



14 October 2022

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 perform a comprehensive needs assessment of the current public health supply chain system in Viet Nam to identify needs which may be met with digital solutions and improved transparency
Period of assignment/services (if applicable):	14 th November 2022 – 17 th March 2023 (estimated 37 working days)
Duty Station	Home-based and possible travel to some provinces of Viet Nam
Tender reference:	3-221001

2. Submissions should be sent by email to: luu.ngoc.diep@undp.org no later than:
25 October 2022 (Hanoi time)

With subject line:

3-221001 National Consultant for needs assessment of the current public health supply chain system

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

Notes:

- 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 **35 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.
- Submission email **should indicate the tender's reference number with subject line as per instructed**. 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 follow the instructions nor send notification email to above address.

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

3. Please find attached the relevant documents:

- [Terms of Reference \(TOR\)](#)..... (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)

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

4. Technical component:

1. Curriculum vitae with copies of required certifications
2. Signed Letter to UNDP Confirming Interest and Availability (Annex IV) that clearly states which position you are applying for
3. **Required supporting documents as per indicated in the Evaluation criteria (Section 4 below)**

5. Financial proposal (with your signature):

4. The financial proposal shall specify a total lump sum amount in **Viet Nam Dong for National Consultant and US Dollar for international consultant** including consultancy fees and tax, insurance etc. – see format of financial offer in Annex V.
5. 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.
6. If quoted in other currency, prices shall be converted to the above currency at UN Exchange Rate at the submission deadline.

5. Evaluation

The technical component will be evaluated using the following criteria:

National Consultant		
No	Criteria	Score
1	Master's Degree in business management, commerce, procurement, supply chain management, health-related discipline or other relevant discipline required	200
2	Demonstrated experience of working on public procurement or supply chain management within Viet Nam is required	100
3	Experience of working on drug or medical supplies procurement is preferred	150
4	Experience in lean methodologies is preferred	50

5	Experience of conducting qualitative research, particularly in a field relevant to this project (CV & Submitted research report which include qualitative methods)	350
6	Experience in working with international organizations and UN is an asset	50
7	Demonstrated good English skills	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.

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 BSAFE course and submit certificate to UNDP before contract issuance.

Note: In order to access the course, please go to the following link: <https://training.dss.un.org/course/category/6>. Type in your name and password, create a new user. After you have completed the courses, please print/save the certificates to submit to us

- Full medical examination and Statement of Fitness to work for consultants ***from and above 62 years of age and involve travel***. (This is not a requirement for RLA contracts).
- Release letter in case the selected consultant is government official.

1. 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.

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

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

TERMS OF REFERENCE

One national IT firm and one National consultant

Service:	Perform a comprehensive needs assessment of the current public health supply chain system in Viet Nam to identify needs which may be met with digital solutions and improved transparency.
Position title:	One National Individual Consultant and One National IT Firm
Expected Duration:	14 th November 2022 – 17 th March 2023.
Duty Station:	Home based with possible travel to some provinces of Viet Nam
Supervision:	The service provider will work closely with the Health Program Analyst in charge at UNDP Viet Nam, and the National Centre for Centralised Drug Procurement of the Ministry of Health.

A. Background:

In recent years, transparency and digitalization of health procurement have become a top priority of the Vietnamese Government to ensure sustainable development goals. This is even more critical in the context of the Covid-19 pandemic for effective and efficient response to the crisis. There is an urgent need for a rapid, effective, digitized health system for procurement of essential medicines. A number of high-profile corrupt cases in health procurement are brought to justice, including the case relating to price gouging of Covid-19 medical machinery and equipment in a bidding package at Hanoi's Centre for Disease Control (CDC) in 2020, the case relating to price gouging of medical equipment under PPP contracts at Bach Mai Hospital, one of the largest hospitals in Vietnam, or recently the Viet A case on price gouging of Covid-19 kit test in 2021 which involves senior officials at the MoH and the Ministry of Science and Technology (MoST) and Directors of Centers for Disease Control in many provinces.

According to the MoH 2013 "Joint Annual Health Review 2013 of Health Partnership Group", drug prices in some instances are higher than international reference prices. A survey in 2010 showed retail prices are 12.1 times higher for innovator brand drugs, and 1.4 times higher for the lowest price generics. The proportion of drug spending accounts for a large proportion (about 50-60%) of total expenditure on medical examination and treatment. As part of its ongoing efforts to fight corruption within the health sector, the MoH under the direction of the Government is implementing health sector reforms, health service autonomy financing, health service quality assurance, and supply chain management including centralized procurement of medical products. Overall decentralization of service delivery in Viet Nam, including decentralization of procurement of pharmaceuticals and medical equipment, resulted in large variations in pricing for the same product. In response to this situation, in 2017 the National Centralized Drug Procurement Centre (NCDPC) was established under the Ministry of Health. The first round of centralized bidding in December 2017 was said to have resulted in savings of \$21 million in state budget expenditures (World Bank, 2019). Further support is needed to develop the capacity of this young centre. There is a need for capacity building in centralized procurement through (i) development of procurement manuals; (ii) implementation of centralized drug procurements; (iii)

learning from other countries about experiences in conducting centralized health procurements; (iv) capacity building in price negotiation skills and (v) digitalization of procurement processes.

Ensuring smooth stock management and supply of medicines and medical equipment requires a commonly used system throughout health facilities nationwide, on which related data are regularly updated for procurement planning, implementation, recording and reporting, management of medicine and equipment stocks, sharing price reference, etc. Currently there are limitations in data collection for these steps. Accordingly, MOH must send requests to health facilities and enterprises for reporting on their production capacity and stocks. However, these manual systems cannot provide real-time information for timely actions. Lacking the real-time information about the needs and supply capacity has been one of several issues that caused “debates” on the decision making while planning for annual health procurement. Discussion with the National Centre for Centralized Drug Procurement (NCCDP) and other Departments within the MOH has revealed the urgent need for the introduction of more efficient, digitalized solutions to address the challenges currently faced in public health procurement. Challenges exist in supply chain and stock management, including (i) limited real-time information on medicine demand and supply, price references, results of national biddings, (ii) medicine stock management and records (iii) absence of a technology which unites various digital tools currently in use in the system.

Building on experience from UNDP’s support to MOH in the Covid-19 pandemic over the last two years in development of an online system for PPE supply chain management and coordination that can help centralize the PPE data and information management and allow health managers to access data and information quickly for procurement planning and coordinating PPE stocks among the facilities, UNDP will continue to support the Ministry of Health to digitalize aspects of public health procurement and supply chain processes. This needs assessment will identify all needs across the health procurement and supply chain system, including but not limited to needs relating to (i) system efficiency, (ii) data flows, (iii) governance and integrity, (iv) transparency, (v) standardization of process and data, (vi) technology challenges, and (vii) end-user engagement with current processes.

A comprehensive battery of needs will be identified and understood, in consultation with key stakeholders across the MOH, other governmental departments, business community and civil society. In close consultation with key MOH stakeholders, the battery of needs will then be filtered, thereby identifying priority needs to be addressed with a digital innovation in the next stage (and subsequent phases) of this project.

MoH is a governmental agency performing the state management of healthcare services, including preventive medicine; medical diagnosis and treatment, rehabilitation; medical examination, forensic examination, and forensic psychiatric assessment; traditional medicine; reproductive health; medical equipment; pharmaceutical products and cosmetics; food safety; health insurance; population; state management of public services within the scope of its management. Under the proposed project, UNDP will work directly with the Centralized Drug Procurement Centre (NCDPC) of MoH, while consulting other MOH Departments and other government stakeholders. This needs assessment phase of the project will identify the key needs for immediate solution development, while also identifying which needs will form the foundation for development of later project phases.

UNDP is looking for a **National Individual Consultant** and a **National IT Firm** to provide technical support as part of a team to conduct a comprehensive needs assessment of the public health procurement and supply chain system in Viet Nam, with prioritization of identified needs for immediate or later action. The National Individual Consultant will work closely with the National IT Firm to ensure the objectives of this TOR are achieved. The National Individual Consultant will perform research to identify and prioritise challenges in the system, while the National IT Firm will lead the assessment of current software and digital solutions in use and input IT expertise to the needs identification and filtering process. The team will also be supported by an International Consultant specializing in needs-driven approaches to innovation.

B. Objectives:

The objective of this TOR is to work as a team to identify a comprehensive battery of needs across the public health procurement and supply chain system within the public health system of Viet Nam, in consultation with key stakeholders across the MOH, other governmental departments, business community and civil society. In close consultation with key MOH stakeholders, the battery of needs will then be filtered to identify priority needs to be addressed with a digital innovation in the next stage (and subsequent phases) of this project.

C. Tasks

Under the *overall supervision and technical guidance* of UNDP PO in-charge of the health portfolio and in close cooperation with and under the overall technical guidance of the MOH (via focal department assigned by the MOH, the National Center for Centralised Drug Procurement), the National Individual Consultant and National IT Firm will carry out the below tasks to achieve the above objective. It is expected that some of these tasks will occur in an iterative manner through the process. Following the below methodology for needs identification and prioritization will be supported by an International Consultant (already recruited by UNDP) specializing in needs-driven approaches to innovation.

#	Task	National Individual Consultant (Days)	National IT Firm (Days)
Stage 1: Needs Finding – a search for unsolved challenges within the public health procurement and supply chain system – input from technology & digital solutions perspective.			
1	In collaboration with the UNDP & MOH, determine the acceptance criteria for identified needs and define the strategic focus of the needs assessment.	0.5	0.5
2	Undertake thoughtful observation of processes within the public health procurement and supply chain systems, with detailed documentation of observations, including field visits to MOH's line departments, selected health facilities, local health departments, hospitals, and other sites deemed relevant. It is expected that over 8 relevant sites will be visited to undertake observations.	6	0
3	Interviews with stakeholders within Ministry of Health's line departments, selected health facilities, local health departments and suppliers to determine current challenges faced by the public health procurement and supply chain system. It is expected that over 8 interviews will be undertaken.	4	0
4	Detailed review of current technologies and digital solutions in use across the public health procurement and supply chain system, including at national, provincial and local facility levels. This review will include a comprehensive technical assessment of currently used platforms across these various levels and identification of how these technologies currently interact with the procurement and supply chain processes. Challenges in relation to how these platforms communicate with each other will be assessed, along with identification of areas where these technologies either assist or impede flow of data, materials and finance within the public health	0	24

	procurement and supply chain system. Current technology which would enable alignment with the Open Contracting Data Standards will be identified, while technical gaps in this area will be highlighted. A comprehensive understanding of the technical challenges will be reported.		
5	Creation of detailed process maps that demonstrate the current flow of data, materials and finances within the public health procurement and supply chain systems. Identify steps in the process which do not add value, where significant waste is present, etc. An understanding of factors enabling or impeding alignment with the Open Contracting Data Standards will be included as part of the above analysis.	4	2
6	Creation of a comprehensive list of problem statements and testing/refinement of problem statements through further engagement with MOH/other stakeholders.	3	1
7	In collaboration with an International Consultant specializing in needs-driven approaches to innovation, creation of need statements, with a defined scope. Need statements represent the change in outcome or practice that is required to address a defined problem – they may be thought of as a bridge between problems and solutions.	2	1
8	Define the initial basic need criteria – that is, the basic criteria that the solution must meet to address that need.	1	0.5
Stage 2: Needs Screening – develop a detailed understanding of the current identified needs, including what leads to these challenges, frequency, impact, and so on.			
9	Overview of how these needs are being addressed elsewhere, within the Vietnamese system and also in international settings, including by use of digital solutions. Creation of a utilization profile of identified solutions – outline how each solution is used in practice, by whom, and where. Outline associated costs with addressing these needs in other settings.	5	2.5
10	Perform a stakeholder analysis to systematically examine the direct and indirect interactions of all parties involved in the piece of the process relevant to each need.	2	0.5
Stage 3: Needs Filtering – in close collaboration and consultation with the Ministry of Health stakeholders, identify a small set of priority needs (or a single need) to bring forward to the next project stage (solution development).			
11	Select a set of objective and subjective needs screening criteria, aligned with Ministry of Health priorities. In collaboration with an International Consultant specializing in needs-driven approaches to innovation, assign ratings for each criterion and assign scores to each need statement, creating overall scores for needs.	1	0.5
12	In collaboration with an International Consultant specializing in needs-driven approaches to innovation, perform an iterative process of needs filtering, based on scoring needs based on	2	1

	selected criteria.		
13	Create a 'Need Specification' document for final short-list of identified needs. This should include the need statement, problem description, overview of solution landscape, stakeholder analysis, need criteria and relevant references.	6	3
14	Present this 'Need Specification' document to stakeholders at MoH, prior to finalising. The Need Specification document, particularly the agreed need criteria, will inform the Terms of Reference for the next project stage (solution development).	0.5	0.5
Total Days		37	37

D. FINAL PRODUCTS

The following deliverables will be submitted to the UNDP Country Office and Ministry of Health:

- A **review report on the current technologies and digital solutions** in use across the public health procurement and supply chain system, at national, provincial and local facility levels. This report will include a comprehensive technical assessment, details of current technology-related challenges and identification of how current technologies interact with current systems processes.
- Detailed **process flow maps**, detailing the current flow of data, materials and finances within the public health procurement and supply chain system.
- A comprehensive list of identified **Need Statements**.
- Final short-list of **Need Statement(s), with Need Specification document(s)**.

Note that deliverables should be provided in both English and Vietnamese languages.

Deliverables	Content	Due	Responsible for Submission
A consultancy workplan	A workplan for implementation of assigned consultancy tasks	14 th November 2022	National Individual Consultant National IT Firm
Process Flow Maps	A set of process flow maps which details current flow of data, materials and finances within the public health procurement and supply chain system.	6 th January 2023	National Individual Consultant
Technology Report	A review report on the current technologies and digital solutions in use across the public health procurement and supply chain system, at national, provincial and local facility levels.	20 th January 2023	National IT Firm

Comprehensive list of Need Statements	List of identified needs	3 rd February 2023	National Individual Consultant
Final short list of Need Statement(s), with Need Specification document(s).	‘Need Specification’ document for final short-list of identified needs, including the need statement, problem description, overview of solution landscape, stakeholder analysis, need criteria and relevant references.	17 th March 2023	National Individual Consultant National IT Firm

E. REVIEW TIME REQUIRED AND PAYMENT TERM

Payment will be made as follows:

1. National Individual Consultant

%	Milestone
40%	Of the total contract value will be paid upon submission of the Process Flow Maps.
60%	Of the total contract value will be paid upon submission and approval (UNDP-CO) of the final deliverables with satisfactory acceptance from UNDP CO and MOH.

Note: If traveling to some provinces is required and upon UNDP approval, costs will be covered separately as per the UN-EU Guidelines for Financing of Local Costs in Development Co-Operation with Viet Nam (version 2022) based upon number of travelers needed.

2. National IT Firm

%	Milestone
60%	Of the total contract value will be paid upon submission of the Technology Report.
40%	Of the total contract value will be paid upon submission and approval (UNDP-CO) of the final deliverables with satisfactory acceptance from UNDP CO and MOH.

Note: If traveling to some provinces is required and upon UNDP approval, costs will be covered separately as per the UN-EU Guidelines for Financing of Local Costs in Development Co-Operation with Viet Nam (version 2022) based upon number of travelers needed.

F. DOCUMENTS AND SUPPORT OF SUSTAINABLE DEVELOPMENT OFFICE AND UNDP

UNDP CO and MOH will provide background documents and data necessary for the consultant team to carry out the assignments.

The Ministry of Health will facilitate access to relevant Departments to perform observations in relation to the current public health procurement and supply chain processes, as well as facilitating access to relevant staff for interview. This will include access to observe current technology and digital solutions in use, relevant to these processes, as well as interaction with staff familiar with these technologies.

The Ministry of Health will also facilitate access to relevant provincial and facility-level stakeholders and technology so as to better understand the processes at these levels.

The Ministry of Health, including stakeholders from across all relevant Departments, will engage with the process to ensure that the needs assessment is well informed with perspectives from across the system. The Ministry of Health, including stakeholders from across all relevant Departments, will actively participate in the filtering and prioritization of need statements so as to ensure that the final identified needs are aligned with MOH priorities.

All documents and data provided to the contractor are confidential and cannot be used for any other purposes or shared with a third party without any written approval from UNDP and MOH.

UNDP Country Office and MOH are not required to provide any physical facility for the work of the contractor, however venues for some technical meetings/consultations can be provided, at the discretion of the UNDP Country Office. As necessary, MOH and UNDP will facilitate meetings of consultants with selected hospitals, provincial department of health, concerned line departments of the MOH, and relevant government agencies and enterprises and experts.

G. Qualification and experience requirements

1. National Individual Consultant

- Master's Degree in business management, commerce, procurement, supply chain management, health-related discipline or other relevant discipline required.
- Demonstrated experience of working on public procurement or supply chain management within Viet Nam is required. Experience of working on drug or medical supplies procurement is preferred.
- Experience in lean methodologies preferred.
- Experience of conducting qualitative research, particularly in a field relevant to this project.
- Experience in working with international organizations and UN is an asset.
- Fluent in both English and Vietnamese.

2. National IT Firm

It is expected that the IT Firm will have rich and varied experience in software and digital technology assessment, including a staff member with at least the following qualifications and experience:

- Degree in computer science, informatic technology, or other similar discipline.
- At least 4 years of relevant experience, which must include experience of assessing digital technologies.
- Previous experience of working with digital technologies in health care, public procurement, supply chain management, or similar area, preferred.
- Experience of digital technologies in use within the Government of Viet Nam would be an asset.
- Ability to write comprehensive, clear reports.
- Experience in working with international organizations and UN is an asset.
- Fluent in both English and Vietnamese.

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:

4. 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]*;
5. I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
6. 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;
7. 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]*;
8. 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.
9. For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex V;
10. 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;
11. This offer shall remain valid for a total period of _____ days *[minimum of 90 days]* after the submission deadline;
12. 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]*;
13. 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:

14. 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

15. 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.

16. ***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.

17. 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.

1. 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

2. Do you have any objections to our making enquiries of your present employer?

YES ☐ NO ☐

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

YES ☐ NO ☐ If answer is "yes", WHEN?

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

Full Name	Full Address & Email Address	Business or Occupation

5. 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*) or **USD** (*for International Consultant*)

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 (USD or VND)	Total (USD or VND)
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). *			
2.5	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).*