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9 December 2019

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	03 National Consultants for upgrading the training curriculum on designing and implementing social protection (SP), social assistance (SA) and social work (SW) policies in Vietnam
Period of assignment/services (if applicable):	December 2019 – February 2020
Duty Station	Home-based and Ha Noi
Tender reference:	3-191202

1. Submissions should be sent by email to: luu.ngoc.diep@undp.org no later than:
16 December 2019 (Hanoi time)

With subject line:

3-191202-NC1: Team Leader – National Consultant for upgrading the training curriculum on designing and implementing social protection (SP) policies in Vietnam

3-191202-NC2: Team Member 1 – National Consultant for upgrading the training curriculum on designing and implementing social assistance (SA) policies in Vietnam

3-191202-NC3: Team Member 2 – National Consultant for upgrading the training curriculum on designing and implementing social work (SW) policies in Vietnam

Submission received after that date or submission not in conformity with the requirements specified in 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 **35 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 **Viet Nam Dong for National Consultant and US Dollar for international consultant** including consultancy fees and 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:

3-191202-NC1: Leader – National Consultant for upgrading the training curriculum on designing and implementing social protection (SP) policies in Vietnam

No	Criteria	Score
1	Master 's degree (PhD preferred) in human development, social development, social sciences or social policies and programs.	200
2	Over 10 years of experience in designing and implementing social protection, social assistance, social work polices.	200
3	Over 10-year experience in development of training curriculum, materials, publication of books on social protection/social assistance/social work policies and programs.	300

4	Good capacity of coordination and facilitation of team work/assignment of team work; strong skills and competencies in writing reports and facilitation of group discussions, consultation events with Government partners and international development.	200
5	Long experiences and working relationship with MOLISA, DSA, UNDP on related areas is an advantage.	100
	Total	1,000

3-191202-NC2: Team Member 1 – National Consultant for upgrading the training curriculum on designing and implementing social assistance (SA) policies in Vietnam

No	Criteria	Score
1	Master 's degree (PhD preferred) in research, development economics, social sciences, social administration, or social policy.	100
2	Over 10 years of experience in teaching and lecturing social subjects, such social protection, social assistance, social assurance in training facilities/agencies.	200
3	Being team leaders of science products/works on development of social protection/social assistance policies, human development, capacity building.	400
4	Strong skills and competencies in writing reports and facilitation of group discussions, consultation events with Government partners and international development.	200
5	Long experiences and working relationship with MOLISA, DSA, UNDP on related areas is an advantage.	100
	Total	1,000

3-191202-NC3: Team Member 2 – National Consultant for upgrading the training curriculum on designing and implementing social work (SW) policies in Vietnam

No	Criteria	Score
1	Master's degree in social work, social sciences, law/justice or related areas.	100
2	Over 10 years of experience in teaching and lecturing social affairs subjects, especially on social work policies and services; social assistance, social assurance in training facilities/agencies.	200
3	Long expertise and knowledge of development of standardized training documents on social work policies, programs; experience in teaching and lecturing on social work services.	300
4	Long experience in administrative work, appraisal procedures of education and training products/materials; supporting the establishment and operation of training appraisal committee and process of evaluating and promulgating a training curriculum.	300
5	Strong skills and competencies in writing reports and facilitation of group discussions, consultation events with Government partners and international development	100
	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 ***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:

- International consultant whose work involves travel is required to complete the BSAFE course and submit certificate to UNDP before contract issuance.

Note: In order to access the course, please go to the following link:

<https://training.dss.un.org/course/category/6>. Type in your name and password, create a new user. After you have completed the courses, please print/save the certificates to submit to us

- Full medical examination and Statement of Fitness to work for consultants ***from and above 62 years of age and involve travel***. (This is not a requirement for RLA contracts).
- Release letter in case the selected consultant is government official.

6. Payment

UNDP shall effect payments to the consultant (by bank transfer to the consultant's bank account provided in the vendor form (Annex V) upon acceptance by UNDP of the deliverables specified the TOR.

- 1) First payment: Up to 50% of the total value of the consulting contract, after the consultant submits draft TOT curriculum.
- 2) Final payment: 50% of the total value of the consulting contract, after the consultant submits the dossier and final full TOT curriculum with satisfactory acceptance from SAP-II/DSA and UNDP PO.

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.



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TERMS OF REFERENCE

Title: Technical assistance for upgrading the training curriculum on designing and implementing social protection (SP), social assistance (SA) and social work (SW) policies in Vietnam

Estimated duration: A group of 03 national senior consultants, 36 working days for the national consultant team leader (on social protection), 35 working days for the national consultant – Team member 1 (on social assistance) and 35 working days for the national consultant - Team member 2 (on social work). All working days for national consultants are Ha Noi based, over the period from – 20th December 2019 to 28th February 2020.

Work location: in Ha Noi, home based.

I. Background

Over the past decade, the social protection system in Vietnam has been built to prevent and mitigate poverty and vulnerability at all life stages. Being a lower middle-income country, Vietnam is facing new challenges, as fluctuations of economic growth, macroeconomic instability, new forms of poverty and vulnerability and increased inequality. All of these challenges have impacted directly on the social protection system. Comprehensive renovation of social protection system towards universal coverage and lifecycle approach will help social protection policies more effective, unified, aligned social services and be the key to help Vietnam maintain the rapid speed of socio-economic development which has been achieved in the recent years.

Recently, the Government of Vietnam has begun to reform its social insurance and social assistance schemes. The Government of Vietnam has approved the Master-plan on social assistance reform and development (MPSARD) for the period of 2017-2025 and vision to 2030 and the Resolution on reforming the social insurance system in 2035 with the aim to expand the coverage of social insurance, especially social insurance for informal workers; improve the effectiveness of the Law on Social Insurance and the relevant legal framework, aiming at achieved Sustainable Development Goals (SDGs) "*no one left behind*".

According to Result 1.1 of the Joint Strategic Plan 2017-2021, United Nations agencies in Viet Nam committed to assist technology and advise policy to support building a general social protection system, equitable social protection system with gender sensitization, based on lifecycle and rights based approach (including health insurance, social insurance, social assistance and social care), thereby increasing the resilience of vulnerable social groups. These groups include ethnic minorities, the elderly, people with disabilities, people with HIV, immigrants and informal workers, victims of sexual violence, domestic violence, prostitution, LGBTI community, women and children.

Over the past years, UNDP has cooperated with relevant agencies of the United Nations (especially ILO, UNICEF, UNFPA, UNWOMEN, etc.) to unify the action on Comprehensive Growth and Social Protection to plan to support the Government of Vietnam in developing a Comprehensive Capacity Building on Social Protection (hereinafter referred to as the Capacity Building Program) to help strengthen the central and local institutional capacity to implement the current reform innovations of social assistance system and social insurance scheme. Specifically, Based on technical request by the Department of Social Assistance (DSA), under the Ministry of Labour – Invalids and Social Affairs (MOLISA), UNDP supports DSA, MOLISA through the Project on support to the improvement of

social assistance system, phase II in the period of 2017-2020 (SAP II), to upgrade the training of trainers (TOT) framework into a training of trainer curriculum on designing and implementing social protection, social assistance policies in Vietnam.

To this end, SAP II will recruit a group of three (3) local senior consultants to carry out this assignment, with specific contents as follows:

II. Objective

The existing TOT framework on designing and implementing social protection, social assistance policies is reviewed and upgraded into a TOT curriculum (full) on designing and implementing (i) social protection, (ii) social assistance and (iii) social work policies in Vietnam which is accepted by DSA and UNDP, then to be submitted to MOLISA for promulgation.

III. Scope of work and main deliverables

1) Scope of work

The national consultant team will work closely with Government stakeholders, especially DSA/MOLISA, the Institute of Labour and Social Affairs Training (ILSAT)/MOLISA and UNDP, development partners during the implementation of the following activities:

- Review the existing TOT framework on designing and implementing social protection, social assistance policies (TOT framework) and related documents (existing reports produced by SAP-II in 2017, 2018, transform training materials) to propose work-plan and outline of the TOT curriculum (technical proposal);
- Research, collect data, information as technical inputs to develop detail/upgrade the TOT curriculum;
- Consult with DSA and ILSAT/MOLISA and related agencies, experts and development partners, especially UN agencies (UNDP, ILO, UNICEF...) to further improve the TOT curriculum;
- Participate in and present the draft research results report/curriculum (organized by SAP II/DSA, ILSAT, UNDP) to get comments and peer reviews/suggestions for finalization of the curriculum;
- Work with DSA, ILSAT and related departments under MOLISA (including organizing technical meetings) to draft and compile the dossier/file and submit it to DSA, ILSAT for promulgation of the TOT curriculum.
- Consult and cooperate with DSA, ILSAT to establish and organize appraisal councils to comment and appraise the TOT curriculum in line with the Government procedures.
- Finalize the TOT curriculum based upon comments and decisions by the appraisal councils and make it ready for publication.

2) Main deliverables (presented in Vietnamese)

a) Intermediate products

- Action-plan for implementation of this assignment;
- Presentations on key results of curriculum;
- Dossier for issuance of the curriculum;

b) Final product

- Full TOT curriculum on designing and implementing (i) social protection, (ii) social assistance and (iii) social work policies in Vietnam which is widely consulted, reached

consensus and accepted by DSA and UNDP, then to be submitted to MOLISA for promulgation.

IV. Key tasks, working days, milestones and outputs

- In order to achieve the above-mentioned objective and products, the recruited national senior consultant team should carry out the following activities and deliver required outputs, with key tasks, working days, milestones and outputs, starting from end December 2019 to end of February 2020, *as follows*:

No.	Tasks	Team leader	Team member	Team member	Time	Outputs
1.	Review the existing TOT framework on designing and implementing social protection, social assistance policies (TOT framework) and related documents	3	2	2	End of December 2019	Action-plan/technical proposal
2.	Research, collect data, information as technical inputs to develop detail/upgrade the TOT curriculum	9	8	8	Early of Jan. 2020	Detailed technical inputs
3.	Consult with DSA and ILSAT/MOLISA and related agencies	4	3	3	Mid of Jan 2020	Agreement on key contents of the curriculum
4.	Participate in and present the draft research results report/curriculum	3	3	3	Mid Feb. 2020	Presentations/draft curriculum
5.	Work with DSA, ILSAT and related departments under MOLISA (including organizing technical meetings) to compile the dossier/file	7	8	8		Dossier and full TOT curriculum
6.	Consult and cooperate with DSA, ILSAT to establish and organize appraisal councils to comment and appraise the TOT curriculum in line with the Government procedures	7	8	8	End of Feb. 2020	Comments and appraised TOT curriculum
7.	Final the curriculum ready for publication	3	2	2	End of Feb. 2020	Ready document for publication
	Total	36	35	35		

V. Management and Recruitment

The monitoring and quality assurance of the consultant team's progress and quality against Item IV: Key Tasks, Milestones and Outputs will be carried out by DSA/SAP II and UNDP PO, under the overall leadership and stewardship of DSA leaders and Head of the Inclusive Growth Unit (IGU). The consultant team is required to timely report any difficulties that may unexpectedly arise to UNDP PO and/or DSA-II's focal points for relevant actions.

VI. Admin support and reference documents

As necessary, UNDP AND DSA/SAP II will facilitate meetings of the consultant with the relevant partners, government agencies and provide supports in collecting related documents, data if necessary. SAP-II, UNDP will provide documents necessary for the consultant team to develop the TOT curriculum: such as the existing TOT framework, training needs assessment report and other related reports produced by SAP-II in 2017, 2018, transform training materials, and others as necessary.

VII. Required qualifications:

1) Team leader (expertise on social protection policies)

- Master 's degree (PhD preferred) in human development, social development, social sciences or social policies and programs;
- At least 10 years of experience in designing and implementing social protection, social assistance, social work polices;
- 10-year experience in development of training curriculum, materials, publication of books on social protection/social assistance/social work policies and programs;
- Good capacity of coordination and facilitation of team work/assignment of team work; strong skills and competencies in writing reports and facilitation of group discussions, consultation events with Government partners and international development;
- Long experiences and working relationship with MOLISA, DSA, UNDP on related areas is an advantage.

2) Team member 1 (expertise on social assistance and training methodologies)

- Master 's degree (PhD preferred) in research, development economics, social sciences, social administration, or social policy;
- At least 10 years of experience in teaching and lecturing social subjects, such social protection, social assistance, social assurance in training facilities/agencies;
- Being team leaders of science products/works on development of social protection/social assistance policies, human development, capacity building;
- Strong skills and competencies in writing reports and facilitation of group discussions, consultation events with Government partners and international development;
- Long experiences and working relationship with MOLISA, DSA, UNDP on related areas is an advantage.

3) Team member 2 (expertise on social work appraisal of training document)

- Master's degree in social work, social sciences, law/justice or related areas;
- At least 10 years of experience in teaching and lecturing social affairs subjects, especially on social work policies and services; social assistance, social assurance in training facilities/agencies;
- Long expertise and knowledge of development of standardized training documents on social work policies, programs; experience in teaching and lecturing on social work services;
- Long experience in administrative work, appraisal procedures of education and training products/materials; supporting the establishment and operation of training appraisal committee and process of evaluating and promulgating a training curriculum;
- Strong skills and competencies in writing reports and facilitation of group discussions, consultation events with Government partners and international development.

VII. Terms of payment

The selected consultant team will complete this task by the deadline specified in Item IV of this Terms of Reference. The consultant team will be paid after completing the work, the products meet the requirements and acceptance of SAP-II/DSA and UNDP based on UNDP regulations.

- First payment: Up to 50% of the total value of the consulting contract, after the consultant submits draft TOT curriculum.
- Final payment: 50% of the total value of the consulting contract, after the consultant submits the dossier and final full TOT curriculum with satisfactory acceptance from SAP-II/DSA and UNDP PO.

The consultant team should propose the total consultancy fee (including all taxes) for delivering the tasks.

VIII. Consultation is required at UNDP Office / Headquarters

☐ NO ☒ SOMETIMES ☐ NO OFTEN ☐ REGULARLY

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 ofVND (for National Consultant) and 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 (VND)	Total
1	Consultancy fee			
2	Out of pocket expenses			
2.1	Travel			
2.2	Per diem			
2.3	Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel – (required before issuing contract). *			
2.5	Others (pls. specify).....			
2.6	VAT** if applicable (in case your company signs the contract)			
	TOTAL			

* Individual Consultants/Contractors who are over 62 years of age with assignments that require travel and are required, **at their own cost**, to undergo a full medical examination including x-rays and obtaining medical clearance from **an UN-approved doctor** prior to taking up their assignment.

** Individual Consultants/Contractors who request their employer to sign a Reimbursable Loan Agreement (RLA) with UNDP for their behalves are reminded to add the Value Added Tax into the total lump sum of the Financial Offer if applicable..

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).