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20 August 2020

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	International Technical Consultant
Period of assignment/services (if applicable):	120 working days from September 2020 – December 2021
Duty Station:	Home based with 4 missions (tentatively 10 days each mission) to Vietnam
Tender reference:	A-200802

1. Procurement process is being conducted through the online tendering system of UNDP.
Bidders who wish to submit an offer must be registered in the system.

Visit this page for system user guides and videos in different languages:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

If already registered, go to <https://etendering.partneragencies.org> and sign in using your username and password. Use “Forgotten password” link if you do not remember your password.
Do not create a new profile.

If you have never registered in the system before, you can register by visiting the link below and follow the instructions in the user guide (attached):

<https://etendering.partneragencies.org>

- **Username:** event.guest
- **Password:** why2change

It is strongly recommended to create a username with two parts: your first name and last name separated by a “.”, (similar to the one shown above). Once registered you will receive a valid password to the registered email address which you can use for signing in and changing your password.

Please note that your new password should meet the following criteria:

- Minimum 8 characters
- At least one UPPERCASE LETTER
- At least one lowercase letter
- At least one number

You can view and download tender documents with the guest account as per the above username and password, However, if you are interested to participate, you must register in the system and subscribe to this tender to be notified when amendments are made.

To attend this bid, please keep link below and insert the following information:

<https://etendering.partneragencies.org>

BU Code: VNM10

Event ID number: A-200802

NOTE:

- The system time zone is in **EST/EDT (New York)** time zone.
- 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.
- Any request for clarification must be sent in writing, or by standard electronic communication through the system. 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.
- 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
- Copy of 1-3 publications/writing samples on relevant subject.
- Letter of Introduction (Cover Letter)
- Reference contacts of past 4 clients for whom you have rendered preferably the similar service (including name, title, email, telephone number, address...)

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **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

#	Requirements	Score
1	A minimum of 10 years' experience demonstrated professional experience in successful completion of assignments directly related to the assignment	200
2	Master's degree or higher in biology, ecology, biodiversity conservation, integrated natural resources management, environmental management, environmental law or related field	200
3	Relevant work experience in developing countries at both government and community levels in the fields of biosphere reserves, legal document development, planning, integrated natural resources management	80
4	Demonstrated work experience in Asia Pacific countries (but not yet in Viet Nam), at both government and community levels in the fields of biosphere reserves, legal document development, planning, integrated natural resources management.	120
5	Demonstrated work experience in Viet Nam at both government and community levels in the fields of biosphere reserves, legal document development, planning, integrated natural resources management is an asset	100
6	Strong analytical skills and proven experience in drafting reports and project-documents (two sample reports/documents on the related technical expertise must be provided)	200
7	Proven in-depth knowledge of biodiversity conservation, integrated natural resources management, especially biosphere reserves at both practical and policy levels	100

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. Interview with the shortlisted candidates will be conducted at the technical evaluation stage.

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.

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>
- Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel. (This is not a requirement for RLA contracts).
- Release letter in case the selected consultant is government official.

6. Payment

UNDP shall effect payments to the consultant by bank transfer to the consultant's bank account provided in the vendor form upon acceptance by UNDP of the deliverables specified the TOR.

Payments are based upon outputs, i.e. upon delivery of the products specified in the TOR.

If two currencies exist, UNDP exchange rate will be applied at the day UNDP instructs the bank to effect the payment.

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

ANNEX I



TERMS OF REFERENCE



Project Title:	Project entitled “Mainstreaming Natural Resource Management and Biodiversity Conservation objectives into socio-economic development planning and management of Biosphere Reserve in Viet Nam” (Project ID: 100000)
Consultancy Title:	International Technical Advisor (TA)
Type Contract:	Individual contract
Duty Location:	Home based with 4 missions (tentatively 10 days each mission) to Vietnam
Duration:	120 working days from September 2020 to Dec 2021
Report to:	UNDP, PMU

1. GENERAL INFORMATION

Vietnam is ranked the 16th among the Earth’s most biodiverse countries and is one of the ten richest centres of biodiversity in the world. However, the extensive deforestation and forest degradation has led to serious decline in biodiversity. The drastic decline of national forest cover coupled with intensive illegal wildlife poaching, and trading had brought over 300 wildlife species to the risk of extinction. Consequently, conservation has become a priority action in the national agenda for since late the 1980s. As a result, an extensive network of protected areas (PAs) has been established and operational nationwide with 164 terrestrial national parks (NP) and PAs, and five marine PAs being declared by 2014. However, most PAs in Vietnam are located in areas of high poverty and it is a great challenge to achieve the often-conflicting objectives of conservation and development. These parks are managed as “prohibited forests”, and often lack of community participation in planning and management. As a result, the PAs are continuously under pressures of local people, particularly poor forest dependant people in search of livelihood due to limitations on, or loss of access to the PAs. The government sought to remedy this through a benefit sharing, co-management policy between the Park authority and local communities which involved protection of natural resources while allowing some sustainable harvesting of the forest and marine products. However, this co-management initiative has had little implementation.

Biosphere Reserves are an international management approach supported by UNESCO under the Man and the Biosphere Programme (MaB) since early the 1970s. Despite the overall

expected role of BRs is to offer the promise of a broadening of the current approach to PA management for biodiversity conservation by taking into account the larger socio-economic context in which PAs are situated, this approach mainly relies on the commitment and goodwill from the government rather than embedding this initiative into their national/sub-national legal system.

In Viet Nam, between 2000 and 2015, a network of nine BRs has been established covering an area of over 4.1 million ha of land and water which is home to more than 2.3 million people. However, the BR network in Viet Nam currently demonstrates its limited roles in mainstreaming conservation and biodiversity safeguards into landscape, forest and seascape planning and management and into key economic and productive sectors to shift to more sustainable, inclusive and equitable development.

The project “Mainstreaming Natural Resource Management and Biodiversity Conservation Objectives into Socio-Economic Development Planning and Management of Biosphere Reserve in Viet Nam” is thus aimed at addressing these multiple threats by harmonizing socio-economic development, sustainable management of natural resources and biodiversity conservation through an integrated landscape approach in the planning and management of Biosphere Reserves in Vietnam. To achieve this, actions will be taken to strengthen capacity and coordinated planning at the national and provincial levels on socio-economic development on the one hand as well as demonstrate sustainable natural resources management, biodiversity conservation and restoration, and alternative livelihood initiatives on the other. The Project will be implemented by Ministry of Natural Resources and Environment and three Biosphere Reserves, including Cu Lao Cham – Hoi An (Quang Nam province), Dong Nai (Dong Nai province) and West Nghe An (Nghe An Province) over the five year period, from 2020-2024.

The project objective will be achieved through the implementation of three inter-related and mutually complementary Components (Project Outcomes) that are focussed at addressing existing barriers. The three Outcomes of the project are:

- **Outcome 1:** Regulatory and institutional framework to avoid, reduce, mitigate and offset adverse impacts on biodiversity and reduced pressures on ecosystems in Biosphere Reserves in place;
- **Outcome 2:** Integrated multi sector and multi-stakeholder planning and management operational in three Biosphere Reserves to mainstream protected area management, sustainable resource use and biodiversity-friendly development; and
- **Outcome 3:** Knowledge management and monitoring and evaluation support contributes to equitable gender benefits and increased awareness of biodiversity conservation.

UNDP and Project Management Unit (PMU) are seeking a qualified candidate to undertake the role of International Technical Advisor (TA).

2. ROLE and ORGANIZATION

The International Technical Advisor (TA) will implement his/her main functions under the supervision of PMU, UNDP and coordinate with Project Manager (PM). Specific tasks will be agreed with PMU, UNDP and VEA/MONRE.

The TA is a key technical advisor to the National Implementing Partner (VEA/MONRE), PMU, Co-implementing partners at three BR sites and the UNDP on providing technical directions of all the project activities and carry out specific technical activities under Outcome 1 and Outcome 2.

The TA works in close collaboration with PMU, national counterparts, project implementation boards at BR site level as well as with the staff in the UNDP Country Office to ensure knowledge sharing and the highest possible quality of project outputs. S/He ensures the alignment of the project outputs with intended outcomes, benefits and impacts of the UN One Strategic Plan 2017-2021 and UNDP Country Programme Document in Viet Nam.

3. OBJECTIVE OF THE ASSIGNMENT

The objective of the assignment is:

- a. To provide technical advice to the project management and project quality assurance;
- b. To provide technical advice and knowledge to the design, planning and support for the implementation and supervision of the relevant national consultants/firms to ensure required quality and progress; provision of relevant international experiences, inputs on the final reports prepared by the national consultants/firms of the project activities;
- c. To lead the stock-take of international experiences on BR management and BR strategy.
- d. To lead the technical designs of terms of reference/concept notes for 2021 activities;
- e. To prepare and deliver presentations at relevant consultation meetings and workshops when needed

4. SCOPE of WORK

a. Advise on project management and project quality assurance

- Technical review and quality assurance of the project, including quality of terms of references and project activities/outputs/products;
- Provide inputs to the preparation of progress project reports, project results/ products to publish and disseminate.
- Technical support to PMU in participating in meetings with UNDP and the PSC, and in coordinating the work of international consultants;
- Providing technical support to the project implementation progress at different stages;

- Timely and proactively provide recommendation for the improvement of all project activities;
- Reporting and documenting lessons and best practices: Provide inputs to the preparation of progress project reports, including reports to donors, focusing on capturing results and lessons, and undertake necessary reviews to ensure quality reports; initiate and ensure proper documentation of project lessons, experiences, best practices, and human interest stories;
- Publishing and disseminating project results/ products: Ensure technical aspects of project publication products, including policy briefs, research results/ products, and proceedings of policy dialogues/ technical meetings, and wide disseminations of these output

b. Provide technical advice and knowledge to the following work packages:

- Stock-taking on international experiences (UNESCO documents, country experiences, international guidance, related conventions guidance/recommendations) on BR management and BR strategy.
- Prepare outlines with specific technical requirements of the main reports/outputs of the project. This includes i) technical refinements; ii) quality assurance mechanisms and iii) technical backstopping of the following work packages which are primarily led by national consultants/firms:
 - Formulation of legal document on BR establishment and management;
 - Development of national strategy and action plan for BR Management for 2021-2025;
 - Development of guidelines on Integrated Biosphere Reserve Management Agreement (IBRMA) for BR management plans and facilitation of the IBRMA adoption in 3 BR management plans in three pilot sites;
 - Development of guidelines for incorporating biodiversity conservation considerations into the provincial planning process, and facilitation of provincial adoption/approval;
- Lead the preparations and deliver presentations at relevant consultation meetings and workshops when needed;
- Support the elaboration of the project activities in 2021 and prepare terms of reference and concept notes to guide the implementation;

5. EXPECTED RESULTS and DELIVERABLES

The TA is expected to submit the deliverables with tentative schedule as below:

No	Deliverables	Working days
Phase 1 (until December 2021):		
1.	Deliverable 1: Report on international experiences on BR management and BR strategies;	20 working days
2.	Deliverable 2: Completed final draft legal document on BR management with clear technical backstopping provisions;	20 working days

3.	Deliverable 3: Completed national strategy and action plan for 2021-2025 on BR development with clear technical backstopping provisions;	20 working days
4.	Deliverable 4: Completed/adopted guidelines on Integrated Biosphere Reserve Management Agreement (IBRMA) for BR management plans in 3 piloted BRs and 3 BR management plans. This includes clear technical backstopping provided and a narrative of the piloting process in three project BR sites.	18 working days
5.	Deliverable 5: Completed/adopted guideline for incorporating biodiversity conservation considerations into provincial planning processes. This includes clear technical backstopping provided and a narrative of the incorporation/mainstreaming approval/adoption process	12 working days
6.	Deliverable 6: Presentations at consultation meetings and workshops with narrative reflections of the event processes	10 working days
7.	Deliverable 7: Completed TORs/Concept Notes for activities planned in 2021 (including technical outlines/requirements of the proposed reports/outputs)	20 working days

6. TIMING and DURATION

Total time allocated for this assignment is 120 (one hundred twenty) working days from September 2020 to Dec 2021 including 4 missions to Hanoi and project provinces if required.

The detailed work plan shall be submitted to PMU in the inception phase and in any case not later than 2 weeks from contract's signature.

The International Technical Advisor will work at home and will coordinate with the PMU and UNDP in Viet Nam through emails and other online communication methods.

The International Technical Advisor will have 4 missions, 10 days each mission to Viet Nam (at PMU office in Hanoi and project provinces). Cost related to 4 missions to Viet Nam must include in the consultant's financial offer. Travel cost to project provinces if required will be paid separately by PMU based on the UN-EU cost norms.

7. MONITORING and PROGRESS CONTROL

The selected International Technical Advisor will work under supervision of National Project Director (NPD)/Deputy National Project Director (DNPD), assigned staff of UNDP and Project Manager (PM).

The International Technical Advisor will discuss in further details with UNDP and PMU at the beginning of the assignment about the work plan; through regular meetings and discussions with related National consultant(s) and with UNDP and PMU; and regularly report to and consult with UNDP and PMU on the progress of the work based on the agreed work plan.

The selected International Technical Advisor is expected to communicate with the PMU/PCD via email and/or Skype/direct communication and will team up with PMU staff during the mission.

8. MINIMUM REQUIREMENTS, SKILLS and EXPERTISE

The candidates will be evaluated against the following minimum requirements:

- A minimum of 10 years' experience demonstrated professional experience in successful completion of assignments directly related to the assignment;
- Master's degree or higher in biology, ecology, biodiversity conservation, integrated natural resources management, environmental management or related field;
- Proven in-depth knowledge of biodiversity conservation, integrated natural resources management, especially biosphere reserves at both practical and policy levels
- Relevant work experience in developing countries and previous work experience in Viet Nam and Asia-Pacific countries is an asset
- Strong analytical skills and proven experience in drafting reports and project-documents;

In addition, the candidate should be independent and should not have any personal interest related to project activities which may hinder its independency, and which may distort or bias his performance.

9. PAYMENT TERMS

Based on the TOR, interested candidates should submit their financial proposal based on a daily working fee.

All payments will only be authorized upon PMU and UNDP approval of the deliverables as follows:

- 25% of the contract value upon approval of Deliverables 1 and outlines of Deliverables 2, 3, 4 and 5;
- 55% of the contract value upon approval of Deliverables 2, 3, 4 and 5;
- 20% of the contract value upon approval of Deliverables 6 and 7

10. EVALUATION CRITERIA

Evaluation Criteria with assigned scores

(Interview will be set up if deemed necessary to validate submitted documents)

<u>Consultant experience/qualification related to the service</u>		
No	Description	Score
1	A minimum of 10 years' experience demonstrated professional experience in successful completion of assignments directly related to the assignment	200
2	Master's degree or higher in biology, ecology, biodiversity conservation, integrated natural resources management, environmental management, environmental law or related field	200
3	Relevant work experience in developing countries at both government and community levels in the fields of biosphere reserves, legal document development, planning, integrated natural resources management	80
4	Demonstrated work experience in Asia Pacific countries (but not yet in Viet Nam), at both government and community levels in the fields of biosphere reserves, legal document development, planning, integrated natural resources management.	120
5	Demonstrated work experience in Viet Nam at both government and community levels in the fields of biosphere reserves, legal document development, planning, integrated natural resources management is an asset	100
6	Strong analytical skills and proven experience in drafting reports and project-documents (two sample reports/documents on the related technical expertise must be provided)	200
7	Proven in-depth knowledge of biodiversity conservation, integrated natural resources management, especially biosphere reserves at both practical and policy levels	100
Total		1.000

ANNEX IV

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

Date _____

United Nations Development Programme

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

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 USD

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 USD	Total
1	Consultancy fee	40 days		
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 behavels 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).