

16 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 Project Officer to support the implementation of local PMU in Binh Dinh province
Period of assignment/services (if applicable):	192 days From July 2022 to June 2024
Duty Station:	Binh Dinh with travels to Hanoi
Tender reference:	P220608

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

12.00 hrs., 24 June 2022 (Hanoi time)

With subject line:

P220608 – Local Project Officer to support the implementation of local PMU in Binh Dinh province

Submission received after that date or submission not in conformity with the requirements specified this document will not be considered.

Note:

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.
- Maximum size per email is **30 MB**.
- Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP Viet Nam will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.
- After submitting proposal, bidder should send notification by email (without attachment) to: procurement.vn@undp.org informing that the bidder has submitted proposal. UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to above address.
- Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female consultants.

2. Please find attached the relevant documents:

- [Term of References](#)..... (Annex I)
- [Individual Contract & General Conditions](#).....(Annex II)
- [Reimbursable Loan Agreement](#) (for a consultant assigned by a firm)..... (Annex III)
- [Letter to UNDP Confirming Interest and Availability](#).....(Annex IV)
- [Financial Proposal](#)..... (Annex V)

3. Interested individual consultants must submit the following documents/information **(in English, PDF Format)** to demonstrate their qualifications:

a. Technical component:

- 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:

No.	Requirement	Points
1	Has at least 5 years of experience in relating projects on environment and natural resources management, waste management, recycling, informal sector, sustainable development	400
2	Has strong background on economic and social conditions, stakeholders and management authority involved in solid waste management in Binh Dinh	250
3	Has strong working experience and networking with local authorities in Binh Dinh province and Quy Nhon PC, in the field of environment and natural resources management, carrying out surveys, trainings, workshops, capacity building activities.	200
	Working experience with UN agencies and international organizations is an asset.	50
4	Good English writing skill by provision of two writing reports	100
Total		1,000

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

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	Progress Report 1: (i) Supporting documents for the project preparation (ii) The annual project work plan and quarterly work plan for 2022 (iii) Reports on supports for IWWs survey and development of Knowledge paper on IWWs sector in waste sector in Quy Nhon City	August 2022	15%
2	Progress Report 2: (i) Report on identification of MRF sites and potential sources of recyclable materials to be transported to the MRF, local site visits (ii) Coordinate with DARD regarding implementation of the pilot waste management plan in fishery sector	October 2022	10%
3	Progress Report 3: (i) Development of Terms of Reference (ToRs) to select consultants, service providers (ii) Technical and administrative supports for the MRF establishment, including identification of MRF operation model, FS and design, engagement of IWWs (iii) Coordinate with DONRE on development of pilot waste segregation plan in Quy Nhon City (iv) Project Work Plan for Q1 2023 (v) Project Progress Report 2022	December 2022	15%

4	<p>Progress Report 4:</p> <ul style="list-style-type: none"> (i) Development of Terms of Reference (ToRs) to select consultants, service providers (ii) Technical supports during implementation of pilot waste segregation plan and the pilot waste management plan in fishery sector (iii) Technical and administrative supports for the MRF establishment, including identification of MRF operation model, FS, design, signing MOU (iv) Facilitation of agreements to engage collection network for the MRF, including IWWs (v) Provide inputs for 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. (vi) Project Work Plan for Q2 2023 	March 2023	15%
5	<p>Progress report 5:</p> <ul style="list-style-type: none"> (i) Technical supports during assessment of pilot waste segregation plan and the pilot waste management plan in fishery sector (ii) Technical and administrative supports for the MRF establishment, including installation and commissioning and assessment of effectiveness (iii) Project Work Plan for Q3 and Q4 2023 (iv) Project Progress Report June 2023 	July 2023	15%
6	<p>Progress report 6:</p> <ul style="list-style-type: none"> (i) Technical and administrative supports for the MRF establishment, including installation and commissioning and assessment of effectiveness (ii) Reports on supports to trainings, workshops on waste management models, communication activities, communication products (iii) Project Work Plan for Q1 2024 (iv) Project Progress Report 2023 	November 2023	10%
7	<p>Progress report 7:</p> <ul style="list-style-type: none"> (i) Technical and administrative supports for the MRF establishment, including commissioning, assessment of effectiveness and replication (ii) Reports on supports to trainings, workshops on waste management models, communication activities, communication products (iii) Project Work Plan for Q2 2024 	February 2024	10%
8	<p>Final report:</p> <ul style="list-style-type: none"> (i) Technical and administrative supports for the MRF establishment, including installation and commissioning, assessment of effectiveness, and replication (ii) Reports on sharing experience on waste management models (iii) Project Final Report 2024 	June 2024	10%

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



TERMS OF REFERENCE
National Individual Consultant

Name of service:	01 Local Project Officer to support the implementation of local PMU 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 July 2022 to June 2024		
Start Date:	July 01 2022	End Date:	June 29, 2024

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.

II. OBJECTIVES

UNDP is looking for 01 Local Project Officer to provide technical and administrative supports the local PMU and collaborate with local authorities and stakeholders to carry out project’s activities in Quy Nhon city, Binh Dinh province, including:

- Implementation of intervention to empower IWWs, and strengthen their resilience to withstand shocks, including the impacts of COVID-19
- Establishment of integrated waste management model in the fishery sector
- Pilot and establishment of an inclusive Material Recovery Facility for improved local material value chain
- Replication, scaling, sustainability and take-up of the developed waste management models

- Knowledge and intelligence generated are systematically collected and disseminated, to catalyze online, national and regional-level learning and support replication

III. SCOPE OF WORK

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

- Draft and update the project work plans (annual and quarterly work plans), and submit these to the local PMU and UNDP for approval
- Assist Project Manager in UNDP and local Technical Officer in organizing project management activities
- Maintain regular contact with UNDP, Binh Dinh People's Committee, Quy Nhon People's Committee, DONRE, DARD other relevant local authorities and government agencies
- Assist in organizing and implementing Project's events (meetings, workshops, conferences, site visits ...)
- Assist in coordinating technical support services related to the project preparation;
- 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, which are directly managed by the local PMU;
- Assist in identifying, recruiting, managing and supervising national experts, consultants, and subcontractors, which are under direct management by the local PMU
- Monitor the progress of subcontracts and assist in reviewing outputs produced by project consultants/experts and subcontractors, including:
 - o Implementation of intervention to empower IWWS, and strengthen their resilience to withstand shocks, including the impacts of COVID-19
 - o Establishment of integrated waste management model in the fishery sector
 - o Pilot and establishment of an inclusive Material Recovery Facility for improved local material value chain
 - o Replication, scaling, sustainability and take-up of the developed waste management models
 - o Knowledge and intelligence generated are systematically collected and disseminated, to catalyze online, national and regional-level learning and support replication
- Assist in monitoring and managing day-to-day supervision of project's technical activities
- Coordinate, manage and monitor the execution of the activities by experts, consultants, sub-contractors and co-operating local partners
- Connect the project's activities with relevant programs in Binh Dinh/Quy Nhon on relating topics on waste and plastic management, waste segregation at sources,

strengthening IWWs livelihoods and working conditions, raising awareness of community on waste segregation at source, to propose further supports from the project

- Coordinate and support international and local consultant to carry out all field trip activities at local.

IV. DELIVERABLES & IMPLEMENTATION TIMELINE

No.	Deliverable	Target due date
1	Progress Report 1: (i) Supporting documents for the project preparation (ii) The annual project work plan and quarterly work plan for 2022 (iii) Reports on supports for IWWs survey and development of Knowledge paper on IWWs sector in waste sector in Quy Nhon City	August 2022
2	Progress Report 2: (i) Report on identification of MRF sites and potential sources of recyclable materials to be transported to the MRF, local site visits (ii) Coordinate with DARD regarding implementation of the pilot waste management plan in fishery sector	October 2022
3	Progress Report 3: (i) Development of Terms of Reference (ToRs) to select consultants, service providers (ii) Technical and administrative supports for the MRF establishment, including identification of MRF operation model, FS and design, engagement of IWWs (iii) Coordinate with DONRE on development of pilot waste segregation plan in Quy Nhon City (iv) Project Work Plan for Q1 2023 (v) Project Progress Report 2022	December 2022
4	Progress Report 4: (i) Development of Terms of Reference (ToRs) to select	March 2023

	<p>consultants, service providers</p> <p>(ii) Technical supports during implementation of pilot waste segregation plan and the pilot waste management plan in fishery sector</p> <p>(iii) Technical and administrative supports for the MRF establishment, including identification of MRF operation model, FS, design, signing MOU</p> <p>(iv) Facilitation of agreements to engage collection network for the MRF, including IWWs</p> <p>(v) Provide inputs for 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> <p>(vi) Project Work Plan for Q2 2023</p>	
5	<p>Progress report 5:</p> <p>(i) Technical supports during assessment of pilot waste segregation plan and the pilot waste management plan in fishery sector</p> <p>(ii) Technical and administrative supports for the MRF establishment, including installation and commissioning and assessment of effectiveness</p> <p>(iii) Project Work Plan for Q3 and Q4 2023</p> <p>(iv) Project Progress Report June 2023</p>	July 2023
6	<p>Progress report 6:</p> <p>(i) Technical and administrative supports for the MRF establishment, including installation and commissioning and assessment of effectiveness</p> <p>(ii) Reports on supports to trainings, workshops on waste management models, communication activities, communication products</p> <p>(iii) Project Work Plan for Q1 2024</p> <p>(iv) Project Progress Report 2023</p>	November 2023

7	<p>Progress report 7:</p> <p>(i) Technical and administrative supports for the MRF establishment, including commissioning, assessment of effectiveness and replication</p> <p>(ii) Reports on supports to trainings, workshops on waste management models, communication activities, communication products</p> <p>(iii) Project Work Plan for Q2 2024</p>	February 2024
8	<p>Final report:</p> <p>(i) Technical and administrative supports for the MRF establishment, including installation and commissioning, assessment of effectiveness, and replication</p> <p>(ii) Reports on sharing experience on waste management models</p> <p>(iii) Project Final Report 2024</p>	June 2024

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: 192 working days from July 2022 to June 2024

Duty station: Binh Dinh with 02 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 local Project Officer 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:

- Has at least 5 years of experience in relating projects on environment and natural resources management, waste management, recycling, informal sector, sustainable development
- Has strong background on economic and social conditions, stakeholders and management authority involved in solid waste management in Binh Dinh
- Has strong working experience and networking with local authorities in Binh Dinh province and Quy Nhon PC, in the field of environment and natural resources management, carrying out surveys, trainings, workshops, capacity building activities.
- Working experience with UN agencies and international organizations is an asset.
- Good English writing skill

IX. PAYMENT TERMS

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount
1	Progress Report 1: (iv) Supporting documents for the project preparation (v) The annual project work plan and quarterly work plan for 2022 (vi) Reports on supports for IWWs survey and development of Knowledge paper on IWWs sector in waste sector in Quy Nhon City	August 2022	15%
2	Progress Report 2: (iii) Report on identification of MRF sites and potential sources of recyclable materials to be transported to the MRF, local site visits	October 2022	10%

	(iv) Coordinate with DARD regarding implementation of the pilot waste management plan in fishery sector		
3	<p>Progress Report 3:</p> <p>(vi) Development of Terms of Reference (ToRs) to select consultants, service providers</p> <p>(vii) Technical and administrative supports for the MRF establishment, including identification of MRF operation model, FS and design, engagement of IWWs</p> <p>(viii) Coordinate with DONRE on development of pilot waste segregation plan in Quy Nhon City</p> <p>(ix) Project Work Plan for Q1 2023</p> <p>(x) Project Progress Report 2022</p>	December 2022	15%
4	<p>Progress Report 4:</p> <p>(vii) Development of Terms of Reference (ToRs) to select consultants, service providers</p> <p>(viii) Technical supports during implementation of pilot waste segregation plan and the pilot waste management plan in fishery sector</p> <p>(ix) Technical and administrative supports for the MRF establishment, including identification of MRF operation model, FS, design, signing MOU</p> <p>(x) Facilitation of agreements to engage collection network for the MRF, including IWWs</p> <p>(xi) Provide inputs for 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> <p>(xii) Project Work Plan for Q2 2023</p>	March 2023	15%

5	<p>Progress report 5:</p> <p>(v) Technical supports during assessment of pilot waste segregation plan and the pilot waste management plan in fishery sector</p> <p>(vi) Technical and administrative supports for the MRF establishment, including installation and commissioning and assessment of effectiveness</p> <p>(vii) Project Work Plan for Q3 and Q4 2023</p> <p>(viii) Project Progress Report June 2023</p>	July 2023	15%
6	<p>Progress report 6:</p> <p>(v) Technical and administrative supports for the MRF establishment, including installation and commissioning and assessment of effectiveness</p> <p>(vi) Reports on supports to trainings, workshops on waste management models, communication activities, communication products</p> <p>(vii) Project Work Plan for Q1 2024</p> <p>(viii) Project Progress Report 2023</p>	November 2023	10%
7	<p>Progress report 7:</p> <p>(iv) Technical and administrative supports for the MRF establishment, including commissioning, assessment of effectiveness and replication</p> <p>(v) Reports on supports to trainings, workshops on waste management models, communication activities, communication products</p> <p>(vi) Project Work Plan for Q2 2024</p>	February 2024	10%
8	<p>Final report:</p> <p>(iv) Technical and administrative supports for the MRF establishment, including installation and commissioning, assessment of effectiveness, and</p>	June 2024	10%

	<p>replication</p> <p>(v) Reports on sharing experience on waste management models</p> <p>(vi) Project Final Report 2024</p>		
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X. EVALUATION CRITERIA

No.	Requirement	Points
	Total	1000
1	Has at least 5 years of experience in relating projects on environment and natural resources management, waste management, recycling, informal sector, sustainable development	400
2	Has strong background on economic and social conditions, stakeholders and management authority involved in solid waste management in Binh Dinh	250
3	<p>Has strong working experience and networking with local authorities in Binh Dinh province and Quy Nhon PC, in the field of environment and natural resources management, carrying out surveys, trainings, workshops, capacity building activities.</p> <p>Working experience with UN agencies and international organizations is an asset.</p>	<p>200</p> <p>50</p>
5	Good English writing skill by provision of two writing reports	100

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).