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18 June 2020

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	International Consultant for study on the right to access to justice for persons with disabilities in the areas of employment and vocational training in accordance with the Convention on the Rights of Persons with Disabilities
Period of assignment/services (if applicable):	August to December 2020
Duty Station:	Home-based
Tender reference:	P200602

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

23.59 hrs., 15 August 2020 (Hanoi time)

With subject line:

P200602C – IC - International Consultant for study on equal access to justice for PWDs in the areas of employment and vocational training

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 and work you have done.
- Financial offer
- 2 Related reports/documents in English to be submitted (**International consultant**)

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:

International consultant:

Consultant(s)' experiences/qualification related to the services	
1.1 Master's degree in law, social sciences or related field;	200
1.2 A minimum of 7 years working experience in the area of law and human rights; Having knowledge of disability rights is required; Knowledge about the Vietnamese context is an advantage	400
1.3 Excellent writing skills in English language; two writing samples in English to be submitted;	300
1.4 Proven experience working with governments, inter-governmental organisations, civil society, academics, UN system and international and regional development partners	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

The following payment schedules will apply:

- 30% of the contract value will be paid after UNDP receives and verifies outputs 1 and 2;
- 40% of the total contract value will be paid after UNDP receives and verifies outputs 3, 4, 5;
- 30% of the total contract value will be paid after UNDP receives and verifies output 6.

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

ANNEX I



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TERMS OF REFERENCE

Service	Study on the right to access to justice for persons with disabilities in the areas of employment and vocational training in accordance with the Convention on the Rights of Persons with Disabilities
Consultancy	One national consultant – team leader (23 working days) One international consultant – senior expert (12 working days) One national consultant – team member (13 working days)
Duty station:	Hanoi and home based
Expected Duration	From August to December 2020
Supervision:	The consultants will work closely with the Program Officer in charge at the UNDP Governance and Participation Unit and the Legal Department (LD) of Ministry of Labour, Invalids and Social Affairs (MOLISA)

1. BACKGROUND

Access to justice encompasses people's effective gateways to the formal and informal systems, procedures, information, and locations used in the administration of justice. It is an essential component of rule of law and a means for persons with disabilities (PWDs) to actively claim and exercise the entire range of rights provided in the Convention on the Rights of Persons with Disabilities (CRPD). Article 13 of the Convention specifically addresses access to justice, directing State parties to ensure effective access to justice for persons with disabilities on an equal basis with others.

Among countries ratifying the CRPD, Vietnam has shown some strong commitments to implement the Convention. The 2013 Constitution of Viet Nam enshrines the protection of people with disabilities in Articles 59 and 61. Various laws and policies passed by the government are set out to safeguard disability rights, such as the Labour Code, the Gender equality Law and the Law on Persons with Disabilities.

Despite these legislative efforts, PWDs often have limited access to justice even though they are of one of the primary beneficiaries of the national legal aid system. In Viet Nam, nearly 15% of the population live with some form of disability – an estimated 13 million people in total. By the end of 2016, over 60% of PWDs were in working age, in which 30% of them with the ability to work and 80% of this number to participate in economic activities in forms of self-employment or labor in their families. It is estimated that only less than 10% of PWDs have received vocational training.¹ PWDs are one of the most marginalized groups among all vulnerable groups in Viet Nam, targeted for legal aid services, particularly in the areas of employment and vocational training. However, they are also one of the least likely groups to receive and benefit from legal aid services.

1. Report on "Supporting activities for persons with disabilities in Vietnam", National Committee for People with Disabilities, 2016

There is an alarming gap between the legal needs of PWDs and the actual services delivered to them by practitioners, especially in the area of employment and vocational training. Yet, little is known about the root causes of this gap, and what practical solutions should be brought forth to address it. In order to understand the gap, under the Justice and Legal Empowerment Programme funded by the European Union (EU JULE), the United Nations Development Programme (UNDP) and the Legal Department of the Ministry of Labour, Invalids and Social Affairs (MOLISA) commissioned a team of three consultants (2 national and 1 international) to conduct a study on the right to access to justice for persons with disabilities in the areas of employment and vocational training in accordance with the Convention on the Rights of Persons with Disabilities (hereinafter referred to as the study).

2. OBJECTIVES OF THE ASSIGNMENT

- To analyze the key factors that can contribute to the equal access to justice for PWDs in the areas of employment and vocational training, including but not limited to: a sound legal framework/system on accessible legal services, adequate awareness and attitudes of both right-holders and duty-bearers, available legal information in forms that are suitable and assessible to diverse types of disabilities; well-trained legal aid providers on sensitivity and skills serving PWDs; available and competent job consulting agencies/consultants for workers with disabilities; available support equipment and infrastructure that enable workers with disabilities to perform their job, etc.;
- To assess the efficiency of legal remedies available to PWDs facing discrimination in the area of employment and vocational training

3. SCOPE OF WORK

The activity will be carried out by 02 national consultants and 01 international consultant commissioned by UNDP in cooperation with the MOLISA Legal Department. The consultants will work together as a team. The Legal Department, MOLISA will support the consultants to conduct the study.

- a. National consultant – Team leader (23 working days):

General tasks (2 days):

- Take ultimate responsibility for the study;
- Take the lead in technical discussions and responsibility for the whole process of the assignment with UNDP and the Legal Department of MOLISA;
- Cooperate closely with the team members, the Legal Department of MOLISA and UNDP during the process of completing the assignment;

Specific tasks (21 days):

No	Tasks	Time allocation
1.	Desk review on the topic	4
2.	Draft the outline of the report; share the drafts timely for inputs/comments;	2
3.	Building questionnaires for Focus Group Discussions; Review questionnaires prepared by consultant-team member for interviews Facilitate two group discussions in Ha noi, which will be	3

	organized by the MOLISA Legal Department to collect information and data from target groups, including: (1) representatives of relevant functional government agencies, and (2) representatives of organizations/groups or associations working with PWDs; representatives of some PWD groups. Analyse information and data collected from 2 group discussions	
4.	Using the analysis prepared by the international consultant to identify international standards of and best practices; draw experiences from at least 3 countries that have similar justice system to Viet Nam; and lessons for Viet Nam;	1
5.	Develop the draft report based on the inputs from other consultants; share the draft report with UNDP and the Legal Department MOLISA; Incorporate inputs from UNDP and the Legal Department MOLISA;	7
6.	Prepare and deliver presentations on the draft report at the one day consultation workshop in Ha noi organized by the Legal Department MOLISA; Meeting with the international consultant and the team member to finalize the report	2
7.	Finalize the report to submit to UNDP and the Legal Department MOLISA based on the inputs from consultants and the workshop participants.	2
Total		21 days

b. National consultant – Legal expert (13 working days):

General tasks (1 day):

- Work closely with team leader; stay in close touch with the Legal Department MOLISA and UNDP during the process of completing the assignment.

Specific tasks (12 days):

No	Tasks	Time allocation
1.	Provide inputs/comments to the report outline prepared by the team leader	0.5
2.	Conduct an analysis of policies and legal framework of the right to access to justice for PWDs in the areas of employment and vocational training in Viet Nam and the implementation status, in accordance with CRPD requirements	4
3.	Develop and finalise the interview questionnaire based on the inputs from the national-team leader, UNDP and the MOLISA Legal Department; Conduct interviews with 10 respondents at two group discussions to collect information and data, including: (1) representatives of relevant functional government agencies, and (2) representatives of organizations/groups or associations working with PWDs; representatives of some PWD groups; Analyse interview results and share with the team leader	3

4.	Provide inputs/comments to the draft report;	1.5
5.	Attend the consultation workshop organised by the MOLISA Legal Department; deliver brief presentation to summarise pre-workshop feedback on the draft report and responses; document all feedback and share with consultant team Meeting with the international consultant and the team member to finalize the report	2
6.	Support the team leader incorporate feedback into the draft report;	1
Total		12 days

c. International consultant – Senior legal expert (12 working days):

The international consultant is expected to collaborate with the national consultants to:

No	Tasks	Time allocation
1.	Conduct an analysis of key components of the right to access to justice for PWDs under the CRPD and how this right is implemented in the areas of employment and vocational training; draw experiences from other countries with clear reasons for selection, special focus should be given to countries that have similar justice system to Viet Nam; share with the national consultant team	3
2.	Provide advice on what type of data to collect on access to justice for PWDs in the areas of employment and vocational training.	0.5
3.	Provide inputs to the report outline; provide inputs to the draft report prepared by the team leader before the consultation workshop;	3.5
4.	Attend the consultation workshop (remotely), present results of the analysis mentioned above Attend the meeting with the national team after the consultation workshop to finalize the report	2
5.	Edit/proofread the final English report prepared by the national consultants.	3
Total		12 days

4. METHODOLOGY

The methodology for the study should include:

- A desk review on the right of access to justice in the areas of employment and vocational training for persons with disabilities in Viet Nam in accordance with the Convention on the Rights of Persons with Disabilities
- Qualitative data collection through FGD & interviews with some groups of PWDs and representatives of agencies providing relevant legal services for PWDs.

5. FINAL PRODUCTS

01 study report in Vietnamese and English, maximum 10,000 words (equivalent to 20-25 pages) excluding annexes, which includes:

- Executive summary of 1500 words max (highlighting key findings, research methodologies and purposes);
- Analysis of the policies, legal framework and implementation status of the right to access to justice for PWDs in the areas of employment and vocational training in Viet Nam in accordance with CRPD requirements;
- Analysis of the key factors that can contribute to the equal access to justice for PWDs in the areas of employment and vocational training;
- An analysis of data collected from two group discussions and qualitative interviews with different groups of PWD and relevant stakeholders (including service providers and national government officers). The pool of interviewees needs to be representationally diverse in terms of disability types, gender, geographical location and professions;
- Identifications of challenges arising from the implementation of legal regulations; and the causes for those challenges.
- Concrete evidence-based policy recommendations to ensure equal and effective access to justice for PWDs in the areas of employment and vocational training.

The contract becomes effective upon both parties signing the contract. The consultants are expected to provide services specified in this TOR from June to November 2020. The team, in collaboration with the the Legal Department (MOLISA) and UNDP Vietnam, shall deliver the deliverables as below:

Outputs	Descriptions	Expected Results	Deadlines
1.	Submission of the work plan and outline	Approved workplan, outline	July 2020
2.	Analysis of the policies, legal framework and implementation status of the right to access to justice for PWDs in the areas of employment and vocational training in Viet Nam in accordance with CRPD requirements Analysis of the key factors that can contribute to the equal access to justice for PWDs in the areas of employment and vocational training	Results of the analysis of the right of access to justice for PWDs Results of the analysis on the key factors to be shared with and endorsed by UNDP and MOLISA	July 2020
3.	Develop questions for FGDs and interviews; conduct	Approved questions;	August 2020

	interviews and FGDs to collect information and inputs from some groups of PWDs and relevant stakeholders to assess status of the access to justice of PWDs in the areas of employment and vocational training in conformity with the requirements set forth in the Convention on the Rights of Persons with Disabilities		
4.	First draft of the report using results of desk review and data collected from the interviews	Draft report	August - September 2020
5.	Present the draft study report at consultation workshop	Power point presentations	
6.	Final study report based on the comments from UNDP and consultation workshop	Final report approved and submitted.	October - November 2020

6. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

The assignment is expected to last less than 6 months.

The consultants shall work as a team on this assignment and deliver final outputs as described in Section 5 above.

Duty station: For national consultants: Hanoi and home based

For international consultant: Home based

7. DEGREE OF EXPERTISE AND QUALIFICATIONS

National consultant – team leader:

- Master's degree in law, social sciences or related fields;
- Proven track record of conducting research and data analysis
- A minimum of 10 years working experience in the area of law and disability; experience working on the right to employment and vocational training, human rights and international human rights treaties is highly desirable;
- Excellent writing skills in both Vietnamese and English languages; **one writing sample in English and one in Vietnamese to be submitted;**
- Working experience with government officials and NGOs on disability rights is an advantage.

International technical consultant

- Master's degree in law, social sciences or related field;
- A minimum of 7 years working experience in the area of law and human rights; Having knowledge of disability rights is required; Knowledge about the Vietnamese context is an advantage;

- Excellent writing skills in English language; **two writing samples in English to be submitted**;
- Proven experience working with governments, inter-governmental organisations, civil society, academics, UN system and international and regional development partners

National consultant – team member:

- University degree in law, social sciences or related fields;
- Have knowledge and minimum of 5 years of work experience in the area of law and disability, employment and vocational training; human rights and international human rights treaties is highly desirable;
- Proven track record of conducting research and data analysis with providing one writing sample in Vietnamese;
- Working experience with government officials, NGOs and international organizations

8. REFERENCE DOCUMENTS AND ADMINISTRATIVE SUPPORT

- The MOLISA Legal Department will share available data, reports, research with the consultant team
- UNDP will support the assignment through providing letters of introduction, coordinating the team to work with the MOLISA Legal Department and the international consultant. However, all administrative support required for this assignment (including interpretation, translation of the report into Vietnamese/English, translation of the questionnaire into Vietnamese/English, etc.) must be provided by the contractors except as otherwise agreed between UNDP and the consultants.
- The MOLISA Legal Department will organize two group discussions and support the national consultants to conduct FGDs, interviews and connect them with relevant stakeholders where possible.

9. CONTRACT PAYMENTS

- 30% of the contract value will be paid after UNDP receives and verifies outputs 1 and 2;
- 40% of the total contract value will be paid after UNDP receives and verifies outputs 3, 4, and 5;
- 30% of the total contract value will be paid after UNDP receives and verifies output 6.

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).