



15 August 2022

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	03 National Consultants to develop a responsible business code of conduct for online merchants and sellers providing services and products on e-commerce platforms in Viet Nam
Period of assignment/services (if applicable):	September 2022 – March 2023
Duty Station:	Hanoi, Ho Chi Minh city and home based
Tender reference:	T220802

1. Submissions should be sent by **email** to: luu.thi.trang@undp.org no later than:
12.00 hrs., noon, 31 August 2022 (Hanoi time)

With subject line:

T220802A – A Team leader to develop a responsible business code of conduct for online merchants and sellers providing services and products on e-commerce platforms in Viet Nam

T220802A, B – 02 Team members to develop a responsible business code of conduct for online merchants and sellers providing services and products on e-commerce platforms in Viet Nam

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
- Writing sample 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:

For Research team Leader

No.	Requirement	Points
1	Advanced university degree (Master's or equivalent) in law, human rights, governance, anthropology, political science, business management, or related discipline(s)	80
	Phd is an advantage	100
2	At least 10 years of proven and relevant experience working in the areas of law, human rights, business and human rights, public policy, political science, corporate social responsibility, or closely related fields.	200
3	At least 5-year experience in providing business advisory services related to corporate sustainability, CSR, ESG, business and human rights issues, developing human rights policies/commitments, conducting human rights and environmental due diligence	200
4	Demonstrated experience in conducting research on corporate governance and impacts on human rights, risks created in informal supply chains, and business and human rights issues in Viet Nam	200
5	Track records in consulting the government, development agencies, especially the UN, private sector, informal supply chains on business and human rights in Viet Nam	200
6	Excellent command of English and Vietnamese proven through academic degrees or published papers	100
	Total	1,000

For Research team members

No.	Requirement	Points
1	Advanced university degree (Master's or equivalent) in law, human rights, governance, anthropology, political science, business management, or related discipline(s)	80
	PhD is an advantage	100
2	At least 5 years of proven and relevant experience working in the areas of law, human rights, business and human rights, public policy, political science, corporate social responsibility, or closely related fields.	200
3	At least 3-year experience in providing business advisory services related to corporate sustainability, CSR, ESG, business and human rights issues, developing human rights policies/commitments, conducting human rights and environmental due diligence	200

4	Demonstrated experience in conducting research on corporate governance and impacts on human rights, risks created in informal supply chains, and business and human rights issues in Viet Nam	200
5	Track records in consulting the government, development agencies, especially the UN, private sector, informal supply chains on business and human rights in Viet Nam	200
6	Excellent command of English and Vietnamese proven through academic degrees or published papers	100

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

NATIONAL INDIVIDUAL CONSULTANTS

Name of service:	Three national Consultants to develop a responsible business code of conduct for online merchants and sellers providing services and products on e-commerce platforms in Viet Nam		
Project:	Fostering an Enabling Environment for the Implementation of UN Human Rights Standards in Viet Nam (PIP 2022-2023)		
Reporting to:	Responsible Business Project Team, UNDP Viet Nam		
Duty Station:	Hanoi or Ho Chi Minh City, Home-based	Travel Required:	Yes
Duration of Assignment:	From September 2022 to March 2023 Team Leader: 30 days Team member 1: 40 days Team member 2: 40 days		
Start Date:	September 1st 2022	End Date:	March 31st 2023

I. BACKGROUND & PROJECT DESCRIPTION

Viet Nam's development story has been remarkable during the last 30+ years since it launched the free-market economic reform “Đổi mới” in 1986. The country was a role model in containing the pandemic in 2020 yet its economy was severely hit in 2021. The 4th wave of COVID-19 has been rampant to major manufacturing hubs of Viet Nam. The country now comes last in the Nikkei COVID-19 Recovery Index. COVID-19 pandemic, while having caused an on-going economic recession and devastating socio-economic effects globally, also brings a chance to the whole society to rethink, reset, and redefine ‘business as usual’ for economic rebound and sustainable development. The pre-COVID-19 economic growth was rapid and business-led, which brought with it a unique set of not only opportunities but also risks of negative impacts on social and environmental development for Viet Nam.

The driving forces of the infinite economic growth as well as development imperatives are the production and consumption. On the production side, where business is free to pursue its economic interests without effective regulation, respect for social and

environmental standards is often undermined. Meanwhile, the unsustainable pattern of consumption of the ever-growing population is also detrimental to the environment and society at large. Thus, redefining ‘business as usual’ for sustainable development are only doable if the sustainability of both business production and consumption are equally addressed in the ‘new normal.’

But what does the ‘new normal’ look like for Viet Nam? One of the characteristics of the new normal is the switch to digitalization and contact-free delivery services, with which people have been familiar during the lock-down, as orders on E-Commerce platforms, especially food delivery orders, sky-rocketed in Viet Nam.¹ According to a survey and report by the Business Association of High-Quality Vietnamese Products, about 82% of respondents shopped online during lock-down and 92% said that they would continue to do so in the “new normal” following the pandemic.² During the third wave of COVID-19 (in Q2 and 3 of 2021), household waste was sharply increased by at least 15%, this increase is mostly single-use plastic packaging, which has exerted extra pressure on recycling and waste handling systems of Ho Chi Minh, the city was strongly hit by COVID-19.³ Meanwhile, only 27% of plastic waste is recycled in Viet Nam.⁴ Thus, plastic packaging comes at a high price tag to people health and the environment, which infringe the right to health, and the right to a clean, safe, and sustainable environment.

Meanwhile, a majority of merchants and sellers on e-commerce platforms are micro businesses and business households in informal economy, which ‘puts the enjoyment of a full range of human rights and the protection of workers at stake: from the right to minimum wage, to occupational health and safety, right to health, adequate standards of living, rights of women and children, right to education, access to social security, protection from arbitrary or unlawful dismissal, freedom of association, right to collective bargaining, and access to effective remedies.’⁵ Moreover, informal workers become more vulnerable in COVID-19 pandemic, as they frequently meet neither requirements of the relief measures by the Government in Viet Nam.⁶

Business production and consumption are inter-connected and two sides of the same coin on doing business. Consumer, with their purchasing power, is among key primary

¹ <https://vneconomy.vn/don-hang-tren-cac-san-thuong-mai-dien-tu-tang-dot-bien.htm>

² <https://vietnamnews.vn/talk-around-town/793230/shopping-online-has-a-high-price-tag.html>

³ <https://nld.com.vn/thoi-su/ap-luc-rac-thai-do-dich-covid-19-20210706211410983.htm>

⁴ <https://e.vnexpress.net/news/perspectives/deadly-package-covid-19-virus-is-one-thing-our-viral-behavior-another-4287984.html>

⁵ <https://2020unforumbhr.sched.com/event/fD1x/informality-how-to-approach-the-elephant-in-the-room#:~:text=Informality%20puts%20the%20enjoyment%20of.social%20security%2C%20protection%20from%20arbitrary>

⁶ <https://www.lexology.com/library/detail.aspx?g=12f86a49-6cf3-4fc4-a13e-d75fe437c3ba>

stakeholders that exert strong impact on the implementation of business responsibility.⁷ In responding to consumer pressure, businesses are adopting responsible and sustainable business practices in their operation and value chains, including how they ensure respecting human rights, source raw materials sustainably, reduce wasteful packaging, provide decent work and living standards to their workers, ensure equality and no discrimination at work place, and be transparent with consumers.

Both environmental and social impacts of sellers and merchants can be addressed by conducting responsible business practices in alignment with UN Guiding Principle on Business and Human Rights (UNGPs), which is the first global authoritative standard providing and setting business responsibility to respect human rights. The UNGPs rest on three pillars: state's duty to protect human rights, business responsibility to respect human rights, and access to effective remedy for victims of adverse human rights impact linked to business activities (through both judicial and non-judicial mechanisms, including those at corporate's operational level). In other words, the UNGPs emphasize business responsibilities to prevent and address adverse impacts of business operation on human rights.

Understanding the imperative of responsible business and sustainable consumption for the sustainable development of Viet Nam in the new normal following the pandemic, UNDP Viet Nam wants to promote "Responsible business and sustainable consumption in the new normal" in response to "Vietnam Consumer Rights Day 2021" nationwide as well as upcoming activities for consumers. Besides, this is a highly practical topic to support the implementation of responsible business and the protection of legitimate rights and interests of consumer under the Law on Protection of Consumer's Rights 2010, the Program to develop activities to protect consumers' interests in the period of 2021 - 2025 (according to Decision No. 1157/QĐ-TTg dated July 12, 2021 of the Prime Minister) and the Government's upcoming action program (according to Resolution No. 82/NQ-CP dated May 26, 2020 of the Government) which includes improving policies and laws to advance responsible business practice of enterprises in Viet Nam.

Accordingly, UNDP Viet Nam is promoting responsible business and consumption, especially in the context that UNDP is providing technical support to the Ministry of Justice to develop the national action plan on responsible business, which is in line with the UN Guiding Principle on Business and Human Rights (UNGPs), and the revision of the 2010

⁷ Helmig B, Spraul K, Ingenhoff D. Under Positive Pressure: How Stakeholder Pressure Affects Corporate Social Responsibility Implementation. *Business & Society*. 2016;55(2):151-187. doi:10.1177/0007650313477841. Retrieved from: <https://journals.sagepub.com/doi/10.1177/0007650313477841>
Smith, N.C. (1990). *Morality and the Market (Routledge Revivals): Consumer Pressure for Corporate Accountability* (1st ed.). Routledge. <https://doi.org/10.4324/9781315743745>

Law on Consumer Protection is being revised. Therefore, UNDP Viet Nam focuses on awareness raising and developing the Code of conduct for sellers and merchants on the new normal.

II. ASSIGNMENT, AND DELIVERABLES

The national consultants/ team of consultants are expected to, in close cooperation and consultation with UNDP Responsible Business Team and VCCA, implement the following tasks and deliverables.

Tasks	Deliverables	Timeline	Estimated number of working days
<p>1. Formulate and maintain functioning of a research team to develop the code of conduct for online merchants and sellers providing services and products on e-commerce platforms in Viet Nam</p> <ul style="list-style-type: none"> • Preliminary desk research to identify available data and analysis concerning the operations of online merchants and sellers providing services and products on e-commerce platforms in Viet Nam, namely, to (1) identify areas of business and consumer protection malpractices on e-commerce platforms and the informal economy at large; (2) identify relevant provisions in the Law on Consumer Protection, Law on Environmental Protection, and other legal and policy frameworks on e-commerce regulations; and (3) mapping local and international responsible business practices. • Research team workplan of 	<p>1.1 Baseline Desk Research reports, including a strategic analysis (e.g: PESTLE/SWOT/5 forces...) to identify responsible business practices of online merchants and companies providing services and products on e-commerce platforms in Viet Nam.</p> <p>1.2. A research team workplan on conducting and developing code of conduct for merchants and sellers.</p> <p>1.3. A methodological framework for strategic planning and activities for developing code of conduct.</p> <p>1.4. List of potential interviewees</p>	<p>Sep-Oct 2022</p>	<p>Team Lead: 10 days</p> <p>Team member 1: 5 days</p> <p>Team member 2: 5 days</p>

<p>conducting and developing code of conduct in consultation with UNDP, VCCA, which shall be structured to include, at a minimum, the following: (1) a mapping of the Vietnamese e-commerce landscape; (2) brief profiles of high risk areas within the e-commerce sector that are prone to human rights risks and abuses; (3) an examination of the actual and potential risks of human rights abuses with which e-commerce companies in these areas in Viet Nam may be associated with; and (4) prescriptive recommendations for measures to be taken to mitigate these risks.</p> <ul style="list-style-type: none">• Establish research structure and methodology, outlining the specific activities to be undertaken, suitable to accomplish the deliverables 2 and 3 listed below, including a list of potential interviewees. The primary method used for the survey will be qualitative (interviews and possibly focus groups), although it is desirable for the consultant to use some simple quantitative methods as well (depending on the availability of data) to visualize the economic impact of online merchants and sellers providing services and products on e-commerce platforms in Viet Nam.			
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<p>2. Validate research findings and produce draft of a Code of Conduct via in-depth interviews and focus group discussions</p> <ul style="list-style-type: none"> • Interview/ consult with at least 3 E-Commerce platforms on their Seller and Buyer Codes. • Conduct in-depth interviews (around 30) and focus group discussions (around 4) to validate research findings and recommendations through peer-review, including persons nominated by the Responsible Business Team. • Consider the feedback provided during the validation phase and produce the final draft of the Code for merchants and sellers on e-commerce platforms in the informal economy 	<p>2.1 In-depth interview and focus group discussion report 2.2 Final draft code of conduct</p>	<p>Oct-Dec 2022</p>	<p>Team Lead: 15 days Team Member 1: 30 days Team Member 2: 30 days</p>
<p>3. Advise multiple stakeholders in three consultation workshops to develop the Final Code of Conduct</p> <ul style="list-style-type: none"> • Work with UNDP, VCCA to develop 3 consultation workshop agendas with E-Commerce platforms, with merchants, and with multi-stakeholder (international experts, government officers, merchants, NGOs/CSOs) • Participate in discussions of consultation workshops to garner support from merchants and sellers in the informal economy, as well as business representatives of e-commerce platforms, for the 	<p>3.1 Final Code of Conduct, in English and Vietnamese in a format and layout in accordance with the basic principles found in the <u>UNDP Editorial Style Manual</u> and <u>UNDP Brand Manual</u>, but visually suitable for sharing with relevant actors (publication of the Code is not expected).</p>	<p>Dec 2022 – Mar 2023</p>	<p>Team Lead: 5 days Team Member 1: 5 days Team Member 2: 5 days</p>

Code of Conduct. <ul style="list-style-type: none"> • Provide facilitation in relevant consultation workshops. • Receive feedback from all relevant stakeholders in the development process of the Code. 			
Total estimated working days:			Team Lead: 30 days Team Member 1:40 days Team Member 2:40days

III. INTELLECTUAL PROPERTY

All information and production of report to the assignments as well as outputs produced under this contract shall remain the property of the UNDP who shall have exclusive rights over their use. The products shall not be disclosed to the public nor used in whatever format without written permission of UNDP in line with the national and International Copyright Laws applicable.

IV. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

UNDP will provide administrative supports if needed for the consultant to conduct the tasks.

V. INSTITUTIONAL ARRANGEMENTS

The consultants/ team of consultants will work under the overall guidance of the Responsible Business Team. Each deliverable shall be presented to the Responsible Business Team for review and approval.

VI. DUTY STATION & EXPECTED PLACES OF TRAVEL

Duty stations: Hanoi, Ho Chi Minh and home based

Interviews and consultations will take place in person or through video conference or other remote communication tools, depending on the availability of interviewees and the health measures to combat Covid-19 in place in Viet Nam while the survey is taking place.

Travel to Ha noi and Ho Chi Minh if required and upon UNDP approval will be paid separately based on UN-EU cost norms

VII. PROVISION OF MONITORING & PROGRESS CONTROL

The national consultants/ team of consultants will work in close consultation and report on the deliverables of work with UNDP Responsible Business Team and relevant colleagues regarding a work-plan, deadlines, and verification activities.

VIII. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

Administrative support

UNDP will connect the consultants with VCCA and relevant stakeholders.

Reference Documents

VCCA's roles and functions: <https://www.vcca.gov.vn/>

Project documents and other relevant documents will be shared once the National Consultants are accepted.

IX. DEGREE OF EXPERTISE & QUALIFICATIONS

The consultants/team of consultants should possess the following expertise and qualifications:

Research Team Lead

Qualifications	Advanced university degree (Master's or equivalent) in law, human rights, governance, anthropology, political science, business management, or related discipline(s) PhD degree is preferable
Relevant Professional Experience	<ul style="list-style-type: none"> At least 10 years of proven and relevant experience working in the areas of law, human rights, business and human rights, public policy, political science, corporate social responsibility, or closely related fields. At least 5-year experience in providing business advisory services related to corporate sustainability, CSR, ESG, business and human rights issues, developing human rights policies/commitments, conducting human rights and environmental due diligence Demonstrated experience in conducting research on corporate governance and impacts on human rights, risks created in informal supply chains, and business and human rights issues in Viet Nam Track records in consulting the government, development agencies, especially the UN, private sector, informal supply chains on business and human rights in Viet Nam
Other Competencies	<ul style="list-style-type: none"> Demonstrated capacity to conduct multi-disciplinary and cross-sector research Experience in working with e-commerce platforms, merchants and sellers is an advantage;
Language Requirements	Fluent in Vietnamese and English, writing sample in English

Research team members

Qualifications	Advanced university degree (Master’s or equivalent) or PhD in law, human rights, governance, anthropology, political science, business management, or related discipline(s)
Relevant Professional Experience	<ul style="list-style-type: none"> At least 5 years of proven and relevant experience working in the areas of law, human rights, business and human rights, public policy, political science, corporate social responsibility, or closely related fields. At least 3 years experience in providing business advisory services related to corporate sustainability, CSR, ESG, business and human rights issues, developing human rights policies/commitments, conducting human rights and environmental due diligence Demonstrated experience in conducting research on corporate governance and impacts on human rights, risks created in informal supply chains, and business and human rights issues in Viet Nam Track records in consulting the government, development agencies, especially the UN, private sector, informal supply chains on business and human rights in Viet Nam
Other Competencies	<ul style="list-style-type: none"> Demonstrated capacity to conduct multi-disciplinary and cross-sector research Experience in working with E-commerce platforms, merchants and sellers is an advantage;
Language Requirements	Fluent in Vietnamese and English, writing sample in English

X. PAYMENT TERMS

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount
1	Deliverable 1.1, 1.2, 1.3 1.4 and 2.1, 2.2	31 Dec 22	30%
2	Deliverable 3.1	28 Feb 23	70%

XI. CONSULTANT PRESENCE REQUIRED ON DUTY STATION

NONE PARTIAL INTERMITTENT FULL-TIME

XII. EVALUATION CRITERIA

For Research team Leader

No.	Requirement	Points
1	Advanced university degree (Master’s or equivalent) in law, human rights, governance, anthropology, political science, business management, or related discipline(s)	80
	Phd is an advantage	100

2	At least 10 years of proven and relevant experience working in the areas of law, human rights, business and human rights, public policy, political science, corporate social responsibility, or closely related fields.	200
3	At least 5-year experience in providing business advisory services related to corporate sustainability, CSR, ESG, business and human rights issues, developing human rights policies/commitments, conducting human rights and environmental due diligence	200
4	Demonstrated experience in conducting research on corporate governance and impacts on human rights, risks created in informal supply chains, and business and human rights issues in Viet Nam	200
5	Track records in consulting the government, development agencies, especially the UN, private sector, informal supply chains on business and human rights in Viet Nam	200
6	Excellent command of English and Vietnamese proven through academic degrees or published papers	100
	Total	1,000

For Research team members

No.	Requirement	Points
1	Advanced university degree (Master's or equivalent) in law, human rights, governance, anthropology, political science, business management, or related discipline(s) PhD is an advantage	80 100
2	At least 5 years of proven and relevant experience working in the areas of law, human rights, business and human rights, public policy, political science, corporate social responsibility, or closely related fields.	200
3	At least 3-year experience in providing business advisory services related to corporate sustainability, CSR, ESG, business and human rights issues, developing human rights policies/commitments, conducting human rights and environmental due diligence	200
4	Demonstrated experience in conducting research on corporate governance and impacts on human rights, risks created in informal supply chains, and business and human rights issues in Viet Nam	200
5	Track records in consulting the government, development agencies, especially the UN, private sector, informal supply chains on business and human rights in Viet Nam	200
6	Excellent command of English and Vietnamese proven through academic degrees or published papers	100

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;

D) 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).