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5 August 2020

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	02 National Consultants to provide support to development of PPE classification and identification codes for the stock management within the health system
Period of assignment/services (if applicable):	from 15 August 2020 to 30th November 2020 (40-50 days)
Duty Station:	Home based with possible travel within Viet Nam if required
Tender reference:	P200801

1. Submissions should be sent by **email** to: nguyen.ngoc.phuong@undp.org no later than:

23.59 hrs., 10 August 2020 (Hanoi time)

With subject line:

P200801A – Team leader to provide support to development of PPE classification and identification codes

P200801B– Team member to provide support to development of PPE classification and identification codes

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:

- Detailed CV addressing the experience
- Financial offer
- Letter of Interest and Availability

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:

Consultant(s)' experiences/qualification related to the services		
Lead consultant		
1	Master's degree or equivalent work experience in medical equipment management, business administration, health management and/or related fields	200
2	Minimum 10 years of working experiences in health equipment supply/procurement, stock management, developing/designing/training in medical equipment management	150
3	Good knowledge about Viet Nam's health equipment management	150
4	Good knowledge about international standards and codes for PPE productions, management, and registration	250
5	Good skills and understandings about managing data and information for medical equipment including PPE asset management and reporting	150
6	Facilitating skills and experience in technical meetings and workshops	100
Total		1000

Member consultant		
1	Bachelor's degree or equivalent work experience in medical equipment stock management, business administration, health management and/or related fields	200
2	knowledge about Viet Nam's health equipment and PPE management	250
3	8 years of working experiences in health equipment supply/procurement, stock management, developing/designing/training in medical equipment management	300
4	Good skills and understandings about managing data and information for medical equipment including PPE asset management and reporting	150
5	Training and facilitating skills in technical meetings and workshops	100
Total		1000

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

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

Payment will be made as follows:

%	Milestone
20%	At submission and approval of joint consultancy workplan
40%	Of the total contract value will be paid upon submission of the jointly short joint review report on PPE classification and identification codes of international and national stakeholders and the sets of codes for PPE system use.
40%	Following submission and approval (UNDP-CO) of the final deliverables with satisfactory acceptance from UNDP CO and MOH.

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

ANNEX I

TERMS OF REFERENCE

National consultancy service

Support the development of an PPE stock management system and e-tool for the health sector

Position title:	National technical consultants to provide support to development of PPE classification and identification codes for the stock management within the health system
Implementation Duration:	90 working days for 02 National Consultants (50 days for the lead consultant and 40 days for member consultant) over the period from – 15 August 2020 – 30th November 2020.
Contract type:	Individual Consultants
Status:	Part-time
Duty Station:	Home based with possible travel within Viet Nam if required

A. Background:

Viet Nam's rapid and effective containment of COVID-19 is emerging as good example of Anticipatory Governance in action – from the first recorded case on 23rd January to the current state today (15 May 2020) of 312 cases, with 260 recovered and zero deaths, Viet Nam is rightly being heralded by its citizens and the global community as one of the most promising responses at this time.

Anticipating the spread of the virus very early on, the Government of Viet Nam (GoV) took swift, decisive leadership action through contact tracing, isolation and quarantine measures to curtail the spread and limit community transmission. Key to this success was adopting a 'whole of government' approach, engaging both health and non-health sectors at all levels. Based on the overall principle of removing any financial barriers to health care access for COVID-19 patients, the GoV has ensured free testing and treatment and provided support to those quarantined.

A key and determining factor in Viet Nam's response was adapting fast-tracked innovation for national production of globally stocked-out essential medical equipment and protective gear. The GoV's entrepreneurship has been evidenced by its decision to fund the national research institutions to develop the test kits and swift approval for the application of the test kits by more than 120 labs across the country. This together with the innovative partnership with domestic firms has helped the fastest-ever commercialization of R&D results that has enabled domestic firms to produce test kits, medical and cloth masks with both the quality and quantity that is not only sufficient to meet domestic need but also demand for export.

The areas for improvement however were identified, for example in ensuring the smooth supply of personal protective equipment (PPE, such as medical masks and gown). While national capacity for producing medical (surgical) masks is high, at some periods there have been shortages: reportedly the national stock in April 2020 could only have 40 million masks vs. 60 million as planned. The

shortage of N95 mask (Vietnamese enterprises' production capacity of which is limited, as only until recently few enterprises started investing in N95 mask production) has been more critical especially during the global stockout and main producing countries applied ban on export. The "local" shortages also happened: different hospitals and retailers in "hot spots" or high-risk locations at times faced PPE shortages while in other locations experienced surpluses. MOH sending requests to enterprises for reporting on their production capacity and stocks helped obtain the information and somehow ease the problems but such manual system could not provide real-time information that could enable timely actions. The absence of a digital and real-time supply information system is also evident by MOFA sending letter to MOH and MOIT sharing the information on some countries' requests for donation and purchase masks from Viet Nam and making enquiries on ability to meet such requests. Lacking the real-time information about the domestic needs and production capacity and supply has been one of several issues that caused "debates" on the decision for enterprises to export surgical masks. These indicate the urgent need for the health sector to develop a robust PPE stock management system consisting of (i) a real-time information system on PPE demand and supply, (ii) PPE stock management procedures and (iii) a user-friendly digital tool that helps operationalize the system. Such system will not only be beneficial for the GoV/MOH at the central level and local DOHs/hospitals to ensure the smooth supply for the national and local/hospital stocks, but also domestic enterprises that engage in PPE production, selling PPE to national/local/hospital stocks, import and retails) in making their business plans more effectively and delivering PPE more timely to the health sector. Such system will also help address the local shortages through enabling the reallocation of PPE from locations/hospitals with surpluses to hot spots that face shortages.

Experience from the Covid-19 pandemic control over the last few months shows that the planning for PPE procurement and coordination work was challenged due to lack of data and information. The MOH had to send official letters to everywhere including health facilities and suppliers to request for data and information. This shows an urgent need of developing a system that can help centralize the PPE data and information management that allow health managers to access data and information quickly for procurement planning and coordinating PPE stocks among the facilities. In this regard, UNDP is supporting the Ministry of Health to develop an online system that focus on management and coordination of PPE and epidemic control equipment throughout the health facilities with participation of PPE private suppliers. The system will be replicated for other equipment and materials when there are more resources and time. The system design requires (i) a set of unanimous identification codes developed for common use, (ii) a system for PPE stock management and coordination is developed with methods of overall management, and (iii) the system is linked with other system of the health sector.

Therefore, this TOR is to procure 02 national consultants (01 lead expert and 01 member expert) to support MOH to develop and operationalize a robust PPE stock management system to meet different stakeholders' needs.

B. Objectives:

The overall objective of the consultancy service is to ensure the smooth management and coordination of PPE needed for Viet Nam to combat epidemics such as Covid-19 – a prolonged emergency and contribute to helping Vietnamese enterprises share and obtain information about PPE stocks for better manufacturing plans.

Concrete objective is to support MOH to develop and operationalize a robust PPE stock management system to meet different stakeholders' needs for effectively informative planning,

procurement, utilization, coordination, and supply as well as to contribute to helping stakeholders have better exchanges in the domestic and global PPE supply capacity.

C. Tasks

Under the *overall supervision and technical guidance* of UNDP PO in-charged of health portfolio and in close cooperation with and under the overall technical guidance of the MOH (Department of Planning and Finance, Department of Medical Equipment, Office of the MOH, etc), the consultants will carry out following tasks for producing the above deliverables:

1. The lead national consultant (TL) on PPE classification and identification code development (50 working days)

- Prepare and provide the joint consultancy work plan for task delivery with timeline and detailed works to be done
- Review the Interim guidance on rational use of personal protective equipment for coronavirus disease, Managing Epidemics Handbook, Covid-19 related guidelines of the World Health Organization, USCDC's Guidelines for PPE, and Personal Protective Equipment Directive EU 2016/425 to identify the international standardized PPE classifications
- Together with the member consultant, identify possible mismatching gaps between the national and international classifications and identification codes and support the MOH to propose a revised/new PPE classifications for common use among various stakeholders including the health sector and private manufacturers/suppliers
- Review the available materials on pandemic control equipment focusing on PPE identification codes used by international manufacturers and suppliers to identify the method for aligning the national identification codes with these international standards
- Under direct guidance of the MOH (Department of Medical Equipment and Construction, Department of Planning and Finance, Office of the MOH, etc) together with the member consultant, develop the national classifications and identification codes for PPE and epidemic control equipment in line with international codes
- Provide technical guidance to the IT expert in developing the PPE QR codes to make sure the PPE IC, technical specifications, quality certificates, and origin of products are well included
- Facilitate discussion in technical meetings and consultation workshops while development of the PPE classifications and identification codes to obtain consensus of concerned stakeholders on newly developed standards
- Finalize a set of internationally aligned classifications, identification codes, and QR code for PPE and epidemic equipment and support the submission for approval if required.
- Provide inputs/guidance to the design/development of an e-tool to operationalize the final design of the recommended PPE stock management system;
- Develop training materials and provide training of health managers, procurement officers, medical equipment officials of health facilities, staff members of selected suppliers on using the newly developed codes and QR codes for entering data into the e-tools.
- Provide assistance and coaching to health facilities and suppliers in data entry into the newly developed system to make sure data and information are correctly entered and used.

2. National Team Member (TM) consultant on PPE classification and identification code (40 working days)

- Provide inputs to the joint consultancy work plan for task delivery with timeline and detailed works to be done
- Under the technical supervision of the lead consultant, review the Viet Nam standards and guidelines on medical personal protective equipment (if available), PPE asset management codes used by hospitals, and manufacturers' production codes to identify the current classifications used by the MOH/GoV and firms and provide inputs to the lead consultant for identifying possible gaps between the national and international PPE classification.
- Under the supervision of the lead consultant, support the MOH to develop new PPE classifications aligning with international codes for common use among various stakeholders including the health sector and private manufacturers/suppliers
- Assist the lead consultant to facilitate discussion in technical meetings and consultation workshops while development of the identification codes to obtain consensus of concerned stakeholders on newly developed codes
- Assist the lead consultant to finalize a set of classification, identification codes, and QR codes for PPE and epidemic equipment and support the submission for approval if required.
- Assist the lead consultant and IT expert in design/development of an e-tool to operationalize the final design of the recommended PPE stock management system;
- Under supervision of the lead consultant, provide technical inputs to development of training materials and provision of training of health managers, procurement officers, medical equipment officials of health facilities, staff members of selected suppliers on using the newly developed codes for entering data into the e-tools.
- Provide assistance and coaching to health facilities and suppliers in data entry into the newly developed system to make sure data and information are correctly entered and used.

D. FINAL JOINT PRODUCTS

E.

- A short joint review report on PPE **classification** and identification codes used in production, asset management, and reporting by international and domestic manufacturers and health facilities with clear recommendation for later development of PPE classifications and codes in line with international standards. *By 31 August 2020.*
- A set of internationally aligned **classifications** and identification codes for pandemic control equipment focusing on PPE approved for common use within the health system of Viet Nam *By 30 September 2020*
- A *joint* Training Report on PPE data entry into the newly developed system by health facilities and suppliers that are usable for health authorities at all level. *By 31 October 2020*
- The newly designed IT system for PPE stock management functions for health authorities of all level is considered a joint final product of all national consultants. *By 30 November 2020*

Deliverable	Content	Timing	Responsibilities
1.			
A consultancy workplan	Consultants provide a joint workplan for implementation of assigned consultancy tasks	1 st August 2020	TL submit to UNDP CO
Reports	A short joint review report on PPE classification and identification codes of international and national stakeholders	31 August, 2020	TL sends to CO, reviewed by UNDP CO, MOH, and concerned partners
PPE classification and codes for PPE management	A set of internationally aligned classifications and identification codes for PPE stock management use	30 th Sep 2020	TL submits to UNDP CO/MOH
Training of health authorities on PPE data entry and use of the PPE stock management system	Joint report on PPE data entered into the newly developed system by health facilities and suppliers that are usable for health authorities at all level.	31 October, 2020	TL sends to CO, reviewed by UNDP CO, MOH, and concerned partners
The newly designed IT system for PPE stock management	The software and app of the new PPE stock management system functioning	30 November 2020	TL Submits to UNDP CO/MOH

F. REVIEW TIME REQUIRED AND PAYMENT TERM

Payment will be made as follows:

%	Milestone
20%	At submission and approval of joint consultancy workplan
40%	Of the total contract value will be paid upon submission of the jointly short joint review report on PPE classification and identification codes of international and national stakeholders and the sets of codes for PPE system use.
40%	Following submission and approval (UNDP-CO) of the final deliverables with satisfactory acceptance from UNDP CO and MOH.

Duty station: The consultants will work on this assignment at home-based duty station. Once travel to some provinces within the country is identified and required, the traveling costs will be arranged separately by UNDP CO.

G. DOCUMENTS AND SUPPORT OF SUSTAINABLE DEVELOPMENT OFFICE AND UNDP

UNDP CO and MOH will provide background documents and data necessary for the consultant team to carry out the assignments.

All documents and data provided to the consultants are confidential and cannot be used for any other purposes or shared with a third party without any written approval from UNDP and MOH.

UNDP Country Office and MOH are not required to provide any physical facility for the work of the consultants, however venues for some technical meetings/consultations can be provided, at the discretion of the UNDP Country Office and as necessary. As necessary, UNDP Country Office and MOH will facilitate meetings of consultants with relevant government agencies and enterprises and experts.

H. F. Qualification and experience requirements

1. National lead consultant:

- At least Master's degree or equivalent work experience in medical equipment management, business administration, health management and/or related fields.
- Good knowledge about international standards and codes for PPE productions, management, and registration
- Good knowledge about Viet Nam's health equipment management (legal/policy frameworks and practices) at central, local, hospital and enterprise levels; knowledge on PPE management is an asset;
- Minimum 10 years of working experiences in health equipment supply/procurement, stock management, developing/designing/training in medical equipment management, especially in health supply in government system and/or private companies (PPE and in Viet Nam is an asset).
- Good skills and understandings about managing data and information for medical equipment including PPE asset management and reporting,
- Good command of writing and facilitating skills in technical meeting and workshops.
- Good command of writing in English and Vietnamese.

2. National member consultant

- At least Bachelor's degree or equivalent work experience in medical equipment management, business administration, health management and/or related fields.
- Good knowledge about Viet Nam's health equipment management (legal/policy frameworks and practices) at central, local, hospital and enterprise levels; knowledge on PPE management is an asset;
- Minimum 8 years of working experiences in health equipment supply/procurement, stock

management, developing/designing/training in medical equipment management, especially in health supply in government system and/or private companies (PPE and in Viet Nam is an asset).

- Good skills and understandings about managing data and information for medical equipment including PPE asset management and reporting,
- Good command of writing and facilitating skills in technical meeting and workshops.
- Good command of writing in English and Vietnamese.

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 ofUS\$

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 (US\$)	Total
1	Consultancy fee (daily rate)			
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)			
	TOTAL			

* 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).