



Empowered lives.
Resilient nations.

Date: 3 November 2017

TRAINING INSTITUTION/ INDIVIDUAL PROCUREMENT NOTICE – PN171101- Firm

Service	Development of the Open Governance Data Hub for Vietnam
Duty station:	Viet Nam
Expected Duration:	From December 2017 to December 2018
Supervision:	The Service Contractor will work closely with UNDP Viet Nam Policy/Program Analyst, Governance and Participation Team, UNDP Viet Nam. The Service Contractor will report directly to UNDP Vietnam.

1. Submissions should be sent by email to: ngo.thi.bich.thuy@undp.org no later than: 24 November 2017.

With subject line: “Development of the Open Governance Data Hub for Vietnam”

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:

Interested bidders will include the following documentation in their application dossiers:

- An official letter signed by the senior officer in charge of the interested institution;
- A proposal of no more than 7 single-spaced pages explaining how the assignment will be undertaken, presenting potential social, economic and governance implications of the expected outputs, and demonstrating how familiar the bidder is with the subject matters under this assignment;
- A prototype of the Open Governance Data Hub in the form of either snapshots or online versions;
- A list of available and accessible datasets that will provide inputs for the Open Governance Data Hub;
- An institutional profile (not more than one page) including information about the institution's legal entity, and a scanned version of the business permit; and,
- Detailed CVs of the core team members;

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in VND 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 Proposal Evaluation		Max. Points
Form 1: Expertise and Capacity of Firm / Organization submitting proposal		200
1.1	Reputation of Organisation and (Competence / Reliability)	50
1.2	Litigation and Arbitration history	20
1.3	Organisational Capability which is likely to affect implementation (risks versus access to specialized skills: i.e. subcontracting / partnerships - loose consortium, holding company or one firm, size of the firm / organisation, strength of project coordination and support, ...)	50
1.4	Quality assurance procedures, warranty	30
1.5	Previous experience in developing Internet-based platforms for real-time data collection and analysis in Viet Nam and/or other countries	50
Total (Form 1)		200
Form 2: Adequacy of the proposed approach, methodology and work plan responding to the TOR		400
2.1	Does the suggested schedule sufficiently address the key tasks/responsibilities expressed in the TOR?	50
2.2	Is the suggested methodology for and approaches to the assignment sufficient to address the needs/demands of the TOR?	100
2.3	Does the proposal commit commissioning a strong team of national experts to deliver the expected outputs?	100
2.4	Does the proposal commit adequate human and logistical resources (including support staff, logistic support etc.) to ensure high-quality and timely delivery of the outputs?	50
2.5	Is the presentation of the proposal clear and provided with succinct sequence of approaches to the assignment?	100

	Total (Form 2)	400
Form 3: Personnel competencies and human resource organization		400
3.1	Team Leader	160
		Sub-score
	Advanced degree in political sciences, social sciences, economics, econometrics, and/or information technology;	40
	At least 10 years of experience leading or convening data-driven research work;	40
	Demonstrated expertise on real-time data gathering and analytics;	40
	Proven leadership and strategic development skill as evidence by a strong record of similar assignments in Viet Nam or abroad.	40
3.2	Technical Expert	120
		Sub-score
	Post-graduate degree or equivalent in information and technology	10
	At least 5 years of relevant professional experience in Viet Nam or abroad	20
	Proven experience and expertise on Internet-based data hub development, real-time data tool development, and/or open source data/metadata development	50
	Proven experience in utilising open data sources and statistic software (like R or any similar open data analytic tools)	20
	Proven team work skills (evident from experience in similar projects)	20
3.3	National Researcher	120
		Sub-score
	Post-graduate degree in social science, political science, economics, or public policy	20
	Knowledge of and experience in empirical research in areas of governance, economics, public policy, etc.	40
	At least 5 years of experience in supporting research work in similar assignments	40
	Proven team work skills (evident from experience in similar projects)	20
	Total (form 3)	400
	TOTAL POINTS	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 (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 Viet Nam shall pay the successful Service Contractor upon UNDP's satisfaction with expected outputs set forth in Section 3 above and after acceptance by UNDP of the request for payment submitted by the Service Contractor to the address specified in the sample contract.

UNDP shall not make the final payment when the final output does not meet the discussed and mutually agreed expectations. Milestones for deliverables and payments for the two phases shall be as follows:

Sequence	Percentage of installments	Indicative Dates for Installments
1 st payment	40% upon receipt and acceptance of the Output 1 upon completion of Stage 1 as set forth in Section 3	15-January-2018
2 nd payment	50% upon receipt and acceptance of the Output 3 upon completion of Stage 3 as set forth in Section 3	15-April-2018
Final payment	10% upon receipt and acceptance of Output 4 Output upon completion of Stage 4 as set forth in Section 3	15-May-2018

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

TERMS OF REFERENCE

Service	Development of the Open Governance Data Hub for Viet Nam
Duty station:	Viet Nam
Expected Duration:	From December 2017 to December 2018
Supervision:	The Service Contractor will work closely with UNDP Viet Nam Policy/Program Analyst, Governance and Participation Team, UNDP Viet Nam. The Service Contractor will report directly to UNDP Vietnam.

1. Background

Data-driven policy making has been an emerging trend in Viet Nam. Never before have the state and government agencies at the central and local levels in Viet Nam paid so much attention to feedback of businesses and citizens. A number of large and small-scale business and citizen surveys have been conducted, since the mid-2000s in a few provinces (e.g. Ho Chi Minh City and Da Nang) with citizen satisfaction surveys and at the central level since 2014 with the launch of the Public Administration Performance Index (PAR-Index) by the Ministry of Home Affairs, and the Provincial Anti-corruption Assessment Index (PACA) of the Government Inspectorate. Some provinces (e.g. Quang Tri and Quang Binh) are embarking on service assessment through mobiles (M-Scores). Such initiatives have been complemented by non-government sources of governance data, with the three largest nation-wide surveys being the Provincial Competitiveness Index (PCI) of the Viet Nam Chamber of Commerce and Industry and the Viet Nam Provincial Governance and Public Administration Performance Index (PAPI) and the Viet Nam Justice Index (VJI)¹ of UNDP and its co-implementing partners.

The move towards using data and evidence in assessment of the performance of state and public agencies has lately been strengthened. In the Conclusions of the Central Party Committee Meeting in October 2017², external monitoring has been emphasized as a mechanism to review the performance of public service providers, in addition to the emphasis on strengthening transparency and vertical accountability by authorities. This shows that evidence-based policy making and performance through mechanisms to collect and reference to feedback from citizens and businesses has been placed at the core of Viet Nam's efforts to attain better governance.

Legal backgrounds for the move towards more transparency, vertical accountability and access to information in Viet Nam date back to 2007 when the Ordinance on Grassroots Democracy Implementation at the Commune Level was issued. The past ten years have seen more information being disclosed to the public, although at an uneven level when reviewing information being disclosed through local government portals, PAPI and PCI³. In addition, the Law on Access to Information, which will be effective from 1 July 2018, provides for tasks to be undertaken by state agencies and public institutions to disclose information that are not state secrets. This will be the foundation for a systematic approach to transparency, vertical accountability and access to information in Viet Nam.

Viet Nam possesses a wealth of socio-economic and governance data, and a good legal foundation for better governance. Still, there has not been a system where policy-makers, practitioners and policy analysts can access to obtain governance-related data and information to get informed about how state institutions and local governments perform from different angles, except for project-based websites presenting data coming

¹ See CECODES, VLA & UNDP (2013 & 2015). The Viet Nam Justice Index (VJI). Available at <https://chisocongly.vn/chi-so-cong-ly/> and http://www.vn.undp.org/content/vietnam/vi/home/library/democratic_governance/2015-justice-index.html

² See <http://vov.vn/chinh-tri/toan-van-phat-bieu-be-mac-hoi-nghi-trung-uong-6-cua-tong-bi-thu-681634.vov>

³ See data collected from government portals, citizens and businesses from World Bank (2014). Land Transparency Study: A Synthesis Report. Available at <http://www.worldbank.org/en/country/vietnam/publication/vietnam-land-transparency-study>; CECODES, VFF-CRT & UNDP (2011-2016). The Viet Nam Provincial Governance and Public Administration Performance Index (PAPI). Available at www.papi.org.vn; and VCCI (2005-2016). Provincial Competitiveness Index (PCI). Available at <http://eng.pcivietnam.org/>.

out of each of the research projects or government agencies. Also, as Viet Nam has committed to implementation of Sustainable Development Goals, a dashboard of data and information about how Viet Nam progresses in the SDGs, especially Goal 16 on Peace, Security and Strong Institutions where governance-related data should be presented at the national and international arenas.

Therefore, it is a high time to create an open governance data hub for Viet Nam, using available and accessible governance data as inputs. It is also expected that the hub gathers accessible administrative data from central and local government agencies to show correlations between governance data and other socio-economic and administrative data at all levels. The data hub will serve as a platform for central and local governments to use and share available data to inform their local planning and performance review processes. Thus, UNDP Viet Nam aims to lay the first brick for an open governance data hub for Viet Nam where policy-makers and practitioners at the central and local levels, international partners and the civil society can contribute their data and generate customized reports.

With these TORs, UNDP Viet Nam is calling for technical and financial proposals from interested public or private institutions that can provide the service as set forth below.

2. Objectives

2.1. Main objectives

- To facilitate evidence-based policymaking, transparency, vertical accountability and access to information in Viet Nam; and,
- To engage with relevant stakeholders (including government and non-government institutions) in disclosing data and information for public monitoring and evaluation of Viet Nam's progress in governance and implementation of Viet Nam's Sustainable Development Goals.

2.2. Specific Objectives

- To develop and maintain a highly interactive Internet-based open governance data hub that facilitates user-friendly data update and sharing, interactive data illustration, and storage of open and big data;
- To facilitate user-friendly, customised data analysis and reporting that can be delivered to mobile and other innovative applications from the platform;
- To provide the registered large-scale data server for the open governance data hub inside Viet Nam that facilitate bulk uploads and downloads of data and report files;
- To update and maintain the open datahub for multi-year data inputs and outputs 24 hours a day, seven days a week, 365 days a year;

2.3. Approaches

- The data hub will incorporate the Government's data sources to a large extent possible to utilize available, non-sensitive data for data analysis and data-driven policy making.
- The open governance data hub will include and support easy inclusion of applications gallery; links to social media; community functions; news and announcements; blogs; embedded visualizations; forms for users to request for data downloads and uploads. It also facilitates prompt public surveys for big data gathering.
- The whole website and mobile application content will be developed in collaboration and consultation with national agencies and non-government partners responsible for and interested in governance data collection.
- The project will generate possible gender-related benefits as it helps promote gender-sensitive policy making based on gender-informed data.

2.4. Targeted Beneficiaries

- Policy-makers, civil servants and practitioners at central and local levels, who are empowered with data and information for evidence-based policy making and advice;
- Citizens (of different ages, sexes, ethnicities and with diverse physical abilities), whose voices are heard regarding their feedback, expectations and recommendations;
- Businesses of all sizes, whose demand and expectations are heard;
- Different stakeholders, including state agencies, non-state actors, the media, donors, civil society organisations to support their evidence-based analysis, planning, programming, advocacy, responses and interventions for better governance in Viet Nam.

3. Expected Outputs and Schedules

It is expected that, upon being granted with the contract, the Service Contractor will generate the following outputs in accordance with the schedule below:

Phase	Output	Indicative Schedule
Phase 1	Output 1: Detailed operational work-plan and the revised prototype developed and agreed	10 December 2017
	Output 2: The Internet-based platform facilitating the following key functionality developed: <ul style="list-style-type: none"> - upload, manage and access governance and other socio-economic data - automated analysis and visualization of collected data using charts, maps and other presentational interactive formats - deliver data to other applications via APIs or other endpoints - support downloads and uploads of datasets - security and stability checked - registered in Viet Nam 	15 February 2018
	Output 3: The website www.xxx.vn [to be determined] officially launched	3 April 2018
Phase 2	Output 4: The website www.xxx.vn [to be determined] updated and maintained regularly with a registered domain secured	From 1 May to 31 December 2018

4. Team Composition and Responsibilities

The successful Service Contractor should provide outputs listed in Section 3 hereinabove. In doing so, the Service Contractor will make sure that the Team working on this assignment will compose of the following core members, with key tasks listed below:

- One National Team Leader, who will lead the assignment and have the overall responsibility for the outputs listed hereinabove. She/he will provide overall substantive guidance, methodological approaches, data analysis approaches and quality control of research outputs.
- One Technical Expert, who will develop the Internet-based platform and applications for data collection, calibration, analysis, and presentation using open data software (like R or any other tools). She/he will ensure that technical requirements for the Open Governance Data Hub be met, well-protected and secured.
- One National Researcher, who will identify key sources of information and collect data to input the data hub, provide technical advice, and contribute to quality outputs of the research. She/he will ensure that all sources of data at the central and provincial levels be well-studied, well-sourced, and intellectual propriety/copy-right compliant.

The core team members, especially the Team Leader, should meet the following requirements:

- Graduate degrees in economics, political sciences, econometrics, and/or information technology;
- Proven record of experience in designing and programming data collection and analysis tools;
- Proven competence in using statistic software for data collection, analysis and presentation;
- Proven experience in empirical research on and expertise in areas of governance, public administration, economics, poverty reduction, and/or sociology an asset
- Proven interpersonal and team-work skills; and,
- Proven competence of English proficiency an asset.

See the Evaluation Criteria attached for concrete requirements in terms of qualifications for each core team member. Other than those core team members, the Service Contractor shall be responsible for all logistic support for the assignment to be fulfilled.

5. Bidding Requirements

Interested Vietnamese firms, universities, research institutions or think tanks shall submit a technical proposal to carry out the thematic research of this TOR.

Interested bidders will include the following documentation in their application dossiers:

1. An official letter signed by the senior officer in charge of the interested institution;
2. A proposal of no more than 7 single-spaced pages explaining how the assignment will be undertaken, presenting potential social, economic and governance implications of the expected outputs, and demonstrating how familiar the bidder is with the subject matters under this assignment;
3. A prototype of the Open Governance Data Hub in the form of either snapshots or online versions;
4. A list of available and accessible datasets that will provide inputs for the Open Governance Data Hub;
5. An institutional profile (not more than one page) including information about the institution's legal entity, and a scanned version of the business permit; and,
6. Detailed CVs of the core team members;

All costs for implementation of this assignment (including logistic costs for consultation activities) shall be borne by the Service Contractor. The cost of such activities should be included in the financial offer. [The 2015 UN-EU Cost Norms for Viet Nam](#) can be referenced for the financial offer by the bidders.

6. Payment Terms and Indicative Payment Schedule

UNDP Viet Nam shall pay the successful Service Contractor upon UNDP's satisfaction with expected outputs set forth in Section 3 above and after acceptance by UNDP of the request for payment submitted by the Service Contractor to the address specified in the sample contract.

UNDP shall not make the final payment when the final output does not meet the discussed and mutually agreed expectations. Milestones for deliverables and payments for the two phases shall be as follows:

Sequence	Percentage of installments	Indicative Dates for Installments
1 st payment	40% upon receipt and acceptance of the Output 1 upon completion of Stage 1 as set forth in Section 3	15-January-2018
2 nd payment	50% upon receipt and acceptance of the Output 3 upon completion of Stage 3 as set forth in Section 3	15-April-2018
Final payment	10% upon receipt and acceptance of Output 4 Output upon completion of Stage 4 as set forth in Section 3	15-May-2018

7. Support from UNDP

UNDP will provide the successful Service Contractor with:

- technical advice where deemed appropriate
- available governance-related datasets

- facilitation of the access to different sources of governance-related data
- meeting space for substantive discussions on the assignment

8. Quality Assurance

- Upon contract signing, the Service Contractor shall work closely with the UNDP Policy/Program Analyst, Governance and Participation Team, to discuss and agree on the task requirements, working methodology;
- The UNDP Policy/Program Analyst and the relevant stakeholders review and comment on the Service Contractor's required outputs/reports in the TOR;
- The Service Contractor reviews the comments and submits the revised outputs/ reports for further review and comments;
- The UNDP Policy/Program Analyst shall monitor every stage of deployment of the research and shall evaluate the deliverables of each phase as described in Section 3 of this TOR.
- UNDP shall pay the Service Contractor against the milestones for each phase of the project. Each payment shall be made upon UNDP's satisfaction with the deliverables. The final payment shall be made to the Service Contractor only when UNDP is fully satisfied with the final deliverable of this assignment.

EVALUATION CRITERIA

Technical Proposal Evaluation		Max. Points
Form 1: Expertise and Capacity of Firm / Organization submitting proposal		200
1.1	Reputation of Organisation and (Competence / Reliability)	50
1.2	Litigation and Arbitration history	20
1.3	Organisational Capability which is likely to affect implementation (risks versus access to specialized skills: i.e. subcontracting / partnerships - loose consortium, holding company or one firm, size of the firm / organisation, strength of project coordination and support, ...)	50
1.4	Quality assurance procedures, warranty	30
1.5	Previous experience in developing Internet-based platforms for real-time data collection and analysis in Viet Nam and/or other countries	50
Total (Form 1)		200
Form 2: Adequacy of the proposed approach, methodology and work plan responding to the TOR		400
2.1	Does the suggested schedule sufficiently address the key tasks/responsibilities expressed in the TOR?	50
2.2	Is the suggested methodology for and approaches to the assignment sufficient to address the needs/demands of the TOR?	100
2.3	Does the proposal commit commissioning a strong team of national experts to deliver the expected outputs?	100
2.4	Does the proposal commit adequate human and logistical resources (including support staff, logistic support etc.) to ensure high-quality and timely delivery of the outputs?	50
2.5	Is the presentation of the proposal clear and provided with succinct sequence of approaches to the assignment?	100
Total (Form 2)		400
Form 3: Personnel competencies and human resource organization		400
3.1	Team Leader	160
		Sub-score
	Advanced degree in political sciences, social sciences, economics, econometrics, and/or information technology;	40
	At least 10 years of experience leading or convening data-driven research work;	40
	Demonstrated expertise on real-time data gathering and analytics;	40
	Proven leadership and strategic development skill as evidence by a strong record of similar assignments in Viet Nam or abroad.	40
3.2	Technical Expert	120
		Sub-score
	Post-graduate degree or equivalent in information and technology	10
	At least 5 years of relevant professional experience in Viet Nam or abroad	20
	Proven experience and expertise on Internet-based data hub development, real-time data tool development, and/or open source data/metadata development	50
	Proven experience in utilising open data sources and statistic software (like R or any similar open data analytic tools)	20
	Proven team work skills (evident from experience in similar projects)	20
3.3	National Researcher	120

		Sub-score
	Post-graduate degree in social science, political science, economics, or public policy	20
	Knowledge of and experience in empirical research in areas of governance, economics, public policy, etc.	40
	At least 5 years of experience in supporting research work in similar assignments	40
	Proven team work skills (evident from experience in similar projects)	20
	Total (form 3)	400
	TOTAL POINTS	1000

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 VND/USD

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