

06 November 2019



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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	National Consultant for the production of a chapter on the Tourism Impacts of a 2°C global warming for Viet Nam: - National Climate Adaptation Expert (40 working days)
Period of assignment/services (if applicable):	(Nov 2019 – February 2020)
Duty Station	Homebased
Tender reference:	A-191101
Country:	Viet Nam

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

17 November 2019

With subject line: A-191101- National Climate Adaptation Expert

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:

International / National Climate Adaptation Expert - Qualification related to the services		
1	Advanced degree in climate change, environment economics, or related degree. A PHD is preferable.	200
2	At least 7 years of experience in the field of climate change. Proven experience in areas of climate adaptation, resilience building and disaster risk reduction.	250
3	Proven experience (by provision of two writing samples) with analysing and developing sectoral impacts assessments.	250
4	Proven familiarity with existing regulatory, public policy, national and provincial strategies on climate change and environmental policies in Viet Nam and experience working with the government in Viet Nam.	200
5	Fluency in Vietnamese and good English writing skill.	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 subject to positive reference checks on the consultant's past performance.

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.

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

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

ANNEX I



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TERMS OF REFERENCE

Title: Production of a chapter on the Tourism Impacts of a 2°C global warming for Viet Nam

Project: *Special Report on Climate Impacts of Global Warming in Viet Nam*

Requirement: 01 National Climate Adaptation Expert

Duty Station: Home-based

Duration: November 2019 – February 2020, 40 working days.

Reporting: UNDP Head of Climate Change and Environment

1. BACKGROUND

At the Conference of Parties of the United Nations Framework Convention on Climate Change (UNFCCC), countries have adopted the Paris Agreement and have agreed to develop an action plan to keep global warming well below 2 degrees above pre-industrial levels, while pursuing efforts to limit it to 1.5°C. In the aftermath of the COP 21, the Intergovernmental Panel on Climate Change (IPCC) prepared a Special Report (SR 1.5) on the impacts of global warming of 1.5°C above pre-industrial level, in the context of strengthening the global response to the threat of climate change, sustainable development, and efforts to eradicate poverty¹.

The SR 1.5 report was launched in October 2018 in Korea and assessed projected impacts at global average warming of 1.5°C and higher levels of warming. It highlighted that human-induced warming reached approximately 1°C above pre-industrial levels in 2017; while warming greater than the global average has already been experienced in many regions. In particular, climate-related risks to health, livelihoods, food security, water supply, human security, and economic growth are projected to increase with global warming of 1.5°C and increase further with 2°C (IPCC, 2018).

Viet Nam is among the countries most vulnerable to the impacts of climate change. With its long coastline, the country is heavily affected by extreme weather events whose frequency and intensity are on the rise. Temperature and rainfall variability put further pressure on the population, especially on the rural population whose livelihoods depend on small scale agriculture. Moreover, Viet Nam will need to cope with long term risks such as sea-level rise, saline intrusion and ocean acidification.

The Government of Viet Nam has been active in mainstreaming climate change into national policies, with the promulgation of the National Strategy on Climate Change in 2011, followed by the National Action plan on Climate Change 2012-2020, in 2012. The country also ratified the Paris Agreement in 2015 and is currently finalising its revised Nationally Determined Contribution (NDC), while advancing the formulation of its National Adaptation Plan (NAP).

¹ Article 2. Paris Agreement

In line with the findings from the IPCC, the Ministry of Environment and Natural Resources (MONRE), in partnership with UNDP, is preparing a *Special Report on Climate Impacts of Global Warming in Viet Nam*. This report will provide a comprehensive outlook on the impacts of climate change in Viet Nam if global warming is to be contained below 2°C degrees above pre-industrial levels. Building on the IPCC Special Report 1.5°C, this report will synthesise the implications for Viet Nam across a range of sectors. Similar to the SR 1.5, the Vietnamese report will be informed by scientific evidence on climate projections and associated impacts, vulnerabilities to climate change, together with knowledge extracted from the perceptions of risk, as well as governance systems. The report will be highly relevant for policymakers in setting a long-term vision and defining objectives and targets for the upcoming climate change laws and policies. The findings of this report will also guide future sectoral adaptation planning, as such, it will include sectoral chapters in the following sectors: Health, Transport, Tourism and Agriculture.

The tourism sector has enjoyed a high growth rate over the past decade in Viet Nam and is projected to continue being a significant source of revenue and livelihoods for the local population. The Strategy on Vietnam's Tourism Development until 2020, Vision to 2030 (adopted in 2011), followed by the Decision 1861/QĐ-TTg (in 2017), both position the tourism industry as an engine for growth. By 2025, the Government of Viet Nam (GoV) aims to generate US\$45 billion (\$26.75 billion in 2017) in revenue from this industry, which would represent 10 percent of the GDP, and account for over six million direct and indirect jobs (Viet Nam Briefing, 2019).

However, tourism is a highly sensitive sector and extreme weather events combined with long term risks undermine its potential in Viet Nam. Climate change affects a range of environmental resources that are pivotal for tourism, such as biodiversity, wildlife, and coral reefs. Extreme weather events pose serious risks to vital transport infrastructures while requiring extensive and costly emergency preparedness measures. Finally, climate change leads to adverse impacts that may deter tourists such as infectious diseases, waterborne pests, and heat waves. In particular, island and coastal tourism are extremely vulnerable to sea level rise, flooding and storms. Accounting for climate risks is not common practice in the tourism sector, yet risk-informed adaptation strategies have the potential to foster sustainable growth.

In this context, UNDP is looking for a Climate Adaptation expert to contribute to the production of this special report, with an analytical chapter looking at the effects of global warming on the tourism sector in Viet Nam. This *Special Report on Climate Impacts of Global Warming in Viet Nam* aims to build the scientific knowledge base that will support investments in tourism adaptation to climate change and ultimately improve planning mechanisms to integrate climate considerations into the tourism sector development.

This ToR specifies objectives, the scope of work and the tasks required to carry out the assignment.

2. OBJECTIVE

The objective of this assignment is to produce a technical chapter presenting the magnitude of the effects of a 2°C global warming in Viet Nam for the tourism sector, including key findings and recommendations; aiming to feed these recommendations into the overall report.

3. SCOPE OF WORK

The multi-disciplinary nature of this assignment will require tight coordination with several consultants and organisations simultaneously undertaking tasks and completing deliverables. The consultant will be expected to work with: the technical consultants from IMHEN, the team leader and the senior reviewer, and other sectoral consultants (e.g. Tourism, Transport). Annex 1 presents the indicative outline of the report, which includes four major analytical components.

The consultant will collect and compile available information on the impacts of climate change on the tourism sector in Viet Nam. S/he will utilise information from:

- Qualitative and quantitative surveys,
- Downscaling scenarios produced by the technical teams,
- Field visits, interviews including with business,
- Provincial development plans,
- Consultations with relevant experts and stakeholders,
- Reports from UNDP and other development partners.

Impacts of global warming on the tourism sector in Viet Nam shall be adequately described (nature, scale and implications of identified impacts), both positive and negative impacts, most affected provinces/ districts. The analysis shall be complemented with projections and, monetised or expressed in economic terms.

To deliver the objective of the assignment, the consultant will undertake the following tasks (but not limited too):

1. Review and synthesize existing literature on the nexus tourism-climate change in Viet Nam and in other climate-vulnerable countries (if relevant).
2. Access downscaling scenario of predicted climate change from different sources, including IMHEN (MONRE) and the Viet Nam's Climate Risk Index (hosted by UNDP).
3. Based on these projections, model the impacts of climate change on (i) tourism, and (ii) infrastructures vital to tourism.
4. Based on the strategies and plans of the Ministry of Culture, Sport and Tourism (MOCST), estimate the growth in emissions directly associated with the tourism sector and potential mitigation options.
5. Review and synthesise current and relevant adaptive strategies of the tourism sector in Viet Nam and in other countries. An analysis of the adaptation strategies carried out by the Small Island States may be conducted, if relevant.
6. Identify potential barriers (technological, financial, capacity), and provide opportunities and recommendations for developing climate-resilient tourism responses.
7. Produce a final technical chapter of approximately 10-15 pages directed to the team leader which will be integrated into the final report.
8. Create a PowerPoint Presentation with key findings and present the conclusions in different regional workshops and high-level events.

4. OUTPUTS / DELIVERABLES

Output 1: Inception report of technical chapter

The consultant will prepare an inception report that will include the proposed contents of each section. It will also include the proposed approach to collect information, outlining an indicative methodology (which potentially could be scaled up) for primary data collection, if necessary.

Output 2. Draft Technical Chapter

The consultant will prepare the draft technical chapter, including all the elements mentioned in the scope of work.

Output 3. Final Technical Chapter and PowerPoint presentation

The final draft policy paper will be reviewed and commented by a UNDP Climate Change advisor and

an Economic advisor. The Consultant will incorporate suggestions and address comments from UNDP to finalise the technical chapter. The consultant will also prepare a PowerPoint presentation with key findings for use by UNDP and at high-level events.

All outputs are required in English

Deliverables and key milestones

Objectives	Expected results	Duration	Timeline
1	Inception report	4 days	Nov 2019
2	Draft Technical chapter	26 days	Dec 2019
3	Final Technical Chapter and PPT Presentation	10 days	Feb 2019

5. DURATION OF ASSIGNMENT AND DUTY STATION

The estimated duration of the assignment is 40 days for the consultant between Nov 2019 and March 2020. The consultant is expected to be home-based but to undertake travel to relevant technical consultations as required. Travel cost, if required, will be supported separately from the contract following UN-EU cost norm.

6. PROVISION OF MONITORING, PROGRESS CONTROL

This assignment will be supervised by UNDP Climate Change and Environment team leader with the support of UNDP programme officers. The consultant will work in close collaboration with MONRE, in particular the Department of Climate Change (DCC). All deliverables will be reviewed and approved by UNDP and the Government Focal point from DCC, MONRE.

7. REFERENCES

UNDP will provide support to the consultant in order to facilitate the collection of all related references materials from MONRE, other line ministries upon request and the detailed list of documents in the inception report.

Some indicative references here include:

- IPCC Special report on 1.5°C (<https://www.ipcc.ch/sr15>)

8. QUALIFICATIONS AND WORK EXPERIENCE

International / National Climate Adaptation Expert - Qualification related to the services		
1	Advanced degree in climate change, environment economics, or related degree. A PHD is preferable.	200
2	At least 7 years of experience in the field of climate change. Proven experience in areas of climate adaptation, resilience building and disaster risk reduction.	250
3	Proven experience (by provision of two writing samples) with analysing and developing sectoral impacts assessments.	250
4	Proven familiarity with existing regulatory, public policy, national and provincial strategies on climate change and environmental policies in Viet Nam and experience working with the government in Viet Nam.	200
5	Fluency in Vietnamese and good English writing skill.	100
Total		1000

9. REVIEW TIME REQUIRED AND PAYMENT TERM

Payment will be made in three phases:

- First instalment of 20% of the contract amount will be made upon submission and approval of inception report.
- Second instalment of 40% of the contract amount will be made upon submission and approval of the draft report.
- Final instalment of 40% of the contract amount will be made upon submission and approval of the final report and the presentation of the work at 2-3 workshops.

10. CONSULTANTS PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☒ NONE ☐ PARTIAL ☐ INTERMITTENT ☐ FULL-TIME

APPENDIX

Draft Outline *Special Report on Climate Impacts of Global Warming in Viet Nam*

I. The global framework for Objective 2 ° C

1.1. *The global framework for Objective 2 ° C*

- first) Knowledge of global 2 ° C Goals .
- 2) Global routes to target 2 ° C.
- 3) Impact of temperature increase of 2 ° C on sustainable development and poverty reduction efforts on a global scale.
- 4) Methods of harmonization and co-benefits in emission reduction, climate change adaptation and sustainable development.
- 5) Opportunities and challenges of the route to goal 2 ° C.

1.2. *Vietnam's contribution to the global 2 ° C Goal*

- first) Vietnam participates in the United Nations Framework Convention on Climate Change.
- 2) Vietnam's plan to implement the Paris Agreement on climate change.
- 3) NDC of Vietnam and the contents of reviews and updates.
 - Adapting to climate change.
 - Reduce greenhouse gas emissions.
 - Sustainable development goals.

II. The changes of the observed climate and the expected temperature increase of 2 ° C

3.1. *Changes in the observed climate*

- first) Temperature.
- 2) Rain.
- 3) The climate extremes.
- 4) Sea level rise.

3.2. *Estimating climate changes with a temperature rise of 2 ° C*

- first) Rain.
- 2) The climate extremes.
- 3) Sea level rise.
- 4) Risk of flooding due to sea level rise.

III. Impact on Vietnam of global warming 2 ° C

3.1. *The impact of 2 ° C global warming on natural and human systems*

- first) For hydrological regime and water resources.
- 2) For agriculture and food security.
- 3) For forestry.

- 4) For ecosystems and biodiversity.
- 5) For health.
- 6) For energy.
- 7) For traffic.

3.2 .Impact of global warming of 2 ° C on regions

- first) For plain and coastal areas.
- 2) For rural areas.
- 3) For mountainous areas.
- 4) For urban areas.
- 5) For the island area.

3.3. Impacts on Vietnam of global roadmap for Objective 2 ° C

- first) Impact of climate change adaptation solutions.
- 2) Impact of options to mitigate greenhouse gas emissions.
- 3) Impact on Sustainable Development Goals.

IV. Orientation for Vietnam on strengthening and implementing Objective 2°C

4.1. Vietnam routes to be compatible with Target 2°C

- The road fits 2°C.
- Opportunities and challenges in implementation.
- Harmonization between adaptation and mitigation.

4.2. Evaluate current and anticipated adaptation and mitigation solutions

4.3. Route 2 ° C and the relationship with sustainable development, poverty reduction

- first) Adapting to climate change and sustainable development.
- 2) Sustainable development in climate change adaptation.
- 3) Mitigation of greenhouse gas emissions and sustainable development.

4.4. Adapt and reduce slightly in the direction of conversion

4.5. Harmonization and co-benefits between adaptation, mitigation and Sustainable Development: Challenges and potentials

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)

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).*