



28 May 2020

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 International Expert – Team leader in Water Governance and Climate Change
Period of assignment/services (if applicable):	June – December 2020 (30 working days)
Duty Station:	Homebased with 10-day mission to Hanoi
Tender reference:	A-200503

1. Submissions should be sent by **email** to: quach.thuy.ha@undp.org no later than:

23.59 hrs., Thursday 11 June 2020 (Hanoi time)

With subject line: A-200503 – International Consultant on Water Governance and 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 **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:

International Consultant

#	Requirements	Score
1	Advanced degree in environmental science, water resource management, climate change or related degree. A PHD is preferable.	200
2	At least 20 years of research experience in water governance, environment protection, ecology and climate change. Proven experience in conducting multi-disciplinary researches and policy development, preferably focused on the environmental impacts and risks associated with water sectors in the region and Viet Nam	300
3	Proven experience in leading similar research projects for facilitating regional and national policy dialogues on water governance in the context of climate change	250
4	Proven familiarity with existing regulatory, public policy in Viet Nam and experience working with the government in Viet Nam.	150

5	Proven good English writing skill e.g publications or contribution to academic researchers	100
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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.

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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

Title:	01 International Expert – Team leader in Water Governance and Climate Change
Project:	Research on Enhancing Local Water Governance in the Mekong Delta of Viet Nam
Duty Station:	Home-based with 10 days mission to Viet Nam
Duration:	30 days – June to December 2020
Reporting:	UNDP Programme Officer - Climate Change and Disaster Risk Reduction – Viet Nam
Coordination:	03 National Consultants/Team Members, UNDP international and national experts on Climate Change and Environment, and Viet Nam Water Partnership Experts

1. BACKGROUND

The Mekong Delta hosts 19% of the national population and is the largest agricultural producing centre in Viet Nam: contributing to 65% of aquaculture production, 70% of fruit production of the country; 95% of export rice and 60% of exported fish. According to the national climate change projections and in the absence of adaptation strategies, Viet Nam has a 40% chance of experiencing economic losses exceeding VND 141.2 trillion (US\$6.7 billion) and a 20% chance of experiencing losses exceeding VND trillion (US\$8.1 billion) in the next 50 years. A 1 m rise in sea level would inundate 39% of the area around the Mekong Delta, decreasing the total rice output by 40% and directly affecting the livelihoods of 35% of the population attached if no rapid actions are taken.

The Delta is currently under pressure because of sea-level rise; coastal erosion; land subsidence due to excessive groundwater abstraction; and saline water intrusion – all of which have adverse economic consequences. In particular, the exploitation of water resources on the upper reaches of the Delta, especially the construction of hydropower dams, has changed the flows of water, reduced sediment and fisheries resources, negatively affecting the socio-economic development of the region. In addition to these threats, the delta ecosystem is severely affected by the impacts of climate change in the form of increased temperature and annual average precipitation, changing river flow patterns, increased flood frequency, but also prolonged droughts. Such impacts are posing extremely complex development challenges for the local population and decision-makers alike in planning for resilient and sustainable livelihoods and human security in the region. Transboundary developments, in particular upstream hydropower projects, have further aggravated stress on land and water resources. The projected increase in population, coupled with urbanisation and economic development, will determine, to a large extent, the increasing pressure on the Delta's land and water resources.

The challenges for the Mekong delta in Viet Nam are enormous and the scale of expected investments in infrastructures and economic development over the coming decades is vast; yet, some decisions could impede future options for sustainable development. The negative impacts of high-intensity economic growth of the region are becoming more acute, posing serious challenges such as environmental pollution, severe ecological imbalances, land subsidence, groundwater depletion, river bank and coastal erosions. Besides, natural forest areas, especially mangroves, cajuput forests, and protected forests have been converted for other uses or severely degraded. In addition, over-exploitation of sediments, construction of houses and infrastructures along the riverbanks and canals have increased landslide risks.

UNDP has been providing strategic policy advisories and programmatic support to the Government of Viet Nam for the development of Resolution No.120 /NQ-CP. Resolution 120 charts out a clear vision and principles for the development of the Delta, articulating a package of integrated solutions that are critical to sustainable and climate-resilient development. Different ministries have been assigned specific roles and tasks to implement these five major solutions/building blocks for the development of the Delta. These are 1) Spatial Land-use Planning; 2) Master Plan for Sustainable and Resilient Development; 3) Structural Reforms of the Economy; 4) Inter-Regional linkages/coordination and eco-based development; and 5) Break-through mechanisms and policies.

As part of Resolution 120, the Government of Viet Nam is currently preparing an Integrated Master Plan for sustainable and climate-resilient development of the Mekong Delta by 2030 with a vision to 2050. This plan should consider the region's characteristics, solve synchronously inter-sectoral, regional, and provincial conflicts and exploit suitable development potential that Mekong Delta can offer. In the context of the preparation of the Mekong Master Planning and during the recent regional coordination conference, stakeholders have outlined existing gaps in the planning process for effective, equitable, and sustainable local governance options for the region in the heart of development complexities.

Effective water governance systems are crucial to address the challenges of water ecosystem management and poverty reduction in the context of climate change. Responding to this identified gap, UNDP and the Viet Nam Water Partnership supported by the GoAL Waters and Stockholm International Water Institute (SIWI) will conduct a research to improve the understanding of local water governance systems, their success and pitfalls, and explore their relevance in the future. Based on this understanding and in-depth consultations with stakeholders, the research will identify specific options for UNDP and partners to actively enhance local water governance participation onto the policy-development process led by MPI in the context of the Mekong Delta Masterplan, through a set of recommendations. The research will address three questions:

1. How are water resources currently managed at local levels in different sub-regions of the Delta?
2. What are the main risks and merits of existing and proposed alternatives water governance arrangements under future scenarios (water-use change, socio-economic development plans and climate change)?
3. How could the local contributions to water governance be more effectively incorporated into multi-level decision-making processes in the Delta?

Specifically, this research is expected to deliver three outputs as follows:

- Output 1: Current and proposed alternatives to local water governance practices in the Mekong Delta are synthesised
- Output 2: Effectiveness of local water governance practices in a set of future scenarios is assessed
- Output 3: Practical recommendations to enhance local roles in water governance are identified.

The research will be presented in a synthesis report and a 5-pager policy paper.

The UNDP GoAL-Waters (Governance, Accountability, and Learning for Water Sustainability) programme supports equitable, efficient and environmentally sustainable use and protection of freshwater and marine resources. It helps in identifying priorities and opportunities and addressing gaps and constraints in water and ocean governance by developing policy reform plans and actions at national and local levels. It supports the 2030 Agenda with an emphasis on SDG6 to "Ensure availability and sustainable management of water and sanitation for all" and SDG14 to "Conserve and sustainably use the oceans, seas and marine resources for sustainable development."

In order to support the delivery of this research, UNDP is looking for an International Expert – Team Leader, with extensive knowledge of water governance and the Mekong Delta. This ToR specifies objectives, the scope of work and the tasks required to carry out the assignment.

2. OBJECTIVE OF THE ASSIGNMENT

Overall, the Team Leader, in close collaboration with the Team Members, will be responsible to undertake the comparative assessment of the current and future strategies for local water governance in the Mekong delta region of Viet Nam. In addition, the consultant team will recommend options to improve and integrate local water resource management into the long term sustainable resilient development pathway of the Mekong Delta.

The International Expert - Team Leader, will supervise the research, guide the Vietnamese research members and relevant institutions in conceptualising the research framework and inception plan, provide quality assurance, and finalise the synthesised report.

3. SCOPE OF WORK AND RESPONSIBILITIES

The multi-disciplinary nature of this assignment will require tight coordination with several consultants and organisations simultaneously undertaking tasks and completing deliverables. The Team Leader will be expected to work with the Viet Nam Water Partnership, relevant research institutions in their network and UNDP, as this is a collaborative research initiative. Such collaboration will foster the national and local ownership of the decision-making ownership process and allow for the development of linkages with the development of the master plan.

The Viet Nam Water Partnership will be supporting the Team Leader and UNDP in coordinating the research on the ground, ensuring quality execution of the research plan, and maintaining effective communication.

To deliver the objective of the assignment, the International Expert – Team Leader will undertake the following tasks, but not limited to:

- Lead in the preparation of the overall work plan of the team, and lead discussions with UNDP on the scope, methodology, timeframe, quality criteria, etc.
- Provide technical guidance on the methodology, review the surveys and questionnaire process.
- Guide the team members throughout the data collection process and share the responsibility of analysis of collected data.
- Review and finalise the synthesised report and the policy brief.

Specifically, s/he will:

- Conceptualise the interactive platform to collect views and insights of local communities on the challenges faced in water governance and management in the Mekong Delta, in collaboration with UNDP.
- Guide the research team in conceptualising the framework to map local water resources management process in the 3 eco-zones (Upper Delta – seasonal flood control; Middle Delta – freshwater control; Coastal Zone – brackish water management and coastal defence).
- Participate in the field visits to map current local water governance (2x3 economic-ecological zones)
 - Support and guide the team on the consistent application of the methodology used within the assignment.
 - Participate and contribute to the technical consultations with MARD and MoNRE focal points
 - Review and finalise the three sub-reports correspond to the three eco-zones of the Mekong Delta.

- Design the conceptual framework and the methodology to assess the effectiveness of the current governance practices, using available climatic and socio-economic development scenarios.
- Review and finalise the three reports analysing the findings and outcomes of the water governance systems under different scenarios.
- Review and finalise the recommendations and policy actions for enhanced roles of community groups in linking with the multi-level decision-making process in the Mekong Delta.
- Combine the sub-reports into a synthesised report
- Develop a 5-pager policy paper upon acceptance of the final report by UNDP and partners.
- Present the results of the research during a consultation with high-level policymakers and development partners as required virtually .

4. EXPECTED RESULTS / DELIVERABLES

The consultant will have the overall responsibility for delivering the following outputs :

Output 1: Analytical Framework to characterise local governance practices in the Mekong Delta

The Team Leader is expected to develop the conceptual framework, the detailed Table of Content for the research team, and supervise the development of the work plan of the team members, in close collaboration with the Viet Nam Water Partnership and UNDP.

Output 2: Scenario-Based framework for assessing the effectiveness of local water governance practices in the Mekong Delta

The Team Leader will develop the framework using the latest available socio-economic and climate scenarios.

Output 3: Draft synthesised report

The Team Leader will ensure quality assurance and timely delivery of the synthesised report and will prepare the policy brief.

Output 4: Final synthesised report and 5-pager policy brief

The Team Leader will ensure quality assurance and timely delivery of the synthesised report and will prepare the policy brief.

Deliverables and key milestones

Outputs	Deliverables	Timeline
1	An analytical framework to guide the research	June 2020
2	Scenario-based framework for assessing local water governance practices in the Mekong Delta	July 2020
3	Draft synthesized report accepted by UNDP	August 2020
4	Final report and 5-page policy brief submitted and accepted by UNDP	October 2020

5. DURATION OF ASSIGNMENT AND DUTY STATION

The estimated duration of the assignment is 30 days between June and December 2020. The International Expert is expected to be home-based but may undertake a 10-days mission to Viet Nam for relevant technical consultations, as required. Eligible cost of such travel based should be included in the financial offer of the consultant, following UN rates.

6. PROVISION OF MONITORING, PROGRESS CONTROL

The consultant will be supervised by UNDP Programme Officer on Climate Change and Disaster Risk Reduction, with the technical oversight from assigned UNDP International/National Experts on Climate Change, Institutional and Water Resource Management. The International Expert–Team Leader will work in close collaboration with the Viet Nam Water Partnership and other team members.

The consultant team lead by the Team Leader will also routinely report to the UNDP on progress through bi-monthly meetings. The consultants will provide concise information about implemented activities and adjustments to the work plan. All deliverables will be reviewed and approved by UNDP.

7. REFERENCES

UNDP will provide the Goal Waters Research Proposal and support the Team Leader in order to facilitate the collection of all related references materials upon request and the detailed list of documents in the inception report.

8. QUALIFICATIONS AND WORK EXPERIENCE

Team leader - Qualification related to the services		
1	Advanced degree in environmental science, water resource management, climate change or related degree. A PHD is preferable.	200
2	At least 20 years of research experience in water governance, environment protection, ecology and climate change. Proven experience in conducting multi-disciplinary researches and policy development, preferably focused on the environmental impacts and risks associated with water sectors in the region and Viet Nam	300
3	Proven experience in leading similar research projects for facilitating regional and national policy dialogues on water governance in the context of climate change	250
4	Proven familiarity with existing regulatory, public policy in Viet Nam and experience working with the government in Viet Nam.	150
5	Proven good English writing skill e.g publications or contribution to academic researchers	100
Total		1000

9. REVIEW TIME REQUIRED AND PAYMENT TERM

Payment will be made in three phases:

- First instalment of 20% of the contract amount will be made upon submission and approval of Output 1.
- Second instalment of 30% of the contract amount will be made upon submission and approval of Output 2
- Final instalment of 50% of the contract amount will be made upon submission of Output 3 and 4.

10. CONSULTANT PRESENCE REQUIRED ON DUTY STATION

NONE

PARTIAL

INTERMITTENT

FULL-TIME

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

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

YES NO

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

YES NO If answer is "yes", WHEN?

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

Full Name	Full Address	Business or Occupation

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

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

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

DATE: _____

SIGNATURE: _____

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

Annexes *[please check all that applies]:*

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

GUIDELINES FOR CV PREPARATION

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

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

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

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

SUMMARY OF EXPERTISE

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

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

Credentials/education/training, relevant to the expertise

LANGUAGES

Mother Tongue:

Indicate written and verbal proficiency of your English:

SUMMARY OF RELEVANT WORK EXPERIENCE

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

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

UN SYSTEM EXPERIENCE

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

UNIVERSITY DEGREES

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

PUBLICATIONS

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

MISCELLANEOUS

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

Annex V

FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum of (USD for International 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 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).