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Date: 22 August 2016

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	One International Expert on exploring options to strengthen Viet Nam's Carbon Market (1-160803)
Project name:	Viet Nam's Green Growth Strategy (VGGS)
Period of assignment/services (if applicable):	September – December 2016
Tender reference:	(1-160803)

1. Submissions should be sent by email to: nguyen.thi.hoang.yen@undp.org no later than: **5 September 2016 (Hanoi time)**.

With subject line: (1-160803) - International Expert on exploring options to strengthen Viet Nam's Carbon Market

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)..... (Annex III)
- [Guidelines for CV preparation](#)..... (Annex IV)
- [Format of financial proposal](#)..... (Annex V)

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

a. Technical component:

- Signed Curriculum vitae

- 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

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **US Dollar** 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 currency at UN Exchange Rate at the submission deadline.

4. Evaluation:

The technical component will be evaluated using the following criteria:

Consultant's experiences/qualification related to the services		
	Criteria	Maximum Points
1	Ph.D. or post-graduate degree in economics, finance, law, environmental management, and/or relevant fields;	250
2	At least 15 years of working experience in economics, finance, law, environmental management, and/or relevant fields;	250
3	Demonstrated experience working with ministries of finance on carbon pricing, CDM, and/or carbon markets;	200
4	Previous experience in training on CDM, carbon fees and markets;	150
5	Strong inter-personal skills, good team player, ability to coordinate work, self-starter, strong communication and facilitation skills;	100
6	Proficiency in both spoken and written English	50
	TOTAL	1000

A two-stage procedure is utilized in evaluating the submissions, with evaluation of the technical components being completed prior to any price proposals being opened and compared. The price proposal will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical component.

The technical component is evaluated on the basis of its responsiveness to the Term of Reference (TOR).

Maximum 1000 points will be given to the lowest offer and the other financial proposals will receive the points inversely proportional to their financial offers. i.e. $S_f = 1000 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the submission under consideration.

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

Submission obtaining the highest weighted points (technical points + financial points) will be selected.

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:

- 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.

6. Payment

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

First payment: 20% of the contract value will be paid upon the submission of Output 1 and 2, with satisfactory acceptance by MOT, MPI/NPD and UNDP;

Second payment: 40% of the contract value will be paid upon the submission of Output 3 and 4, with satisfactory acceptance by MOT, MPI/NPD and UNDP;

Final payment: 40% of the contract value will be paid upon satisfactory submission of Output 5 and 6, based on endorsement of final report by MOT, MPI/NPD and UNDP.

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.

TERMS OF REFERENCE

TITLE: An international expert on exploring options to strengthen Viet Nam's Carbon Market

Sub-title: Propose Solutions, Mechanisms to Promote the Development, Management, and Use of Carbon Credits and Develop Basis for Revision of Decision 130/2007/QD-TTG on Clean Development Mechanism (CDM)

Duration: September – December 2016

COUNTRY OF ASSIGNMENT: Viet Nam

1) GENERAL BACKGROUND

a. Green Growth Strategy:

In October, 2012, the Government of Viet Nam unveiled the “National Strategy on Green Growth for the period 2011- 2020 with vision to 2050” (hereafter referred to as Viet Nam’s Green Growth Strategy or VGGS) with the objective of orienting its development trajectory towards a green economy. The VGGS defines green growth as an important part of sustainable development that ensures rapid, effective, sustainable economic development and significantly contributes to the implementation of Viet Nam’s national strategy on climate change. It establishes the objectives for low carbon green growth and identifies three strategic tasks:

- ▶ Reducing greenhouse gas (GHG) emissions: Greening the economy to implement joint efforts on climate change adaptation and mitigation
- ▶ Greening production: Restructuring the economy towards in-depth development, reduction of use of natural resources, intensification of eco-industries and environmental services, and renovation of technologies (or the supply aspect of the economy)
- ▶ Greening lifestyles and consumption: Establishing green ways of life and sustainable consumption (or the demand aspect of the economy).

Following the official adoption of VGGS in 2012, the Government of Viet Nam issued the Viet Nam National Action Plan on Green Growth (VGGAP) in March 2014 through Prime Minister Decision No. 403/QD-TTg. The VGGAP (2014-2020) outlines 66 distinct intervention areas (programs, projects) and related responsibilities among Ministries, Departments and Agencies (both leading and collaborating) for designing and implementing these initiatives. According to the VGGAP, these activities are categorized into four key areas: (1) awareness raising; (2) institutional improvement; (3) economic restructuring in sectors, localities and enterprises; (4) innovative technologies.

The Ministry of Planning and Investment (MPI) is assigned as the focal point for green growth, responsible for leading and coordinating with ministries, sectors and Provincial People’s Committees (PPC) and centrally managed cities to implement the Green Growth Strategy and Action Plan. Within MPI, the Department of Science, Education, Natural Resources and Environment (DSENRE/MPI) is implementing with UNDP the project “Strengthening Capacity and Institutional Reform for Green Growth and Sustainable Development in Viet Nam (CIGG)” to support MPI’s efforts to advance the implementation of the VGGS and VGGAP.

b. Background to the Clean Development Mechanism (CDM)

To help countries meet their emission reduction targets, and to encourage the private sector and developing countries to contribute to emission reduction efforts, central features of the Kyoto Protocol (KP) under the UN Framework Convention on Climate Change (UNFCCC) are three market-based mechanisms: emissions trading, the clean development mechanism (CDM) and Joint Implementation

(JI).

The CDM allows emission-reduction projects in developing countries to earn certified emission reduction (CER) credits, each equivalent to one tonne of CO₂. These CERs can be traded and sold, and used by industrialized countries to meet a part of their emission reduction targets under the KP by investing in emission reductions where it is cheapest globally. Then, using methodologies approved by the CDM Executive Board (EB), the applicant (the industrialised country) must make the case that the carbon project would not have happened anyway (establishing additionality), and must establish a baseline estimating the future emissions in absence of the registered project. The case is then validated by a third party agency, called a Designated Operational Entity (DOE), to ensure the project results in real, measurable, and long-term emission reductions. The EB then decides whether or not to register (approve) the project. If a project is registered and implemented, the EB issues CERs to project participants based on the monitored difference between the baseline and the actual emissions, verified by the DOE.

Viet Nam was one of the first countries to ratify the UNFCCC and the KP, and as of June 2015, Viet Nam had 254 CDM projects accredited and registered by the EB. Viet Nam is ranked number four internationally for number of projects, with a total GHG reduction amount of approximately 137.4 million tCO_{2e} in the credit period. Guided by Decision No. 130/2007/QD-TTG on CDM, among the 254 CDM projects in Viet Nam, energy projects account for 87.6%, waste treatment for 10.2%, reforestation and afforestation for 0.4% and other projects for 1.8%. To date, more than 12 million CERs credits have been issued by the EB for Viet Nam, which is ranked 11th globally.

However, the passage of the Paris Agreement in December, 2015, means that the CDM mechanism will undergo significant changes and is likely to be substituted by new measures to be further defined in future global discussion of Article 6 of the Agreement.

c. Changes to CDM and the Paris Agreement

Under Article 6 of the Paris Agreement, it is anticipated that countries will develop markets internally, and that countries will start to trade “Internationally Transferred Mitigation Outcomes” (ITMOs) among themselves to deepen the targets they’ve set in their National Determined Contribution (NDC). These ITMOs are expected to replace the CDM mechanism which will expire under the Kyoto Protocol by 2020. Additionally, a number of NDCs include reference to use of carbon markets as a means to meet their national emission reduction targets, including Vietnam’s NDC.

The Kyoto Protocol divided all the parties into two distinct types: those with caps on their emissions (rich countries), and those without caps on their emissions (developing countries). Trading emissions happened between countries under two ways: 1) either between two capped countries; or 2) between a capped country and an uncapped country (through the “CDM” mechanism). Under the Paris Agreement, no countries have these pre-determined caps. That means ITMOs can be credits from any other country with an NDC. Article 6 also describes a centralized mechanism for trading, called the “Sustainable Development Mechanism (SDM)”.

The Paris Agreement now uses the term ‘mitigation outcome’ instead of ‘project’, which means that project-based CDM mechanism will be broadened and could include ‘sectoral credit mechanisms’; this opens an opportunity for Vietnam to bundle emission reductions in an entire sector. Most importantly, there is a lack of clarity regarding the future of the CDM. Some analysts believe that existing CDM projects cannot be deemed additional post-2020, and that CERs will not have any further value attributed to them through the UN process after the end of the second commitment period of the Kyoto Protocol (2013-2020). Others believe the CDM and CERs can interact with the new SDM mechanism. Given this high level of uncertainty, there are currently few large-scale buyers purchasing CERs. Diminishing demand of carbon credits (with price depression leading to CER trade currently standing at 5% of their pre-2011 value) and the fact that hardly any countries have pledged demand for offset credits under the Paris agreement leaves the future of the CDM uncertain. Importantly, the total residual demand for Kyoto credits between 2015 and 2020 is expected to be minimal, potentially resulting in a surplus of these credits, which will directly impact Viet Nam’s approach to CDM.

As negotiations continue on detailed guidance for procedures and modalities to implement the Paris Agreement and its associated COP decision, countries will need to get ready to trade ITMOs and emission reductions based on rules to be set out for the SDM. Within this context, countries such as Vietnam are continuing to design, test and implement market-based domestic carbon pricing initiatives.

d. Exploring Carbon Fees and other market based instruments (MBI) in Viet Nam

In parallel with ratification of the Paris Agreement, the EB is reviewing options for using the CDM as a tool for other uses, including contributing to market-based domestic carbon pricing initiatives. Signatories to the Paris Agreement, together with the COP decision, recognized "the important role of providing incentives for emissions reduction activities, including tolls such as domestic policies and carbon pricing" (sec.137 of the COP Decision).

As the CDM instrument evolves under the Paris Agreement, the case for exploring a carbon fee in Viet Nam has become stronger. A well-designed carbon fee could efficiently reduce Viet Nam's emissions, encourage innovation in cleaner technologies, cut GHG pollutants, and increase revenue generation while maintaining competitiveness and showcasing Viet Nam's global commitment to implement its Nationally Determined Contribution (NDC).

Carbon fee is a form of explicit carbon pricing directly linked to the level of CO₂ and other GHG emissions by different sources (e.g., liquid fossil fuels, coal thermal power). There is a growing consensus among both governments and businesses on the fundamental role of carbon pricing in the transition to a decarbonized economy. Carbon taxes provide certainty in regard to the marginal cost faced by emitters per tCO₂e, but, unlike an emissions trading scheme, do not guarantee a maximum level of emission reductions. However, a carbon fee can be used to achieve a cost-effective reduction in emissions because it sends a price signal that gradually cause a market response across an entire economy, creating incentives for producers and consumers to shift to less greenhouse-gas intensive ways of production and consumption, ultimately resulting in reduced emissions. Placing an explicit price on carbon emissions helps mobilize the financial investments required to support diverse actions, such as fuel switching from coal to natural gas, renewable energy deployment, the adoption of energy efficiency measures, and the use of low-carbon technologies in industry.

Vietnam is still considered a country in transition to market economy, so the deployment of the MBIs is limited in the field of mitigation and has potential to exploit.

With support from the Partnership for Market Readiness (PMR), an inter-ministerial team, led by the Ministry of Natural Resources and Environment (MONRE), has already begun to explore carbon pricing approaches in Viet Nam, including a pilot for a market-based instrument in the steel and waste sectors.

Currently, about 40 national jurisdictions and over 23 cities, states, and regions (representing almost a quarter of global GHG emissions) are putting a price on carbon by establishing carbon fees, taxes, and/or emission trading systems. Carbon pricing is only one instrument in a range of approaches that need to be mobilized for emissions mitigation. Other policy instruments, such as the removal of fossil fuel subsidies, infrastructure investments in transport and energy, renewable energy portfolio standards, and energy efficiency standards, also have an important role to play in achieving emission reductions. Carbon pricing and these complementary policy instruments need to operate in tandem to address the urgency and scale of the climate change mitigation challenge.

For governments, carbon pricing is an instrument to achieve emissions mitigation and also a source of revenue to address budgetary constraints and distributional impacts on targeted stakeholders (e.g., support to trade exposed industries, vulnerable lower income groups, tax reductions or incentives for energy efficiency and/or renewable energy)¹. Carbon prices can be applied to an entire class or different types of industrial activities such as power generation, transport modes, buildings, forestry products, agricultural inputs and outputs, solid fossil fuels, liquid fossil fuels and other targeted applications, with careful attention to safeguarding economic competitiveness, employment and access to markets. Evidence confirms that setting carbon prices at a level that is sufficient to include investment decisions, that is efficient and fair to firm, that has measurable impact of consumer behavior and consumption decisions, and that provides long-term clarity for stakeholders are of utmost importance.

In Viet Nam, carbon pricing is meant to change the relative competitive position of international and national firms. Carbon pricing is supposed to increase the financial costs of emission-intensive activities, as they inflict climate change damages on Vietnam and globally, and to promote low-emission activities that mitigate GHG emissions. This result is an economically efficient and socially fair impact on the relative competitiveness of firms, which makes them face the truer economic cost of production. It levels the playing field between the emissions-intensive and relatively "clean" firms. The expected macroeconomic result of carbon pricing is a gradual shift (over 10 to 20 years) in the structure of Vietnam's economy towards low-carbon development, as outlined in the government's national strategies on climate change, green growth, and in Vietnam's Nationally Determined Contribution (NDC) under the Paris Agreement on climate change.

¹ For example, the Government of British Columbia, Canada, is required by law to recycle all carbon tax revenues through tax reductions.

2) OBJECTIVES OF THE ASSIGNMENT

Objective: The objective of this assignment is to “Develop Methods for Measuring GHG Emissions from Civil Aviation”, including measurement of a baseline reference level against which GHG reduction efforts can be assessed, and design of a market-based measure (MBM) system for Vietnam in accordance with international good practice.

3) SCOPE, OUTPUTS AND ACTIVITIES

The international consultant will be responsible for submitting the following outputs:

➤ Output 1: Inception Report

The consultant will be responsible for submitting an inception report that provides comprehensive overview about main tasks, work plan, draft outline as well as preliminary assessment of Decision no.130. Minimum 10 pages.

➤ Output 2: Mid-term Report

The mid-term report includes following contents:

- i. Vietnam and International experience regarding preparing and implementing CDM projects as well as lessons learnt from some countries e.g. implementation trends of CDM projects, financial mechanisms, management, sale and use of CERs;
- ii. International trends to diversity from CDM projects to different types of carbon credits in general, as well as carbon pricing tools including carbon credits on the voluntary market for carbon taxes and Emissions Trading Systems (ETS);
- iii. Review on how MBIs for mitigation being developed in key sectors in neighboring countries;
- iv. Core contents of Kyoto Protocol, COP 21 and other international commitments regarding greenhouse gas mitigation and climate change adaptation.
- v. Lessons learnt from international experience and trends regarding clean development projects, carbon credits as well as the preparation and development of carbon market.

➤ Output 3: Lessons learnt and potential MBIs for mitigation in key sectors in Vietnam

Based on mid-term report, international consultant will prepare a summary report (i) reviewing the implementation of CDM projects, and esp. MBIs and carbon fees in the world; (ii) deliver lessons for Vietnam on implementing and finalizing policies on CDM in Vietnam as well as trends and the needs of implementing new financial policies on green growth and climate change adaptation and mitigation in Vietnam; (iii) delivery an assessment of potential MBIs and carbon fee opportunities and challenges for Vietnam, as well as propose practical solutions that enable Vietnam to implement its commitments to reduce greenhouse gas emissions under INDC.

➤ Output 4: Consultation Workshop

Participate in and co-lead a consultation workshop with Ministry of Finance, Ministry of Planning and Investment, Ministry of Natural Resources and Environment, Ministry of Industry and Trade, Ministry of Construction, Ministry of Agriculture and Rural Development and other relevant stakeholders to present and seek stakeholder feedback on the mid-term report and proposed options for reform of Decision on CDM and introduction of carbon pricing and markets. During the workshop, based on technical guidance to national team, the international consultant will prepare and co-deliver a PowerPoint presentation (.ppt) that summarize main contents of inception report, mid-term report and international experiences regarding recent trends of carbon credits, clean green growth and climate change adaptation projects. Introduce main contents of carbon tax and the necessity as well as challenges when Vietnam develops carbon tax.

At the conclusion, international consultant will co-prepare with the national team prepare a short report describing the issues raised and suggestions received from workshop participants. Minimum 20 pages for PPT and 5 pages for proceedings of workshop.

➤ Output 5: Training course

Design and deliver a 2-day seminar/training on evolution of the CDM under the Paris Agreement, good

practices and options for introducing MBIs, carbon fees and markets, ETS (emission trade systems) and other requirements identified through a rapid needs assessment of MOF, MPI and other relevant ministries. Training materials to be provided.

➤ **Output 6: Final Report**

Review and quality assurance of the final assessment report that includes international trends and experiences, as well as lessons learnt for Vietnam to match international commitments on climate change and green growth. Based on a comprehensive assessment, the international consultant proposes a number types of carbon credits, financial mechanisms for CDM projects, CERs in particular and carbon credits in general that conform with international trends, deliver research on carbon tax, carbon pricing and market mechanisms. Minimum 30 pages excluding annex.

Schedule of outputs

S/N	Output	Due Date
1	Inception Report	September 15, 2016
2	Mid-term Report	October 1, 2016
3	Report on lessons learnt for Vietnam	October 15, 2016
4	Consultative Workshop Presentation	November, 2016
4	Seminar/Training course	November, 2016
6	Final Report	December 15, 2016

The outputs described above will be prepared according to the following phases:

a. Preparatory phase:

1. Guide national team to undertake analysis of institutions, capacity, policies and practices in Vietnam for the CDM;
2. Guide national team to become familiar with stakeholders, current international good practices relevant to Vietnam, and options for an institutional, policy and regulatory architecture to support MBIs, carbon pricing and markets;
3. Guide national team to take inventory of international good practices in CDM, MBIs, esp. carbon pricing and carbon markets;
4. Meet the WB-MONRE PMR project to exchange information of relevant studies.

b. Data collection and analysis phase:

1. Provide technical advice to national team to ensure coordination with related activities, including CDM project owners, Partnership for Market Readiness national team, administrators of the Environmental Protection Fund, and other stakeholders;
2. Support, as requested by national team, interactions with all concerned national agencies (governmental, private and non-governmental);
3. Guide national team to undertake stakeholder analysis and collect documents and data;
4. Provide technical support and guidance to national team and MOF to organize and facilitate consultations, as appropriate;
5. Guide national team on analysis of Decision130, carbon pricing and introduction of carbon market in Vietnamese context;
6. Support national team to identify entry-points and opportunities for introducing carbon pricing in selected sectors and industries, assess barriers and challenges, and define solutions.

c. Report drafting phase:

1. Review and provide technical quality assurance relating to revisions to Decision130 and practical approaches to advance carbon pricing and markets in Vietnam;
2. Support national team to prepare supporting documentation for consultation and for submission to senior decision-makers and policy makers;
3. Continuously support MOF as leader of the taskforce.

d. Training:

1. Undertake a rapid assessment of training needs in MOF relating to evolved CDM, carbon pricing and markets;
2. Based on assessment findings, prepare training materials that address MOF needs;

3. Deliver 2 days' seminar/training course to MOF and other government officials on evolution of CDM under the Paris Agreement and options for introducing a carbon fee in Viet Nam.

4) DURATION OF ASSIGNMENT, DUTY STATION

In total, the assignment is estimated to be about 20 working days spread over the period of September - December 15, 2016 including 5 days in Hanoi. The work can be done from home base. A teleconference may be held between external experts, MPI, MOF, UNDP Viet Nam, the international and national technical advisors in MPI's Project Management Unit (PMU) for the CIGG project, and national consultants.

5) SUPERVISION AND MONITORING

The assignment will be supervised by MOF, the Deputy National Program Director/MPI, UNDP Viet Nam and the international and national technical advisors in MPI's Project Management Unit (PMU) for the CIGG project.

In addition to coordination with MOF, the consultants are also required to regularly report to UNDP and MPI's Project Management Unit (PMU) on the progress of the work based on agreed work-plan and approach. To this end, the consultants will provide a monthly progress and achievement report of approximately one page.

The consultants will also submit all primary data collected, presentations, and other relevant materials to MOT, CAAV and the MPI/UNDP PMU.

6) DEGREE OF EXPERTISE AND QUALIFICATIONS

- Ph.D. or post-graduate degree in economics, finance, law, environmental management, and/or relevant fields;
- At least 15 years of working experience in above fields;
- Demonstrated experience working with ministries of finance on MBIs, carbon pricing, CDM, and/or carbon markets;
- Previous experience in training on MBIs, CDM, carbon fees and markets;
- Strong inter-personal skills, good team player, ability to coordinate work, self-starter, strong communication and facilitation skills;
- Proficiency in both spoken and written English.

7) ADMIN SUPPORT AND REFERENCE DOCUMENTS

The consultants will be primarily home-based, but may make use of the CIGG project office, or facilities to be determined by the MOF.

The consultants will be provided with access to:

- Viet Nam Green Growth Strategy (VGGs) and VGGAP
- Decree 130
- Vietnam's INDC
- Paris Agreement and COP decision
- Reports from the CDM Executive Board

8) REVIEW TIME REQUIRED AND PAYMENT TERMS

- The first instalment of 20% of the contract value will be paid upon the submission of Output 1, with satisfactory acceptance by MOF, MPI/NPD and UNDP.
- The second instalment of 40% of the contract value will be paid upon the submission of Output 2, 3 and 4, with satisfactory acceptance by MOF, MPI/NPD and UNDP.

- The final payment of 40% will be paid upon satisfactory submission of Output 5 and 6, based on endorsement of final report by MOF, MPI/NPD and UNDP.

9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

X 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)

