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29 June 2020

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	National consultant to review existing policies and practices on maintenance for resilient houses
Period of assignment/services (if applicable):	June 2020 – November 2020
Duty Station:	Home-based with travels to Thanh Hoa and Thua Thien Hue
Tender reference:	PN-N200604

1. Submissions should be sent by **email** to: [nguyen.thuy.nga@undp.org](mailto:nguyen.thuy.nga@undp.org) no later than:  
**23.59 hrs., 10 July 2020 (Hanoi time)**

With subject line:

**PN-N200604: National consultant to conduct research on participation of business sector in disaster risk reduction and climate change resilience**

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

### **Note:**

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.
- Maximum size per email is **30 MB**.
- Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP Viet Nam will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

- After submitting proposal, bidder should send notification by email (without attachment) to: [procurement.vn@undp.org](mailto:procurement.vn@undp.org) informing that the bidder has submitted proposal. UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to above address.
- Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female consultants.

## 2. Please find attached the relevant documents:

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

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

### a. Technical component:

- 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 Thua Thien Hue) 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:

No	Evaluation criteria	Points
1	Master’s degree or higher qualification in social science, disaster	200

	management/ environment/ industry services or related business field.	
2	At least 10 years of working experience in Vietnam in social protection services, risk management or related disaster management, climate change field, preferably with large private sector or state organizations.	250
3	Proven network and knowledge of the business, social services sector, disaster risk management in Vietnam, preferably with knowledge of both for profit and non-profit based business providers;	250
4	Experience in community-based scientific researches	100
5	Track record of analytical report writing, and/or academic publication/ online reports in areas related to business promotion, financial management, disaster risk reduction, climate change resilience in Vietnam and Asian countries;	100
6	Strong written skills in English by providing two writing reports samples	100
	<b>Total</b>	<b>1000</b>

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

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

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

Submission obtaining the highest weighted points (technical points + financial points) will be selected subject to positive reference checks on the consultant's past performance.

Interview with the candidates may be held if deemed necessary.

## 5. Contract

“Lump-sum” Individual Contract will be applied for freelance consultant (Annex II)

“Lump-sum” RLA will be applied for consultant assigned by firm/institution/organization (Annex III)

Documents required before contract signing:

- International consultant whose work involves travel is required to complete the courses on BSAFE which 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.

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

### Participation of business sector in disaster risk reduction & climate change resilience

#### I. GENERAL INFORMATION

<b>Project</b>	Improving the resilience of vulnerable coastal communities to climate change related impacts in Vietnam (GCF project)
<b>Consultancy service</b>	<b>Research on participation of business sector in disaster risk reduction and climate change resilience</b>
<b>Activity code</b>	<b>3.2.3</b>
<b>Type of consultant</b>	National consultant
<b>Type of contract</b>	Individual contract
<b>Location</b>	Home-based with travels to selected GCF project provinces in Vietnam
<b>Duration</b>	Part-time to be completed by 05 November 2020 Total working days: 30 days (travel included)
<b>Report to</b>	Program Management Specialist, GCF project
<b>Technical Supervision</b>	UNDP Senior Technical Advisor on DRR & CCA; Technical Specialist; Technical Specialist on Housing, Technical Specialist on livelihood, GCF project

#### II. BACKGROUND

##### Vietnam Context

Vietnam is one of the most vulnerable countries to disaster and climate change. The impact of climate change on Vietnam is very serious, an existent threat to the goal of poverty reduction, and to the implementation of the sustainable development goals by 2030. The Government of Vietnam has made considerable efforts to cope with climate change, including adopting the National Strategy on Climate Change, the Action Plan to Respond to Climate Change, and the Green Growth Strategy and implementation plan, legal framework, and policies on the prevention of natural disasters.

Despite significant investments in preparedness and resilience which have reduced loss of life, extreme-weather-related losses and costs to property and natural ecosystems are increasing in Vietnam. Climate change projections further point to increasing intense and less predictable floods and storms. Over the last two decades natural disaster losses have reduced GDP growth by more than 1% annually in Vietnam.

Currently, the Vietnam government directly bears the burden of major financial risks associated with extreme climate events, compensating victims through disaster relief assistance or through reconstruction projects. As Vietnam grows, and total assets increase in high risk areas, this model is increasingly expensive and potentially unsustainable for the Government; particularly when government budgets are stretched, and the international assistance is shrinking.

The Vietnam law of disaster management and detailed guidelines have prioritized the arrangement of resources to support science and technology programs, and solutions for investment to support communities, including business sector to build decentralized disaster mitigation and risk reduction systems as decentralized by the Government.

There are mutual benefits of business cooperating with authorities at different levels and communities: businesses can support communities to strengthen capacity in both infrastructure and organizational management to cope with disaster and climate risks while the communities can help protecting business operating in their areas.

### **UNDP support**

UNDP has long been supporting Vietnam in promoting initiatives to support the Government and communities in the field of disaster risk management. In 2019, with support from the OCHA-UNDP Connecting Business Initiative (CBI), UNDP Vietnam contracted a team to conduct a rapid assessment, looking for opportunities to improve coordination between the public and private sectors in Vietnam. This landscape assessment narrowed its focus to examining impacts and opportunities in two sectors specifically: tourism and agriculture. As a result of the research, the consultant report emphasized that: *Currently in Vietnam, the businesses that are more resilient tend to be those that are more urban, more prosperous (i.e., more savings or larger support network), or more experienced coping with disasters. For those businesses that are smaller, more rural (i.e., separated from urban networks), and less experienced, the impacts of disasters are catastrophic.*

In 2017, with support from Green Climate Fund, UNDP and the Government of Vietnam began to implement the project “Improving the resilience of vulnerable coastal communities to climate change related impacts in Vietnam” (2017-2021). The project involves the participation of the Ministry of Agriculture and Rural Development (MARD), Ministry of Construction (MOC), Ministry of Planning and Investment (MPI) and 7 provinces: Nam Dinh, Thanh Hoa, Quang Binh, Thua Thien Hue, Quang Nam, Quang Ngai, and Ca Mau. The project seeks to scale up interventions that are already tested to increase the resilience of vulnerable coastal communities in 28 coastal provinces of Vietnam.

The specific objectives of the project are as follows:

1. **Component 1:** Storm and flood resilient design features added to 4,000 new houses on safe sites, benefiting 20,000 poor and highly disaster-exposed people in 100 communes;
2. **Component 2:** Regeneration of 4,000 hectares of coastal mangrove storm surge buffer zones using successful evidence-based approaches;
3. **Component 3:** Increased access to enhanced climate, damage and loss data for private and public sector application in all 28 coastal provinces of Vietnam.

Component 3 of the project focuses in Policy support for planning at the national and sub-national levels to apply disaster/ climate related information to inform climate resilient planning and help strengthen local level early warning systems at the commune level. Activity 3.2.3 of the project aims to *'Designing tailored products integrating climate and disaster data to inform planning from central to local level'*.

As a continuation of UNDP's effort to support the Vietnam Government in identifying opportunities for improving climate change resilience and enhancing disaster risk reduction through participation of business sector in risk reduction efforts, UNDP plans to conduct a research on participation of businesses in disaster risk reduction and climate change resilience. The research aims to address key gaps and pilot products which can help promote transformative change, focusing in agriculture, fishery, construction, transportation, reforestation and grocery merchandise services, those have close links to rural development and vulnerability impacts by climate change and natural disasters.

The resulting report of the research will be a key input for a consultation meeting planned with key stakeholders and partners to identify how UNDP can support enhanced Government action to promote more diverse and effective risk transfer and management and promote opportunities for businesses to join effort with government and communities for mutual benefits and support sustainable development in Vietnam.

### III. OBJECTIVE AND SCOPE OF WORK

#### **Objectives:**

To conduct a research on public and private companies working in or having interest to be involved in the field of disaster risk reduction and climate change resilience.

#### **Scope of work:**

The consultant will be responsible for conducting an analysis of existing businesses, including large, medium and small-scale companies operating in Vietnam, their fields of practices as well as analyzing opportunities and challenges in incentivizing the development and/or scale up of locally appropriate participation of business sector in disaster risk reduction and climate change resilience. This will include developing a research plan, conducting a desk review of available state run, joint stock companies and other entities participating in disaster response, rehabilitation and preparedness in Vietnam, global and domestic good practices and executing interviews with key stakeholders.

The research is expected to produce a high-quality technical report (including technical brief) with clear analysis of private sector<sup>1</sup> in general and more specifically focusing on agriculture, fishery, construction, transportation, reforestation and grocery merchandise services, with practical recommendations and solutions to strengthen disaster management system in Vietnam and documenting opportunities, the two-way benefits in participation of businesses in the disaster risk reduction and climate change resilience in the coastal provinces of Vietnam as an input to support dialogue, policy and further action for risk reduction and sustainable local planning.

The consultant will further explore opportunities and practical solutions based on the recommendations from the report on participation, cooperation and contribution for reduction of disasters and climate change impacts in Vietnam. It will also require developing the agenda, suggesting a speaker and invitee list for a one day consultation workshop in Ha Noi

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<sup>1</sup> Business sector including large, medium and small-scale businesses, private and state-owned companies and enterprises, cooperatives or working groups

on options of business sector participating as a tool to promote resilience in coastal areas of Vietnam.

**Products of this consultancy:**

- An inception report detailing workplan, list of experts/ organizations to be consulted and documents for initial review and approval by UNDP/GCF, CPMU.
- A high-quality report with a series of recommendations for specific actions which could be taken forward by the Government, by UNDP, and by the businesses and possible donors to act upon recommendations and analysis provided in the report.
- A Technical brief, summarizing key findings and list of enterprises, their products, and their investment services in disaster risk reduction, response and rehabilitations and climate change adaptation in Vietnam
- Analyse and develop a series of recommendations for specific actions which could be taken forward by the Government, documenting opportunities and recommendations to facilitate dialogue to increase access to insurance related products.
- Help UNDP to organize and facilitate a consultation workshop by bringing together Government, business sector representatives and other related stakeholders to discuss options for strengthening cooperation between businesses, government, communities and other stakeholders.

**Key tasks**

1. Develop an inception report, including a full assessment methodology, mission plan and list of stakeholders to meet during the consultancy, drawing on GCF project knowledge, the business sector and the consultant's network and experience related to businesses participating in disaster risk reduction and climate change adaptation.
2. Conduct interviews in Hanoi, and in two GCF project provinces (suggested Thanh Hoa and Thua Thien Hue) to collect data from households, provincial and local level business service providers, provincial government and other stakeholders.
3. Complete desk review of international and national level data/ information, collect, analyse and develop forms of cooperation documentations: such as principle agreement, service contracts, cooperation notes, etc. as key points of guidelines for cooperation works
4. Developing a first full draft of the Technical Report for clearance by UNDP/GCF PMU.
5. Develop agenda, speaker and invitee list and summary approach paper and PowerPoint presentation for the one day consultation meeting in Hanoi as mentioned above on options for business sector participating in DRR/ CCA in coastal areas (which will also discuss the technical paper).
6. Produce a PowerPoint presentation on Key study points
7. Co-facilitate the one- day consultation meeting mentioned above in Hanoi with key stakeholders including Government, the business sector and I/NGO communities.
8. Finalize Technical Report (including Technical Brief) based on feedback received and draft concise (3-5 page) workshop summary report (not including annexes).

**Stakeholders for consultation**

1. Selected members of the Central Steering Committee for Natural Disaster Prevention and Control and especially VNDMA and VCCI;
2. Ministry of Planning and Investment (MPI);
3. Representatives from PPCs, DARDs;
4. Representatives from the United Nations in Vietnam, the World Bank, NGOs, Women's Union, and key Government institutes;



5. Relevant companies that provide products and services relevant to the scale-up of current or future disaster risk reduction and climate change, particularly for fishery, construction, transportation, reforestation and grocery merchandise services;
6. Relevant companies that are benefiting from local disaster risk reductions/ climate change resilience program;
7. Other stakeholders identified by the consultant and agreed in the inception report.

#### IV. EXPECTED DELIVERABLES

The consultant is expected to submit the following deliverables:

#	Deliverables	Deadline
1	Inception report detailing workplan, list of experts/ organizations to be consulted and documents for initial review and approval by UNDP/GCF, CPMU.	25 July 2020
2	Initial draft of Technical Study and draft agenda for consultation meeting	25 August 2020
3	Completion of consultation meeting and final draft of Technical Report, including cooperation forms accepted by UNDP/GCF, and CPMU	25 September 2020
4	Final Report and Technical Brief accepted by UNDP/GCF and CPMU including a PowerPoint presentation ( <i>products are in both Vietnamese and English</i> )	05 October 2020
5	Make presentations on outcomes and recommendations of the research, at relevant meeting organized by the project.	05 November 2020

#### V. ADMINISTRATION SUPPORT

UNDP and the Vietnam Disaster Management Authority/CPMU will provide administrative support to the consultant throughout the implementation of this consultancy service. However, the consultant should be proactive in making appointments, organizing discussions and consultation meetings with the national consultants and key stakeholders.

#### VI. DURATION

The contract duration for the consultant is from date of signature to 30<sup>th</sup> September 2020.

Maximum number of working days: 30 days

#### VII. QUALIFICATIONS & SELECTION CRITERIA

No	Evaluation criteria	Points
1	Master's degree or higher qualification in social science, disaster management/ environment/ industry services or related business field.	200
2	At least 10 years of working experience in Vietnam in social protection services, risk management or related disaster management, climate change field, preferably with large private sector or state organizations.	250

3	Proven network and knowledge of the business, social services sector, disaster risk management in Vietnam, preferably with knowledge of both for profit and non-profit based business providers;	250
4	Experience in community-based scientific researches	100
5	Track record of analytical report writing, and/or academic publication/ online reports in areas related to business promotion, financial management, disaster risk reduction, climate change resilience in Vietnam and Asian countries;	100
6	Strong written skills in English by providing two writing reports samples	100
	<b>Total</b>	<b>1000</b>

#### VIII. TERMS OF PAYMENT

Fee will be made after the contract deliverables are accepted by UNDP.

- 20% of the fee will be transferred after signing the contract and acceptance of the Deliverable 1
- 50% will be paid upon acceptance of the Deliverables 2+3+4
- 30% of the fee will be paid upon satisfactory completion of the Deliverable 5.

The consultant(s) 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 are included (PIT tax, professional fees, communications, consumables, travel etc.)

#### IX. PRESENCE REQUIRED ON DUTY STATION / UNDP OFFICE

☐ NONE      ☒ PARTIAL      ☐ INTERMITTENT      ☐ FULL-TIME

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

Date \_\_\_\_\_

*(Name of Resident Representative/Bureau Director)*

United Nations Development Programme

*(Specify complete office address)*

Dear Sir/Madam:

I hereby declare that:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Name	Relationship	Name of International Organization

P) Do you have any objections to our making enquiries of your present employer?  
YES ☐ NO ☐

Q) Are you now, or have you ever been a permanent civil servant in your government's employ?  
YES ☐ NO ☐ If answer is "yes", WHEN?

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

Full Name	Full Address	Business or Occupation

S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?  
YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.

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

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

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

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

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

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

## **GUIDELINES FOR CV PREPARATION**

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

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

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

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

### **SUMMARY OF EXPERTISE**

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

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

Credentials/education/training, relevant to the expertise

### **LANGUAGES**

Mother Tongue:

Indicate written and verbal proficiency of your English:

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

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

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

### **UN SYSTEM EXPERIENCE**

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

### **UNIVERSITY DEGREES**

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

### **PUBLICATIONS**

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

### **MISCELLANEOUS**

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

## Annex V

## FINANCIAL OFFER

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

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) ....			
	<b>TOTAL</b>			

*\* 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).sss*