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Date: 12 January 2015

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	International consultant on hydrometeorology and climate change in the Law on Hydrometeorology
Project name:	Capacity Building for Implementation of National Climate Change Strategy Project (CBICS)
Period of assignment/services (if applicable):	February – June 2015

1. Submissions should be sent by email to: [huynh.huong.thanh@undp.org](mailto:huynh.huong.thanh@undp.org) no later than: **Tuesday 20 January 2015 (Hanoi time)**.

**With subject line: International consultant on hydrometeorology and climate change in the Law on Hydrometeorology**

Submission received after that date or submission not in conformity with the requirements specified this document will not be considered.

**Note:**

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.
- Maximum size per email is **7 MB**.
- Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP Viet Nam will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

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)
- [Insurance Coverage Table](#)..... (Annex IV)
- [Vendor Form](#) ..... (Annex V)
- [Guidelines for CV preparation](#)..... (Annex VI)
- [Format of financial proposal](#)..... (Annex VII)

3. Interested individual consultants must submit the following documents/information **(in English, PDF Format)** to demonstrate their qualifications:

**a. Technical component:**

- Signed Curriculum vitae
- Letter to UNDP Confirming Interest and Availability
- Copy of 1-2 publications/writing samples.
- Reference contacts of past 3 clients for whom you have rendered the similar service
- Provide a brief methodology on how you will approach and conduct the work

**b. Financial proposal (with your signature):**

- The financial proposal shall specify a total lump sum amount in **US Dollar** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in Annex VII.
- 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 Viet Nam Dong at UN Exchange Rate at the submission deadline.

4. Evaluation:

The technical component will be evaluated using the following criteria:

Technical Proposal Evaluation		Max. Points
1	Postgraduate degree or equivalent education in meteorology, hydrology, water resource management, marine-hydrology, environment or related field,	200
2	With at least 10 years experience in policy advisory and strategic planning;	200
3	Proven track of knowledge of meteorology, hydrology and climate change, technical regulations of WMO and multilateral agreements on meteorology, hydrology and climate change.	250
4	Proven track of good analysis and synthesizing skills, good experience in writing articles or scientific research or scientific journals or participation in law or policy development process.	250
5	Previous experience of working in South Asia, and with UNDP or WMO will be distinct advantages;	100
<b>TOTAL POINT</b>		<b>1000</b>

A two-stage procedure is utilized in evaluating the submissions, with evaluation of the technical components being completed prior to any price proposals being opened and compared. The price proposal will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical component.

The technical component is evaluated on the basis of its responsiveness to the Term of Reference (TOR).

Maximum 1000 points will be given to the lowest offer and the other financial proposals will receive the points inversely proportional to their financial offers. i.e.  $S_f = 1000 \times F_m / F$ , in which  $S_f$  is the financial score,  $F_m$  is the lowest price and  $F$  the price of the submission under consideration.

The weight of technical points is 70% and financial points is 30%.

Submission obtaining the highest weighted points (technical points + financial points) will be selected.

Interview with the candidates may be held if deemed necessary.

## 5. Contract

“Lump-sum” Individual Contract will be applied for freelance consultant (Annex II)

“Lump-sum” RLA will be applied for consultant assigned by firm/institution/organization (Annex III)

Documents required before contract signing:

- Personal History
- International consultant whose work involves travel is required to complete the course on Basic Security in the Field and submit certificate to UNDP before contract issuance.

Note: The Basic Security in the Field Certificate can be obtained from website:

<https://training.dss.un.org/consultants>. The training course takes around 3-4 hours to complete. The certificate is valid for 3 years.

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

## 6. Payment

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.

1st payment: 50% of total contract value will be paid upon receipt of the following reports and approval of the report by the NPD and UNDP:

- i) Report on “International experiences on the six thematic issues, with particular focus on the national legal framework to socialize the hydro-meteorological services in the context of climate change and an effective hydro-meteorological data and information sharing in accordance to international experience and WMO.
- ii) Comment on the draft Law on Meteorology and Hydrology upon 6 thematic issues.
- iii) Comment on the following two reports:
  - \* Roles and legal regulations of hydro-meteorological sector in response to climate change.
  - \* Hydro-meteorological data sharing and cooperation mechanisms between national hydro-meteorological organizations, hydro-meteorological state management agencies and other organizations and individuals.

2nd payment: 50% of total contract value will be paid upon receipt and acceptance of refined methodology, approach for data collection and sampling (end of Stage 1).

- i) completion of all tasks, receipt of the following reports and final mission summary report and approval of the report by the PD and UNDP.
- ii) Comment on the following two reports:
  - \* Report on Impact assessment (RIA) of the Law on Meteorology and Hydrology, with focus on regulations on forecasts and management of hydro-meteorological and climate change forecasts and the role of Hydro-meteorological sector in response to climate change.

\* Report on administrative procedures assessment of the Law on Meteorology and Hydrology.

- iii) Take part in discussions in the international consultation workshop on the draft Law on Meteorology and Hydrology.
- iv) Comment on the revised draft Law on Meteorology and Hydrology.
- v) Mission completion 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.



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## **TERMS OF REFERENCE (TOR)**

<b>Title:</b>	International consultant on hydrometeorology and climate change in the Law on Hydrometeorology.
<b>Project:</b>	Capacity Building for Implementation of National Climate Change Strategy Project (CBICS).
<b>Duration:</b>	21 days during February - June 2015.
<b>Location:</b>	Homebase and one travel to Hanoi (UNDP project office)
<b>Reporting</b>	UNDP SDC Cluster Lead and CBICS Project Director
<b>Coordination</b>	DMHCC-MONRE Official in charge of the Law

### **1) INTRODUCTION**

Climate change has become an urgent global issue. In the 5<sup>th</sup> Report of the Intergovernmental Panel on Climate Change (IPCC) issued in September 2013, it was once again confirmed that climate change has taken place; Climate change has a strong impact to countries, especially developing countries, including Vietnam. Climate change has not been simply an environmental issue but has become a political, diplomatic and economic issue that has impact on the relationship between different countries in the world. In the agenda of each country, policies on climate change issues have been given ever-increasing attention and priorities.

In terms of policies and the legal framework, on June 3rd, 2013, the General Secretary Nguyen Phu Trong issued the Resolution No. 24-NQ/TW of the seventh Congress of the Central Executive Committee XI on active in response to climate change, improvement of natural resource management and environmental protection. Resolution has identified the main measures to be taken to actively respond to climate change, including: Strengthen and renew communication, education, raising awareness and forming sense of activeness to respond to climate change; Promote research and application of science and technology in response to climate change; Strengthen state management in responding to climate change; Renew and improve the fiscal mechanism and policy, strengthen and diversify resources for coping with climate change; Attach great importance to international cooperation and integration on response to climate change.

Climate change with the increase of natural disasters originated from hydro-meteorological reasons has become a regular threat to production and life. These threats will become more and more serious as the population increases, socio-economic activities are ever-growing. On the other hand, the sustainable development of the country requires the calculation of the potential and natural resources in order to properly plan for the long-term development, which requires the proper and effective operation of Hydro-meteorology sector.

Some hydro-meteorological dangerous phenomenon such as lightning forecast and prevention, rational and effective management and exploitation of climate resources, inventory and assessment of the deterioration of the climate, the atmosphere, ozone layer protection, etc have not been regulated by the Government in terms of management method, manner, standards, regulations, procedures and rules. In the context of ever-increasing impacts from climate change, the

hydrometeorology sector has to face with many increasingly-urgent problems and challenges. Thus, the legalization and institutionalization of hydro-meteorology law, which refers to the above mentioned content is absolutely critical and pertinent.

Implementation of the Resolution No. 07/2011/QH13 of the National Assembly approving on the Program on formulation of laws and ordinances in 2012 and adjustment to the program on formulation of laws and ordinances in 2011, the Decision No. 1681/QĐ-TTg dated September 27<sup>th</sup>, 2011 by the Prime Minister on the assigning agency in charge of formulation of laws and ordinances in 2012 and adjustment to the program on formulation of laws and ordinances in 2011 of the National Assembly and the Decision No. 665 /QĐ-BTNMT dated April 13<sup>rd</sup>, 2011 by the Minister of Natural Resources and Environment issuing a program of formulation of laws and legal documents in period from 2011 to 2015 within the scope of state management of the Ministry of Natural Resources and Environment, Department of Meteorology, Hydrology and Climate Change is an agency in charge, in collaboration with other agencies and units concerned in implementing a project on development of the Law on Meteorology and Hydrology.

Currently, the Office of United Nations Development Programme in Vietnam is supporting the Ministry of Natural Resources and Environment to implement the Project "Capacity Building for Implementation of National Climate Change Strategy Project (CBICS)". One of the goals of the project is to improve the institutional capacity to respond to climate change by the National Committee on Climate Change and the focal points in charge of climate change issues by relevant ministries, sectors and localities. To accomplish this task, the Department of Meteorology, Hydrology and Climate Change is assigned to take lead and coordinate with other relevant agencies and units to form and submit for promulgation of the Law on Meteorology and Hydrology in 2015.

The CBICS project management unit desires to seek 01 qualified and experienced international consultant who will provide expertise and consultancy in meteorological, hydrological and climate change issues in the Law on Meteorology and Hydrology.

## **2) OBJECTIVE**

International consultants in collaboration with national experts comment on professional meteorological and hydrological issues in conditions of climate change, role of meteorology and hydrology in responding to climate change in the Draft Law on Meteorology and Hydrology on the basis of the World Meteorology Organization (WMO) technical regulations and best international experience; propose amendments and finalize corresponding legal provisions in the draft Law of Meteorology and Hydrology.

## **3) SCOPE OF WORK/RESPONSIBILITIES**

The consultant will work under the supervision of the Project Director (PD) and report to the PD and UNDP. To achieve the above objectives, the international consultant should work closely with the PD and local experts carrying out the following tasks:

The consultancy will be a total of 21 working days (excluding weekends). The assignment will be divided into one in-country mission (03 working days) and 18 days of support provided from home base throughout the project duration as follows:

- a) 03 days to review the draft Law on Meteorology and Hydrology and key background documents of hydrometeorology sector of Vietnam in February 2015.
- b) 06 days to review the latest international best practices, experiences, WMO regulations and to comment on the draft Law on Meteorology and Hydrology with focus on the following six thematic issues in February 2015.

- i. Review and comment on report by local experts on: the unified and systematic state management issues of the hydro-meteorological activities throughout the territory of Vietnam on the basis of international best practices and upcoming trends in the context of climate change.
- ii. Recommend a number of options and solutions prioritized: i) managing hydro-meteorological forecasts and the roles and responsibilities of the state hydro-meteorological agencies in warning and forecasting natural disasters; ii) socialization of common weather forecast services provided by different organizations and individuals.
- iii. Recommend a number of regulations on hydro-meteorological technical safety sites to ensure conformity with the social-economic development, but not affecting the technical standards for operational hydro-meteorological activities. Share international experience in hydro-meteorological state management responsibilities of authorized agencies of different levels and the Departments of Natural Resources and Environment in ensuring the technical conditions for the meteorological operations.
- iv. Recommend management of hydro-meteorological data and information sharing in accordance with international common practices and trends; and hydro-meteorological data and information cooperation and sharing mechanisms between state management agencies that manage and operate the national database with different organizations and individuals.
- v. Review and analyze organizational systems of 2-3 national hydro-meteorological agencies and their state management agencies from the central to local levels. Meteorological sector has its own characteristics, and thus, organizational systems should be considered, designed and operated in an appropriate model, similarly to most of the countries that are members of the World Meteorological Organization (WMO) in order to consistently meet the technical requirements of WMO, while appropriate with the reality of Vietnam.
- vi. Comment and recommend on the role of hydro-meteorological sector in response to climate change in Vietnam and give comments on the function and role of the relevant agencies mentioned in the local experts' report.
- c) Upon the above comments, review and comment on the following reports:
  - i. 01 working day, comment on a report: "Roles and legal regulations of hydro-meteorological sector in response to climate change" in February 2015.
  - ii. 01 working day, comment on a report: "Hydro-meteorological data sharing and cooperation mechanisms between national hydro-meteorological organizations, hydro-meteorological state management agencies and other organizations and individuals" in February 2015.
  - iii. 02 working days, comment on a report: "Report on Impact assessment (RIA) of the Law on Meteorology and Hydrology", with focus on regulations on forecasts and management of hydro-meteorological and climate change forecasts and the role of Hydro-meteorological sector in response to climate change, in June 2015.
  - iv. 02 working days, comment on a report: "Report on administrative procedures assessment of the Law on Meteorology and Hydrology" in June 2015.
- d) Take part in discussions in the international consultation workshop on the draft Law on Meteorology and Hydrology in Hanoi in June 2015.

- e) Upon feedbacks and comments collected at the workshop and different stakeholders, 03 working days for comment on the revised draft Law on Meteorology and Hydrology on the 6 above mentioned issues in June 2015.

#### 4) OUTPUTS AND WORKPLAN

No.	Outputs	Descriptions	Deadlines
1	<p>Review the draft Law on Meteorology and Hydrology and related background reports on hydro-meteorological sector of Vietnam.</p> <p>Report on “International experiences on the six thematic issues, with particular focus on the national legal framework to socialize the hydro-meteorological services in the context of climate change and an effective hydro-meteorological data and information sharing in accordance to international experience and WMO.</p>	<p>The reports should analyze the six following thematic issues:</p> <ul style="list-style-type: none"> <li>i) Analyze organizational systems of 2-3 national hydro-meteorological agencies and their state management agencies from the central to local levels.</li> <li>ii) Recommend an appropriate model, similarly to most of the countries that are members of the World Meteorological Organization (WMO) in order to consistently meet the technical requirements of WMO, while appropriate with the reality of Vietnam.</li> <li>iii) Managing hydro-meteorological forecasts and the roles and responsibilities of the state hydro-meteorological agencies in warning and forecasting natural disasters.</li> <li>iv) Propose solution or Make recommendations for socialization of common weather forecast services provided by different organizations and individuals;</li> <li>v) Hydro-meteorological data sharing and cooperation mechanisms between national hydro-meteorological organizations, hydro-meteorological state management agencies and other organizations and individuals in accordance to international best practices and WMO regulations.</li> <li>vi) Comment and recommend on the role of hydro-meteorological sector in response to climate change in Vietnam and give comments on the function and role of the relevant agencies mentioned in the local experts’ report.</li> </ul>	February 2015
2	Comment on the draft Law on Meteorology and Hydrology	Upon the six above mentioned thematic issues.	February 2015



3	<p>Comment on the following two reports:</p> <ul style="list-style-type: none"> <li>i. Roles and legal regulations of hydro-meteorological sector in response to climate change.</li> <li>ii. Hydro-meteorological data sharing and cooperation mechanisms between national hydro-meteorological organizations, hydro-meteorological state management agencies and other organizations and individuals.</li> </ul>	On the content of the report.	February 2015
4	<p>Comment on the following two reports:</p> <ul style="list-style-type: none"> <li>i. Report on Impact assessment (RIA) of the Law on Meteorology and Hydrology, with focus on regulations on forecasts and management of hydro-meteorological and climate change forecasts and the role of Hydro-meteorological sector in response to climate change.</li> <li>ii. “Report on administrative procedures assessment of the Law on Meteorology and Hydrology”</li> <li>iii. Other reports done by local experts.</li> </ul>	On the content of the report.	May 2015
3	Take part in discussions in the international consultation workshop on the draft Law on Meteorology and Hydrology	03 days in Hanoi.	June 2015
4	Comment on the revised draft Law on Meteorology and Hydrology	Upon the six above mentioned thematic issues.	June 2015
5	Mission completion report	Brief and describe all activities and outputs of the mission.	June 2015

## 5) TIME AND DUTY STATION

- a) Location: Home-based and in Hanoi.
- b) Time: In according to the above mentioned period of time: From February to June 2015.

## **6) SUPERVISION AND PROGRESS**

The consultant will work directly under the supervision of the PMU "Capacity Building for Implementation of National Climate Change Strategy Project (CBICS)" and the Department of Meteorology, Hydrology and Climate Change (DMHCC), be responsible for reporting about the progress of work to CBICS PMU and DMHCC when requested.

After signing the contract, the PMU and consultants will identify and agree on the rules for monitoring the progress of each sub-activities and the entire package, which includes specific provisions on progress monitoring, reporting requirements at each stage, the manner and specific reporting time and working conditions after finishing the contract for completion of the Draft Law on Meteorology and Hydrology.

## **7) QUALIFICATIONS**

The International Consultant should have knowledge, skills and previous experience as follows:

- Postgraduate degree or equivalent education in meteorology, hydrology, water resource management, marine-hydrology, environment or related field,
- With at least 10 years experience in policy advisory and strategic planning;
- Good analysis and synthesizing skills, good experience in writing articles or scientific research or scientific journals or participation in law or policy development process.
- Sound knowledge of meteorology, hydrology and climate change, technical regulations of WMO and multilateral agreements on meteorology, hydrology and climate change.
- Previous experience of working in South Asia, and with UNDP or WMO will be distinct advantages;
- Very good inter-personal skills and the ability to work with a team.
- Excellent verbal and written communication skills in English;
- Proficiency in computers; good working knowledge of word processing and spreadsheet programs, particularly MS Word and MS Excel.

## **8) SUPPORT FROM THE CBICS PROJECT MANAGEMENT UNIT**

- Document supporting: Project Management Unit is responsible for providing all related documents and reports needed for completing the task to the consultant.

## **9) PAYMENT**

The payments will be made in lump sum that comprise of consultancy fee, DSA and reimbursement of the travel related expenses.

The payment will be made in two installments, basing on the following milestones:

1. The first payment of 50% contract value after receipt of the following reports and approval of the report by the NPD and UNDP:
  - vi) Report on "International experiences on the six thematic issues, with particular focus on the national legal framework to socialize the hydro-meteorological services in the context of climate change and an effective hydro-meteorological data and information sharing in accordance to international experience and WMO.
  - vii) Comment on the draft Law on Meteorology and Hydrology upon 6 thematic issues.
  - viii) Comment on the following two reports:
    - \* Roles and legal regulations of hydro-meteorological sector in response to climate change.

\* Hydro-meteorological data sharing and cooperation mechanisms between national hydro-meteorological organizations, hydro-meteorological state management agencies and other organizations and individuals.

2. The second payment of 50% of contract value will be made upon completion of all tasks, receipt of the following reports and final mission summary report and approval of the report by the PD and UNDP.

- ix) Comment on the following two reports:

\* Report on Impact assessment (RIA) of the Law on Meteorology and Hydrology, with focus on regulations on forecasts and management of hydro-meteorological and climate change forecasts and the role of Hydro-meteorological sector in response to climate change.

\* Report on administrative procedures assessment of the Law on Meteorology and Hydrology.

- x) Take part in discussions in the international consultation workshop on the draft Law on Meteorology and Hydrology.

- xi) Comment on the revised draft Law on Meteorology and Hydrology.

- xii) Mission completion report.

## 10) INTELLECTUAL PROPERTY RIGHTS

All intellectual property and ownership rights, including maps, drawings, photographs, documents and other materials produced in the consultation process will become the sole property of the Ministry of Natural Resources Environment, UNDP Vietnam and project. The consultant shall not publicize or use these materials without prior permission of the project, the Ministry of Natural Resources and Environment or UNDP Vietnam.

## 11) EVALUATION CRITERIA

Consultant(s)' experiences/qualification related to the services		Score
1	Postgraduate degree or equivalent education in meteorology, hydrology, water resource management, marine-hydrology, environment or related field,	200
2	With at least 10 years experience in policy advisory and strategic planning;	200
3	Proven track of knowledge of meteorology, hydrology and climate change, technical regulations of WMO and multilateral agreements on meteorology, hydrology and climate change.	250
4	Proven track of good analysis and synthesizing skills, good experience in writing articles or scientific research or scientific journals or participation in law or policy development process.	250
5	Previous experience of working in South Asia, and with UNDP or WMO will be distinct advantages;	100
<b>TOTAL</b>		<b>1000</b>

## **Annex VI**

### **GUIDELINES FOR PREPARING CV**

**WE REQUEST THAT YOU USE THE FOLLOWING CHECKLIST WHEN PREPARING YOUR CV:**

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

Sex, Date of Birth, Nationality, Other Citizenship, Marital Status

Company associated with (if applicable, include company name, contact person and phone number)

#### **SUMMARY OF EXPERTISE**

Field(s) of expertise (be as specific as possible)

Particular development competencies-thematic (e.g. Women in Development, NGOs, Privatization, Sustainable Development) or technical (e.g. project design/evaluation)

Credentials/education/training, relevant to the expertise

#### **LANGUAGES**

Mother Tongue:

Indicate written and verbal proficiency of your English:

#### **SUMMARY OF RELEVANT WORK EXPERIENCE**

Provide an overview of work history in reverse chronological order. Provide dates, your function/title, the area of work and the major accomplishments include honorarium/salary. References (name and contact email address) must be provided for each assignment undertaken by the consultant that UNDP may contact.

#### **UN SYSTEM EXPERIENCE**

If applicable, provide details of work done for the UN System including WB. Provide names and email address of UN staff who were your main contacts. Include honorarium/salary.

#### **UNIVERSITY DEGREES**

List the degree(s) and major area of study. Indicate the date (in reverse chronological order) and the name of the institution where the degree was obtained.

#### **PUBLICATIONS**

Provide total number of Publications and list the titles of 5 major publications (if any)

#### **MISCELLANEOUS**

Indicate the minimum and maximum time you would be available for consultancies and any other factors, including impediments or restrictions that should be taken into account in connection with your work with this assignment.

Please ensure the following statement is included in the resume and that it is signed and dated:

I CERTIFY THAT ALL INFORMATION STATED IN THIS RESUME IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE UNDP/UNOPS OR ITS AGENT TO VERIFY THE INFORMATION PROVIDED IN THIS RESUME.

(Signature)

## **Annex VII**

### **FINANCIAL OFFER**

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum of VND .....

This is a lump sum offer covering all associated costs for the required service (fee, meal, accommodation, travel, taxes etc).

**Note:** The number of work-days in the TOR is estimated only. The bidder should make his/her own estimate of the time taken to complete the assignment in line with this TOR and his/her technical proposal, and use this estimate as the basis for financial proposal.

#### **Cost breakdown:**

<b>No.</b>	<b>Description</b>	<b>Number of days</b>	<b>Rate (VND)</b>	<b>Total</b>
1	Remuneration			
1.1	Services in Home office			
1.2	Services in field			
2	Out of pocket expenses			
2.1	Travel			
2.2	Per diem			
2.3	Full medical examination and Statement of Fitness to work for consultants from and above 62 years of age and involve travel – (required before issuing contract). *			
2.5	Others (pls. specify).....			
	<b>TOTAL</b>			

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

I undertake, if my proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

I agree to abide by this proposal for a period of 120 days from the submission deadline of the proposals.

Dated this day /month of year

**Signature**