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08 September 2020

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	Consultants to development of a training module on adversarial skills for students
Period of assignment/services (if applicable):	From September 2020 to March 2021
Duty Station:	Ha Noi and home based
Tender reference:	P200901

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

23.59 hrs., 18 September 2020 (Hanoi time)

With subject line:

P200902A – Team leader to development of a training module on adversarial skills for students

P200902B – Team member to development of a training module on adversarial skills for students

P200902C - International consultant to development of a training module on adversarial skills for students

Submission received after that date or submission not in conformity with the requirements specified in 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
- Financial offer
- Letter of Interest and Availability
- At least 1 report/document in English to be submitted **(Team leader/ 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:

a. National legal consultant – team leader:

Consultant(s)' experiences/qualification related to the services		
1	Master's degree in law;	150
2	A minimum of 10 years of working experience relating to judicial sector;	150
3	Knowledge and working experience on criminal proceedings, especially on adversarial principle in criminal proceedings is a strong advantage;	150
4	Expertise in developing training materials in judicial matter, especially in criminal proceeding is essential;	200
5	Working experience in delivering trainings for students of legal training institutions;	150
6	- Knowledge or working experience with vulnerable groups is preferable;	50
7	- Experience working as a team leader of a consultant team, preferably of similar assignment(s);	50
8	- Excellent report writing skills in English (one sample of the writing reports to be submitted); communication skills in English are essential.	100
Total		1000

b. National legal consultant – team member:

Consultant(s)' experiences/qualification related to the services		
1	- Master's degree in law	200
2	- A minimum of 05 years of working experience relating to judicial sector;	200
3	- Knowledge and working experience on criminal proceedings, especially on adversarial principle in criminal proceedings is a strong advantage;	200
4	- Expertise in developing training materials in judicial matter, especially in criminal proceedings is a strong advantage;	200
5	- Knowledge or working experience with vulnerable groups is preferable;	100
6	- Demonstrated experience in conducting research and report writing.	100
Total		1000

c. International legal consultant - team member:

Consultant(s)' experiences/qualification related to the services		
1	- Master's degree in law;	200
2	- A minimum of 5 years of working experience relating to judicial sector; knowledge and working experience on Vietnamese judicial system is an advantage	200
3	- Knowledge and working experience on criminal proceedings, especially on adversarial principle in criminal proceedings is essential;	200
4	- Expertise in developing training materials for justice professionals (judges, prosecutors, lawyers) is a strong advantage;	200
5	- Knowledge or working experience with vulnerable groups is preferable;	50
6	- Excellent spoken, report writing and presentation skills in English, one sample of the writing reports to be submitted.	150
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

- 1st payment: 20% of the contract amount upon receiving and acceptance by UNDP of deliverables 1 and 2 specified in Section 6
- 2nd payment: 50% of the contract amount upon receiving and acceptance by UNDP of deliverables 3, 4, 5, 6 and 7 specified in Section 6
- Final payment: 30% of the contract amount upon satisfactory completion of all deliverables specified in Section 6

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

ANNEX I

TERMS OF REFERENCE

Service	Development of a training module on adversarial skills for students
Consultancy	Two national legal consultants One international legal consultant
Duty station:	Ha Noi and home based
Expected Duration	From September 2020 to March 2021
Supervision:	The three consultants will work in a team under the supervision of the Program Officer in charge in the UNDP Governance and Participation Unit and the Hanoi Procuratorate University (HPU) of the Supreme People's Procuracy of Vietnam (SPP)

1. BACKGROUND

Assurance of adversarial principle in adjudication is the new principle that is first stipulated in a separate provision of the 2015 Criminal Procedure Code (CPC). According to the Article 26 of the CPC, investigators, prosecutors, defendants, defense counsels and other persons participating in the criminal proceedings are equally entitled to present and evaluate evidences and make requests for clarification of objective truths of the cases. The courts are responsible for supporting prosecutors, defendants, defense councils and other participants in criminal proceedings to exercise all their rights and duties for ensuring adversarial principle before the court.

Even though the CPC has provided clearly the requirements for adversarial principle, in practice, the implementation of adversarial principle in criminal proceedings is still limited. One of the reasons is that trainings on adversarial skills for both students and judicial officials at legal training institutions have not been given adequate attention.

In this context, Hanoi Procuratorate University (HPU) has requested UNDP to support for developing a training module on adversarial skills for students of the HPU, who will be prosecutors in the future.

The EU Justice and Legal Empowerment Programme (EU JULE), implemented by UNDP and UNICEF together with relevant State agencies, is designed to strengthen the rule of law through a more reliable, trusted and better accessed justice system, and specifically to increase access to justice for women, children and those groups which face the greatest obstacles in using the justice system to invoke their rights, including ethnic minorities and poor people.

The objectives of the programme are to be achieved through a number of interventions, including increased public awareness and understanding of rights and how to invoke those rights according to principles enshrined in Vietnamese law, mechanisms and procedures for how to use the law, and options for seeking legal advice, assistance and representation.

Under the EU JULE, one of the key areas of intervention is to enhance integrity and transparency in the justice sector. Thus, development of a training module on adversarial skills for students of the HPU will contribute to one of the expected results of the Programme.

2. OBJECTIVES OF THE ASSIGNMENT

The assignment aims to support Hanoi Procuratorate University (HPU) in developing a training module on adversarial skills for students that can be integrated into the training program of the HPU.

3. SCOPE OF WORK

The activity will be carried out by two national legal consultants and one international legal consultant hired by UNDP in consultation with the HPU.

The three legal consultants will work together in a team. The scope of work for this assignment is as follows:

a. National legal consultant – team leader (26 days)

Take a leading role in the team (1 day)

- Take ultimate responsibility for the final training module;
- Take the lead in discussion with the two other consultants, UNDP and HPU on implementing the assignment;
- Discuss with the two other consultants to develop a workplan with clear deadlines for each activity and send to UNDP and HPU for approval;

Develop the training module (25 days):

- Draft an outline of the training module and share the draft with other team members and UNDP for inputs/comments (1 day);
- Revise the draft outline based on the inputs from the other members (1 day);
- Based on the guidance and materials provided by the international consultant and materials collected by the other national consultant, develop a training module which includes a trainees' handbook and a trainers' guide (please see more details in section 4) (8 days)
- Share the draft training module with team members, UNDP and HPU, and revise the draft according to their comments (4 days)
- Prepare and deliver presentation on the draft module to seek inputs from participants at a half day faculty level technical meeting in Hanoi, one day university level consultation workshop outside Hanoi, and a half-day final evaluation and approval workshop in Hanoi organized by UNDP and HPU (3 days);
- Revise and finalize the training module based on the inputs/comments from participants at the technical meeting and each consultation workshops (4 days);
- Prepare a three-day (30 hours) training of trainers organized by HPU and UNDP in Hanoi and act as a trainer at the event using the approved training module (4 days).

b. National legal consultant – team member: 16 days

- Collect and analyse existing training materials on adversarial skills in criminal proceedings for prosecutors and students who will become prosecutors; collect and analyse the legal framework relating to adversarial skills of prosecutors in criminal proceedings (2 days);
- Provide inputs/comments to the draft outline of the training module prepared by the team leader (1 day);
- Collect and develop case studies, that involve vulnerable groups, for the training module (2 days);
- Support team leader to develop training module, including by providing inputs/advice (4 days);
- Attend a half day faculty level technical meeting in Hanoi, one day university level consultation workshop outside Hanoi, and a half day final evaluation and approval

workshop in Hanoi organized by UNDP and HPU to support team leader to collect comments from participants to the draft training module (2 days)

- Support team leader to revise and finalize the module (2 days)

- Support team leader who will work as a trainer at the 3-day (or 30 hours) training of trainers organized by HPU and UNDP in Hanoi, using the approved training module and prepare a training report to submit to UNDP and HPU (3 days)

c. International legal consultant – team member (11 days)

- Collect and analyse existing international training materials on adversarial skills in criminal proceedings for prosecutors and students who will become prosecutors to provide relevant examples/best practices for developing similar materials in Viet Nam (3 days);

- Provide inputs to the draft outline of the training module prepared by national consultants (0.5 day);

- Provide continuous guidance and support to the national consultants on the methodology and content of the training module, including ongoing comments/inputs to the draft training module prepared by national consultants, for the entire period of the module development (6 days);

- Prepare and attend online the university level one-day consultation workshop to present the international best practices for developing training materials on adversarial skills for students (1.5 days).

4. FINAL PRODUCTS

The final products of the three consultants are:

(1) A training module in Vietnamese and English, including a basic students' handbook (maximum 30 pages excluding annexes) and a basic trainers' guide (maximum 40 pages excluding annexes) for 30 hours face-to-face training on adversarial skills in criminal proceedings for students of HPU, who will become prosecutors in the future.

The students' handbook should include a detailed lesson plan, learning objectives, the content and reference materials relevant to the module, presentation slides – with blank spaces that students can take notes and self – study questions, case studies.

The trainers' guide should include a goal and learning objectives, detailed lesson plan, contents and reference materials relevant to the module, as well as learning exercises, case studies, presentation slides, trainer's methodologies, and trainer's notes.

The key contents of the module should include, but are not limited to:

- New CPC and other legal provisions on adversarial principles and on the protection of the rights of vulnerable groups, such as children, ethnic minorities, people with disabilities, in criminal proceedings;

- Basic theoretical issues on adversarial principles in criminal proceedings;

- Adversarial skills required for prosecutors to implement the adversarial principles provided by the new CPC;

- How to apply these skills in handling case studies;

- Learning exercises including moot court;

It is recommended that the case studies involving vulnerable groups, such as children, ethnic minorities, people with disabilities, be selected in the module.

The product is to be considered final upon approval by UNDP and HPU.

(2) 3-day (or 30 hours) training of trainers delivered based on the approved training module.

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

The assignment is expected to last approximately 6 months (September 2020 – March 2021).

Duty station: Hanoi and home-based

6. PROVISION OF MONITORING AND PROGRESS CONTROL

The consultants shall work collaboratively on this assignment, under monitoring of the Program Officer in charge in the UNDP Governance and Participation Unit and the HPU and deliver final product as described in Section 4 above.

Monitoring and progress control will follow the timeline below:

#	Activities	Deliverable	Timeline/Deadline
1	Submit a work plan with detailed timetable for each activity to UNDP and HPU	Workplan approved by UNDP and HPU	September 2020

2	Develop an outline of the training module including a basic students' handbook and a basic trainers' guide	Outline approved by UNDP and HPU	October 2020
3	Collect and analyse existing training materials on adversarial skills in criminal proceedings for prosecutors and students who will become prosecutors; collect and analyse the legal framework relating to adversarial skills of prosecutors in criminal proceedings	Materials documented and submitted to team leader	October 2020
4	Collect and analyse existing international training materials on adversarial skills in criminal proceedings for prosecutors and students who will become prosecutors to provide relevant examples/best practices for developing similar materials in Viet Nam	Materials documented and submitted to team leader	October 2020
5	Develop a draft module including a basic students' handbook and a basic trainers' guide	Draft module reviewed by UNDP and HPU	December 2020
6	Attend and deliver presentation at a half day faculty level technical meeting in Hanoi, one day university level consultation workshop outside Hanoi, and a half day final evaluation and approval workshop in Hanoi organized by UNDP and HPU	Presentation delivered and comments collected	January 2021
7	Finalize the module including a basic students' handbook and a basic trainers' guide according to the comments received at the meeting and workshops	Final module including a basic students' handbook and a basic trainers' guide approved by UNDP and HPU	February 2021
8	Act as trainers at a three-day (or 30 hours) training of trainers organized by UNDP and HPU in Hanoi, using the approved training module	Training delivered and pre and post assessment conducted	February 2021

7. DEGREE OF EXPERTISE AND QUALIFICATIONS

a. National legal consultant – team leader:

- Master's degree in law;
- A minimum of 10 years of working experience relating to judicial sector;
- Knowledge and working experience on criminal proceedings, especially on adversarial principle in criminal proceedings is a strong advantage;
- Expertise in developing training materials in judicial matters, especially in criminal proceedings is essential;
- Working experience in delivering trainings for students of legal training institutions;
- Knowledge or working experience with vulnerable groups is preferable;
- Experience working as a team leader of a consultant team, preferably of similar assignment(s);
- Excellent spoken, report writing and presentation skills in Vietnamese;
- Excellent report writing skills in English (one sample of the writing reports to be submitted); communication skills in English are essential.

b. National legal consultant - team member:

- Master's degree in law;
- A minimum of 05 years of working experience relating to judicial sector;
- Knowledge and working experience on criminal proceedings, especially on adversarial principle in criminal proceedings is a strong advantage;
- Expertise in developing training materials in judicial matters, especially in criminal proceedings is a strong advantage;
- Knowledge or working experience with vulnerable groups is preferable;
- Demonstrated experience in conducting research and report writing.

c. International legal consultant - team member

- Master's degree in law;
- A minimum of 5 years of working experience relating to judicial sector;
- Knowledge and working experience on criminal proceedings, especially on adversarial principle in criminal proceedings is essential;
- Expertise in developing training materials for justice professionals (judges, prosecutors, lawyers) is a strong advantage;

- Knowledge or working experience with vulnerable groups is preferable;
- Excellent spoken, report writing and presentation skills in English, one sample of the writing reports to be submitted.

8. COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS

All outputs produced in this action shall remain the property of UNDP, HPU who shall have exclusive rights over their use.

The consultants may not use, reproduce such works without prior consent from UNDP and MOJ.

9. REFERENCE DOCUMENTS AND ADMINISTRATIVE SUPPORT

UNDP and HPU will support the consultant team to complete this assignment, by providing available data, existing reports and research.

10. CONTRACT PAYMENTS

- 1st payment: 20% of the contract amount upon receiving and acceptance by UNDP of deliverables 1 and 2 specified in Section 6
- 2nd payment: 50% of the contract amount upon receiving and acceptance by UNDP of deliverables 3, 4, 5, 6 and 7 specified in Section 6
- Final payment: 30% of the contract amount upon satisfactory completion of all deliverables specified in Section 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).