INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

<table>
<thead>
<tr>
<th>Country:</th>
<th>Viet Nam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of the assignment:</td>
<td>National consultant to review existing policies and practices on maintenance for resilient houses</td>
</tr>
<tr>
<td>Period of assignment/services (if applicable):</td>
<td>June 2020 – September 2020</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Home-based with travels to provinces</td>
</tr>
<tr>
<td>Tender reference:</td>
<td>PN-N200601</td>
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</tbody>
</table>

1. Submissions should be sent by email to: nguyen.thuy.nga@undp.org no later than:

   23.59 hrs., 21 June 2020 (Hanoi time)

   With subject line:

   PN-N200601: National consultant to review existing policies and practices on maintenance for resilient houses.

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
      - 2-3 report samples on relevant subject.
      - Reference contacts of past 3 clients for whom you have rendered preferably the similar service (including name, title, email, telephone number, address…)

   b. **Financial proposal (with your signature):**
      - The consultant will need to send a financial proposal based on Daily Fee using UN-EU cost norm 2017. The consultant shall quote an all-inclusive Daily Fee for the contract period. The term “all-inclusive” implies that all costs (PIT tax, professional fees, communications, consumables, travel to Thanh Hoa and Quang Ngai together with 200km traveling to communes by car and travel to Ha Noi to present the report at the consultation meeting if the consultant is not based in Ha Noi, etc.) that could be incurred in completing the assignment are already factored into the daily fee submitted in the proposal.. – 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:
<table>
<thead>
<tr>
<th>No</th>
<th>Qualification</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bachelor’s degree in civil engineering or architecture with at least 10-years’ experience, priority given to those possessing master’s degree or above</td>
<td>200</td>
</tr>
<tr>
<td>2</td>
<td>Have similar experience studying/researching mechanism proposal for housing/building maintenance</td>
<td>300</td>
</tr>
<tr>
<td>3</td>
<td>Proven experience working on maintenance activities of housing or construction projects</td>
<td>200</td>
</tr>
<tr>
<td>4</td>
<td>Proven experience working on management or implementation of construction projects</td>
<td>200</td>
</tr>
<tr>
<td>5</td>
<td>Knowledge of and experience in UNDP programme practices or any other foreign-supported projects are an asset</td>
<td>100</td>
</tr>
</tbody>
</table>

**TOTAL 1000**

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.
TERMS OF REFERENCE

I. GENERAL INFORMATION

<table>
<thead>
<tr>
<th>Post Title</th>
<th>National Consultant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project/Program Title</td>
<td>Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam (GCF coastal resilience project)</td>
</tr>
<tr>
<td>Service Required</td>
<td>National consultant to review existing policies and practices on maintenance for resilient houses</td>
</tr>
<tr>
<td>Type of Contract</td>
<td>Individual consultant</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Home-based with travel to two selected GCF project provinces in Viet Nam (Thanh Hoa + Quang Ngai and 200km travelling by car)</td>
</tr>
<tr>
<td>Duration</td>
<td>Total working days: 18 days maximum (4 days for travel included), from 29 June to 30 September 2020</td>
</tr>
<tr>
<td>Report to</td>
<td>UNDP Programme Management Specialist and Technical Consultant on Housing GCF Coastal Resilience (GCF) Project.</td>
</tr>
</tbody>
</table>

II. BACKGROUND / PROJECT DESCRIPTION

The Green Climate Fund (GCF) is a financial operating entity of the United Nations Framework Convention on Climate Change (UNFCCC) which is established to contribute to the collective efforts of the international community to combat climate change. The GCF funds programmatic approaches that provide an opportunity for a transformational shift in countries’ climate resilience and green economies, prioritizing a balanced approach between adaptation and mitigation. The GCF works with National Implementing Entities (NIEs) from developing countries and/or through accredited international and regional Implementing Entities (IEs).

Led by the Vietnamese Ministry of Agriculture and Rural Development (MARD) in collaboration with Ministry of Planning and Investment (MPI) and Ministry of Construction (MoC), UNDP is serving as the GCF Accredited Entity for an adaptation project titled “Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam” that was approved by the GCF in June 2017. The project is designed “to contribute to increased climate-resilient sustainable development though employing an integrated approach to ensure more climate resilient homes, strengthen natural defences through the regeneration of mangroves and improve planning through the integration of climate risk information.” The project aims to rebuild 4,000 houses and to regenerate 4,000 hectares of mangroves. It also aims to increase the quality and accessibility of climate risk-
related information and, therefore, increase its utility in decision-making. Key results for the project include:

1. Increased resilience of infrastructure and the built environment to climate change (Indicator: Number and value of physical assets made more resilient to climate change and variability, considering human benefits).

2. Improved management of land or forest areas contributing to emissions reductions (Indicator: Hectares of land or forests under improved and effective management that contributes to CO2 emission reductions).

3. Increased generation and use of climate risk information in decision-making (Indicator: Use of climate risk information products/services in decision-making in climate sensitive sectors).

The resilience housing component’s implementation has been ongoing since 2017 and is planned until 2021 at five provinces including Quang Ngai, Quang Nam, Thua Thien-Hue, Quang Binh and Thanh Hoa. Building on an existing protection programme to provide housing for the poor and marginalized (Decision No. 48/2014 / QD-TTg by Prime Minister dated 8/2014), the project aims to strengthen storm/flood resilient design features in 4,000 new houses for poor and highly disaster-exposed people in coastal areas.

The project is seeking a national consultant to help support the communities with solutions on management and techniques for resilient house maintenance to ensure the sustainability of the houses built by the project. This consultancy is expected to contribute to further enhance the sustainability of the project. The project is seeking to recruit a national consultant who has extensive experience in government maintenance regulations and practices to propose feasible maintenance schemes for flood and storm resilient safe houses in the five project provinces of Thanh Hoa, Quang Binh, Thua Thien Hue, Quang Nam and Quang Ngai.

III. OBJECTIVE AND SCOPE OF WORK

The objectives of this consultancy are to review existing policies and practices related to maintenance of resilient houses, and propose feasible maintenance solutions for houses to ensure the sustainability of the GCF project.

Specifically, the consultant will focus on the following key activities:

- Prepare a short inception report (maximum 10 pages) that consists of developing a detailed workplan, full assessment methodology, mission plan and list of stakeholders to meet in the project provinces as well as the consultant’s network and experience in the housing related maintenance sector;

- Desk study(review of existing government policies and practices related to maintenance activities (including management, technical and financial issues) for individual houses in general and resilient houses in particular;

- Conduct interviews in two project provinces to collect data from provincial level DoCs, CPCs, sample households and other stakeholders (about 2 days in each province including travel);

- Analyze data collected through interviews and develop a first full draft of the report for clearance by UNDP with options on the feasible maintenance solutions for existing GCF project-support houses in the project areas. The report will also be intended for analyzing and developing a series of recommendations for specific actions which could be taken forward by the Government, the GCF coastal resilience project and the household owners. Moreover, the report should consider specific
elements of maintenance for inclusion in the design of a future flood and storm resilient housing program;

- Develop agenda, invitee list and PowerPoint presentation for the one day consultation meeting on the draft report in Ha Noi with participations of UNDP, MOC PMU and CPMU after considering feedbacks from provinces into the report;
- Finalize report based on feedback received and submit to UNDP for final approval.

Key questions to be considered by the consultant should include:
- What are the government regulations for maintenance related to housing in general and for flood and storm resilient houses in particular, and are they suitable for the GCF project and why?
- What global and domestic good practice models of maintenance are being used for housing/resilient housing, and are they appropriate for the GCF project in Viet Nam and why?
- How is the management and implementation of local housing maintenance, including difficulties, obstacles and solutions?
- What are the most suitable and feasible solutions for maintenance of storm and flood resilient houses for existing GCF project?
- How is the technical process for maintenance of storm and flood resilient houses that is most easy and convenient for local household owners to be able to conduct themselves in their home?
- What are the funding sources for storm and flood resilient houses, including difficulties, obstacles and solutions?
- What should be the specific elements of maintenance for inclusion in the design of a future flood and storm resilient housing program in terms of management, technical and financial aspects?

IV. REPORT AND COORDINATION

- Timely report to UNDP (through Housing Technical Consultant) on any assignment relevant issues on a timely basis.

V. EXPECTED OUTPUTS AND REPORT TIMELINE

The consultant will provide specific outputs as follows:

<table>
<thead>
<tr>
<th>No.</th>
<th>Outputs</th>
<th>Timeline</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Short inception report detailing workplan, methodology, list of organizations/households/experts to be consulted and documents for initial review and approval by UNDP/GCF coastal resilience project</td>
<td>3 July 2020</td>
<td>Within 3 days from the signed date of contract</td>
</tr>
</tbody>
</table>
2  Initial draft report and draft agenda/Presentations/List of stakeholders for consultation meeting  |  July-August 2020  |  Consultant is required to do the survey/consultations at 2 selected project areas. It needs to be cleared by UNDP before the consultation meetings.

3  Consultation meeting minutes, and Final draft report  |  7 September 2020  |  Consultant presents the report and gets feedbacks at a meeting in Ha Noi for UNDP, MOC PMU and CPMU after considering feedbacks from provinces into the report.

4  Final report  |  30 September 2020  |  Revise the report based on the feedback/comments of relevant parties.

**VI. ADMINISTRATIVE ARRANGEMENT/SUPPORT**

- Consultant will be supported by UNDP Technical Consultant on Housing for arranging meetings with any parties that are necessary for the assignment as agreed by UNDP in the consultant’s working plan, such as the PPMUs/DoCs, districts/communes/households, MoC PMU, Central PMU, etc.

- The consultant with UNDP’s support shall coordinate with two selected GCF provincial PMUs/Departments of Construction and districts/communes/households to carry out the study. GCF fund, through UNDP, shall be used for this activity.

**VII. DURATION**

- The consultancy is expected to commence on 29 June 2020 and it is expected to be completed by 30 September 2020. Total number of consultancy days should not exceed **18 days**, that includes 4 days for travelling and working at two project sites.

**VIII. QUALIFICATIONS AND DEGREE OF EXPERTISE**

- Bachelor’s degree in civil engineering or architecture with at least 10-years’ experience, priority given to those possessing Master’s degree or above (200 points).

- Have similar experience studying/researching mechanism proposal for housing/building maintenance (300 points).

- Proven experience working on maintenance activities of housing or construction projects (200 points).

- Proven experience working on management or implementation of construction projects (200 points).

- Knowledge of and experience in UNDP programme practices or any other foreign-supported projects are an asset (100 points).
IX. REVIEW TIME REQUIRED AND PAYMENT TERM

- The consultancy rate will be applied in accordance with the UN-EU cost norms 2017.
- The consultant will receive 3 payments:
  - 20% contract value will be made upon receipt of approved detail working plan;
  - 30% contract value will be made upon receipt of draft report and completion of consultation meeting;
  - 50% contract value will be made upon receipt of final report approved by UNDP.
- Travel costs and all other associated costs will be included in consultant’s financial proposal.

The consultant will need to send a financial proposal based on Daily Fee using UN-EU cost norm 2017. The consultant shall quote an all-inclusive Daily Fee for the contract period. The term “all-inclusive” implies that all costs (PIT tax, professional fees, communications, consumables, travel to Thanh Hoa and Quang Ngai together with 200km traveling to communes by car and travel to Ha Noi to present the report at the consultation meeting if the consultant is not based in Ha Noi, etc.) that could be incurred in completing the assignment are already factored into the daily fee submitted in the proposal.
OFFEROR’S LETTER TO UNDP
CONFIRMING INTEREST AND AVAILABILITY
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date ______________________

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

Dear Sir/Madam:

I hereby declare that:

A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [indicate title of assignment] under the [state project title];

B) I have also read, understood and hereby accept UNDP’s General Conditions of Contract for the Services of the Individual Contractors;

C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;

D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [delete this item if the TOR does not require submission of this document];

E) I hereby propose to complete the services based on the following payment rate: [please check the box corresponding to the preferred option]:

☐ An all-inclusive daily fee of [state amount in words and in numbers indicating currency]

☐ A total lump sum of [state amount in words and in numbers, indicating exact currency], payable in the manner described in the Terms of Reference.

F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex V;

G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP’s review, acceptance and payment certification procedures;
H) This offer shall remain valid for a total period of ___________ days [minimum of 90 days] after the submission deadline;

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

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

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

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

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

<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>
</tr>
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<tbody>
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</table>

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

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Contract Type</th>
<th>Name of Institution/Company</th>
<th>Contract Duration</th>
<th>Contract Amount</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>
</tr>
</thead>
<tbody>
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</tbody>
</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>
</tr>
</thead>
<tbody>
<tr>
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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.
Annexes [please check all that applies]:

☐ CV shall include Education/Qulification, Professional Certification, Employment Records /Experience

☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
GUIDELINES FOR CV PREPARATION

WE REQUEST THAT YOU USE THE FOLLOWING CHECKLIST WHEN PREPARING YOUR CV:
Limit the CV to 3 or 4 pages
NAME (First, Middle Initial, Family Name)
Address:
City, Region/State, Province, Postal Code
Country:
Telephone, Facsimile and other numbers
Internet Address:
Sex, Date of Birth, Nationality, Other Citizenship, Marital Status
Company associated with (if applicable, include company name, contact person and phone number)

SUMMARY OF EXPERTISE
Field(s) of expertise (be as specific as possible)
Particular development competencies-thematic (e.g. Women in Development, NGOs, Privatization, Sustainable Development) or technical (e.g. project design/evaluation)
Credentials/education/training, relevant to the expertise

LANGUAGES
Mother Tongue:
Indicate written and verbal proficiency of your English:

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

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

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

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

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

**FINANCIAL OFFER**

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum of …… (VND for National Consultant; USD for international Consultant).

This is a lump sum offer covering all associated costs for the required service (fee, meal, accommodation, travel, taxes etc).

**Cost breakdown:**

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Consultancy fee</td>
<td></td>
<td></td>
<td></td>
</tr>
<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>
<td></td>
<td></td>
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<tr>
<td>2.2</td>
<td>Per diem</td>
<td></td>
<td></td>
<td></td>
</tr>
<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>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.4</td>
<td>Others (pls. specify) ….</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td></td>
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</tr>
</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.

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).*