



06 February 2023

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	02 National Consultants and 01 International Consultant to develop a manual on professional skills of prosecutors in handling with corrupt and economic cases and deliver a training of trainers
Period of assignment/services (if applicable):	February 2023 – December 2023
Duty Station:	For national consultants: Home-based and Ha Noi and HCMC to attend workshops and training For international consultant: Home-base and attend training virtually
Tender reference:	T230203

1. Submissions should be sent by **email** to: luu.thi.trang@undp.org no later than:
23.59 hrs., 21 February 2023 (Hanoi time)

With subject line:

T230203A – 01 National Team Leader

T230203B – 01 National Team Member

T230203C – 01 International Team Member

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

Note:

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

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

2. Please find attached the relevant documents:

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

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

a. Technical component:

- Signed Curriculum vitae
- Signed Letter to UNDP Confirming Interest and Availability
- National Team Leader: A list of manuals and 01 sample of report in English to be submitted
- National Team Member: A list of manuals and 01 sample of report in English to be submitted
- International Team Member: A list of manuals and 01 sample of report in English to be submitted

b. Financial proposal (with your signature):

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

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

4. Evaluation

The technical component will be evaluated using the following criteria:

National consultant- Team leader

No.	Requirement	Points
1	Doctor degree in law	200
2	Having at least 15 year working experience in criminal legal field	150
3	A good knowledge on legal framework on corrupt and economic cases	100
4	Expertise and knowledge on professional skills of prosecutors in handling with criminal cases	200
4	Having at least 5 year- experience of teaching in legal field	100
5	Proven track record in doing research and writing a training manual (a list of manuals to be submitted)	80
6	Working experience in a similar consultancy is an advantage	40
7	Working experience with government agencies, United Nations agencies is an asset	30
8	Good report writing in English (one sample of report in English to be submitted).	100
Total		1,000

2. National consultant- Team member

No.	Requirement	Points
1	Doctor degree in law	200
2	A minimum of 12 years of work experience in criminal legal field	200
3	Expertise and knowledge on professional skills of prosecutors in handling with criminal cases.	200
4	A good knowledge on legal framework on corrupt and economic cases	200
5	Proven track record in writing a training manual (a list of manuals to be submitted)	50
6	Good report writing skills in English (one sample of report in English to be submitted)	150
Total		1,000

3. International consultant – Team member

No.	Requirement	Points
1	Master degree in law	200
2	Having at least 12 year working experience in legal field	150
3	Expertise and knowledge on professional skills of prosecutors in handling with corrupt and economic cases is essential is essential	250
4	Proven track record in doing research and writing training manual (a list of manuals to be submitted)	200
5	Working experience with Vietnamese government agencies, United Nations agencies is an asset	50
6	Excellent writing skills in English (one sample report in English to be submitted).	150
	Total	1,000

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

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

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

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

5. Contract

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

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

Documents required before contract signing:

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

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

6. Payment

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

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

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

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

TERMS OF REFERENCE

A Team of Consultants

REF#: T230203

Name of service:	Develop a manual on professional skills of prosecutors in handling with corrupt and economic cases and deliver a training of trainers		
Project:	Strengthening Vietnam's implementation of the United Nations Convention on Anti-Corruption (UNCAC Project)		
Consultancy:	Two national consultants and one international consultant		
Reporting to:	The Governance and Participation Unit of UNDP		
Duty Station:	For national consultants: Home-based and Ha Noi and HCMC to attend workshops and training For international consultant: Home-base and attend training virtually	Travel Required:	For national consultants: Yes For international consultant: No
Duration of Assignment:	From February 2023 to December 2023		
Start Date:	2/28/2023	End Date:	12/30/2023

I. BACKGROUND & PROJECT DESCRIPTION

The UNCAC 2nd review cycle report 2021 recommends Vietnam to further improve preventive anti-corruption policies and practices by improving independence of anti-corruption bodies, building capacities for public positions, expanding the definitions of conflicts of interest in the Anti-corruption Law and building code of conduct for public officials, ensuring the consistent application of open bidding in public procurement, strengthening anti-corruption in the private sector and the active participation of individuals and groups outside the public sector in corruption prevention, including both women and men.

With general funding support from the UNDP Anti-Corruption for Peaceful and Inclusive Societies (ACPIS) Global Project and the US State Department's Bureau of International Narcotics and Law Enforcement Affairs (INL), the Project on strengthening Viet Nam's implementation of the UN Convention Against Corruption (UNCAC) aims to (i) strengthen legal framework and law enforcement for effective implementation of the UNCAC recommendations on preventive measures and asset recovery, and (ii) build capacity in good governance, transparency, and integrity in public health procurement in Viet Nam for effective measurement and monitoring of SDG anti-corruption targets.

Under the project, UNDP will provide technical assistance to build capacities and strengthen strategic partnership with key anti-corruption stakeholders from the Party and governmental agencies, law enforcement agencies, and CSOs.

Supreme People's Procuracy (SPP) is one of the key partners of the project. SPP exercises prosecution, supervising judicial activities to ensure strict and unanimous compliance with the laws, including corrupt cases.

The project will support SPP to develop a manual on professional skills of prosecutors in handling with corrupt and economic cases and deliver trainings of trainers.

Under the UNCAC Project, UNDP commissions a team of 2 national consultants and 1 international consultant to conduct this task.

II. OBJECTIVES

The key objective of the assignment is to develop a manual on professional skills of prosecutors in handling with corrupt and economic cases and deliver trainings of trainers. The ultimate objective is to strengthen capacity of prosecutors in handling with corrupt and economic cases.

III. SCOPE OF WORK

This assignment will be carried out by a team of consultants including 2 national consultants and 1 international consultant. The scope of work for each consultant is as follows:

1. National consultant: Team leader:

Responsible for the entire process of performing the task and delivering the final product, taking lead in discussing with UNDP and consultant team members.

1	Study the summary analysis of legal provisions and materials relating to skills of prosecutors in handling with corrupt and economic cases, discuss with the team members about the main contents of the manual	2
2	Draft the detailed outline of the manual, get comments from the team members, SPP and UNDP. Finalize the detailed outline and send to UNDP and SPP for approval.	3
3	Draft part 2 of the manual, tentatively on practical skills of prosecutors in handling with corrupt and economic cases based on consultation and discussion with at least 10 experienced prosecutors.	20
4	Review and consolidate part 1 prepared by the team member into a complete draft manual. Collect comments from SPP and UNDP on the draft manual. Revise part 2 of the manual based on the comments received	3
5	Prepare presentation slides, attend and deliver presentation on key points of the manual in 2 half-day consultation workshops in Ha Noi and HCMC to get comments on the draft manual	2
6	Revise part 2 of the draft manual based on the comments received from the technical meeting	5
7	Work with the team member to revise the entire manual	2
8	Draft summaries of the manual in Vietnamese and English. Revise the summaries based on the comments from SPP and UNDP.	3
9	Prepare slides for training of trainers and act as trainer at a half-day training of trainers in Ha Noi	2

	Total	42 days
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2. National consultant- Team member

- Work closely with and under assignment of the team leader

1	Review and analyze legal provisions, existing reports and studies relating to skills of prosecutors in handling with corrupt and economic cases. Prepare 5-page summary analysis with recommendation on main points of the manual and submit to the team leader.	4
2	Provide comments to the draft detailed outline of the manual prepared by the team leader	2
3	Draft part 1 of the manual, tentatively on legal provisions relating handling with corrupt and economic cases by prosecutors	20
4	Revise part 1 of the manual based on the comments received from SPP and UNDP	2
5	Attend 2 half-day consultation workshops in Ha Noi and HCMC to get comments on the draft manual, identify key comments that should be addressed in revising the manual	1
6	Revise part 1 of the manual based on the comments received from technical meeting	5
7	Work with the team leader to revise the entire manual in Vietnamese, summary of the handbook in Vietnamese.	3
8	Support team leader to prepare slides for training of trainers and act as trainer at a half-day training of trainers in Ha Noi	5
	Total	42 days

3. International consultant - Team member

- Work closely with and under assignment of the team leader.

1	Conduct research on: - Provisions of international standards/conventions; and - Best practices of at least 3 foreign countries relating to skills of prosecutors in handling with corrupt and economic cases. Produce a 5-page summary of this research to submit to the team leader, UNDP and SPP.	4 days
2	Provide continuous advice/support to the team leader during finalizing the report	1 days
3	Prepare slides for training of trainers and act as trainer virtually at a half-day training of trainers to share international best practices	1.0 day

4	Edit English for the final version of the summary	0.5 day
	Total	6.5 days

IV. DELIVERABLES & IMPLEMENTATION TIMELINE

1. Deliverables and Implementation timeline

Three consultants will work in a team to produce the following deliverables in the following timeline:

No	Deliverable	Target due date
1	Detailed outline of the manual in Vietnamese and English submitted and approved by UNDP and SPP	20 March 2023
2	Draft manual in Vietnamese and English submitted to UNDP and SPP	15 September 2023
3	Revised draft manual in Vietnamese and English according to the comments from UNDP and SPP	30 September 2023
4	Power point presentation of the key contents of the manual presented at 2 half-day consultation workshops organized by UNDP and SPP	9 October 2023
5	Final manual in Vietnamese and English submitted and approved by UNDP and SPP to be uploaded in SPP and UNDP website	31 October 2023
6	Slides for training of trainers prepared and one training of trainers delivered	30 November 2023

The consultation workshops and training of trainers will be arranged by UNDP and SPP and paid by UNDP. Travel cost for national consultants will be paid separately by UNDP.

2. Final product:

Three consultants will work together to produce the final product as follows:

A a manual on professional skills of prosecutors in handling with corrupt and economic cases in Vietnamese and English. The manual must include, but not be limited to the following key contents:

- 1) Introduction: purposes, application scope, target users
- 2) Analysis of the Vietnamese legal framework and procedure for handling corrupt and economic cases
- 3) Professional skills of prosecutors in handling with corrupt and economic cases and some case studies

V. COPY RIGHT AND INTELLECTUAL PROPERTY RIGHT

All outputs produced in this TORs shall remain the property of UNDP and SPP who shall have exclusive rights over their use.

The consultants may not use, reproduce such works without prior consent from UNDP and SPP.

VI. DURATION OF ASSIGNMENT, DUTY STATION & EXPECTED PLACES OF TRAVEL

Estimated number of working days: 42 working days for team leader and 42 working days for national team member; 6.5 working days for international team member from 2/28/2023 to 12/30/2023.

Duty station: For national consultants: Home-based and Ha Noi and HCMC to attend 2 half-day workshops and 1 half-day training in Ha Noi, for international consultant: home-based and attend training virtually

Expected places of travel: Ha Noi and HCMC for national consultants

VII. PROVISION OF MONITORING & PROGRESS CONTROL

Three consultants shall work collaboratively on this assignment, under monitoring of the Program Officer in charge in the UNDP Governance and Participation Unit and SPP and deliver final product as described in Section IV above.

VIII. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

Administrative Support

SPP will collaborate with UNDP to organize technical meeting and trainings of trainers.

IX. DEGREE OF EXPERTISE & QUALIFICATIONS

UNDP selects 3 (three) consultants in consultation with SPP, with the following expected qualifications:

1. National consultant- Team leader

Qualifications	<ul style="list-style-type: none"> • Doctor degree in law
Relevant Professional Experience	<ul style="list-style-type: none"> • Having at least 15 year working experience in legal criminal field. • A good knowledge on legal framework on corrupt and economic cases • Expertise and knowledge on professional skills of prosecutors in handling with criminal cases • Having at least 5 year-experience of teaching in legal field. • Proven track record in doing research and writing training manual (a list of manuals to be submitted)
Other Competencies	<ul style="list-style-type: none"> • Working experience with government agencies, United Nations agencies is an asset • Working experience in a similar consultancy is an advantage
Language Requirements	<ul style="list-style-type: none"> • Excellent report writing, presentation skills in Vietnamese, good report writing in English (one sample of report in English to be submitted).

2. National consultant- Team member

Qualifications	<ul style="list-style-type: none"> • Doctor degree in law
Relevant Professional Experience	<ul style="list-style-type: none"> • A minimum of 12 year working experience in legal criminal field. • Expertise and knowledge on professional skills of prosecutors in handling with criminal cases. • A good knowledge on legal framework on corrupt and economic cases

	<ul style="list-style-type: none"> Proven track record in writing training manual (a list of manuals to be submitted)
Language Requirements	<ul style="list-style-type: none"> Excellent report writing skills in Vietnamese and good report writing skills in English (one sample of report in English to be submitted)

3. International consultant – Team member

Qualifications	<ul style="list-style-type: none"> Master degree in law
Relevant Professional Experience	<ul style="list-style-type: none"> Having at least 12 year working experience in legal field. Expertise and knowledge on professional skills of prosecutors in handling with corrupt and economic cases is essential Proven track record in doing research and writing training manual (a list of manuals to be submitted)
Other Competencies	<ul style="list-style-type: none"> Working experience with Vietnamese government agencies, United Nations agencies is an asset
Language Requirements	<ul style="list-style-type: none"> Excellent report writing and presentation skills in English (one sample of report in English to be submitted).

X. PAYMENT TERMS

The payment terms for 3 consultants follow the deliverables indicated in Section IV of this TOR

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount
1	Deliverable 1, 2 and 3	30 September 2023	40%
2	Remaining deliverables indicated in section IV	10 November 2023	60%

XI. CONSULTANT PRESENCE REQUIRED ON DUTY STATION

☒ NONE ☐ PARTIAL ☐ INTERMITTENT ☐ FULL-TIME

XII. Evaluation Criteria

1. National consultant- Team leader

No.	Requirement	Points
1	Doctor degree in law	200
2	Having at least 15 year working experience in criminal legal field	150
3	A good knowledge on legal framework on corrupt and economic cases	100
4	Expertise and knowledge on professional skills of prosecutors in handling with criminal cases	200

4	Having at least 5 year- experience of teaching in legal field	100
5	Proven track record in doing research and writing a training manual (a list of manuals to be submitted)	80
6	Working experience in a similar consultancy is an advantage	40
7	Working experience with government agencies, United Nations agencies is an asset	30
8	Good report writing in English (one sample of report in English to be submitted).	100
Total		1,000

2. National consultant- Team member

No.	Requirement	Points
1	Doctor degree in law	200
2	A minimum of 12 years of work experience in criminal legal field	200
3	Expertise and knowledge on professional skills of prosecutors in handling with criminal cases.	200
4	A good knowledge on legal framework on corrupt and economic cases	200
5	Proven track record in writing a training manual (a list of manuals to be submitted)	50
6	Good report writing skills in English (one sample of report in English to be submitted)	150
Total		1,000

3. International consultant – Team member

No.	Requirement	Points
1	Master degree in law	200
2	Having at least 12 year working experience in legal field	150
3	Expertise and knowledge on professional skills of prosecutors in handling with corrupt and economic cases is essential is essential	250
4	Proven track record in doing research and writing training manual (a list of manuals to be submitted)	200
5	Working experience with Vietnamese government agencies, United Nations agencies is an asset	50
6	Excellent writing skills in English (one sample report in English to be	150

	submitted).	
	Total	1,000

Criteria for Evaluation of Proposal

Offers will be evaluated according to the Combined Scoring method – where the educational background and experience on similar assignments will be weighted at 70% and the financial proposal will weigh at 30% of the total scoring.

The applicant receiving the Highest Combined Score and meeting other requirements in the Procurement Notice will be awarded the contract.

Documents for Submission

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

B. Core Documents

1. **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
2. **Current and complete CVs** in English;
3. **Sample report and/or list of publications**;
4. **Financial offer** using the standard UNDP template.

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

Date _____

(Name of Resident Representative/Bureau Director)

United Nations Development Programme

(Specify complete office address)

Dear Sir/Madam:

I hereby declare that:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Name	Relationship	Name of International Organization

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

YES ☐ NO ☐

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

YES ☐ NO ☐ If answer is "yes", WHEN?

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

Full Name	Full Address	Business or Occupation

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

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

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

DATE: _____

SIGNATURE: _____

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

Annexes *[please check all that applies]:*

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

GUIDELINES FOR CV PREPARATION

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

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

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

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

SUMMARY OF EXPERTISE

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

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

Credentials/education/training, relevant to the expertise

LANGUAGES

Mother Tongue:

Indicate written and verbal proficiency of your English:

SUMMARY OF RELEVANT WORK EXPERIENCE

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

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

UN SYSTEM EXPERIENCE

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

UNIVERSITY DEGREES

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

PUBLICATIONS

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

MISCELLANEOUS

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

Annex V

FINANCIAL OFFER

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

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

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

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

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

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

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

Dated this day /month of year

Signature

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