



28 September 2022

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	02 National Consultants to conduct a review and assessment of legal regulations requiring residency status certification in exercising the rights in legal and judicial areas including civil judgment enforcement, administrative judgment enforcement, legal aid, judicial administration, judicial support, etc.
Period of assignment/services (if applicable):	October 2022 – March 2023
Duty Station:	Ha Noi, home-based in Vietnam
Tender reference:	T220902

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

With subject line:

T220902A – A Team leader to conduct a review and assessment of legal regulations requiring residency status certification in exercising the rights in legal and judicial areas

T220902B – A Team member to conduct a review and assessment of legal regulations requiring residency status certification in exercising the rights in legal and judicial areas

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

Note:

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

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

2. Please find attached the relevant documents:

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

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

a. Technical component:

- Signed Curriculum vitae
- Signed Letter to UNDP Confirming Interest and Availability
- Team leader: Sample reports on related topics and sample report in English to be submitted
- Team member: Sample reports on related topics and sample report in Vietnamese to be submitted

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **VND for national consultant and US dollar for International Consultant** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in Annex V.
- Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.

- If quoted in other currency, prices shall be converted to the above currency at UN Exchange Rate at the submission deadline.

4. Evaluation

The technical component will be evaluated using the following criteria:

1. National consultant- Team leader

No.	Requirement	Points
1	Phd degree of law/administration	100
2	Have at least 10 years of working experience in legal field, administration law.	150
	Have experience in legal policy analysis and development. Having experience in working on laws, administration and judicial reforms is an advantage	90
	Have knowledge and experience in law or administration management and reform, judicial reform as an asset.	60
3	Have excellent writing skills, Proven track record of conducting legal analytical, review and assessment. Submission of a research report sample	300
4	Excellent writing skills in English. A report sample in English to be submitted	100
5	Having experience in consultancy, especially team leader in assignment in the laws and policies relating to legal reform, administrative reform and judicial reform. Submission of a sample study report	100
7	Have experience in working with Governmental organizations and international organizations in legal and judicial fields	100
Total		1,000

2. National consultant- Team member

No.	Requirement	Points
1	Advanced university degree in Law/Administration	100
2	• Have at least 10 years of working experience in legal field and or administration legislation.	150
	• Have experience in legal policy analysis and development. Having experience in working on laws, administration reform and judicial	90

	reform is an advantage • Have knowledge and experience in law or administration management, reform as an asset.	60
3	Excellent report writing skills; Proven track record of conducting legal analytical, review and assessment. A report sample on legal issues to be submitted.	300
4	Have working experience as consultant	100
5	Excellent writing skills in Vietnamese. A sample report in Vietnamese to be submitted	100
5	Have experience in working with governmental organizations and international organizations in legal and judicial fields.	100
	Total	1,000

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

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

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

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

5. Contract

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

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

Documents required before contract signing:

- International consultant whose work involves travel is required to complete the courses on BSAFE which is the new online security awareness training and submit certificate to UNDP before contract issuance.
- Note: In order to access the courses, please go to the following link:
<https://training.dss.un.org>
The training course takes around 3-4 hours to complete.

- Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel. (This is not a requirement for RLA contracts).
- Release letter in case the selected consultant is government official.

6. Payment

UNDP shall effect payments to the consultant (by bank transfer to the consultant's bank account provided in the vendor form upon acceptance by UNDP of the deliverables specified the TOR.

Payments are based upon outputs, i.e. upon delivery of the products specified in the TOR.

If two currencies exist, UNDP exchange rate will be applied at the day UNDP instructs the bank to effect to the payment.

7. Your proposals are received on the basis that you fully understand and accept these terms and conditions.

TERMS OF REFERENCE

Name of service:	Conduct a review and assessment of legal regulations requiring residency status certification in exercising the rights in legal and judicial areas including civil judgment enforcement, administrative judgment enforcement, legal aid, judicial administration, judicial support, etc.		
Project:	The EU Justice and Legal Empowerment Program in Vietnam (EU JULE)		
Reporting to:	The Governance and Participation Unit of UNDP		
Duty Station:	Ha Noi, home-based	Travel Required:	No
Duration of Assignment:	From October 2022 to March 2022		
Start Date:	10/2022	End Date:	3/31/2023

I. BACKGROUND & PROJECT DESCRIPTION

The Resolution 76/NQ-CP dated 15 July 2021 adopted by the Government initiates a master programme of state administration reform for the duration of 2021-2030. Accordingly, administrative procedure simplification and people centered digitalization are the key tasks. To that end, many procedures have been simplified, shortening the proceeding time, cutting the redundant documents with an aim to creating more favorable conditions for the people. The Public Administration Reform (PAR) index announced by the government in 2021 that an average score in relevant Ministries and sectors was 86.07%, increasing by 10.69% against that of 2012. The satisfaction index of public administration services (SIPAS) increased by 1.68% to 87.16% in 2021, compared to that of 2020¹.

In the civil residency matter, Permanent Household Registration Book (So Ho khau)² is only valid to the end of 2022 and will be replaced by the registered information in the Residency database. The Decree 62/2021/BD-CP dated 29 June 2021 by the government also stipulated in detail the requirement for proving the legal residency of the citizens which will now be undertaken by the competent authority to certify the resident status without requesting the citizens to submit the certification. To implement this, the ministries and local authorities at

¹ <https://www.moha.gov.vn/tin-tuc-su-kien/tin-hoat-dong-cua-bo-noi-vu/ban-chi-dao-cai-cach-hanh-chinh-cua-chinh-phu-47562.html>

² More information about household registration system (ho khau)
<https://openknowledge.worldbank.org/bitstream/handle/10986/24594/Vietnam0s0household0registration0system.pdf?sequence=1&isAllowed=y>

all levels must conduct a review of legal regulations under their authority relating to the permanent and temporary residency certificates to amend, supplement or promulgate new regulations in lien with the new law of residency, limiting the use of the residency status as precondition for other administrative procedures.

In the legal and judicial fields including civil judgment enforcement, administrative judgment enforcement, legal aid, judicial administration, judicial support, there have been legal regulations requiring people to submit their personal documents and information about the residency as a pre-condition to be eligible for exercising some of their rights. With the above-mentioned policies and new regulations of residency, it is essential to conduct a review and assessment of the legal regulations relating to these matters so as to propose amendments, supplements, and new promulgation to replace inappropriate regulations. Thereby, it is to contribute to an enabling condition for people to effectively and fully realize their legitimate rights, using the public judicial services guaranteed by the State.

The EU Justice and Legal Empowerment Programme (EU JULE) funded by the EU and being implemented by UNDP and UNICEF seeks to strengthen the rule of law through a more reliable, trusted and better accessed justice system. The review and assessment of legal regulations of residency documents in exercising the rights in legal and judicial fields including civil judgment enforcement, administrative judgment enforcement, legal aid, judicial administration, judicial support will contribute to the achievement of the programme results of improvement of its legal framework in compliance with Constitution 2013 and the international treaties that Viet Nam is a party, toward the achievement of the Sustainable Developments Goals, especially the SDG 16 on Peace, Justice and strengthened Institution, ensuring No one is left behind.

In such context, under the EU JULE, United Nations Development Programme (UNDP) commissions a team of **two national consultants** to support the Department of Examination of Legal Normative Documents, Ministry of Justice (MOJ) to conduct a review and assessment of legal regulations of residency documents in exercising the rights in legal and judicial areas including civil judgment enforcement, administrative judgment enforcement, legal aid, judicial administration, judicial support.

II. OBJECTIVES

- To review Vietnam's legal regulations requiring residency status certification in exercising the rights in the legal and judicial areas such as civil judgment enforcement, administrative judgment enforcement, legal aid, judicial administration, judicial support
- Identify issues and regulations that are no longer appropriate, contradictory, overlapping, or inconsistent in the legal system; issues that are no longer suitable for the actual situation.

- Propose a general direction to improve laws and policies to reduce the requirements for papers and documents certifying residency when exercising related rights in the judicial field following the provisions of the Law on Residence and new relevant legal documents.
- The proposal should include a list of legal documents, and issues in those legal documents that need to be amended, supplemented, or developed; priority issues and contents that need to be amended, supplemented, and newly developed; the implementation timeline for the above priorities.

III. SCOPE OF WORK

The assignment will be carried out by a team of two national consultants. The successful team is expected to be responsible to produce a research report of review and assessment of legal framework of residency documents in exercising the rights in legal and judicial areas including civil judgment enforcement, administrative judgment enforcement, legal aid, judicial administration, judicial support, etc with the following tasks:

1. National consultant- Team leader (18 days)

General tasks:

- Take ultimate responsibility for the final products
- Take the lead in discussions and responsibility for the whole process of the assignment with UNDP and the Department of Examination of Legal Normative Documents (hereinafter referred to as the Department)

Specific tasks

No.	Tasks	Number of working days
1.	Propose assessment criteria, research methodologies, research scope and research implementation plan with timeline and task division between team members and discuss with the Department and UNDP for comments. Submit the research implementation plan and the assessment criteria to the Department and UNDP for approval	2
2.	Based on the result of collecting and reviewing legal documents and policies undertaken by the team member, categorize documents, policies related to residency documents in exercising the rights in legal and judicial areas including civil judgment enforcement, administrative judgment enforcement, legal aid, judicial administration, judicial support, etc	1
3.	Develop a detailed draft report outline, share with the team member for comments and inputs. Send the draft report outline with UNDP and the Department for comments and approval	2
4.	Conduct review and analysis of the legal regulations in the area of judicial assistance, nationality, civil status and certification;	7

	Consolidate the report draft prepared by the team member, and share with team member, the Department and UNDP for comments and revision.	
5.	Prepare and present the main contents of the comprehensive report at a consultation workshop organized tentatively in Ha Noi by the Department Finalize the workshop report, note-taking all inputs and comments by the experts and participants and share it with UNDP and the Department	2
6.	Finalize the comprehensive report, based on inputs and comments collected at the consultation workshop and comments of the Department and UNDP. Submit the final products (in both English and Vietnamese) to UNDP and the Department for final review and approval	4
Total of days		18 days

2. National consultant- Team member (17 days)

The general tasks:

- Take responsibility for review the legal regulations of residency documents in exercising the rights in judicial area, including civil judgment enforcement, administrative judgment enforcement, legal aid, judicial administration, judicial support, etc at the work division.
- Work closely with team leader; stay in close touch with the Department and UNDP during the process of completing the assignment.

The specific tasks:

No	Tasks	Number of working days
1.	Provide comments and inputs to assessment criteria, research methodologies, research scope and study implementation plan prepared by the team leader	1
2.	Collect and review legal documents and policies relating to residency certifying documents in implementing the rights in legal and judicial sector including civil judgment enforcement, administrative judgment enforcement, legal aid, judicial administration, judicial support Share the list of reviewed documents with the team leader	2
3.	Provide inputs and comments to the research report outline prepared by the team leader	1
4.	Draft the report and review legal regulations in the area of civil judgement enforcement, administrative judgement enforcement, criminal records, legal aid, child adoption, state compensation at the request by the team leader (tentatively). Share the draft report with the team leader for review and consolidation	6

5.	Provide inputs and comments to the draft consolidated report prepared by the team leader	2
6.	Support the team leader to prepare and present the draft report at a one-day consultation workshop Consolidate inputs and comments from the participants and prepare a workshop report and share it with the team leader for finalization	2
7.	Work closely with the team leader to revise and finalize the report for submission to UNDP and the Department (in English and Vietnamese)	3
Total of days		17 days

IV. DELIVERABLES & IMPLEMENTATION TIMELINE

Final product

The team of two consultants are expected to deliver the final products as follows:

A report (in Vietnamese and English) that reviews the legal system and policies related to documents certifying residency when exercising related rights in the legal and judicial fields, including:

1. A brief overview of no more than 3 pages on: (1) Objectives, scope, criteria, and evaluation methods (2) Findings about inadequacies when requesting residency documents when exercising related rights in the legal and judicial fields; (3) Recommendations on improvement of the legal system, priority directions and implementation roadmap.
2. Report on review and assessment of no more than 30 pages (excluding annexes) on reviewing legal regulations requiring residency status certification when exercising related rights in the legal and judicial fields, including: (1) General introduction of the research context (2) Objectives, scope, criteria, and evaluation research methods (3) assessment results of legal provisions that require documents certifying residency when exercising related rights in the legal and judicial fields such as civil judgment enforcement, administrative judgment enforcement, legal aid, judicial administration, judicial support, etc. to identify problems/regulations that are no longer appropriate, contradictory, overlapping, or inconsistent in the legal system; issues that have not been regulated or have not been fully regulated to ensure abolishment of the required residency documents (4) Proposing directions to improve legal provisions that require documents certifying residency when exercising related rights in legal and judicial fields, including: (4.1) Improvement direction, (4.2) Issues that need to be amended, supplemented, and prioritized issues for amending, supplementing and promulgating; List of documents to be amended and supplemented; (4.3) Proposed a implementation roadmap
3. Annexes of the relevant legal documents and policies being reviewed.

Implementation timeline

No	Deliverable	Target due date
1.	Draft research outline and implementation plan submitted.	30 October 2022
2.	Draft research report outline submitted	15 November 2022
3.	Full research report drafted and shared with UNDP and the Department for inputs and comments	31 December 2022

4.	Presentations draft reports at a consultation workshop organized by the Department and UNDP in Ha Noi	Jan-February 2023
5.	A final draft report (in English and Vietnamese) is submitted to UNDP and the Department for approval.	31 March 2023

V. COPY RIGHTs AND INTELLECTUAL PROPERTY RIGHTS

All outputs produced in this TORs shall remain the property of UNDP and MOJ Department of Examination of Legal normative documents who shall have exclusive rights over their use. The consultants may not use, reproduce such works without prior consent from UNDP and MOJ Department of Examination of Legal Normative documents.

Duration of Assignment, Duty Station & Expected Places of Travel

Estimated number of working days: 18 days for national consultant- team leader and 17 days for national consultant- team member, from October to 31 March 2023.

Duty station: Hanoi and home-based for national consultants.

Expected places of travel: None

VI. PROVISION OF MONITORING & PROGRESS CONTROL

The two national consultants shall work collaboratively on this assignment, under monitoring of the Program Officer in charge in the UNDP Governance and Participation Unit and MOJ Department of Examination of Legal normative documents and deliver final products as described in Section IV above.

VIII. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

Administrative Support

UNDP will collaborate with MOJ Department of Examination of Legal normative document to invite stakeholders to the consultation workshop of the report.

IX. DEGREE OF EXPERTISE & QUALIFICATIONS

UNDP selects two national consultants in consultation with MOJ Department of Examination of Legal normative documents, with the following expected qualifications:

1. National consultant- Team leader

Qualifications	<ul style="list-style-type: none"> Phd degree of law/administration
Relevant Professional Experience	<ul style="list-style-type: none"> Have at least 10 years of working experience in the field of law/administration. Have experience in legal policy analysis and development. Having experience in working on laws, administration reform, judicial reform is an advantage Having knowledge and experience in research in legal field
Other Competencies	<ul style="list-style-type: none"> Having excellent writing skills, good legal analytical, review and assessment skills Submission of a study report sample Have experience in working as consultant, especially team leader in consultancy of legal and administrative reform, judicial reform. A study report on this topic to be submitted.

	<ul style="list-style-type: none"> • Have experience in working with Governmental organizations and international organizations in legal and judicial sectors.
Language Requirements	<ul style="list-style-type: none"> • Excellent writing skills in English. <p>A report sample in English to be submitted.</p>

2. National consultant- Team member

Qualifications	<ul style="list-style-type: none"> • Advanced university degree in Law/Administration
Relevant Professional Experience	<ul style="list-style-type: none"> • Have at least 10 years of working experience in legal field, administration law. • Have experience in legal policy analysis and development. Having experience in working on laws, administration and judicial reforms is an advantage • Have knowledge and experience in law or administration management and reform, judicial reform as an asset.
Other Competencies	<ul style="list-style-type: none"> • Have excellent writing skills, Proven track record of conducting legal analytical, review and assessment. Submission of a research report sample • Have experience in working with Governmental organizations and international organizations • Have experience in working as consultant.
Language Requirements	<ul style="list-style-type: none"> • Excellent writing skills in Vietnamese. <p>Ability to communicate in English</p> <p>A report sample in Vietnamese to be submitted.</p>

X. PAYMENT TERMS

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount
1	Upon submission of deliverable 2 indicated in Section IV	15 November 2022	30%
2	Upon submission of all deliverables indicated in Section IV	31 March 2023	70%

XI. CONSULTANT PRESENCE REQUIRED ON DUTY STATION

☒ NONE ☐ PARTIAL ☐ INTERMITTENT ☐ FULL-TIME

XII. EVALUATION CRITERIA

3. National consultant- Team leader

No.	Requirement	Points
1	Phd degree of law/administration	100
2	Have at least 10 years of working experience in legal field, administration law.	150
	Have experience in legal policy analysis and development. Having experience in working on laws, administration and judicial reforms is an advantage	90
	Have knowledge and experience in law or administration management and reform, judicial reform as an asset.	60
3	Have excellent writing skills, Proven track record of conducting legal analytical, review and assessment. Submission of a research report sample	300
4	Excellent writing skills in English. A report sample in English to be submitted	100
5	Having experience in consultancy, especially team leader in assignment in the laws and policies relating to legal reform, administrative reform and judicial reform. Submission of a sample study report	100
7	Have experience in working with Governmental organizations and international organizations in legal and judicial fields	100
Total		1,000

4. National consultant- Team member

No.	Requirement	Points
1	Advanced university degree in Law/Administration	100
2	• Have at least 10 years of working experience in legal field and or administration legislation.	150
	• Have experience in legal policy analysis and development. Having experience in working on laws, administration reform and judicial reform is an advantage	90
	• Have knowledge and experience in law or administration	60

	management, reform as an asset.	
3	Excellent report writing skills; Proven track record of conducting legal analytical, review and assessment. A report sample on legal issues to be submitted.	300
4	Have working experience as consultant	100
5	Excellent writing skills in Vietnamese. A sample report in Vietnamese to be submitted	100
5	Have experience in working with governmental organizations and international organizations in legal and judicial fields.	100
	Total	1,000

Documents for Submission

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

B. Core Documents

1. **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
2. **Current and complete CV** in English;
3. **02 sample reports** on legal issues as indicated above (if required);
4. **Financial offer** using the standard UNDP template.

ANNEX IV

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

Date _____

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

Dear Sir/Madam:

I hereby declare that:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Name	Relationship	Name of International Organization

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

YES ☐ NO ☐

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

YES ☐ NO ☐ If answer is "yes", WHEN?

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

Full Name	Full Address	Business or Occupation

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

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

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

DATE: _____

SIGNATURE: _____

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

Annexes *[please check all that applies]:*

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

GUIDELINES FOR CV PREPARATION

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

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

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

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

SUMMARY OF EXPERTISE

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

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

Credentials/education/training, relevant to the expertise

LANGUAGES

Mother Tongue:

Indicate written and verbal proficiency of your English:

SUMMARY OF RELEVANT WORK EXPERIENCE

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

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

UN SYSTEM EXPERIENCE

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

UNIVERSITY DEGREES

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

PUBLICATIONS

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

MISCELLANEOUS

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

Annex V

FINANCIAL OFFER

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

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

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

* Individual Consultants/Contractors who are over 65 years of age with assignments that require travel and are required, **at their own cost**, to undergo a full medical examination including x-rays and obtaining medical clearance from **an UN-approved doctor** prior to taking up their assignment.

** Individual Consultants/Contractors who request their employer to sign a Reimbursable Loan Agreement (RLA) with UNDP for their behalves are reminded to add the Value Added Tax into the total lump sum of the Financial Offer if applicable.

I undertake, if my proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

I agree to abide by this proposal for a period of 120 days from the submission deadline of the proposals.

Dated this day /month of year

Signature

(The costs should only cover the requirements identified in the Terms of Reference (TOR)
Travel expenses are not required if the consultant will be working from home).