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15 April 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 on Solid Waste and Plastic Waste Management
Period of assignment/services (if applicable):	33 days May to September 2020
Duty Station:	Hanoi, and travels on sites
Tender reference:	P200401

1. Submissions should be sent by email to: [nguyen.ngoc.phuong@undp.org](mailto:nguyen.ngoc.phuong@undp.org) no later than:

**23.59 hrs., 29 April 2020 (Hanoi time)**

With subject line:

**P200401 – National consultant on Solid Waste and Plastic Waste Management**

Submission received after that date or submission not in conformity with the requirements specified in this document will not be considered.

### Note:

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.
- Maximum size per email is **30 MB**.
- Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP Viet Nam will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.
- After submitting proposal, bidder should send notification by email (without attachment) to: [procurement.vn@undp.org](mailto:procurement.vn@undp.org) informing that the bidder has submitted proposal. UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to above address.

- Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female consultants.

## 2. Please find attached the relevant documents:

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

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

### a. Technical component:

- Detailed CV addressing the experience and communication work you have done.
- Financial offer
- Relevant English certificate
- 2 Related reports/documents in English to be submitted for National Consultant

### 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:

Researcher - Qualification related to the services		
1	Master degree in natural resources, environment engineering	200
2	At least ten years of relevant professional experience in waste/plastic management, wastewater management, environmental assessment	250
3	Excellent skills in qualitative and quantitative research.	100
4	Proven knowledge and familiarity with waste management, environmental policies in Viet Nam	100
5	Good relationships and proven experience working with MONRE and DONRE	200
6	Excellent communication skills, including strong ability in written and oral English (relevant English certificate and at least two reports in writing submitted)	150
<b>Total</b>		<b>1000</b>

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

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

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

**Submission obtaining the highest weighted points (technical points + financial points) will be selected subject to positive 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 the new online security awareness training is 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**

The payments will be made at the end of every calendar month, upon receipt and approval of monthly report on the work-done and results produced, and a work-timesheet for that month based on the monthly workplan agreed by UNDP and the consultant.

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

## **ANNEX I**



*Empowered lives.  
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### **TERMS OF REFERENCE**

Title:	National consultant on Solid Waste and Plastic Waste Management
Type of Contract:	National Consultant
Duty Station:	Hanoi, and travels on sites
Duration:	33 days May to September 2020
Reporting:	Programme Officer on Waste and Chemicals, UNDP Viet Nam

#### **1- Background**

The United Nations Development Programme (UNDP) works to eradicate poverty while protecting the planet. Since 1978, UNDP has been working closely with the Government and other partners to expand the choices for people and ensure that everyone has equal access to opportunities to realise their full potentials. Viet Nam's SEDP 2016-2020 aspires to build an inclusive and sustainable development model balancing economic, social and environmental imperatives, so all citizens benefit from development gains.

UNDP Country Programme Document (CPD) 2017-2021 provides a solid framework for UNDP's support to the Government to address some key development challenges, especially in the areas of natural resources management and climate change.

The Climate Change and Environment Unit aims to help Viet Nam accelerate its transition to sustainable development and green growth while enhancing adaptation and resilience to climate change and natural disasters. It supports the country to be more effective in managing and protecting valuable natural resources and biodiversity and mainstreaming the circular economy approach in Viet Nam's development plans.

Waste management has become a significant concern in Viet Nam, as waste generation is increasing at an unprecedented pace and is projected to triple over the next 15 years. Currently, the country does not have the capacity to effectively handle this waste: 70% is disposed of in landfills where the implementation of environmental standards is limited; while the rest is burned or discarded in nature, with much of it eventually ending up into the sea. The complex structure of solid waste management at the policy and governance level, together with the lack of reliable data and poor regional coordination worsen the situation. Citizens and businesses are not generally aware of the negative impacts improper waste management causes on human health, in addition to soil, air and water pollution; which calls for increased investment in education.

The lack of reliable, up to date and localised data on waste management systems has been identified as a key challenge, preventing the development of sustainable solutions. Therefore, producing evidence-backed research – including at the local level - will play a crucial role in the successful design of the small-scale project supported by the UNDP/GEF SGP. Currently, there is no baseline of what the collection and recycling rates of domestic waste are or its composition in most of the project sites. This mapping aims to fill this gap by supporting the NGOs/CSOs in consistently

collecting and analysing information needed to make informed decisions. In line with UNDP/GEF SGP guidelines, the organisations will research waste management system in their locality, including the local governance structure and network, waste generation and characterisation, infrastructures; and they will survey waste collectors and traders.

With the support of the Government of Norway, UNDP is currently implementing a new project entitled *Scaling-up a Socialised Model of Domestic Waste and Plastic Management*, in five cities (Ha Long, Danang, Quy Nhon, Binh Thuan, Binh Duong). It aims to develop integrated, green and fair models to improve domestic waste and plastic management, in five Vietnamese cities. This objective will be met through the achievement of five key outcomes: (1) Five cities established effective small-scale models of domestic waste management; (2) Enhanced regulatory framework and capacity of the local authorities and stakeholders through the promotion of the circular economy approach; (3) Increased awareness and participation of all stakeholders in reducing single-use plastic and in improving waste management; (4) Increased income and safety of the waste picker groups; (5) Innovation and information platforms promoted.

Plastic use is expected to reach unprecedented levels in the coming decades, doubling within 15 years and more than quadrupling by 2050. Moreover, the petrochemical industry's demand for oil is expected to accelerate and reach over half of global oil consumption growth by 2040. 80 percent of plastic found in the ocean originates from land-based sources, and 8 million tons of plastic enter the sea every year. Plastic waste poses high risks to aquatic life, with serious consequences for the ocean ecosystem and the sustainability of fisheries.

Globally, only 14% of plastic is recycled or 'decycled,' as plastics are mostly transformed in low-value materials a few times before eventually being discarded in landfills or the environment. Less than 2% of used plastics are actually recycled in a closed circuit, that is to say, recovered to produce a usable material like new plastic and indistinguishable from it.

Four ASEAN member countries (Viet Nam, Indonesia, Thailand, and the Philippines) are responsible, with China, for 60 percent of the plastic discharged into the ocean every year (Ocean Conservancy, 2015). These countries are indeed large plastic producers and importers, but they also possess limited waste management systems, leading to leakage of plastics into the environment. Constraints to effective implementation of such waste systems include rapid urbanization, population growth, and increase in per capita income leading to increased consumption; alongside lack of environmental awareness. However, the topic of plastic pollution is gaining momentum, and ASEAN member countries endorsed in June 2019, the Bangkok Declaration on Combating Marine Debris in the ASEAN region.

The project *Ending Plastic Pollution Innovation Challenge (EPPIC)* seeks to reduce plastic pollution in coastal areas in Viet Nam and Thailand in 2020, followed by Indonesia and the Philippines in 2021, contributing to the achievement of SDG 14 (Life Below Water) and SDG 12 (Responsible Production and Consumption). EPPIC will bring together citizens, local governments, and the private sector to collaborate in establishing effective and innovative solutions. The EPPIC competition is also the opportunity to drive change by raising awareness, collecting lessons learned and trying new approaches to address localized plastic issues. It intends to deliver two outcomes:

- **OUTCOME 1:** A portfolio of solutions is selected, supported and scaled-up through the EPPIC in four countries (Viet Nam, Thailand, Indonesia, and the Philippines).
- **OUTCOME 2:** Capacity building in Viet Nam and knowledge, cooperation, networking in ASEAN countries for prevention and reduction of plastic waste is increased.

In order to support these two projects, UNDP is looking for a national consultant, with knowledge on waste management systems and ability to collect data in Viet Nam. This ToR specifies objectives, the scope of work and the tasks required to carry out the assignment.

## **2- Objective**

The main objective of this assignment is to support lead international consultants in data collection and provide technical inputs for the implementation and successful delivery of these projects. The National Consultant will be expected to have an in-depth understanding of the local and national contexts of solid waste management.

## **3- Scope of work and responsibilities**

The NC will work under the supervision of the Programme Analyst – Chemicals/ Waste. The multi-disciplinary nature of this assignment will also require tight coordination with the International and National Consultants, simultaneously undertaking tasks and completing deliverables.

### **1. Baseline study summarising the plastic situation in 1 site Halong Bay, Viet Nam – (15-20 pages)**

The baseline study will explore the root causes of plastic pollution and inform the design of the challenge. As such, it aims to get a better understanding of the current situation (type and quantity of plastics produced/consumed, key actors, existing of recycling facilities, waste management system for plastic). Besides, it will increase local knowledge available on plastic and inform policy change in the context of the current efforts undertaken by the Vietnamese government and the implementation of the NAP on Marine Litter. When conducting the baseline study, the NC will work with the IC and are expected to:

- a. Examine the plastic generation and composition:
  - Household waste generation
  - Commercial plastic generation – what are the main industries?
  - Composition of plastic, by industries
  - Current and projections estimation of generation (if possible)
  - Review of disposal methods
- b. Review the plastic management system:
  - Segregation
  - Collection
  - Transportation
  - Disposal
  - Recycling
- c. Produce a stakeholder mapping
  - Understand the landscape and map the actors involved in the production, generation and consumption of plastic
  - Existing public awareness initiatives to halt the rate of plastic generation, consumption
  - The priorities of the communities and population affected by plastic pollution should also be reflected.
- d. Review the local policies and legislations
- e. Map opportunities and challenges for private sector engagement

### **2. Participation and contribution to the local consultation in Viet Nam**

As a second step, the NC is expected to prepare a ppt presentation in Vietnamese summarising the finding, which will be introduced during a 1-day consultation, due to take place on the competition site. UNDP CO will design and facilitate this consultation by inviting 10-15 key stakeholders (local government, NGOs, private actors, mass organisations) and manage the logistics (facilities and

translators). The NC will facilitate the consultation, and capture the discussions among the local stakeholders on what are the suitable problems to be tackled and their agreement on where innovation through EPPIC could help (e.g. it could be a sector or a type of plastic).

### **3. 03 Waste Management Profiles**

The NC will collaborate with one IC and the selected CSOs under the *Scaling-up a Socialised Model of Domestic Waste and Plastic Management* project, to produce 03 domestic waste management profiles in Quang Ninh, Binh Dinh and Binh Thuan province. These Profiles have two main objectives: (i): improve knowledge and definition of baseline metrics against which progress can be measured; and (ii) provide reliable data and insights to all stakeholders involved in waste/plastic management at city-level. The Profile may cover the following areas, but not limited to the following:

- Generation of solid waste from different sources: domestic, industry, tourism, agriculture etc.
- Stakeholders involvement analysis
- Formal and informal sectors' role in waste management
- Plastic consumption and generation and leakage to the sea.

While the IC will take overall responsibility for writing-up the waste management profile, the NC will support the production of these briefs with the following activities:

- **Identify and collect relevant data and information related to local waste management:** S/he will utilize desk review and interviews with key stakeholders, reports including the economic situation, legal framework, social conditions published by DONRE, PPC, NGOs and CSOs, development and partners involved in waste management at the city level.
- **Identify the key stakeholders** including individuals, public, private institutions, NGOs/CBOs etc. currently active in the solid waste management area and describe the specific roles and responsibilities that each of these parties plays in the localities.
- **Undertake basic estimation** of the rate of plastic leakage from land to sea, based on calculation model provided by IC and UNDP.
- **Conduct field visit:** s/he will organize at least one field visit to each locality in order to capture citizens perceptions and attitudes towards local waste management, meetings and discussions with various stakeholder including concern municipalities, public and private institutions, NGOs, local people upon request.

#### **4- Duration of the assignment**

The estimated duration of the assignment is 33 days for the consultant between April 2020 and September 2020. The consultant is expected to be home-based, and undertake at least two travels to Quang Ninh province and one travel to Binh Dinh and Binh Thuan province. Travel cost will be included in the proposal and contract following UN-EU cost norms.

#### **5- Expected results and Deliverables**

##### **1. Baseline study summarizing the plastic situation in 1 site in Viet Nam (Halong)**

The NC and the IC will together submit the baseline study presented in a report which should not exceed 20-pages.

##### **2. Concept Note following the local consultation in Halong**

The NC will prepare 01 ppt presentation summarizing the key findings in Vietnamese and 01 Concept Note (3-5 pages) that captures stakeholders' views in order to inform the effective design of the competition.

##### **3. 01 Waste Management Profiles– 8-10 pages each**

**6- Deliverables and key milestones**

No	Expected results	Days	Timeline
1	01 Baseline study in 1 site – Viet Nam	6	May 2020
2	01 Concept Note summarizing stakeholders' views	3	May 2020
3	03 Waste Management Profiles: - Ha Long waste profile - Binh Thuan and Binh Dinh waste profile	8 16	June 2020 September 2020

**7- Qualifications and work experience**

Researcher - Qualification related to the services		
1	Master degree in natural resources, environment engineering	200
2	At least ten years of relevant professional experience in waste/plastic management, wastewater management, environmental assessment	250
3	Excellent skills in qualitative and quantitative research.	100
4	Proven knowledge and familiarity with waste management, environmental policies in Viet Nam	100
5	Good relationships and proven experience working with MONRE and DONRE	200
6	Excellent communication skills, including strong ability in written and oral English (relevant English certificate and at least two reports in writing submitted)	150
<b>Total</b>		<b>1000</b>

**8- Payment Terms**

40% of the payment will be made upon reception Output 1 and 2

30% of the payment will be made upon reception of Ha Long Waste Management Profile.

30% of the payment will be made upon reception of Binh Thuan and Binh Dinh Waste Management Profiles.

**9- Consultant presence required on the duty station**

Partial



## ANNEX IV

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

Date \_\_\_\_\_

*(Name of Resident Representative/Bureau Director)*  
United Nations Development Programme  
*(Specify complete office address)*

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [*delete this item if the TOR does not require submission of this document*];
- E) I hereby propose to complete the services based on the following payment rate: [*please check the box corresponding to the preferred option*]:
  - ☐ An all-inclusive daily fee of [*state amount in words and in numbers indicating currency*]
  - ☐ A total lump sum of [*state amount in words and in numbers, indicating exact currency*], payable in the manner described in the Terms of Reference.
- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex V;
- G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- H) This offer shall remain valid for a total period of \_\_\_\_\_ days [*minimum of 90 days*] after the submission deadline;

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

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

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

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

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

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

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

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

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

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

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

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

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

Name	Relationship	Name of International Organization

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

YES ☐ NO ☐

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

YES ☐ NO ☐ If answer is "yes", WHEN?

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

Full Name	Full Address	Business or Occupation

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

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

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

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

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

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

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

## **GUIDELINES FOR CV PREPARATION**

WE REQUEST THAT YOU USE THE FOLLOWING CHECKLIST WHEN PREPARING

Your CV:

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

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

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

### **SUMMARY OF EXPERTISE**

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

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

Credentials/education/training, relevant to the expertise

### **LANGUAGES**

Mother Tongue:

Indicate written and verbal proficiency of your English:

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

Provide an overview of work history in reverse chronological order. Provide dates, your function/title, the area of work and the major accomplishments include honorarium/salary. References (name and contact email address) must be provided for each assignment undertaken by the consultant that UNDP may contact.

### **UN SYSTEM EXPERIENCE**

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

### **UNIVERSITY DEGREES**

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

### **PUBLICATIONS**

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

### **MISCELLANEOUS**

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

## Annex V

### FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum of .....US\$

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 (US\$)	Total
1	Consultancy fee (daily rate)	33		
2	Out of pocket expenses			
2.1	Travel			
2.2	Per diem			
2.3	Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel – (required before issuing contract). *			
2.5	Others (pls. specify).....			
2.6	VAT** if applicable (in case your company signs the contract)			
	<b>TOTAL</b>			

\* Individual Consultants/Contractors who are over 62 years of age with assignments that require travel and are required, **at their own cost**, to undergo a full medical examination including x-rays and obtaining medical clearance from **an UN-approved doctor** prior to taking up their assignment.

\*\* Individual Consultants/Contractors who request their employer to sign a Reimbursable Loan Agreement (RLA) with UNDP for their behalves 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).*