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24 July 2020

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 National Consultant on COVID-19 Coordination and Health-Climate nexus Programme Development
Period of assignment/services (if applicable):	August 2020 – 30 June 2022
Duty Station	UNDP office, 304 Kim Ma, Ha Noi, Viet Nam
Tender reference:	3-200701

1. Submissions should be sent by email to: [luu.ngoc.diep@undp.org](mailto:luu.ngoc.diep@undp.org) no later than:  
**3 August 2020 (Hanoi time)**

With subject line:

**3-200701      National Consultant on COVID-19 Coordination and Health-Climate nexus Programme Development**

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 **35 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:

- [Terms of Reference \(TOR\)](#)..... (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
- One report writing in English

### b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **Viet Nam Dong for National Consultant and US Dollar for international consultant** including consultancy fees and 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:

National Consultant		
No	Criteria	Score
1	Master's degree in public health, international development, climate-health nexus, or relevant subjects.	250
2	At least 10 years of experience in health sector with national institutions or/and international organizations, with experience in programme management with reporting responsibility.	200
3	Working experience with Government agencies in capacity building, providing technical support to policy development under ODA projects.	250
4	Working experience in formulating programme/ODA project proposals.	200
5	Highly developed oral and written communications skills with excellent writing skills in English and Vietnamese by provision of one report writing in English.	100
	<b>Total</b>	<b>1,000</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 BSAFE course and submit certificate to UNDP before contract issuance.

Note: In order to access the course, please go to the following link:

<https://training.dss.un.org/course/category/6>. Type in your name and password, create a new user. After you have completed the courses, please print/save the certificates to submit to us

- Full medical examination and Statement of Fitness to work for consultants ***from and above 62 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**

The payments will be made by the end of every month, upon acceptance of deliverables as noted in the agreed workplan, and submission of the monthly report, including time-sheet certified by the Supervisor.

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

### 1. GENERAL INFORMATION

<b>Post Title</b>	National Consultant
<b>Consultancy service required</b>	National Consultant on COVID-19 Coordination and Health-Climate nexus Programme Development
<b>Type of appointment</b>	Individual Contract (IC)
<b>Duty Station</b>	Ha Noi based
<b>Duration</b>	August 2020 – 30 June 2022 Total estimated working days: 495 days <sup>1</sup>
<b>Reports to</b>	Head of Climate Change and Environment Unit, UNDP Viet Nam

### 2. BACKGROUND

#### *SOCIO-ECONOMIC RESPONSE TO COVID-19*

Viet Nam has been deeply affected by the COVID-19 pandemic. Viet Nam recorded its first COVID-19 cases on January 23, 2020, rapidly activating existing preparedness planning. Epidemic declarations, border tightening, applying aviation permits, revocation and visa restrictions were swiftly announced. As a result, Viet Nam successfully contain the COVID-19 spread and has been recognized globally as one of the best examples of joint efforts by Government, businesses and communities to address such a significant challenge. However, COVID-19 has been causing the profound socio-economic impacts, which is exacerbating vulnerabilities and inequalities. The pandemic has had major multidimensional impacts on the lives of all populations in Viet Nam, especially children, women and other vulnerable groups such as migrants, ethnic minorities and people living with disabilities (PWD).<sup>2</sup>

UNDP is the technical lead for the overall UNCT COVID-19 Response and Recovery Plan for Viet Nam. In line with UNDP's global COVID-19 response, UNDP is supporting Viet Nam in five broad areas: (i) health crisis support; (ii) social protection – uprooting inequalities; (iii) green resilient economy; (iv) digital transformation and innovation – for speed and scale; and (v) governance – building a new social contract. Leave No One Behind is a guiding principle throughout, with a focus on support to vulnerable and most affected people.

#### *CLIMATE CHANGE RESPONSE IN THE HEALTH SECTOR*

Viet Nam is among the countries most vulnerable to Climate Change. Viet Nam's current Nationally Determined Contribution (NDC) estimates that the effects of climate change will cost 2.5-4% of GDP. Climate change is already having a negative impact on communities, economies and local ecosystems.

<sup>1</sup> The consultant is expected to work full time.

<sup>2</sup> Source: Viet Nam Ministry of Education and Training (MOET), 2017-2018)

Climate change and abnormal weather conditions have negative impacts on people's health and are believed to trigger disease outbreaks. Recurring heat waves, with increasing frequency and with higher intensity, will increase the risk of thermal shock, stroke, and increase morbidity and mortality, especially among the vulnerable group. The elderly and children are more vulnerable to changes in the weather, with problems like respiratory infections during heat waves and high temperature periods. Rising seawater levels, temperature increases and changes in rainfall are favorable conditions for mosquitoes to reproduce and transmit communicable diseases. Dengue is a wide-spread disease now across the country.

UNDP has been instrumental in providing technical support to the Government on climate change, especially climate change adaptation in Viet Nam, including support to the formulation of legal framework, strategies, actions plans and building resilience of the vulnerable communities. UNDP has also been working closely with the Health Sector in responding to climate change, promoting One Health initiative together with the Ministry of Agriculture and Rural Development, improving medical waste management and treatment, improving green procurement of health facilities/communities, and development of an early warning system for Dengue prediction and prevention. Support to the health sector is provided within the framework of a Memorandum of Understanding (MOU) signed between UNDP and the Ministry of Health on 13 March 2018.

UNDP is promoting integrated approach to address interlinked development challenges, including the climate-health nexus - the linkage between climate change and human health, climate change impacts, and viable interventions to enhance resilience of the health sector.

In this connection, UNDP is mobilizing a national consultant to lead on coordination of UNDP-support to Viet Nam relating to COVID-19 and to lead, develop and coordinate the implementation of various climate and health initiatives in Viet Nam.

### **3. OBJECTIVES OF THE ASSIGNMENT**

The objectives of this assignment are to support the UNDP in effective coordination, management, and implementation of the UNDP's initiatives relating to response and recovery from Covid-19 epidemic and for the development and implementation of various climate-health initiatives with the health sector in Viet Nam.

### **4. SCOPE OF WORK**

Under the overall supervision of the Assistant Resident Representative/ Team Leader of Climate Change and Environment Unit UNDP Viet Nam, and the direct supervision of the International COVID-19 Coordinator at the initial stage until 31 March 2021 for the Work Area 1, the Independent Contractor (IC) will undertake the following tasks:

- Coordination and delivery: Provide support to mapping, planning and coordination of the implementation of ongoing initiatives and studies in the assigned area, including by working on the preparation of work plans, terms of references, progress reports, etc;
- Programme/project development: Analyse Vietnam's development context and priorities to identify opportunities for UNDP support in the assigned area, and lead and coordinate the formulation and initiation of new projects/activities;
- Partnership development: Work on building and maintaining regular contacts with national counterparts, multilateral and bilateral donor agencies and NGOs, and actively contribute to forging of UNDP partnerships

***Area 1: COVID-19 Effective Coordination and Implementation of the UNDP's initiatives on response and Recovery:***

*For the initial period, the National Coordinator (NC) will work as Deputy to the International*

*Consultant. The National Consultant will take the lead role of Coordination work once the contract of the International Coordinator ends.*

***Overall coordination***

- a. Contribute to an overall coordinated delivery and implementation plan/matrix for COVID-19 response and recovery in Viet Nam. This requires working closely with various program officers in charge of different initiatives;
- b. Prepare, facilitate, and update on regular COVID-19 team meetings/check-ins with Task Teams (7 teams) on workplans, bottlenecks, monitoring and reporting;
- c. Closely monitor and ensure timely implementation of all activities, including consolidation, development and submission of relevant reports to UNDP Viet Nam; This includes weekly (internal) updates covering progress, covering issues and challenges requiring urgent attention;
- d. Ensure coordination with various Government entities involved in various activities related to socio-economic impact assessments and response;

***Technical inputs***

- e. Provide necessary technical inputs to respective programme officers, communications officers in the design and implementation of project activities; conduct field visits for programmatic monitoring, setting up arrangements for activity implementation; and provide peer-reviews and edits to project products/results
- f. Contribute to the preparation and organization of strategic and systematic events on risks, challenges, and opportunities for MSMEs during and after COVID-19 (two events in 2020 and two events in 2021) with VCCI, VNDMA, SMEs, Cooperative Alliance, key events/workshops/ consultations for dissemination or hand over products to Government counterpart of relevant stakeholders;
- g. Prepare policy briefs, policy papers and consolidate necessary inputs for key project events; prepare agendas for all events, workshops or high-level meetings (including preparations of key talking points for UNDP SMT)
- h. Coordinate, lead the design, and implement UNDP's recovery programs building on the response activities;
- i. Lead the development of new concept notes, project proposal to be submitted to UNDP and potential donors;

***Reporting***

- j. Update the UNDP's 1-pager on CO COVID response; Contribute to the preparation of regular (at least fortnightly) Situation Reports-SitReps covering current situation and progress of UNDP's COVID-19 activities in Viet Nam (focusing on achievements);
- k. Lead the preparation of report writing of COVID-19 projects for internal UNDP system;
- l. Contribute to the development and finalization of quarterly and final report writing of COVID-19 projects for donors (Japan, MPTF, RRF);
- m. Attend necessary global/regional calls as initiated by HQ and Bangkok Regional Hub (BRH).

***Area 2: Effective development and implementation of the UNDP climate-health initiatives:***

Development of new initiatives and resource mobilization:

- a. Implementation of the UNDP partnerships and resources mobilization strategies, focusing on project formulation to mobilize funds from various external resources;
- b. Build strong partnerships with key relevant departments and other units of the Ministry of Health and other relevant Government institutions, development partners, private sector,

NGOs, civil society in the specific thematic areas based on strategic goals of UNDP and country needs.

- c. Analyse Vietnamese development context (political, economic, social, cultural and historical), government policies, priorities/programs, and the needs of support that would influence UNDP technical assistance in Viet Nam;
- d. Identify policy, capacity development needs and knowledge gaps in the Government counterparts and that of communities for designing interventions and support through appropriate projects and activities;
- e. Work closely with UNDP technical advisors and specialists in Viet Nam and in BRH to identify opportunities to mobilize resources from international finance for climate change, health and relevant funding-windows for related subjects, and ensure linkages between programmes and projects in Viet Nam and these at regional and global levels;
- f. Effectively coordinate, facilitate and support the formulation, appraisal and approval of UNDP concept notes and pipeline project proposals on climate change resilience and health for mobilizing resources; This includes (i) liaising and coordinating with government counterparts and related stakeholders well-informed and engaged in the development processes; (ii) timely mobilization of technical inputs/experts to address information gaps for the formulation, appraisal and approval processes; (iii) preparing necessary documentations, reports and/or plans, as part of UNDP and donors' requests, for submission and appraisal of pipeline projects; and collecting necessary data and information for the project formulation

***Area 3: Contribution to the UN efforts to support Viet Nam in response to the COVID-19***

- a. Coordinate with other UN agencies who are making active contributions, as specified in a joint UN response matrix of support and the UNCT COVID-19 SERP;
- b. Support updates and information-sharing with regards to UNCT COVID-19 Response within the framework of the UNCT COVID-19 Socio-Economic Response Plan (SERP) Budget and Monitoring Framework, and linkages to wider UNCT planning and preparation of the CCA and UN One Plan for the coming period;
- c. Take leading role in preparing UNDP's inputs/contributions to the UN's position papers/advice to the Government, based on results and best knowledge and experience of UNDP;
- d. Represent UNDP at the relevant UNCT wide mechanisms for COVID-19 response and recovery coordination as required.

***Provide regular briefings and timely report to supervisor on any challenges or exceptions to ensure timely actions and informed decisions.***

## **5. DELIVERABLES AND TIMELINE**

The IC, according to the following terms of reference and under the coordination of UNDP Viet Nam, shall deliver the service as described below:

#	Deliverables	Timeline (2020 - 2022)
1	Work-Plan and Approach to full consultancy, as agreed by UNDP	Within two weeks of signing contract
2	Quarterly Workplans and reports, as approved by UNDP	Every three months
3	Regular monthly report of the current month and updated plan for following month of the whole portfolio, accompanied by	<b>2020</b> 31 July, 31 August, 30

	<p>fortnightly Situation Reports-SitReps and Quarterly progress reports on UNDP response to COVID-19</p> <p>Knowledge products, advocacy documents, briefings, policy papers, technical inputs, communications materials;</p> <p>List of documents edited and peer-reviewed</p> <p>Final completion reports for COVID-19 project</p>	<p>Sept, 31 Oct, 30 Nov, and 31 Dec;</p> <p><b>2021</b> 31 January, 28 February; 31 March, 30 April, 31 May, 30 June, 31 July, 31 August, 30 September, 31 October, 30 November, 31 December</p> <p><b>2022</b> 31 January, 28 February; 31 March, 30 April, 31 May, 30 June</p>
4	An Idea Note, two project Concept Notes, and a full Project Document for submission to potential donors/international finance organizations.	31 January <b>2022</b>

## 6. ADMINISTRATION

UNDP will provide limited administrative support to the Consultant throughout the implementation of this consultancy service. However, he/she should be proactive in making appointments, organizing discussions and consultation meetings with relevant UNDP staff and key stakeholders.

The Consultant will report to the Head of Climate Change and Environment Unit, UNDP Viet Nam.

## 7. DURATION AND DUTY STATION

The contract duration is from the date of signature to 30 June 2022, with a total 495 working days.

Duty station is UNDP office, 304 Kim Ma, Ha Noi, Viet Nam

## 8. PAYMENT

The Consultant must send a financial proposal for a total number of 495 working days.

- The proposed fee shall quote an all-inclusive budget for the contract period. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the Consultant in completing the assignment are already factored into the fee.

The costs associated to travel within Hanoi should be borne by consultant (included in the contract). If required, travel to other provinces will be covered by UNDP following the effective UN cost norms.

### **Payment schedule:**

The payments will be made by the end of every month, upon acceptance of deliverables as noted in the agreed workplan, and submission of the monthly report, including time-sheet certified by the Supervisor.

## 9. SELECTION CRITERIA

- a. Master’s degree in public health, international development, climate-health nexus, or relevant subjects.



- b. At least 10 years of experience in health sector with national institutions or/and international organizations, with experience in programme management with reporting responsibility;
- c. Working experience with Government agencies in capacity building, providing technical support to policy development under ODA projects;
- d. Working experience in formulating programme/ ODA project proposals;
- e. Highly developed oral and written communications skills with excellent writing skills in English and Vietnamese.

#### **10. CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES**

☐ NONE

☐ PARTIAL

☐ INTERMITTENT

☒ FULL-TIME

## **ANNEX IV**

### **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 & Email 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) or ..... 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 (USD or VND)	Total (USD or VND)
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). *			
2.5	Others (pls. specify).....			
2.6	VAT** if applicable (in case your company signs the contract)			
	<b>TOTAL</b>			

\* Individual Consultants/Contractors who are over 62 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).