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03 August 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 to support for activities on Waste and Marine Plastic
Period of assignment/services (if applicable):	August 2020 – December 2021
Duty Station:	Vietnam
Tender reference:	T200801

1. Submissions should be sent by **email** to: luu.thi.trang@undp.org no later than:

23.59 hrs., 17 August 2020 (Hanoi time)

With subject line:

T200801 - 01 National Consultant to support for activities on Waste and Marine Plastic

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
- 02 sample reports in English must be provided

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **VND for national consultant and US dollar for International Consultant** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in Annex V.
- Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.
- If quoted in other currency, prices shall be converted to the above currency at UN Exchange Rate at the submission deadline.

4. Evaluation

The technical component will be evaluated using the following criteria:

No	Qualification	Points
1	Master's Degree in international development, business administration or environment management.	150
2	5 years of experience in working in the domains of Social Entrepreneurship; or Innovation; or Venture Capital, or Private Equity, or Impact Investment, or Project Incubation &	250

	Acceleration	
3	Working experience with UN, particularly with UNDP is desired	150
4	Strong experience in networking. Holding the position as networking officer/manager is highly desired.	200
5	Strong network and experience working with the Vietnam Government and donor-supported agencies.	150
6	Good in English (university graduated in English; if not, two writing samples provided)	100
	Total	1.000

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 to the payment.

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



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TERMS OF REFERENCE

National Consultant on Circular Economy and Coordinating Support for activities on Waste and Marine Plastic

Title: National Consultant for Circular Economy and co Plastic
Type of contract: Individual contract
Project ID and title: Scaling Up a Socialised Model of Domestic Waste and Plastic (DWP5C) and Ending Plastic Pollution Innovation Challenge (EPPIC)
Duration & timing: 100 days from August 2020 to December 2021
Duty station: Hanoi
Reporting to: UNDP

1) GENERAL BACKGROUND

Viet Nam is among the fastest-growing economies in the world. However, this drastic change in the GDP has also increased the challenges related to environmental degradation and pollution, particularly when it comes to waste and plastic issues.

In recent years, the concept of the circular economy (CE) has gained increasing prominence as a new tool that presents solutions to several pressing cross-cutting sustainable development challenges. Many opinions agree that the circular economy is based on three principles: (i) design out waste and pollution; (ii) keep products and materials in use; (iii) regenerate natural systems. Vietnam has not any specific term on the circular economy. Instead, the circular economy principles are mainly related to actual models for recycle and reuse of waste as well as found in many legislation documents on waste management in Vietnam.

In 2019, the Vietnam Government issued the Resolution No. 09/NQ-CP of February 3, 2019, in which the Government assigned the Ministry of Natural Resources and Environment (MONRE) to be the focal point of unified state management of solid waste nationwide. Therefore, MONRE will take the leading role and coordinate with other relevant ministries/branches to undertake the integrated management of solid waste, including minimizing, reusing/recycling, and recovery energy from waste. More importantly, the Vietnam Government also has the plan to review and assess suitable models for circular economy in the context of implementing the sustainable development goals and responding to climate change for the next 10-year Socio-economic Development Strategy (SEDS) 2021-2030 and 5-year Socio-economic Development Plan (SEDP) 2021-2025. Under this context, MONRE is an only governmental agency which has been mandated to prepare policy inputs and recommendations on models for a circular economy for considerations during the up-coming Party Congress as well as for the development of SEDS-SEDP for the post-2020 period. As the think-tank of MONRE, Institute of Strategy of Natural Resources and Environment (ISPONRE) has been assigned many tasks on the research of CE issues for Vietnam, serving the key inputs policy recommendations on CE,

especially for the upcoming SEDS-SEDP and the revised Law on Environmental Protection.

As one important part of those tasks, ISPONRE is now developing ideas on a so-called platform on CE for Vietnam (hereinafter referred to as the Platform). This Platform is believed to be a national focal point to facilitate exchange and connection of innovative ideas to transit to circular economy and society in Vietnam. Also, it is expected to be a public-private bridge to create a network of CE pioneers in Vietnam. Accordingly, its functions should be diversified, including awareness-raising, advocacy, information distribution and sharing, teaching, and learning...As a result, there is a critical need for investigating how the prospective Vietnamese CE platform interact with other countries' similar platforms. Based on the comprehensive study of current status of Vietnam and international experience, it should ensure that the governance and operation of the platform serve as a multi-sectoral coordination mechanism to circulate ideas and knowledge of CE in Vietnam.

With the support of the Government of Norway, UNDP is currently implementing a new project entitled Scaling-up a Socialised Model of Domestic Waste and Plastic Management, in Ha Long, Danang, Quy Nhon, Binh Thuan, and Binh Duong. It aims to develop integrated, green and fair models to improve domestic waste and plastic management, in five Vietnamese cities. This objective will be met through the achievement of five key outcomes: (1) Five cities established effective small-scale models of domestic waste management; (2) Enhanced regulatory framework and capacity of the local authorities and stakeholders through the promotion of the circular economy approach; (3) Increased awareness and participation of all stakeholders in reducing single-use plastic and in improving waste management; (4) Increased income and safety of the waste picker groups; (5) Innovation and information platforms promoted.

Also UNDP is implementing another project “Ending Plastic Pollution Innovation Challenge” (EPPIC) seeks to reduce plastic pollution in coastal areas in Viet Nam and Thailand in 2020, followed by Indonesia and the Philippines in 2021. EPPIC will bring together citizens, local governments and the private sector to collaborate in establishing effective and innovative solutions. The EPPIC competition is also the opportunity to drive change by raising awareness, collecting lessons learned and trying new approaches to address localized plastic issues. It intends to deliver two outcomes: (i) A portfolio of solutions is selected, supported and scaled-up through the EPPIC in four countries (Viet Nam, Thailand, Indonesia, and the Philippines) and (ii) Capacity building in Viet Nam and knowledge, cooperation, networking in ASEAN countries for prevention and reduction of plastic waste is increased.

For all of the above on-going work, UNDP is looking for a qualified National Consultant to support on circular economy design and implementation, as well as support to implementation of two projects in specific areas.

2) OBJECTIVES OF THE ASSIGNMENT

The objectives of the assignment will be the following:

- Review CE application and networking regionally and internationally, propose and design a suitable platform model to Vietnamese context with suggestion of operation methodology and mechanism for a sustainable platform. Provide continued support on behalf of UNDP to later implementation and operation of the platform if established.

- Support the implementation of the DWP5C project, especially activities related to circular economy support to businesses; partnering with related stakeholders (ISPONRE, VASI, VIFEP...) on CE for waste and plastic reduction; use of mobile app to track and monitor hotspots.
- Support the implementation of EPPIC Project, with focus on partnering with VASI, VEA to promote capacity building in Viet Nam and knowledge, cooperation, networking in ASEAN countries for prevention and reduction of plastic waste.

3) SCOPE OF WORK

The national consultant will work collaboratively with the UNDP and international consultant and selected local partner on this assignment. The scope of work includes:

a) Design and support to deployment of circular economy platform (~35 days)

The National consultant will be working closely with another consultant under the guidance of UNDP and ISPONRE to conduct following tasks:

- Develop a joint workplan, including methodology, plan (review, mapping, interviews, recommendation) and deliverables for this assignment
- Review CE application and networking in the region and in the globe. Review and provide detail assessment of some well-known platforms/models internationally, and draw lessons learned for the application in the Vietnam context.
- Identify and design the model of the Platform that is most suitable to the Vietnam context using background research and outcomes from the interviews.
- Provide suggestions to connect Vietnam's CE platform with other existing platforms in the country, in the region and the world.
- Propose solutions during CE platform maintenance and operation for sustainable implementation of the platform in Vietnam
- Participate in consultation process (at least one half day workshop and one consultation meeting in Ha Noi, interviews...) to get feedbacks and comments for the proposed CE platform.
- Provide continued support on behalf of UNDP during implementation and operation of the platform after establishment until December 2021.

b) Support the implementation of the DWP5C project (~35 days)

- Support to the design and implementation of the second phase of DWP5C project
- Partner with related stakeholders to support the design and deployment of the mobile app to track and monitor waste/plastic hotspots.
- Select potential 10 businesses, coordinate training program and support to organization of necessary training of circularity
- Coordinate activities with VIFEP (Vietnam Institute of Fishery and Economic Planning) on UNDP's support to develop a plan to implement the National Action Plan on marine plastic litter, in fishery sector.
- Provide input to Project reports on related activities.

c) Support the implementation of the EPPIC Project (~30 days)

- Work with VASI and stakeholders to deploy EPPIC support following the Letter of Agreement signed between UNDP and VASI on "Management of marine plastic waste and sustainable development of ocean economy in Vietnam"

- Contribute to the development standard operation procedure (SOP) for establishment and implementation of International Research on Marine Plastic Litter
- Coordinating support to the ASEAN Special Ministerial Meeting in October 2020 and other regional events supported by UNDP through EPPIC project
- Provide input to Project reports on related activities.

4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

- ☐ Duration and Timing: 100 days from August 2020 to December 2021
- ☐ Duty station: Hanoi with domestic travel as required.

5) DELIVERABLES

The national consultations is expected to submit the following deliverables:

No.	Deliverables	Due date
1	Design and support to deployment of circular economy platform	
1.1	Review of existing circularity model in the region and globally, lesson learnt for application in the Vietnamese context	30 August 2020
1.2	Draft proposal and design of the Vietnam CE Platform	30 September 2020
1.3	Final design of the Vietnam CE Platform with proposal for sustainability, with input from different stakeholders	15 November 2020
1.4	Report on the operation of the CE Platform, recommendation	30 June 2021
1.5	Report on the operation of the CE Platform, recommendation	31 December 2021
2	Support the implementation of the DWP5C project	
2.1	Written input to Project reports on related activities in 2020	31 December 2021
2.2	Report on the support to VIFEP to develop a plan to implement the NAP on marine plastic litter	28 February 2021
2.3	Report on the training program to at least 10 potential businesses on circularity	30 April 2021
2.4	Written input to Project reports on related activities in first 6 months of 2021	30 June 2021
2.5	Written input to Project reports on related activities in 2021	31 December 2021
3	Support the implementation of the EPPIC Project	
3.1	Written input to 2020 Project reports on related activities	31 December 2020
3.2	Report on SOP of International Research on Marine Plastic	31 March 2021

	Litter	
3.3	Report on support to organization of events supported by UNDP through EPPIC project	June 2021
3.4	Written input to 2021 Project reports on related activities	31 December 2021

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The selected consultant will perform tasks as required under the direct supervision of the UNDP Programme Analyst. The consultant is required to regularly report to the UNDP and UDND designated partner on the progress of the specific work. After the signing of the contract, the selected consultant and UNDP will agree on the mechanism and actual timeline of the reporting requirement.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

Qualifications and experience of the Consultant are as follows:

- Master's Degree in international development, business administration or environment management.
- 5 years of experience in working in the domains of Social Entrepreneurship; or Innovation; or Venture Capital, or Private Equity, or Impact Investment, or Project Incubation & Acceleration
- Working experience with UN, particularly with UNDP is desired
- Strong experience in networking. Holding the position as networking officer/manager is highly desired.
- Strong network and experience working with the Vietnam Government and donor-supported agencies.
- Good in English.

7) ADMIN SUPPORT AND REFERENCE DOCUMENTS

ISPONRE and UNDP will assist the selected consultant with administrative support related to, but not necessarily limited to:

- ☐ Reports on circular economy jointly developed between UNDP and ISPONRE
- ☐ Project documents, progress reports and related documentation on DWP5C and EPPIC
- ☐ Assistance with acquiring official letters in case of visits or conducting interviews with official partners.
- ☐ Organizing necessary consultation meeting(s).

9) SCHEDULE AND PAYMENT TERMS

The payments will be paid upon submission of deliverables with satisfactory acceptance by ISPONRE and UNDP, according to the timeline as follows:

No	Deliverables	Indicative timeline	Payment amount
1	Review of existing circularity model in the	30 August 2020	10%

	region and globally, lesson learnt for application in the Vietnamese context		
2	Final design of the Vietnam CE Platform with proposal for sustainability, with input from different stakeholders	15 November 2020	10%
3	Written input to DWP5C and EPPIC Project reports on related activities in 2020	31 December 2020	15%
4	Report on the support to VIFEP to develop a plan to implement the NAP on marine plastic litter	28 February 2021	10%
5	Report on the training program to at least 10 potential businesses on circularity	30 April 2021	20%
6	Written input to Project reports on related activities in first 6 months of 2021	30 June 2021	20%
7	Written input to 2021 Project reports on related activities	31 December 2021	15%

10) EVALUATION CRITERIA

No	Qualification	Points
1	Master's Degree in international development, business administration or environment management.	150
2	5 years of experience in working in the domains of Social Entrepreneurship; or Innovation; or Venture Capital, or Private Equity, or Impact Investment, or Project Incubation & Acceleration	250
3	Working experience with UN, particularly with UNDP is desired	150
4	Strong experience in networking. Holding the position as networking officer/manager is highly desired.	200
5	Strong network and experience working with the Vietnam Government and donor-supported agencies.	150
6	Good in English (university graduated in English; if not, two writing samples provided)	100
	Total	1.000

11) CONSULTANT PRESENCE REQUIRED ON DUTY STATION PARTIAL

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	Business or Occupation

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

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

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

DATE: _____

SIGNATURE: _____

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

Annexes *[please check all that applies]:*

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

GUIDELINES FOR CV PREPARATION

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

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

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

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

SUMMARY OF EXPERTISE

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

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

Credentials/education/training, relevant to the expertise

LANGUAGES

Mother Tongue:

Indicate written and verbal proficiency of your English:

SUMMARY OF RELEVANT WORK EXPERIENCE

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

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

UN SYSTEM EXPERIENCE

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

UNIVERSITY DEGREES

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

PUBLICATIONS

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

MISCELLANEOUS

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

Annex V

FINANCIAL OFFER

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

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

No.	Description	Quantity	Unit Rate	Total
1	Consultancy fee			
2	Out of pocket expenses			
2.1	Travel			
2.2	Per diem			
2.3	Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel – (required before issuing contract). *			
2.4	Others (pls. specify).....			
2.5	VAT** if applicable (in case your company signs the contract)			
	Total			

* Individual Consultants/Contractors who are over 65 years of age with assignments that require travel and are required, **at their own cost**, to undergo a full medical examination including x-rays and obtaining medical clearance from **an UN-approved doctor** prior to taking up their assignment.

** Individual Consultants/Contractors who request their employer to sign a Reimbursable Loan Agreement (RLA) with UNDP for their behalves are reminded to add the Value Added Tax into the total lump sum of the Financial Offer if applicable.

I undertake, if my proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

I agree to abide by this proposal for a period of 120 days from the submission deadline of the proposals.

Dated this day /month of year

Signature

(The costs should only cover the requirements identified in the Terms of Reference (TOR) Travel expenses are not required if the consultant will be working from home).