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16 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 to conduct research on Gender Equality and Fair Business
Period of assignment/services (if applicable):	April – June 2020 (30 working days)
Duty Station:	Homebased and potential 3-day trip to Ha Noi/Ho Chi Minh city
Tender reference:	A-200301

1. Submissions should be sent by email to: [quach.thuy.ha@undp.org](mailto:quach.thuy.ha@undp.org) no later than:  
**23.59 hrs., Sunday 29 March 2020 (Hanoi time)**

**With subject line: A-200301 - NC to conduct research on Gender Equality and Fair Business**

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 **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.
- Letter of Introduction
- 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 **Vietnamese dong for National 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:

**National Consultant**

	Consultant's experiences/qualification related to the service	Points
1	Bachelor's Degree in business studies, management, public policies or related fields (Master's Degree is preferable)	200
2	Minimum 5 years of professional research experience in the areas of nexus between gender equality and the business sector, employment issues, and/or organizational culture with published articles on related issues	300
3	Minimum 3 years of work experience in the business sector in Viet Nam Experience working with major international organizations or the United Nations is desirable	200
4	Strong skills making analysis and research paper production, good command of writing and making presentations in English and Vietnamese (2-3 relevant research papers in English to be submitted)	300
<b>TOTAL</b>		<b>1,000</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 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.**

## ANNEX I

### TERMS OF REFERENCE



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<b>Location:</b>	Home-based
<b>Position Title:</b>	Researcher on Gender Equality & Fair Business
<b>Type of Contract:</b>	Individual Contract (national consultant)
<b>Languages required:</b>	English & Vietnamese
<b>Contract period:</b>	30 days between April 2020 – June 2020

#### BACKGROUND

Fostering gender equal leadership is one of the means to a more efficient and equitable workplace and contributes to the advancement of gender equality and the achievement of the Sustainable Development Goals (SDGs). Women and men should have equal access to decent work opportunities and be able to reach senior management and leadership positions.

The case for gender diversity in businesses and organizations has gained momentum across the globe. Board diversity initiatives are a growing area within good corporate governance practices, globally and in the Asia Pacific region. There are several imperatives for ensuring greater diversity in leadership positions of small, medium and large companies. Compelling research and advocacy have generated awareness and acceptance of the business case for greater gender diversity across all levels, and especially in senior management positions. There is also growing recognition that having more balanced board representation enhances firm performance by bringing in new and diverse insights, experiences, values and perspectives to complex problems and discussions in the boardroom and hence enables boards to make better (informed) decisions<sup>1</sup>. Thus, the benefits of more gender equality in leadership positions are considerable not only for women, but for companies' reputation, performance and countries' economic growth. The linkages between women's representation in managerial positions and boards, and stronger corporate governance reinforces the need for gender diversity as part of greater transparency and promotion of integrity and accountability in business practices.

<sup>1</sup>Gender Balance Index, OMFIF, 2018

#### PROJECT DESCRIPTION

The "Transparency, Accountability and Anti-Corruption" team at UNDP Bangkok Regional Hub works towards promoting inclusive and just societies for sustaining peace, transparent and accountable institutions for sustainable development, effective governance of finance as well as ensuring the rights of marginalized and at-risk groups.

Its regional project *Promoting a fair business environment in ASEAN*, funded by the UK Government seeks to minimize corruption risks and to encourage sustainable practices. In the 6 target countries, namely, Indonesia, Malaysia, Myanmar, Philippines, Thailand and Viet Nam, the project will (1) encourage partnerships between the public and private sector, as well as civil society and development partners at the regional level, to implement and monitor integrity policies in ASEAN; (2) improve transparency in government contracts and increase compliance with international procurement and trade standards; (3) promote business integrity and sustainable practices for private companies and state-owned enterprises; (4) strengthen anti-corruption strategies, policies and laws and improve redress mechanisms for companies, investors and the broader public.

##### Focus on Gender Equality

As part of an ongoing knowledge series that explores the intersection of gender equality and fair business under the regional project, UNDP BRH plans to develop an advocacy report on factors that promote gender-equal leadership at workplace.

The report will describe the business sector's context, trends, existing gaps and opportunities, and will

capture the practices as well as enabling factors in the six target ASEAN countries of the regional project. This information will be collected and synthesized to read as a compelling advocacy document to inspire other companies to apply similar practices.

The report will provide a snapshot on catalytic factors for fostering gender equality at workplace. (government measures, and the roles of business associations and civil society). More specifically, the report will focus on examples of practices and measures implemented by Asian and multi-national companies that have demonstrated positive commitments and/or impacts on promoting gender-equal leadership at workplace. Examples of companies' support to promoting gender equality and women's empowerment in their supply chain can also be documented as they potentially influence internal business practices. It will also consider if and how these practices and measures have impacted companies' business performance and workplace culture.

Three main areas of work done by companies will be considered when doing the research: 1) Foster women's leadership skills and opportunities; 2) Promote the workplace gender diversity and inclusion; 3) Support employees' work-life balance.

One national consultant for each country will be recruited to collect and document the required information and data listed above (including relevant statistics, policies and regulations) and examples of measures and practices of local businesses designed to improve gender inclusion and gender equal leadership.

One regional consultant will be recruited to develop a synthesis report based on the 6 country inputs, which includes recommendations for ways forward.

## **DUTIES AND RESPONSIBILITIES**

### **Scope of Work**

Under the overall guidance of the Gender and Business Integrity Coordinator based in UNDP Bangkok Regional Hub and in close consultation with UNDP Country Office, the national consultant will be responsible for collecting and documenting information and data in Viet Nam on:

- Business sector's context, trends, existing gaps and opportunities, as well as data and statistics related to gender parity in business leadership and labour force participation;
- Country-specific catalytic factors to foster gender equality at workplace, including government policies and programmes, building the business case for diversity and inclusion, initiatives and influence of business associations and networks, and of civil society;
- Examples of practices and measures of medium to large size companies started in the country as well as multi-national companies to foster gender equal leadership and their impact on companies' business performance and workplace culture.

Performance of the consultant is monitored closely, and regular feedback will be provided by Gender and Business Integrity Coordinator and UNDP Viet Nam Country Office.

### **Expected Outputs and Deliverables**

The consultant under this contract is required to:

- Research national laws & policies, programmes, and services that are designed to facilitate more gender equal leadership and gender parity in the private sector;
- Collect and analyze national data relating to gender quality in labour force participation over the past decades;
- Search measures and practices designed to promote gender inclusion and gender equal leadership at workplace applied in companies, and gender equality and women's empowerment in supply chains, through reviewing business journals and industry magazines, company reports, PR publications, social media, news media, and other sources such as government's and business associations' publications, websites, etc;
- If required, conduct interviews with enterprises and relevant partners in Ha Noi and HCMC (detailed list and travel plan with UNDP after contract signing) to collect and validate

information;

- Through UNDP Viet Nam Country Office and Gender and Business integrity Coordinator (based in Bangkok), have the national findings consulted by national stakeholders (i.e via a technical consultation workshop in Ha Noi, where the national consultant act as a resource person) for the regional alignment.
- Review and revise the national findings in accordance with a national stakeholder review.
- Prepare weekly status reports on outreach to Gender and Business Integrity Coordinator and UNDP Viet Nam Country Office;
- Store and update an online repository with the collected materials;
- Document all the information collected in English and using accessible language.

The consultant will utilize his/her own equipment to complete the assignment.

### **Intellectual Property**

All information collected for the advocacy report pertaining to the assignments as well as outputs produced under this contract shall remain the property of the UNDP who shall have exclusive rights over their use. The products shall not be disclosed to the public nor used in whatever format without written permission of UNDP in line with the national and International Copyright Laws applicable.

The outputs for this assignment are expected as follows:

<b>Outputs</b>	<b>Target Due Date</b>	<b>Review and Approvals Required</b>
Research on national laws & policies, programmes, and services	15 April 2020	Gender and Business Integrity Coordinator UNDP Viet Nam Country Office
Collection and documentation of private sector's measures and practices	15 May 2020	Gender and Business Integrity Coordinator UNDP Viet Nam Country Office
First draft country report (national findings)	21 May 2020	Gender and Business Integrity Coordinator UNDP Viet Nam Country Office
Final draft country report (revised, as required, the national findings)	29 May 2020	Gender and Business Integrity Coordinator UNDP Viet Nam Country Office

### **Institutional Arrangement**

The assignment will be conducted under the overall supervision of UNDP's Asia-Pacific Regional Gender Equality Team Leader and Project Specialist for "Promoting a fair business environment in ASEAN", with support from UNDP Viet Nam Country Office via the UK funded project "Promoting a fair business environment in ASEAN".

### **Duration of the Assignment**

Up to a maximum of 30 working days over a period of maximum 3 months. The expected starting date is 01 April 2020, and the expected ending date is 15 June 2020.

### **Duty Station**

The assignment will be home-based, with two potential travels:

- One three days travel to Ha Noi/Ho Chi Minh city for data/information collection/validation with stakeholders;
- One travel to Hanoi to attend the one-day technical consultation workshop, where the national consultant act as a resource person, if consultant is not based in Hanoi.

### **COMPETENCIES**

Corporate:

- Demonstrates integrity and fairness, by modeling the UN/UNDP's values and ethical standards;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

**Functional/Technical:**

- Excellent writing, editing, research, and proofreading skills both in English and national language;
- Strong ability to communicate and function effectively in an international and multicultural environment;
- Ability to design and conduct interviews;
- Demonstrated accuracy and attention to details;
- Ability to meet deadlines and work under pressure;
- Ability to be flexible and respond to changes as part of the review and feedback process.
- Excellent interpersonal skills;
- Excellent organizational skills.

## **REQUIRED SKILLS AND EXPERIENCE**

**Education:**

- Bachelor's degree in business studies, management, public policies or related fields.
- Master's degree in similar fields is preferable.

**Work Experience:**

- Minimum of 5 years of professional research experience in the areas of nexus between gender equality and the business sector, employment issues, and/or organizational culture with published articles on related issues.
- Minimum 3 years of work experience in the business sector in Viet Nam.
- Experience working with major international organizations or the United Nations is desirable.

**Language**

- Fluency in written and spoken in English.
- Fluency in written and spoken national language.

### **Price Proposal and Schedule of Payments**

Consultant must send a financial proposal based on **Lump Sum Amount**. The total amount quoted shall be **all-inclusive and include all costs components required to perform the deliverables** identified in the TOR, including professional fee, anticipated travel costs (including a potential 3-day trip to Ha Noi/Ho Chi Minh city for data/information collection/validation and a potential 1-day trip to Ha Noi to attend the technical consultation workshop), living allowance (if any work is to be done outside the IC's home base) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments to the consultant will be done upon completion of the deliverables/outputs accepted by UNDP and as per below percentages:

**Payment Schedule**

<b>Deliverables/ Outputs</b>	<b>Payment (% of total contract amount)</b>
(1) Research on national laws & policies, programmes, and services. (2) Collection and documentation of private sector's measures and practices.	40%
(3) First draft of country report accepted by UNDP	30%
(4) Final draft country report accepted by UNDP	30%

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources  
In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed based on UN-EU cost norms.

Travel costs shall be reimbursed at actual but not exceeding the quotation from UNDP approved travel agent.

**ADMINISTRATIVE SUPPORT AND REFERENCE DOCUMENT:** UNDP will provide guidance on the deliverables outlines/requirements and organize the technical consultation workshop. In close consultation with the UNDP Country Office, the Gender and Business Integrity Coordinator based in UNDP BRH will oversee and coordinate the work of the national consultant, providing guidelines and templates for the collection and documentation of the information and data; setting-up regular follow-up and feedback meetings; and organizing their workplan to meet the research objectives. The Gender and Business Integrity Coordinator will coordinate the review of the preliminary findings submitted by national consultant by the regional consultant who will write the regional synthesis report. This review is to assess and ensure the consistency in the submissions from the country level. The national consultant will manage themselves in collecting data/information and travel arrangements.

	<b>Evaluation Criteria</b>	<b>Maximum Point</b>
1	Bachelor's Degree in business studies, management, public policies or related fields (Master's Degree is preferable)	200
2	Minimum 5 years of professional research experience in the areas of nexus between gender equality and the business sector, employment issues, and/or organizational culture with published articles on related issues	300
3	Minimum 3 years of work experience in the business sector in Viet Nam  Experience working with major international organizations or the United Nations is desirable	200
4	Strong skills making analysis and research paper production, good command of writing and making presentations in English and Vietnamese (2-3 relevant research papers in English to be submitted)	300
	<b>TOTAL</b>	<b>1,000</b>



## **ANNEX IV**

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

Date \_\_\_\_\_

United Nations Development Programme

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
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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).

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

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).....			
2.5	VAT** if applicable (in case your company signs the contract)			
	<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.

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

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

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

Dated this day /month of year

Signature

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