K) I hereby confirm that *[check all that applies]:*

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- ☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

L) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

M) **If you are a former staff member of the United Nations recently separated, please add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

N) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES ☐ NO ☐ If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

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

YES ☐ NO ☐

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

YES ☐ NO ☐ If answer is "yes", WHEN?

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

Full Name	Full Address	Business or Occupation

S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: _____

SIGNATURE: _____

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

Annexes *[please check all that applies]:*

- ☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- ☐ 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.

Annex V

FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum ofUS\$

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

Cost breakdown:

No.	Description	Quantity	Unit Rate (US\$)	Total
1	Consultancy fee (daily rate)			
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). *			
2.5	Others (pls. specify).....			
2.6	VAT** if applicable (in case your company signs the contract)			
	TOTAL			

* Individual Consultants/Contractors who are over 62 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).