INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country: Viet Nam

Description of the assignment: 01 National Consultant/ assessment of co-benefits of adaptation and mitigation measures to the NAP/NDC development in Viet Nam

Period of assignment/services (if applicable): 30 working days from August – November 2022

Duty Station: Home based, Hanoi

Tender reference: P220801

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

   23.59 hrs., 10 August 2022 (Hanoi time)

   With subject line:

   P220801 – 01 NC-assessment of co-benefits of adaptation and mitigation measures to the NAP/NDC development in VN

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

Note:

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

   - Maximum size per email is 30 MB.

   - Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP Viet Nam will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

   - After submitting proposal, bidder should send notification by email (without attachment) to: procurement.vn@undp.org 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 report 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:

<table>
<thead>
<tr>
<th>No.</th>
<th>Requirement</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Master degree in Economics, Environmental Science, Climate Change or related field. Higher education is preferred.</td>
<td>150</td>
</tr>
<tr>
<td></td>
<td></td>
<td>50</td>
</tr>
<tr>
<td>2</td>
<td>Proven extensive scientific understanding of climate changes and its impacts in Viet Nam, national policy context on climate changes and sustainable development agenda.</td>
<td>150</td>
</tr>
<tr>
<td>3</td>
<td>At least 10 years of work experience climate change adaptation policy options, climate resilient technologies, integration of climate change into social economic development plans and strategies in Viet Nam.</td>
<td>150</td>
</tr>
<tr>
<td>4</td>
<td>Knowledge and experience in development of similar policies on climate change mitigation and adaptation to support either the implementation of Paris Agreement, NDC, NAP, NCCS. Co-benefit analysis experiences will be an advantage.</td>
<td>200</td>
</tr>
<tr>
<td></td>
<td></td>
<td>100</td>
</tr>
<tr>
<td>5</td>
<td>A proven consultancy track-record with roles as a team leader or team member of a policy advisory team.</td>
<td>100</td>
</tr>
<tr>
<td>6</td>
<td>Excellent English drafting skill (provision of two written reports/examples is required).</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td>1,000</td>
</tr>
</tbody>
</table>

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. \( Sf = 1000 \times \frac{Fm}{F} \), 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. 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](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

<table>
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<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>Final co-benefits Chapter accepted by UNDP</td>
<td>30 days</td>
<td>All of contract value</td>
</tr>
</tbody>
</table>

7. Your proposals are received on the basis that you fully understand and accept these terms and conditions.
## TERMS OF REFERENCE
### INDIVIDUAL CONSULTANT

<table>
<thead>
<tr>
<th>Name of service:</th>
<th>01 National Consultant/ assessment of co-benefits of adaptation and mitigation measures to the NAP/NDC development in Viet Nam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project:</td>
<td>Viet Nam National Adaptation Plan Development and Operationalization Support Project (NAP-Sup project) – with contribution to NAP/NCCS formulation in alignment with the latest COP26 commitments of Viet Nam in 2022 (30 days)</td>
</tr>
<tr>
<td>Reporting to:</td>
<td>GCF Project Manager/UNDP PO on Climate Change and Resilience and MONRE NAP Project Director under NAP Project</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Home based and Ha Noi</td>
</tr>
<tr>
<td>Travel Required:</td>
<td>yes</td>
</tr>
<tr>
<td>Duration of Assignment:</td>
<td>30 days</td>
</tr>
<tr>
<td>Start Date:</td>
<td>August 2022</td>
</tr>
<tr>
<td>End Date:</td>
<td>Nov 2022</td>
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</tbody>
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### I. BACKGROUND & PROJECT DESCRIPTION

**To address climate change,** the Government of Viet Nam (GoV) developed a series of national climate change, green growth, and sustainable development policies, strategies, and action plans. One key planning instrument is the GoV’s National Strategy on Climate Change 2012-2020. 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 in 2016 and approved its domestic National Adaptation Plan (NAP) in the year 2020. In addition, Viet Nam is among the first countries to have submitted its Updated Nationally Determined Contribution (NDC) to the UNFCCC in July 2020, which has a strong adaptation component.

**NAP-Sup Project Context**

The main readiness challenge in Viet Nam to effectively address climate change is the lack of capacity in government structures 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 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 date, the NAP-Sup project has delivered the following key results: (i) A technical guideline to assess climate impacts, risk and vulnerabilities, loss and damage (Circular No. 01/2022/TT-BTNMT on 7 Jan 2022); (ii) A draft NAP technical report which was developed in 2020 but requires additional sectoral assessments and prioritisation are made available by 5 ministries in Q2, 2022; (iii) A draft guideline on climate change adaptation project appraisal by the Ministry of Planning and Investment (MPI) leadership; and (iv) A result-based M&E framework for NAP, approved on 28th of January 2022, by the Prime Minister.

**Development of Viet Nam NAP**

At COP26 the Prime Minister of Viet Nam made a new pledge for net-zero by 2050 and Viet Nam also joined several global plegdes. Since then, there have been increasing demands from the Government to undertake a systematic review of all climate actions of Viet Nam to meet the net zero target by 2050 in a sustainable pathway and considering the need for a just transition.

NAP project is key in supporting the Government to have appropriate tools and assessments to achieve the ambition, while ensuring the transition process towards net-zero will particularly protect the most vulnerable groups including the poor, ethnic minorities and socially marginalized groups, as well as most vulnerable regions such as the Mekong Delta. There is increasing demand from the country to ensure that the NAP, with the support from GCF, will also serve as a key policy that builds national momentum towards prioritization of long-term adaptation targets and provides clear diagnosis on country needs for adaptation finance, towards the long-term resilient pathway.
Globally, Article 7 of the Paris Agreement established the global goal on adaptation of “enhancing adaptive capacity, strengthening resilience and reducing vulnerability to climate change, with a view to contributing to sustainable development and ensuring an adequate response in the context of the temperature goal” 1 of “[h]olding the increase in the global average temperature to well below 2°C above pre-industrial levels and pursuing efforts to limit the temperature increase to 1.5°C above pre-industrial levels”.1

However, more work is needed to ensure adaptation measures are not nationally driven but will also be taken at the global for effective implementation of the Paris Agreement. At COP26, countries agreed on a two year work programme in 2022-2023 on the Global Goal for Adaptation (GGA), which ultimately help rebalancing adaptation and mitigation, ensuring vulnerable countries are in a better position to practically respond to climate changes and ensure a just transition process toward a resilient and net-zero future.

MONRE is working on the finalisation of the NAP Technical Report, including defining a long-term adaptation target by 2050 in parallel with COP26 commitments of net-zero target by 2050 and considering the GGA process. The NAP technical report is expected to be updated from Jun 2022 and finalised by Q3, 2022. MONRE is planning to submit the NAP Technical report to the Government for communication to UNFCCC at COP27.

**Revision of Viet Nam NDC (ver 2022) and alignment with the draft long-term National Climate Change Strategy (NCCS)**

Immediately following Viet Nam’s ambition at COP26 to pursue a net-zero trajectory by 2050, including joining important pledges from coal to clean energy, methane reduction, and halt and reverse deforestation by 2030, the Government of Viet Nam also establishing National Action Plan for delivery of COP26 commitments.

Thus, in parallel with the NAP Technical Report formulation context above, additional works are being advanced by MONRE to establishing a long-term climate change strategy by 2050 (NCCS) and updating the Viet Nam NDC 2020 version with the net-nezo target, including, if possible additional NAP elements derived from the NAP Technical Report. The NDC is also expected for submission at COP27. Together with the NAP Technical report, it is crucial to ensure that all these adaptation goals, strategies and targets are aligned in the finalization of Viet Nam Climate Change Strategy and the revision of Viet Nam NDC (ver 2022). All of these key strategies and plan must indicate a possible pathway on how to timely deliver on Viet Nam’s net-zero ambition in a sustainable and cost-effective manner while maintain effective resilient long-term future.

**Arrangement for review and update of NAP Technical Report and NDC 2022 in alignment with Viet Nam COP26 commitments, Draft NCCS**

To support MONRE in these activities as part of the NAP-Sup Project and other on-going project support, UNDP in close coordination with the Department of Climate Change and GIZ are mobilizing a team of national and international experts to support the review and update of NAP and NDC policies. Annex 1 explains the indicative plan of expert mobilization by UNDP.

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for NAP Update and NDC Update process in the coming months. Annex 2 explains the indicative plan of expert mobilization by GIZ, in coordination with UNDP, in supporting the NDC update process in the coming months.

This TOR is prepared to mobilize 01 National Consultant to support the assessment of co-benefits of adaptation and mitigation measures to the NAP/NDC development in Viet Nam. The consultant will work with 01 NAP/NDC Team leader and a team of national and international consultants to support the Government of Viet Nam to update the NAP Technical Report and NDC.

II. OBJECTIVES

The overall objective of the assignment is to produce a technical chapter on Co-benefit assessment for the revised NDC/NAP.

III. SCOPE OF WORK

To implement the objective, the consultant will work with DCC-MONRE and UNDP and work closely with the A Team Leader and related team of experts (See Annex 1 and 2) to deliver the work.

The consultant will and is expected to undertake the following activities during the assignment:

- Review and synthesise current and relevant legislative, institutional architecture, research results and key climate change literature to highlight the extent to which it explicitly already highlights areas of co-benefits.
- Study the Tools for Countries to Connect the Dots between NDC implementation and a Green Recovery developed by UNDP to provide inputs to the Team leader in the development/revision of co-benefit assessment methodology.
- As assigned by the Team Leader (Already mobilised and on board), conduct the assessment of the benefits and added value of measures in the updated NDC in consultation with related team of experts.
- Contribute to highlight areas where climate change action has particular synergies with wider Government policy targets, and particularly where options for investing in transformative positive impacts may be present.
- Provide inputs to the Team leader to recommend areas of particular synergies and co-benefits across sectors and options for strengthening policy to reinforce synergies in climate change action.
- Draft the chapter on Co-benefit assessment for the revised NDC/NAP and get it consulted with relevant parties (MONRE, UNDP, and related parties if required by DCC/UNDP) for finalization.

IV. DELIVERABLES & IMPLEMENTATION TIMELINE
<table>
<thead>
<tr>
<th>No</th>
<th>Deliverable</th>
<th>Estimated days to complete</th>
<th>Target due date</th>
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<tbody>
<tr>
<td>1</td>
<td>Draft Overall assessment framework of adaptation/mitigation integration to build synergies and/or co-benefits of adaptation and mitigation options</td>
<td>15</td>
<td>Aug 2022</td>
</tr>
<tr>
<td>2</td>
<td>Draft/Final co-benefits Chapter</td>
<td>15</td>
<td>Sept 2022</td>
</tr>
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</table>

Note: The products shall be submitted in both English and Vietnamese.

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

**Estimated number of working days**: 30 working days from August 2022 to Nov 2022.

**Duty station**: Homebased and Ha Noi

**Expected places of travel**: Travel may be required according to the Team leader.

Cost of travels if required and upon UNDP approval travel expense will be paid separately based on UN-EU cost norms.

VI. PROVISION OF MONITORING & PROGRESS CONTROL

The consultant will work under the supervision of the MONRE and UNDP assigned focal points for the Report with technical oversight by the Team Leader.

All deliverables of the consultant will be submitted in English and Vietnamese. The progress and deliverables will be reviewed by UNDP Project Manager/ Project Officer and relevant experts assigned by UNDP. The final products will be approved by UNDP and MONRE.

VII. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

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

**Reference Documents**
Once selected, the consultant will receive a detailed references and reports prepared by the NAP-Sub Project and relevant reference by UNDP and MONRE.

VIII. DEGREE OF EXPERTISE & QUALIFICATIONS

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Relevant Professional</th>
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<td>● Master degree in Economics, Environmental Science, Climate Change or related field. Higher education is preferred.</td>
<td>● Proven extensive scientific understanding of climate changes and its impacts in Viet Nam, national policy context on climate</td>
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Experience

- At least 10 years of work experience climate change adaptation policy options, climate resilient technologies, integration of climate change into social economic development plans and strategies in Viet Nam.
- Knowledge and experience in development of similar policies on climate change mitigation and adaptation to support either the implementation of Paris Agreement, NDC, NAP, NCCS. Co-benefit analysis experiences will be an advantage.

Other Competencies

- A proven consultancy track-record with roles as a team leader or team member of a policy advisory team.

Language Requirements

- Excellent English drafting skill (provision of two written reports/examples is required).

IX. PAYMENT TERMS

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X. CONSULTANT PRESENCE REQUIRED ON DUTY STATION

- NONE
- PARTIAL
- INTERMITTENT
- FULL-TIME

XI. EVALUATION CRITERIA

<table>
<thead>
<tr>
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</table>
| 1  | ● Master degree in Economics, Environmental Science, Climate Change or related field.  
    ● Higher education is preferred.                                              | 150    |
| 2  | ● Proven extensive scientific understanding of climate changes and its impacts in Viet Nam, national policy context on climate changes and sustainable development agenda. | 150    |
| 3  | ● At least 10 years of work experience climate change adaptation policy options, climate resilient technologies, integration of climate change into social economic development plans and strategies in Viet Nam | 150    |
| 4  | ● Knowledge and experience in development of similar policies on climate change mitigation and adaptation to support either the | 200    |
|   | implementation of Paris Agreement, NDC, NAP, NCCS
|   | • Co-benefit analysis experiences will be an advantage. | 100 |
| 5 | • A proven consultancy track-record with roles as a team leader or team member of a policy advisory team. | 100 |
| 6 | • Excellent English drafting skill (provision of two written reports/examples is required). | 100 |
|   | **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>
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☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Contract Type</th>
<th>Name of Institution/Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
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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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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>
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</thead>
<tbody>
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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 ……US$

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

Cost breakdown:

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Rate (US$)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Consultancy fee (daily rate)</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>
<td></td>
</tr>
<tr>
<td>2.2</td>
<td>Per diem</td>
<td></td>
<td></td>
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</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>2.5</td>
<td>Others (pls. specify)……..</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.6</td>
<td>VAT** if applicable (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 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).