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Date: 14 August 2018

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	2 national experts on upgrading management system for agricultural organic waste in Da Lat City.
Project name:	
Period of assignment/services (if applicable):	Team leader: 60 workdays starting from September 2018 Team member: 30 workdays starting from September 2018.
Tender reference:	D-180801

1. Submissions should be sent by email to: nguyen.thai.duong@undp.org no later than: 17:00 **04 September 2018 (Hanoi time)**.

With subject line: (D-180801)- 2 national experts on upgrading management system for agricultural organic waste in Da Lat City.

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.

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

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:

Team Leader cum expert on management of agricultural waste

	Consultant's experience/qualification related to the services	
1	University degree and knowledge in civil engineering environmental engineering, chemical engineering, environmental economics; post-graduate degree in the mentioned fields preferable	200
2	At least 10 years of working experience in waste management in Viet Nam (whether policy, finance, analysis, or project development), ideally addressing agricultural waste management	250
3	Proven familiarity with existing regulatory and administrative procedures and practice for waste management at local levels.	250
4	Similar working experience at provincial level is an advantage	200
5	Fluency in Vietnamese and English in communication, writing and discussion, discussion.	100
Total		1000

Team member/Expert on private sector engagement

	Consultant's experience/qualification related to the services	
1	University degree and knowledge in civil economics, business administration, regional development or law; post-gradual degree in the mentioned fields preferable;	200
2	At least 5 years of working experience with promotion of private sector engagement and Public Private Partnerships in Viet Nam, ideally focusing on waste management	250
3	Proven familiarity with existing regulatory and administrative procedures and practice for waste management at local levels.	250
4	Similar working experience at provincial level is an advantage	200
5	Fluency in Vietnamese and English in communication, writing and discussion, discussion.	100
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 (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

Payment will be made in two phases:

For the team leader:

1st instalment of 60% of the contract amount will be made upon submission and approval of inception report and draft mid-term report.

2nd and last instalment of 40% of the contract amount will be made upon submission and approval of the final report and all related products under the contract.

For the team member:

1st instalment of 60% of the contract amount will be made upon submission and approval of written inputs to inception report and written document/paper as inputs to the mid-term report corresponding to tasks as mentioned to the scope of work

2nd and last instalment of 40% of the contract amount will be made upon submission and approval of the final report and all related products under the contract.

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

Annex I



TERMS OF REFERENCE

Title:	Proposal for upgrading management system for agricultural organic waste in Da Lat City.
Duty station:	Ha Noi and Da Lat
Requirement:	A team of 2 national experts on: 1) Team Leader cum expert on management of agricultural organic waste and 2) Team member/Expert on private sector.
Duration and timing:	Team leader: 60 workdays starting from September 2018 Team member: 30 workdays starting from September 2018.
Reporting:	The assignment will be supervised by the Deputy National Project Director/MPI and UNDP.

1. GENERAL BACKGROUND

Da Lat Green Growth Action Plan

Aligned to Viet Nam's National Green Growth Strategy (GGS), Da Lat city in Lam Dong Province was the first city to formulate a Green Growth Action Plan (GGAP) in 2015. Following a consultative process that captured ideas and suggestions from a broad range of stakeholders, Da Lat city has identified opportunities to build a healthy, clean and green city to benefit all of its citizens, while also reducing the city's greenhouse gas emissions.

Located in the central highlands, Da Lat is a growing city with an estimated population of 500,000 and a natural land area is 393.29 km². Local economy is heavily reliant on horticulture and tourism (accounting for 63.98% of GDP). From 2011-2015, the city welcomed some 17 million tourists, representing an average growth of 10% per year, a trend that is likely to continue into the foreseeable future. Da Lat has over 300 companies operating in the production, processing and trading of vegetables, flowers, coffee, tea, cold water fish and dairy. By 2020, the city expects to increase agricultural production to US\$200 million.

In the face of rapid growth, city authorities recognize that they need technical advice and support to help Da Lat avoid becoming a victim of its own success. Da Lat is among 20 provinces and cities in Viet Nam that generate budget surpluses and contribute to the national state budget.

The City's Social Economic Development Plan 2016-2020 gives top priority to the expansion of the tourism and services sector. Under its GGAP, formulated with support from UNDP, Da Lat has set in train an ambitious agenda to become Viet Nam's first Green City. City authorities have asked UNDP to help inform Da Lat's economic restructuring through sustainable tourism, low-carbon transport, and expansion of waste-to-energy schemes. In seeking out UNDP's development expertise, Da Lat authorities recognize the promise of unlocking green jobs and transforming Da Lat into a model of green urban development.

Da Lat's Green Growth Action Plan identified 8 priority actions for realization of this vision. The priority no. 3 aimed to 'Develop a plan and design a solid waste management and disposal mechanism, including policies and incentive to mobilize capital investments in waste collection and disposal'.

Solid waste management is an obvious developmental challenge in Da Lat city. Population growth, agriculture production and food processing are generating increasing amounts of solid waste. Current management system for communal waste, organic waste, hazardous waste (e.g. waste generated during use of agricultural pesticides), construction waste needs to be improved.

Current Waste Management System in Da Lat

Communal Waste Management

Collection system

The collection and transportation of domestic waste in Da Lat city is carried out by Da Lat Urban Service Joint Stock Company. By 2017, the rate of communal waste collection in Da Lat was 98.5%, of which the rate of domestic solid waste collection was 98% and the rate of waste collection in rural areas was 93%. At present, all domestic waste is collected by 11 trucks. Total volume of waste collected in 2017 about 59,000 tons of garbage, average 161.84 tons per day.

Communal waste separation at source

Communal waste separation at source in Da Lat has not been implemented due to lack of financial resources for procurement of equipment and infrastructure investment as well as the mobilization of people to participate in waste separation programs at source. Basic awareness of the community about waste management has been raised, but not yet sufficiently enough to motivate waste separation at the source. For waste separation, it is imperative to:

- Provide adequate facilities for waste separation at source so that they are located in visible and easily accessible places, are kept clean and do not represent nuisance to local residents.
- Change attitudes and behavior of relevant stakeholders - Da Lat residents, local institutions (schools, public authorities), businesses (hotels, restaurants, etc.) and tourists - towards waste separation.
- Arrange regular collection of separated waste and its proper disposal and through these efforts demonstrate to stakeholders that their waste separation practices matter and generate positive environmental outcomes.

Communal waste treatment

Prior to July 2015, all waste collected in Da Lat city was dumped at Cam Ly waste dump (this is a landfill without bottom). From July 2015 to now, the whole waste collected was transferred to the waste treatment plant in Xuan Truong of Green Energy Environment Company for processing. Part of the garbage such as street flowers, green garbage, household rubbish, rubbish, construction rubbish was still disposed at Cam Ly waste dump.

In 2015, domestic waste treatment in Da Lat city was carried out by Green Energy Environment Co., Ltd at Xuan Truong Waste Treatment Plant. The waste treatment plant disposes with semi-automatic garbage sorting line and 2 incinerators. The composting workshop, composting area (for production of fertilizers) and melioration system was not yet fully installed. Some other items in the project such as wastewater treatment system; PO & RO Oil Plant; Block factory; laboratory; garbage car wash area were not yet installed.

The design capacity of the treatment plant is 200 tons/day and the capacity of the furnace is 20-30 tons/day. When the plant has officially operated in 2015, it received 150-170 tons per day. However, since Green Energy Environment Co., Ltd. has not fully invested into the entire project, the waste received was not handled completely and complaints about environmental pollution were made. The municipality subsequently stopped sending the waste to this facility. The treatment fees were also too high for the municipal budget.

In the meantime, all household waste from Da Lat is again provisionally disposed at Cam Ly dumping ground, while this dumping ground is in the process of closure as it is classified as an establishment causing serious environmental pollution according to Decision 63 of the Prime Minister. The rehabilitation and restoration of the environment after the closure of the Cam Ly dumping site has not been completed due to the limited funding opportunities in Da Lat city. The municipality considers temporary solutions to minimize environmental pollution such as construction of a leachate collection system to avoid direct discharging of the environment; and spraying the dump with microbiological products to reduce odors.

Hazardous waste

General situation

Da Lat economy features mainly agricultural processing that generate hazardous waste associated with use of pesticides. Some businesses dealing with forestry, processing of minerals, textiles and small workshops generate minor volumes hazardous waste (e.g. mineral oils, paints, batteries). Up to date, no accurate data on hazardous waste content has been generated in Da Lat city, only known data from some large establishments such as garages, car repair with the estimated volume of 65 tons/year and Beer Company Dalat (0.5 tons/year).

Collection and treatment of used pesticide containers

A specific problem is a collection and treatment of used pesticide containers because of current practices of burning, burying and dumping used pesticide containers and residuals in fields, along streams and canals. This poses significant health and environmental risks. Both the Lam Dong PPC as well as Da Lat People's Committee have approved their own mutually coordinated plans for collection, transport and handling of used pesticide containers. However, Da Lat city lacks financial resources (150 million VND) for collecting, transporting and processing of these containers as well as for accompanying awareness raising campaign.

Current management system for organic agricultural waste

Da Lat City is a major agricultural producer which 3 vegetable processing plants with an estimated capacity of 50,000 tons per year. The waste of this industry is mainly vegetable waste, weighing about 250 kg/ton of agricultural inputs. Thus, the total volume of agricultural product processing industry of TP. Da Lat at about 12,500 tons per year.

Significant volumes of agricultural waste are further produced during cultivation and harvesting. It is widely believed that solid waste generated during agricultural production is often reused. But in reality, the percentage of recycled agricultural waste to be recycled does not appear to be high. Agricultural waste after each harvest is typically burnt or dumped into the water bodies stream environment and only small proportion of agricultural waste is composted by households. Collection and treatment of agricultural waste is therefore not satisfactory - the key challenges are: low levels of awareness, lack of planning and resources and facilities for organic waste collection, treatment, and disposal.

This TOR is designed to support design of solutions for management of agricultural organic waste.

2. OBJECTIVES OF THE ASSIGNMENT

The assignment aims to assist Da Lat PPC in development of a comprehensive and practical system for management of organic agricultural waste (i.e. its collection, transport, treatment and use of residues and by-products generated through the treatment) that can be supported through public-private partnerships.

3. SCOPE OF WORK

The consultants will work closely as a team and shall be jointly responsible for the following tasks:

- A. Analyze current situation and the expected future trends in generation of organic waste from agricultural production and food processing in the Da Lat and in its surrounding (in order to examine all potential source of organic waste that could create economy of scale in the organic waste management in Da Lat). This analysis will describe composition of organic waste and current approaches to utilization, management or disposal of such waste. The analysis will also determine problems with the current management practices (i.e. mixing of waste) that prevent its potential future sound management and utilization of residual by-products.
- B. Review current activities for composting of agricultural organic waste (e.g. small-scale composting of coffee chaff) in Da Lat. Collect information of any future plans for expansion of such facilities.
- C. Explore opportunities for improved collection and economically efficient transport of collected organic waste.
- D. Consider potential solutions for treatment of such waste (composting, biogas, etc.) that could utilize good practice examples from Viet Nam or neighboring countries.
- E. Explore opportunities for the use of residues and by-products (decomposed organic material, biogas, etc.) generated through such treatment options either in Da Lat or surrounding areas, and the likely expected future demand for such by-products.
- F. Explore practical opportunities for private sector engagement in the waste-management options proposed.
- G. Consider the technical and economic implications of various options for collection, transport and treatment of organic agricultural waste and advise on the best option(s) to be pursued by Da Lat City. This analysis and the resulting proposal will address the entire system– i.e. from transporting to processing/composting; treatment; and utilization of by-products.
- H. Identify necessary policies, incentives, investment, and regulatory and economic instruments needed for implementation of this system, including awareness raising measures needed to ensure effective participation of farmers and agricultural and food processing enterprises in this waste management system. The proposal will suggest clear roles and responsibilities for each of the concerned parties (GoV, large farmers, traders, transporters, composter, ...) in each stage of proposed system for management of agricultural organic waste.
- I. Suggest investment priorities and actions to be included into Da Lat SEDP 2021-2025 and identify any potentially interested development partner that could be interested in supporting such investments.

The team leader will be responsible for overall outcomes and substantive contents of this assignment – i.e. for all activities outlined in the scope of work.

With the guidance by the team leader, the expert on private sector engagement will be responsible for liaison with the private sector actors for all activities outlined in the scope of work. This include but may not be limited to obtaining information on their current practices in management of organic agricultural waste, obtaining suggestions on improvements and innovative solutions from the private sector, practical opportunities and obtaining feedback on attractiveness of proposed solutions for improvements in this system from the private sector, and suggesting suitable arrangements for public-private collaboration (that may, where relevant include elements of PPPs) with clear and practical roles of private sector in the proposed management system for organic agricultural waste.

4. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Duration and Timing: September 2018 – February 2019

The assignment will require the following indicative number of workdays to complete:

- Team Leader cum expert on management of agricultural organic waste: 60 days
- Team member/Expert on private sector: 30 days

Duty station: Hanoi and travel to Da Lat. Travel to Da Lat (if any) will be based on proposed work-plan in the inception report and upon agreement with the CIGG PMU, UNDP. Eligible cost of such travel will be covered by the PMU or UNDP based on UN-EU cost-norm.

5. DELIVERABLES

Output 1. Inception report

The consultants will submit the inception report with the following contents for review and approval:

- Recap of aims and expected results of the assignment.
- Proposed approach to assignment
- Specific timeline for implementation of this assignment and consultative arrangements proposed (if any).

Output 2: Mid-term Report

The consultant team will develop a draft mid-term-report report which will include the following main points:

- Summary of key activities conducted and progress in the assignment.
- Preliminary outcomes of the tasks A-G described in the Scope of Work (Section 3 of this TOR)
- Recommendations for the next steps in implementation of this assignment and any open issues for consideration by Da Lat City.

The consultant team will finalize the mid-term report based on the comments obtained by Da Lat City, CIGG project and UNDP.

Output 3: Consultation Workshop

The consultants will participate in and co-lead a consultation workshop with relevant stakeholders involved in agricultural sector and organic waste management in Da Lat City to seek their feedback on information contained in the mid-term report and particularly on the proposed options for systemic management of agricultural organic waste in the study area. The consultant team will prepare a short summary report with key comments and suggestions obtained during the consultation workshop.

Output 4: Final Report

The consultant team will develop the final report which will include the following main points:

- Executive Summary presenting key findings and recommendations of this assignment
- Final outcomes of the tasks A-H described in the Scope of Work
- Recommendations for implementation of recommendations of this assignment by Da Lat City.
- Annexes with records of key meetings, calculations, etc.

The final report will be submitted for review by Da Lat City, CIGG project and UNDP.

Output 5: Submission of relevant documents

The consultants will need to submit the Powerpoint presentations at the consultation workshop (electronic files), feedbacks of the consultation workshop, reports as well as related documents in both hardcopy and electronic copies and photos taken during the field trips to PMU, UNDP, Da Lat City and the donors for reference and use.

All outputs are required in English and Vietnamese. The consultants will be responsible for quality assurance for all outputs of the consultancy service.

SCHEDULE OF OUTPUTS

S/N	Output by Team leader	Output by Team member	Expected due date
1	Inception report	Written inputs and feedbacks to the inception report	15 days after signing the contract

2	Mid-term report	Written document/paper as inputs to the mid-term report and corresponding to tasks as mentioned to the scope of work	2 months after signing the contract
3	Consultation workshop		3 months after signing the contract
4	Final report	Written inputs and comments on the final report relevant to private sector elements	4 months after signing the contract
5	Submission of relevant documents		5 months after signing the contract

The above schedule is tentative and will be finalized in the Inception Report.

6. ADMINISTRATIVE SUPPORT AND REFERENCE DOCUMENTS

Da Lat City and the PMU will provide following support:

- Provide information on relevant waste management issues addressed by the consultants
- Support the working process with local stakeholders involved in waste management;
- Send official letters for the consultants to work or conduct interviews with stakeholders;
- Arrange consultation meetings and meetings with stakeholders if necessary.

7. MONITORING AND PROGRESS CONTROL

The assignment will be supervised by the Deputy National Project Director of CIGG and CIGG PMU and UNDP.

In addition to collaboration with stakeholders, the consultant team will also routinely report to the UNDP and the PMU and Da Lat city on progress through bi-monthly meetings. The consultants will provide concise information about implemented activities and adjustments to the workplan.

8. REQUIREMENTS FOR QUALIFICATIONS AND WORK EXPERIENCE

The selected consultants should meet the below requirements.

Team Leader cum expert on management of agricultural waste

- University degree and knowledge in civil engineering environmental engineering, chemical engineering, environmental economics; post-graduate degree in the mentioned fields preferable.
- At least 10 years of working experience in waste management in Viet Nam (whether policy, finance, analysis, or project development), ideally addressing agricultural waste management.
- Proven familiarity with existing regulatory and administrative procedures and practice for waste management at local levels.
- Similar working experience at provincial level is an advantage
- Fluency in Vietnamese and English in communication, writing and discussion, discussion.

Expert on private sector engagement

- University degree and knowledge in civil economics, business administration, regional development or law; post-graduate degree in the mentioned fields preferable.
- At least 5 years of working experience with promotion of private sector engagement and Public Private Partnerships in Viet Nam, ideally focusing on waste management
- Proven familiarity with existing regulatory and administrative procedures and practice for waste management at local levels.
- Similar working experience at provincial level is an advantage
- Fluency in Vietnamese and English in communication, writing and discussion, discussion.

9. PAYMENT TERM

Payment will be made in two phases:

For the team leader:

1st instalment of 60% of the contract amount will be made upon submission and approval of inception report and draft mid-term report.

2nd and last instalment of 40% of the contract amount will be made upon submission and approval of the final report and all related products under the contract.

For the team member:

1st instalment of 60% of the contract amount will be made upon submission and approval of written inputs to inception report and written document/paper as inputs to the mid-term report corresponding to tasks as mentioned to the scope of work

2nd and last instalment of 40% of the contract amount will be made upon submission and approval of the final report and all related products under the contract.

10. CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☐ NONE

☐ PARTIAL

☒ INTERMITTENT

☐ FULL-TIME

EVALUATION CRITERIA WITH ASSIGNED SCORES

(The additional interview either direct or through telephone/Skype will be applied if necessary)

Team Leader cum expert on management of agricultural waste

	Consultant's experience/qualification related to the services	
1	University degree and knowledge in civil engineering environmental engineering, chemical engineering, environmental economics; post-gradual degree in the mentioned fields preferable	200
2	At least 10 years of working experience in waste management in Viet Nam (whether policy, finance, analysis, or project development), ideally addressing agricultural waste management	250
3	Proven familiarity with existing regulatory and administrative procedures and practice for waste management at local levels.	250
4	Similar working experience at provincial level is an advantage	200
5	Fluency in Vietnamese and English in communication, writing and discussion, discussion.	100
Total		1000

Team member/Expert on private sector engagement

	Consultant's experience/qualification related to the services	
1	University degree and knowledge in civil economics, business administration, regional development or law; post-gradual degree in the mentioned fields preferable;	200
2	At least 5 years of working experience with promotion of private sector engagement and Public Private Partnerships in Viet Nam, ideally focusing on waste management	250
3	Proven familiarity with existing regulatory and administrative procedures and practice for waste management at local levels.	250
4	Similar working experience at provincial level is an advantage	200
5	Fluency in Vietnamese and English in communication, writing and discussion, discussion.	100
Total		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

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