INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

<table>
<thead>
<tr>
<th>Country:</th>
<th>Viet Nam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of the assignment:</td>
<td>02 National Consultants to design a financial mechanism for collection, management and disbursement of fishery resource protection fees and pilot the financial mechanism</td>
</tr>
<tr>
<td>Period of assignment/services (if applicable):</td>
<td>August 2022 – June 2023</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Home-based and travel to provinces</td>
</tr>
<tr>
<td>Tender reference:</td>
<td>T220704</td>
</tr>
</tbody>
</table>

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

   With subject line:

   **T220704A – 01 National Team leader (Cum economics consultant)**
   **T220704B – 01 National Team member (Fisheries consultant)**

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

   **Note:**

   - Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.

   - Maximum size per email is **30 MB**.

   - Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP Viet Nam will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.
- After submitting proposal, bidder should send notification by email (without attachment) to: procurement.vn@undp.org informing that the bidder has submitted proposal. UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to above address.

- Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female consultants.

2. Please find attached the relevant documents:

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

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

   a. **Technical component:**

      - Signed Curriculum vitae
      - Signed Letter to UNDP Confirming Interest and Availability
      - 01 sample report in English to be submitted

   b. **Financial proposal (with your signature):**

      - The financial proposal shall specify a total lump sum amount in **VND for national consultant and US dollar for International Consultant** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in Annex V.

      - Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.

      - If quoted in other currency, prices shall be converted to the above currency at UN Exchange Rate at the submission deadline.
4. Evaluation

The technical component will be evaluated using the following criteria:

**Team Leader cum Economics consultant**

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<td>Postgraduate’s degree in environmental economics or public policy science or relevant field</td>
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<td>2.</td>
<td>At least 10 years of experience in environmental or resource economics, public finance management, finance review</td>
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<td>3.</td>
<td>Good understanding of Vietnam’s legal, regulatory and institutional system, particularly related to financing, public financial management, particularly relating to fishery.</td>
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<td>6.</td>
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**Fisheries consultant**

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<td>2.</td>
<td>At least 10 years of experience in fisheries management, particularly in biodiversity conservation, fishery resources protection and development.</td>
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<td>4.</td>
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<td>Good English and Vietnamese skills (one English report provided)</td>
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**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. Sf = 1000 x Fm / F, in which Sf is the financial score, Fm is the lowest price and F the price of the submission under consideration.

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

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

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

Documents required before contract signing:

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

- **Note**: In order to access the courses, please go to the following link: [https://training.dss.un.org](https://training.dss.un.org)
The training course takes around 3-4 hours to complete.

- Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel. (This is not a requirement for RLA contracts).

- Release letter in case the selected consultant is government official.

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

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

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

7. Your proposals are received on the basis that you fully understand and accept these terms and conditions.
TERMS OF REFERENCE
Two National consultants

REF#: T220704

<table>
<thead>
<tr>
<th>Name of service:</th>
<th>Design a financial mechanism for collection, management and disbursement of fishery resource protection fees and pilot the financial mechanism</th>
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<tbody>
<tr>
<td>Project:</td>
<td>The Biodiversity Finance Initiative (BIOFIN) Phase II Extended</td>
</tr>
<tr>
<td>Reporting to:</td>
<td>UNDP Country Office</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Home-based and travel to provinces</td>
</tr>
<tr>
<td>Travel Required:</td>
<td>Yes (if travel is allowed)</td>
</tr>
<tr>
<td>Duration of Assignment:</td>
<td>65 work-day for the National Team Leader cum Economics consultant and 50 work-day for the National Fisheries consultant</td>
</tr>
<tr>
<td>Start date</td>
<td>August 2022</td>
</tr>
<tr>
<td>End Date:</td>
<td>June 2023</td>
</tr>
</tbody>
</table>

I. BACKGROUND & PROJECT DESCRIPTION

The global Biodiversity Finance Initiative (BIOFIN) is managed by UNDP and is implementing in 40 countries. Guided by a global steering committee representing its partners, BIOFIN aims to develop a methodology for quantifying the biodiversity finance gap at the national level, for improving cost-effectiveness through the mainstreaming of biodiversity into national development and sectoral planning, and for developing comprehensive national finance plans.

Viet Nam is one of the countries having rich and abundant aquatic resources making an important contribution to the high growth rate of the fisheries sector and the national socio-economic development, hunger and poverty alleviation as well as livelihood improvement for fishing communities, food security, and national sovereignty.

However, the Fisheries sector is also facing many challenges such as declines in inland and marine fishery resources, environmental pollutions, loss of habitats of aquatic species due to development of different industries and economic sectors; degradation of aquatic ecosystems such as coral reefs, seagrass meadows, mangroves... One of the main reasons is that the exploitation of fishery resources has not been in line with the protection, rehabilitation, and development of aquatic resources. According to the Research Institute for Marine Fisheries, total marine fish stocks (4.25 MT) in 2010-2015 period decreased by 16% compared to those (5.075 MT) of 2000-2005 and continued to decrease by 9.4% more in last 5 years while total marine catch increased from about 2.2 MT in 2010 to 3.63 MT in 2020 exceeding recommended total allowable catch of 2.45 MT.

The Ministry of Agriculture and Rural Development (MARD) has been implementing a number of measures such as adjustment of fishing efforts and capacity, supports to transfer employments for fishermen, and control of impacts on the decline of fishery resources. However, the effectiveness of these measures was not high compared to the set targets due to
limited financial resources. To overcome the above issue, in addition to prioritized allocation from the national budget, other resources from society for the protection and development of aquatic resources should be mobilized as regulated in Articles 20, 21, and 22 of the Fisheries Law 2017.

The protection of aquatic resources is considered to be a public service provided by the State and institutions assigned by competent authorities, therefore, it is essential to collect fees from individuals and organization utilizing fishery resources to cover costs of providing public services as regulated in Section 4, Part I, Appendix 01 of the Law on Fees and Charges 2015. So far, there has not been detailed regulations and guidelines on the collection, management and usage of fishery resource protection fees taking into account that financial sources collected from different resource users will be re-allocated for fisheries protection and development in addition to the national budget.

In this situation, some issues should be considered in the context of fishery resources in need of protection and development in the long run as follows:

- Fishery resources are being used free; the exploitation of fishery resources is not towards protection, rehabilitation and development of aquatic resources.
- There is a need for having other resources from society for the protection and development of aquatic resources.
- It’s important to collect fees from individuals and organizations utilizing fisher resources. And it’s important to re-allocate these fees for fisheries protection and development.

In accordance with provisions of the Law on Fisheries and the Law on Fees and Charges, the collected fishery resource fees shall be collected into the national budgets and accordingly reallocated/disbursed to implement fishery resource protection and rehabilitation, management activities of MPA at local and provincial levels. This financing mechanism will be regulated under a circular of the Minister of Finance based on the proposal from the Ministry of Agriculture and Rural Development.

UNDP is looking for one Team Leader cum Economics consultant and one Fisheries consultant to support the financing mechanism to channel fishing related fees (rate, collection regime, payment management and usage) to conservation purposes in accordance with provisions of laws and regulations on fisheries and financial management.

II. OBJECTIVES
The objective of this consultancy package is to support the delivery a viable financing mechanism to channel fishing related fees to conservation purposes.

Specific results are: (1) provide theoretical and practical basis and develop a feasibility study on fishery resource protection fees; (2) design and implement a new financing mechanism for the fisheries resource protection and development activities.

III. SCOPE OF WORK
Specific duties and responsibilities are:
Team Leader cum Economics consultant (60 work-day):

- Reviewing lessons learned on relevant fishery resource protection fees and charges in the region and in the world and from other countries, including the CFA best practice standards for conservation trust funds
• Systematizing the theoretical and practical basis for the development of the plan and mechanisms on the level of fees collection, the regime of collection, payment, management and usage of fishery resource protection fees
• Determining the willingness to pay fishery resource protection fees of those how are utilizing or affecting fisheries resources
• Evaluating the economic value of the services provided by fisheries resources and habitats of aquatic species to the Fisheries sector and marine protected areas in Viet Nam
• Conduct consultation and site visits in different provinces
• Develop the proposal for appraisal procedures and method for calculation and collection of fisheries resources protection fees; a plan on the regime of payment, management and use of fees for the protection of aquatic resources.
• Draft the fee collection proposal for governmental appraisal and approval process; make revisions based on comments during the consultation process and necessary documents for the appraisal and approval of the various processes, including the methodology of implementing the Proposal after it is approved (with close cooperation with Fisheries consultant).
• Pilot application of the new method and procedure at selected localities: Assess the efficiency of proposed method and identify its difficulties and shortcomings in implementation.
• Collection of feedback and comments and proposal for issuance of the new Circular on fisheries resources protection fees and related documents: Advise with the preparation of a proposal for issuance of the new Circular on fisheries resources protection fees. Assist with drafting the legislative documents and tools for supporting the implementation of the new Circular.

Fisheries consultant (50 work-day):

• Undertake policy review on the financial regulations on various revenues sourced from activities in the relevant to fisheries resources protection and conservation areas at national and provincial levels.
• Assess the impact of the policy of collecting fees for the protection of aquatic resources.
• Review the status of fisheries resource protection and development activities and estimate the financial demands for these activities.
• Review fishing practices of fishing communities, fishery resource usage (including aquatic endangered species) in MPA and fishery resource protection areas.
• Review factors affecting fishery resources; identify affecting ways and levels; propose subjects to be charged with fisheries resource protection fees.
• Engage in the consultation and site visits carried out in different provinces
• In collaboration with the Team leader cum Economics consultant to work with MPA management board, local governments, provincial fisheries administrations to design a financial mechanism for collection, management and disbursement of fishery resource protection fees.
• In collaboration with the Team Leader cum Economics consultant to design a pilot application of the new method and procedure at selected localities; assist with drafting the legislative documents and tools for supporting the implementation of the new Circular.
• Provide guidance for and monitor the pilot application of the new method and procedure

Note: The travel to provinces will be paid by UNDP separately following the UN-EU Guideline cost norms.
IV. DELIVERABLES & IMPLEMENTATION TIMELINE

All deliverables are submitted in English and Vietnamese

<table>
<thead>
<tr>
<th>No.</th>
<th>Deliverable</th>
<th>Estimated days to complete</th>
<th>Target due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Detailed workplan</td>
<td>3</td>
<td>8/31/2022</td>
</tr>
<tr>
<td>2</td>
<td>Proposal for the new fee appraisal procedures and method for calculation and collection; a plan on the regime of payment, management and use of fees for the protection of aquatic resources including related reports</td>
<td>25</td>
<td>12/15/2022</td>
</tr>
<tr>
<td>3</td>
<td>Detailed plan for piloting application of the new method and procedure at selected localities</td>
<td>20</td>
<td>1/31/2023</td>
</tr>
<tr>
<td>4</td>
<td>Report with assessment on shortcoming and gaps in the procedure for fee calculation, appraisal, collection, circulation and use</td>
<td>10</td>
<td>5/31/2023</td>
</tr>
<tr>
<td>5</td>
<td>Draft of new Circular on fisheries resources protection fees.</td>
<td>7</td>
<td>6/30/2023</td>
</tr>
<tr>
<td>6</td>
<td>Policy review and related inputs for the proposal for the new fee appraisal procedures and method for calculation and collection; a plan on the regime of payment, management and use of fees for the protection of aquatic resources</td>
<td>23</td>
<td>12/30/2022</td>
</tr>
<tr>
<td>7</td>
<td>Detailed plan for piloting application of the new method and procedure at selected localities and pilot implementation report</td>
<td>20</td>
<td>5/31/2023</td>
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<tr>
<td>8</td>
<td>Draft of new Circular on fisheries resources protection fees.</td>
<td>7</td>
<td>6/30/2023</td>
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</tbody>
</table>

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

Estimated number of working days: 65 working days for the Team Leader cum Economics consultant and 50 working days for the Fisheries consultant from 8/15/2022 to 6/30/2023.

Duty station: Home-based and travel to provinces

Expected places of travel: The consultants might need to travel to marine protected areas (MPA), fisheries resource protection areas in: Thua Thien Hue, Quang Nam, Binh Thuan, and Binh Dinh provinces (if travelling is allowed). The travel will be paid by UNDP separately following the UN-EU Guideline cost norms.

VI. PROVISION OF MONITORING & PROGRESS CONTROL

The consultants will work under the guidance and management from UNDP. The consultants will have regular discussions with the responsible staff of UNDP Viet Nam and Directorate of Fisheries. The consultants will regularly report to UNDP Viet Nam and Directorate of Fisheries on the progress of the work based on the agreed work-plan.

The deliverables shall be submitted to UNDP and Directorate of Fisheries for review and approval.
VII. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS
Administrative Support
Administrative will be provided by UNDP and Directorate of Fisheries. Copies of relevant documents and template will be made available to the consultants upon commencement of the assignment.

VIII. DEGREE OF EXPERTISE & QUALIFICATIONS
Team Leader cum Economics consultant:
- Postgraduate’s degree in environmental economics or public policy science or relevant field;
- At least 10 years of experience in environmental or resource economics, public finance management, finance review
- Good understanding of Vietnam’s legal, regulatory and institutional system, specifically related to financing, public financial management, particularly relating to fishery.
- Experience with UNDP and/or UN biodiversity/environment related programmes
- Experience in development of collection, management and disbursement of fees in the fields of environment protection, fisheries, forestry…
- Good English and Vietnamese skills (one English report provided)

Fisheries consultant:
- Postgraduate’s degree in fisheries science, biology, natural resource conservation or relevant field;
- At least 10 years of experience in fisheries management, particularly in biodiversity conservation, fishery resources protection and development.
- Good understanding of Vietnam’s legal, regulatory and institutional system, specifically related to the management of marine protected area management, fishery resource protection areas, particularly in provinces/cities where survey activities take place.
- Experience in working with provincial and national administrations of fisheries, local governments and at district and commune levels as well as other local stakeholders.
- Experience in stakeholder consultations.
- Experience with UNDP and/or UN biodiversity/environment related programmes
- Good English and Vietnamese skills (one English report provided)

IX. PAYMENT TERMS

<table>
<thead>
<tr>
<th>No.</th>
<th>Deliverables as indicated in Section IV</th>
<th>Due Date</th>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Team Leader cum Economics consultant: Deliverable 1 &amp; 2</td>
<td>30 December 2022</td>
<td>40%</td>
</tr>
<tr>
<td>2</td>
<td>Team Leader cum Economics consultant: Deliverable 3, 4 &amp; 5</td>
<td>30 June 2023</td>
<td>60%</td>
</tr>
<tr>
<td>3</td>
<td>Fisheries consultant: Deliverable 6</td>
<td>30 December 2022</td>
<td>40%</td>
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### X. EVALUATION CRITERIA

#### Team Leader cum Economics consultant

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**Total 1,000**

#### Fisheries consultant

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**Total 1,000**
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:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Contract Type</th>
<th>UNDP Business Unit / Name of Institution/Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

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

<table>
<thead>
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<th>Contract Type</th>
<th>Name of Institution/Company</th>
<th>Contract Duration</th>
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</table>

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

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

N) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.
O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

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

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

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

   YES □  NO □

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

   YES □  NO □  If answer is "yes", WHEN?

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

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Full Address</th>
<th>Business or Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

   DATE: ___________________________  SIGNATURE: ___________________________

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

Annexes [please check all that applies]:

□ CV shall include Education/Qualification, Processional Certification, Employment Records /Experience

□ 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 of ….. (VND for National Consultant and USD for International Consultant).

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

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

* Individual Consultants/Contractors who are over 65 years of age with assignments that require travel and are required, at their own cost, to undergo a full medical examination including x-rays and obtaining medical clearance from an UN-approved doctor prior to taking up their assignment.

** Individual Consultants/Contractors who request their employer to sign a Reimbursable Loan Agreement (RLA) with UNDP for their behalves are reminded to add the Value Added Tax into the total lump sum of the Financial Offer if applicable.

I undertake, if my proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

I agree to abide by this proposal for a period of 120 days from the submission deadline of the proposals.

Dated this day /month of year

Signature

*(The costs should only cover the requirements identified in the Terms of Reference (TOR) Travel expenses are not required if the consultant will be working from home).*