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05 March 2020

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 National Consultant for Mainstreaming Natural Resource Management and Biodiversity Conservation Objectives into Socio-Economic Development Planning and Management of Biosphere Reserve in Viet Nam.
Period of assignment/services (if applicable):	April 2020 – May 2020
Duty Station:	Hanoi, Vietnam with travels to three project sites in Dong Nai, Quang Nam and Nghe An provinces.
Tender reference:	T200301

1. Submissions should be sent by **email** to: luu.thi.trang@undp.org no later than:

23.59 hrs., 19 March 2020 (Hanoi time)

With subject line:

T200301 - 01 National Consultant for Mainstreaming Natural Resource Management and Biodiversity Conservation Objectives into Socio-Economic Development Planning and Management of Biosphere Reserve in Viet Nam.

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 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
- At least two sample reports in English must be provided.

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:

#	Criteria	Score
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1	At least 10 years of relevant experience in project management, formulation, initiation and implementation, M&E and risk management	200
2	Experience working with project review/monitoring and evaluation	200
3	Demonstrated knowledge and experience in biodiversity conservation and biosphere reserve management or related fields	200
4	Demonstrable analytical skills	150
5	Post graduate degree in environmental management or related field.	100
6	Fluent in written English (with submission of at least two sample reports in English).	150
		1000

A two-stage procedure is utilized in evaluating the submissions, with evaluation of the technical components being completed prior to any price proposals being opened and compared.

The price proposal will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical component. The technical component is evaluated on the basis of its responsiveness to the Term of Reference (TOR). Maximum 1000 points will be given to the lowest offer and the other financial proposals will receive the points inversely proportional to their financial offers. i.e. $S_f = 1000 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the submission under consideration.

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

Submission obtaining the highest weighted points (technical points + financial points) will be selected subject to positive reference checks on the consultant's past performance.

Interview with the candidates may be held if deemed necessary.

5. Contract

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

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

Documents required before contract signing:

- 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.

TERMS OF REFERENCE

Position Title	Project Inception Phase - National Consultant
Duration	30 working days, during period April – May 2020
Location of Assignment	Hanoi, Vietnam with travels to three project sites in Dong Nai, Quang Nam and Nghe An provinces.
Project ID and titles	Mainstreaming Natural Resource Management and Biodiversity Conservation Objectives into Socio-Economic Development Planning and Management of Biosphere Reserve in Viet Nam

1. Background

Vietnam is ranked the 16th among the Earth's most biodiverse countries and is one of the ten richest centres of biodiversity in the world. However, the extensive deforestation and forest degradation has led to serious decline in biodiversity. The drastic decline of national forest cover coupled with intensive illegal wildlife poaching, and trading had brought over 300 wildlife species to the risk of extinction. Consequently, conservation has become a priority action in the national agenda for since late the 1980s. As a result, an extensive network of protected areas (PAs) has been established and operational nationwide with 164 terrestrial national parks (NP) and PAs, and five marine PAs being declared by 2014. However, most PAs in Vietnam are located in areas of high poverty and it is a great challenge to achieve the often-conflicting objectives of conservation and development. These parks are managed as "prohibited forests", and often lack of community participation in planning and management. As a result, the PAs are continuously under pressures of local people, particularly poor forest dependant people in search of livelihood due to limitations on, or loss of access to the PAs. The government sought to remedy this through a benefit sharing, co-management policy between the Park authority and local communities which involved protection of natural resources while allowing some sustainable harvesting of the forest and marine products. However, this co-management initiative has had little implementation.

Biosphere Reserves are an international management approach supported by UNESCO under the Man and the Biosphere Programme (MaB) since early the 1970s. Despite the overall expected role of BRs is to offer the promise of a broadening of the current approach to PA management for biodiversity conservation by taking into account the larger socio-economic context in which PAs are situated, this approach mainly relies on the commitment and goodwill from the government rather than embedding this initiative into their national/sub-national legal system.

In Viet Nam, between 2000 and 2015, a network of nine BRs has been established covering an area of over 4.1 million ha of land and water which is home to more than 2.3 million people. However, the BR network in Viet Nam currently demonstrates its limited roles in mainstreaming conservation and biodiversity safeguards into landscape, forest and seascape planning and management and into key economic and productive sectors to shift to more sustainable, inclusive and equitable development.

The project "Mainstreaming Natural Resource Management and Biodiversity Conservation Objectives into Socio-Economic Development Planning and Management of Biosphere Reserve in Viet Nam" is thus aimed at addressing these multiple threats by harmonizing socio-economic development, sustainable management of natural resources and biodiversity conservation through an integrated landscape approach in the planning and management of

Biosphere Reserves in Vietnam. To achieve this, actions will be taken to strengthen capacity and coordinated planning at the national and provincial levels on socio-economic development on the one hand as well as demonstrate sustainable natural resources management, biodiversity conservation and restoration, and alternative livelihood initiatives on the other. The Project will be implemented by Ministry of Natural Resources and Environment and three Biosphere Reserves, including Cu Lao Cham – Hoi An (Quang Nam province), Dong Nai (Dong Nai province) and West Nghe An (Nghe An Province) over the five year period, from 2020-2024.

The project objective will be achieved through the implementation of three inter-related and mutually complementary Components (Project Outcomes) that are focussed at addressing existing barriers. The three Outcomes of the project are:

Outcome 1: Regulatory and institutional framework to avoid, reduce, mitigate and offset adverse impacts on biodiversity and reduced pressures on ecosystems in Biosphere Reserves in place;

Outcome 2: Integrated multi sector and multi-stakeholder planning and management operational in three Biosphere Reserves to mainstream protected area management, sustainable resource use and biodiversity-friendly development; and

Outcome 3: Knowledge management and monitoring and evaluation support contributes to equitable gender benefits and increased awareness of biodiversity conservation.

The project now enters an inception phase after the appraisal and approval process by the GEF and the Government of Viet Nam. This is an essential stage for fine-tuning the project strategy in consultation with stakeholders and establishing a firm foundation for future implementation success. This includes, inter alia, project management structure, partnership coordination mechanism, design of work packages, M&E plan, communication plan, risk management strategy and result-based annual work-plan.

A highly qualified National Consultant with experience in implementation of projects of similar type and size is required to assist MONRE and project partners to prepare and conduct the Project Inception Workshop through a fully consultative process which clearly describes the project implementation strategy and its key components mentioned above. This includes primarily the formulation of the Inception Phase Report which will be integral part of the Project document.

2. Objectives of the assignment

The objective of this assignment is to produce an Inception Phase Report and its annexes. This will include the results from a consultative review process of the project design, and reflect updated project implementation modalities, identified work packages and a detailed work plan.

This Inception Phase Report should:

- Update the project context;
- Fine-tune the project implementation strategy, project management structure, and partnership coordination mechanism;
- Provide the design of work packages, a detailed M&E plan, a risk management strategy, and update of the first-year detailed annual work plan.

These components are to be finalised in the Inception Phase report in consultation with stakeholders through an **Inception Workshop**.

3. Scope of work

3.1 General scope

1. Review and update the context of biosphere reserves in Vietnam and determine the implications of changes and/or detailed plan for the project implementation.
2. Based on the review results, define the project implementation strategy for the entire project and its key elements including: i) updated Logical Framework, if necessary; ii) 5 year work plan and budget; iii) TORs for major activities / work packages; iv) detailed project M&E plan; v) Risk Management Strategy; and vi) the project implementation & management arrangements.

3.2 Tasks

The Inception Phase, the national consultant should undertake the following tasks:

Task 1: Collect and review data and information relevant to the Project implementation:

- Review the project documents and, in consultation with the PMU and key project partners, identify the potential gaps/areas that need to be re-examined in the inception phase.
- Develop a list of relevant stakeholders.
- Develop and implement a consultation plan (meeting schedule and workshop plan).

Task 2: Validate the Project Logical Framework

- Review the Project Logical Framework to ensure that indicators and milestones of impact at the Output, Purpose and Goal levels are S.M.A.R.T and updated, and assumptions/risks are verified and updated.
- Outline ToRs specifying the scope of work (objectives, tasks and team) for all key major activities, grouped in work packages where appropriate, in line with recommended project implementation strategy.

Task 3: Review and develop a detailed M&E plan of the project

- Describe yearly targets/milestones that must be linked to progress indicators and/or project outcome indicators as mentioned in the updated Project Logical Framework.
- Determine scope of data and information requirement for each indicator a plan for data collection.
- Detail in the M&E plan the roles and responsibilities of PMU personnel, auditors and other involved government agencies with deliverable outputs.

Task 4: Review Risks Assessment and develop Risk Management Strategy

- Review and update the Project Risks Assessment and Mitigation Measures (possible barriers to successful project implementation and identified externalities that may reduce project effectiveness).
- Prepare a detailed Risk Management Strategy for project implementation.

Task 5: Assist the Project Manager (PM) to prepare/update the project work plans

- Revise, if appropriate, the multiple year work plan and budget.
- Review and update the 2020 annual work plan.

Task 6: Review and refine the project management arrangement

- Review and validate the project management arrangement diagram (donors, government, MONRE/VEA, PMU, biosphere reserve sites, project staff, contractors), including reporting lines.
- Assist the project team to develop a database of partners and stakeholders who will be involved during the project implementation. The database shall provide basic profile of each partner or stakeholders regarding biosphere reserve management. Identify other operational issues and propose solutions for further discussions at the Inception Workshop.

Task 7: Compile and draft Inception Phase Report

- Take into account all findings, analyses and updates as indicated in abovementioned tasks.

Task 8: Conduct an Inception Workshop with key stakeholders

- Present at the 1-day Inception workshop at central level (Ha Noi) organized by the project team, to discuss the draft Inception Phase Report with identified stakeholders, including MONRE, MARD, MPI, Provinces, representatives from Biosphere Reserves, NGOs, UNDP, relevant provincial authorities and other development partners.

The workshop agenda should include:

- Detailed overview of roles, support services and complementary responsibilities of UNDP CO and UNDP BRH staff vis-à-vis the project team. Discussions on the roles, functions, and responsibilities within the project's decision-making structures, including reporting and communication lines, and conflict resolution mechanisms.
- Detailed overview of updated project logical framework, reporting and M&E requirements, Risk Management Strategy and work plans.
- Discussion on the financial reporting procedures and obligations, and arrangements for annual audit.
- Agreed schedule for Project Board Meetings.
- Compile a Workshop Report on the outcomes of the workshop and provide as an Annex to the final Inception Phase Report.

Task 9: Present final Inception Phase Report

- Taking into account comments and feedback from the Inception workshops, review and update the draft inception report to produce the final Inception Phase Report. This should include recommendations to PMU and UNDP on necessary changes to project documents (logframe, M&E, etc.).

4 Deliverables

Deliverables:

In the Inception Phase the consultant ???shall deliver the following:

1. Workplan for the assignment
2. Draft Inception Phase Report
3. Workshop Report
4. Final Inception Phase Report

Outlines of the Project Inception Phase Report: Project Inception Phase Report should contain the following key elements:

- Introduction:
 - Background on the current status of biosphere reserve management in Viet Nam, including institutional/policy context.
 - detail the purpose, process, and description of the key findings during the inception phase.
- Project operational strategy: including
 - Statement of the implementation strategy
 - Updated logical framework
- Workplan:
 - Work packages identified and agreed
 - Five-year work plan and budget confirmed.
 - Detailed first year work plans finalised and accepted by all project stakeholders.
- Project M&E:
 - Detailed annual monitoring and evaluation plan with means and verification indicators of the project, including annual milestones/targets and scorecards (environmental and socio-economic indicators will be identified in a separate baseline study).
- Project Risk log:
 - Reviewed Risks Assessment.
 - Risk Management Strategy.
- Project implementation arrangements
 - Description of roles and responsibilities of, and the links between, the project implementers and project stakeholders detailed and clarified.
 - Organigram of the project implementation arrangement.
 - Database of stakeholders.

The following items can be included in the report as annexes:

- Concepts / TORs of work packages / main activities (for sub-contract and/or consultants).
- Inception Workshop Report
- Notes of the meetings and stakeholder consultations

Quality management:

Quality criteria: the report will be accepted based on its satisfactions to the following indicative criteria:

- Major gaps/issues are identified and measured based on a full consultative process involving stakeholders.
- Findings or recommendations for changes are backed by evidence-based justification and action-oriented changes.
- All key stakeholders of the projects are consulted, and their feedback is addressed in the final Inception Phase Report.
- All reports are written in excellent English and well formatted.

5 Timing and Duration

The estimate level of effort for this assignment is 30 working days for the national consultant, expected to in March 2020 and be finalized by April 2020. A work schedule will be

developed and agreed with the Project Implementing Partner at the start of the assignment. This may include in-country travel to the three BR sites in Dong Nai, Quang Nam and Nghe An provinces (one (1) working day per site, excluding travel time).

DELIVERABLE	DUE DATE
Submission of Inception Phase work plan	6 April
Submission of the draft Inception Phase Report	24 April
Inception Workshop	29 April
Inception Workshop Report	8 May
Final Draft Inception Phase Report	15 May
Finalize Reports (after receiving final comments)	28 May

6 Provision of monitoring and progress control

The consultant will be supervised by the Project Manager and UNDP Programme Officer. A detailed plan of the assignment and the proposed stepwise method shall be submitted to and discussed with the PMU/UNDP at the beginning of the assignment. The PMU may request regular meetings and/or updates as required.

7 Administrative support and reference documents

Documentation/secondary information

Copies of the following documents will be made accessible to the consultant upon commencement of the assignments:

1. The final project documents
2. Contact list of key stakeholders of the projects

Working Arrangements

The National Consultant will undertake this assignment in close collaboration with VEA and UNDP. Interviews and meetings with proposed stakeholders will be arranged by the project team.

UNDP will provide administrative support to the consultant where appropriate.

8 Review time required and payment term

- First instalment of 20% on acceptance of the Workplan for the assignment
- Second instalment of 40% contract value will be paid upon submission of the draft Inception Phase Report with satisfactory acceptance by UNDP.
- The final payment of 40% will be paid upon the completion of the final Inception Phase Report with satisfactory acceptance by UNDP.

ANNEX IV

OFFEROR'S LETTER TO UNDP
CONFIRMING INTEREST AND AVAILABILITY
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date _____

(Name of Resident Representative/Bureau Director)

United Nations Development Programme

(Specify complete office address)

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [*delete this item if the TOR does not require submission of this document*];
- E) I hereby propose to complete the services based on the following payment rate: [*please check the box corresponding to the preferred option*]:
 - ☐ An all-inclusive daily fee of [*state amount in words and in numbers indicating currency*]
 - ☐ A total lump sum of [*state amount in words and in numbers, indicating exact currency*], payable in the manner described in the Terms of Reference.
- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex V;

G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;

H) This offer shall remain valid for a total period of _____ days [*minimum of 90 days*] after the submission deadline;

I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office [*disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists*];

J) If I am selected for this assignment, I shall [*please check the appropriate box*]:

- ☐ Sign an Individual Contract with UNDP;
- ☐ Request my employer [*state name of company/organization/institution*] to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

K) I hereby confirm that [*check all that applies*]:

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- ☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

L) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

M) **If you are a former staff member of the United Nations recently separated, please add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

N) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES ☐ NO ☐ If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

P) Do you have any objections to our making enquiries of your present employer?

YES ☐ NO ☐

Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES ☐ NO ☐ If answer is "yes", WHEN?

R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Address	Business or Occupation

S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: _____

SIGNATURE: _____

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

Annexes *[please check all that applies]:*

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

GUIDELINES FOR CV PREPARATION

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

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

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

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

SUMMARY OF EXPERTISE

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

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

Credentials/education/training, relevant to the expertise

LANGUAGES

Mother Tongue:

Indicate written and verbal proficiency of your English:

SUMMARY OF RELEVANT WORK EXPERIENCE

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

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

UN SYSTEM EXPERIENCE

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

UNIVERSITY DEGREES

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

PUBLICATIONS

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

MISCELLANEOUS

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

Annex V

FINANCIAL OFFER

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

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

Cost breakdown:

No.	Description	Quantity	Unit Rate	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).			
2.4	Others (pls. specify)			
	TOTAL			

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

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

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

Dated this day /month of year

Signature

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