



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: | International Consultant on Climate Change |
| Period of assignment/services (if applicable): | April – December 2020 (154 working days) |
| Duty Station: | UNDP Viet Nam with travel to provinces |
| Tender reference: | A-200302 |

1. Submissions should be sent by email to: quach.thuy.ha@undp.org no later than:
23.59 hrs., Tuesday 31 March 2020 (Hanoi time)

With subject line: A-200302 – International con Climate Change

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 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 | Master's degree in environmental economics or climate change | 200 |
| 2 | At least 2 years of experience on climate adaptation, climate change related projects, waste management with UN agencies and Government agencies | 300 |
| 3 | Proven experience in conducting research and technical analysis on the topics of climate change adaptation and mitigation. | 200 |
| 4 | Proven experience working in Viet Nam; | 150 |
| 5 | Speaks and writes clearly, concisely and effectively in English – at least two publications; | 150 |
| TOTAL | | 1,000 |

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 **CLIMATE CHANGE AND ENVIRONMENT CONSULTANT**



| | |
|--------------------|---|
| Title: | International Consultant on Climate Change |
| Department: | Climate Change and Environment, UNDP Viet Nam |
| Location: | Hanoi, Viet Nam |
| Report to: | UNDP Programme Officer on Waste and Chemicals, and Assistant Resident Representative, Climate Change and Environment Unit |
| Duration: | 154 days, April 2020 - December 2020 |

1) GENERAL BACKGROUND

UNDP Viet Nam provides critical support to the Government of Viet Nam in the areas of sustainable development, climate change, disaster risk reduction, renewable energy and energy efficiency. Efforts to support Viet Nam's development agenda are firmly grounded in the context of the One UN Initiative and the One Plan III, the consolidated programme of work of all UN agencies working in Viet Nam.

The National Strategy on Climate Change was approved by the Prime Minister Decision 2139/QĐ-TTg (December 5, 2011) and emphasized that climate change will impact all economics sectors. Consequently, the Government of Viet Nam has made great efforts in mainstreaming climate change into development plans of sectoral ministries, agencies and localities. In 2015, Viet Nam approved and ratified the Paris Agreement, thus Viet Nam's INDC became its Nationally Determined Contribution (NDC). The period 2015-2019 is the preparatory period for NDCs implementation, during which countries shall develop their action plans and review or revise their commitments. In this context, UNDP is supporting MOIT with energy efficiency projects aiming to reduce the emission intensity of the construction sector.

Extreme weather events such as typhoons and tropical storms have increased in frequency and intensity, magnifying socio-economic and health impacts on rural, urban, coastal and mountain communities, and endangering critical transportation and drainage infrastructure. As a country Viet Nam has been aware of the impacts of climate change for decades, and has subsequently been developing a robust policy framework to support adaptation strategies. After supporting the NAP-Ag which focuses on enhancing adaption in the agricultural sector - a key pillar of Vietnamese economy, UNDP is now assisting the Government of Viet Nam in the formulation of their sector-wide National Adaptation Plan. The urgent need for adaptation calls for long-term adaptation planning and transformation of key sectors.

Besides, under the global Climate Promise programme, UNDP (in collaboration with other partners) promotes a multi-stakeholder approach to respond to the causes and effects of climate change, which means engaging the private sector in taking actions and moving towards sustainability, and the youth networks who are demanding faster climate action and have promising solutions to showcase.

Viet Nam has been ranked as one of the countries most vulnerable to the impacts of climate change, over the period 1998 to 2017. In 2020, Viet Nam will chair the ASEAN network and will assume the role of a non-permanent member at the United Nations Security Council (UNSC) for the 2020-2021 term, for the second time after its successful mandate in 2008-2009. This presents a good opportunity for Viet Nam to bring up key development challenges, such as vulnerability, climate change, sea level rise and marine plastics at the highest level of international development agendas. UNDP will continue to support Viet Nam in organising high-level conference and formulation of national action plans.

In Viet Nam, the amount of solid waste generated per capita is continuously increasing and unsustainable waste management, especially of plastics, has severe consequences for the Vietnamese population. Enhancing Solid Waste Management (SWM) is a trigger for sustainable development, and this essential utility service closely relates to issues such as public health, private sector development, environmental protection, and

gender equality. The Government adopted the amended National Strategy of Integrated Solid Waste Management up to 2025, vision towards 2050 (491/QĐ-TTg Decision). The Strategy has made clear the integrated approach of solid waste management by which the 3Rs (reduce, reuse, recycle) should be strengthened while landfilling should be limited. It also indicates that 100% of plastic bags are eco-friendly, while 80% of daily solid waste generated in rural residential areas must be collected and handled by 2020. The Government also has plans to review and assess suitable models for circular economy proposed for the next 10-year Socio-economic Development Strategy (SEDS) 2021-2030 and 5-year Socio-economic Development Plan (SEDP) 2021-2025 and the Law on Environmental Protection.

Plastic pollution has become a growing concern in Viet Nam and requires a systematic approach to tackle this wicked challenge. In fact, the country has been identified as a large plastic producer, and plastic consumption has increased exponentially over the past decades (from 3.8kg per capita in 1990 to 41 kg annually in 2015). Recent estimates from MONRE (2019) indicated that Viet Nam produced 1.8 million tons of plastic waste annually, while Hanoi and Ho Chi Minh City alone generated 80 tons of plastic bags daily. Early 2020, the country approved the National Action Plan on Marine Plastic (Decision 1746/QĐ-TTg) demonstrated a high commitment to tackle plastic pollution. Further, Viet Nam currently chairs the ASEAN network in addition to sitting as non-permanent member of the UN Security Council, which present a tremendous opportunity to start engaging the country and its partners in a paradigm shift on the way plastic is produced, consumed, recycled and disposed.

2) OBJECTIVES OF THE ASSIGNMENT

The objective of the assignment is to support the team in the development of new projects and implementation of on-going projects in the field of Climate Change Adaptation, Waste and plastic Management, Circular Economy. S/he will formulate new project ideas; coordinate, facilitate, and manage projects on waste and climate change. Under the direct supervision of the Programme Officer Chemicals/Waste, the consultant will undertake the following tasks, during its assignment:

3) SCOPE OF WORK

Area 1: Implementation of new projects and project delivery

The consultant will support Programme Officers for the planning, coordination and implementation of projects. Her/his tasks will include: the revision of reports, preparation of annual work plans, terms of references, progress reports, and the overall project coordination. Specifically, the consultant will contribute to two projects:

(i) Ending Plastic Pollution Innovation Challenge – EPPIC

The objective of this project is to contribute to the reduction of plastic pollution in coastal areas in four ASEAN target countries, contributing to the achievement of SDG 14: Life Below Water and SDG 12: Responsible Production and Consumption. The project, supported by Norad, intends to bring together citizens, local governments, and the private sector to identify pressing issues and collaborate in identifying and implementing effective solutions, in Viet Nam, Thailand, Indonesia and The Philippines. EPPIC will illustrate the paradigm shift at UNDP from project-based work to a portfolio approach by building on locally developed solutions around the region to address the pressing challenge of plastic pollution.

- **(ii) Scaling up a socialised model of domestic waste and plastics management in 5 cities: Ha Long, Danang, Quy Nhon, Binh Thuan, Binh Duong**

This project seeks to enhance Solid Waste Management systems across five cities, using two strategic approach. Firstly, the project aims to reduce the amount of uncontrolled waste by strengthening waste collection formal and informal groups. Secondly, the project will introduce the circular economy approach to reduce and recycle plastic waste. This will be done through awareness and communication campaigns, technical support to policies and regulations and promotion of innovation.

Area 2: Technical support to deliver UNDP's Climate Promise

The consultant will support the design and the implementation of a youth engagement and private sector inclusion programme. This will include establishing platforms so these agents of change can bring their voices to the decision leaders, as well as enhancing transparency and accountability and supporting collection and analysis of data related to youth and business sector for adaptation and mitigation. The consultant will assist the Programme Officer in the implementation of all activities, support the coordination of project partners, follow-up and review deliverables of national and international consultants, review and coordinate the production of knowledge materials and prepare workplans. S/he will directly contribute to the elaboration of a project with the VCCI on the transition to a more sustainable private sector.

Area 3: National Adaptation Plan - NAP

Viet Nam recently received support from the GCF for a NAP readiness 'establish an effective system to integrate climate change adaptation into government administration processes in the priority sectors'. The consultant will be tasked with the coordination of activities, the preparation of ToR for international and national consultants and the monitoring of progress. The consultant will prepare terms of reference and support the coordination of team members to ensure the effective and timely preparation of the proposals. The consultant will also provide technical guidance, as well as research and review of scientific evidence, as requested.

Area 4: Support to the project Enhancing local governance in the Mekong Delta – in Viet Nam

The consultant will be tasked with the overall coordination of research project including ensuring quality planning, supporting reporting, monitoring, and evaluation of projects, preparing documentation, TORs, aggregate reports on activities, outputs and outcomes.

In addition to the above-mentioned task, the consultant is expected to carry the following, as described below:

Knowledge sharing and learning: The consultant will actively promote the sharing of lessons learned and best practices amongst projects, counterparts, donors and within the UNDP office. The consultant will facilitate the sharing of knowledge and the use of innovative interactive tools, within UNDP offices and with a range of stakeholders (Ministries, donors, research institutions). The consultant will prepare brown bag lunches on different thematic throughout its assignment.

Partnerships: The consultant is expected to maintain and expand the relationship with the Climate Change Working Group and the Plastic Working Group and to provide input for conferences. The consultant will also prepare and share minutes of the meetings with the Climate Change and Environment Unit, when required.

4) ACTIVITIES

The consultant is expected to carry out the following activities

| Areas of work | Expected Results | Duration | Deadlines |
|---------------|--|-----------------------|-----------|
| Area 1 | Implementation of projects and project delivery EPPIC: <ul style="list-style-type: none">- Design 01 challenge in Viet Nam/Thailand, and identify/select a portfolio of solutions for the EPPIC Domestic Waste in 5 cities: <ul style="list-style-type: none">o Support to organize 01 launch of a mobile-app, coordination and organization of exchanges and trainings among 5 cities,o Provide coordination and production of 02 technical briefs | 33 days 21days | June 2020 |

and mitigation, environmental policies (e.g. Cost-Benefit Analysis and co-benefits of adaptation);

- Proven experience working in Viet Nam;
- Speaks and writes clearly, concisely and effectively in English – at least two publications;
- Knowledge of another UN language is an advantage.

7) DURATION OF ASSIGNMENT AND DUTY STATION

The consultant will work from April to December 2020. Total estimated working days is 154 days during the timeframe. The consultant will be base at UNDP – 304 Kim Ma – Ha Noi. If the consultant is required to travel, UNDP will cover the related costs based on EU-UN cost norms.

8) DELIVERABLES AND PAYMENT TERMS

Payment terms: Payment will be made upon satisfactory completion of the following deliverables with UNDP acceptance:

| No | Deliverables | Timelines | Payment terms |
|----|---|---------------|----------------------------|
| 1 | <ul style="list-style-type: none"> - 1st progress update on the support to implementation of the EPPIC / (Output 1.1) <ul style="list-style-type: none"> o 1 report introducing the portfolio of solutions in VN and Thailand - 1st progress update on the support to implementation of Solid Waste in 5 cities Project <ul style="list-style-type: none"> o 2 case studies on waste systems in 2 cities. (Output 1.1) o Launch of the mobile-app to monitor trash hotspots (Output 2.1) | June 2020 | 23% of the contract value |
| 2 | <ul style="list-style-type: none"> - Overall workplan and activities designed for the Climate Promise <ul style="list-style-type: none"> o 1 Concept Note for private sector engagement o 1 Concept Note for youth engagement o Annual workplan developed to engage Youth in Viet Nam | August 2020 | 27 % of the contract value |
| 3 | <ul style="list-style-type: none"> - National Adaptation Plan <ul style="list-style-type: none"> o 5 ToRs developed to recruit for sectoral experts - Water Governance in the Mekong Delta <ul style="list-style-type: none"> o 1 brief presenting key findings and Progress update - Solid Waste in 5 cities <ul style="list-style-type: none"> o 1 case study with lessons learned on waste management between 5 cities (output 1.3) | October 2020 | 23% of the contract value |
| 4 | <ul style="list-style-type: none"> - 2nd progress update on the support to implementation of the EPPIC | December 2020 | 27 % of the contract value |

| | | | |
|--|---|--|--|
| | <ul style="list-style-type: none"> ○ Annual workplan developed in 2 other countries ○ 1 case study presenting lessons learned from the competition in 2 countries (Output 2.2) <p>- 2nd progress update on the support to implementation of Solid Waste Project</p> <ul style="list-style-type: none"> ○ 1 case study with lessons learned of the introduction of CE to business (Output 2.2) | | |
|--|---|--|--|

9) EVALUATION CRITERIA WITH ASSIGNED SCORE

| No. | Qualifications | Points |
|--------------|--|--------------|
| 1. | Master's degree in environmental economics or climate change | 200 |
| 2. | At least 2 years of experience on climate adaptation, climate change related projects, waste management with UN agencies and Government agencies | 300 |
| 3. | Proven experience in conducting research and technical analysis on the topics of climate change adaptation and mitigation. | 200 |
| 4. | Proven experience working in Viet Nam; | 150 |
| 5. | Speaks and writes clearly, concisely and effectively in English – at least two publications; | 150 |
| Total | | 1,000 |

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 |
|-----------|--------------|------------------------|
| | | |
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| | | |

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).

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) | | | |
| | 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.

** 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).