INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

<table>
<thead>
<tr>
<th>Country:</th>
<th>Vietnam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of the assignment:</td>
<td>International Consultant (Marine Plastics/Waste and Circular Economy)</td>
</tr>
<tr>
<td>Period of assignment/services (if applicable):</td>
<td>Full-time from June – December 2020 (120 working days)</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Hanoi, Vietnam</td>
</tr>
<tr>
<td>Tender reference:</td>
<td>A-200504</td>
</tr>
</tbody>
</table>

1. Procurement process is being conducted through the online tendering system of UNDP. Bidders who wish to submit an offer must be registered in the system.

   Visit this page for system user guides and videos in different languages: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/

   If already registered, go to https://ete Tendering.partneragencies.org and sign in using your username and password. Use “Forgotten password” link if you do not remember your password. Do not create a new profile.

   If you have never registered in the system before, you can register by visiting the link below and follow the instructions in the user guide (attached):

   https://ete Tendering.partneragencies.org
   - Username: event.guest
   - Password: why2change

   It is strongly recommended to create a username with two parts: your first name and last name separated by a “.”, (similar to the one shown above). Once registered you will receive a valid password to the registered email address which you can use for signing in and changing your password.

   Please note that your new password should meet the following criteria:
   • Minimum 8 characters
   • At least one UPPERCASE LETTER
   • At least one lowercase letter
   • At least one number
You can view and download tender documents with the guest account as per the above username and password. However, if you are interested to participate, you must register in the system and subscribe to this tender to be notified when amendments are made.

**To attend this bid, please keep link below and insert the following information:**
https://etendering.partneragencies.org
BU Code: VNM10
Event ID number: A-200504

**NOTE:**
- The system time zone is in EST/EDT (New York) time zone.
- 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.
- Any request for clarification must be sent in writing, or by standard electronic communication through the system. 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.
- 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

<table>
<thead>
<tr>
<th>#</th>
<th>Requirements</th>
<th>Score</th>
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<tbody>
<tr>
<td>1</td>
<td>Master level degrees in environment management, waste, plastic, circular economy, or related subjects</td>
<td>200</td>
</tr>
<tr>
<td>2</td>
<td>At least 7 years of working experience in the relevant fields relating to waste and/or marine plastics</td>
<td>200</td>
</tr>
<tr>
<td>3</td>
<td>Solid experience in programme/project development, management, and implementation, and reporting</td>
<td>150</td>
</tr>
<tr>
<td>4</td>
<td>At least 5 years of working knowledge and experience with UN/UNDP</td>
<td>200</td>
</tr>
<tr>
<td>5</td>
<td>Working knowledge and experience in developing countries, especially in Vietnam and ASEAN countries would be an advantage.</td>
<td>150</td>
</tr>
<tr>
<td>6</td>
<td>Excellent writing skills in English with two writing samples submitted</td>
<td>100</td>
</tr>
</tbody>
</table>

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. \( S_f = 1000 \times \frac{F_m}{F} \), 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](https://training.dss.un.org) The training course takes around 3-4 hours to complete.

- Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel. (This is not a requirement for RLA contracts).

- Release letter in case the selected consultant is government official.

### 6. Payment

UNDP shall effect payments to the consultant (by bank transfer to the consultant’s bank account provided in the vendor form upon acceptance by UNDP of the deliverables specified the TOR).
Payments are based upon outputs, i.e. upon delivery of the products specified in the TOR.

If two currencies exist, UNDP exchange rate will be applied at the day UNDP instructs the bank to effect the payment.

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

TERMS OF REFERENCE

Title: International Consultant (Marine Plastics/Waste and Circular Economy)
Department: UNDP Viet Nam
Location: Hanoi, Viet Nam
Report to: Head of Climate Change and Environment Unit, UNDP Viet Nam
Duration: Full-time – June to December 2020 (approximately 120 days)

1) GENERAL BACKGROUND

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

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.

In Viet Nam, the amount of solid waste generated per capita is continuously increasing and unsustainable waste management, especially of plastics, has severe consequences for the Vietnamese population. Enhancing Solid Waste Management (SWM) is a trigger for sustainable development, and this essential utility service closely relates to issues such as public health, private sector development, environmental protection, and gender equality. The Government adopted the amended National Strategy of Integrated Solid Waste Management up to 2025, vision towards 2050 (491/QD-TTg Decision). The Strategy has made clear the integrated approach of solid waste management by which the 3Rs (reduce, reuse, recycle) should be strengthened while landfilling should be limited. It also indicates that 100% of plastic bags are eco-friendly, while 80% of daily solid waste generated in rural residential areas must be collected and handled by 2020. The Government also has plans to review and assess suitable models for circular economy proposed for the next 10 year Socio economic Development Strategy (SEDS) 2021 - 2030 and 5 year Socio economic Plan (SEDP) 2021-2025 and the Law on Environmental Protection.

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

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, (DWPSC)** in Ha Long, Danang, Quy Nhon, Binh Thuan, and 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.

UNDP Viet Nam is also implementing the Project **Ending Plastic Pollution Innovation Challenge (EPPIC)**, which seek 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 in ASEAN countries.

Besides the above two projects, UNDP is mobilizing additional resources to strengthen its support to the Government of Viet Nam, and will be collaborating with different development partners and donors on various activities related to these areas.

In this context, UNDP Viet Nam is looking for an International Consultant to support the planning, development and implementation of various initiatives on waste/plastic management in Viet Nam.

### 2) OBJECTIVE OF THE ASSIGNMENT

The International Consultant is expected to provide effective implementation and development of the waste and marine plastic portfolio; and provide strategic advice to UNDP Viet Nam and the Government of Viet Nam on waste/plastic management and circular economy.

### 3) SCOPE OF WORK

The International Consultant will be responsible for the following activities:

1) **Lead in planning and quality assurance, and monitoring for the effective implementation of DWPSC and EPPIC projects, and related projects**

   - Provide guidance and support to the Programmed Analyst and the team in development of plan and M&E scheme for effective management and implementation of projects under the portfolio: proper work-plans, milestones, baselines, deliverables, indicators and timeline, and responsible persons;
• Lead n preparation of M&E plans and project progress reports to the donors;

• Design and put in place quality control/peer review mechanisms to ensure the highest quality of project outputs/products before review and approval by UNDP;

• Lead the development of and provide guidance to the implementation of the communications plan;

• Support the implementation of EPPIC project:
  - Lead the preparation and finalization of the Project Inception Report
  - Revise and improve the theory of change, log-frame with clear milestones, baselines, deliverables, indicators.
  - Prepare project reports
  - Documentation and sharing project best practices and lesson learnt, and human-interest stories, among ASEAN countries

• Support the implementation of the DWP5C Project:
  - Supporting the assessment of a full lifecycle of the marine plastics in targeted localities, and identify key interventions, including integrated policies towards circular economy, waste and plastic management;
  - Provide support to development of policies and regulations to reduce marine plastic waste.

2) Provide strategic policy advice to support the Government of Viet Nam and UNDP in the field of waste/plastic management and circular economy

• Provide technical and policy advisory services to UNDP and the Government partners on waste & plastic management and circular economy;

• Provide technical inputs to the development of legal frameworks and policies, in partnership with relevant development partners and strategic donors;

• Facilitate policy dialogues, contribute to knowledge networks and communities of practice, on waste & plastic management and circular economy

• Identify and formulate research work, and lead preparation of policy papers, briefings, advocacy messages, and keynote speeches for policy dialogues and high-level events in these fields.

3) Support the development of partnership and collaboration with other players in the areas of marine plastics and circular economy, including solid waste management

• Support in mapping out all initiatives regarding waste, plastic management and circular economy and in establishing partnership with key development partners and other partners in Viet Nam and in the region;

• Lead in identifying the opportunities and development of concept notes and project proposals for resources mobilization
4) PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant shall seek agreement by UNDP on his/her proposed reporting requirements, specific scope and formats for all deliverables.

5) DEGREE OF EXPERTISE AND QUALIFICATIONS

- Master level degrees in environment management, waste, plastic, circular economy, or related subjects
- At least 7 years of working experience in the relevant fields relating to waste and/or marine plastics
- Solid experience in programme/project development, management, and implementation, and reporting
- At least 5 years of working knowledge and experience with UN/UNDP
- Working knowledge and experience in developing countries, especially in ASEAN countries would be an advantage.
- Excellent writing skills in English with two writing samples submitted

6) DURATION OF ASSIGNMENT AND DUTY STATION

The International Consultant is expected to work full-time from June to December 2020 (approximately 120 days during this timeframe). The International Consultant will be based at UNDP – 304 Kim Ma – Ha Noi. Travel outside Ha Noi if required and upon UNDP approval will be paid separately based on UN standard rates.

7) DELIVERABLES AND PAYMENT TERMS

<table>
<thead>
<tr>
<th>#</th>
<th>Deliverables</th>
<th>Timeline</th>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Inception report of the EPPIC project, revised log-frame, risk-log</td>
<td>06-07/2020</td>
<td>15%</td>
</tr>
<tr>
<td>2</td>
<td>A final policy paper on waste, plastic and circular economy in Viet Nam, based on existing results of studies and publication by UNDP Viet Nam and others</td>
<td>08/2020</td>
<td>15%</td>
</tr>
<tr>
<td>3</td>
<td>Standard Operation Procedures developed for the ASEAN Centre on Marine Plastic Debris in Viet Nam</td>
<td>09/2020</td>
<td>15%</td>
</tr>
<tr>
<td>4</td>
<td>Two concept notes for new project proposals on waste/plastic management and circular economy</td>
<td>10/2020</td>
<td>15%</td>
</tr>
<tr>
<td>5</td>
<td>Successful organization of EPPIC pitching competition</td>
<td>11/2020</td>
<td>15%</td>
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<td></td>
<td>Technical input provided to the winning teams of the EPPIC Project – Technical oversee of the circular economy training in Binh Duong</td>
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<tr>
<td>6</td>
<td>Develop the annual reports of EPPIC and DWPSC projects; full review of publications, reports and project materials</td>
<td>12/2020</td>
<td>25%</td>
</tr>
</tbody>
</table>
### 8) EVALUATION CRITERIA

<table>
<thead>
<tr>
<th>International Consultant - Qualification related to the services</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Master level degrees in environment management, waste, plastic, circular economy, or related subjects</td>
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<tr>
<td>6. Excellent writing skills in English with two writing samples submitted</td>
<td>100</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>1000</strong></td>
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### 9) PAYMENT TERMS

The payment will be made upon reception of above-mentioned Outputs accepted by UNDP.

### 10) CONSULTANT PRESENCE REQUIRED ON DUTY STATION

- [ ] NONE
- [ ] PARTIAL
- [ ] INTERMITTENT
- [X] FULL-TIME
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:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Contract Type</th>
<th>UNDP Business Unit/Name of Institution/Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
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☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

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<th>Name of Institution/Company</th>
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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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Name of International Organization</th>
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</table>
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.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Full Address</th>
<th>Business or Occupation</th>
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</table>

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, Processional 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).

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Rate</th>
<th>Total</th>
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<tbody>
<tr>
<td>1</td>
<td>Consultancy fee</td>
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<td></td>
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<tr>
<td>2</td>
<td>Out of pocket expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1</td>
<td>Travel</td>
<td></td>
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<tr>
<td>2.2</td>
<td>Per diem</td>
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<tr>
<td>2.3</td>
<td>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). *</td>
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<tr>
<td>2.4</td>
<td>Others (pls. specify)…….</td>
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<tr>
<td>2.5</td>
<td>VAT** if applicable (in case your company signs the contract)</td>
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<td></td>
<td>Total</td>
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</tbody>
</table>

* 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).