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Date: 29 June 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 for Mid-Term External Review: Strengthening Institutional Capacity for Disaster Risk Management in Viet Nam, including for Climate Change Related Risks Phase II (SCDM-II)
Project name:	000083794
Period of assignment/services (if applicable):	24 of working days over approximately 09 weeks starting from July 2015

1. Submissions should be sent by email to: huynh.huong.thanh@undp.org no later than: **8 July 2015 (Hanoi time)**.

With subject line: International Consultant for Midterm Review - Disaster Risk Management

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)
 - [Guidelines for CV preparation](#)..... (Annex IV)
 - [Format of 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
 - Expression of interest, explaining why he/she is the most suitable for the work.
 - Reference contacts of past 4 clients for whom you have rendered preferably the similar service

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.

4. Evaluation:

The technical component will be evaluated using the following criteria:

International Consultant's experiences/qualification related to the services		
	Criteria	Maximum Points
1	Recent experience with result-based management evaluation methodologies (15%);	150
2	Experience applying SMART indicators and reconstructing or validating baseline scenarios (10%);	100
3	Competence in legislative system development and national level policy work relevant to disaster risk management (10%);	100
4	Experience working in South East Asia (10%);	100
5	Work experience in relevant technical area of disaster risk management for at least 5 years (20%);	200
6	Demonstrated understanding of issues related to gender and disaster risk/ climate change adaptation; experience in gender sensitive evaluation and analysis (5%).	50
7	Excellent communication skills (5%);	50
8	Demonstrable analytical skills (5%);	50
9	Project evaluation/review experiences within United Nations system will be considered an asset (10%);	100
10	A Master's degree in development study, disaster risk management, environmental science or other closely related field (10%).	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.

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: 20% of payment upon approval of the final MTR Inception Report

2nd payment: 30% upon submission of the draft MTR report

3rd payment: 50% upon approval of the final MTR 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.

8. Notification of selection result: UNDP will contact only successful bidder for contracting.



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TERMS OF REFERENCE (TOR)

International Consultant for Mid-Term External Review: Strengthening Institutional Capacity for Disaster Risk Management in Viet Nam, including for Climate Change Related Risks Phase II (SCDM-II)

1. Background

The SCDM-II project is a National Implementation Modality (NIM) partnership project between the Water Resources Directorate of the Ministry of Agriculture and Rural Development (MARD) in Viet Nam, UNDP and three co-implementing parties (CIPs) namely; the Viet Nam Red Cross Society, Viet Nam Women's Union and Oxfam. The project has been co funded to date principally by Australian Aid, with additional funding coming from the Luxembourg, the Netherlands, the United Nations One Plan Fund, as well as from beneficiary communities. The second phase of SCDM project has duration of four years (2012 – 2016) and targets 22 disaster prone provinces in northern, central and southern Viet Nam.

The main objective of the project is to strengthen capacities for disaster risk management of the Central Committee for Flood and Storm Control (CCFSC) of MARD including its Standing Office, partnership organizations and Provincial Committees for Flood and Storm Control (CFSC) in 22 selected provinces to undertake improved humanitarian response measures and utilize a range of early recovery options, that address weather-related disasters, and to ensure the successful implementation of the national Community-Based Disaster Risk Management Programme. Overall, the project will contribute to the UN OP outcome, of which by 2016, key national and sub-national agencies, in partnership with the private sector and communities, have established and monitored multi-sectoral strategies, mechanisms and resources to support the implementation of relevant multilateral agreements and effectively address climate change adaptation, mitigation and disaster risk management.

The project has three expected outputs:

- 1) Enhanced national and sub-national institutional capacities of the Central and Provincial Committee for Flood and Storm Control members and main stakeholders to consolidate the disaster risk reduction (DRR) legislative, policy and strategic framework;
- 2) Improved capacity of the Disaster Management Centre (DMC) and CCFSC members to effectively and efficiently plan, implement, monitor and evaluate the CBDRM program, ensuring gender sensitivity and participation of vulnerable groups (e.g. migrants, particular ethnic minorities etc) in both urban and rural areas;
- 3) Evidence based action research on DRR and CCA utilized to improve policy and strategy and plans developed and implemented at national, regional and international level.

As per the project document, a midterm evaluation was foreseen at the end of the 2014. However, as the project started several months late, the Government suggested that a review in mid 2015 would be more appropriate to ensure the (i) results from project interventions in the communities have opportunities to materialised and initially reflected into community DRR planning and decision making processes; (ii) keep pace of the pending activities in 2014 due to the change of the national project director and institutional restructure within MARD Water Resource Directorate, following the new law on Disaster Prevention and Control. The evaluation is expected to inform future UNDP strategic interventions with MARD on DRR and CCA from 2016 onward as well as UNDP-Australia partnership on DRR and CCA programme cooperation in Vietnam.

2. Objectives of the Mid-Term Review

The Mid-Term Review (MTR) will assess the progress of the project against stated outputs as outlined in the detailed project outline, as well as identify issues and recommend course corrections. It will also highlight issues and challenges affecting effective and efficient implementation of outputs and their contribution to project outcomes and impact and recommend whether results obtained thus far warrant an extension of the project.

The review is being undertaken at the midpoint of project implementation and will pave the way for improved project delivery for the remaining project duration and propose amendments (if any) required in project design, implementation arrangements and/or institutional linkages in order to effectively and sustainably contribute to the livelihood improvement in the target areas.

3. Methodology

The MTR must provide evidence based information that is credible, reliable and useful. The MTR team will review all relevant sources of information including documents prepared during the preparation phase (i.e. the Project Document, project reports including Annual Project Review, project budget revisions, lesson learned reports, national strategic and legal documents, and any other materials that the team considers useful for this evidence-based review).

The MTR team is expected to follow a collaborative and participatory approach¹ ensuring close engagement with the Project Team, government counterparts, the UNDP Country Office(s), UNDP Regional Technical Advisers, and other key stakeholders.

Engagement of stakeholders is vital to a successful MTR. Stakeholder involvement should include interviews with stakeholders who have project responsibilities, including but not limited to (MARD, PMU, CIP partners, UNDP, provincial representatives, executing agencies, senior officials and task team/ component leaders, key experts and consultants in the subject area, project stakeholders, academia, local government and CSOs, etc. Additionally, the MTR team is expected to conduct field missions to at least one demonstration province. Travel and per diem for this mission will be arranged and paid separately by UNDP.

The final MTR report should describe the full MTR approach taken and the rationale for the approach that the consultant team, UNDP and MARD agreed upon at the inception phase, making explicit the underlying assumptions, challenges, strengths and weaknesses about the methods and approach of the review.

4. Key Focus Areas

The MTR Mission will assess the SCDM- II project according to standard evaluation criteria, as elaborated below.

Relevance

- Assess the contribution of the project towards the achievement of national objectives and CPAP² goals / outputs
- Review the problem addressed by the project and the underlying assumptions. Review the effect of any incorrect assumptions or changes to the context to achieving the project results as outlined in the Project Document.
- Review the relevance of the project strategy and assess whether it provides the most effective route towards expected/intended results. Were lessons from other relevant projects properly incorporated into the project design?

¹ For ideas on innovative and participatory Monitoring and Evaluation strategies and techniques, see [UNDP Discussion Paper: Innovations in Monitoring & Evaluating Results](#), 05 Nov 2013.

² Country Programme Action Plan (UNDP)

- Review how the project addresses country priorities. Review country ownership. Was the project concept in line with the national sector development priorities and plans of the country (or of participating countries in the case of multi-country projects)?
- Review decision-making processes: were perspectives of those who would be affected by project decisions, those who could affect the outcomes, and those who could contribute information or other resources to the process, taken into account during project design processes?
- Review the extent to which relevant gender issues were raised in the project design.
- Analyze whether the project's community based approach addresses the needs and demands of the beneficiaries in a disaggregated manner (for men and women), and the community response.
- Assess the relevance of the tools / instruments / inputs applied by the project in supporting effective Government policy implementation and in promoting community based disaster risk reduction action.
- Assess the relevance and effect of technical assistance and planning support given to the Disaster Management Centre and other project target beneficiaries.

Effectiveness

- Review whether the project has accomplished its outputs. In particular the mission should review:
 - Area selection criteria and its implementation
 - Targeting strategy for the identification of project beneficiaries including both men and women.
 - Any emerging effect of the project on beneficiaries including both men and women. These should particularly highlight efforts to support implementation of the National CBDRM Programme 1002
- Assess the performance of the project so far with particular reference to qualitative and quantitative achievements of outputs and targets as defined in the project documents and work-plans and with reference to the project baseline
- Assess the effectiveness of the cost sharing arrangements between the project and beneficiary communities and between the Government of Viet Nam and UNDP
- Based on the progress so far and ground situations, suggest / recommend any changes to the systems outlined above

Efficiency

- Assess whether the project has utilized project funding as per the agreed work plan to achieve the projected targets.
- Assess the timeline and quality of the reporting followed by the project
- Analyze the performance of the Monitoring and Evaluation mechanism of the project and the use of various M&E tools (e.g.,)
- Undertake a critical analysis of the project's logframe indicators and targets, assess how "SMART" the midterm and end-of-project targets are (Specific, Measurable, Attainable, Relevant, Time-bound), and suggest specific amendments/revisions to the targets and indicators as necessary.
- Are the project's objectives and outcomes or components clear, practical, and feasible within its time frame?
- Assess the qualitative and quantitative aspects of management and other inputs (such as equipment, monitoring and review and other technical assistance and budgetary inputs) provided by the project vis-à-vis achievement of outputs and targets.
- Identify factors and constraints which have affected project implementation including technical, managerial, organizational, institutional and socio-economic policy issues in addition to other external factors unforeseen during the project design.
- Review overall effectiveness of project management as outlined in the Project Document. Have changes been made and are they effective? Are responsibilities and reporting lines clear? Is decision-making transparent and undertaken in a timely manner? Recommend areas for improvement.
- Review the quality of execution of the Executing Agency/Implementing Partner(s) and recommend areas for improvement.

Sustainability and Impact

- Assess preliminary indications of the degree to which the project results are likely to be sustainable beyond the project's lifetime (both at the community and government level), and provide recommendations for strengthening sustainability.
- Assess the sustainability of the project interventions in terms of their effect on environment
- Examine if progress so far has led to, or could in the future catalyse beneficial development effects (i.e. income generation, gender equality and women's empowerment, improved governance etc...) that should be included in the project results framework and monitored on an annual basis.
- Analyse the emerging impact on the communities for both men and women in terms of food security, income and asset enhancement.
- Based on the findings (relevance, efficiency, effectiveness, sustainability and impact) as well as taking into account new initiatives emerging under the one UN Plan for Viet Nam, recommend whether extension of this project is warranted.

Network /linkages

- Evaluate the level, degree and representation by the beneficiaries and stakeholders, (government and donor partners etc.) in the implementation of the project (with particular attention to the development, testing of community based approaches).
- Examine the synergies and potential overlap between SCDM-II and the work of other agencies on DRM-CCA in Viet Nam as well as propose strategy to enhance complementarities.
- Assess the alignment of the project with the one UN program, identifying linkages and opportunities for achievement of objectives/targets;
- Assess the project's knowledge management strategy and outreach and communications to all stakeholders.
- Review internal project communication with stakeholders: Is communication regular and effective? Are there key stakeholders left out of communication? Are there feedback mechanisms when communication is received? Does this communication with stakeholders contribute to their awareness of project outcomes and activities and investment in the sustainability of project results?

Lessons learnt/ Conclusions

- Analyze areas for improved programme planning, especially with respect to setting targets, relevance and capacity of institutions for project decision making and delivery. In particular examine the UNDP value added in the context of the One UN program.
- Identify significant lessons or conclusions which can be drawn from the project in terms of effectiveness, efficiency, sustainability and networking.
- Review external project communication: Are proper means of communication established or being established to express the project progress and intended impact to the public (is there a web presence, for example? Or did the project implement appropriate outreach and public awareness campaigns?)

5. Timeframe

The total duration of the MTR will be *24 of working days over approximately 09 weeks starting on 15 July 2015*, and shall not exceed 4 months from when the consultant(s) are hired. The tentative MTR timeframe is as follows:

TIMEFRAME	ACTIVITY
03/07/2015	Application closes
10-15/07/2015	Select MTR Team/Contract Arrangement
15-20/07/2015	Prep the MTR Team (handover of Project Documents)
21/07/2015 – 02 days	Document review and preparing MTR Inception Report
25/07/2015 – 01 day	Finalization and Validation of MTR Inception Report- latest start of MTR mission – Kick off
29/07/2015 – 10/08/2015 - 10 days	MTR mission: stakeholder meetings, interviews, field visits
13/08/2015	Mission wrap-up meeting & presentation of initial findings- earliest end of MTR mission

24/08/2015 - 8 days	Preparing draft report
30/08/2015 - 02 days	Incorporating audit trail from feedback on draft report/Finalization of MTR report

Options for site visits should be provided in the Inception Report.

6. Deliverables

The Mission's findings and recommendations will be thoroughly discussed with the UNDP, GoV and project stakeholders.

The Mission will complete and submit a draft final report in both hard and soft copy at the end of the mission. The Mission Leader will finalize the report in the light of comments/suggestions of stakeholders. The key outputs of the MTR are:

- Inception report outlining the proposed MTR methodology, timeframe, key informants and stakeholders etc.
- Draft Report Template: Submission of a draft report format containing Table of Contents for the final report for approval by UNDP.
- Completion of MTR draft report to be presented at a consultative roundtable meeting of project stakeholders including GoV, UNDP PMU, CIP partners, and Australian Aid.
- Final Mid Term Review Report incorporating comments received: The report should be logically structured, contain evidence-based findings, conclusions, lessons and recommendations, and should be free of information that is not relevant to the overall analysis. The report should respond in detail to the key focus areas described above. It should include a set of specific recommendations formulated for the project, and identify the necessary actions required to be undertaken, who should undertake those and possible time-lines (if any). Project stakeholders will provide comments on the Draft Report, and the Mission will finalize the report in view of these comments.
- A brief paper documenting recommended changes (if any) to be made to the Project Document and results framework. This may be annexed to the MTR Report
- Final Roundtable Meeting: To present and discuss the draft final report interactively, the consultants will facilitate a half day concluding roundtable meeting for the project stakeholders.

#	Deliverable	Description	Timing	Responsibilities
1	MTR Inception Report	MTR team clarifies objectives and methods of Midterm Review	No later than 1 week before the MTR mission	MTR team submits to the Commissioning Unit and project management
2	Presentation	Initial Findings	End of MTR mission	MTR Team presents to project management and the Commissioning Unit
3	Draft Final Report*	Full report with annexes	Within 3 weeks of the MTR mission	Sent to the Commissioning Unit, reviewed by RTA, DMC, UNDP
4	Final Report*	Revised report with audit trail detailing how all received comments have (and have not) been addressed in the final MTR report	Within 1 week of receiving UNDP comments on draft	Sent to the Commissioning Unit

*The draft and final MTR reports must be submitted in both English and Vietnamese.

7. Management Arrangements

The principal responsibility for managing this MTR resides with the Commissioning Unit. The Commissioning Unit for this project's MTR is UNDP Viet Nam.

The commissioning unit will contract the consultants. The Project Team in PMU of MARD will be responsible for liaising with the MTR team to provide all relevant documents, set up stakeholder interviews, and arrange field visits.

8. Team Composition

A team of one international independent consultant and a national consultant hired by UNDP Viet Nam will conduct the MTR - with experience and exposure to projects and evaluations in other regions globally. The international consultant cannot have participated in the project preparation, formulation, and/or implementation (including the writing of the Project Document) and should not have a conflict of interest with project's related activities. The National Assistant will provide full time assistance (logistic, translation, etc.) to the international consultant for all the MTR duration in liaison with the PMU and UNDP

The selection of the team will be aimed at maximizing the overall "team" qualities in the following areas:

The skills and qualifications required for International Consultant (Team Leader)

- Recent experience with result-based management evaluation methodologies (15%);
- Experience applying SMART indicators and reconstructing or validating baseline scenarios (10%);
- Competence in legislative system development and national level policy work relevant to disaster risk management (10%);
- Experience working in South East Asia (10%);
- Work experience in relevant technical area of disaster risk management for at least 5 years (20%);
- Demonstrated understanding of issues related to gender and disaster risk/ climate change adaptation; experience in gender sensitive evaluation and analysis (5%).
- Excellent communication skills (5%);
- Demonstrable analytical skills (5%);
- Project evaluation/review experiences within United Nations system will be considered an asset(10%);
- A Master's degree in development study, disaster risk management, environmental science or other closely related field (10%).

The specific evaluation team tasks:

The main final output of the evaluation will be an independent and comprehensive Mid-Term Evaluation report with annexes as needed. The minimum requirements for the content of the final Mid-Term Evaluation report are given the annexes to this TOR.

The basis for the evaluators' main conclusions must be clear and the methodology clearly documented within the final report. The MTE methodology should be included in technical proposal.

Recommendations made must be based on clearly substantiated findings and stated in operational terms. They must address all issues identified by the evaluation mission, including changes in modalities, processes, strategies, focus and otherwise deemed necessary and appropriate

International Consultant/ Team Leader's Tasks

The Team Leader will have overall responsibility for the work and operation of the evaluation team, including the coordination of inputs from national team member. The Team Leader is responsible and overall accountable for the production of the agreed outputs.

In addition to the above, the Team Leader is responsible for the following:

- Desk research of existing management plans, survey/ research/ evaluation reports and databases.
- Conduct fieldwork together with the national counterpart and interview stakeholders, and communities (if necessary) to generate authentic information and opinions.
- Write and compile the information and reports as needed.
- Make a presentation of key findings highlighting achievements, constraints, and make practical recommendations to decision makers and stakeholders.
- Draft and finalize the Evaluation Report

9. Payment Schedule

20% of payment upon approval of the final MTR Inception Report

30% upon submission of the draft MTR report

50% upon approval of the final MTR report

10. Background Documents to be provided to selected MTR team

- Project Document and results framework
- Project Annual Progress Reports 2013 and 2014
- Quarterly progress reports 2013 and 2014
- Monitoring and Evaluation Framework
- One UN Program Document
- Others to be provided at the inception phase with UNDP and MARD

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:

No.	Description	Number of days	Rate (VND)	Total
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).....			
	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.*

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