

24 November 2022



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 International Consultant to support the UNDP Office on health-related program
Period of assignment/services:	January 30 th , 2023 – January 31 st , 2024 104 working days
Duty Station:	Homebased with possible travel to provinces
Tender reference:	A-221103

1. Submissions should be sent by **email** to: quach.thuy.ha@undp.org no later than:

23.59 hrs., 08 December 2022 (Hanoi time)

With subject line:

A-221103 International Consultant to support UNDP Office on health-program

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

Note:

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

2. Please find attached the relevant documents:

- [Term of References](#)..... (Annex I)

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

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

a. Technical component:

- Signed Curriculum Vitae
- Signed Letter to UNDP Confirming Interest and Availability
- Copy of 1-3 publications/writing samples on relevant subject.
- Reference contacts of past 4 clients for whom you have rendered preferably the similar service (including name, title, email, telephone number, address...)

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **USD for International Consultant/VND for National 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:

International Expert

	Consultant's experience/qualification related to the services	
1	University degree in healthcare.	100
2	Degree in Medicine preferred.	100
3	Master's Degree or higher in needs-informed innovation.	100
4	Project management certification preferred (PMP, PRINCE2, or other similar).	50
5	At least 10 years of experience of working within healthcare, with at least 7 years' experience in a healthcare leadership role, including experience relating to health governance.	200
6	Demonstrated previous success in raising funds for project or programme development, or similar.	100
7	At least 3 years' experience of application of needs-informed innovation methodologies to health systems.	100
8	Experience of conducting qualitative research, particularly in a health-related field.	100
9	Experience in working with international organizations and UN is an asset.	50
10	Demonstrated fluency in English through achievement of academic degrees via English language, or other means.	100
Total		1000

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. Interview with the shortlisted candidates will be conducted at the technical evaluation stage.

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>

- 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 the payment.

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

ANNEX I



TERMS OF REFERENCE (TOR)

Service:	International Consultant to support the UNDP Country Office on health-related programmes
Position title:	International Individual Consultant
Language:	English
Expected Duration:	12 months; 30 th January 2023 – 31 st January 2024.
Expected number of days:	104 days
Duty Station:	Intermittent presence at UNDP Viet Nam Country Office
Travel required:	Possible, to provinces
Reporting to:	Head of Governance & Participation Team, UNDP Viet Nam

A. Background:

UNDP Viet Nam provides support in the areas of democratic governance and participation, inclusive and equitable growth, and sustainable development, climate change and disaster risk reduction. UNDP Viet Nam also has an expanding health portfolio which operates across all units of the Country Office, with a growing concentration on health procurement, health governance and digital innovation.

Digital Innovation & Capacity Building in Public Health Procurement:

UNDP Viet Nam has partnered with the Ministry of Health (MOH) as part of a project on 'Strengthening Viet Nam's Implementation of UNCAC', with a focus on digital innovation and capacity building. A needs-informed innovation approach will be adopted to identify needs in the area of public health procurement and MOH will be supported to identify which needs are priorities for digital innovation. A digital solution will then be developed and implemented to address a priority need. Capacity-building in public health procurement processes will also be supported with the project.

Engaging with actors outside the public sector in efforts to prevent corruption:

The UNCAC 2nd Review Cycle focused on both Chapter II (Preventive Measures) and Chapter V (Asset Recovery), and the Executive Summary Report with recommendations for reform was published in 2021. This report recommends that Viet Nam strengthen the active participation of individuals and groups outside the public sector in efforts to prevent and combat corruption and continue to promote the reporting of corruption. As part of the project on 'Strengthening Viet Nam's Implementation of UNCAC', UNDP will support activities to strengthen health service users' ability to engage in the area of health system governance, transparency and accountability.

Public health procurement via UNDP:

UNDP has an offer to the Government of Viet Nam to support the procurement of quality drugs and medical supplies in a cost-effective, transparent and efficient manner through using long-term agreements with global suppliers managed by UNDP Copenhagen and Geneva. UNDP is in discussion with MOH, MOFA, MOF, MOI and the DPM on how to best support the country in getting good quality affordable medicines to the patients.

Resource mobilization in area of health governance and needs-informed innovation:

Public health governance, anti-corruption, transparency and accountability, as well as needs-informed digital innovation in this space, are growing areas of priority in the UNDP Viet Nam Country Office. Ongoing resource mobilization will be required to build this portfolio so that ongoing support can be provided to the Government of Viet Nam in these areas.

B. Objectives:

Under the supervision of the Assistant Resident Representative, Head of Governance and Participation Team, UNDP Viet Nam, the International Consultant (IC) will provide Technical Assistance to the Governance and Participation Team and the UNDP Country Office Senior Management Team in relation to:

- Support to project implementation: Actively supports the implementation of the Anti-Corruption and Health project, positioning and expanding opportunities for health procurement and other activities related to the ongoing health portfolio.
- Partnership development: Strategically forge partnerships with national counterparts (MOH and others), multilateral and bilateral donor agencies and NGOs to ensure the sustainability of the Governance and Participation portfolio in the area of public health and leaving no one behind.
- Knowledge-sharing and learning: Actively promote the sharing of lessons learned and best practices amongst projects, counterparts, donors and within the UNDP

office, build in-depth substantive and process knowledge in the assigned area, and participate in global knowledge networks.

- Enhance policy dialogue and advocacy: Advocate for values of governance in the area of public health in dialogue with government, including participation and inclusion, accountability, rule of law, non-discrimination and equality. Help identify international good practices and perform policy-related research on selected governance topics in the area of public health.

Specifically, responsibilities will include:

- Advisory support to the design and implementation of the public health portfolio within the Governance and Participation Team and the overall Health procurement effort of the office linking this with other ongoing health activities (like telehealth).
- This include project design, and creation of briefing notes and talking points for key engagements when UNDP Senior Management is involved.
- Provide technical support to UNDP Senior Management and the team working on providing support to Government on public health procurement.
- Leading the needs-informed innovation process with MOH for digital innovation in the area of public health procurement, from needs identification to solution implementation.
- Undertaking a review of civil society involvement in governance, anti-corruption, transparency and accountability in the health sector.
- Creating a Case Series of interventions from Viet Nam and the broader south east Asia region in the area of civil society involvement in governance, anti-corruption, transparency and accountability in the health sector.
- Development of policy recommendations for civil society involvement in governance, anti-corruption, transparency and accountability in the health sector.
- Provide technical support for citizen engagement with governance, anti-corruption, transparency and accountability in the health sector.
- Identifying opportunities for resource mobilization to expand UNDP Viet Nam work in the areas of public health governance and needs-informed innovation in the area of anti-corruption, transparency and accountability in health systems. Lead the development of funding proposals in this area and provide technical support to the development of other health-related funding proposals, if required.

C. Scope of Work & Implementation Timeline

The successful consultant is expected to be responsible for the following tasks:

Output Description	Expected Tasks	Number of Days	Timelines
1. Digital Innovation & Capacity Building in Public Health	1. Technical support for the needs-informed innovation process with MOH for digital innovation in public health procurement - needs identification	32	Q1-Q2 2023

Procurement	<p>process</p> <p>2. Technical support for the needs-informed innovation process with MOH for digital innovation in public health procurement – solution development & implementation.</p> <p>3. Technical support for knowledge products under this work.</p> <p>4. Provide technical support for drafting talking points and preparing thematic presentations on this topic, when required.</p>		<p>Q2-Q4 2023</p> <p>Q1-Q4 2023</p> <p>Q1-Q4 2023</p>
2. Engaging with actors outside the public sector in efforts to prevent corruption	<p>1. Undertake a review of literature on the topic of civil society involvement in governance, anti-corruption, transparency and accountability in the health sector.</p> <p>2. Create a Case Series of interventions from Viet Nam and the broader south east Asia region in the area of civil society involvement in governance, anti-corruption, transparency and accountability in the health sector.</p> <p>3. Develop policy recommendations for civil society involvement in governance, anti-corruption, transparency and accountability in the health sector.</p> <p>4. Provide technical support for citizen engagement with governance, anti-corruption, transparency and accountability in the health sector.</p>	32	<p>Q2 2023</p> <p>Q3 2023</p> <p>Q3 2023</p> <p>Q2-Q4 2023</p>
3. Public health procurement via UNDP	<p>1. Provide technical support to UNDP Senior Management and the team working on providing support to Government on public health procurement.</p> <p>2. Provide technical support for drafting talking points and preparing thematic presentations on this topic, when required.</p>	20	<p>Q1-Q4 2023</p> <p>Q1-Q4 2023</p>
4. Resource mobilization in area of health	<p>1. Identify opportunities for resource mobilization to expand UNDP Viet Nam work in the areas of public health</p>	20	Q1-Q4 2023

governance and needs-informed innovation	governance and needs-informed innovation in the area of anti-corruption, transparency and accountability in health systems. 2. Provide technical support to the development of funding proposals in this area and provide technical support to the development of other health-related funding proposals, if required.		Q1-Q2 2023
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D. Deliverables

Output Description	Deliverables	Date Due
1. Digital Innovation & Capacity Building in Public Health Procurement	A set of process flow maps which details current flow of data, materials and finances within the public health procurement and supply chain system.	31 st March 2023
	List of identified needs in area of public health procurement and supply chain system.	30 th April 2023
	Written inputs for '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.	31 st May 2023
	Written technical inputs contributing to training materials for capacity building course for senior hospital management on good governance and anti-corruption.	31 st July 2023
	Written technical inputs contributing to process of development of digital solution to address an identified need.	31 st August 2023
	Written report on the digital solution implementation process	30 th January 2024
2. Engaging with actors outside the public sector in efforts to prevent corruption	Initial draft of review of literature on the topic of civil society involvement in governance, anti-corruption, transparency and accountability in the health sector.	30 th June 2023
	Final draft of review of literature on the topic of civil society involvement in governance, anti-corruption, transparency and accountability in the health sector.	31 st July 2023
	Report of Case Series of interventions from Viet Nam and the broader south east Asia region in the area of civil society involvement in governance, anti-corruption, transparency and accountability in the	31 st August 2023

	health sector.	
	Draft policy recommendations for civil society involvement in governance, anti-corruption, transparency and accountability in the health sector.	31 st July 2023
	Written technical input for design of citizen engagement programme of work.	30 th September 2023
	Written report on completion of citizen engagement programme of work.	31 st December 2023
3. Public health procurement via UNDP	Written technical inputs relating to public health procurement via UNDP.	30 th June 2023
	Written technical inputs relating to public health procurement via UNDP.	31 st October 2023
	Written technical inputs relating to public health procurement via UNDP.	31 st January 2024
4. Resource mobilization in area of health governance and needs-informed innovation	Written strategy for pursuing a funding opportunity in area of health governance and needs-informed innovation.	28 th February 2023
	Initial draft of a funding application in area of health governance and needs-informed innovation.	31 st March 2023
	Final draft of a funding application in area of health governance and needs-informed innovation.	30 th April 2023
	Written technical inputs relating to resource mobilization in areas of public health governance and needs-informed innovation in the area of anti-corruption, transparency and accountability in health systems.	30 th September 2023
	Written technical inputs relating to resource mobilization in areas of public health governance and needs-informed innovation in the area of anti-corruption, transparency and accountability in health systems.	30 th November 2023

Priorities may be required to change over the course of the contract. If they do, the above due dates for specific deliverables may alter with the mutual agreement of the IC and the Head of Governance and Participation at UNDP Viet Nam.

E. PROVISION OF MONITORING AND PROGRESS CONTROL

The consultant shall report to the Head of Governance and Participation at UNDP Viet Nam.

F. ADMINISTRATIVE SUPPORT

UNDP will provide administrative supports, when required, for the consultant to conduct their role.

G. REVIEW TIME REQUIRED AND PAYMENT TERM

Payment will be made as follows:

No.	Deliverables	Payment amount	Tentative payment schedule
1	Upon UNDPs satisfaction with deliverables due by 28 th February 2023	9%	28 th February 2023
2	Upon UNDPs satisfaction with deliverables due by 31 st March 2023	9%	31 st March 2023
3	Upon UNDPs satisfaction with deliverables due by 30 th April 2023	9%	30 th April 2023
4	Upon UNDPs satisfaction with deliverables due by 31 st May 2023	9%	31 st May 2023
5	Upon UNDPs satisfaction with deliverables due by 30 th June 2023	8%	30 th June 2023
6	Upon UNDPs satisfaction with deliverables due by 31 st July 2023	8%	31 st July 2023
7	Upon UNDPs satisfaction with deliverables due by 31 st August 2023	8%	31 st August 2023
8	Upon UNDPs satisfaction with deliverables due by 30 th September 2023	8%	30 th September 2023
9	Upon UNDPs satisfaction with deliverables due by 31 st October 2023	8%	31 st October 2023
10	Upon UNDPs satisfaction with deliverables due by 30 th November 2023	8%	30 th November 2023
11	Upon UNDPs satisfaction with deliverables due by 31 st December 2023	8%	31 st December 2023
12	Upon UNDPs satisfaction with deliverables due by 31 st January 2024	8%	31 st January 2024

Note: If traveling to some provinces is required and upon UNDP approval, costs will be covered separately by UNDP.

H. Qualification and experience requirements

- University degree in healthcare. Degree in Medicine preferred.
- Master's Degree or higher in needs-informed innovation.
- Project management certification preferred (PMP, PRINCE2, or other similar).
- At least 10 years of experience of working within healthcare, with at least 7 years' experience in a healthcare leadership role or similar, including experience relating to health governance.
- At least 3 years' experience of application of needs-informed innovation methodologies to health systems.
- Demonstrated previous success in raising funds for project or programme development, or similar.
- Experience of conducting qualitative research, particularly in a health-related field.

- Experience in working with international organizations and UN is an asset.
- Demonstrated fluency in English through achievement of academic degrees via English language, or other means.

Technical Evaluation Criteria

Qualification, capacity and experience		Points obtainable
1	University degree in healthcare.	100
2	Degree in Medicine preferred.	100
3	Master's Degree or higher in needs-informed innovation.	100
4	Project management certification preferred (PMP, PRINCE2, or other similar).	50
5	At least 10 years of experience of working within healthcare, with at least 7 years' experience in a healthcare leadership role, including experience relating to health governance.	200
6	Demonstrated previous success in raising funds for project or programme development, or similar.	100
7	At least 3 years' experience of application of needs-informed innovation methodologies to health systems.	100
8	Experience of conducting qualitative research, particularly in a health-related field.	100
9	Experience in working with international organizations and UN is an asset.	50
10	Demonstrated fluency in English through achievement of academic degrees via English language, or other means.	100
Total		1000

ANNEX II

[Individual Contract & General Conditions](#)

https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/AC_Anti-Fraud_General%20Conditions%20of%20Contract%20for%20Individual%20Contracts.pdf&action=default

ANNEX III

[Reimbursable Loan Agreement](#) (for a consultant assigned by a firm)

https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Individual%20Contract_Model%20Reimbursable%20Loan%20Agreement.docx&action=default

ANNEX IV

OFFEROR'S LETTER TO UNDP

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

Date _____

United Nations Development Programme

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

YES ☐ NO ☐

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

YES ☐ NO ☐ If answer is "yes", WHEN?

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

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

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 (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).