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Date: 10 July 2017

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE (PN170711.NC2)

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

Country:	Viet Nam
Description of the assignment:	01 National Consultant to undertake Gender Analysis and Action Plan for Viet Nam's Proposal to GCF
Project name:	Viet Nam GCF Proposal Preparation - Strengthening the adaptive capacity and climate resilience of small-scale women farmers in Highland and South Central Viet Nam
Period of assignment/services (if applicable):	25 working days, between July 2017 to 30 January 2018
Tender reference:	

- 1.** Submissions should be sent by email to: ngo.thi.bich.thuy@undp.org no later than: **close of business, 21 July 2017 (Hanoi time).**

With subject line: 01 National Consultant to undertake Gender Analysis and Action Plan for Viet Nam's Proposal to GCF

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.
- After submitting proposal, bidder should send notification by email (without attachment) to: 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)
- [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**
- **A sample of any research conducted or policy advice provided in the related field**
- **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** 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:

Technical criteria	Points
Postgraduate degree in development, gender, agriculture and rural development, water management, irrigation, climate change adaptation or related fields;	100
A minimum of 15 years' experience in conducting gender analysis in agriculture, livestock and water sectors, with demonstrable expertise in gender issues in these sectors in the context of climate change adaptation and mitigation and agriculture enterprise development;	100
Demonstrated work experience with various	150

Technical criteria	Points
stakeholders in the government as well as development partners on gender issues;	
Experience working in rural agriculture livelihood context with understanding of gender issues, including use of knowledge of agriculture, value-chains, and climate change;	100
Proven experience of conducting similar nature of assignment in the past preferably for INGOs / UN organizations;	100
Good inter-personal communication skills, flexibility; Strong analytical skills; Exceptional ability in communication and networking, negotiations and writing;	50
Flexibility and ability to operate in different cultural settings and with a variety of stakeholders; culturally and gender sensitive;	50
Fluency in English both written and oral	50
Total	700

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 (following UNDP form)
- 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 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.

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1 st Installment	Upon submission and acceptance of inception report (with detailed technical approach and methods to the study and work plan) & draft Gender Analysis and Action Plan	MARD, UNDP	50%
2 nd (Final) Installment	Final Gender Analysis and Action Plan submitted to UNDP and MARD	MARD, UNDP	50%

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.

Annex I



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TERM OF REFERENCE (ToR) FOR THE RECRUITMENT OF NATIONAL CONSULTANT (NC) GENDER ANALYSIS & ACTION PLAN CONSULTANT

GENERAL INFORMATION

Services Required	National Consultant to undertake Gender Analysis and Action Plan for Viet Nam's Proposal to GCF
Project/Program Title	Viet Nam GCF Proposal Preparation - <i>Strengthening the adaptive capacity and climate resilience of small-scale women farmers in Central Highland and South Central Viet Nam</i>
Post Title	National Consultant
Type of Contract	Individual Consultant
Duty Station	Home-based, travel would be required
Duration	25 working days, between July 2017 to 30 January 2018
Reports to	UNDP Viet Nam, Head of Climate Change and Environment Unit/ Senior Technical Advisor on DRR & CCA

I. BACKGROUND / PROJECT DESCRIPTION

The Green Climate Fund (GCF) is a financial operating entity of the United Nations Framework Convention on Climate Change (UNFCCC) which is established to contribute to the collective efforts of the international community to combat climate change. The GCF plans to fund programmatic approaches that provide an opportunity for a transformational shift in countries' climate resilience and green economies, prioritizing a balanced approach between adaptation and mitigation. The GCF can be accessed directly by National Implementing Entities (NIEs) from developing countries and/or through accredited international and regional Implementing Entities (IEs).

Led by the Vietnamese Ministry of Agriculture and Rural Development (MARD) in collaboration with Ministry of Planning and Investment (MPI), UNDP serving as the GCF Accredited Entity, an Adaptation project has been proposed for possible funding by the GCF. The proposed project entitled "*Strengthening the adaptive capacity and climate resilience of small-scale women farmers in Highland and South Central Viet Nam*" is intended to strengthen the climate change resilience of smallholder farmers, particularly women to extreme events through improved water security. This outcome will directly complement and reinforce a related ADB WEDAP project outcome that "water productivity of irrigated agriculture in five drought affected provinces of the Central Highland and South Central Coastal Regions is improved." The project is in line with National

Climate Change Strategy to 2020 and Agricultural Restructuring Plan and expected to contribute to MARD's proposed Irrigation Law and Irrigation subsector Restructuring Scheme.

The proposed project will have three interrelated outputs as below:

1. *Output 1: Water security of small-scale farmers enhanced to cope with and adapt to climate extremes (especially droughts and floods):*
2. *Output 2: Climate resilient agricultural production and value-chains based on resilient, on-farm land, water, and energy management practices:*
3. *Output 3: Early warning systems and climate change information improved for adaptive river basin systems planning and management.*

UNDP will mobilize a core team of three senior consultants to support the preparation of detailed feasibility study, concept note and the full project proposal in time for submission to GCF proposal (aimed for end of December 2017). It will also use additional substantive inputs from the ADB WEIDAP project and UK Meteorology Office when relevant as well as regular support from UNDP Bangkok Regional Hub/international consultant on value chain mapping and gender analysis from distance.

The Gender Consultant is expected to conduct detailed assessment of Gender Analysis and Action Plan in enhancing water security and smallholder agriculture value chain. S/he will work with and coordinate with the team below under the guidance and supervision by UNDP.

- 01 Lead Feasibility Study Consultant to conduct detailed feasibility study, consolidating findings from all technical feasibility studies (including the feasibility studies commissioned by ADB WEIDAP project)
- 01 Concept Note/Proposal Development consultant to formulate and produce the concept note and the full proposal for the GCF funding for Viet Nam
- 01 Climate smart Agriculture (CSA)/ Value Chain Analyst to do value-chain mapping to provide a localized analysis of key agriculture value chains, inform the development of sustainable climate smart inputs supply, crop marketing
- Economic Analysis expert to conduct the economic analysis for the project
- Safeguards expert to conduct the social and environmental impact assessment for the project
- Other consultants commissioned to support the ADB project and providing technical expertise and inputs into the GCF project development

This project is designed specifically to address resilience of small-scaled women farmers and ethnic communities including water security and livelihoods. Enhancing and diversifying their agricultural income as part of a climate-resilient agricultural livelihoods approach and utilising private sector partnerships where feasible would be desirable. This will include providing small scale women farmers and ethnic communities with access to information and inputs that will enable them to diversify agricultural income streams and scaling up application of proven approaches such as combined rice-shrimp or coffee-livestock-pepper production that aim to make income streams more resilient to extreme climate stress.

The government of Viet Nam has committed to achieving gender equality as establishment of institutional frameworks such as the Law on Gender Equality (2007), National Strategy on Gender Equality for period of 2011 -2020. Given this national commitment and the scope of this project, it is critical that this project takes gender considerations into account in its design particularly within the context of access to water, water security, climate information, access to finance and insurance, climate smart agriculture (CSA) and value-chain development. It is important to integrate gender across the project design and implementation to ensure that men and women can equally benefit from any intervention in the agricultural sector to reduce risks linked to climate change. Climate change has an impact on food and nutrition security and agriculture. It is crucial to recognize that climate

change affects men and women differently. The initial assumption is that social differences, particularly gender inequality, must be taken into account to strengthen the effectiveness and sustainability of the project interventions. Women are key players in the agricultural sector, yet compared to men, they own fewer assets and have access to less land, fewer inputs, and fewer financial and extension services.

As WEIDAP Social and Gender Analysis findings highlighted, women in Central Southern Coastal and Central Highland region are less likely to be engaged in soil preparation, watering and operating motorised equipment, while they tend to be responsible for harvesting. They also spend much more time on un-paid domestic work as similarly as other parts of Viet Nam. Ethnic women especially those in middle ages have faced to language barrier so they are constrained in learning and applying new knowledge into practices. Also, female-headed households are amongst the most vulnerable population, some are landless or have only small areas of land, which cause them to much less benefit from WEIDAP project than their male counterparts. Evidence also indicated that women has limited access to climate and disaster information and early warning than men, and they have unequal access to and control over resources and services (LUC, training, financial support).

This project is therefore designed to address these challenges women face. Access to staple food and higher-value diversified crops will ease the burden of feeding the family and ensure household nutrition security. The financial activities will give women a source of cash and strengthened micro insurance systems will provide cover and security to climate-induced damage and loss. Dryland farmers, particularly women, who rely on cash from providing casual labour to irrigation farmers, are expected to benefit from more jobs created. The number of jobs to be created will be estimated during proposal development. Climate information, vulnerability assessments, capacity building and knowledge exchange will focus on women as are usually deprived of such opportunities.

This terms of reference seeks for a gender specialist to analyse the project and develop a gender action plan that ensures that gender considerations are taken into account throughout the project implementation phase to contribute to the results required by the overall project of building climate resilience.

II. OBJECTIVE AND SCOPE OF THE WORK

The Gender Analysis Consultant is required to examine the Theory of Change and proposed project activities through a gender lens. The consultant will need to undertake a detailed 'Gender Analysis' and provide inputs to the design of the project, including the Outputs/Activities and the Results Framework of the project. The consultant is also required to work with the feasibility consultants, particularly, on CSA/value-chain analysis with reference to WEIDAP's preparatory documents particularly the Social and Gender study to ensure these take gender roles into account. The consultant is expected to provide review and inputs into these assessments to support development of gender-differentiated strategies that are then incorporate into project design. The consultant will need to prepare a comprehensive and overarching 'Gender Analysis and Action Plan' for the entire project, incorporating the gender analysis and strategies under various sub-assessments, and in accordance with the UNDP and GCF guidelines. The consultant is expected to be guided by the examples and best practices from the gender analyses and action plans of other GCF approved projects, as guided by the Project Team. The consultant will also work with the Gender Expert from BRH for initial guidance and review of the deliverables.

The specific objectives are to:

- Assess and identify the existing institutional, policy and legal frameworks of sectors (agriculture (rain fed and irrigation), livestock and water) relevant to ensuring gender equality in the project proposal;
- Undertake situation analysis and synthesis of gender inequality issues in the agriculture, livestock and water sectors specific to the project's proposed activities;

- Coordinate with and provide inputs and review of sub-assessments related to CSA/value-chain analysis to support development of gender-differentiated strategies;
- Elaborate and assess gender sensitiveness of the project outcome, objectives, activities, indicators and targets to the specific needs, capacities and priorities of women and men (female heads as well as married women);
- Identify and recommend appropriate gender sensitive indicators, targets and activities in the implementation of project incorporating the various sub-assessments;
- Prepare an Annex for the Project Proposal detailing the 'Gender Analysis and Action Plan' as well as the Budget for the implementation of the Action Plan according to the guidelines and examples from UNDP and GCF.

The Gender Analysis and Action Plan will be developed through the use of both primary data already collected by the project preparation team and available relevant secondary information, including WEIDAP project. In addition, the consultant will facilitate, with support from the project team, targeted gender-sensitive consultations including with women groups, NGOs, and communities. The Gender Analysis and Action Plan will be informed by the desk review, consultations and based on project document (project results and indicators set under the project proposal and logframe), as well as the guidelines provided. The scope of work will include the following tasks:

- Review and provide a diagnostic of the current state of gender inequality in the sectors (agriculture, livestock, water) with respect to the project's proposed activities;
- Review and provide analysis on overarching policy documents on gender of relevance to the sectors;
- Assess and document the gender sensitiveness of the project outcome, objectives, activities, indicators and targets to the specific needs, capacities and priorities of women and men (female heads as well as married women);
- Synthesize opportunities and interventions to address bottlenecks to address gender inequality in the sectors while making sure the most vulnerable people are resilient to impacts of climate change;
- Conduct meetings with the relevant sector line ministries, womens groups, NGOs, as appropriate, and facilitate in consultative and validation workshops and meetings.

Reporting and Coordination line:

- The national consultant (hired under UNDP's Individual Contract modality) will report directly to UNDP Viet Nam office, Assistant Country Director on Climate Change and Environment;
- The consultant will need to work closely with UNDP CO, the BRH Gender Expert, the Feasibility Study consultant and Proposal Development consultant for all the technical requirements of the project formulation process and in close coordination with BPPS/UNDP-GEF Regional Technical Advisor (BRH RTA) on Climate Change Adaptation, UNDP Senior Technical Advisor on Disaster Risk Reduction and Climate Change Adaptation in Viet Nam.
- UNDP CO will be responsible for facilitating data collection, meetings, and provision of other supporting functions and the Quality assurance of the final annexes of the document.

III. EXPECTED OUTPUTS AND DELIVERABLES

After thorough analysis of relevant parts of the project proposal supplemented by briefing from the Project Preparation Team, the consultant will prepare a comprehensive 'Gender Analysis and Action Plan' (according to the guidelines that will be provided), which will be annexed to the overall project proposal package. The tentative timeline for deliverables will be as follows:

No.	Deliverables / Outputs	Estimated duration to complete	Timeline
1	Preparation of inception report with detailed technical approach and methods to the study and work plan	5 days	30 July 2017
2	Coordination with feasibility study consultants including on value-chain analysis, etc. to incorporate a gender lens and identify strategies into project design; Gender-targeted, stakeholder consultations and final validation reports;	5 days	15 August – 15 September 2017
3	Draft Gender Analysis and Action Plan and associated Budget for the Action Plan	5 days	10 October 2017
4	Coordinate and provide inputs into the proposal logframe and the document to ensure the gender analysis and action plan is reflected in project design	5 days	10 November
4	Final 'Gender Analysis and Action Plan' (incorporating feedback from the project team and sub-assessments under the feasibility study) submitted to UNDP and MARD (50-60 pager, English as original and translated into Vietnamese)	5 days	30 November 2017

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The consultant will report primarily to the UNDP and the appointed officer from MARD, as well as other members of the Project Preparation Team, as appropriate.

V DURATION OF THE WORK

The duration of the consultancy service will be 25 working days over 4.5 month period starting from 25 July 2017.

VI. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

- Postgraduate degree in development, gender, agriculture and rural development, water management, irrigation, climate change adaptation or related fields;
- A minimum of 15 years' experience in conducting gender analysis in agriculture, livestock and water sectors, with demonstrable expertise in gender issues in these sectors in the context of climate change adaptation and mitigation and agriculture enterprise development;
- Demonstrated work experience with various stakeholders in the government as well as development partners on gender issues;
- Experience working in rural agriculture livelihood context with understanding of gender issues, including use of knowledge of agriculture, value-chains, and climate change;
- Proven experience of conducting similar nature of assignment in the past preferably for INGOs / UN organizations;
- Good inter-personal communication skills, flexibility;
- Knowledge in the area of resilience and disaster risk management;
- Strong analytical skills; Exceptional ability in communication and networking, negotiations and

writing;

- Flexibility and ability to operate in different cultural settings and with a variety of stakeholders; culturally and gender sensitive;
- Familiarity with technical issues related to adaptation, methods of cost-benefit analysis for adaptation options, identification of multiple benefits of adaptation, including, economic, social and gender related.
- Proven capability to meet deadlines and work under pressure.

Language and other skills:

- Fluency in English both written and oral

Compliance with UN Core Values:

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favouritism;
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

VII PAYMENT MILESTONES AND AUTHORITY

The consultant must send a financial proposal based on Daily Fee. The consultant shall quote an all-inclusive Daily Fee for the contract period. The term "all-inclusive" implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the assignment are already factored into the daily fee submitted in the proposal. Travel costs and daily allowance cost should be identified separately.

The qualified consultant shall receive his/her lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1 st Installment	Upon submission and acceptance of inception report (with detailed technical approach and methods to the study and work plan) & draft Gender Analysis and Action Plan	MARD, UNDP	50%
2 nd Installment (Final)	Final Gender Analysis and Action Plan submitted to UNDP and MARD	MARD, UNDP	50%

HOW TO APPLY

The application should contain:

- **Cover letter indicating draft approach to the assignment (two pager)**
- **Financial proposal with breakdown of the cost items, attach to the last page of the CV along with all other required documentation above.**
- **Updated CV** to include qualifications/competencies and relevant past experience in similar projects and contact details of 2 professional referees who can certify your competencies, professionalism, quality of presentation and overall suitability to this TOR

EVALUATION CRITERIA

The Consultant will be evaluated based on the qualifications and the years of experience, as outlined in the qualifications/requirements section of the ToRs. In addition, the Consultant will also be evaluated on the following methodology:

- Technical Criteria weight: 70%.
- Financial Criteria weight: 30%.

Technical Evaluation: 70% of total evaluation (maximum 70 points)

Technical criteria	Points
Postgraduate degree in development, gender, agriculture and rural development, water management, irrigation, climate change adaptation or related fields;	100
A minimum of 15 years' experience in conducting gender analysis in agriculture, livestock and water sectors, with demonstrable expertise in gender issues in these sectors in the context of climate change adaptation and mitigation and agriculture enterprise development;	100
Demonstrated work experience with various stakeholders in the government as well as development partners on gender issues;	150
Experience working in rural agriculture livelihood context with understanding of gender issues, including use of knowledge of agriculture, value-chains, and climate change;	100
Proven experience of conducting similar nature of assignment in the past preferably for INGOs / UN organizations;	100
Good inter-personal communication skills, flexibility; Strong analytical skills; Exceptional ability in communication and networking, negotiations and writing;	50
Flexibility and ability to operate in different cultural settings and with a variety of stakeholders; culturally and gender sensitive;	50
Fluency in English both written and oral	50
Total	700

Annex IV

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)

Annex V

FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum of US\$

This is a lump sum offer covering all associated costs for the required service (fee, meal, accommodation, travel, taxes etc).

Cost breakdown:

No.	Description	Quantity	Unit rate (VND)	Total
1	Consultancy fee			
2	Out of pocket expenses			
2.1	Travel			
2.2	Per diem			
2.3	Full medical examination and Statement of Fitness to work for consultants from and above 62 years of age and involve travel – (required before issuing contract). *			
2.5	Others (pls. specify).....			
	TOTAL			

** Individual Consultants/Contractors who are over 62 years of age with assignments that require travel and are required, at their own cost, to undergo a full medical examination including x-rays and obtaining medical clearance from **an UN-approved doctor** prior to taking up their assignment.*

I undertake, if my proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

I agree to abide by this proposal for a period of 120 days from the submission deadline of the proposals.

Dated this day /month of year

Signature