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15 August 2019

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	National Consultant to provide technical support and oversight to the implementation of activities under Component 3 in the project “Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam”
Period of assignment/services (if applicable):	(September – August 2019)
Duty Station:	Ha Noi and travel to 7 project provinces
Tender reference:	PN-N-190802

1. Submissions should be sent by **email** to: [nguyen.thuy.nga@undp.org](mailto:nguyen.thuy.nga@undp.org) no later than:  
**23.59 hrs., Friday 23 August 2019 (Hanoi time)**

With subject line:

**PN-N-190802: Technical Consultant on Disaster risk management adaptation to climate change (DRR-CCA) for GCF project**

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 **30 MB**.
- Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP Viet Nam will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

- After submitting proposal, bidder should send notification by email (without attachment) to: [procurement.vn@undp.org](mailto: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:

- [Term of References](#).....  
(Annex I)
- [Individual Contract](#) & [General Conditions](#).....  
(Annex II)
- [Reimbursable Loan Agreement](#) (for a consultant assigned by a firm).....  
(Annex III)
- [Letter to UNDP Confirming Interest and Availability](#) .....  
(Annex IV)
- [Financial Proposal](#) .....  
(Annex V)

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

### a. Technical component:

- Signed Curriculum vitae
- Signed Letter to UNDP Confirming Interest and Availability
- Copy of 1-3 publications/writing samples on relevant subject.
- Reference contacts of past 4 clients for whom you have rendered preferably the similar service (including name, title, email, telephone number, address...)

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

- The financial proposal shall specify a total lump sum amount in **VND for national consultant and US dollar for International Consultant** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in Annex V.
- Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.
- If quoted in other currency, prices shall be converted to the above currency at UN Exchange Rate at the submission deadline.

## 4. Evaluation

The technical component will be evaluated using the following criteria:

No	Criteria	Score
1	Having a Master's degree in the field of environment, climate change, disaster prevention and control;	150
2	At least 10 years of experience in the field of natural disaster prevention	250

	and control and responses to climate change, especially experience in raising public awareness and community-based disaster risk management;	
3	Having led or participated in projects relating climate change, disaster management planning and plans; projects relating to integration of disaster management and adaptation to climate change issues into socio-economic development plans at local levels;	250
4	Ability to analyze and collate Project results and relevant results and develop reports as required. Experience in developing work plans and organizing the implementation is favored (at least 1 writing sample in English to be submitted);	150
5	Proven working experience with international organizations and UN organizations as an asset	100
6	Ability to work and report in English (at least 1 writing sample in English to be submitted);	100
<b>Total</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 subject to positive s 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 courses on BSAFE which is the new online security awareness training and submit certificate to UNDP before contract issuance.

- Note: In order to access the courses, please go to the following link:  
<https://training.dss.un.org>  
The training course takes around 3-4 hours to complete.
- Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel. (This is not a requirement for RLA contracts).
- Release letter in case the selected consultant is government official.

## **6. Payment**

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

Payments are based upon outputs, i.e. upon delivery of the products specified in the TOR.

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

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

## ANNEX I



### TERMS OF REFERENCE

#### 1) GENERAL BACKGROUND

<b>Position</b>	Provide technical support and oversight to the implementation of activities under Component 3 in the project “ <i>Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam</i> ”
<b>Project</b>	“Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam”
<b>Consultancy service</b>	Technical Consultant on Disaster risk management adaptation to climate change (DRR-CCA)
<b>Type of appointment</b>	National Consultant
<b>Location</b>	In Hanoi and frequent travel to 7 project provinces, including Nam Định, Thanh Hóa, Quảng Bình, Thừa Thiên Huế, Quảng Nam, Quảng Ngãi and Cà Mau.
<b>Contract time</b>	The maximum working day of the Consultant is 200 days within 12 months during September 2019 to 31 August 2020. The contract can be extended depending on (i) the funding availability; (ii) Project requirement and (iii) satisfactory performance of the contractor
<b>Technical supervisor/Report to</b>	UNDP Vietnam, Project Management Specialist; under the technical supervision of Senior Technical Advisor on DRR - CCA

#### 2) OBJECTIVES OF THE ASSIGNMENT

The Green Climate Fund (GCF) is a financial operating entity of the United Nations Framework Convention on Climate Change (UNFCCC) which is established to contribute to the collective efforts of the international community to combat climate change. The GCF funds programmatic approaches that provide an opportunity for a transformational shift in countries’ climate resilience and green economies, prioritizing a balanced approach between adaptation and mitigation. The GCF works with National Implementing Entities (NIEs) from developing countries and/or through accredited international and regional Implementing Entities (IEs).

Led by the Vietnamese Ministry of Agriculture and Rural Development (MARD) in collaboration with Ministry of Planning and Investment (MPI), UNDP serving as the GCF Accredited Entity for an Adaptation project “Improving the resilience of vulnerable coastal

communities to climate change related impacts in Viet Nam” that was approved by the GCF in June 2017. As outlined in the Paradigm Shift Objectives and Impacts section of the project proposal, the project is designed “to contribute to increased climate-resilient sustainable development though employing an integrated approach to ensure more climate resilient homes, strengthen natural defenses through the regeneration of mangroves and improve planning through the integration of climate risk information. The project aims to rebuild 4000 houses and to regenerate 4000 hectares of mangroves. It also aims to increase the quality and accessibility of climate risk related information and therefore increase its utility in decision making. Key results for the project include:

1. **Increased resilience of infrastructure and the built environment to climate change** (Indicator: Number and value of physical assets made more resilient to climate change variability and change considering human benefits)
2. **Improved management of land or forest areas contributing to emissions reductions** (Indicator: Hectares of land or forests under improved and effective management that contributes to CO2 emission reductions)
3. **Increased generation and use of climate information in decision making** (Indicator: Use of climate information products/ services in decision making in climate sensitive sectors)

Establish and enhance the application of disaster and climate risk information systems to support the decision making and planning, taking into account climate change risks and resilience. To achieve such objective, the GCF project is focusing on specific activities as follows: (1) Updating disaster data and developing a disaster risk data repository, based on open and universal sharing of information, focusing on developing community-based disaster risk and climate risk management and assessment plan (CBDRM/CBDRA) adopting CBDRM/A procedures for 152 communes in 07 project provinces in 2019. It is expected that another 150 communes will be provided with CBDRM/A training in 2020 (specific locations will be identified later) (2) Policy support to staff of specialized ministries/planning staff at central level and provincial level so that they can use disaster damage and loss data in the disaster resilient planning; and (3) Analyzing the mechanism of risk transfer to insurance, including natural disasters relating to coastal climatic events on large scale.

To support above mentioned activities in the project, UNDP Viet Nam would like to mobilize an experienced National Consultant (Consultant) to work with the Vietnam Disaster Management Authority – VNDMA, UNDP and other partners and provide technical supports to activities under Component 3 of the Project.

### **3) SCOPE OF WORK**

The Consultant will perform the following tasks:

#### **1. Provide technical support and oversight on CBDRM/A Process:**

- Provide technical guidance to the standardization of CBDRM/A training materials and procedures, including the development of disaster risk assessment and analysis tools for local planning based on collected data;
- Coordinate with the focal point of the VNDMA and Project Technical Staff in the reviewing and accepting the CBDRA Reports of the Training Organization

Consultants and National Trainers to ensure the technical and quality requirements of these CBDRA reports to the GCF.

- Coordinate with the focal point of the VNDMA and Project Technical Staff and Senior Technical Advisor to propose a plan to replicate CBDRM/A training methods and procedures within the framework of GCF project for 28 coastal provinces; Propose specific solutions to maintain CBDRM/A training activities at local level using the Natural Disaster prevention and control Fund and socialized funding in 7 project provinces.
- Advise and provide technical assistance to the VNDMA in the development of a pool of lecturers and trainers in 28 coastal provinces with qualified capacity requirements (e.g.: developing standard CBDRM/A training programs; developing criteria for trainer quality assessment, supporting training institutions in the first year, issuing relevant certificates...);
- Provide technical assistance during the consultation with the Ministry/Departments of Planning and Investment to integrate disaster/climate change risk assessment results into medium-term socio-economic investment programs as well as into the local socio-economic development planning and budgeting processes;

**2. Provide technical support and facilitate the development process of DRR and Climate risk information system.**

- Facilitate the establishment of Inter-sectoral information/data sharing mechanism through consultation process with relevant stakeholders.
- Ensure effective consultation and development by the consultant teams of risk packs for 07 project provinces based on [climaterisk.org.vn](http://climaterisk.org.vn), including facilitate to 7 provincial focal points.
- Work with VNDMA and other stakeholders to support further dialogue on how risk information data tracking systems can be strengthened and regularly updated
- Coordinate with other technical staff to review consultant reports on the implementation of circular 43 and development of training materials and programs to support data collection.
- Work with technical experts to ensure that Government and other data the risk repository on the [climaterisk.org.vn](http://climaterisk.org.vn) site is accessible to planners and financial institutions to support analysis and modelling by the private sector and other stakeholders.

**3. Provide technical support and facilitate the development of relevant policies/regulation and initiatives.**

- Coordinate with the focal point of the VNDMA and Project Technical Staff to provide technical support for the upgrading of damage and loss database in Vietnam based on the current national disaster monitoring data set (currently in Decision 43) to allow the linking commune-level disaster risk data with national disaster monitoring system.
- Work with technical experts/ consultants to finalize studies and promote dialogue and advocacy on innovative finance and risk transfer, and work with VNDMA/ PMU to disseminate and discuss actions to implement recommendations included in report in line with the project priorities and documents.

- Work with technical experts/ consultants to finalize studies and support dialogue and advocacy on studies on innovative financial schemes and non-grant de-risking mechanisms to improve access to government financial preparedness and response capacity.
- Work with technical experts/ consultants and experts to initiate studies and dialogue on improved financial loss models for Viet Nam to estimate economic exposure to climate events and on developing a plan for managing the financial risks of a major climate related disaster affecting a coastal area.
- Provide inputs for the reporting to GCF on relevant procedures and performance of activities;
- Perform other duties as required by the Project Management Specialist and Senior Technical Advisor of UNDP.

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

**Implementation time of the assignment:** August 2019 – 31 August 2020

**Working locations:** The consultant will be based in Hanoi with frequent travels to 7 project provinces, including Nam Định, Thanh Hóa, Quảng Bình, Thừa Thiên Huế, Quảng Nam, Quảng Ngãi and Cà Mau. All 07 tỉnh. All field trips and travel costs will be provided separately by UNDP according to actual spending based on UN-EU cost norms.

#### **5) FINAL PRODUCTS\*\*\***

- Finalization of a set of CBDRM/A training materials and training procedures which are updated and standardized and are applied in training classes during 2020-2021 including specific proposals to develop disaster risk analytical and assessment tools serving the planning processes at local level based on collected data;
- CBDRM/A Reports, progress reports, final reports of the Training Organization Consultants and National Trainers are reviewed, commented and accepted in timely manner to ensure common progress of the Project.
- Replication plan for the CBDRM/A training method and procedures within the GCF project for 28 coastal provinces and specific solutions are proposed to maintain CBDRM/A training activities at local levels using Natural disaster prevention and Control Fund and socialized funding in 7 project provinces;
- Improved disaster/ climate change information sharing mechanism functioning facilitated by the VnDMA with improved sustainability of systems and mechanisms.
- Risk packs have been developed drawing on [climaterisk.org.vn](http://climaterisk.org.vn) and other resources, and data being applied at different levels within provinces.
- Improved provincial and national plans for disaster and climate change information tracking/collection and regular updating developed and being implemented.



- Study reports completed on innovative finance and risk transfer, and work with VDMA/ PMU to disseminate and discuss actions to implement recommendations.
- Completed report on innovative financial schemes and non-grant de-risking mechanisms to improve access to government financial preparedness and response capacity.
- Initiation of a scoping study for relevant government agencies for managing the financial risks of a major climate related disaster affecting a coastal area.

## **6) PROVISION OF MONITORING AND PROGRESS CONTROLS**

The Consultant will work under the direct supervision of and report to the Project Management Specialist and UNDP Vietnam Senior Technical Advisor; at the same time coordinate with Officers/Experts of the CPMU, PMUs of Components and PPMUs in relevant project activities.

## **7) DEGREE OF EXPERTISE AND QUALIFICATIONS**

### ***Qualification of the Consultants:***

- Having a Master's degree in the field of environment, climate change, disaster prevention and control;
- At least 10 years of experience in the field of natural disaster prevention and control and responses to climate change, especially experience in raising public awareness and community-based disaster risk management;
- Having led or participated in projects relating climate change, disaster management planning and plans; projects relating to integration of disaster management and adaptation to climate change issues into socio-economic development plans at local levels.
- Having working experience with international organizations and UN organizations as an asset
- Ability to analyze and collate Project results and relevant results and develop reports as required. Experience in developing work plans and organizing the implementation is favored.
- Presentation skills; communication skills; guiding the implementation organization and effective negotiation skills;
- Ability to easily understand new terminologies and concepts relating to climate change, disaster prevention and control; and can synthesize information from different sources into a complete project document;
- Having meeting facilitation and conflict resolution skills between different stakeholders;
- Having knowledge and confidence in working and communicating with senior officials from international, regional and national organizations;

- Being sensitive and able to adapt to different cultures, genders, religions, races, nationalities and age groups;
- Good teamwork skills; having experience as Team leader; Able to work independently and maintain good relationships;
- Ability to work and report in English;

***Qualification requirements from the Donor:***

- Demonstrate integrity through the adherence to UN values and ethical standards;
- Promote UNDP's vision, mission and strategic objectives;
- Understanding the sensitivity and adaptability of culture, gender, religion, race, nationality and age.
- Treat people fairly and impartially;
- Understanding UN culture and organization;
- Meet all gender-sensitive regulations and say no to sexual harassment.

**8) REVIEW TIME REQUIRED AND PAYMENT TERM**

- The selected consultant shall be paid on monthly basis based on (i) approved monthly progress report based on the approved monthly workplan and (ii) approved timesheet. It is estimated that minimum number of working days per month is 15 days and maximum estimated number of working days for period from August 2019 to 31 August 2020 is 200 days.
- Outside province travel costs and daily allowance cost will be provided separately by UNDP in compliance with UN-EU cost norm 2017.

## 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.

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**Annexes** *[please check all that applies]:*

- ☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

## **GUIDELINES FOR CV PREPARATION**

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

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

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

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

### **SUMMARY OF EXPERTISE**

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

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

Credentials/education/training, relevant to the expertise

### **LANGUAGES**

Mother Tongue:

Indicate written and verbal proficiency of your English:

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

Provide an overview of work history in reverse chronological order. Provide dates, your function/title, the area of work and the major accomplishments include honorarium/salary.

References (name and contact email address) must be provided for each assignment undertaken by the consultant that UNDP may contact.

### **UN SYSTEM EXPERIENCE**

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

### **UNIVERSITY DEGREES**

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

### **PUBLICATIONS**

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

### **MISCELLANEOUS**

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

## Annex V

## FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum of ..... (VND for National Consultant; USD for international Consultant).

This is a lump sum offer covering all associated costs for the required service (consultancy fee, taxes, communications, meals, consumables etc).

### Cost breakdown:

No.	Description	Quantity	Unit Rate	Total
1	Consultancy fee			
2	Out of pocket expenses			
2.1	Travel			
2.2	Per diem			
2.3	Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel – (required before issuing contract).			
2.5	Others (pls. specify) ....			
	<b>TOTAL</b>			

\* *Individual Consultants/Contractors who are over 65 years of age with assignments that require travel and are required, **at their own cost**, to undergo a full medical examination including x-rays and obtaining medical clearance from **an UN-approved doctor** prior to taking up their assignment.*

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

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

Dated this day /month of year

Signature

*(The costs should only cover the requirements identified in the Terms of Reference (TOR) Travel expenses are not required if the consultant will be working from home).*