

13 May 2019



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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Project:	Strengthening capacity for the implementation of One Health in Viet Nam (SCOH and SCOH2)
Description of the assignment:	02 National Consultants for the final review assessment of SCHO 1&2 projects
Period of assignment/services (if applicable):	(May 2019 – July 2019)
Duty Station	Home based, Hanoi
Tender reference:	A-190402 (readvertised)

1. Submissions should be sent by email to: quach.thuy.ha@undp.org no later than:

Monday 20 May 2019

With subject line:

A-190304- Team Leader – Final review assessment of SCHO 1&2 projects

A-190304- Team Member – Final review assessment of SCHO 1&2 projects

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 refer to the attached for the relevant documents:

- [Terms of References](#)..... (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
- Copy of 1-3 publications/writing samples on relevant subject.
- Reference contacts of past 4 clients for whom you have rendered preferably the similar service (including name, title, email, telephone number, address...)

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **VND for national 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:

National Consultant (Team leader)

No.	Criteria	Score
1.	Minimum 10 years of relevant professional experience in programme monitoring and evaluation	200
2.	Recent experience with result-based management evaluation methodologies as a team leader	100
3.	Knowledge of UNDP and related areas	100
4.	Experience on One Health and key related areas, initiatives and approaches	250
5.	Demonstrable analytical skills	100
6.	Project evaluation/review experiences within United Nations system will be	100

	considered an asset;	
7.	Master's Degree in Human Health, Animal Health or relevant areas	150
		1000

National Consultant (Associate)

No.	Criteria	Score
1.	Recent experience with result-based management evaluation methodologies	150
2.	Experience on One Health and key related areas, initiatives and approaches	300
3.	Fluent in written and verbal English	200
4.	Demonstrable analytical skills and communication skills	100
5.	Project evaluation/review experiences within United Nations system will be considered an asset;	100
6.	Master's Degree in Human Health, Animal Health or relevant areas	150
		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:

- 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 outputs, deliverables, i.e. specified the TOR.

The payment terms are the following:

%	Milestone
10%	At submission and approval of inception report
40%	Following submission and approval of the 1ST draft terminal evaluation report
50%	Following submission and approval (UNDP-CO) of the final terminal evaluation report

If two currencies exist, UNDP exchange rate will be applied at the day UNDP instructs the bank to effect the payment.

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

TERMS OF REFERENCE

FINAL EVALUATION OF PROJECTS STRENGTHENING CAPACITY FOR THE IMPLEMENTATION OF ONE HEALTH IN VIET NAM PHASE 1 AND 2

Project Name	<i>Strengthening capacity for the implementation of One Health in Viet Nam (SCOH and SCOH2)</i>
Name of Assignment	Final review assessment of SCOH 1&2 projects
Recruiting type	02 Individual consultants
Duty location:	Homebased, Ha Noi
Duration:	30 working days each consultant from May – July 2019
Direct supervisor:	Programme Analyst UNDP in Viet Nam

1) GENERAL BACKGROUND

During the period from September 2013 until July 2019, UNDP has implemented two successive projects to strengthen capacity for the implementation of One Health in Viet Nam. Key information on these projects is as follows:

Project Title:	<i>Strengthening capacity for the implementation of One Health in Viet Nam (SCOH)</i>	<i>Strengthening capacity for the implementation of One Health in Viet Nam, Phase 2 (SCOH2)</i>
UNDP Project ID:	Project Award: 76741/Project Code: 87971	00101409
Country:	Viet Nam	Viet Nam
Outcomes	<ol style="list-style-type: none"> Enhanced One Health Coordination for Avian and Pandemic Influenza (API) and Emerging Infectious Diseases (EID) Enhanced knowledge base and inclusive policy dialogue on the implementation of a One Health approach to API and EIDs 	<ol style="list-style-type: none"> Functional High-Level Multi-Sectoral Coordination: Established, sustainable, and well-supported One Health coordination strategies and structures across the animal health, human health and environmental health sectors, integrated into and supported by relevant Government of Viet Nam ministries and offices Sustainable Multi-sectoral Partnership: A working and sustainable partnership among Government of Viet Nam ministries, regional institutes, provincial authorities, bilateral and multilateral partners, NGOs, universities, and laboratories and other technical offices, which

		regularly results in products supporting One Health, including policy, research, and field activities to prevent, detect, and respond to emerging and serious infectious disease threats 3. Support to Global Health Security and international collaboration: Mechanisms established to ensure Vietnam's active role in regional and global One Health and Global Health Security collaboration.
Financing:	USAID: USD 930,000 Government: In kind support (office space)	USAID: USD 1,000,000 UNDP: USD 100,000 (in kind) Government: In kind support (office space)
Grant Aid agreements	Grant Aid No. AID-A486-IO-13-00007 signed by USAID and UNDP dated 27 Sep 2013 Extension agreement dated 16 th Sep 2015	Grant Aid No. AID-440-IO-16-00001 signed by USAID and UNDP dated 21 st June 2016 Extension agreement dated 22 nd Sep 2017
Implementing Agency	International Cooperation Department, Ministry of Agriculture & Rural Development	International Cooperation Department, Ministry of Agriculture & Rural Development
Other partners involved:	General Department of Preventive Medicine, Ministry of Health	General Department of Preventive Medicine, Ministry of Health

In accordance with UNDP monitoring and evaluation policies and procedures, an evaluation (incorporating a post-hoc evaluation of the SCOH project and a terminal evaluation (TE) of the SCOH2 project) will be undertaken during the final period of SCOH2 implementation. These terms of reference (TOR) set out the expectations for the evaluation.

2) OBJECTIVES OF THE ASSIGNMENT

The SCOH and SCOH2 projects have been implemented within, and expected to contribute substantively to the strengthening and successful implementation of, the following:

- i. National strategic documents on One Health in Viet Nam covering the period of SCOH and SCOH2 implementation, namely:
 - a. The National Integrated Operational Program on Avian Influenza, Pandemic Preparedness and Emerging Diseases (AIPED), 2011-2015
 - b. The Viet Nam One Health Strategic Plan (OHSP), 2016-2020
- ii. The signed Partnership Frameworks for two successive partnerships directly related to and promoting One Health in Viet Nam, namely:
 - a. The Partnership Framework for the Partnership on Avian and Human Influenza (PAHI), signed by the Government of Viet Nam and national and international partners signed on 1 November 2006.
 - b. The Partnership Framework for the Viet Nam One Health Partnership for Zoonoses (OHP), signed on 1 March 2016.

The evaluation will be conducted according to the guidance, rules and procedures set out in the UNDP Programme and Operations Policies and Procedures (POPP), available at <https://popp.undp.org/SitePages/POPPRoot.aspx>.

The objectives of the evaluation are to assess the achievement of project results, and to draw lessons that can both improve the sustainability of benefits from this project, and aid in the overall enhancement of UNDP programming. A particular focus of the evaluation will be to identify options to ensure that the Government of Viet Nam is able to continue the core functions of the Viet Nam One Health Partnership (OHP) in support of overall coordination and joint monitoring of progress on One Health in Viet Nam through (and potentially beyond) the period of the OHSP.

3) SCOPE OF WORK

The evaluator is expected to conduct the evaluation in accordance with the evaluation methodology and approach described in relevant sections of the *UNDP Handbook on Planning, Monitoring and Evaluating for Development Results (PME Handbook)* and in *UNDP Outcome-Level Evaluation: A Companion Guide*, and to frame the evaluation effort using the criteria of **relevance, effectiveness, efficiency, sustainability, and impact**,

A set of questions covering each of these criteria have been drafted and are included with this TOR (at Annex C). The evaluator is expected to amend, complete and submit this matrix as part of an evaluation inception report, and shall include it as an annex to the final report.

The evaluation must provide evidence-based information that is credible, reliable and useful. The evaluators are expected to follow a participatory and consultative approach ensuring close engagement with government counterparts, in particular the focal point within the UNDP Country Office (CO), the Project Management Unit (PMU) within the ICD MARD, and key stakeholders. The evaluator is expected to conduct stakeholder interviews in Hanoi with key national and international stakeholders. Interviews will be held with the following organizations and individuals at a minimum:

- The National Project Director and PMU
- The Department of Animal Health (DAH), MARD
- The Department of Livestock Production (DLP), MARD
- The National Agriculture Extension Centre, MARD
- The General Department of Preventive Medicine (GDPM), MOH
- The National Institute for Hygiene and Epidemiology (NIHE), MOH
- The Viet Nam Environment Administration (VEA), Ministry of Environment and Natural Resources
- FAO Viet Nam
- WHO Viet Nam
- World Bank Viet Nam Country Office
- USAID Viet Nam
- US CDC
- Wildlife Conservation Society (WCS) Hanoi
- CIRAD Viet Nam
- Viet Nam One Health University Network (VOHUN)
- International Livestock Research Institute (ILRI) Regional Office, Viet Nam
- Oxford University Clinical Research Unit (OUCRU), Hanoi

The evaluator will review all relevant sources of information, such as the project document, project reports – including Bi-Annual Work Plans and Budgets (including any approved revisions), progress reports, national strategic and legal documents, and other relevant materials for this evidence-based assessment. A list of documents that the project team will provide to the evaluator for review is included in Annex B of this Terms of Reference.

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

The total duration of the evaluation is expected to be 30 working days per consultant during the period 06 May to 15 July 2019, as follows:

Activity	Timing		Completion Date
	Consultant 1 (team leader)	Consultant 2 (Associate)	
1. Initial meeting with UNDP to discuss the scope and orientation of the evaluation and review key required steps and timing	1 day	1 day	9 May, 2019
2. Desk review of relevant documents	4 days	4 days	16 May, 2019
3. Inception report setting out the detailed plan for the consultancy, together with any tools that will be required (e.g. interview tools)	2 days	2 days	22 May, 2019
4. Interviews with key stakeholders	6 days	6 days	8 June, 2019
5. Analysis of data gathered through the desk review and stakeholder interviews	3 days	3 days	13 June, 2019
6. Prepare a presentation setting out preliminary findings	1 day	1 day	14 June, 2019
7. Presentation of preliminary findings to UNDP and project partners	1 day	1 day	16 June, 2019
8. Preparation and submission of the draft report	10 days	10 days	30 June, 2019
9. Preparation and submission of the final report, addressing comments from UNDP and project partners	2 days	2 days	15 July, 2019

The duty station and expected places of travel for the assignment will be: Hanoi and Da Nang, Viet Nam

5) FINAL PRODUCTS***

Provide a clear and unequivocal definition of the final product/s or deliverables (e.g., survey completed, workshop, conducted, data collected, reports written, etc)

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

Deliverable	Content	Timing	Responsibilities
Inception Report	Evaluator provides clarifications on timing and method, including related annexes (e.g. detailed evaluation matrix, semi-structured interview guide, template for interview summary sheets, any proposed elaboration of the table of contents for the final report)	<i>22 May 2019</i>	Evaluator submits to UNDP CO
Presentation	Initial Findings	<i>16 June 2019</i>	To project management, UNDP CO
Draft Final Report	Full report (as per the template in Annex F) with annexes	<i>30 June 2019</i>	Sent to CO, reviewed by UNDP CO, PMU & Partnerships Advisor, USAID
Final Report¹	Revised report	Within 1 week of receiving UNDP comments on draft: <i>15 July 2019</i>	Evaluator submits to UNDP CO

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

The evaluation team will be composed of 01 national consultant (team leader) for 30 days and 01 national consultant (associate) for 30 days. The consultants shall have prior experience in evaluating similar projects. Experience with One Health and with USAID- and UNDP-financed projects is an advantage. The evaluators selected should not have participated in the project preparation and/or implementation and should not have conflict of interest with project-related activities.

The Team members must present the following qualifications:

- At least Master's Degree in Human Health, Animal Health or relevant areas.
- Minimum 10 years of relevant professional experience
- Knowledge of UNDP and
- Knowledge of One Health and key related areas, initiatives and approaches.
- Previous experience with results-based monitoring and evaluation methodologies
- Excellent command of the English language (oral and written)

¹ When submitting the final evaluation report, the evaluator is required also to provide an 'audit trail', detailing how all received comments have (and have not) been addressed in the final evaluation report.

Evaluator Ethics

Evaluation consultants will be held to the highest ethical standards and are required to sign a Code of Conduct (Annex E) upon acceptance of the assignment. UNDP evaluations are conducted in accordance with the principles outlined in the [UNEG 'Ethical Guidelines for Evaluations'](#)

8) ADMIN SUPPORT AND REFERENCE DOCUMENTS

The PMU will assist with arranging meetings for stakeholder interviews and the meeting to present preliminary findings.

The list of key related documents for this evaluation is provided at Annex B to these TOR.

9) REVIEW TIME REQUIRED AND PAYMENT TERM

Payment will be made as follows:

%	Milestone
10%	At submission and approval of inception report
40%	Following submission and approval of the 1ST draft terminal evaluation report
50%	Following submission and approval (UNDP-CO) of the final terminal evaluation report

UNDP will provide feedback on submitted deliverables within 5 working days.

10) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☐ NONE ☐ PARTIAL ☒ INTERMITTENT ☐ FULL-TIME

EVALUATION CRITERIA:***National Consultant (Team leader)***

No.	Criteria	Score
1.	Minimum 10 years of relevant professional experience in programme monitoring and evaluation	200
2.	Recent experience with result-based management evaluation methodologies as a team leader	100
3.	Knowledge of UNDP and related areas	100
4.	Experience on One Health and key related areas, initiatives and approaches	250
5.	Demonstrable analytical skills	100
6.	Project evaluation/review experiences within United Nations system will be considered an asset;	100
7.	Master's Degree in Human Health, Animal Health or relevant areas	150
		1000

National Consultant (Associate)

No.	Criteria	Score
1.	Recent experience with result-based management evaluation methodologies	150
2.	Experience on One Health and key related areas, initiatives and approaches	300
3.	Fluent in written and verbal English	200
4.	Demonstrable analytical skills and communication skills	100
5.	Project evaluation/review experiences within United Nations system will be considered an asset;	100
6.	Master's Degree in Human Health, Animal Health or relevant areas	150
		1000

Annex A: Expected Project Outcomes, Outputs, Indicators, Baselines and Annual Targets

Outcome	Outputs	Indicators	Baseline	Annual Targets
SCOH				
1. Enhanced One Health Coordination for Avian and Pandemic Influenza (API) and Emerging Infectious Diseases (EID)	Output 1.1: Reformed national API/EID coordination mechanisms in place	Design completed with consensus between MOH, MARD and OOG. Approval by the Prime Minister	AIPED 2011-2015 focuses on the application of OH approach	Adoption of a revised national coordination mechanism with adequate capacity and performing secretariat functions
	Output 1.2: Enhanced capacity for secretariat to support national coordination mechanisms	One Health Partnership for Zoonoses operational and builds an effective reputation with members and related stakeholders	Based on the official letters from the international partners (UN system, USAID, World Bank), Government Office has requested MOH together with MARD to review the existing two key inter-ministerial national coordination mechanisms	Establishment of a secretariat for the mechanism
	Output 1.3: Improved coordination and communication among relevant existing national and regional networks and bodies.	Viet Nam participates effectiveness in regional and international One Health initiatives. Effective engagement of MARD in GHSA, in particular for ZDAP, building on the ZDAP meeting hosted by Viet Nam in August 2015		Operational guidelines for the MOH/MARD Joint Circular developed/adopted
	1.4: National roadmap/strategy for the application of a One Health approach to API/EIDs adopted and being implemented	Five-year overall national One Health plan adopted by Government of Viet Nam		One Health Roadmap developed/adopted
	1.5: Maintaining and enhancing communications, information sharing and knowledge management via the Partnership website, newsletter and brochure	information sharing on One Health through the newsletter and website. Networking and exchange of experiences and tools for One Health communications through the OHCN	New MOH/MARD Joint Circular has been circulated. operational guidelines haven't been developed yet National OH conference in April 2012 provided the basis for draft OH roadmap Draft National OH Communication Strategy was developed in line with AIPED Through KMP-API	Regular meetings of the One Health mechanism and task force 01 website upgraded and maintained for information sharing of project outputs of PAHI Partnership members 04 editions of OH newsletter At least 02 OHCN meetings 01 annual national

	1.6: Monitoring and documenting of One Health activities, resources and achievements	information sharing, policy discussions, and tracking of overall national progress on One Health	project, a repository source of API&EID knowledge was maintained and managed	OH conference
2. Enhanced knowledge base and inclusive policy dialogue on the implementation of a One Health approach to API and EIDs	Output 2.1: Policy and decision-makers receive timely, relevant and straightforward expert advice and best national and international research evidence	Policy and decision-makers receive evidence-based information and recommendations on identified study topics	A number of research topics in the One Health field, across sectors and regarding specific issues that have been identified by the KMP-API project, need to be studied	02 sets of technical briefs, policy briefs, lessons learned materials developed and printed 02 technical and policy forum held
	Output 2.2: Updated information on the national and international context and developments is readily and routinely available to the national coordination mechanism	updated information available to the national coordination mechanism	Limited knowledge and endorsement and mainstreaming across government leaders and officials on OH and API of national and international contexts	01 specific study on policy/ coordination aspects developed 04 small grants to support studies by universities, institutes and CSOs
	Output 2.3: Increased opportunities for policy makers and other stakeholders to exchange policy and technical information and experiences	Opportunities for policy makers and other stakeholders to exchange policy and technical information and experiences on topics identified by national and international partners, if required.		
	Output 2.4: Enhanced and active role of One UN Leadership in One Health movement in Viet Nam	The One Health Approach is disseminated through the Joint Programming Group on Health and the ONE UN Plan : i) consultative meeting on ONE UN inputs to the implementation of OH in Viet Nam		
	Output 2.5: Identify and foster participation of the private/corporate sector in One Health activities	Support communications and a roundtable on private sector involvement in the implementation of the One Health		

		approach		
	Output 2.6: Support and small grants provided for key research and other priority studies as identified by project Technical Advisory Committee (TAC)	Policy- and decision-makers have access to relevant information and evidence-based recommendations on priority One Health topics		
SCOH2				
1. Functional High-Level Multi-Sectoral Coordination: Established, sustainable, and well-supported One Health coordination strategies and structures across the animal health, human health and environmental health sectors, integrated into and supported by relevant Government of Viet Nam ministries and offices	1.1. OHP maintained and strengthened with annual work plans, activities and budgets documented, functioning regularly with sufficient monitoring and evaluation	Level of progress made in the establishment and operation of OHP Steering Committee and Secretariat Office	<ul style="list-style-type: none"> • OHP officially launched • Partnership Framework signed by 27 members • OHP Secretariat office established 	Y1: Steering Committee and Secretariat Office fully established and operational and the capacity of Partnership personnel developed Y2: Effective and efficient Partnership operations and activities, supporting policy and planning discussions between members in line with the OHP goal/objectives
	1.2. National OH strategic plan in place and operational across the AH and HH sectors	Sectoral plans for actual implementation of the National OH strategy developed to support alignment and collaboration between sectors Monitoring and reporting of the overall progress on the National OH strategy conducted annually	National OH strategic Plan approved No Partnership M&E reports developed before	Y1: Coherent overall OH strategy and roadmap in place, supporting overall planning, coordination and monitoring by GoVN and OHP members of progress as well as policy discussions on OH and GHSA Y2: M&E report to track the progress on National OH plan developed and presented at National OH Forum
	1.3. Unified national inter-ministerial steering committee established with a mandate that includes OH and zoonotic EIDs	A mechanism for OH coordination establishment and operation of Steering committee developed and adopted.	A basic framework for a proposed steering committee was developed	Y1: Unified national inter-ministerial coordination mechanism in place Y2: Practical linkages between the national mechanism and key

		Steering Committee in place with Capacity Building in OH/GHSA enhanced.		OH and GHSA efforts in Viet Nam; national capacity for national OH/GHSA coordination
	1.4. Timely and relevant expert advice and best national and international research evidence provided to policy and decision makers aiming at better coordination in the areas of policy development, planning, implementation and monitoring and evaluation	<p>Number of the briefing notes prepared and accessible to policy makers and managers</p> <p>A mechanism that research groups and policy and decision maker established and key conclusions presented at the OH technical meetings and in the meeting reports</p>	<p>Series of briefing notes prepared and published at SCOH-I</p> <p>Technical discussion has been supported at SCOH1 but not been established as a regular base</p>	<p>Y1: 05 briefing notes prepared, research-to-policy meeting conducted in which key research results, recommendation and conclusion support to reporting and advocacy to the Annual OH forum; Networking and exchanges with each other and with policy makers established</p> <p>Y2: Policymakers have the information they need, incorporating expert advice and research evidence (through briefing notes and research-to-policy meetings); Agencies and researchers strengthen networking and exchanges with each other and with policy makers, share their results, and discuss future priorities, technical considerations, and collaboration</p>
	1.5. Forums and briefings are available for policy-makers to exchange policy and technical information and experiences	An OHP forum with the high-level representatives of GOV and international partners established and regularly functioned	Annual OH forum conducted at SCOH-I	<p>Y1: Annual OH Forum meeting conducted; Report/ proceeding based on the result of the Forum produced</p> <p>Y2: Effective exchange of policy and technical information and experiences through Annual OH Forum and its report/proceeding</p>

<p>2. Sustainable Multi-sectoral Partnership: A working and sustainable partnership among Government of Viet Nam ministries, regional institutes, provincial authorities, bilateral and multilateral partners, NGOs, universities, and laboratories and other technical offices, which regularly results in products supporting One Health, including policy, research, and field activities to prevent, detect, and respond to emerging and serious infectious disease threats</p>	<p>2.1. Interaction between policy makers and other stakeholders promoted and strengthened</p>	<p>Level of consultation between policy makers and other stakeholders in policy development and advocacy improved</p>	<p>Vet Law approved by the National Assembly - The implementation decree is drafted</p> <p>Overall recognition of the need to address One Health competencies through undergraduate and post-graduate professional education has not yet been applied. VOHUN is the technical focal point to advocate this OH initiative</p>	<p>Y1: Effective implementation of the Veterinary Law, strengthening the veterinary sector and contributing to national efforts on animal diseases and zoonoses (through 02 national meetings); Strengthened implementation of OH, building on OH elements in the Veterinary Law</p> <p>Y2: Decision makers hear directly from relevant agencies and programs on the importance, impact and need for mainstreaming OH in under-graduate and post-graduate education; Related networks are aware of the OHP, the 5-Year OH Plan and the GHSA; OH/GHSA issues are incorporated in these mechanisms.</p>
	<p>2.2. Collaboration further improved among existing and planned One Health projects and programs</p>	<p>The system of collaboration and information sharing improved to promote synergies, alignment, collaboration, sharing experiences, and replication, while reducing gaps and overlaps among OH projects</p>	<p>The OH Project and Program Matrix developed</p>	<p>Y1: Existing and planned One Health projects and programs are collected and reviewed; Matrix/Directory updated and completed.</p> <p>Y2: OHP members and other stakeholders can share and receive information on OH/GHSA activities in Viet Nam; Synergies, alignment, collaboration, sharing experiences, and replication are developed; gaps,</p>

				overlaps, 'reinventing the wheel', and repetition of mistakes are avoided (through published and disseminated Matrix/Directory)
	2.3. Efficient and effective mechanisms in place for communications and information sharing	<p>Number of OHP newsletters published</p> <p>Extent to which the website is used to inform its OHP partners with inclusion of key events and resources</p> <p>Level of progress made in drafting the agriculture strategy for priority zoonotic diseases prevention</p>	<p>A number Of editions of quarterly newsletters developed in SCOH1</p> <p>Website already redesigned and upgraded at SCOH1</p> <p>No communication strategy specifically designed for zoonotic diseases prevention in Agriculture sector</p>	<p>Y1: 04 quarterly newsletters developed, website and e-library maintained; Effective agricultural extension for priority zoonotic diseases prevention (workshop in the North for developing Strategy)</p> <p>Y2: Efficient and effective OH and GHSA information sharing; Effective collaboration and sharing of information and experiences on OH communication (through 04 quarterly newsletters, website, E-library gradually transferred to GOV for sustainable management after SCOH2 closed); Effective agricultural extension for priority zoonotic diseases prevention (One Health communication strategy for priority zoonotic diseases approved by MARD and disseminated)</p>
	2.4. Commissioned research studies completed with technical and financial support	<p>Number of studies commissioned to support advocacy recommendations in key events and to key decision-makers</p>	<p>The Technical Advisory Committee (TAC) established with the participation of the assigned focal points from related</p>	<p>Y1: Study topics confirmed under the support of TAC; TORs developed, incorporating a requirement to address gender</p>

			Ministries 07 studies commissioned at SCOH-1	issues; 01 studies completed, and 03 studies started Y2: Policy makers have access to relevant information and evidence base (through finalized studies); Relevant gender issues and impacts related to OH and GHSA are identified; Studies identify gender- based issues and impacts relevant to the study topic
	2.5. Identify and foster participation of the private/ corporate sector in One Health activities	Number of private enterprises having access to updated information increased - Level of commitment of private sector improved	No private sector as an official member of OHP	Y1: Engagement with the private/corporate sector is identified and their participation in the Partnership's events is fostered; An effective partnership between private sector and GOV established to promote more efficient monitoring and diagnosis of diseases Y2: Official decision/plan covering good stewardship of colistin; Initiative of veterinary drug and feed suppliers commit not to use colistin for livestock production; Control and monitoring of colistin is stepped up
3. Support to Global Health Security and international collaboration: Mechanisms established to ensure Vietnam's active role in	3.1 GHSA 5-year strategic Roadmap and collaborative workplans implemented and monitored	The level/aspects that the implementation and monitoring of GHSA and collaborative plan supported	Key GHSA related events supported by SCOH-1 including: Launching meeting for EPT-2 in Viet Nam; ZDAP Conference hosted by Viet Nam;	Y1: GHSA covered in the Annual One Health Forum and Six-monthly meetings; Briefings provided to GoVN; Practical support to GoVN for the organization of key

regional and global One Health and Global Health Security collaboration.			Meeting on Coordinated Influenza and Respiratory Pathogen Surveillance organized	GHSA/ZDAP events Y2: Continued effective implementation and monitoring of the 5-Year OHP Plan, and the GHSA Roadmap (through briefings provided and practical support to GoVN for the organization of key GHSA/ZDAP events)
	3.2 Vietnam sustains a leadership role in the Zoonotic Disease Action Package of the GHSA	The efforts of Vietnam as one of the lead countries broadened and enhanced	Vietnam takes the co-leadership role with Indonesia on global ZDAP efforts	Y1: Update from lead and contributing countries (and possibly other countries at the first ZDAP conference) on their key ZDAP activities; Global' ZDAP plan completed Y2: Effective co-leadership role by Viet Nam through updating Global' ZDAP plan as a living document

ANNEX B: LIST OF DOCUMENTS TO BE REVIEWED BY THE EVALUATORS

UNDP

- One UN Plan II 2011-2016
- On UN Plan III 2017-2021
- UNDP Country Programme Action Plans (CPAPs)

SCOH

- Agreement between USAID and UNDP
- Extension agreement between USAID and UNP
- Approved Project Document
- Approved Project Extension
- Bi-Annual Workplan (original and amended for the extension)
- Final Report

SCOH2

- Agreement between USAID and UNDP
- Extension agreement between USAID and UNDP
- Approved Project Document
- Approved Project Extension
- Bi-Annual Workplan (original and amended for the extension)
- Annual Reports
- OHSP Progress Report, 2017
- OHSP Progress Report, 2018 (once available)
- Proceedings of the 2018 One Health Forum
- Proceedings of the 2019 One Health Forum (once available)

Other documents

- The National Integrated Operational Program on Avian Influenza, Pandemic Preparedness and Emerging Diseases (AIPED), 2011-2015
- The Viet Nam One Health Strategic Plan (OHSP), 2016-2020
- The Partnership Framework for the Partnership on Avian and Human Influenza (PAHI), signed by the Government of Viet Nam and national and international partners signed on 1 November 2006
- The Partnership Framework for the Viet Nam One Health Partnership for Zoonoses (OHP), signed on 1 March 2016
- World Health Organisation. Joint External Evaluation of Core Capacities of Viet Nam – Mission Report: 28 October – 4 November 2016
- USAID EPT/Preparedness & Response (P&R). Sustaining Coordination & Collaboration for One Health in Viet Nam: Report on Assessment Conducted by the Preparedness & Response Project in collaboration with the Viet Nam One Health Partnership for Zoonoses, August 2018

ANNEX C: EVALUATION QUESTIONS

This Evaluation Criteria Matrix must be fully completed by the consultant and included as an Annex to the evaluation report.

Evaluative Criteria Questions	Indicators	Sources	Methodology
Relevance: How does the project relate to the main objectives of the UN One Plan and to national One Health strategic directions and objectives?			
<ul style="list-style-type: none"> To what extent is the principle of the projects in line with the national priorities on OH and GHSA? 	<ul style="list-style-type: none"> Level of participation of the concerned agencies in project activities Consistency with national strategies and policies 	<ul style="list-style-type: none"> Project documents National policies and strategies 	<ul style="list-style-type: none"> Desk review Interviews with project team, UNDP and other partners
<ul style="list-style-type: none"> To what extent is the Projects aligned to the relevant objectives of the UN One Plan and priority of USAID? 	<ul style="list-style-type: none"> Consistency with UN One Plan strategic objectives 	<ul style="list-style-type: none"> Project documents UN One Plans for Viet Nam 	<ul style="list-style-type: none"> Desk review Interviews with project team and UNDP
Effectiveness: To what extent have the expected outcomes and objectives of the project been achieved?			
<ul style="list-style-type: none"> Have the projects been effective in achieving its expected outcomes? 	<ul style="list-style-type: none"> See indicators in project document results framework 	<ul style="list-style-type: none"> Project document Project team and stakeholder Data reported in project periodic/final reporting 	<ul style="list-style-type: none"> Desk review Interviews with project team and relevant stakeholders

Evaluative Criteria Questions	Indicators	Sources	Methodology
<ul style="list-style-type: none"> • What lessons have been learned from the projects regarding achievement of outcomes? 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Data collected throughout evaluation 	<ul style="list-style-type: none"> • Desk review
Efficiency: Was the project implemented efficiently, in-line with international and national norms and standards?			
<ul style="list-style-type: none"> • • Were the Projects efficient with respect to incremental cost criteria? • Were progress reports produced accurately, timely and responded to reporting requirements including adaptive management changes? • Was project implementation as cost effective as originally proposed (planned vs. actual)? 	<ul style="list-style-type: none"> • Availability and quality of financial and progress reports • Timeliness and adequacy of reporting provided • Level of discrepancy between planned and utilized financial expenditures • Planned vs. actual funds leveraged • Quality of results-based management reporting (progress reporting, monitoring and evaluation) 	<ul style="list-style-type: none"> • Project documents and evaluations • UNDP • Project team 	<ul style="list-style-type: none"> • Document analysis • Key interview
<ul style="list-style-type: none"> • To what extent partnerships/linkages between institutions/organizations were encouraged and supported? • What was the level of efficiency of cooperation and collaboration arrangements? • What were the policies and mechanism that the projects have supported to promote OH approach in Viet Nam? 	<ul style="list-style-type: none"> • Specific activities conducted to support the development of cooperative arrangements between partners • Examples of supported partnerships • Evidence that particular partnership/linkages will be sustained • Types/quality of partnership cooperation methods utilized 	<ul style="list-style-type: none"> • Project documents and evaluations • Project partners and relevant stakeholders 	<ul style="list-style-type: none"> • Document analysis • Interviews

Evaluative Criteria Questions	Indicators	Sources	Methodology
Sustainability: To what extent are there financial, institutional, social-economic, and/or environmental risks to sustaining long-term project results?			
<ul style="list-style-type: none"> Is there a clear plan to sustain the core contributions of the projects to OH coordination in Viet Nam? How are the supports of two OH projects handed over to the Governmental system? Any organizational structure and mechanism are created for OH partnership coordination if support from donor phases out? 	<ul style="list-style-type: none"> Amount of national budget allocation 	<ul style="list-style-type: none"> Official documents 	<ul style="list-style-type: none"> Document analysis
<ul style="list-style-type: none"> How do the projects support sustainable personnel allocation for OH coordination going forward? 	<ul style="list-style-type: none"> Personnel allocation 	<ul style="list-style-type: none"> Official documents 	<ul style="list-style-type: none"> Document analysis
<ul style="list-style-type: none"> Are there any political risks that may threaten the sustainability of the project outcomes? 	<ul style="list-style-type: none"> Government agencies aware of OH and committed to sustaining OH coordination 	<ul style="list-style-type: none"> Government policies 	<ul style="list-style-type: none"> Analysis
Impact: Are there indications that the project has contributed to, or enabled progress towards, strengthened One Health capacity in Viet Nam?			
<ul style="list-style-type: none"> Have the projects strengthened national capacity for OH? Any potential gaps between the strengthened capacity and requirements of OH approach and GHSA? 	<ul style="list-style-type: none"> Awareness and understanding of OH concepts and issues at the national level 	<ul style="list-style-type: none"> Interviews Government Strategies 	<ul style="list-style-type: none"> Interviews Document analysis
<ul style="list-style-type: none"> Have the projects developed tools to support mainstreaming of OH coordination? To what extent the projects have support Viet Nam to mainstream OH approach into current legal framework and system? 	<ul style="list-style-type: none"> Evidence of development of different tools to support mainstreaming processes 	<ul style="list-style-type: none"> Interviews Government Strategies/ official documents 	<ul style="list-style-type: none"> Interview Document analysis
<ul style="list-style-type: none"> Have the projects supported mainstreaming of OH in Government policy and planning processes Have the projects support Viet Nam to meet 	<ul style="list-style-type: none"> Evidence of incorporation of OH in to planning processes 	<ul style="list-style-type: none"> Interviews Government Strategies/ 	<ul style="list-style-type: none"> Interview Document analysis

Evaluative Criteria Questions	Indicators	Sources	Methodology
<p>requirements of OH approach? Is there any gaps existing between the requirements and current practices in Viet Nam?</p> <ul style="list-style-type: none"> • What are the gaps between current structure, policies, practice of Viet Nam and the requirement of the GHSA? Challenges and risks? 		official documents	

ANNEX E: EVALUATION CONSULTANT CODE OF CONDUCT AND AGREEMENT FORM

Evaluators:

1. Must present information that is complete and fair in its assessment of strengths and weaknesses so that decisions or actions taken are well founded.
2. Must disclose the full set of evaluation findings along with information on their limitations and have this accessible to all affected by the evaluation with expressed legal rights to receive results.
3. Should protect the anonymity and confidentiality of individual informants. They should provide maximum notice, minimize demands on time, and respect people's right not to engage. Evaluators must respect people's right to provide information in confidence, and must ensure that sensitive information cannot be traced to its source. Evaluators are not expected to evaluate individuals, and must balance an evaluation of management functions with this general principle.
4. Sometimes uncover evidence of wrongdoing while conducting evaluations. Such cases must be reported discreetly to the appropriate investigative body. Evaluators should consult with other relevant oversight entities when there is any doubt about if and how issues should be reported.
5. Should be sensitive to beliefs, manners and customs and act with integrity and honesty in their relations with all stakeholders. In line with the UN Universal Declaration of Human Rights, evaluators must be sensitive to and address issues of discrimination and gender equality. They should avoid offending the dignity and self-respect of those persons with whom they come in contact in the course of the evaluation. Knowing that evaluation might negatively affect the interests of some stakeholders, evaluators should conduct the evaluation and communicate its purpose and results in a way that clearly respects the stakeholders' dignity and self-worth.
6. Are responsible for their performance and their product(s). They are responsible for the clear, accurate and fair written and/or oral presentation of study imitations, findings and recommendations.
7. Should reflect sound accounting procedures and be prudent in using the resources of the evaluation.

Evaluation Consultant Agreement Form²

Agreement to abide by the Code of Conduct for Evaluation in the UN System

Name of Consultant: _____

Name of Consultancy Organization (where relevant): _____

²www.unevaluation.org/unegcodeofconduct

I confirm that I have received and understood and will abide by the United Nations Code of Conduct for Evaluation.

Signed at *place* on *date*

SIGNATURE: _____

ANNEX F: EVALUATION REPORT OUTLINE³ (MAXIMUM 40 PAGES EXCLUDING ANNEXES)

- i.** Opening page:
 - Title of UNDP supported USAID financed project
 - UNDP project ID#s.
 - Evaluation time frame and date of evaluation report
 - Implementing Partner and other project partners
 - Evaluation team members
 - Acknowledgements
- ii.** Executive Summary
 - Project Summary Table
 - Project Description (brief)
 - Summary of conclusions, recommendations and lessons
- iii.** Acronyms and Abbreviations
(See: UNDP Editorial Manual)
- 1.** Introduction
 - Purpose of the review
 - Scope & Methodology
 - Structure of the evaluation report
- 2.** Project description and development context
 - Projects start and duration
 - Problems that the project sought to address
 - Immediate and development objectives of the projects
 - Baseline Indicators established
 - Main stakeholders
 - Expected Results
- 3.** Findings (In addition to a descriptive assessment, all criteria marked with (*) must be rated)
- 3.1** Project Design / Formulation
 - Analysis of Logical Framework/Results Framework (Project logic /strategy; Indicators)
 - Assumptions and Risks
 - Lessons from other relevant projects (e.g., same focal area) incorporated into project design
 - Planned stakeholder participation
 - Replication approach
 - UNDP comparative advantage
 - Linkages between project and other interventions within the sector
 - Management arrangements
- 3.2** Project Implementation
 - Adaptive management (changes to the project design and project outputs during

³The Report length should not exceed 40 pages in total (not including annexes).

implementation)

- Partnership arrangements (with relevant stakeholders involved in the country/region)
- Feedback from M&E activities used for adaptive management
- Project Finance
- Monitoring and evaluation: design at entry and implementation (*)
- UNDP and Implementing Partner implementation / execution (*) coordination, and operational issues

3.3 Project Results

- Overall results (attainment of objectives) (*)
- Relevance (*)
- Effectiveness & Efficiency (*)
- Country ownership
- Mainstreaming
- Sustainability (*)
- Impact

4. Conclusions, Recommendations & Lessons

- Corrective actions for the design, implementation, monitoring and evaluation of future projects
- Actions to follow up or reinforce initial benefits from the SCOH and SCOH2 projects
- Proposals for future directions underlining main objectives
- Best and worst practices in addressing issues relating to relevance, performance and success

5. Annexes

- ToR
- Itinerary
- List of persons interviewed
- List of documents reviewed
- Evaluation Question Matrix
- Questionnaire used and summary of results
- Evaluation Consultant Agreement Form

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(VND for National Consultant; 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	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).