

10 August 2022



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	Investigator to conduct a study on policies, laws and procedures to enhance policy and legal framework for licensing COVID 19 vaccine production
Period of assignment/services (if applicable):	National Consultant 3 (Investigator): 10 days From August 2022 to December 2022
Duty Station:	Home based
Tender reference:	P220804C

1. Submissions should be sent by email to: [nguyen.ngoc.phuong@undp.org](mailto:nguyen.ngoc.phuong@undp.org) no later than:

**12.00 hrs., 25 August 2022 (Hanoi time)**

**With subject line:**

**P220804C – Investigator to conduct a study under JSB Vaccine and Health**

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](mailto:procurement.vn@undp.org) informing that the bidder has submitted proposal. UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to above address.
- Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female consultants.

2. Please find attached the relevant documents:

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

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

**a. Technical component:**

- CV including experience with a similar type of work
- Financial offer
- At least 2 sample reports/documents submitted one in English and one in Vietnamese

**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:

**National Consultant 3**

No.	Requirement	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
	<b>Total</b>	<b>1,000</b>

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

The price proposal will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical component. The technical component is evaluated on the basis of its responsiveness to the Term of Reference (TOR). Maximum 1000 points will be given to the lowest offer and the other financial proposals will receive the points inversely proportional to their financial offers. i.e.  $S_f = 1000 \times F_m / F$ , in which  $S_f$  is the financial score,  $F_m$  is the lowest price and  $F$  the price of the submission under consideration.

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

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

Interview with the candidates may be held if deemed necessary.

## 5. Contract

"Lump-sum" Individual Contract will be applied for freelance consultant (Annex II)

"Lump-sum" RLA will be applied for consultant assigned by firm/institution/organization (Annex III)

Documents required before contract signing:

- International consultant whose work involves travel is required to complete the courses on BSAFE which the new online security awareness training is and submit certificate to UNDP before contract issuance.
- Note: In order to access the courses, please go to the following link: <https://training.dss.un.org>  
The training course takes around 3-4 hours to complete.
- Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel. (This is not a requirement for RLA contracts).
- Release letter in case the selected consultant is government official.

## 6. Payment

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

### National Consultant 3

No.	Deliverables	Target due date	Payment Amount
1	A full package of all deliverables as indicated for the National Consultant 3 under the Section IV above	30/10/2022	100%

**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#: Enter Ref #

<b>Name of service:</b>	A team of three national Individual consultants (NC) to conduct a study on policies, laws and procedures to enhance policy and legal framework for licensing COVID 19 vaccine production		
<b>Project:</b>	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		
<b>Reporting to:</b>	Programme Analyst on Climate – Health nexus, UNDP in Viet Nam		
<b>Duty Station:</b>	Home based	<b>Travel Required:</b>	No
<b>Duration of Assignment:</b>	Approximately 30 working-days, include as below: National Consultant 1 (Team Lead): 05 days National Consultant 2 (Principal Investigator): 15 days <b>National Consultant 3 (Investigator): 10 days</b>		
<b>Start Date:</b>	25/08/2022	<b>End Date:</b>	30/12/2022

## 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.

## OBJECTIVES

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The objective of this assignment is to recruit a team of three National Individual Consultants (NC) to study on policies, laws and procedures for licensing of international vaccines for use in Viet Nam including the experience of licensing international COVID-19 vaccines, with recommendations to enhance and streamline the policy and legal framework and implementation for the project Japan Supplementary Budget (JSB) support for COVID-19 Response for Strengthening Vaccine Access and Health System Capacity.

## SCOPE OF WORK

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The successful team of three National 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 carry out following tasks:

### ***Task 1: Leading a team of National Consultants to conduct a study to enhance policy and legal framework for licensing COVID 19 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;
- Reviewing the system of legal documents on registration and licensing of vaccine use, including relevant intellectual property protection, administrative and executive legal documents;
- Provide quality assurance, review, proofreading, and final submission of team results to UNDP;
- Represent the study team at meetings/workshops as needed;
- Present team's results at sharing and dissemination workshop(s).

### ***Task 2: Conduct literature review, data/information collection, and policy analysis of the international experiences***

**National Consultant 2** is responsible for:

1. Review of international experience on regulations related to vaccine development, registration and licensing, product standard requirements, registration documents, process regulations, procedures, and improvements in the licensing process, especially in the case of an emergency response;

2. Conduct policy analysis according to the pre-structured framework for international policies reviewed regarding level and authority issued, numbers of documents, validity, condition and context of implementation, identify inadequacies and gaps;
3. Draft policy recommendations to enhance and streamline licensing practice for COVID 19 vaccine production in Viet Nam.

**Task 3: Conduct literature review, data/information collection, and policy analysis from domestic available information**

**National Consultant 3** is responsible for:

4. Literature review and data collection from domestic available information;
5. Review of national policy documents and collection of the available information in the country related to conditions, difficulties, and shortcomings in the implementation of regulations on licensing of vaccines;
6. Conduct policy analysis according to the pre-structured framework for national policies reviewed regarding level and authority issued, numbers of documents, validity, condition and context of implementation, identify inadequacies and gaps;
7. Draft policy recommendations to enhance and streamline licensing practice for COVID 19 vaccine production in Viet Nam.

**Task 4: Expert consultation**

**National consultant 2** is responsible for:

8. Expert consultation on specific issues related to product registration and licensing;
9. Facilitate workshop(s) to consult with stakeholders, policymakers, national management agencies, units and businesses applying regulations on licensing the use of vaccines, etc.

**Task 5: Summary information and write-up the report**

**National consultant 2** is responsible for

10. Synthesize information and write a policy analysis report related to the licensing of vaccines in Vietnam for team lead to review and approval.

## **DELIVERABLES & IMPLEMENTATION TIMELINE**

The team of three national consultants will work closely with the International Consultant, ASTT/MOH, HSPI/MOH and UNDP Programme Analyst on Climate – Health nexus to implement the study on policies, laws and procedures for licensing of international vaccines for use in Viet Nam including the experience of licensing international Covid-19 vaccines, with recommendations to enhance and streamline the policy and legal framework and implementation, with below deliverables:

**National Consultant 1:**

<b>No.</b>	<b>Deliverables</b>	<b>Estimated days to complete</b>	<b>Target due date</b>
1	A package of protocol, data collection tools, and report outline for the study	02	30/08/2022
2	A final report on the study on the relevant international experiences of licensing international Covid-19 vaccines, with recommendations to enhance and streamline the policy and legal framework and implementation	03	15/10/2022

**National Consultant 2:**

No.	Deliverables	Estimated days to complete	Target due date
1	A package of relevant international policy documents reviewed and document's summary in data extract forms, summary of interview scripts	05	30/8/2022
2	A consolidated draft report including policy analysis from international and national policies on licensing international Covid-19 vaccines, with draft recommendations to enhance and streamline the policy and legal framework and implementation submitted to the team lead for review and finalize	10	30/09/2022

**National Consultant 3:**

No.	Deliverables	Estimated days to complete	Target due date
1	A package of relevant policy documents reviewed and document's summary in data extract forms, summary of interview scripts	05	30/8/2022
2	A draft report analyzing relevant national policies and regulations regarding licensing international Covid-19 vaccines, with recommendations to enhance and streamline the policy and legal framework and implementation	05	20/09/2022

## **DURATION OF ASSIGNMENT, DUTY STATION & EXPECTED PLACES OF TRAVEL**

**Estimated number of working days:** 30 working days from 25/08/2022 to 30/12/2022 include as below

- NC1 – Team Lead: 05 days
- NC2 – Principal investigator: 15 days
- NC2 – Investigator: 10 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:** Not required.

## **PROVISION OF MONITORING & PROGRESS CONTROL**

The team of three 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 consultant needs to submit the qualified deliverables/reports to UNDP Climate-Health Programme Analyst for approval and payment proceeding.

## ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

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### Administrative Support

N/A

### Reference Documents

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

## DEGREE OF EXPERTISE & QUALIFICATIONS

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### National Consultant 1

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Master's Degree in Medicine, Public Health or health related areas;             <ul style="list-style-type: none"> <li>• PhD is preferred</li> </ul> </li> </ul>
<b>Relevant Professional Experience</b>	<ul style="list-style-type: none"> <li>• At least 07 years of experience working in the health programs;</li> <li>• Experience in conducting health program evaluations/assessment/research and writing reports;</li> <li>• Experience in working or assessing/evaluating the drug/vaccine programs is an advantage.</li> </ul>
Other Competencies	<ul style="list-style-type: none"> <li>• Experience in vaccine program or health strategy/health policy is an advantage</li> </ul>
Language Requirements	<ul style="list-style-type: none"> <li>• Fluence in written Vietnamese and English with two sample reports/documents submitted one in English and one in Vietnamese</li> </ul>

### National Consultant 2

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Master's Degree in Medicine, Public Health or health related areas</li> </ul>
<b>Relevant Professional Experience</b>	<ul style="list-style-type: none"> <li>• At least 07 years of experience working in the health programs;</li> <li>• Experience in conducting health program evaluations/assessment/research and writing reports;</li> <li>• Experience in working or assessing/evaluating the drug/vaccine programs is an advantage.</li> </ul>
Other Competencies	<ul style="list-style-type: none"> <li>• Experience in vaccine program or health strategy/health policy is an advantage</li> </ul>
6 Language Requirements	<ul style="list-style-type: none"> <li>• Fluence in written Vietnamese and English with two sample reports/documents submitted one in English and one in Vietnamese</li> </ul>



### National Consultant 3

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

## 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	30/11/2022	100%

### National Consultant 2

No.	Deliverables	Target due date	Payment Amount
1	A full package of all deliverables as indicated for the National Consultant 2 under the Section IV above	30/11/2022	100%

### National Consultant 3

No.	Deliverables	Target due date	Payment Amount
1	A full package of all deliverables as indicated for the National Consultant 3 under the Section IV above	30/10/2022	100%

## CONSULTANT PRESENCE REQUIRED ON DUTY STATION

NONE

PARTIAL

INTERMITTENT

FULL-TIME

## EVALUATION CRITERIA

### National Consultant 1

<b>No.</b>	<b>Requirement</b>	<b>Points</b>
1	Master's Degree in Medicine, Public Health or health related areas PhD is preferred	150 50
2	At least 07 years of experience working in the 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
	<b>Total</b>	<b>1,000</b>

**National Consultant 2**

<b>No.</b>	<b>Requirement</b>	<b>Points</b>
1	Master's Degree in Medicine, Public Health or health related areas	200
2	At least 07 years of experience working in the 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
	<b>Total</b>	<b>1,000</b>

**National Consultant 3**

No.	Requirement	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
	<b>Total</b>	<b>1,000</b>

### 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:

#### 1. Core Documents

**Letter of Confirmation of Interest and Availability** using the template provided by UNDP;

**Current and complete CV** in English;

02 similar **sample reports or documents (one in English and one in Vietnamese)**;

**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.

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**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 .....US\$

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

#### Cost breakdown:

No.	Description	Quantity	Unit Rate (US\$)	Total
1	Consultancy fee (daily rate)			
2	Out of pocket expenses			
2.1	Travel			
2.2	Per diem			
2.3	Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel – (required before issuing contract). *			
2.5	Others (pls. specify).....			
2.6	VAT** if applicable (in case your company signs the contract)			
	<b>TOTAL</b>			

\* 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).*