



11 August 2022

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

| | |
|--|---|
| Country: | Viet Nam |
| Description of the assignment: | 04 National Consultants to study on mapping Viet Nam's existing capacity and capacity development needs for vaccine production |
| Period of assignment/services (if applicable): | August 2022 – February 2023 with possible extension up to 31 December 2023 based on: (i) requirement, (ii) fund availability and (iii) satisfactory performance |
| Duty Station: | Home-based with travel to Khanh Hoa and HCM city |
| Tender reference: | T220801 |

1. Submissions should be sent by email to: luu.thi.trang@undp.org no later than:
12.00 hrs., noon, 24 August 2022 (Hanoi time)

With subject line:

T220801A – A Team leader to study on mapping Viet Nam's existing capacity and capacity development needs for vaccine production (NC1)

T220801B – Team member 1 to study on mapping Viet Nam's existing capacity and capacity development needs for vaccine production (NC2)

T220801C – Team member 2 to study on mapping Viet Nam's existing capacity and capacity development needs for vaccine production (NC3)

T220801D – Team member 3 to study on mapping Viet Nam's existing capacity and capacity development needs for vaccine production (NC4)

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

Note:

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

2. Please find attached the relevant documents:

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

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

a. Technical component:

- Signed Curriculum vitae
- Signed Letter to UNDP Confirming Interest and Availability
- 02 sample reports /documents (one in English and one in Vietnamese) 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:

National consultant 1 (Team leader)

| No. | Requirements | Points |
|-----|---|--------|
| 1 | PhD's Degree in Medicine, Public Health or health related areas | 250 |
| 2 | At least 10 years of experience working in the health programs | 100 |
| 3 | Experience in conducting health program evaluations/assessment/research and writing reports within current 03 years (2020-2022) | 300 |
| 4 | Experience in working or assessing/evaluating the drug/vaccine programs is an advantage | 150 |
| 5 | Experience in vaccine program or health strategy/health policy is an advantage | 100 |
| 6 | Fluence in written Vietnamese and English with two sample reports/documents submitted one in English and one in Vietnamese | 100 |
| | Total | 1,000 |

National consultant 2 and 3 (Team members)

| No. | Requirements | Points |
|-----|--|--------|
| 1 | Master's Degree in Medicine, Public Health or health related areas | 200 |
| 2 | At least 05 years of experience working in the public health programs | 100 |
| 3 | Experience in conducting health program evaluations/assessment/research and writing reports | 300 |
| 4 | Experience in working or assessing/evaluating the drug/vaccine programs is an advantage | 200 |
| 5 | Experience in vaccine program or health strategy/health policy is an advantage | 100 |
| 6 | Fluence in written Vietnamese and English with two sample reports/documents submitted one in English and one in Vietnamese | 100 |
| | Total | 1,000 |

National consultant 4 (Team member)

| No. | Requirements | Points |
|-----|--|-----------|
| 1 | Master's Degree in Medicine, Public Health or health related areas PhD is preferred | 200 50 |
| 2 | At least 05 years of experience working in the health programs for PhD holder and 07 years for holder of Master Degree | 100 |
| 3 | Experience in conducting health program evaluations/assessment/research and writing reports | 300 |
| 4 | Experience in working or assessing/evaluating the drug/vaccine programs is an advantage | 150 |
| 5 | Experience in vaccine program or health strategy/health policy is an advantage | 100 |
| 6 | Fluence in written Vietnamese and English with two sample reports/documents submitted one in English and one in Vietnamese | 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.

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>
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

THREE NATIONAL INDIVIDUAL CONSULTANTS

REF#: T220801

| | | | |
|--------------------------------|--|-------------------------|------------|
| Name of service: | A team of four National Individual Consultants (NC) to study on mapping Viet Nam's existing capacity and capacity development needs for vaccine production | | |
| Project: | Japan Supplementary Budget (JSB) support for COVID-19 Response for Climate Resilient Development in the Transportation/E-mobility Sector, and Strengthening Vaccine Access and Health System Capacity | | |
| Reporting to: | Programme Analyst on Climate – Health nexus, UNDP in Viet Nam | | |
| Duty Station: | Home based | Travel Required: | Yes |
| Duration of Assignment: | Approximately 90 working-days, include as below: <ul style="list-style-type: none"> - National Consultant 1 (Team Lead): 14 days - National Consultant 2 (Investigator): 30 days - National Consultant 3 (Investigator): 25 days - National Consultant 4 (Principal investigator): 21 days | | |
| Start Date: | 25/08/2022 | End Date: | 28/02/2023 |

I. BACKGROUND & PROJECT DESCRIPTION

In the context of the Covid-19 pandemic and the long-term climate crisis, urgent efforts are needed for a green recovery that builds forward better to support a significant shift to reduced emissions in key sectors to maintain and strengthen Nationally Determined Contribution (NDC) and sustainable development goals achievements. There is also a critical need to ensure global equitable access to COVID-19 vaccines for containing the pandemic and it is predicted that COVID-19 vaccination will need to be maintained as a long-term global effort due to the risk posed by new variants and the uncertain duration of immune response. The Government of Viet Nam has made a strong representation to WHO as well as to international vaccine companies for technology transfer to supply domestic needs as well as countries in the region, and has approved a new National Science and Technology Programme to Promote Research and Production of Vaccines for Human Use in Viet Nam.

The project will support urgent initial steps towards strengthened vaccine access and licensing of vaccines during the Covid-19 pandemic and beyond, addressing the need for increased vaccine access in Viet Nam and the wider region, and contributes to addressing existing constraints faced by Vietnamese Government agencies, institutes and enterprises in relation to domestic R&D, clinical trials and certification of vaccines for use face considerable challenges. Through documentation and sharing of international models and experiences, support to undertaking studies and organizing seminars on vaccines and

developing the capacity of officials and experts on the WHO technology transfer model for mRNA vaccines, the project will support Viet Nam to identify the critical steps to be undertaken and to build the required capacities necessary to support Viet Nam's long-term plan to produce vaccines for domestic use and to potentially become a regional hub for vaccine supplies. Through a series of meetings and technical support, the project will support Viet Nam to engage more strategically in regional discussions and to identify its comparative advantage and feasible strategies to contribute to strengthening equitable access to vaccines, diagnostics and therapeutics in the Asia-Pacific Region.

The Ministry of Health has requested UNDP's support for documenting and sharing international models and experiences on developing national production of vaccines and medicine, organizing seminars on vaccine policies and promotion of domestic production, support to formulate policies and laws, and other related areas.

II. OBJECTIVES

The objective of this assignment is to recruit a National Individual Consultant to cooperate with an international consultant, to study on mapping Viet Nam's existing capacity and capacity development needs for vaccine production, with reference to Decision No. 1657/QĐ-TTg dated 1 October 2021 on the National Level Science and Technology Program on "Research for Manufacturing Vaccines for Human Use by 2030", and WHO's standards for a stable national regulatory authority and requirements for transfer of vaccine technology. Development of a roadmap with milestones and cost estimates, and related documents to support Viet Nam's proposal to become a WHO regional manufacturing hub for the project Japan Supplementary Budget (JSB) support for COVID-19 Response for Strengthening Vaccine Access and Health System Capacity.

III. SCOPE OF WORK

The successful team of four consultants will be expected to support Administration of Science, Technology and Training/Ministry of Health (ASTT/MOH), Health Strategy and Policy Institute/Ministry of Health (HSPI/MOH) and UNDP to conduct a study to mapping Viet Nam existing capacity and identify development needs in COVID 19 vaccine production with reference to Decision No. 1657/QĐ-TTg dated 1 October 2021 on the National Level Science and Technology Program on "Research for Manufacturing Vaccines for Human Use by 2030", and WHO's standards for a stable national regulatory authority and requirements for transfer of vaccine technology. Development of a roadmap with milestones and cost estimates, and related documents to support Viet Nam's proposal to become a WHO regional manufacturing hub. The successful team of four consultants will carry out following tasks:

Task 1: Leading a team of national consultants to conduct the mapping study and develop roadmap for Viet Nam to be WHO regional hub in vaccine production

National consultant 1 is responsible for:

- Work with the **International Consultant** to develop a qualified protocol for the study;
- Develop an outline and guide all team members throughout the process of the study;
- Provide quality assurance, review, proofreading, and final submission of the study's results to UNDP;
- Represent the study team at meetings/workshops as needed;
- Present team's results at sharing and dissemination workshop(s).

Task 2: Mapping Vietnam's existing capacity for COVID 19 vaccine production

National consultant 2 is responsible for:

- Conduct literature review and develop tools and indicators for assessment of vaccine manufacturers' capacity assessment;

- Organize an expert consultation workshop to map vaccine manufacturers in Viet Nam and identify indicator to assess vaccine production capacity (MOST, MOH, NIHE);
- Send survey to form to key manufacturers in Viet Nam (e.g. No. 1 Vaccine and Biological Products Company (Vabiotech), Center for Research and Production of Vaccines and Medical Biologicals (Polyvac), Nha Trang Institute of Vaccines and Medical Biologicals (IVAC), Nanogen Pharmaceutical Biotechnology Co., Ltd.);
- Conduct site visits to assess manufacturers' vaccine production capacity;
- Synthesize data and write the report.

Task 3: Analyze the requirements for Vietnam to become a WHO regional center for vaccine production and identify development gaps

National consultant 3 is responsible for:

- Desk review of existing literatures and documents capacity requirements for regional vaccine production hub;
- Conduct an international review of the capacity requirements of a regional vaccine production center;
- Conduct an international review of the processes and necessary conditions for the implementation of vaccine technology transfer;
- Organize stakeholder consultation workshop on the capacity requirements of a regional vaccine production center and the feasibility of making Vietnam a regional vaccine production center (participants include policy makers, vaccine manufacturers, experts, etc.);
- Conduct an analysis of the need to develop Vietnam's vaccine production capacity based on the analysis of the gap between the capacity requirements of a regional vaccine production center and the current situation of vaccine production capacity of Vietnam;
- Synthesize data and write a report on the capacity requirements and propose vaccine manufacturers to become the vaccine production center in the region.

Task 4: Develop a roadmap with milestones to make Vietnam a vaccine production hub in the WHO region

National consultant 4 is responsible for:

- Consolidate NC2 and NC3's reports into a final draft of the comprehensive report
- Identify development gaps in vaccine production for Viet Nam to be WHO regional hub;
- Develop a draft roadmap to make Vietnam a regional vaccine production center in the WHO region;
- Organize stakeholder consultation workshop to consult on the implementation roadmap (participants include policy makers, vaccine manufacturers, experts, etc.);
- Finalize the roadmap to make Vietnam a regional vaccine production center in the WHO region.

Task 5: Estimate the cost to implement the roadmap

National consultant 4 is responsible for:

- Identify direct costs in the implementation of the roadmap;

- Conduct interviews to collect information to estimate cost groups (including technology transfer costs);
- Estimate the cost of implementing the roadmap;
- Consolidate and prepare the final draft of the report with costed roadmap to make Vietnam a regional vaccine production center in the WHO region.

IV. DELIVERABLES & IMPLEMENTATION TIMELINE

The team of four national consultants will work closely with the International Consultant, ASTT/MOH, HSPI/MOH and UNDP Programme Analyst on Climate – Health nexus to conduct the study on mapping Viet Nam COVID 19 vaccine production with roadmap for Vietnam to become a WHO regional COVID 19 vaccine production hub, with below deliverables:

- ***National consultant 1:***

| No. | Deliverables | Estimated days complete to | Target due date |
|------------|--|-----------------------------------|------------------------|
| 1 | A package of protocol and data collection tool for the study including review framework, search strategy, data extract forms, and draft report outline | 02 | 15/09/2022 |
| 2 | A final report mapping Vietnam existing vaccine production capacity with WHO standards on vaccine productions, showing vaccine production gaps and recommendations with a costed roadmap to fill these gaps, and a well-organized package of reviewed policy documents | 10 | 15/01/2023 |
| 3 | A PPT presentation of the final report and present the results at the seminar(s) on sharing experience | 02 | 28/2/2023 |

- ***National consultant 2:***

| No. | Deliverables | Estimated days complete to | Target due date |
|------------|--|-----------------------------------|------------------------|
| 1 | A report mapping Viet Nam existing vaccine production capacity | 30 | 20/12/2022 |

- ***National consultant 3:***

| No. | Deliverables | Estimated days complete to | Target due date |
|------------|--|-----------------------------------|------------------------|
| 1 | A report analyzing WHO requirements for regional vaccine production center | 25 | 20/12/2022 |

- **National consultant 4:**

| No. | Deliverables | Estimated days complete to | Target due date |
|-----|--|----------------------------|-----------------|
| 1 | A package of relevant policy documents collected, reviewed and document's summary in data extract forms for each document | 05 | 31/8/2022 |
| 2 | A consolidated report analyzing existing capacity, WHO requirements for Vietnam to be regional vaccine production hub, gap analysis, and a coasted roadmap for Viet Nam to be a WHO regional vaccine production center | 16 | 30/9/2022 |

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

Estimated number of working days: 90 working days from 25/08/2022 to 28/02/2023 include as below:

- NC1 – Team lead: 14 days
- NC2 – Investigator: 30 days
- NC3 – Investigator: 25 days
- NC4 – Principal investigator: 21 days

With possible extension up to 31 December 2023 based on: (i) requirement, (ii) fund availability and (iii) satisfactory performance.

Duty station: Home based

Expected places of travel: It is expected that four consultants will have 02 missions to Khanh Hoa and Ho Chi Minh cities, 2-working days for each mission during September 2022 – January 2023.

Eligible field travel costs will be included in the contract based on UN-EU cost norms.

VI. PROVISION OF MONITORING & PROGRESS CONTROL

The team of four National Consultants will work in close consultation with the International Consultant, the International Programme Management Specialist and Programme Analyst on Climate Health nexus to complete the tasks as stated in the section III above.

Upon the due dates as stated in the section IV and section IX, the consultants need to submit the qualified deliverables/reports to UNDP Climate-Health Programme Analyst for approval and payment proceeding.

VII. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

Administrative Support

N/A

Reference Documents

Project documents and other relevant documents if available will be provided once the National Consultants are accepted.

VIII. DEGREE OF EXPERTISE & QUALIFICATIONS

National Consultant 1

| | |
|---|---|
| Qualifications | <ul style="list-style-type: none"> • Possesses the PhD's Degree in Medicine, Public Health or health related areas |
| Relevant Professional Experience | <ul style="list-style-type: none"> • At least 10 years of experience working in the health programs; • Experience in conducting health program evaluations/assessment/research and writing reports within current 03 years (2020-2022); • Experience in working or assessing/evaluating the drug/vaccine programs is an advantage. |
| Other Competencies | <ul style="list-style-type: none"> • Experience in vaccine program or health strategy/health policy is an advantage; |
| Language Requirements | <ul style="list-style-type: none"> • Fluence in written Vietnamese and English (two sample reports/ documents in both English and Vietnamese will be submitted for review). |

National Consultant 2 and 3

| | |
|---|---|
| Qualifications | <ul style="list-style-type: none"> • Possesses the Master's Degree in Medicine, Public Health or health related areas |
| Relevant Professional Experience | <ul style="list-style-type: none"> • At least 05 years of experience working in health programs; • Experience in conducting health program evaluations/assessment/research and writing reports; • Experience in working or assessing/evaluating the drug/vaccine programs is an advantage. |
| Other Competencies | <ul style="list-style-type: none"> • Experience in vaccine program or health strategy/health policy is an advantage. |
| Language Requirements | <ul style="list-style-type: none"> • Fluence in written Vietnamese and English (two sample reports/ documents in both English and Vietnamese will be submitted for review). |

National Consultant 4

| | |
|---|--|
| Qualifications | <ul style="list-style-type: none"> • Possesses the Master's Degree in Medicine, Public Health or health related areas • PhD is preferred. |
| Relevant Professional Experience | <ul style="list-style-type: none"> • At least 05 years of experience working in the health programs for PhD holder and 07 years for Master's Degree holders; • Experience in conducting health program |

| | |
|------------------------------|--|
| | evaluations/assessment/research and writing reports; • Experience in working or assessing/evaluating the drug/vaccine programs is an advantage. |
| Other Competencies | • Experience in vaccine program or health strategy/health policy is an advantage; |
| Language Requirements | • Fluence in written Vietnamese and English (two sample reports/ documents in both English and Vietnamese will be submitted for review). |

IX. PAYMENT TERMS

All the documents related to deliverables need to be in both English and Vietnamese.

National consultant 1

| No. | Deliverables | Target due date | Payment Amount |
|------------|--|------------------------|-----------------------|
| 1 | A full package of all deliverables as indicated for the National Consultant 1 under the Section IV above | 28/02/2023 | 100% |

National consultants 2 and 3

| No. | Deliverables | Target due date | Payment Amount |
|------------|--|------------------------|-----------------------|
| | A full package of all deliverables as indicated for the National Consultant 2 and the National Consultant 3 under the Section IV above | 20/12/2022 | 100% |

National consultant 4

| No. | Deliverables | Target due date | Payment Amount |
|------------|--|------------------------|-----------------------|
| 1 | A full package of all deliverables as indicated for the National Consultant 4 under the Section IV above | 31/9/2022 | 100% |

X. CONSULTANT PRESENCE REQUIRED ON DUTY STATION

☒ NONE ☐ PARTIAL ☐ INTERMITTENT ☐ FULL-TIME

XI. EVALUATION CRITERIA

National consultant 1

| No. | Requirements | Points |
|-----|---|--------|
| 1 | PhD's Degree in Medicine, Public Health or health related areas | 250 |
| 2 | At least 10 years of experience working in the health programs | 100 |
| 3 | Experience in conducting health program evaluations/assessment/research and writing reports within current 03 years (2020-2022) | 300 |
| 4 | Experience in working or assessing/evaluating the drug/vaccine programs is an advantage | 150 |
| 5 | Experience in vaccine program or health strategy/health policy is an advantage | 100 |
| 6 | Fluence in written Vietnamese and English with two sample reports/documents submitted one in English and one in Vietnamese | 100 |
| | Total | 1,000 |

National consultant 2 and 3

| No. | Requirements | Points |
|-----|--|--------|
| 1 | Master's Degree in Medicine, Public Health or health related areas | 200 |
| 2 | At least 05 years of experience working in the public health programs | 100 |
| 3 | Experience in conducting health program evaluations/assessment/research and writing reports | 300 |
| 4 | Experience in working or assessing/evaluating the drug/vaccine programs is an advantage | 200 |
| 5 | Experience in vaccine program or health strategy/health policy is an advantage | 100 |
| 6 | Fluence in written Vietnamese and English with two sample reports/documents submitted one in English and one in Vietnamese | 100 |
| | Total | 1,000 |

National consultant 4

| No. | Requirements | Points |
|-----|--|-----------|
| 1 | Master's Degree in Medicine, Public Health or health related areas PhD is preferred | 200 50 |
| 2 | At least 05 years of experience working in the health programs for PhD holder and 07 years for holder of Master Degree | 100 |
| 3 | Experience in conducting health program evaluations/assessment/research and writing reports | 300 |
| 4 | Experience in working or assessing/evaluating the drug/vaccine programs is an advantage | 150 |
| 5 | Experience in vaccine program or health strategy/health policy is an advantage | 100 |
| 6 | Fluence in written Vietnamese and English with two sample reports/documents submitted one in English and one in Vietnamese | 100 |
| | Total | 1,000 |

Criteria for Evaluation of Proposal

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

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

Documents for Submission

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

B. Core Documents

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

ANNEX IV

OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date _____

(Name of Resident Representative/Bureau Director)
United Nations Development Programme
(Specify complete office address)

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [*delete this item if the TOR does not require submission of this document*];
- E) I hereby propose to complete the services based on the following payment rate: [*please check the box corresponding to the preferred option*]:
 - ☐ An all-inclusive daily fee of [*state amount in words and in numbers indicating currency*]
 - ☐ A total lump sum of [*state amount in words and in numbers, indicating exact currency*], payable in the manner described in the Terms of Reference.
- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex V;
- G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- H) This offer shall remain valid for a total period of _____ days [*minimum of 90 days*] after the submission deadline;

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

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

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

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

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

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

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

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

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

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

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

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

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

| Name | Relationship | Name of International Organization |
|------|--------------|------------------------------------|
| | | |
| | | |
| | | |

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

YES ☐ NO ☐

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

YES ☐ NO ☐ If answer is "yes", WHEN?

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

| Full Name | Full Address | Business or Occupation |
|-----------|--------------|------------------------|
| | | |
| | | |
| | | |

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

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

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

DATE: _____

SIGNATURE: _____

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

Annexes *[please check all that applies]:*

- ☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

GUIDELINES FOR CV PREPARATION

WE REQUEST THAT YOU USE THE FOLLOWING CHECKLIST WHEN PREPARING Your CV:

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

Sex, Date of Birth, Nationality, Other Citizenship, Marital Status

Company associated with (if applicable, include company name, contact person and phone number)

SUMMARY OF EXPERTISE

Field(s) of expertise (be as specific as possible)

Particular development competencies-thematic (e.g. Women in Development, NGOs, Privatization, Sustainable Development) or technical (e.g. project design/evaluation)

Credentials/education/training, relevant to the expertise

LANGUAGES

Mother Tongue:

Indicate written and verbal proficiency of your English:

SUMMARY OF RELEVANT WORK EXPERIENCE

Provide an overview of work history in reverse chronological order. Provide dates, your function/title, the area of work and the major accomplishments include honorarium/salary.

References (name and contact email address) must be provided for each assignment undertaken by the consultant that UNDP may contact.

UN SYSTEM EXPERIENCE

If applicable, provide details of work done for the UN System including WB. Provide names and email address of UN staff who were your main contacts. Include honorarium/salary.

UNIVERSITY DEGREES

List the degree(s) and major area of study. Indicate the date (in reverse chronological order) and the name of the institution where the degree was obtained.

PUBLICATIONS

Provide total number of Publications and list the titles of 5 major publications (if any)

MISCELLANEOUS

Indicate the minimum and maximum time you would be available for consultancies and any other factors, including impediments or restrictions that should be taken into account in connection with your work with this assignment.

Annex V

FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum of (VND for National Consultant and USD for International Consultant).

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

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

* 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).