



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
International Consultant – Financial/Economics Expert

Reference No.: UNDP/PN/29/2020

Date: 26 May 2020

Country: NEPAL

Description of the assignment: UNDP-Nepal is supporting Government of Nepal, Ministry of Finance to implement Green Climate Fund Readiness and Preparatory Support to continue and strengthen the current efforts to effectively and efficiently plan for, access, manage, deploy and monitor climate financing through GCF. This terms of reference is prepared to execute activities under Outcome 4 to provide technical support to Alternative Energy Promotion Center (AEPC) and Town Development Fund (TDF) for the development of a concept note on the proposed project concept on 'National Solar Mini Grid Programme for Low Carbon Economic Development' and Deployment of Electric Buses Rapid Transits (eBRT) in Kathmandu Valley' respectively. The 'International Financial/Economics Expert' that will provide technical support particularly in drafting the efficiency and effectiveness criteria to justify the strong case for cost effectiveness and financial soundness of the both concept notes. The economic and financial analysis will justify of two core mitigation indicators i.e. i). Estimated cost per tCO₂ eq. (total investment cost/expected lifetime emission reductions) and ii). Expected volume of finance to be leveraged as a result of the GCF's financing, disaggregated by public and private sources and will provide values and supporting justification including calculation methodology and citation of relevant studies for these two core indicators. The expert will closely work with the technical staffs at AEPC and TDF along with team of experts working on preparation of the concept note during the entire assignment period.

Project name: Green Climate Fund Readiness and Preparatory Support Programme (GCFRPS)

Period of assignment/services (if applicable): 45 days spread over 3 months
(Home based – 40 days, 1 mission to Nepal and spent at least 5 working days.)

Proposal should be submitted by email to procurement.np@undp.org not later than **1730 hours (Nepal Standard Time) of 05 June 2020** mentioning reference No. **UNDP/PN/29/2020 – Financial Economic Expert.**

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail: query.procurement.np@undp.org mentioning Procurement Notice Ref: **UNDP/PN/29/2020: Financial Economic Expert, on or before 31 May 2020.** The procurement unit will respond in writing, including an explanation of the query without identifying the source of inquiry, to all consultants or via bulletin published on the UNDP website: <http://www.np.undp.org/content/nepal/en/home/operations/procurement.html>. Inquiries received after the above date and time shall not be entertained.

1. BACKGROUND

Government of Nepal has taken various initiatives in devising appropriate policies, programmes, and institutional and financial arrangements to achieve long term solution to address the climate risks. Ministry of Finance has been effectively and efficiently planning to access resources from Green Climate Fund (GCF) and managing public investments on climate change through national system. Ministry of Finance is designated National Designated Authority (NDA) for GCF and implemented a first phase of GCF readiness initiative, funded by the Government of Germany (BMU) since 2016 to build core institutional capacity and accelerate direct access to the Fund through national entities.

To continue and strengthen the current efforts to effectively and efficiently plan for, access, manage, deploy and monitor climate financing through GCF, a second phase of readiness support was approved by the GCF Secretariat for Nepal with UNDP as delivery partner. This GCF Readiness and Preparatory Support (GCF RPS) project aims to i). Enhance national ownership process beyond the NDA and engage the inter-ministerial technical committee and other stakeholders for a wider and stronger national ownership; and ii). Strategically and systematically build the national capacity at various levels to ensure that the knowledge, processes and mechanisms are transferred to the extent possible and thus contributing to sustainable capacity building efforts. One such effort is aimed at supporting national entities towards preparation of concept notes for public or private sectors simultaneously to their accreditation application.

Thus, in accordance to the decision by the NDA to facilitate, the Readiness Programme will provide technical support to Alternative Energy Promotion Center (AEPC)¹ and Town Development Fund (TDF)² for the development of a concept note on the proposed project concept on '*National Solar Mini Grid Programme for Low Carbon Economic Development*' and '*Deployment of Electric Buses Rapid Transits (eBRT) in Kathmandu Valley*' respectively. A team of national experts will be procured in drafting of concept notes in alignment with GCF's concept note template³ for submission to GCF and towards development of full funding proposal.

Thus, the Readiness Programme will seek to procure an 'International Financial/Economics Expert' that will provide technical support particularly in drafting the economic efficiency and effectiveness criteria to justify the strong case for cost effectiveness and financial soundness of the both concept notes.⁴ The economic and financial analysis will justify of two core mitigation indicators i.e. i). Estimated cost per tCO₂ eq. (total investment cost/expected lifetime emission reductions) and ii). Expected volume of finance to be leveraged as a result of the GCF's financing, disaggregated by public and private sources and will provide values and supporting justification including calculation methodology and citation of relevant studies for these two core indicators.⁵ The international expert will closely work with the technical staffs at AEPC and TDF along with team of experts working on preparation of the concept note during the entire assignment period.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

For detailed information, please refer to Annex 1

¹ AEPC is the first accredited entity (direct) with basic fiduciary function able to access funds for category B projects of size upto USD 50 Mil.

² TDF is in process of accreditation application for project management, granting and on loan/blending fiduciary function for category B projects upto USD 250 million.

³ https://www.greenclimate.fund/documents/20182/574712/Form_01_-_Concept_Note.docx/18570723-5f7c-44c9-aacb-8c68fe99fce8

⁴ Page 12: <https://www.greenclimate.fund/sites/default/files/document/gcf-concept-note-user-s-guide.pdf>

⁵ ibid

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Master's degree in economics, applied economics, natural resource economics, environmental economics, development finance or other related fields;

II. Years of experience:

- Minimum 7 years' work experience in developing and implementing economic and financial assessment on mitigation projects particularly renewable energy systems and transportation sectors;
- Proven track record of undertaking at least 3 economic and financial assessments of solar energy and transportation projects;
- Proven experience of applied research on the economics of climate change impacts, economic assessment of solar energy and transportation projects;
- Experience in developing GEF and or Green Climate Fund proposals is desirable;
- Experience in working on GCF related activities in Nepal and South Asian region is an asset;
- Experience in working with government counterparts, donors or the UN previously is an asset;

III. Competencies:

- Analytic capacity and demonstrated ability to process, analyze and synthesis complex, technical information
- Demonstrated ability to work in a multicultural environment and establish harmonious and effective working relationships both within and outside the organization;
- Ready to work independently, under tight deadlines;
- Good communication skills both written and oral in English;

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- Offeror's Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment
- A cover letter with a brief presentation of your consultancy explaining your suitability for the work;
- A brief methodology on how you will approach and conduct the work

Note:

- a) Applicants of 62 years or more require full medical examination and statement of fitness to work to engage in the consultancy

- b) The candidate has to be an independent consultant (If the candidate is engaged with any organization, the organization employing the candidate will be issued with a Reimbursable Loan Agreement (RLA) to release the employee for the consultancy with UNDP.)
- c) Due to sheer number of applicants, the procurement unit will contact only competitively selected consultant.

2. Financial proposal

3. Personal CV including past experience in similar projects and at least 3 references

5. FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

Travel:

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should 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 case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed

6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and*
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.*

** Technical Criteria weight; 70%*

** Financial Criteria weight; 30%*

Only candidates obtaining a minimum of 49 point would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<u>Technical</u>		
<ul style="list-style-type: none"> • Criteria A At least Master's Degree in economics, resource economics, environmental economics, finance or other related fields with at least 7 years in developing and implementing economic/financial assessment of renewable energy and transportation sector (25) 	25%	25

<ul style="list-style-type: none"> • <i>Criteria B</i> <i>Proven track record of undertaking at least 3 economic and financial assessments of solar energy and transportation projects; (35)</i> 	35%	35
<ul style="list-style-type: none"> • <i>Criteria C</i> <i>Demonstrate experience in working for GCF related activities in Nepal and South Asian region (10)</i> 	10%	10
<i>Financial</i>	30%	30

Contract will be awarded to the technically qualified consultant who obtains the highest combined score (financial and technical). The points for the Financial Proposal will be allocated as per the following formula:

$$\frac{\text{Lowest Bid Offered} *}{\text{Bid of the Consultant}} \times 30$$

* “Lowest Bid Offered” refers to the lowest price offered by Offerors scoring at least 70% points in technical evaluation.

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

Terms of Reference

Individual Consultant

Type	Financial/Economics Expert (International)
Location:	Home based with one travel mission of 5 days
Project:	Green Climate Fund Readiness & Preparatory Support Programme
Additional Category	Resilience and Climate Change
Starting Date:	28 June 2020
Duration:	45 days spread over 3 months

1. BACKGROUND

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To continue and strengthen the current efforts to effectively and efficiently plan for, access, manage, deploy and monitor climate financing through GCF, a second phase of readiness support was approved by the GCF Secretariat for Nepal with UNDP as delivery partner. This GCF Readiness and Preparatory Support (GCF RPS) project aims to i). Enhance national ownership process beyond the NDA and engage the inter-ministerial technical committee and other stakeholders for a wider and stronger national ownership; and ii). Strategically and systematically build the national capacity at various levels to ensure that the knowledge, processes and mechanisms are transferred to the extent possible and thus contributing to sustainable capacity building efforts. One such effort is aimed at supporting national entities towards preparation of concept notes for public or private sectors simultaneously to their accreditation application.

Thus, in accordance to the decision by the NDA to facilitate, the Readiness Programme will provide technical support to Alternative Energy Promotion Center (AEPC)⁶ and Town Development Fund (TDF)⁷ for the development of a concept note on the proposed project concept on '*National Solar Mini Grid Programme for Low Carbon Economic Development*' and '*Deployment of Electric Buses Rapid Transits (eBRT) in Kathmandu Valley*' respectively. A team of national experts will be procured in drafting of

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concept notes in alignment with GCF's concept note template⁸ for submission to GCF and towards development of full funding proposal.

Thus, the Readiness Programme will seek to procure an 'International Financial/Economics Expert' that will provide technical support particularly in drafting the economic efficiency and effectiveness criteria to justify the strong case for cost effectiveness and financial soundness of the both concept notes.⁹ The economic and financial analysis will justify of two core mitigation indicators i.e. i). Estimated cost per tCO₂ eq. (total investment cost/expected lifetime emission reductions) and ii). Expected volume of finance to be leveraged as a result of the GCF's financing, disaggregated by public and private sources and will provide values and supporting justification including calculation methodology and citation of relevant studies for these two core indicators.¹⁰ The international expert will closely work with the technical staffs at AEPC and TDF along with team of experts working on preparation of the concept note during the entire assignment period.

2. OBJECTIVES OF THE ASSIGNMENT

The overall objective of the assignment is to conduct economic and financial analysis to provide technical support on justification of the efficiency, effectiveness and feasibility of the project outputs of the two concept notes. The specific objectives include;

- Take stock of the relevant reports and desk reviews of national and international literatures on methodology and approaches on economic and financial analysis for energy and electric/green transportation projects;
- Conduct economic and financial analysis to justify the project outputs to substantiate at least two core mitigation indicators of the each of concept notes;
- Technical analysis to justify the two project concepts substantiating on the efficiency and effectiveness of the two concept notes;

3. SCOPE OF WORK

The consultant, upon signing contract with UNDP Nepal, will work under the supervision of the Project Manager and in close association with the Ministry of Finance and UNDP Country Office in producing the deliverables specified below. During the assignment, the consultant is expected to work closely with the senior management and technical staffs of AEPC and TDF during the analysis. The section below elaborates detailed scope of the work, activities to be implemented and responsibilities of the consultant.

Output 1: Take stock of the relevant reports and desk reviews of national and international literatures on methodology and approaches for economic and financial analysis;

Inception Report

The inception report will have a well-defined timeline, a clear conceptual framework and methodology in-line with the delivery targets outlined in the ToR. The conceptual framework will provide clear step-wise approach linking it with the expected outputs for this consultancy along with effort for coordination and identification of risk and mitigation measures. The consultant will take stock of policies, process and

⁸ https://www.greenclimate.fund/documents/20182/574712/Form_01_-_Concept_Note.docx/18570723-5f7c-44c9-aacb-8c68fe99fce8

⁹ Page 12: <https://www.greenclimate.fund/sites/default/files/document/gcf-concept-note-user-s-guide.pdf>

¹⁰ ibid

procedures of GCF pertaining to funding proposal development including GCF's standards, investment criteria, strategic impact areas, and result frameworks towards development of criteria for project pipeline preparation.¹¹ More importantly, the inception report will outline the approach and methodology for the economic and financial analysis towards justification of the concept notes' effectiveness and efficiency. It is expected that the inception report is submitted after kicking off virtual dialogue with AEPC, TDF and UNDP by substantiating needs of critical elements for delivery in the assignment.

Output 2: Conduct economic and financial analysis to justify the project outputs to substantiate two core mitigation indicators;

Design and Conduct Economic and Financial Analysis

The consultant will lead in the design the approach and methodology for economic and financial analysis for the proposed project outputs of the two project concepts. The approach should be able to provide a strong argument of the economic efficiency and effectiveness of the proposed outputs that will also justify two core mitigation indicators but not limited to i.e. i). Estimated cost per tCO2 eq. (total investment cost/expected lifetime emission reductions) and ii). Expected volume of finance to be leveraged as a result of the GCF's financing, disaggregated by public and private sources.¹²

Consultation and Workshop

The consultant will lead the analysis aspect and conduct consultation meetings and round table dialogues with relevant stakeholders including technical team of the AEPC and TDF, UNDP team, and government agencies on financial instruments, funding modality, partnership and guidance on appropriate co-financing of the projects.

Output 3: Provide technical analysis on the efficiency and effectiveness of the two concept notes;

Technical Analysis on efficiency and effectiveness

The consultant will lead technical analysis on the finalization and revisions as required and incorporation towards justification of the efficiency and effectiveness on the project outputs. The analysis will outline financial instruments to be used will also be outlined along with detailed breakdown of the estimated costs in accordance to the financial instrument as well as co-financing. The consultant provide justification for three components i.e. 1). Financing by Components, 2). Justification of GCF fund and 3). Sustainability and Replicability¹³ in accordance to GCF's mandate.

- **Financing by Components:** will provide an estimate of the total cost per components with disaggregated source of financing;¹⁴
- **Justification of GCF Fund:** will explain why the project concept seeks GCF funding and why it is not funded by domestic or private sectors. Justification will also be necessary on financing instrument adopted. In case of grants and reimbursable grants, this is mandatory.
- **Sustainability and Replicability:** will address how the proposed project sustainability will be ensured post-GCF.

¹¹ <https://www.greenclimate.fund/document/project-preparation-facility-guidelines>

¹² Page 12; <https://www.greenclimate.fund/sites/default/files/document/gcf-concept-note-user-s-guide.pdf>

¹³ Pg 12;

https://www.greenclimate.fund/documents/20182/239759/GCF_Concept_Note_User_s_Guide.pdf/64866eea-3437-4007-a0e4-01b60e6e463b;

¹⁴ Ibid

4. DELIVERABLES

The specific deliverables are outlined below:

Stage of work – Consultant	Deliverables	Timeline
Submission of Inception Report	- Submission of Inception Report that provides a broad outline of working approach, work plan for the consultancy, effort for coordination and identification of risk and mitigation measures	Within 5 days
Conduct economic and financial analysis of concept notes	i. Design and Conduct Economic and Financial Analysis: will be proposed based on desk review. ii. Consultations: will be organized with relevant stakeholders on the methodology and approach for analysis and financial instruments and will include 5 days field missions.	Within day 20
Technical Analysis on efficiency and effectiveness	Submit technical analysis on the efficiency and effectiveness of the two concept notes; i. Submit technical analysis of section efficiency and effectiveness of TDF's concept note (within day 30) ii. Submit technical analysis of efficiency and effectiveness of AEPC's concept note (within day 40)	Within day 45

The detailed report must be submitted in English. Both hard and soft copies of all the report including the supporting materials must be submitted. The reports, data and images must be in an editable format.

5. DURATION OF THE ASSIGNMENT AND REMUNERATION

The contract will be for duration of 45 days in an intermittent basis and will be valid for three months. The remuneration of the consultant will be paid as per the schedule of payment as per the prevailing UNDP norms and procedures.

6. REQUIRED EDUCATION AND EXPERIENCE OF THE CONSULTANT

The consultant will have competency and demonstrate experience and expertise in undertaking the assignments. The consultant shall possess following qualifications:

Education

- Master's degree in economics, applied economics, natural resource economics, environmental economics, development finance or other related fields;

Experience

- Minimum 7 years' work experience in in developing and implementing economic and financial assessment on mitigation projects particularly renewable energy systems and transportation sectors;
- Proven track record of undertaking at least 3 economic and financial assessments of solar energy and transportation projects;

- Proven experience of applied research on the economics of climate change impacts, economic assessment of solar energy and transportation projects;
- Experience in developing GEF and or Green Climate Fund proposals is desirable;
- Experience in working on GCF related activities in Nepal and South Asian region is an asset;
- Experience in working with government counterparts, donors or the UN previously is an asset;

Competencies

- Analytic capacity and demonstrated ability to process, analyze and synthesis complex, technical information
- Demonstrated ability to work in a multicultural environment and establish harmonious and effective working relationships both within and outside the organization;
- Ready to work independently, under tight deadlines;
- Good communication skills both written and oral in English;

7. SCHEDULE OF PAYMENT

The payments will be delivery-based on progress submitted by consultant as follows:

Installments	Milestone	Payments
1 nd	Submission of inception report	20 %
2 nd	Submission of approach and methodology for economic and financial analysis of the two concept notes	30 %
3 rd	Submit the technical analysis of efficiency and effectiveness of TDF concept note	30%
4 th	Submit the technical analysis of efficiency and effectiveness of AEPC concept note & completion report	20%

8. WORKING ARRANGEMENTS

The consultant should maintain a close coordination with the Project Manager of Green Climate Fund Readiness and Preparatory Support and technical experts at UNDP Country Office. The consultant, in implementing the activities under its scope, shall work closely with the technical team of Alternative Energy Promotion Center and Town Development Fund and technical experts procured for the preparation of the concept note. The consultant will be given access to relevant information necessary of execution of the tasks under this assignment. The consultant will be responsible for providing his/her own working station (i.e. laptop, internet, phone, printer/scanner etc. and must have access to a reliable internet connection.

9. ESTIMATED COST

It is proposed that the consultant provide his/her technical cost for the assignment in accordance with the TOR. The financial proposal should cover the technical, cost at least one missions of 5 days to Nepal and out of pocket costs i.e. cost of human resources and including expense estimation. The cost of consultation meetings/workshops/trainings will be covered by the GCF Readiness Programme including venue, stationary and necessary training/workshop supplies.

10. EVALUATION METHOD

Applicants will be evaluated on the basis of 'Combined Scoring Method' where technical evaluation i.e. education in required field, work experience in the transportation sector and proven experience in similar assignments in other countries and familiarity with GCF will be weighted a maximum of 70% and combined with the financial proposal of

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

UNDP/PN/29/2020 : International Consultant – Financial Economic Expert

Date _____

United Nations Development Programme
UN House
Pulchowk,
Lalitpur, Nepal

Dear Sir/Madam:

I hereby declare that:

I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of **International Consultant – Financial Economic Expert** under the **Green Climate Fund Readiness and Preparatory Support Programme (GCFRPSP)**.

- A) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- B) 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;
- C) 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.
- D) I hereby propose to complete the services based on the following payment rate:
 - ☐ 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.
- E) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- F) 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;
- G) This offer shall remain valid for a total period of _____ days *[minimum of 90 days]* after the submission deadline;

H) 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];*

I) 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:

J) 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

K) 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.

L) ***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.

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

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

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

Name	Relationship	Name of International Organization

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

YES ☐ NO ☐

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

YES ☐ NO ☐ If answer is "yes", WHEN?

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

Full Name	Full Address	Business or Occupation

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

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

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

DATE: _____

SIGNATURE: _____

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

Annexes *[please check all that applies]:*

- ☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- ☐ Brief Description of Approach to Work (if required by the TOR)

BREAKDOWN OF COSTS¹⁵
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A) Breakdown of Cost by Components:

Cost Components	Quantity	Unit Cost (USD)	Total Rate for the Contract Duration
I. Personnel Costs			
Professional Fees	45 days		
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
II. Travel¹⁶ Expenses to Join duty station			
Round Trip Airfares to and from duty station	1 Trip		
Living Allowance	5 days		
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
III. Duty Travel			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
Total			
IV. Field visits outside duty station	Applicable travel cost will be borne by UNDP for field missions, outside duty station, if any.		

B) Breakdown of Cost by Deliverables*

Deliverables	Percentage of Total Price (Weight for payment)	Amount
Submission of inception Report (20%)	20%	
Submission of approach and methodology for economic and financial analysis of the two concept notes (30%)	30%	
Submission of the technical analysis of efficiency and effectiveness of TDF concept note (30%)	30%	
Submission of the technical analysis of efficiency and effectiveness of AEPC concept note & completion report (20%)	20%	
Total	100%	USD

¹⁵ The costs should only cover the requirements identified in the Terms of Reference (TOR)

¹⁶ Travel expenses are not required if the consultant will be working from home.

**Basis for payment tranches*