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01 April 2019

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

<b>Country:</b>	Viet Nam
<b>Description of the assignment:</b>	<b>01 National Consultant to provide Scoping study and Technical Brief on innovative finance to directly complement designs of new Government housing programme</b>
<b>Project name:</b>	<b>Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam</b>
<b>Period of assignment/services (if applicable):</b>	<b>April - June 2019</b>
<b>Duty Station</b>	<b>Homebased with travel to project sites</b>
<b>Tender reference:</b>	<b>PN-N-190401</b>

1. Submissions should be sent by email to: [nguyen.thuy.nga@undp.org](mailto:nguyen.thuy.nga@undp.org) on or before:  
**07 April 2019 (Hanoi time).**

**With subject line: PN-N190401-National consultant on Scoping study and Technical brief on innovative finance for Housing component**

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

**Note:**

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.
- Maximum size per email is **30 MB**.
- Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP Viet Nam will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

- After submitting proposal, bidder should send notification by email (without attachment) to: [procurement.vn@undp.org](mailto: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:

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

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

**a. Technical component:**

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

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

- The financial proposal shall specify a total lump sum amount in **Viet Nam Dong for National Consultant** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in Annex V.
- Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.
- If quoted in other currency, prices shall be converted to the above currency at UN Exchange Rate at the submission deadline.

4. Evaluation:

The technical component will be evaluated using the following criteria:

Se	Criteria	Score
1.	Master’s degree or higher qualification in finance, banking, insurance or related business field	200
2.	At least 3 years of working experience in Vietnam working in housing/ risk transfer or related financial field, preferably with large private sector or state organisations	300
3.	Proven network and knowledge of the financial services sector available for housing construction in Viet Nam, preferably with knowledge of both private sector, and non-profit based finance schemes (such as Viet Nam Bank for Social	300

	Policies (VBSP) or micro-finance organisations)	
4.	Experience related to provincial housing finance in coastal areas in Viet Nam preferred	200
	<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.

## 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 Basic Security in the Field and Advanced Security in the Field and submit certificates 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. The certificate is valid for 3 years.

- 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.

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

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

## TERM OF REFERENCE

## 1. GENERAL INFORMATION

<b>Position</b>	01 national consultant
<b>Project</b>	Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam (RVCC)
<b>Consultancy service</b>	<b>Scoping study and Technical Brief on innovative finance to directly complement designs of new Government housing programme</b>
<b>Type of appointment</b>	Individual contract
<b>Location</b>	Hanoi home-based including 2 missions (5days each) to two project provinces (travel costs budgeted separately)
<b>Duration</b>	Part-time to be completed by 30 June 2019 Total working days: 25 (missions included)
<b>Report to</b>	<b>Program Management Specialist RVCC project</b>
<b>Technical Supervision</b>	UNDP Senior Technical Advisor RVCC

**Background:**

Despite significant investments in preparedness and resilience which have reduced loss of life, extreme-weather-related losses and costs to property, and natural resources are increasing in Viet Nam. Climate change projections further point to increasing intense and less predictable floods and storms. Over the last two decades natural disaster losses have reduced GDP growth by more than 1% annually in Viet Nam. As development intensifies and more assets are exposed in coastal high-risk areas, unless systems are strengthened to ensure climate resilient construction this figure could rise. International experience from the US shows for example that insured losses in the U.S. from Hurricane Matthew were between \$1.5 and \$5 billion, with approximately 70% of the losses being incurred by residential homes. In Viet Nam, where housing insurance coverage is significantly below regional averages, incentivizing the application of climate resilient housing construction methods, and the growth insurance products to cover residential housing is an increasing priority, particularly for high-risk coastal provinces and the Ministry of Construction.

Long-term physical infrastructure resilience requires the development of suite of financial services and investments that can promote resilient housing. In many countries mortgage approvals require physical examination of housing to be financed to ensure it complies to local codes and standards and is appropriate to the risk context. Such mortgages also include compulsory insurance cover for floods/storm related events. The development of locally appropriate resilient financial system in Viet Nam is in its infancy but can be key to realizing future savings in the form of reduced losses, lower insurance costs, and enhanced market value, among other economic benefits.

Led by the Vietnamese Ministry of Agriculture and Rural Development (MARD) in collaboration with Ministry of Construction (MOC), UNDP is supporting implementation of a climate change adaptation project: “Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam” (2017-2022). As outlined in the Paradigm Shift Objectives and Impacts section of the project proposal, the project is designed “to contribute to increased climate-resilient sustainable development though employing an integrated approach to ensure more climate resilient homes, strengthen natural defenses through the regeneration of mangroves and improve planning through the integration of climate risk information. The project aims to rebuild 4000 houses and to regenerate 4000 hectares of mangroves. It also aims to increase the quality and accessibility of climate risk related information and therefore increase its utility in decision making. Key results for the project include:

- 1. Increased resilience of infrastructure and the built environment to climate change (Indicator: Number and value of physical assets made more resilient to climate change variability and change considering human benefits)**
- 2. Improved management of land or forest areas contributing to emissions reductions (Indicator: Hectares of land or forests under improved and effective management that contributes to CO2 emission reductions)**
- 3. Increased generation and use of climate information in decision making (Indicator: Use of climate information products/ services in decision making in climate sensitive sectors)**

Implementation of the housing component is led by MOC and target provinces, and early progress in implementation has been positive. As of 31 December 2019, approximately 1100 storm resilient houses have been constructed in five coastal provinces through employing the project’s participatory own led building methodology. (Additional information including the project document, key progress and implementation maps are available on the project website: <http://gcfundp-coastalresilience.com.vn> )

The Government’s partnership with the GCF and UNDP however aims to achieve transformative changes leading to increased resilience of infrastructure and the built environment to climate change. In the context of the housing component of the project this requires moving beyond just achievement of the specific target to build 4000 houses, to looking at how climate change resilient housing access can be increased more generally in Viet Nam.

Therefore, activity 1.1.6 of the project aims to support to the policy and legal framework/regulations that govern houses supported through the project – both in terms of maintenance, insurance, and MOC’s 2019 workplan. This includes activities to explore options for a potential future storm resilient housing program in Viet Nam. Output three of the project also includes activities focusing on incentivizing financial flows into climate change resilient investments, including in housing finance access and insurance cover.

The current RVCC housing activities focus support on highly vulnerable poor and near poor households already pre-screened as requiring support by existing Government storm resilient housing programs (such as Decision 48). In recognition of the income level of these houses and existing levels of debt, the RVCC focuses on providing grant support for construction. This method is effective in supporting this sub-group of high-risk households. There is initial evidence that the project’s outreach, training and communications activities are raising awareness among non-beneficiary households regarding low cost design features that can increase housing strength.

However, the current grant-based approach does not address how to incentivize replication of these housing models outside current narrow target group. This includes looking at how the Government could encourage private sector actors such as banks or insurance companies to develop products for the mass market which reduce the financial and physical risks of households and the private sector. Therefore this consultancy contributes to Activity 1.1.6 by supporting the RVCC project and specifically MOC and component one by researching and drafting a concise action-oriented “Technical brief on storm resilient housing finance options” which can inform both thinking around design of a new Government flood and storm resilient housing program, and potential future private sector support from the project to encourage the design of partnerships with banks, insurance companies or other stakeholders who can play a role in promoting climate change resilient housing scale up in Viet Nam.

### **Objective:**

The objective of this consultancy is to develop a concise, high quality scoping study and technical brief with clear analysis and action-oriented recommendations on options for incentivizing climate resilient housing finance options for the mass market in coastal Viet Nam.

### **Scope of work:**

The consultant will be responsible for conducting an analysis of opportunities and challenges in incentivizing the development and/or scale up of climate resilient housing finance options, developing a research plan, executing interviews with key stakeholders including at the household level in at least 2 project provinces, and documenting lessons learned and future options for innovation among the public and private sector based on national and international existing good practice.

The consultant’s results will consist of:

- A scoping study report that provides an overview of the project methodology (approximately 20 pages in length excluding annexes and bibliography)
- A 3-5 page Technical brief on storm resilient housing finance options based on analysis and recommendations outlined in the longer scoping study.

The consultant will be responsible for data collection, analysis and for developing a series of recommendations for specific actions which could be taken forward by the Government, by the RVCC project, and by the private sector to act upon recommendations and analysis provided in the report.

Key questions to be considered by the consultant should include:

- How are current beneficiary households in the RVCC project managing debt in the financing of their house construction? Are banks or local organizations (such as the Women’s Union) willing to extend credit, what options for finance and/or insurance are available to them?
- How are non-beneficiary households in the RVCC project areas typically financing house construction, are banks willing to extend credit, and are there any incentives currently available to them to encourage the application of climate resilient housing designs?
- Are their gender/age or other related factors which are impacting access to mortgages, credit or insurance in target provinces?

- What housing credit and storm/flood related insurance products are being offered in housing project provinces? What is the level of penetration of these products, and what are barriers and opportunities for households in purchasing more climate resilient finance products?
- Are any incentives currently being offered in the local market which recognize the lower risk of storm resilient house designs, or insured homes? Are local financial institutions aware of the lower risk of safer homes and are they potentially open to offering incentivized products should demand be available? What barriers do they see in the development of this market in their localities?
- Are there opportunities for national level Government, and particularly Ministry of Construction to create incentives for scaling up the application of climate resilient housing finance that can also promote the scale up of more resilient design options? What would be the key elements of such an approach, and what specific elements should be considered for inclusion in the design of a future storm resilient housing program?
- Are there opportunities for private sector mortgage providers to require review of house design to ensure its climate resilient based on local hazards, and/or to ‘bundle’ flood/storm insurance cover as part of mortgage products being offered in high risk areas?
- Are there examples, either positive or negative in Viet Nam where financial incentives have been provided to promote resilient housing and/or extensions of housing cover? If so what are key lessons learned that can be applied to the design of future programs? Are there similar examples at the international level that can provide lessons learned for Viet Nam?
- Are there emerging innovations in service lines or systems that could be supported to reduce costs or to speed up scale up of good practice (such as application of e-banking technologies, big data analysis, improved risk profiling and cost estimation etc)?

### **Key tasks**

1. Develop a full assessment methodology, mission plan and list of stakeholders to meet during the consultancy drawing on RVCC project knowledge in the project and public sector and the consultant’s network and experience in the mortgage/ insurance sector.
2. Conduct field missions to two project provinces to collect data from households, provincial level financial service providers, Provincial government and other stakeholders. (Costs to be covered separately)
3. Complete desk review of international and national level data, and analyze data collected through field missions.
4. Conduct face to face interviews with key stakeholders at the national level to complement provincial level research
5. Conduct at least one ½ day roundtable discussion on initial research findings presented in scoping study in UN House with key stakeholders to gain feedback and comments on draft recommendations provided.
6. Finalize scoping study and develop concise Technical Brief for senior management and decision makers on key findings and recommendations for consideration by Government, the RVCC project and the private sector
7. Develop a high-quality PowerPoint presentation and present key messages and findings at the a ½ launching dialogue to be held in Hanoi.

### **Stakeholders for consultation**

1. Selected members of the Central Steering Committee for Natural Disaster Prevention and Control and especially VDMA and MOC
2. Representative from at least two provincial PPCs, DARDs and construction departments
3. At least 20 project and non-project households in two target provinces
4. Representatives from the United Nations in Viet Nam, the World Bank, KfW and GIZ, Women's Union, and key Government institutes
5. Banks, mortgage providers, micro-finance organizations, insurance and other relevant financial companies with products and services that provide financial products and services relevant to the scale-up of current or future storm resilient housing programs.
6. Other stakeholders identified by the consultant and agreed in the inception report.

## 2. EXPECTED DELIVERABLES

The expert is expected to submit following deliverables:

#	Deliverables	Deadline
1	Short inception report detailing workplan, list of experts/ organizations to be consulted and documents for initial review and approval by MOC/RVCC project	10 May 2019
2	Initial draft of scoping study and completion of a 1/2 day consultation meeting held in Hanoi to gather feedback and suggestions from key stakeholders (budgeted separately for consultation meeting)	30 May 2019
3	Final draft of scoping study and initial draft of Technical Brief	15 June 2019
4	Final scoping and Technical Brief accepted by MOC/RVCC and presented in a launch event in Hanoi	30 June 2019

## 3. ADMINISTRATION

UNDP and the Vietnam Disaster Management Authority will provide administrative support to the expert throughout the implementation of this consultancy service. However, the consultant should be proactive in making appointments, organizing discussions and consultation meetings with the national consultants and key stakeholders.

## 4. DURATION

The contract duration for the national consultant is from date of signature to 30 June 2019.

Maximum number of working days are 25 days

## 5. SELECTION/EVALUATION CRITERIA

- Master's degree or higher qualification in finance, banking, insurance or related business field. **200pts**
- At least 3 years of working experience in Vietnam working in housing/ risk transfer or related financial field, preferably with large private sector or state organisations - **300pts**
- Proven network and knowledge of the financial services sector available for housing construction in Viet Nam, preferably with knowledge of both private sector, and non-profit



based finance schemes (such as Viet Nam Bank for Social Policies (VBSP) or micro-finance organisations) - **300pts**

- Experience related to provincial housing finance in coastal areas in Viet Nam preferred- **200pts**

## 6. PAYMENT

Fee will be made after the contract deliverables are accepted by UNDP.

- 20% of the fee will be transferred as a working advance after signing the contract and acceptance of the inception report (Deliverable 1)
- 30% will be paid upon acceptance of the initial draft of scoping study and completion of a 1/2 day consultation meeting held in Hanoi to gather feedback and suggestions from key stakeholders (Deliverable 2)
- 30% will be paid upon acceptance of the Final draft of scoping study and initial draft of Technical Brief. (Deliverable 3)
- 20% will be paid upon acceptance of Final scoping and Technical Brief accepted by MOC/RVCC and presented in a launch event in Hanoi (Deliverable 4)

The consultant will need to send a financial proposal based on Daily Fee using UN-EU cost norm 2017. The consultant shall quote an all-inclusive Daily Fee for the contract period for all relevant team members. The term “all-inclusive” implies that all costs (PIT tax, professional fees, communications, consumables, etc.) that could be incurred in completing the assignment are already factored into the daily fee submitted in the proposal.

For field trips, travel costs and daily allowance cost will be provided separately by UNDP as applied using UN-EU cost norm.

## 7. PRESENCE REQUIRED ON DUTY STATION / UNDP OFFICE

NONE                       PARTIAL                       INTERMITTENT                       FULL-TIME

## 8. REFERENCE DOCUMENTS

Potential interesting articles to contribute to the bibliography (to be expanded by the consultant)

<http://www.air-worldwide.com/Blog/attachments/Resilience-Finance-Report/>

<https://obamawhitehouse.archives.gov/blog/2016/08/03/getting-smart-about-how-we-finance-disaster-resilience>

<http://pubs.iied.org/pdfs/10643IIED.pdf>

[https://www.researchgate.net/publication/279922776\\_Opportunities\\_to\\_Build\\_Disaster-Resilient\\_Shelter\\_and\\_Settlements\\_Lessons\\_Learnt\\_from\\_a\\_Housing\\_Architecture\\_Design\\_Competition](https://www.researchgate.net/publication/279922776_Opportunities_to_Build_Disaster-Resilient_Shelter_and_Settlements_Lessons_Learnt_from_a_Housing_Architecture_Design_Competition)

[https://www.vista-analyse.no/site/assets/files/6578/va-report\\_2018-16\\_vietnam\\_evaluation\\_report.pdf](https://www.vista-analyse.no/site/assets/files/6578/va-report_2018-16_vietnam_evaluation_report.pdf)

<http://www.oecd.org/dac/financing-sustainable-development/Summary%20-%20Climate%20and%20Disaster%20Resilience%20Financing%20in%20Small%20Island%20Developing%20States%20.pdf>

<file:///C:/Users/jenty.kirsch-wood/Desktop/2018-climate-resilience-handbook-financing-for-climate-resilience.pdf>

<http://www.worldbank.org/content/dam/Worldbank/document/Climate/climate2014-resilience-brief-091214.pdf>

[https://books.google.com.vn/books?id=G4gCw\\_aqha4C&pg=PA4&lpg=PA4&dq=benson+vietnam+finance&source=bl&ots=uUaSgqtha\\_&sig=ACfU3U1loBFntNSU6iS0AJuwBJ-3I2in\\_g&hl=en&sa=X&ved=2ahUKEwiizL-DhIjgAhXOdd4KHTs7Aw8Q6AEwAXoECAkQAQ#v=onepage&q=benson%20vietnam%20finance&f=false](https://books.google.com.vn/books?id=G4gCw_aqha4C&pg=PA4&lpg=PA4&dq=benson+vietnam+finance&source=bl&ots=uUaSgqtha_&sig=ACfU3U1loBFntNSU6iS0AJuwBJ-3I2in_g&hl=en&sa=X&ved=2ahUKEwiizL-DhIjgAhXOdd4KHTs7Aw8Q6AEwAXoECAkQAQ#v=onepage&q=benson%20vietnam%20finance&f=false)

[https://www.researchgate.net/profile/Peter\\_Makachia/publication/275738561\\_Innovative\\_Housing\\_Financing\\_for\\_Sustainable\\_Growth/links/5545ce010cf23ff71686b24a/Innovative-Housing-Financing-for-Sustainable-Growth.pdf?origin=publication\\_detail](https://www.researchgate.net/profile/Peter_Makachia/publication/275738561_Innovative_Housing_Financing_for_Sustainable_Growth/links/5545ce010cf23ff71686b24a/Innovative-Housing-Financing-for-Sustainable-Growth.pdf?origin=publication_detail)

**ANNEX IV**

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

Date \_\_\_\_\_

*(Name of Resident Representative/Bureau Director)*  
United Nations Development Programme  
*(Specify complete office address)*

Dear Sir/Madam:

I hereby declare that:

- 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 [~~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;

D) 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.

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**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.

