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Date: 14 August 2013

**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE**

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

<b>Country:</b>	<b>Viet Nam</b>
<b>Description of the assignment:</b>	<b>01 International consultant (Team Leader)</b> <b>01 National consultant on resource mobilization (Team member)</b> <b>01 National consultant on partnership and UNDP supported project document (Team member)</b> for supporting the formulation of directions, mechanisms and plan for resource mobilisation and partnership mechanism between GVON and Development Partners for the implementation of the National Action Plan on UxO.
<b>Project name:</b>	<b>Project “Support the effective implementation of National Mine Action Programme”</b>
<b>Period of assignment/services (if applicable):</b>	<b>September – November 2013</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: **26 August 2013 (Hanoi time)**.

**With subject line:** **International consultant - National Mine Action Programme**  
**Or** **National consultant 1 (Resource mobilization)**  
**Or** **National consultant 2 (Partnership and UNDP supported project document)**

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 **US Dollar** (for international consultant) and **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 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 above currencies at UN Exchange Rate at the submission deadline.

4. Evaluation:

The international consultant and national consultants will be evaluated and selected separately. The technical component will be evaluated using the following criteria:

**International team leader:**

Consultant's experiences/qualification related to the services		
	Criteria	Maximum Points
1	Master or higher education (a degree) in development studies, social sciences; Extensive (minimum 5 year) experience in Mine Action and UxO related development topics, Extensive knowledge of UN/DP policies, approaches, practices and experiences in mine action;	300
2	Sound professional experience and knowledge in mine action related resources mobilization and development co-operation/cooperation, formulating mine action related programs and projects;	500
3	Working experiences in Viet Nam and/or similar developing countries and in UN/DP and/or Donor supported projects/programs in mine action	50
4	Demonstrated analytical, communication and report writing/UNDP project formulation skills, and skills/experience in leading consultant teams	150
<b>TOTAL</b>		<b>1000</b>

**National consultant 1 (Resource mobilization)**

Consultant's experiences/qualification related to the services		
	Criteria	Maximum Points
1	Master or higher education (a degree) in development studies and social sciences; At least 3 years of professional experience with Government agencies and international organizations in the area of resources mobilization, development projects preferably in areas related to Mine Action	300
2	Good knowledge and understanding of Vietnam's program on mine action, different GOVN's resources mobilization mechanisms;	450

3	Good communication, report writing and presentation (English and Vietnamese) skills.	100
4	Demonstrated analytical, communication and report writing skills, and skills/experience in consultancy work	150
	<b>TOTAL</b>	<b>1000</b>

**National consultant 2 (Partnership and UNDP supported project document)**

<b>Consultant's experiences/qualification related to the services</b>		
	<b>Criteria</b>	<b>Maximum Points</b>
1	Master or higher education (a degree) in development studies and social sciences; At least 3 years of professional experience with Government agencies and international organizations in the area of resources mobilization, development projects preferably in areas related to Mine Action	300
2	Good knowledge and understanding of Vietnam's program on mine action, different partnership and coordination mechanisms; Experience in formulation of development projects, conducting capacity assessment, screening the social and environmental impacts, necessary for formulation of development projects;	450
3	Good communication, report writing and presentation (English and Vietnamese) skills.	100
4	Demonstrated analytical, communication and report writing/project formulation skills, and skills/experience in consultancy work	150
	<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
- International consultant whose work involves travel is required to complete the course on Basic Security in the Field and submit certificate to UNDP before contract issuance.

Note: The Basic Security in the Field Certificate can be obtained from website: <https://training.dss.un.org/consultants>. 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 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.

1st payment: 30% of total contract value will be paid upon receiving the detailed proposal of methodology, work plan and related research tools.

2<sup>nd</sup> and last payment: 70% of total contract value will be paid upon UNDP receiving and satisfactory acceptance of the final report.

**Note**: Payment to the team members need to be certified by the Team Leader.

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)

**TITLE:** National and International Consultants for supporting the formulation of directions, mechanisms and plan for resource mobilisation and partnership mechanism between GOVN and Development Partners for the implementation of the National Action Plan on UxO.

**COUNTRY OF ASSIGNMENT:** Viet Nam (Ha Noi)

### I. GENERAL BACKGROUND

Viet Nam is heavily contaminated by explosive remnants of war (ERW), mainly unexploded ordnance: 6.6 million hectares are still contaminated across the country which accounts for 21% of the country area. According to Ministry of Defense's incomplete statistics, more than 42,000 people have been killed, 62,163 people injured in unexploded ordnance (UXO) accidents from 1975 to December 2008<sup>1</sup>. After decades of suffering and dealing with UxO on its own with very little international support (mainly through Int. NGOs) Viet Nam's efforts in strengthening international cooperation with UN, at multilateral and bilateral level on UxO has been intensifying. This evidenced by (i) the delegation of VN's Mine Action Program (Program 504) Steering Committee visit to US and UN in July 2012; (ii) subsequent assigning VM of MOLISA as the focal point to work with the UN in Viet Nam to develop the VN-UN cooperation framework on UxO and (iii) GOVN hosting a donor conference on Mine Action in December 2012.

With the support of a Consultant Team and in close consultation with the relevant GOVN agencies and development partners, a broad VN-UN cooperation framework on mine action has been developed. It was agreed between GOVN and the UN that the VN-UN cooperation framework on mine action will provide the basis/common framework for interested UN agencies to provide concrete support to the national efforts in implementing the National Mine Action Program, through formulating and implementing new projects/programs and/or through on-going projects/programs.

Upon receiving the GOVN official request for support in implementing the VN-UN cooperation framework on mine action, UNDP has formulated and approved the Initiation Plan. The initiation plan aims at providing technical support necessary for the timely and successful initiation of UNDP-supported project "Support the effective implementation of National Mine Action Programme" and operationalization of the Vietnam-UN Cooperation Framework in Mine Action. This will be achieved through realising the Plan's output targets of (i) Government's Directions, mechanisms and plan for Resource Mobilisation and Joint GOVN-DP Partnership formulated to support the implementation of the national Mine Action Programme; (ii) The Viet Nam – UN Cooperation framework on Mine Action implementation initiated; and (iii) UNDP supported project on Mine Action within the Viet Nam – UN Cooperation framework on Mine Action initiated. These output targets will contribute directly to the timely and successful initiation of UNDP supported project on Mine Action and operationalization of the Vietnam-UN Cooperation Framework, which, in its turn, will contribute to the One Plan (2012-2016) outcome 1.4 and the effective implementation of National Mine Action Programme as a Viet Nam's emerging priority area priority for mobilisation of international support.

### II. OBJECTIVES OF THE ASSIGNMENT

The objective of the assignment is to provide necessary technical assistance to realize the Initiation Plan's output targets of (i) Government's directions, mechanisms and plan for Resource Mobilisation and Joint GOVN-DP Partnership formulated to support the implementation of the national Mine Action Programme; (ii)

<sup>1</sup> In The Conference the GOVN made the commitment to develop a Strategy for Resources Mobilisation to support the implementation of the National Mine Action Program and a joint GOVN-DP partnership/coordination mechanism. The Initiation Plan and this TOR are, among other objectives, to support GOVN in delivering this commitment.

<sup>2</sup> It is noted that the GOVN is making a decision to develop mechanisms for receiving and managing and coordinating different funding resources, including from GOVN and Donors, for the implementation of the National Program on Mine Action. According to VBMAC, the development (detailed design and operationalization) of such mechanisms will take place during 2013, and inputs are needed on the best international practices, feasibilities of different modalities and potential donors' requirements, etc. Given this, the study's objectives,

The Viet Nam – UN Cooperation framework on Mine Action implementation initiated; and (iii) UNDP supported project on Mine Action within the Viet Nam – UN Cooperation framework on Mine Action initiated.

### III. SCOPE OF WORK

The anticipated scope of work for the assignment includes, but is not necessarily limited to the following tasks:

1. Conduct a study on possibilities, options and approaches for resources mobilization and coordination in mine action in Viet Nam (by a team of one international consultant – Team leader and two national consultants – team members).

(i) collect and review available relevant information/data and research work of GOVN and DPs on resources mobilization and coordination in mine action in Viet Nam, as well as documents on best practices/lessons learned of key successful GOVN-DP partnership, coordination mechanisms (including mechanisms for receiving and managing and coordinating DP funding resources) in Viet Nam;

(ii) conduct a survey on possibilities, options, approaches, preferred areas (and modalities and mechanisms for receiving and managing and coordinating DP funding resources) of donor funding and stakeholders' assessment and preferences in cooperation and coordination modality/mechanism on mine action in Viet Nam

(iii) Collect best international experiences in resources mobilization, including mechanisms for receiving and managing and coordinating DP funding resources) and partnership/coordination mechanisms in mine action, assess their applicability in Viet Nam.

(iv) Based on the results of the above, develop options/scenarios and recommend strategic approaches, methods and actions on resources mobilisation, feasible modalities/mechanisms (for receiving and management of funding<sup>2</sup>), including tailored to the target groups of donors, for the GOVN take into consideration in development its directions, mechanisms and plan for mobilizing resources from international development partners to support the implementation of Viet Nam's National Program on Mine Action.

(v) Based on the results of the above, develop 2-3 options, and concrete design/TOR for each option, for joint GOVN-DP partnership/coordination mechanisms in mine actions in Viet Nam

(vi) summary the information, analyses and recommendations as the result of the above actions into a draft study report for consultations; finalize the report after the consultations for dissemination.

2. Provide Technical Assistance to GOVN partners in formulating Viet Nam's Directions, mechanisms and plan for Resource Mobilisation and Joint GOVN-DP Partnership/Coordination mechanism. (by the national consultant)

(i) Based on the above-mentioned final (consulted) report, in close cooperation with the involved stakeholders, provide technical support to the GOVN Directions, mechanisms and plan for Resource Mobilisation drafting team in (a) selecting the best suitable options/scenarios and strategic approaches, methods and actions on resources mobilisation, feasible modalities/mechanisms (for receiving and management of funding), including tailored to the target groups of donors, and (b) related formulation of the GOVN's draft Directions, mechanisms and plan for mobilizing resources from international development partners to support the implementation of Viet Nam's National Program on Mine Action.

(ii) Based on the above-mentioned final (consulted) report, in close cooperation with the involved stakeholders, provide technical support to the GOVN Agency in charge of development of a joint GOVN-DP partnership/coordination mechanism in (a) selecting the best suitable options and (b) related formulation of the joint GOVN-DP Partnership draft TORs and plan for the establishment of the Partnership.

(iii) Support the drafting team(s)/Agencies in developing and implementing the consultation plan on the drafts of Viet Nam's Directions, mechanisms and plan for Resources Mobilisation and TOR/plan for the establishment of Joint GOVN-DP Partnership to support the implementation of the national Mine Action

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<sup>2</sup> It is noted that the GOVN is making a decision to develop mechanisms for receiving and managing and coordinating different funding resources, including from GOVN and Donors, for the implementation of the National Program on Mine Action. According to VBMAC, the development (detailed design and operationalization) of such mechanisms will take place during 2013, and inputs are needed on the best international practices, feasibilities of different modalities and potential donors' requirements, etc. Given this, the study's objectives, potential use (for example for detailed design/rolling out of the mechanism), scope and contents, as well as this draft TORs will need to be further refined, in consultations of the relevant GOVN agencies.

Programme, including finalization of the Directions, mechanisms and plan for Resources Mobilisation and TOR, plan for the establishment of Joint GOVN-DP Partnership to support the implementation of the national Mine Action Programme.

3. Support formulation of the UN-wide engagement plan and resource mobilisation plan on Mine Action (by the international consultant)

(i) In close cooperation with UN agencies, explore/map possible on-going support, future interest of UN agencies in providing support in the areas of Mine Action/UxO, recommend common approaches and related “division of labour” of possible UN support in the implementation of the Viet Nam – UN Cooperation framework on Mine Action.

(ii) In close cooperation with UN agencies and under the leadership of UNRC, draft, consult and finalise the UN-wide engagement plan and resource mobilisation plan prepared to support the implementation of the Viet Nam – UN Cooperation framework on Mine Action

4. Support the formulation of the UNDP supported project on Mine Action (by the international and national consultant)

(i) Conduct capacity assessment and other assessments, including screening the social and environmental impacts, necessary for formulation, especially the sections of “management and implementation arrangements”, “gender and social, environment considerations”, “risks”, of the UNDP supported project on Mine Action (national consultant)

(ii) In close cooperation with the stakeholders, formulate the draft UNDP support project (DPO and AWP) on mine action as an integral part of the implementation of the Viet Nam – UN Cooperation framework on Mine Action; (ii) results of the activities 1.1, 1.2 and 2.1 above, (iii) results of capacity and other assessments (international and national consultant)

(iii) Based on the result of the wide consultation with the relevant stakeholders on the draft DPO/AWP, finalise the DPO/AWP for GOVN and UNDP appraisal and approval (international and national consultant).

#### **IV. PROPOSED METHODOLOGY**

While it is expected that the consultant team will propose a detailed work-plan and methodology for the assignment, following principles/methodologies are proposed:

1. Building on the existing documentations/information and data;
2. Basing the findings and recommendations/proposed options on evidences and best international and national experiences/practices;
3. Participatory and consultative process ensuring the active participation of stakeholders in the process and their and voices in the products;
4. Ensuring the products best meet the needs of the involved stakeholders.

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

The mission will commence in September 2013 and end not later than 30 November 2013. The duration of the assignment is up to 45 working days for the international consultant and 45 working days for both national consultants. (Please refer to the below VIII. Tentative timeline). The consultants will work in Ha Noi.

#### **VI. EXPECTED PRODUCTS/DELIVERABLES**

The Consultant Team is expected to deliver the following products:

1. The study report of a maximum length of 40 pages excluding annexes, which might include, but not limited to, the following components: Executive summary; introduction; summary of the desk review of existing/available materials and international best practices/experiences; methodology and results of

the survey; recommended options/scenarios and strategic approaches, methods and actions on resources mobilisation, feasible modalities/mechanisms (for receiving and management of funding), including tailored to the target groups of donors and partnership/coordination mechanisms

2. TORs for 2-3 options of the joint GOVN-DP partnership/coordination mechanism in mine actions in Viet Nam and draft plan for plan for the establishment of Joint GOVN-DP Partnership.
3. Draft plans/designs for consultations on the draft GOVN resources mobilization strategy and joint GOVN-DP partnership/coordination mechanism.
4. UN-wide engagement plan and resource mobilisation plan on Mine Action, including proposed common approaches and “division of labour” of possible UN support in the implementation of the Viet Nam – UN Cooperation framework on Mine Action.
5. Detailed project outline and Annual Work Plan of the UNDP supported project on Mine Action with assessments of project management, technical capacity of national implementing partner(s) and screening the social and environmental impacts of the project.

Besides following intermediate semi-products and tools should be submitted:

- Consultant Team’s Work-plan
- Survey design/Questionnaire
- Presentations of the draft report, TOR of the joint GOVN-DP partnership/coordination mechanism, UN-wide engagement and resources mobilization plans and DPO and AWP of the UNDP supported project, for possible consultation meetings with the relevant stakeholders to collect comments and recommendations from participants to finalize the documents.

## VII. PROVISION OF MONITORING AND PROGRESS CONTROLS

The Consultant Team will work closely with UNDP Head of Inclusive and Equitable Growth Unit, UNDP Senior Management and the relevant GOVN agencies (MOLISA, VBMAC, MPI) in order to implement the work and achieve the required results. The team will report directly to UNDP Head of Inclusive and Equitable Growth Unit, who has the overall responsibility of monitoring and quality assurance of the Initiation Plan and this assignment.

## VIII. TENTATIVE TIMELINES

Activity	Estimated number of working days per consultant (unless specified)	Timeline
Initial briefing at UNDP Office, developing Team’s work plan, collect and analyze available materials and best int. practices/experiences, design the survey	Int. consultant: 7 days National consultant 1 (resource mobilization): 3 days National consultant 2 (Partnership and UNDP supported project): 4 days	10-17/9/2013
Conduct the survey	Int. consultant: 6 days National Consultant: 3 days each.	20-26/9/2013
Preparation of draft study report to send to UNDP and partners for comments	Int. consultant: 10 days; Nat Consultant: 5 days each.	1/10 – 13/10/2013
Finalization of the report to send to UNDP and Partners for dissemination	Int. consultant: 2 days National consultant: 1 day each	18-19/9/2013
Technical assistance to drafting team(s) for formulation of Resources mobilization Strategy and Joint GOVN-DP partnership/coordination mechanism; Plans and design of consultations on the draft documents	Nat. consultant 1: 6 working days National consultant 2: 5 working days	15-24/10/2013
Conduct consultations for formulation of the UN-wide engagement plan and resource mobilisation plan on Mine	Int. consultant: 4 days	20/10/2013



Action		
Draft and finalise the UN-wide engagement plan and resource mobilisation plan on Mine Action	Int. consultant 7 days	29/10 – 8/11/2013
Conduct assessments for formulation of the UNDP supported project	National consultant 2: 3 days	4-8/11/2013
Drafting and finalizing the DPO and AWP of the UNDP supported project	Int. consultant and national consultant 2: 6 days each	11-21/11/2013
<b>TOTAL</b>	<b>Int. consultant: 45 working days</b>	<b>Two Nat. consultants: 45 working days</b>

## IX. THE CONSULTANT TEAM COMPOSITION AND RESPONSIBILITIES

**The Consultant Team composition:** The MTR Team will consist of one International Consultant (team leader) and two national consultants (team members), among them 1 national consultant will be working on the resource mobilisation and the other national consultant on the partnership mechanism and UNDP support project document.

### Responsibilities

The Team Leader will have overall responsibility for leading the consultant team in performing the above – described tasks and the quality and timely submission of the deliverables described above to UNDP. Specifically, the team leader will perform the following tasks:

- Lead and manage the consultant team in completing the assignment, including ensuring efficient division of tasks between the consultant team members;
- Design the study: scope, methodology, approaches;
- Conduct the study and other tasks in accordance with this TOR;
- Draft and finalize the study report and other products/deliverables in close consultation with UNDP and stakeholders.

The two Team Members will perform the following tasks (as assigned by the Team Leader):

- Collect and review documents;
- Participate in the design of the study and its implementation;
- Contribute and assist the Team Leader in the production of the required deliverables;
- Take lead, and based on the results of the study, in provision of Technical Assistance to GOVN partners in formulating Viet Nam’s directions, mechanisms and plan for Resource Mobilization and Joint GOVN-DP Partnership/Coordination mechanism
- Conduct capacity assessment and other assessments, including screening the social and environmental impacts, necessary for formulation, especially the sections of “management and implementation arrangements”, “gender and social, environment considerations”, “risks”, of the UNDP supported project on Mine Action
- Translate the draft and final reports/documents into Vietnamese.

## X. DEGREE OF EXPERTISE AND QUALIFICATIONS

### Qualification requirements for the Team Leader:

- Master or higher education (a degree) in development studies, social sciences;
- Extensive (minimum 5 year) experience in Mine Action and UxO related development topics,
- Extensive knowledge of UN/DP policies, approaches, practices and experiences in mine action;
- Minimum 3 years professional experience in mine action related resources mobilization and development co-operation/cooperation, formulating mine action related programs and projects;
- Working experiences in Viet Nam and/or similar developing countries and in UN/DP and/or Donor

- supported projects/programs in mine action are an asset.
- Demonstrated analytical, communication and report writing skills, and skills/experience in leading consultant teams;
- Fluency in written and spoken English.

Qualification requirements for the team member – national consultant 1 (on resource mobilization):

- Master or higher education (a degree) in development studies and social sciences;
- At least 3 years of professional experience with Government agencies and international organizations in the area of resources mobilization, development projects preferably in areas related to Mine Action;
- Good knowledge and understanding of Vietnam’s program on mine action, different GOVN’s resources mobilization mechanisms;
- Good communication, report writing and presentation skills.
- Fluency in written and spoken Vietnamese and English

Qualification requirements for the team member – national consultant 2 (on partnership and UNDP supported project document):

- Master or higher education (a degree) in development studies and social sciences;
- At least 3 years of professional experience with Government agencies and international organizations in the area of partnership and coordination, development projects preferably in areas related to Mine Action;
- Good knowledge and understanding of Vietnam’s program on mine action, different partnership and coordination mechanisms;
- Experience in formulation of development projects, conducting capacity assessment, screening the social and environmental impacts, necessary for formulation of development projects;
- Good communication, report writing and presentation skills.
- Fluency in written and spoken Vietnamese and English

## **8) ADMIN SUPPORT AND REFERENCE DOCUMENTS**

The UNDP office/Inclusive and Equitable Growth Unit will be responsible for providing logistic support necessary for conducting the assignment. The UNDP office/Inclusive and Equitable Growth Unit and relevant GOVN agencies will be responsible for providing all relevant documents and reference materials required to implement the assignment.

### Suggested reference documents

- Papers documenting lessons of various joint GOVN-DP coordination mechanisms
- UNDP online materials on mine action (policy notes, best int. Practices in coordination and resources mobilisation, etc.).
- Relevant available studies/papers
- Harmonized Project & Program Management Guidelines (HPPMG 2010)
- GOVN DPO and UNDP project document/AWP templates
- Project formulation/appraisal checklists (capacity assessment, social-environment screening, etc.).

## **9) PAYMENT TERM**

- First installment of 30% of the contract value upon receiving the detailed proposal of methodology, work plan and related research tools.
- Second/last payment of 70% of the contract value upon receiving the final report.

**Note:** Payment to the team members need to be certified by the Team Leader.

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

As necessary.

## **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)

