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Date: 5 March 2013

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	02 National experts: SREX Viet Nam – non-government inputs (1 Team Leader and 1 Team Member)
Project name:	PAT - 00069146
Period of assignment/services (if applicable):	1 April – 31 July 2013

1. Submissions should be sent by email to: nguyen.thi.hoang.yen@undp.org no later than: **17.00 hrs., 14 March 2013 (Hanoi time)**.

With subject line: National expert (Team Leader/ or Team member): SREX Viet Nam – non-government inputs

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

Note: Maximum size per email is 7 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.

2. 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) & [General Conditions](#) (Annex III)
- [Insurance Coverage Table](#)..... (Annex IV)
- [Vendor Form](#) (Annex V)
- [Guidelines for CV preparation](#)..... (Annex VI)
- [Format of financial proposal](#)..... (Annex VII)

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

- a. Technical component:
 - Signed Curriculum vitae
 - Expression of interest, explaining why he/she is the most suitable for the work.
 - Copy of 1-3 publications/writing samples.
 - Contact reference of past 4 clients for whom you have rendered preferably the similar service

b. Financial proposal **(with your signature)**:

- The financial proposal shall specify a total lump sum amount in **Viet Nam Dong** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in Annex VII.
- 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 Vietnam Dong at UN Exchange Rate at the submission deadline.

Please note: For the consultancy firm/institution/organization, please provide the above information **of the assigned consultant (only ONE) for this service**, not the experience and information of **YOUR firm**. The documents must be submitted by the assigned consultant.

4. Evaluation:

Submissions for Team Leader and Team member will be evaluated separately using the below criteria.

The technical component will be evaluated using the following criteria:

Consultant's experiences/qualification related to the services		
	Criteria	Maximum Points
1	A university degree in natural or social sciences, water resources management, disaster risk management or a related field, preferably a master degree	150
2	Experience in working in the area of disaster risk reduction or climate change in Viet Nam, especially working with I/LNGOs, Government or international organizations;	150
3	Background or experience in gender and gender analysis	100
4	Field experience in Viet Nam and an in-depth knowledge of Government and community involvement in disaster risk management and climate change	200
5	Demonstrated experience in writing research reports in English and Vietnamese	150
6	Research experience and analytical skills; Communication, networking and interpersonal skills; experience working in a multi-cultural and multi-disciplinary environment	150
7	Fluency in English	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. 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.

An interview with the candidate given the highest combined score may be held before contract awarding, if deemed necessary.

8. 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:

- Personal History
- 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.

9. Payment

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

First payment: 40% of the contract amount will be made upon submission of an Interim Report

Second and last payment: 60% of the contract amount will be paid upon satisfactory completion of the assignment and upon approval of the achieved outputs by the UNDP Viet Nam Policy Advisory Team, i.e. upon submission of an approved final report including all Annexes, deliverables and other documentation requested in this TOR.

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

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



TERMS OF REFERENCE (TOR)

2 National experts: SREX Viet Nam – non-government inputs

Country of assignment: Viet Nam

1) GENERAL BACKGROUND

On 17th August 2012 a workshop was held on “*Climate change and climatic extremes in Viet Nam*” that aimed to disseminate the main findings of the recently launched the Inter-governmental Panel on Climate Change (IPCC) Special Report on Managing Risk of Extreme Events and Disasters to Advance Climate Change Adaptation (SREX), discuss implications for Viet Nam, and agree a work program by some of the main stakeholders on a special report on extreme climatic events in Viet Nam as a result of climate change.

It was agreed that this “SREX Viet Nam” should happen in phases starting with an inventory of existing materials and also doing additional research, and that it should include different national and international stakeholders in a process similar to the production of IPCC reports.

The SREX Viet Nam should bring different communities-of-practice together, including meteorology, hydrology, disaster risk management, and social development experts and decision makers. It should above all ensure that high quality scientific analysis informs climate change adaptation practice and helps public awareness raising.

Objective of SREX Viet Nam

To develop and publish a ‘*Viet Nam Special Report as well as Practical Guidelines on Managing the Risks of Extreme Events and Disasters to Advance Climate Change Adaptation*’, including a summary for policy makers in different sectors, that are peer reviewed, widely agreed, disseminated extensively and that contribute to future IPCC reports.

Outcomes

The Outcomes of the proposed collaborative research and policy dialogue project are as follows:

1. A *Viet Nam Report on Managing the Risks of Extreme Events and Disasters to Advance Climate Change Adaptation*, which includes a summary for policy makers¹.
2. ‘*Guidelines on Managing the Risks of Extreme Climatic Events and Disasters*’ with practical advice for disaster risk reduction and climate change adaptation in different sectors.
3. Wide agreement on the implications for Viet Nam of increases in climatic extremes that are a result of climate change as well as policy and practical measures that should be taken over the short and medium term.

To achieve these outcomes, a broad range of academic institutions have already been commissioned to undertake the drafting of various chapters and sections of the *Viet Nam Report*, however, it is recognised that the non-government agencies, the Red Cross and other mass organisations in the country have a major contribution to make, particularly in sharing experience of good practices built up through many years of practical action throughout the country. **Two national experts** will be contracted to capture this knowledge and ensure that all chapters within the *Viet Nam Report* and the *Guidelines* benefit from this important resource. The two experts will work closely with NGO networks (principally the Climate Change Working Group (CCWG), the Disaster Management Working Group (DMWG), the Joint Advocacy Network Initiative (JANI), and the International Federation of Red Cross and Red Crescent Societies; mass organizations such as the Viet Nam Red Cross and the Women’s Union; Government ministries (notably departments within the Ministry of Agriculture and Rural Development and the Ministry of Natural Resources and the Environment; and UN and other international agencies; at both national and sub-national levels.

2) AIM

¹ Similar in structure and contents to *Managing the Risks of Extreme Events and Disasters to Advance Climate Change Adaptation*, Special Report of the Intergovernmental Panel on Climate Change - SREX, but with specific information and analysis concerning Viet Nam.

This assignment is aimed at the **collection and collation of documentation** from the non-government members of the **CCWG, the DMWG, the JANI, national society members of the International Federation of Red Cross and Red Crescent Societies** as well **mass organizations** involved with disaster risk reduction and climate change adaptation in Viet Nam in order to make substantive **written contributions to the development of the Viet Nam SREX and Practical Guidelines**.

Specific objectives:

1. Provide support to members of the CCWG, DMWG, JANI, the International Federation of Red Cross and Red Crescent Societies membership as well as mass organizations (specifically the Viet Nam Red Cross and the Vietnam Women's Union), in close collaboration with the UNDP technical advisers for climate change and disaster risk management, to collect, collate and **draft specific sections within the Viet Nam SREX and the Practical Guidelines**:
 - a. Support the development and finalization by IMHEN² of the detailed structure and content of **Chapter 9 Case Studies**³ of the Viet Nam SREX, specifically the detailed case studies, in accordance with the agreed Table of Contents;
 - b. Provide support to the development and the detailed structure and content of the Guidelines through the collection, collation and drafting of sections 1-5 of the **Guidelines**⁴;
 - c. Provide **inputs, modifications and supplementation** of the remaining chapters of the SREX and Guidelines, on behalf of the CCWG, DMWG, JANI, Red Cross and mass organization memberships through a review of all inputs received from members and a consultative process, to ensure that their inputs are taken into consideration in the drafting of the SREX and Practical Guidelines;
2. Provide **specific support** to the Coordination Lead Authors of the Practical Guidelines, to ensure that these Guidelines are based upon 'tried and trusted' good practice and lessons learned from the non-government community as a whole;
3. Upon request of the Viet Nam SREX Coordination Lead Authors⁵, provide **advice, assistance and specific inputs** into the consolidation and revision of the draft Viet Nam SREX.

3) SCOPE OF WORK

During the assignment period the two experts will work closely with the informal NGO networks, principally the CCWG, the DMWG and JANI and the members societies of the International Federation of Red Cross and Red Crescent Societies; in addition, advice, information and guidance will be sought from the MoNRE (principally IMHEN) and from MARD (principally from staff of the Directorate of Water Resources (DWR) – particularly the Department of Dyke Management and Flood & Storm Control and the Disaster Management Centre; the Standing Office of the Central Committee for Flood and Storm Control and the UNDP/MARD SCDM⁶ Project Management Unit.

The two national experts should:

1. Develop draft **work plan** for the period 1st April to 31st July 2013, including draft structure of case studies.
2. A two page **interim report**, that clarifies works undertaken to date, list of persons met, documentation reviewed, etc. and conforms to an agreed format
3. **Drafts of specific sections within the Viet Nam SREX and the Practical Guidelines**, by July 31st 2013, including:

² The Vietnam Institute of Meteorology, Hydrology and Environment

³ Chapter 9 Case studies – the objective of the chapter is to help readers have a better understanding on risks posed by extreme weather and climate-related events as well as effective management practices. The lead author for this Chapter is Ms Nguyen Thi Hien Thuan, IMHEN; Ms Nguyen Thi Yen, the chairperson for the CCWG is a contributing author along with Dr. Ian Wilderspin (UNDP)

⁴ Disaster risk management & Climate Extremes; Mainstreaming into Planning; Mainstreaming into Sectors; Mainstreaming into Design; and Guidelines CCA & Livelihood Resilience

⁵ Professor Dr. Tran Thuc (IMHEN/MoNRE) and Mr. Koos Neefjes (UNDP)

⁶ "Strengthening institutional capacity for disaster risk management in Viet Nam, including climate change-related disasters" (SCDM) Phase II

- a. Finalize the development of the detailed structure and content of the detailed **Case Studies for Chapter 9**⁷ of the Viet Nam SREX, in accordance with the agreed Table of Contents⁸;
 - b. Provide support to the Coordinating Lead Authors for the development and the detailed structure and content of the Practical Guidelines through the collection and collation of experiences and drafting of sections 1-5 of the **Guidelines**⁹;
 - c. Provide **inputs, modifications and supplementation** of the remaining chapters of the SREX and Guidelines, on behalf of the CCWG, DMWG, JANI, Red Cross and mass organization memberships through a review of all inputs received from members and a consultative process, to ensure that their inputs are taken into consideration in the drafting of the SREX and Guidelines¹⁰;
4. Provide **specific support** to the Coordination Lead Authors of the Practical Guidelines, to ensure that these Guidelines are based upon 'tried and trusted' good practice and lessons learned from the non-government community as a whole.
 5. Upon request of the Viet Nam SREX Coordination Lead Authors¹¹, provide **advice, assistance and specific inputs** into the consolidation and revision of the draft Viet Nam SREX.
 6. Share by **electronic** means all the appropriate **written resources** that form the basis of analysis / case studies (in Vietnamese and / or English)
 7. **A final report** (maximum 5 pages - according a format agreed with the CCWG and UNDP), including identification of any further action required, and Annexes with the various contributions made.

The outputs of this ToR should be consistent with the standards of the Viet Nam SREX (modeled on the IPCC SREX) processes, procedures and good practices. The main outputs/deliverables of the assignment are:

1. A **work plan** for the period 1st April to 31st July 2013
2. **A two page interim report** (to an agreed format) including Annexes (comprising all deliverables to date)
3. **Substantive inputs into the Viet Nam SREX and Practical Guidelines** (as detailed in the *Tasks and Activities section above*)
4. **A detailed final report** (maximum 5 pages - according a format agreed with the PMU) with a 1 page Executive Summary (including identification of any further action required) and Annexes.
5. An **electronic database** with all written resources (in Vietnamese and / or English) consulted and referred to during the assignment

The two experts will provide support to the CCWG/DMWG, JANI and UNDP and fulfill the following tasks and to produce the following outputs/deliverables:

No.	Tasks/assignments ¹²	Outputs/deliverables	Working days /person
From 1st April to 31st July 2013			
1	Develop draft work plan for the period 1 st April to 31 st July 2013	▪ Agreed work plan	2 days
2	A 2 page interim report	▪ Interim report	1 day

⁷ Chapter 9 Case studies – the objective of the chapter is to help readers have a better understanding on risks posed by extreme weather and climate-related events as well as effective management practices. The lead author for this Chapter is Ms Nguyen Thi Hien Thuan, IMHEN; Ms Nguyen Thi Yen, the chairperson for the CCWG is a contributing author along with Dr. Ian Wilderspin (UNDP)

⁸ including through meetings/contact with lead authors of other chapters to ensure that input from these is considered in Chapter 9

⁹ Disaster risk management & Climate Extremes; Mainstreaming into Planning; Mainstreaming into Sectors; Mainstreaming into Design; and Guidelines CCA & Livelihood Resilience

¹⁰ This should not be limited in the report but should be through discussions, meetings with other chapter teams

¹¹ Dr. Tran Thuc (IMHEN/MoNRE) and Mr. Koos Neeffjes (UNDP)

¹² Please note that some tasks/assignments may run concurrently.

3	<p>Draft specific sections within the Viet Nam SREX and the Guidelines:</p> <p>a. A maximum 6 working days per expert to do field data collection at district and commune levels.</p> <p>b. Finalize the development of the detailed structure and content of Chapter 9 Case Studies of the Viet Nam SREX;</p> <p>c. Provide support to the development and the detailed structure and content of the Guidelines through the collection, collation and drafting of sections 1-5 of the Guidelines;</p> <p>d. Provide inputs, modifications and supplementation of the remaining chapters of the SREX and Guidelines;</p>	<ul style="list-style-type: none"> ▪ Chapter 9 Case Studies ▪ Drafted parts of Sections 1-5 of the Guidelines ▪ Inputs, modifications and supplementation of the remaining chapters of the SREX and Guidelines 	23 days
4	Provide specific support to the Coordination Lead Authors of the Guidelines;	<ul style="list-style-type: none"> ▪ Record of specific support to the Coordination Lead Authors of the Guidelines 	4 days
5	Share by electronic means all the appropriate written resources that form the basis of analysis/case studies in Vietnamese and/or English ¹³	<ul style="list-style-type: none"> ▪ An electronic database with all written resources (in Vietnamese and / or English) consulted and referred to during the assignment 	1 day
6	Upon request of the Viet Nam SREX Coordination Lead Authors ¹⁴ , provide advice, assistance and specific inputs into the consolidation and revision of the draft Viet Nam SREX.	<ul style="list-style-type: none"> ▪ Record of advice, assistance and specific inputs provided into the consolidation and revision of the draft Viet Nam SREX 	2 days
7	A detailed final report (maximum 5 pages - according an agreed format) with a 1 page Executive Summary (including identification of any further action required) and Annexes	<ul style="list-style-type: none"> ▪ A detailed final report in both Vietnamese and English 	2 days
Total number of days			35 days

Responsibilities of the team member:

- Jointly develop the work plan with the team leader
- Jointly develop a two page interim report with the team leader
- Develop the detailed structure and content of the detailed Case Studies for Chapter 9 of the Viet Nam SREX, in accordance with the agreed Table of Contents;
- Provide support to the Coordinating Lead Authors for the development and the detailed structure and content of the Practical Guidelines through the collection and collation of experiences and drafting of sections 1-5 of the Guidelines¹⁵;
- Provide inputs, modifications and supplementation of the remaining chapters of the SREX and Guidelines, on behalf of the CCWG, DMWG, JANI, Red Cross and mass organization memberships through a review of all inputs received from members and a consultative process, to ensure that their inputs are taken into consideration in the drafting of the SREX and Guidelines;

¹³ The electronic means of all appropriate written resources will be done together other tasks/activities. The number of days in this table for this task is the effort of the two experts to put all documents in a specific form and share with other authors.

¹⁴ Professor Dr. Tran Thuc (IMHEN/MoNRE) and Mr. Koos Neefjes (UNDP)

¹⁵ Disaster risk management & Climate Extremes; Mainstreaming into Planning; Mainstreaming into Sectors; Mainstreaming into Design; and Guidelines CCA & Livelihood Resilience

- Provide specific support to the Coordination Lead Authors of the Practical Guidelines and the team leader, to ensure that these Guidelines are based upon 'tried and trusted' good practice and lessons learned from the non-government community as a whole.
- Upon request of the Viet Nam SREX Coordination Lead Authors¹⁶, provide advice, assistance and specific inputs into the consolidation and revision of the draft Viet Nam SREX.
- Share by electronic means all the appropriate written resources that form the basis of analysis / case studies (in Vietnamese and / or English)
- Jointly develop a final report (maximum 5 pages - according a format agreed with the CCWG and UNDP), including identification of any further action required, and Annexes with the various contributions made.

Responsibilities of the team leader:

- Take the overall responsibility for this assignment and for all deliverables
- Develop and finalise the work plan
- Jointly develop a two page interim report with the team member
- Develop the detailed structure and content of the detailed Case Studies for Chapter 9 of the Viet Nam SREX, in accordance with the agreed Table of Contents;
- Provide support to the Coordinating Lead Authors for the development and the detailed structure and content of the Practical Guidelines through the collection and collation of experiences and drafting of sections 1-5 of the Guidelines¹⁷;
- Provide inputs, modifications and supplementation of the remaining chapters of the SREX and Guidelines, on behalf of the CCWG, DMWG, JANI, Red Cross and mass organization memberships through a review of all inputs received from members and a consultative process, to ensure that their inputs are taken into consideration in the drafting of the SREX and Guidelines;
- Provide specific support to the Coordination Lead Authors of the Practical Guidelines, to ensure that these Guidelines are based upon 'tried and trusted' good practice and lessons learned from the non-government community as a whole.
- Upon request of the Viet Nam SREX Coordination Lead Authors¹⁸, provide advice, assistance and specific inputs into the consolidation and revision of the draft Viet Nam SREX.
- Share by electronic means all the appropriate written resources that form the basis of analysis / case studies (in Vietnamese and / or English)
- Develop and finalize **a final report** (maximum 5 pages - according a format agreed with the CCWG and UNDP), including identification of any further action required, and Annexes with the various contributions made.

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

The assignment will be for a maximum of **35** working days per expert over a period of 5 months beginning on 1st April 2013 and will be completed by 31st July 2013.

The experts will complete the approved work plan and produce the consolidated final report during this time frame.

The experts will be based in Ha Noi and will be expected to undertake (hosted by CCWG/DMWG, JANI or IFRC members) interviews and focus group discussions with experts.

5) EXPECTED EXPERTISE AND QUALIFICATIONS

- A university degree in natural or social sciences, water resources management, disaster risk management or a related field;
- At least 5 years of cumulative experience working with I/LNGOs or the Government at national or provincial level in the area of disaster risk reduction or climate change in Viet Nam;
- Familiarity and understanding of disaster risk reduction, climate change and related scientific, technical, institutional and legislative issues in the country;
- Extensive field experience in Viet Nam and an in-depth knowledge of Government and community involvement in disaster risk management and climate change;
- Demonstrated ability and contributions to research, policy or guideline formulation;
- Past experience in working with I/LNGO, governmental disaster risk management structures, the UN - or

¹⁶ Dr. Tran Thuc (IMHEN/MoNRE) and Mr. Koos Neeffjes (UNDP)

¹⁷ Disaster risk management & Climate Extremes; Mainstreaming into Planning; Mainstreaming into Sectors; Mainstreaming into Design; and Guidelines CCA & Livelihood Resilience

¹⁸ Dr. Tran Thuc (IMHEN/MoNRE) and Mr. Koos Neeffjes (UNDP)

- with other international organizations (e.g. the International Federation), would be an advantage;
- A background or experience in gender and gender analysis to take into consideration the differing needs of men and women, would be an advantage;
- Excellent communication, networking and interpersonal skills; a team oriented work style; an interest and experience of working in a multi-cultural and multi-disciplinary environment;
- Ability to work together to produce a consolidated final report;
- Excellent spoken and written English;
- Experience in writing research reports in English and Vietnamese

6) SUPERVISION AND MONITORING

The two experts will report to the Policy Advisory Team (Climate Change) of UNDP. Primary guidance will be provided by the Chairperson of the CCWG and the Lead Author of Chapter 9 (IMHEN). The two experts will undertake the tasks outlined above with the support and additional guidance of the DMWG, JANI and IFRC membership (the 'NGO SREX Taskforce'), and the Coordinating Lead Authors of the Practical Guidelines.

7) ADMINISTRATIVE SUPPORT AND REFERENCE DOCUMENTS

The experts will be expected to operate independently. Administrative support will be provided by UNDP-Viet Nam (PAT)

List of references:

1. IPCC. 2012. Special Report on Managing the Risks of Extreme Events and Disasters to Advance Climate Change Adaptation (SREX). Available at <http://ipcc-wg2.gov/SREX/report/full-report/>
2. IPCC. 2012. Special Report on Managing the Risks of Extreme Events and Disasters to Advance Climate Change Adaptation (SREX). Summaries for Policy Maker. http://ipcc-wg2.gov/SREX/images/uploads/SREX-SPMbrochure_FINAL.pdf
3. CDKN. 2012. Managing Climate Extremes and Disasters in Asia: Lessons from the IPCC SREX Report. Available at <http://cdkn.org/wp-content/uploads/2012/04/Lessons-from-the-IPCC-SREX-report-for-Asia.pdf>
4. Expert Reports and Policy Dialogue on Managing Risk of Extreme Events and Disasters to Advance Climate Change Adaptation in Viet Nam: Concept Note for a collaborative project
5. Other documentation will be made available by the CCWG, DMWG, JANI and IFRC members as well as by the UNDP, as required, during the course of the consultancy period.

8) REVIEW TIME REQUIRED AND PAYMENT TERMS

First payment of 40% of the contract will be made available upon submission of an **Interim Report**

Second and last payment of 60% of the contract will be paid upon satisfactory completion of the assignment and upon approval of the achieved outputs by the UNDP Viet Nam Policy Advisory Team, i.e. upon submission of an approved **final report** including all Annexes, deliverables and other documentation requested in this TOR.

Payment for the team member shall be made upon certification from the team leader and UNDP.

Annex VI

GUIDELINES FOR PREPARING CV

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.

Please ensure the following statement is included in the resume and that it is signed and dated:

I CERTIFY THAT ALL INFORMATION STATED IN THIS RESUME IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE UNDP/UNOPS OR ITS AGENT TO VERIFY THE INFORMATION PROVIDED IN THIS RESUME.

(Signature)

