INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

<table>
<thead>
<tr>
<th>Country:</th>
<th>Viet Nam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of the assignment:</td>
<td>01 International Consultant and 01 National Consultant to carry out terminal evaluation of a project on waste and plastic in Viet Nam</td>
</tr>
<tr>
<td>Period of assignment/services (if applicable):</td>
<td>20 September 2022 – 31 December 2022</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Home-based and Travel</td>
</tr>
<tr>
<td></td>
<td>International Consultant (IC): 12 days (homebased)</td>
</tr>
<tr>
<td></td>
<td>National Consultant (NC): 20 days (homebased and travel)</td>
</tr>
<tr>
<td>Tender reference:</td>
<td>T220806</td>
</tr>
</tbody>
</table>

1. Submissions should be sent by email to: luu.thi.trang@undp.org no later than:
   12.00 hrs., noon, 09 September 2022 (Hanoi time)

   With subject line:

   T220806 – 01 International Consultant and 01 National Consultant to carry out terminal evaluation of a project on waste and plastic in Viet Nam

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

Note:

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

- Maximum size per email is 30 MB.

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

- After submitting proposal, bidder should send notification by email (without attachment) to: procurement.vn@undp.org informing that the bidder has submitted proposal. UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to above address.

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

2. Please find attached the relevant documents:

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

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

a. Technical component:

- Signed Curriculum vitae
- Signed Letter to UNDP Confirming Interest and Availability
- 02 example of reports 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 International Consultant

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<td>3 Work experience in relevant technical areas for at least 10 years, especially project design and project evaluation.</td>
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For National Consultant

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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. \( S_f = 1000 \times \frac{F_m}{F} \), 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](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
INDIVIDUAL CONSULTANTS

Providing Consultancy for the Terminal Evaluation of “Scaling up a Socialised Model of Domestic Waste and Plastic Management in 5 cities (DWP5C)”

REF#: T220806

<table>
<thead>
<tr>
<th>Name of service</th>
<th>01 International Consultant (IC) and 01 National Consultant (NC) to carry out terminal evaluation of a project on waste and plastic in Viet Nam.</th>
</tr>
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<tbody>
<tr>
<td>Project title</td>
<td>Scaling up a Socialised Model of Domestic Waste and Plastic Management in 5 cities in Viet Nam (DWP5C)</td>
</tr>
<tr>
<td>Reporting to</td>
<td>UNDP Analyst on Waste, Chemicals and Circular Economy</td>
</tr>
<tr>
<td>Duty Station</td>
<td><strong>Travel Required:</strong> Ha Long, Binh Duong, Binh Thuan, Quy Nhon, and Da Nang</td>
</tr>
<tr>
<td>Duration of Assignment</td>
<td>September 2022 - December 2022</td>
</tr>
<tr>
<td>Start Date</td>
<td>20th September 2022</td>
</tr>
<tr>
<td>End Date</td>
<td>31st December 2022</td>
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I. BACKGROUND & PROJECT DESCRIPTION

Waste management has become a major concern in Viet Nam, as waste generation is increasing at an unprecedented pace and is projected to triple over the next 15 years. Currently, the country does not have the capacity to effectively handle this waste: 70% is disposed in landfills where the implementation of environmental standards is limited; while the rest is burned or discarded in nature, with much of it eventually ending up into the sea. The complex structure of solid waste management at the policy and governance level, together with the lack of reliable data and poor regional coordination worsen the situation. Citizens and businesses are not generally aware of the negative impacts improper waste management causes on human health, in addition to soil, air and water pollution; which calls for increased investment in education. Similarly, Viet Nam has become a major producer and consumer of plastic, with immediate negative consequences in terms of marine pollution, population wellbeing, and on the tourism and fishery industries. Finally, the circular economy approach is relatively unknown, while the linear economy (take, make, waste) is widely employed by business in Viet Nam.

The project objective is to develop integrated, green and fair models to improve domestic waste and plastic management, in five Vietnamese cities. This objective will be met through the achievement of five key outcomes: (1) Five cities have developed effective small-scale models of domestic waste management; (2) Enhanced regulatory framework and capacity of the local authorities and stakeholders through the promotion of the circular economy approach; (3) Increased awareness and participation of all stakeholders in reducing single-use plastic and in improving waste management; (4) Increased
income and safety of the waste picker groups; (5) Innovation and information platforms created and promoted.

The project is aligned with the One Strategic Plan 2017-2021 between the Government of the Socialist Republic of Vietnam and the United Nations in Viet Nam and responds to the ASEAN and Vietnamese ambition of drastically reducing marine plastic pollution. It will contribute to the achievement of the Sustainable Development Goals, in particular with SDG3 ‘Good Health and wellbeing’; SDG 6 ‘Clean Water and sanitation’; SDG 9 ‘Industry, innovation and infrastructure’; SDG 12 ‘Responsible consumption and production; and SDG 14 ‘Life below water’. It will also contribute to the efforts currently undertaken in Viet Nam to introduce the Circular Economy approach.

UNDP Viet Nam is looking for 01 national consultant and 01 international consultant to support the terminal evaluation DWP5C project – phase 1.

II. OBJECTIVES AND SCOPE OF WORK
The terminal evaluation (TE) report will assess the achievement of project results against what was expected to be achieved and draw lessons that can both improve the sustainability of benefits from this project, and aid in the overall enhancement of UNDP programming. The TE report promotes accountability and transparency and assesses the extent of project accomplishments.

The primary purpose of a project evaluation is to make improvements; to continue or scale up an initiative; to assess sustainability and replicability in other settings; to demonstrate accountability for results; or to consider alternatives. Project evaluations play an important role in accountability to donors and Governments involved in financing projects”.

Evaluations focus on determining the relevance, impact, effectiveness, efficiency and sustainability of UNDP work in order to make adjustments and improve contributions to development.

The TE is expected to provide input to the review of 3-year project implementation (2019-2022) in the context of the national social economic development strategy (2021-2030) and plan (2021-2025).

The Findings section of the TE report will cover the topics listed below:

i. Project Design/Formulation
   • National priorities and country drivenness
   • Theory of Change
   • Gender equality and women’s empowerment
   • Social and Environmental Safeguards
   • Analysis of Results Framework: project logic and strategy, indicators
   • Assumptions and Risks
   • Lessons from other relevant projects (e.g. same focal area) incorporated into project design
   • Planned stakeholder participation
   • Linkages between project and other interventions within the sector
   • Management arrangements

ii. Project Implementation
   • Adaptive management (changes to the project design and project outputs during implementation)
   • Actual stakeholder participation and partnership arrangements
   • Project Finance and Co-finance
   • Monitoring & Evaluation: design at entry, implementation, and overall assessment of M&E
   • Implementing Agency (UNDP) and Executing Agency, overall project oversight/implementation and execution
• Risk Management, including Social and Environmental Standards

iii. Project Results
• Assess the achievement of outcomes against indicators by reporting on the level of progress for each objective and outcome indicator at the time of the TE and noting final achievements
• Relevance, Effectiveness, Efficiency and overall project outcome
• Sustainability: financial, socio-political, institutional framework and governance, environmental, overall likelihood of sustainability
• Gender equality and women’s empowerment
• Progress to impact

iv. Main Findings, Conclusions, Recommendations and Lessons Learned
• The TE team will include a summary of the main findings of the TE report. Findings should be presented as statements of fact that are based on analysis of the data.
• The section on conclusions will be written in light of the findings. Conclusions should be comprehensive and balanced statements that are well substantiated by evidence and logically connected to the TE findings. They should highlight the strengths, weaknesses and results of the project, respond to key evaluation questions and provide insights into the identification of and/or solutions to important problems or issues pertinent to project beneficiaries, UNDP and the DW5PC project – phase 1, including issues in relation to gender equality and women’s empowerment.
• Recommendations should provide concrete, practical, feasible and targeted recommendations directed to the intended users of the evaluation about what actions to take and decisions to make. The recommendations should be specifically supported by the evidence and linked to the findings and conclusions around key questions addressed by the evaluation.
• The TE report should also include lessons that can be taken from the evaluation, including best and worst practices in addressing issues relating to relevance, performance and success that can provide knowledge gained from the particular circumstance (programmatic and evaluation methods used, partnerships, financial leveraging, etc.) that are applicable to DW5PC project - Phase 2 and UNDP interventions. When possible, the TE team should include examples of good practices in project design and implementation.
• It is important for the conclusions, recommendations and lessons learned of the TE report to include results related to gender equality and empowerment of women.

III. EXPECTED OUTPUTS AND DELIVERABLES
The TE consultants shall prepare and submit:

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<tr>
<td>1  TE Inception Report</td>
<td>30th September 2022</td>
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<td>30th October 2022</td>
</tr>
<tr>
<td>3  Final TE Report</td>
<td>20th November 2022</td>
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* The final TE report must be in English

IV. DUTY STATION & EXPECTED PLACES OF TRAVEL
International evaluators: 12 days (homebased)
National evaluators: 20 days (homebased with travels to 05 provinces).

Expected places of travel: TE consultants are expected to conduct field missions in Viet Nam including the following project sites in 5 cities (1 day per city): Ha Long, Binh Duong, Binh Thuan, Quy Nhon, and Da Nang. The consultancy expense includes all travel and related expenses in her/his
financial proposal.

V. DEGREE OF EXPERTISES AND QUALIFICATIONS

International Consultant

Education
- A Master’s degree or higher in natural resources management, sustainable management, climate change or other closely related field.

Experience
- Recent experiences with result-based management evaluation methodologies, specially related to donor project evaluations;
- Work experience in relevant technical areas for at least 10 years;
- Demonstrate the ability to take lead, manage the assignment;
- Excellent analytical, writing and communication skills, specially in English;
- Project evaluation/review experiences within United Nations system will be considered an asset;

Responsibilities
- Lead and manage the evaluation mission in close collaboration with the National Consultant;
- Design the detailed evaluation scope and methodology (including the methods for data collection and analysis);
- Develop work plan with timelines within the evaluation team;
- Conduct an analysis of the outcome, outputs and partnership strategy (as per the scope of the evaluation described above);
- Draft related parts of the evaluation report;
- Finalize the entire evaluation report.

National Consultant

Education
- A Master’s degree or higher in natural resources management, sustainable management, climate change or other closely related field.

Experience
- Recent experiences with result-based management evaluation methodologies, specially related to donor project evaluations;
- Work experience in relevant technical areas for at least 10 years;
- Previous experience in working with state agencies (MONRE, DONRE, etc) will be an advantage;
- Excellent analytical, writing and communication skills, specially in English;
- Project evaluation/review experiences within United Nations system will be considered an asset;

Responsibilities
- Working closely under the guidance of the International Consultant;
- Documentation of evaluation and data gathering and consultation meetings;
- Contributing to the development of evaluation plan and methodology;
- Conducting specific elements of the evaluation determined by the International Consultant;
- Contributing to the drafting and finalization of the reports, notes of the meetings, and other related documents prepared by the international consultant;
• Performing translation for the international consultants during meetings with various stakeholders and necessary documents discussed during the international consultant’s mission.

VI. EVALUATION CRITERIA

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VII. PAYMENT TERMS

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OFFEROR’S LETTER TO UNDP

CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date ________________

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

Dear Sir/Madam:

I hereby declare that:

A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [indicate title of assignment] under the [state project title];

B) I have also read, understood and hereby accept UNDP’s General Conditions of Contract for the Services of the Individual Contractors;

C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;

D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [delete this item if the TOR does not require submission of this document];

E) I hereby propose to complete the services based on the following payment rate: [please check the box corresponding to the preferred option]:

☐ An all-inclusive daily fee of [state amount in words and in numbers indicating currency]

☐ A total lump sum of [state amount in words and in numbers, indicating exact currency], payable in the manner described in the Terms of Reference.

F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex V;

G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP’s review, acceptance and payment certification procedures;

H) This offer shall remain valid for a total period of ____________days [minimum of 90 days] after the submission deadline;
I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office [disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];

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

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

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

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

<table>
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<tr>
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<th>UNDP Business Unit / Name of Institution/Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
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- [ ] I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

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

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

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

| YES □ | NO □ |

If the answer is "yes", give the following information:

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Name of International Organization</th>
</tr>
</thead>
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P) Do you have any objections to our making enquiries of your present employer?  

| YES □ | NO □ |

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

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

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

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Full Address</th>
<th>Business or Occupation</th>
</tr>
</thead>
<tbody>
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S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?  

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

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

DATE: ____________________ SIGNATURE: ____________________

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

Annexes [please check all that applies]:  
☐ CV shall include Education/Qualification, Processional Certification, Employment Records/Experience  
☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
GUIDELINES FOR CV PREPARATION

WE REQUEST THAT YOU USE THE FOLLOWING CHECKLIST WHEN PREPARING

Your CV:
Limit the CV to 3 or 4 pages
NAME (First, Middle Initial, Family Name)
Address:
City, Region/State, Province, Postal Code
Country:
Telephone, Facsimile and other numbers
Internet Address:
Sex, Date of Birth, Nationality, Other Citizenship, Marital Status
Company associated with (if applicable, include company name, contact person and phone number)

SUMMARY OF EXPERTISE
Field(s) of expertise (be as specific as possible)
Particular development competencies-thematic (e.g. Women in Development, NGOs, Privatization, Sustainable Development) or technical (e.g. project design/evaluation)
Credentials/education/training, relevant to the expertise

LANGUAGES
Mother Tongue:
Indicate written and verbal proficiency of your English:

SUMMARY OF RELEVANT WORK EXPERIENCE
Provide an overview of work history in reverse chronological order. Provide dates, your function/title, the area of work and the major accomplishments include honorarium/salary.
References (name and contact email address) must be provided for each assignment undertaken by the consultant that UNDP may contact.

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

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

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

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

FINANCIAL OFFER

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

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

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

** 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).