INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country: Viet Nam

Description of the assignment: 01 National Consultant to support the implementation of communications, advocacy and project activities

Period of assignment/services (if applicable): September 2022 – August 2023

Duty Station: 304 Kim Ma, Ba Dinh, Hanoi with possible travel to provinces

Tender reference: T220803

1. Submissions should be sent by email to: luu.thi.trang@undp.org no later than:
   23.59 hrs., 11 September 2022 (Hanoi time)

   With subject line:

   T220803 – 01 National Consultant to support the implementation of communications, advocacy and project activities

   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** 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4. Evaluation

The technical component will be evaluated using the following criteria:

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<th>No.</th>
<th>Requirement</th>
<th>Points</th>
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<tbody>
<tr>
<td>1</td>
<td>Bachelor’s degree in media, social sciences, development, environment or related field.</td>
<td>300</td>
</tr>
<tr>
<td>2</td>
<td>Minimum of 3-5 years of relevant work experience in ODA/development project implementation and/or project advocacy.</td>
<td>300</td>
</tr>
<tr>
<td>3</td>
<td>Experience in the usage of computers and office software packages, good knowledge and experience with social media and in handling of web-based management systems.</td>
<td>100</td>
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<td>4</td>
<td>Prior experience in an international organization will be an advantage.</td>
<td>100</td>
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<tr>
<td>5</td>
<td>Fluency in the Vietnamese and English (interview in English will be conducted)</td>
<td>200</td>
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<td></td>
<td><strong>Total</strong></td>
<td><strong>1,000</strong></td>
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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. $S_f = 1000 \times F_m / F$, 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.
I. BACKGROUND & PROJECT DESCRIPTION

Viet Nam is one of the four countries receiving support to carry out National Ecosystem Assessment (NEA) under BES-Net I, together with Cameroon, Colombia and Ethiopia. Given the NEA related achievements in Viet Nam to date, the country was selected as a priority target country for catalytic financial support (BES Solution Fund) under BES-Net II project’s Component 1 ‘Create a shared vision and mode or collaboration among science, policy and practice communities for sustainable BES conservation and management in target countries’. The BES-Net II support is allocated strategically to strengthen the interface and partnership between ‘policy’, ‘science’ and ‘practice’, and promote the harmonized implementation of NEA recommendations by these three communities.

The intended Project Outcome(s) are as follow:

1. BES Platforms for information exchange and dialogue between policy, science, and practice promote joint efforts to protect, maintain, and improve biodiversity and key ecosystem services in Viet Nam.

2. NEA report recommendations adopted at national and local levels and contribute to the maintenance and improvement of biodiversity and ecosystem services in Viet Nam.

3. Support Viet Nam’s IPBES engagement process.

4. Support the development of the Viet Nam Strategy on Biodiversity Conservation during 2021-2030, vision to 2050.

An important component of the project is developing “BES Platforms for information exchange and dialogue between policy, science, and practice promote joint efforts to protect, maintain, and improve biodiversity and key ecosystem services in Viet Nam”. In order to support the functioning and operation of BES platform after its establishment, the BES-Net II project is implementing the activity on Piloting operation of the BES Platform within 12
months. Results from the piloting activities will be used for revision of policy related to BES, and support the decision making on appropriate management solutions by designated authorities responsible for the BES platform. This activity will contribute directly to project’s immediate Objective 1 on ‘BES Platforms for information exchange and dialogue between policy, science, and practice promote joint efforts to protect, maintain, and improve biodiversity and key ecosystem services in Vietnam’ by developing and operationalizing the BES platform in Viet Nam. This assignment shall make use of all relevant materials as available to the BES-Net II project. Work under the assignment shall specifically be based on a consolidated participatory consultation process that involves relevant stakeholders.

II. OBJECTIVES
The overall objective of the proposed Consultancy is to provide support to the implementation of (i) communications and advocacy for BES-Net II project and BES-Net Initiative; and (ii) project/portfolio activities, to the UNDP Program Analyst.

III. SCOPE OF WORK
In working closely with UNDP Program Analyst, the successful consultant will be expected to be responsible for the following:

Task 1: Promote effective communications and advocacy activities for BES-Net II project and BES-Net Initiative (50%)

- Lead the development a communications and knowledge management (KM) plan for the project, in discussion with the UNDP Program Analyst and UNDP Communications Analyst, which highlights the importance and key principles of communications to various audiences and considerations in planning content, activities and knowledge products for strategic communications;
- Support/Monitor the development and deployment of the Project Visibility/Donor Publicity activities.
- Provide comments to other communications products produced by the Project, in particular related to the development and promotion of the BES platform (e.g. BES platform communication strategy).
- Support the maintenance of the UNDP’s related social media channels on promoting biodiversity and natural resources
- Facilitation of knowledge building and knowledge sharing for the project
- Document stories of change/ human interest stories of impact of BES-Net work in project site through articles, short videos and photo essays.
- Coordination with the BES-Net global comms team and possibly other countries’ comms/KM focal persons for peer-learning and support.

Task 2: Support the day-to-day project/portfolio implementation (50%)

- Support in projects’ packages and activities implementation; supervision of consultants’ work progress and quality; project progress reporting.
- Effective communications and engagement with project counterparts and consultants to ensure timely implementation of project packages and activities.
- Other tasks as reasonably requested by the UNDP Program Analyst.
## IV. DELIVERABLES & IMPLEMENTATION TIMELINE

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<th>No.</th>
<th>Deliverable</th>
<th>Estimated days to complete</th>
<th>Target due date</th>
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| 1   | Progress Report 1:  
(i) Overall understanding of required tasks and assignment with proposed timelines.  
(ii) Outline of communications and knowledge management (KM) plan  
(iii) Stakeholder consultation workshop on BES platform (support on oversight).  
(iv) Report on achievement of other required tasks. | 20 | Sept 2022 |
| 2   | Progress Report 2:  
(i) First draft of communications and knowledge management (KM) plan  
(ii) Workplan for required Project Visibility/Donor Publicity activities as detailed in Project Result Framework  
(iii) Draft BES platform profile report (support on oversight)  
(iv) Report on achievement of other required tasks. | 20 | Oct 2022 |
| 3   | Progress Report 3:  
(i) Final draft of Communications and Knowledge Management (KM) plan  
(ii) Progress of Project Visibility/Donor Publicity activities as per approved workplan (Sensitization campaign for NEA)  
(iii) Inception report on PES study (support on oversight)  
(iv) Report on achievement of other required tasks | 20 | Nov 2022 |
| 4   | Progress Report 4:  
(i) Progress of implementation of Communications and Knowledge Management (KM) plan  
(ii) Progress of Project Visibility/Donor Publicity activities as per approved workplan (regular updates with human-interest stories for advocacy, success stories on results, on social media channels, etc.)  
(iii) Draft BES Platform Forward Three-Year Strategy (support on oversight)  
(iv) Draft Report on PES study (support on oversight)  
(v) Report on achievement of other required tasks | 20 | Dec 2022 |
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<th>Progress Report</th>
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<td>(i) Progress of implementation of Communications and Knowledge Management (KM) plan</td>
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<td>Jan 2023</td>
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<td>(ii) Progress of Project Visibility/Donor Publicity activities as per approved workplan (regular updates with human-interest stories for advocacy, success stories on results, on social media channels, etc.)</td>
<td>20</td>
<td>Feb 2023</td>
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<td>(iii) Report on achievement of other required tasks</td>
<td>20</td>
<td>Mar 2023</td>
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<td>(i) Progress of implementation of Communications and Knowledge Management (KM) plan</td>
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<td>Apr 2023</td>
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<td>(ii) Progress of Project Visibility/Donor Publicity activities as per approved workplan (regular updates with human-interest stories for advocacy, success stories on results, on social media channels, etc.)</td>
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<td>(iii) Finalization of the BES platform establishment profile and BES Platform Forward Three-Year Strategy (support on oversight)</td>
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<td>(iv) Final report on PES study (support on oversight)</td>
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<td>(v) Report on achievement of other required tasks</td>
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<td>(i) Progress of implementation of Communications and Knowledge Management (KM) plan</td>
<td>20</td>
<td>May 2023</td>
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<td>(ii) Progress of Project Visibility/Donor Publicity activities as per approved workplan (regular updates with human-interest stories for advocacy, success stories on results, on social media channels, etc.)</td>
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<td>(iii) Draft Report on Provincial PES Plan (support on oversight)</td>
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<td>(iv) Report on achievement of other required tasks</td>
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## Progress Report 10:

(i) Progress of implementation of Communications and Knowledge Management (KM) plan

(ii) Progress of Project Visibility/Donor Publicity activities as per approved workplan (regular updates with human-interest stories for advocacy, success stories on results, on social media channels, etc.)

(iii) Report on achievement of other required tasks

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<td>10</td>
<td>Progress Report 10: (i) Progress of implementation of Communications and Knowledge Management (KM) plan (ii) Progress of Project Visibility/Donor Publicity activities as per approved workplan (regular updates with human-interest stories for advocacy, success stories on results, on social media channels, etc.) (iii) Report on achievement of other required tasks</td>
<td>20 Jun 2023</td>
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## Progress Report 11:

(i) Progress of implementation of Communications and Knowledge Management (KM) plan

(ii) Progress of Project Visibility/Donor Publicity activities as per approved workplan (regular updates with human-interest stories for advocacy, success stories on results, on social media channels, etc.)

(iii) Final Report on Provincial PES Plan (support on oversight)

(iv) IPBES engagement process (support on oversight)

(v) Report on achievement of other required tasks

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<td>11</td>
<td>Progress Report 11: (i) Progress of implementation of Communications and Knowledge Management (KM) plan (ii) Progress of Project Visibility/Donor Publicity activities as per approved workplan (regular updates with human-interest stories for advocacy, success stories on results, on social media channels, etc.) (iii) Final Report on Provincial PES Plan (support on oversight) (iv) IPBES engagement process (support on oversight) (v) Report on achievement of other required tasks</td>
<td>20 Jul 2023</td>
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## Progress Report 12:

(i) Progress of implementation of Communications and Knowledge Management (KM) plan

(ii) Progress of Project Visibility/Donor Publicity activities as per approved workplan (Policy papers on BES-Net II results)

(iii) Report on achievement of other required tasks

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<th>Date</th>
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<td>12</td>
<td>Progress Report 12: (i) Progress of implementation of Communications and Knowledge Management (KM) plan (ii) Progress of Project Visibility/Donor Publicity activities as per approved workplan (Policy papers on BES-Net II results) (iii) Report on achievement of other required tasks</td>
<td>20 Aug 2023</td>
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### V. Duration of Assignment, Duty Station & Expected Places of Travel

**Estimated number of working days**: 240 working days working days from September 2022 to August 2023.

**Duty station**: Office-based. The assignment will be conducted between September 2022 and August 2023 over 240 days - full-time inclusively. The assignment will be based in Green One UN House in Hanoi, Viet Nam.

**Expected places of travel**: Hanoi, some selected provinces. All cost related to travel will be paid separately by UNDP Vietnam following UN-EU guidelines.
VI. PROVISION OF MONITORING & PROGRESS CONTROL
The selected consultant will perform tasks as required under the direct supervision of the UNDP Program Analyst, and work with the Programme Associate and other national and international experts to implement the project activities. The National Consultant is expected to report on monthly basis on its work-plan, progress, verification activities as well as issues that might affect the project implementation progress and delivery of project’s expected results.

VII. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS
Administrative Support
UNDP will assist the selected consultants with necessary administrative support to facilitate the fulfilment of the assignment. The Consultant is expected to report on a monthly basis on his/her work-plan, deadlines and verification activities that show satisfactory work progress to be approved by the UNDP Program Analyst.

VIII. DEGREE OF EXPERTISE & QUALIFICATIONS
- Bachelor’s degree in media, social sciences, development, environment or related field.
- Minimum of 3-5 years of relevant work experience in ODA/development project implementation and/or project advocacy.
- Experience in the usage of computers and office software packages, good knowledge and experience with social media and in handling of web-based management systems.
- Prior experience in an international organization will be an advantage.
- Fluency in the Vietnamese and English.
- Ability to work with colleagues and collaborators of different nations and cultural background.
- Experience with photography and videography/development of documentaries will be an added advantage.

IX. PAYMENT TERMS

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<tr>
<th>No.</th>
<th>Deliverables as indicated in Section IV</th>
<th>Due Date</th>
<th>Payment Amount</th>
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<td>1</td>
<td>Deliverable 1</td>
<td>Oct 2022</td>
<td>8.33%</td>
</tr>
<tr>
<td>2</td>
<td>Deliverable 2</td>
<td>Nov 2022</td>
<td>8.33%</td>
</tr>
<tr>
<td>3</td>
<td>Deliverable 3</td>
<td>Dec 2022</td>
<td>8.33%</td>
</tr>
<tr>
<td>4</td>
<td>Deliverable 4</td>
<td>Jan 2023</td>
<td>8.33%</td>
</tr>
<tr>
<td>5</td>
<td>Deliverable 5</td>
<td>Feb 2023</td>
<td>8.33%</td>
</tr>
<tr>
<td>6</td>
<td>Deliverable 6</td>
<td>Mar 2023</td>
<td>8.33%</td>
</tr>
<tr>
<td>7</td>
<td>Deliverable 7</td>
<td>Apr 2023</td>
<td>8.33%</td>
</tr>
<tr>
<td>No.</td>
<td>Requirement</td>
<td>Points</td>
<td></td>
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<td>-----</td>
<td>-----------------------------------------------------------------------------</td>
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<td></td>
</tr>
<tr>
<td>1</td>
<td>Bachelor’s degree in media, social sciences, development, environment or related field.</td>
<td>300</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Minimum of 3-5 years of relevant work experience in ODA/development project implementation and/or project advocacy.</td>
<td>300</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Experience in the usage of computers and office software packages, good knowledge and experience with social media and in handling of web-based management systems.</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Prior experience in an international organization will be an advantage.</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Fluency in the Vietnamese and English (interview in English will be conducted)</td>
<td>200</td>
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<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>1,000</strong></td>
<td></td>
</tr>
</tbody>
</table>
OFFEROR’S LETTER TO UNDP

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

(Date ______________________)

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

Dear Sir/Madam:

I hereby declare that:

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

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

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

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

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

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

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

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

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

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

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

☐ Sign an Individual Contract with UNDP;

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

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

☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;

☐ I am currently engaged with UNDP and/or other entities for the following work:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Contract Type</th>
<th>UNDP Business Unit / Name of Institution/Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
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</table>

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

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Contract Type</th>
<th>Name of Institution/ Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
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L) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

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

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

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Name of International Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>

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

YES ☐ NO ☐

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

YES ☐ NO ☐ If answer is "yes", WHEN?

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

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Full Address</th>
<th>Business or Occupation</th>
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</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

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-themed (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.
**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>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Out of pocket expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1</td>
<td>Travel</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2.2</td>
<td>Per diem</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2.3</td>
<td>Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel – (required before issuing contract). *</td>
<td></td>
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</tr>
<tr>
<td>2.4</td>
<td>Others (pls. specify)…….</td>
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<tr>
<td>2.5</td>
<td>VAT** if applicable for local firm (in case your company signs the contract)</td>
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<tr>
<td></td>
<td>Total</td>
<td></td>
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</tbody>
</table>

* 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).