



Empowered lives.
Resilient nations.

28 November 2018

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Project title:	Vietnam POPs and Sound Harmful Chemicals Management Project – PHCM (Project ID: 91381)
Description of the assignment:	International Consultant for laboratory accreditation to international standards
Period of assignment/services (if applicable):	December 2018 – August 2019
Duty Station	Home based and travel to Hanoi
Tender reference:	A-181102

-
1. Submissions should be sent by **email** to: quach.thuy.ha@undp.org no later than:
Thursday, 06 December 2018

With subject line:

A-181102- International Consultant for laboratory accreditation to Intl's standards

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 **30 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)
- [Letter to UNDP Confirming Interest and Availability](#)..... (Annex IV)
- [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
- **Signed** Letter to UNDP Confirming Interest and Availability

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **US dollar for International Consultant** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in Annex 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:

Consultant experience/qualification related to the service		
No	Description	Scores
1	A minimum of 8 years experience on laboratories management including ISO/IEC 17025, in particular on hazardous chemicals, POPs, PTS including mercury	200
2	Proven experience in supporting laboratories to obtain ISO/IEC standard 17025 accreditation including drafting relevant documents required for accreditation and post-accreditation assistance	200
3	Proven training/coaching experience in drafting guidance, training materials and manuals referred to ISO/IEC Standard 17025 accredited laboratories	150
4	Advanced university degree (PhD is an asset) in Chemistry, Environmental Science or related field	150
5	Relevant work experience in developing countries and previous work experience in Viet Nam or Asian countries	100
6	Demonstrated skills and experience in providing input to technical/scientific documents and reports;	50
7	Demonstrated experience in information and data collection and analysis;	50
8	Proven ability in team working and knowledge sharing	50
9	English skill and sound use of all communication technologies and IT tools (Office or Mac Office etc.)	50
Total		1.000

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:

- 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 65 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 upon acceptance by UNDP of the deliverables specified the TOR.

The payment milestones consist of:

- 20% of the financial offer upon approval of work plan and timeline;
- 80% of the financial offer upon approval of all other deliverable.

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

TERMS OF REFERENCE



Project Title:	Vietnam POPs and Sound Harmful Chemicals Management Project – PHCM (Project ID: 91381)
Consultancy Title:	International Consultant for laboratory accreditation to international standards (Activity 2.2.1.1)
Type Contract:	Individual contract
Duty Location:	Home based and travel to Hanoi
Duration:	December 2018 – August 2019
Report to:	UNDP, National Project Director and Project Management Unit

1. GENERAL INFORMATION

Chemicals make up our physical world: they form the basis of life and they are the building blocks from which we make our products. But they can also cause significant damage if mismanaged.

Sound management of chemicals and promotion of safe use of chemicals are increasing demands in Viet Nam due to public concern about negative impacts to the environment and human health that may arise from improper use of chemicals. Persistent Organic Pollutants (POPs) and Persistent Toxic Substances (PTS) are organic chemical substances. They possess a particular combination of physical and chemical properties such as persistence, long-range transport, bioaccumulation and harmfulness. Strengthen institutional capacity in chemicals management including POPs and PTS is one of the main priorities in Viet Nam. Viet Nam commitment to implement international conventions on chemicals, in particular Stockholm and Minamata Conventions, aims to pursue the continued reduction of environmental and health risks posed by POPs and harmful chemicals in order to protect human health and the environment. Vietnam POPs and Sound Harmful Chemicals Management Project (PHCM) is built on past experience derived from GEF-4 (Global Environment Facility) projects supported by United Nations Development Programme (UNDP) addressing POPs/PTS issues. Vietnam Environment Administration (VEA) within the Ministry of Natural Resources and Environment (MoNRE) as the UNDP's National Implementing Partner (NIP) executes the

project. The official starting date of the project is 29/1/2016 and closure date is 31/12/2018, and expected extension period is one year and a half..

The project is built on 4 different components, namely:

- » **Component 1:** Policy framework for sound chemicals management, including POPs/PTS, developed and implemented;
- » **Component 2:** Monitoring and reporting of POPs and PTS;
- » **Component 3:** Management of POPs contaminated sites;
- » **Component 4:** National mercury baseline inventory and release reduction.

In Viet Nam there is a lack of institutional accredited laboratories for POPs and PTS. One of the outcome of Component 2 is to establish a national network of accredited laboratories to monitor POPs and PTS under the aegis of MoNRE or DoNRE as these are the laboratories officially in charge of environmental control. UNDP and Project Management Unit (PMU) are seeking a qualified candidate to undertake the role of International Consultant to collaborate with National Consultants/firm to support at least 2 national laboratories to obtain accreditation against internationally recognised standard.

2. ROLE and ORGANISATION

The International Consultant will implement his/her main functions under the supervision of the VEA, Environment Quality Control Department (EQCD) of VEA, UNDP and coordinate with Project Manager (PM) assisted by the International Technical Advisor (TA). Specific tasks will be agreed with UNDP and PMU/VEA/MONRE and specified at the onset in the work plan. The International Consultant will support at least 2 institutional (MoNRE and/or DoNRE) laboratories to obtain international accreditation to assess POPs and PTS. Laboratory accreditation is carried out under the internationally recognised standard ISO/IEC 17025 “*General requirements for the competence of testing and calibration laboratories*” to assess factors relevant to a laboratory’s ability to produce precise, accurate tests and data. Relevant factors include the technical competence of staff, the validity and appropriateness of test methods, the suitability and maintenance of test equipment, the testing environment, sampling, handling and transportation of test items, and the quality assurance of test data.

3. SCOPE of WORK and KEY FUNCTIONS

ISO/IEC 17025 is the international reference for testing and calibration laboratories wanting to demonstrate their capacity to deliver reliable results. ISO/IEC 17025 enables laboratories to demonstrate that they operate competently and generate valid results, thereby promoting confidence in their work both nationally and around the world. It also helps facilitate cooperation between laboratories and other bodies by generating wider acceptance of results

between countries. Test reports and certificates can be accepted from one country to another without the need for further testing, which, in turn, improves international trade. Accreditation aims at assuring MoNRE and/or DoNRE that laboratory's test or calibration data are accurate and reliable.

The International consultant will mainly assist the National consultants/firm on the following tasks:

- 1) Training and awareness raising on accreditation. The consultant will provide a short training and awareness raising course on the requirement and benefits of the ISO 17025 certification scheme for the laboratory to be accredited, so that all the future activities to be conducted in the laboratory on the ISO 17025 will benefit from a good understanding of terms.
- 2) Gap analysis. The consultant with support of the laboratory team will perform a gap analysis (limited to POPs and mercury analysis) by comparing ISO requirements with what is already available and implemented. This analysis should include all processes and procedures for management controls and technical controls, such as for sampling, method validation, equipment calibration, qualification and maintenance, employee qualifications, and others, with reference to the sampling and analytical methods selected for accreditation. On the basis of this as well as the expected accreditation cost, the consultant, together with the laboratory team, will prepare the list of analytical procedures to be accredited.
- 3) . A non-exhaustive list of aspects to be addressed and evaluated encompasses

Management Requirements:

- Organization;
- Document Control;
- Technical competence of staff;
- Corrective and Preventive actions;
- Management Reviews;
- Internal Audits, etc. and

Technical Requirements:

- Personnel, Accommodation and Environmental conditions;
- Validity and appropriateness of test methods;
- Test and Calibration Methods;
- Calibration and maintenance of test equipment;
- Measurement Traceability and Calibration to national standards;
- Sampling, Handling and Transportation of Test and Calibration Items;

- Assuring the Quality of Test and Calibration Results;
 - Reporting the Results;
 - Testing environment.
 - Expression of Uncertainty in Quantitative Testing and uncertainty of measurement;
 - Evaluation of the Uncertainty of Measurement in Calibration;
 - Selection and use of reference materials;
 - Quality in analytical chemistry;
 - Qualification of equipment;
- 4) Support at least 2 laboratories to obtain accreditation against internationally recognised standards (e.g. the latest ISO/IEC 17025 standard) to test new POPs and PTS. It includes:
- Verification of technical competence and assessment of existing management system against ISO/IEC Standard 17025;
 - Reviewing and improve both the technical requirements and management requirements to cope with ISO/IEC Standard 17025 provisions;
 - Support on the preparation of the documentation required for the implementation of the ISO-IEC 17025, including quality manual, quality policy statements, Standard Operating Procedures and associated standard methods to be certified, testing and equipment calibration procedures, maintenance tests, training records, procedures for documentation updating, etc.;
 - Drafting the application to be submitted to the accreditation body (i.e. the Vietnam Bureau of Accreditation);
 - Assistance during the pre-assessment and first auditing phase;
- 5) Assistance in organising dedicated courses and development of training programs to train the laboratory staff concerning the step by step implementation of the ISO-IEC accreditation system. The training will include: introduction to the ISO – IEC 17025; preparatory step to ISO accreditation; organisational structure of the lab in the preparatory stage and after implementation of the ISO accreditation; definition of the scope for accreditation; identification of the impacted department of the laboratory; criteria for cost estimation of the accreditation; list and introduction of the ISO-IEC 17025 certification documents; introduction to the audit system under the ISO-IEC 17025
- 6) Backstopping activity for the adoption of procedures to cover the laboratory activities falling under the scope of accreditation, including testing, calibration and the sampling associated with subsequent calibration
- 7) Assistance in the preparation for auditing with the accreditation body, including the verification that all the laboratory activities falling under the scope of the ISO-IEC

17025 are carried out in compliance with the ISO-IEC 17025 documentation and the standard methods declared therein.

4. EXPECTED RESULTS and DELIVERABLES

The international consultant is expected to provide high quality recommendations based on her/his international experience in regard to the deliverables reported in the following table:

No.	Deliverable	Due Date (tentative)
1.	Detailed work plan including the method(s) of work and technical approaches and well-defined timeline	2 weeks after signing the contract
2.	Agenda, curriculum and handout of training and awareness raising on accreditation	1 months after signing the contract
3.	Gap analysis report including list of analytical procedures to be accredited and highlighting any areas that require attention and corrective action prior to the laboratory being recommended for accreditation.	2 months after signing the contract
4.	Agenda, curriculum and handout of the dedicated training	4 months after signing the contract
5.	Application to obtain accreditation for at least 2 laboratories	6 months after signing the contract
6.		
7.	Mission debriefing notes for the mission to Vietnam and Meeting minutes, with special reference to the technical parts	A week after mission finish
8.	Mission reports of the activities carried out under this assignment	8 months after signing the contract

5. TIMING and DURATION

Total time allocated for this assignment is 15 work-days, proposed from beginning of December 2018 to the end of August 2019.

The International consultant will work at home and will travel one 7-day mission to Viet Nam (Hanoi and possibly provinces) to assess and assist the selected laboratories. Travel within Viet Nam will be arranged by PMU

6. MONITORING and PROGRESS CONTROL

The International consultant will be supervised by UNDP assisted by VEA, EQCD, PMU and TA. The respect of the deadlines stipulated in the timeline will be monitored by UNDP assisted by PMU and TA, if required. UNDP and PMU, in collaboration with TA, may require regular updating and progress briefings.

7. MINIMUM REQUIREMENTS, SKILLS and EXPERTISE

The International consultant candidates will be evaluated against the following minimum requirements:

- Advanced university degree (PhD is an asset) in Chemistry, Environmental Science or related field;
- A minimum of 10 years experience on laboratories management including ISO/IEC 17025, in particular on hazardous chemicals, POPs, PTS including mercury;
- Proven experience in supporting laboratories to obtain ISO/IEC standard 17025 accreditation including drafting relevant documents required for accreditation and post-accreditation assistance;
- Proven training/coaching experience in regard to laboratories to be accredited according to ISO/IEC 17025;
- Proven ability in team working and knowledge sharing;
- Relevant work experience in developing countries. Previous work experience in Viet Nam or Asian countries is an asset;
- Demonstrated skills and experience in providing input to technical/scientific documents and reports;
- Demonstrated experience in information and data collection and analysis;
- Working and advanced writing knowledge of English;
- Sound use of all communication technologies and IT tools (Office or Mac Office etc.)

In addition, the International consultant should be independent and should not have any personal interest related to project activities which may hinder its independency and which may distort or bias his performance.

8. PAYMENT TERMS

Based on the TOR, interested candidates should submit their financial proposal based on a daily working fee.

All payments will only be authorized upon PMU and UNDP approval of the deliverables and signed time sheet by PMU based on approved working days and daily consultancy rate in the International consultant's financial offer. In particular payments will be as follows:

- 20% of the financial offer upon approval of work plan and timeline;
- 80% of the financial offer upon approval of all other deliverable.

9. EVALUATION CRITERIA

Evaluation criteria with assigned scores

(Interview will be set up if deemed necessary to compensate CV evaluation)

Consultant experience/qualification related to the service		
No	Description	Scores
1	A minimum of 8 years experience on laboratories management including ISO/IEC 17025, in particular on hazardous chemicals, POPs, PTS including mercury	200
2	Proven experience in supporting laboratories to obtain ISO/IEC standard 17025 accreditation including drafting relevant documents required for accreditation and post-accreditation assistance	200
3	Proven training/coaching experience in drafting guidance, training materials and manuals referred to ISO/IEC Standard 17025 accredited laboratories	150
4	Advanced university degree (PhD is an asset) in Chemistry, Environmental Science or related field	150
5	Relevant work experience in developing countries and previous work experience in Viet Nam or Asian countries	100
6	Demonstrated skills and experience in providing input to technical/scientific documents and reports;	50
7	Demonstrated experience in information and data collection and analysis;	50
8	Proven ability in team working and knowledge sharing	50
9	English skill and sound use of all communication technologies and IT tools (Office or Mac Office etc.)	50
Total		1.000

ANNEX IV

OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date _____

(Name of Resident Representative/Bureau Director)

United Nations Development Programme

(Specify complete office address)

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [*delete this item if the TOR does not require submission of this document*];
- E) I hereby propose to complete the services based on the following payment rate: [*please check the box corresponding to the preferred option*]:
 - ☐ An all-inclusive daily fee of [*state amount in words and in numbers indicating currency*]
 - ☐ A total lump sum of [*state amount in words and in numbers, indicating exact currency*], payable in the manner described in the Terms of Reference.
- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex V;
- G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- H) This offer shall remain valid for a total period of _____ days [*minimum of 90 days*] after the submission deadline;
- I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office [*disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists*];

J) If I am selected for this assignment, I shall *[please check the appropriate box]:*

- ☐ Sign an Individual Contract with UNDP;
- ☐ Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

K) I hereby confirm that *[check all that applies]:*

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- ☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

L) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

M) *If you are a former staff member of the United Nations recently separated, please add this section to your letter:* I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

N) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES ☐ NO ☐ If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

P) Do you have any objections to our making enquiries of your present employer?

YES ☐ NO ☐

Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES ☐ NO ☐ If answer is "yes", WHEN?

R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Address	Business or Occupation

S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: _____

SIGNATURE: _____

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

Annexes *[please check all that applies]:*

☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience

☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

GUIDELINES FOR CV PREPARATION

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.

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 (**USD** for International Consultant)

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 (USD)	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 65 years of age and involve travel – (required before issuing contract).			
2.5	Others (pls. specify).....			
	TOTAL			

* *Individual Consultants/Contractors who are over 65 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

(The costs should only cover the requirements identified in the Terms of Reference (TOR) Travel expenses are not required if the consultant will be working from home).