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Date: 14 January 2014

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	<b>02 Individual National Consultants to support the project preparation of a Medium-sized project on “Local Development and Promotion of LED Technologies for Advanced General Lighting”:</b>  - <b><i>National consultant 1: Policy and Project formulation expert</i></b> - <b><i>National consultant 2: Technical Expert</i></b>
Project name:	<b>00088756/PPG: Local Development and Promotion of LED Technologies for Advanced General Lighting</b>
Period of assignment/services (if applicable):	<b>February 2014 – March 2015</b>

1. Submissions should be sent by email to: [nguyen.thi.hoang.yen@undp.org](mailto:nguyen.thi.hoang.yen@undp.org) no later than: **3 February 2014 (Hanoi time)**.

**With subject line:** NC 1: Policy and Project formulation expert (Project 00088756/PPG)  
**Or** NC 2: Technical Expert (Project 00088756/PPG)

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 **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
    - Copy of 1-3 publications/writing samples.
    - Reference contacts 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 **Vietnam 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 Viet Nam Dong at UN Exchange Rate at the submission deadline.

4. Evaluation:

The 02 consultants will be evaluated separately using the below evaluation criteria:

**National consultant 1: Policy and Project Formulation Expert**

<b>Consultant's experiences/qualification related to the services</b>		
	<b>Criteria</b>	<b>Maximum Points</b>
1	Postgraduate degree with knowledge in energy efficiency, lighting/innovation technology or relevant fields;	200
2	Strong understanding and experience in lighting technology and/or energy efficiency	200
3	Sound knowledge of lighting sector related policies in Viet Nam, energy efficient lighting, energy efficiency policies framework	250
4	Understanding of and experience in preparation of GEF-UNDP or international funded project document will be an advantage	150
5	Good knowledge and understanding of key stakeholders involved in energy efficient lighting or LED technologies; with ability and experience to work with government officials, R&D institutions and manufacturing businesses;	100
6	Good skill in English and Vietnamese and demonstrated command of writing professional reports in English with evidence by submission of sample reports	100
	<b>TOTAL</b>	<b>1000</b>

**National consultant 2: Technical Expert**

<b>Consultant's experiences/qualification related to the services</b>		
	<b>Criteria</b>	<b>Maximum Points</b>
1	Postgraduate degree with knowledge in energy efficiency, lighting/innovation technology or relevant fields;	200
2	Strong understanding and experience in lighting technology and/or energy efficiency, with sound knowledge of lighting sector related policies in Viet Nam, energy efficient lighting, energy efficiency policies framework;	300
3	Familiar with investment appraisal of energy efficient projects and working experience in energy efficient technologies, energy data collection and analysis with preference to the energy efficient lighting projects;	250
4	Sound knowledge and understanding of CO2 reduction calculations of the UNFCCC and/or GEF	100
5	Good skill in English and Vietnamese and demonstrated command of writing	100

	professional reports in English with evidence by submission of sample reports	
6	Understanding of and experience in preparation of GEF-UNDP or international funded project document will be an advantage	50
	<b>TOTAL</b>	<b>1000</b>

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.

Interview with the candidates may be held 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.

- The first payment of 40% of total contract amount will be paid upon submission of the draft report with satisfactory acceptance by UNDP.
- The second payment of 40% of total contract amount will be paid upon the final report with satisfactory acceptance by UNDP.
- The third and final payment of 20% of total contract amount will be paid upon the completion of and written comments to the draft ProDoc and final products under the contract, with satisfactory acceptance by UNDP.

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)**

<b>Title:</b>	<b>02 National Consultants to support the project preparation of a Medium-sized project on “Local Development and Promotion of LED Technologies for Advanced General Lighting”</b>
<b>Project ID and title:</b>	00088756/PPG: Local Development and Promotion of LED Technologies for Advanced General Lighting
<b>Duration:</b>	February – December 2014
<b>Duty station:</b>	Hanoi and local travel to the field if needed
<b>Reporting:</b>	UNDP Viet Nam and Viet Nam Academy of Science and Technology (VAST)

#### **1. BACKGROUND**

The Government of Viet Nam, represented by the Viet Nam Academy of Science and Technology (VAST) received a project preparation grant from the Global Environment Facility (GEF) for development of a medium-sized project on “Local Development and Promotion of LED Technologies for Advanced General Lighting”. The medium-sized project aims at GHG mitigation and market transformation of the LED lighting products market in Viet Nam.

The main outputs of this project preparation grant from the GEF are:

1. UNDP Project Document (ProDoc)
2. GEF CEO Approval Request with completed relevant GEF Tracking Tools
3. Detailed Project Outline (DPO) in accordance with the government’s guidelines

The ProDoc must include at the minimum the following key indicative sections:

- Situation Analysis (including sections on context and global significance, barriers analysis, institutional/sectoral/policy context, stakeholder analysis, business-as-usual-analysis, gender issue analysis, business-with-GEF-analysis)
- Strategy (including sections on project rationale for GEF assistance and policy conformity, project goal, objective, outcomes, outputs and activities, project indicators, risks and assumptions, country ownership, sustainability and replicability)
- Management Arrangements
- Monitoring framework and evaluation plan and associated budgets
- Incremental Cost Analysis (including summary of costs, additional cost matrix)
- Project Results Framework
- Total Budget and Work-plan, including First Year Work-plan (GEF and co-financing)
- Project Organigram
- Project timetable
- Terms of Reference for Project staff (project management unit staff, international and national consultants) and main sub-contracts
- Stakeholder involvement Plan
- Confirmed co-financing letters
- Annexes and additional information (i.e. Implementation Arrangement, Baseline data and annual targets, energy consumption and CO<sub>2</sub> emission calculation methodology)

To prepare the medium-sized project documents, UNDP Viet Nam and VAST are recruiting a project preparation team consisting of an international consultant/team leader and two national consultants.

- The international consultant/team leader will be in charge of leading the team and finalizing the required documents

- National consultant No. 1 (Policy and Project Formulation Expert) is responsible for working on policy analysis, stakeholder analysis and co-financing to support the development and promotion of LED technologies for general lighting, and providing inputs to the development of the required documents
- National consultant No. 2 (Technical Expert) is responsible for working on LED Technology and Demonstration, and providing inputs to the development of the required documents

## 2. OBJECTIVES OF THE ASSIGNMENT

The assignment is to undertake relevant reviews, studies and analyses to provide inputs for the development of a medium-sized UNDP Project Document and a GEF CEO Approval Request.

## 3. SCOPE OF WORK

Under the overall guidance of the Head of the Sustainable Development Unit of UNDP Viet Nam, the Director of Centre for High Technology Development of VAST, and the International Consultant/Team leader, the National Consultants will be responsible for implementing the following key tasks:

### **General tasks**

- Work with the international consultant/team leader and the other national consultant to draw up a detailed work plan, including defining scope, specific tasks and expected outputs delivered by each national consultant;
- Seek advice and guidance from the international consultant/team leader from the start-up phase and during the process to ensure quality of the expected outputs;
- Provide related written inputs to support the international consultant/team leader in drafting and finalizing the required documents, which includes:
  - Determine baseline and incremental activities for each project component. Provide advice in getting the agreement of the stakeholders on the incremental activities to be carried out to realize the project objectives based on the specified goal, purpose, outcomes in the Log-frame analysis
  - Determine and design the technical assistance required for all outputs and activities;
  - Identify success indicators for each output and specify means of verification;
  - Estimate the financial requirements for each measure and the corresponding implementation schedules;
  - Identify and address any opportunities/risks identified during an environmental and social screening of the project proposal;
  - Provide assistance to VAST in coordinating with potential project partners to review the draft ProDoc and consolidate their comments accordingly;
  - Provide written responses to UNDP and GEF comments on the draft documents and accordingly additional information/data if required.

**Specific tasks:** Following is description of specific tasks corresponding to each individual national consultant:

### **3.1. Policy and Project formulation expert (NC 01)**

#### **3.1.1. Analysis of EC&EE Policy and regulation in lighting sector**

- Review all existing policies/plans/programmes/initiatives of energy conservation and energy efficiency (EC&EE) and analyse those that are relevant to LED general lighting application;
- Assess relevant energy policies that are in line with the development, environment and economic policies/plans/programmes of the Government;
- Propose a policy development programme, including establishment of appropriate policy framework and suitable financial support mechanism for promotion of local production of high quality LED lamps;
- Identify requirements needed for development of a local LED industry including capacity building programmes for the relevant government agencies and stakeholders in formulation and enforcement of policy, legislation and standards on LED general lighting application.

#### **3.1.2. Identification and update of barriers to the deployment of LED technologies**

- Analyze, prioritize and elaborate in detail all the significant barriers and gaps, which are hindering the widespread manufacturing and deployment of LED technologies for general

lighting;

- Analyze the actual nature and extent/magnitude of the barriers that were identified in the PIF; what is currently or being planned to address them; their impacts if not removed; and their impacts if the proposed GEF project is carried out
- Determine the inter-relationships (cause and effect) of the identified barriers through a logical framework analysis;
- Identify means/measures for overcoming the barriers and requirements needed for deployment of LED technologies for general lighting. This will cover the status of the current and planned actions in the country specifically intended to remove the identified barriers to the widespread applications of LED lighting products in the country, to find out how this GEF project can further improve them.

### **3.1.3. Update of the baseline of the promotion of LED Technologies for Advanced General Lighting**

- Update the baseline of the manufacturing and deployment of LED technologies and the LED lamp market in Viet Nam: The status of the current and planned initiatives by the Government (GOV) and the local lighting industry in the development of LED lighting technology, local manufacturing of LED lighting products, and in the promotion of the widespread application of LED lighting products
- Further describe (including availability of the budgets) for the baseline projects/activities that have been initially identified in the Project Identification Form (PIF) and other new projects related to EE in lighting sector, analyze the lessons learnt, weaknesses and gaps in these;
- Provide update of the improvements that have to be made to the baseline activities to facilitate the production and availability of more energy efficiency LED lighting products in the country
- Identify and negotiate partnerships with on-going projects/initiatives to align their activities and build synergies; and identify opportunities for GEF incremental support;

### **3.1.4. Stakeholders' analysis and implementation arrangement**

- Identify relevant and potential project partners and analyse their present and possible future roles in development and promotion of LED technologies for general lighting;
- Propose the most appropriate implementation arrangements that will be used for (i) Overall project management and implementation; (ii) Implementation of each major activity; (iii) Implementation of demonstration schemes as well as for sustaining the project objectives;
- Facilitate discussion meetings with identified potential partners to secure agreement(s) on coordination and implementation mechanism among project partners, including roles, responsibilities, and accountabilities of lead and partner agencies.

### **3.1.5. Mobilizing co-financing from key project partners/stakeholders**

- Work with VAST and the other national consultant (NC 02) to identify potential co-financing partners and seek commitments of co-financing from these partners. This will include in-kind, grant and investment co-financing modalities;
- Assist VAST in undertaking a series of consultations with partners to ensure a coherent and sustainable financing package for the project including post- GEF grant phase;
- Prepare letters of co-financing confirmation and have them signed by committed co-financing partners.

## **3.2. Technical Expert (NC 02)**

### **3.2.1. Assessment of the baseline and potential for production and deployment of LED technologies for general lighting**

- Review available LED technologies and identify and evaluate the barriers to the deployment of LED technology in Viet Nam;
- Review LED technologies and best practices from abroad (i.e. China, Korea, Japan and others) and assess potential technologies for application to Viet Nam;
- Analyse the barriers to, and opportunities/solutions for embedding LED lighting technologies in Viet Nam (which includes selection of HBWLEDs, design and fabrication of power drivers, design and fabrication of heat sink devices, design and fabrication of fixtures, assembly of the lamps, to quality testing and certification);

- Evaluate and verify the techno-economic feasibility, potential risks and problems that may be encountered of appropriate LED technologies that can be applied for advanced general lighting in Viet Nam;
- Assess the local capability of relevant stakeholders including R&D centres, service providers with regard to LED technology transfer and identify the technical assistance needed to improve this capability;
- Assess the local capacity and capability of LED lamp fabrication/manufacturing and identify technical assistance, capacity building and investment as needed;
- Evaluate the market share of LED lamps for general lighting and assess the trends and potentials for adoption of LED technology in Viet Nam's lighting market;
- Analyze and highlight the potential impact of the project in dealing with the issue of market transformation towards energy efficient equipment/appliances;
- Identify awareness and promotional activities/programmes that are needed to promote the use of LED lamps.

### **3.2.2. Assessment of energy savings from LED technologies for general lighting**

- Calculate lifecycle and annualized energy consumption and cost of LED technology against that of conventional lighting technologies;
- Provide detailed analysis of GHG emission reductions from the planned LED lighting demos in accordance with the GEF GHG methodology for energy efficiency projects;
- Determine direct, post-project direct and indirect CO<sub>2</sub> reductions resulting from life-cycle energy savings from the use of LED lamps for general lighting technologies.

### **3.2.3. Identification, evaluation and selection of demonstration projects**

- Undertake gap analysis of previous LED lighting demonstration projects
- Assess the applicability of different types of locally produced LED lamps in Viet Nam and make recommendations for LED lamp demonstration models;
- Identify and evaluate the suitable indoor and outdoor sites including residential and commercial buildings, street and construction sites for possible LED lighting demonstration which is deemed necessary and feasible for inclusion in the intended GEF project;
- Identification and assessment of demonstration schemes for the project – This may involve discussions or negotiations with potential demo hosts, development of a set of selection criteria and selection of demonstration sites and hosts;
- Propose sites for demonstration and prepare a short description and assess the pre-feasibility of each identified sites;
- Develop implementation/action plans for demonstration at selected sites and assess potential for replication projects. This includes the technical requirements and assistance, budget/investment estimates, cost and benefit analysis, expected results, expected energy performance, energy savings and potential GHG emissions reduction; and monitoring and evaluation of the demo performance;
- Work with VAST and the National Consultant (NC 01) to seek commitment from hosts of the potential demonstration sites including co-financing confirmation for demonstration projects.

## **4. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL**

**Duration and Timing:** from February to December 2014

- Policy and Project Development Expert (NC 01): 40 days
- Technical Expert (NC 02): 40 days

**Duty Station:** Hanoi and travel to the field (in Ho Chi Minh City) if required. In case of travel to the provinces, separate travel arrangement including DSA will be made by UNDP based on the UN-EU cost norm.

## **5. FINAL PRODUCTS**

### **5.1. Policy and Project formulation expert (NC 01)**

- A completed report that covers but not limited to following issues:
  - o Barriers/Gap analysis of the current policy, regulation and guidelines in regard to development and promotion of LED technology for advanced general lighting design of a policy development



- framework and suitable financial support mechanism for promotion local production of LED lamps;
- Institutional framework for implementation of current and suggested policies and suggested coordination with baseline projects;
- Stakeholder analysis with clear roles and responsibilities of project partners, suggested implementation arrangement and stakeholder involvement plan;
- Capacity building programmes for the relevant government agencies and stakeholders in policy formulation, coordination and implementation;
- Confirmed co-financing letters signed by committed co-financiers
- Written responses to UNDP and GEF comments which are relevant to the NC's assignment.

## **5.2. Technical expert (NC2)**

- A completed report that covers the following elements but not limited to:
  - Baselines and potentials for LED technologies that are proposed to be supported by GEF; and relevant findings corresponding to the scope of task;
  - Technical transfer and assistance programmes needed to develop the local LED industry in Viet Nam
- A completed pre-feasibility report on potential demonstration and replication projects, which includes:
  - Methodology of selection of the demonstration sites;
  - Description of the demonstration sites and LED lamps which will be demonstrated with expected results, exact location, investment plan, investor name and contacts;
  - Technical and investment requirements and measures for demonstration and replication projects;
  - Implementation arrangements for the selected demonstration sites;
  - Excel spreadsheet that shows estimate method, and estimated energy savings overtime (the direct, post-project direct and indirect energy savings and CO<sub>2</sub> reductions resulting from demonstration, replication projects);
  - Description of the soft assistance from GEF project;
  - Description of the co financing composition with confirmed co-financing arrangement with hosts of demonstration sites and replication projects;
  - Any supporting information such as pictures, photos, enterprise profiles, etc
- Written responses to UNDP and GEF comments which are relevant to the NC's assignment.

All reports shall be submitted in English and Vietnamese. Due date for the submission of the draft reports will be decided according to the detailed work-plan but should not be later than 15 March 2014.

## **6. PROVISION OF MONITORING AND PROGRESS CONTROL**

The selected consultants will have regular meetings and discussions among the team and with the responsible staff of UNDP Viet Nam and VAST. He/she is required to regularly report to UNDP Viet Nam, VAST and the international consultant/team leader on the progress of the work based on the agreed work-plan.

## **7. DEGREE OF EXPERTISE AND QUALIFICATIONS**

The ideal candidates for the national consultants shall have the following minimum general and specific qualifications and experiences:

### **General requirements:**

- Postgraduate degree with knowledge in energy efficiency, lighting/innovation technology or relevant fields;
- Strong understanding and experience in lighting technology and/or energy efficiency
- Sound knowledge of lighting sector related policies in Viet Nam, energy efficient lighting, energy efficiency policies framework
- Understanding of and experience in preparation of GEF-UNDP or international funded project document will be an advantage
- Good skill in English and Vietnamese and demonstrated command of writing professional reports in English with evidence by submission of sample reports



## **Additional Specific Requirements:**

### ***Policy and Project Formulation Expert***

- Good knowledge and understanding of key stakeholders involved in energy efficient lighting or LED technologies; with ability and experience to work with government officials, R&D institutions and manufacturing businesses;

### ***Technical Expert***

- Familiar with investment appraisal of energy efficient projects and working experience in energy efficient technologies, energy data collection and analysis with preference to the energy efficient lighting projects;
- Sound knowledge and understanding of CO<sub>2</sub> reduction calculations of the UNFCCC and/or GEF;

## **8. PROJECT SUPPORT AND REFERENCE DOCUMENTS**

### ***Arrangement of meeting and interview***

- UNDP and VAST will provide all logistical and administrative support if necessary to the selected national consultants and the whole team;
- UNDP and VAST will suggest list of stakeholders (government officers, businesses, associations, donors and others to consult)
- VAST will assist in arrangement of all meetings, partners/stakeholders consultations or/and field assessments as needed.

### ***Cooperation among the project preparation team***

- UNDP will mobilize one international consultant/team leader and national consultants work with one another as a team;
- The National Consultants will play the role as team members responsible for his/her corresponding tasks described above and others as agreed upon in the detailed work-plan.

### ***Documents***

- Copies of the following documents will be made accessible to the consultants upon commencement of the assignments:
  - o Approved PIF and comments on the PIF by GEF
  - o Copy of Law on Energy Efficiency and Conservation and Viet Nam Energy Efficiency Programme upon request

## **9. REVIEW TIME REQUIRED AND PAYMENT TERM**

- The first payment of 40% of total contract amount will be paid upon submission of the draft report with satisfactory acceptance by UNDP.
- The second payment of 40% of total contract amount will be paid upon the final report with satisfactory acceptance by UNDP.
- The third and final payment of 20% of total contract amount will be paid upon the completion of and written comments to the draft ProDoc and final products under the contract, with satisfactory acceptance by UNDP.

## **10. CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES**

- NONE                       PARTIAL                       INTERMITTENT                       FULL-TIME

## **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)

