

29 August 2022



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
for individual consultants and individual consultants assigned by
consulting firms/institutions

Country:	Viet Nam
Description of the assignment:	Viet Nam National Plastic Action Partnership (NPAP) Secretariat Manager
Period of assignment/services (if applicable):	160 days From September 2022 to July 2023
Duty Station:	Ha Noi, Viet Nam
Tender reference:	P220809

1. Submissions should be sent by email to: nguyen.ngoc.phuong@undp.org no later than:

23.59 hrs., 09 October 2022 (Hanoi time)

With subject line:

P220809 – Viet Nam National Plastic Action Partnership (NPAP) Secretariat Manager

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:

- CV including experience with a similar type of work
- Financial offer

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **US dollar for International Consultant** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in Annex V.
- Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.
- If quoted in other currency, prices shall be converted to the above currency at UN Exchange Rate at the submission deadline.

4. **Evaluation**

The technical component will be evaluated using the following criteria:

No.	Requirement	Points
1	Minimum 6 years of experience in project management	250
2	Experience working in sustainable supply chain issues	250
3	Master's degree in sustainable development, public policy, or another relevant field is preferred	100
4	Strong professional network in Viet Nam both with public and private sector	100
5	Working experience with public and private sectors	150
6	Excellent English; excellent oral and written communication skill	100
7	Advanced skills of Microsoft Office, Internet, and virtual meeting tools	50
	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.

Interview with the candidates may be held if deemed necessary.

5. Contract

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

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

Documents required before contract signing:

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

6. Payment

Payment will be made upon approval of Programme Analyst and Assistant Resident Representative (ARR) / Head of Climate Change and Environment of the following deliverables:

Payment #	Deliverables	Due Date	Amount
1	Deliverable 1 – monthly report for September and October 2022	15 November 2022	20%
2	Deliverable 1 – monthly report for November and December 2022 Deliverable 2 – first semi-annual operational report Deliverable 3 – first financial report	15 January 2023	30%
3	Deliverable 1 – monthly report for January and February 2023	15 March 2023	10%
4	Deliverable 1 – monthly report for March and April 2023	15 May 2023	20%
5	Deliverable 1 – monthly report for May and June 2022 Deliverable 2 – second semi-annual operational report Deliverable 3 – second financial report Deliverable 4 – Final report	31 July 2023	20%

UNDP will provide feedback on submitted deliverables within 5 working days.

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



TERMS OF REFERENCE NATIONAL CONSULTANT

Post Title	Viet Nam National Plastic Action Partnership (NPAP) Secretariat Manager
Consultancy service required	Manage the Viet Nam NPAP Secretariat and the activities of the Viet Nam NPAP
Type of appointment	Individual consultancy contract (IC)
Duty station (City and Country)	Ha Noi, Viet Nam
Duration	September 2022 to July 2023 Total estimated level of effort: 160 working days
Technical supervision:	Programme Analyst
Report to	Assistant Resident Representative (ARR) / Head of Climate Change and Environment

1) GENERAL BACKGROUND

The World Economic Forum (WEF) is an independent international institution committed to improving the state of the world by engaging business, political, academic and other leaders of society to shape global, regional and industry agendas. The WEF, incorporated as a foundation in 1971 and based in Geneva, Switzerland, is impartial, not-for-profit and is tied to no political, partisan or national interests.

The Global Plastic Action Partnership (GPAP) hosted by the WEF was launched in September 2018 at the Sustainable Development Investment Summit as a lighthouse initiative within the Platform for Shaping the Future of Global Public Goods. GPAP is a public-private platform which aims to tackle one of the most difficult and pressing challenges facing our global commons — plastics pollution — in particular the plastic pollution of rivers, deltas and the ocean.

The vision of GPAP is to partner with countries to champion a shift towards a circular plastics economy by addressing the root causes of plastic pollution, from production to consumption and reuse. GPAP brings together governments, regional bodies, international organizations and businesses, as well as innovators and civil society organizations on an impartial collaboration platform with the aim to shape a more sustainable and inclusive world through the eradication of plastic pollution. At the global level as well as nationally through National Plastic Action Partnerships (NPAPs), the GPAP brings together policymakers, business leaders and civil society to accelerate plastic action in six ways: informing policy; unlocking finance; transforming behaviour; boosting innovation; harmonizing metrics; and promoting inclusivity.

On 23 December 2020, GPAP partnered with the Ministry of Natural Resources and Environment of Viet Nam and WWF-Viet Nam to officially launch a national collaboration platform for plastic pollution

action, the Viet Nam National Plastic Action Partnership (NPAP). The Viet Nam NPAP is a national multi-stakeholder cooperation platform and brings together more than 80 member organizations including the Government of Viet Nam, social organizations, the private sector and international development partners. It facilitates initiatives and funding to scale and accelerate in-country partnerships that address plastic waste and pollution, while contributing to the nation's progress towards achieving many of the UN Sustainable Development Goals. The Viet Nam NPAP is working with the Government of Viet Nam to achieve key national targets as set out in Decision No. 1746/QĐ-TTg dated December 4, 2019 on approval of the National Action Plan for Management of Marine Plastic Litter by 2030, including reducing plastic waste in marine bodies by half by 2025, reducing marine plastics by 75% and to collect 100% of abandoned, lost, or discarded fishing gear by 2030, and eliminating single-use plastics and non-biodegradable plastic bags from coastal tourist attractions and ensuring that marine protected areas are completely free of plastic waste by 2030. During its first 18 months, the Viet Nam NPAP has commissioned scoping and diagnostic exercises to create an evidence-based fact base for all stakeholders, developed a national roadmap for implementation of the national plastic action plan, developed a gender equality and inclusion strategy, and supported the development of a circular economy framework for the plastics sector.

From August 2022, in strong alignment with the overall circular economy portfolio of the UNDP Viet Nam Country Office (CO), the CO will take on the role of hosting the Secretariat of the Viet Nam NPAP. UNDP will work closely with MONRE, WEF, national and international members of the Viet Nam NPAP and other stakeholders to catalyze and accelerate the plastic circular economy across key sectors.

A Viet Nam NPAP Secretariat Manager will be mobilized as a key position of the Viet Nam NPAP Secretariat team at the CO.

2) OBJECTIVES OF THE ASSIGNMENT

The Viet Nam NPAP Secretariat Manager manages the Viet Nam NPAP Secretariat and the activities of the Viet Nam NPAP.

3) SCOPE OF WORK

Duties and Responsibilities

The Viet Nam NPAP Secretariat Manager's key roles include:

- Leading and managing the NPAP Secretariat team and relevant consultants to ensure the smooth day-to-day operations of the NPAP Secretariat.
- Supporting the effective planning and implementation of NPAP membership activities, including the Leadership Board, Task Forces, meetings, technical workshops and other events, ensuring the preparation of related meeting contents and logistics arrangements by the NPAP Secretariat.
- Supporting the planning and implementation of strategic activities of NPAP in 2022 and beyond that accelerate progress reaching reduction/elimination of plastic pollution leakage goals through policy, business shifts, improved public awareness and sustainable financing mechanisms.
- Managing and monitoring the overall NPAP progress to ensure the deliverables are completed in a timely manner.
- Supporting the identification of strategic investment partners and investment opportunities for plastic action.

The Viet Nam NPAP Secretariat Manager will be part of UNDP's Climate Change and Environment (CCE) Unit and will liaise closely with the GPAP Secretariat at WEF, which provides strategic advisory to the broader GPAP country platforms (NPAPs) work. The position is expected to drive the Viet Nam NPAP towards the following outcomes:

- Development of a robust governance structure including engagement and participation of the NPAP Leadership Board and Task Forces towards a clear 2022-2025 strategy with clear responsibilities for each member organization to work collaboratively on the implementation of the identified priority actions (to be identified in collaboration with the government and outlined in the Action Roadmap).
- Development of platform infrastructure and community including engagement of key regional stakeholders to build a wider NPAP community and increase ownership of the NPAP agenda by plastic producers, plastic users, consumers, collectors, pickers, governments and others, including but not limited to the private sector and civil society organisations.
- Connectivity and communication of partners' initiatives: Improved visibility of the initiatives of GPAP/NPAP partners in the country/region, facilitating action-focused collaboration and learning opportunities both within Viet Nam and across the region.
- Development of the national action roadmap, a tailored plan that summarizes the recommended actions and milestones for solving country-specific plastic waste issues
- Development of the national plastic financing roadmap, tailored recommendations for creating a financial environment that enables the realization of the national action roadmap and incentivizes and de-risks investments
- Identification of opportunities to accelerate action for a new plastic circular economy.

Key Tasks

Under the guidance of the NPAP Leadership Board (particularly the chairperson) and in coordination with the GPAP Secretariat, the Viet Nam NPAP Secretariat Manager will have the following responsibilities:

- Lead and facilitate the planning and implementation of priority actions of the Viet Nam NPAP in collaboration with the Government and key stakeholders of the NPAP Leadership Board and Taskforces and aligned with the Viet Nam NPAP Action Roadmap.
- Support the development of the NPAP membership, which will include a leadership Board of approximately 30 members (CEO/Director General-level) and Task Forces (each Task Forces comprises 10-20 members, number of Task Forces TBD) and a wider community.
- Serve as main point of contact for the members of the NPAP Leadership Board , facilitating their participation in the Leadership Board meetings, and taking primary responsibility for on-boarding new members as directed by the NPAP chairperson and NPAP Leadership Board.
- Support the NPAP chairperson to facilitate and organise all NPAP activities and, with the GPAP Secretariat, lead recruitment of potential NPAP partners within Viet Nam.
- Lead the planning and implementation of the Viet Nam NPAP Leadership Board Meetings and Task Force Meetings, in collaboration with the GPAP Global Secretariat, including the preparation of briefing notes, proposed agenda and work plans for discussion, and ensuring logistics arrangements. .
- Advise on the preparation and execution of the national and global communication activities of GPAP. Activities may be proposed during each planning year (e.g., to benefit from key engagement and communication opportunities subject to the agreement of the WEF and the UNDP Viet Nam CO).
- Coordinate the preparation of operational and financial reporting of the NPAP Secretariat to GPAP Secretariat (including monthly updates, semi-annual reports and final reporting) in line with the Viet Nam NPAP Secretariat financing agreement between UNDP Viet Nam CO and the WEF.

4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Duration and Timing: 160 working days during the period from September 2022 to July 2023

Duty Station: UNDP Ha Noi

Costs for approved travel outside Ha Noi will be paid separately upon UNDP's approval based on UNDP rates.

5) FINAL PRODUCTS

- 10 monthly project reports submitted timely in the agreed format to GPAP Secretariat.
- 02 Semi-Annual Operational Reports (for the periods July-Dec 2022 and Jan-June 2023, respectively) submitted timely in the agreed format to GPAP Secretariat.
- 02 Financial Reports (for the periods July-Dec 2022 and Jan-June 2023, respectively) submitted timely in the agreed format to GPAP Secretariat.
- Final report for the entire Funds period (September 2022-June 2023) submitted timely in the agreed format to GPAP Secretariat.

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

- The Viet Nam NPAP Secretariat Manager reports to the Assistant Resident Representative (ARR) / Head of Climate Change and Environment of the UNDP Viet Nam CO and works under the technical supervision of the Programme Analyst (Circular Economy Officer) and the guidance of the NPAP Viet Nam International Advisor.
- In performing the duties of this assignment, the Viet Nam NPAP Secretariat Manager will seek the guidance of the NPAP Leadership Board and others as recommended by the GPAP Secretariat.
- On an operational basis, the Viet Nam NPAP Secretariat Manager will liaise with the GPAP Secretariat at the WEF in Geneva to insure coordination between the national, regional and global activities of GPAP.
- The Viet Nam NPAP Secretariat Manager is bound to submit financial reports (bi-annually) and progress and impact reports on a monthly basis via Airtable to the GPAP Secretariat at the WEF. In addition, the Viet Nam NPAP Secretariat Manager will participate in the regular communication by e-mail and/or phone between the UNDP Viet Nam CO and the GPAP Secretariat to help create visibility over key activities, outcomes and expenses as well as to provide guidance and support in times of key events and milestone activities.
- The Viet Nam NPAP Secretariat Manager is expected to comply with reporting frameworks agreed on with GPAP Secretariat and provided by Donors.

Deliverable	Content	Timing	Responsibilities
<input type="checkbox"/> 10 monthly project reports submitted timely in the agreed format to GPAP Secretariat.	Completed according to the format specified by GPAP Secretariat and reviewed by UNDP Programme Analyst and GPAP International Advisor prior to submission.	Monthly	Consultant submits to UNDP Viet Nam CO for review, then submits electronically to GPAP Secretariat
<input type="checkbox"/> 02 Semi-Annual Operational Reports (for the periods July-Dec 2022 and Jan-June 2023, respectively) submitted timely in the agreed format to GPAP Secretariat.		15 January 2023 and 15 July 2023	
<input type="checkbox"/> 02 Financial Reports (for the periods July-Dec 2022 and Jan-June 2023, respectively) submitted timely in the agreed format to GPAP Secretariat.		15 January 2023 and 15 July 2023	
<input type="checkbox"/> Final report for the entire Funds period (September 2022-June 2023) submitted timely in the agreed format to GPAP Secretariat.		31 July 2023	

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

The Viet Nam NPAP Secretariat Manager shall have the following minimum qualifications and experience:

- O) Legally able to work in Viet Nam
- P) Minimum 6 years of experience in project management
- Q) Experience working in sustainable supply chain issues
- R) Master's degree in sustainable development, public policy, or other relevant field is preferred
- S) Strong professional network in Viet Nam both with public and private sector
- T) Working experience with public and private sectors
- U) Excellent English; excellent oral and written communication skill
- V) Advanced skills of Microsoft Office, Internet, and virtual meeting tools

8) ADMIN SUPPORT AND REFERENCE DOCUMENTS

UNDP Viet Nam CO will provide background documents and data necessary for the consultant to carry out the assignment. All documents and data provided to the consultant are confidential and cannot be used for any other purposes or shared with a third party without any written approval from UNDP.

UNDP Viet Nam CO will provide a physical facility for the work of the consultant including a laptop.

9) REVIEW TIME REQUIRED AND PAYMENT TERM

Payment will be made upon approval of Programme Analyst and Assistant Resident Representative (ARR) / Head of Climate Change and Environment of the following deliverables:

Payment #	Deliverables	Due Date	Amount
1	Deliverable 1 – monthly report for September and October 2022	15 November 2022	20%
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3	Deliverable 1 – monthly report for January and February 2023	15 March 2023	10%
4	Deliverable 1 – monthly report for March and April 2023	15 May 2023	20%
5	Deliverable 1 – monthly report for May and June 2022 Deliverable 2 – second semi-annual operational report Deliverable 3 – second financial report Deliverable 4 – Final report	31 July 2023	20%

UNDP will provide feedback on submitted deliverables within 5 working days.

10) EVALUATION CRITERIA

No.	Requirement	Points
1	Minimum 6 years of experience in project management	250
2	Experience working in sustainable supply chain issues	250
3	Master's degree in sustainable development, public policy, or another relevant field is preferred	100
4	Strong professional network in Viet Nam both with public and private sector	100
5	Working experience with public and private sectors	150
6	Excellent English; excellent oral and written communication skill	100
7	Advanced skills of Microsoft Office, Internet, and virtual meeting tools	50

Interview may be conducted if required

11) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☐ NONE ☒ PARTIAL ☐ INTERMITTENT ☒ FULL-TIME

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.

W) 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

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

YES ☐ NO ☐

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

YES ☐ NO ☐ If answer is "yes", WHEN?

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

Full Name	Full Address	Business or Occupation

AA) 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 ofUS\$

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

Cost breakdown:

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

* Individual Consultants/Contractors who are over 62 years of age with assignments that require travel and are required, **at their own cost**, to undergo a full medical examination including x-rays and obtaining medical clearance from **an UN-approved doctor** prior to taking up their assignment.

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

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

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

Dated this day /month of year

Signature

(The costs should only cover the requirements identified in the Terms of Reference (TOR)

Travel expenses are not required if the consultant will be working from home).