



02 October 2020

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	IT expert for the development of an online platform for energy data disclosure, SEC and benchmarks definition and for an online economical toolkit
Period of assignment/services (if applicable):	Estimated 62 days during October 2020 to 30 December 2021
Duty Station:	Hanoi and Home based
Tender reference:	P201001

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

23.59 hrs., 12 October 2020 (Hanoi time)

With subject line:

P201001 - IT expert for the development of an online platform

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
- Provide references/ examples in English of previously developed online tools or softwares with above mentioned technologies and programming languages

b. Financial proposal (with your signature):

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

4. Evaluation

The technical component will be evaluated using the following criteria:

Consultant(s)' experiences/qualification related to the services		
1	Technician diploma in computer science and/ or IT or relevant field and with training in all main programming languages	150
2	5 years of recent experience as a program analyst or in software development	200
3	Experience with Web development technologies: PHP and ASP.NET, and with Programming languages: HTML5, JavaScript, CSS3	200
4	Provide references/ examples in English of previously developed online tools or softwares with above mentioned technologies and programming languages.	150
5	Experience in training people to use online tools	100
6	Having similar experience in implementation of development projects that were funded by WB, UNDP, ODA is an advantage	100
7	Fluency in spoken and written English preferred	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

UNDP shall deliver payments to the contractors in three instalments, after completion of each phase and upon acceptance of the outputs/deliverables in the ToR as follows:

	Deliverables	% of payment	Timelines
1	A detailed work-plan and Technical and functional specification for the online platform and economic toolkit	20% of total contract value	30 October 2020
2	Beta version of SEC/benchmark platform with the testing instructions approved	30% of total contract value	December 2020
3	Beta versions of financial toolkit with the testing instructions approved	15% of total contract value	January 2021
4	Final report of final versions of SEC/ energy benchmark online submission platform, economic toolkit, (including respective training materials and user manual) and modifications brought to MOC EE website with the issue checklist	30% of total contract value	February 2021
5	All product under the contract including the note on completion of the troubleshooting and assistance for 1 year after commissioning	5% of the total contract value	15 December 2021

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

TERMS OF REFERENCE

A National IT expert for the development of an online platform for energy data disclosure, SEC and benchmarks definition and for an online economical toolkit

Job Title:	A National IT expert for the development of an online platform for energy data disclosure, SEC and benchmarks definition and for an online economical toolkit <i>Chuyên gia công nghệ thông tin xây dựng cơ sở dữ liệu trực tuyến (hồ sơ tiêu thụ năng lượng đặc trưng, định mức năng lượng trong công trình và bộ công cụ kinh tế trực tuyến).</i>
Project:	Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam
Duration of Appointment:	Estimated 62 days during October 2020 to 30 December 2021.
Duty Station:	Hanoi and Home based

1) GENERAL BACKGROUND

Ministry of Construction (MOC) is implementing the Project “Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam” funded by GEF/UNDP and co-financing by Viet Nam agencies/institutions and enterprises.

Implemented between 2016 and 2020, the project’s goal is to reduce intensity of GHG emissions from the building sector in Viet Nam. The project objective is to improve the energy utilization performance of commercial and high-rise residential buildings in Ho Chi Minh and Hanoi. Realization of this objective will be achieved through implementation of three following components:

- 1) Improved Enforcement of Energy Efficiency Building Code;
- 2) Building Market Development Support Initiatives, and
- 3) Building EE Technology Applications and Replications.

Each component comprises a number of complementary activities that are designed to remove barriers to the stringent enforcement of the revised EEBC, and to the greater uptake of building energy efficiency technologies, systems, and practices in commercial and residential buildings. By EOP, the GEF investment will have catalysed direct GHG emission reduction of about 37,680 tCO₂e. The cumulative direct reduction in GHG emissions over the lifetime of the project is envisioned to be 236,382 tCO₂e.

In order to achieve such a goal, the project is aiming at developing the first national Specific Energy Consumption (SEC) profiles and define yearly energy consumption benchmarks by surveying and collecting physical data at site, for 6 building types (Governmental administrative office, Small commercial, Large commercial buildings, Malls, 2 to 3 stars hotels and 4 to 5 stars hotels) in 3 different climate zones (Hanoi, Hochiminh City, Da Nang). SEC profiles and energy benchmarks are the first necessary step to assess about energy consumptions in existing buildings. Such data should serve the MOC to identify the current level of performance and then be able to monitor by raising awareness through the definition of EE labeling and promoting energy efficiency measures in existing buildings. These energy consumption values have been collected during site surveys and manually calculated for the year 2017 and 2018, and the project currently defining them for 2019. In order to make this process durable and yearly replicable, the project expects to establish an online submission platform, which shall be used by building owners to key in their yearly data so that SEC profiles and energy consumption benchmarks can be calculated easily without requiring any further site survey, on a yearly basis. This online platform shall be hosted on MOC website.

Besides, the project aims at providing support to building developers/managers during their design development or retrofitting works by helping them making the right financial decision as regards EE technical choices. This objective shall be carried out by developing a specific online calculator toolkit to enable building owners / designers or managers to calculate Return On Investment (ROI), Net Present Value (NPV) and Internal Rate of Return (IRR).

Finally, the project expects to revamp the Ministry of Construction Energy Efficiency website following Communication Officer’s recommendations and upload the products to UNDP website.

The Project Management Unit is looking for a national IT expert to design, develop and establish a SEC/ energy benchmark online submission platform and a financial toolkit, and to train users for long-term operations and maintenance. The IT expert shall also be revamping the specific website of MOC linked to Energy efficiency.

2) OBJECTIVES OF ASSIGNMENT

The objectives of these works are 3-fold:

1/ Design and support the establishment of a user-friendly online platform to allow submission of buildings' related data and automatic calculation of Specific Energy Consumption profiles, yearly energy consumption benchmarks and EE certification ranking for 6 typologies of buildings in 3 climate zones.

2/ Design and support the establishment of an online financial analysis toolkit for construction project developers to enable calculation of construction projects' respective financial indicators like: Return on Investment (ROI), Internal Rate of Return (IRR), and Net Present Value (NPV).

3/ Revamp of the current MOC website part dedicated to Energy Efficiency according to the list of provided recommendations

3) SCOPE OF WORK

The scope of work shall cover the 2 different below aspects:

3.1. Design and production of an online platform for Specific Energy Consumptions (SEC) and energy benchmarks definition:

- Review, comment and analyse technical and functional specifications and objectives of SEC and energy benchmarks? provided by International and National technical experts.
- Complement (if necessary) and finalise platform specifications (Technical, functional and graphical), including the definition of user-friendly interface attributes and expected formats / templates for each displayed page/ storage capacity / development language / hosting place / development timeline/ needed exterior assistance, etc.)
- Develop a beta (pilot) version for test and draft
- Prepare an Issue Checklist (Google Sheet) for tracking all issues found during testing and share it with Technical International and National Experts
- Train, Assist and provide guidance to technical International and National experts during test performance of this beta version.
- Consolidate received comments for further improvement/ modification of the beta version
- Correct and amend the final version of the online platform.
- Test final version of the online platform
- Upload / integrate the platform on designated hosting /location, possibly at <http://tietkiemnangluong.xaydung.gov.vn/> and <https://www.vn.undp.org/>.
- Update the Issue Checklist (Google Sheet)
- Produce user guideline document and (video?) tutorials for each function/ page in collaboration with technical experts.
- Define database identification/ security/ administrative management/ maintenance structure and procedures in cooperation with relevant MOC IT authorities and the PMU.
- Assess and advice about necessary human, financial and IT technical resources to ensure long term operations in cooperation with relevant MOC IT authorities and the PMU.
- Train appointed staff about platform operations and maintenance.
- Ensure troubleshooting and assistance for 1 year after commissioning.

Note:

This work shall be performed in collaboration with the Technical International and National experts on SEC profiles and benchmarks, these technical experts shall assist in defining technical/ functional/ graphic - format of the online submission platform and provide input data for the test performance.

3.2. Design and production of online financial tools/ calculators

- Review, comment and finalise provided technical/functional/ graphical specifications by the relevant expert.
- Define format / programming language to use.

Once the final version of the technical/ functional/ graphical specifications is completed and approved, the IT expert shall:

- Produce the beta version of the financial calculator
- Train, Assist and provide guidance to appointed experts during test performance of this beta version.
- Consolidate received comments for further improvement/ modification of the beta version
- Correct, amend, test and finalise the final version of the toolkit
- Develop, test and commission the beta version calculator in collaboration with appointed experts
- Produce the final version and upload the tools/calculators where specified (i.e. on website or anywhere else indicated)
- Produce user guideline document and (video) tutorials for each function/ page in collaboration with related technical experts.
- Develop a maintenance manual to explain how to operate/ modify / amend this online toolkit.

Note:

This work shall be performed in collaboration with appointed SEC/ Energy benchmark technical International and national experts, International Senior Technical Advisor, MOC website and PMU representatives, that shall assist in defining technical/ functional/ graphic - format of both online database, financial toolkit as well as webpages of the website.

3.3. Revamp of the current MOC website part dedicated to Energy Efficiency

- Review and implement proposed recommendations by PMU to improve MOC EE website display, structure, including a detailed workplan, timeline and need for collaboration.
- Test, commission and handover to MOC's responsible officials

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

Duration: Estimated 62 working days during October 2020 to 30 December 2021.

Duty Station: Home based and Hanoi. No travel is foreseen. In case of travel to provinces upon agreement with PMU, eligible cost of travel shall be made by the PMU or UNDP based on UN-EU cost-norm.

5) DELIVERABLES

All products, work plans, intermediate products shall be submitted to PMU in 2 languages: English and Vietnamese at the same time. Expected deliverables include:

	Deliverables	Timelines for Final Submission*	Note
I	Main deliverables		
1	A detailed workplan report for contract performance (estimated 3 workdays)	02 weeks after contract is signed	1 brief report on the work-plan
2	Final technical and functional specifications of: <ul style="list-style-type: none">• SEC/ energy benchmarks online submission platform (estimated 5 workdays)• Online economic toolkit (estimated 5 days)	November 20	1 summary paper on the technical and functional specifications
3	Beta version of SEC / energy benchmarks platform (Estimated 20 days)	December 20	1 product

	Deliverables	Timelines for Final Submission*	Note
4	Beta version of economic toolkit/ calculator (estimated 10 days)	January 21	1 Product
5	Handover report including: <ul style="list-style-type: none"> - Final version of online platform (including training materials, tutorials and user manual)- estimated 10 days - Final version of toolkit/ calculator (including training materials, tutorials and user manual)- estimated 4 days - Brought changes to revamp MOC EE website (print screen of brought changes in concerned pages)- estimated 5 days 	February 21	1 product and 3 sets of documents for both online SEC platform and Economic toolkit.
6	A note on completion of the troubleshooting and assistance for 1 year after commissioning	November 2021	1 summary paper

Description of Deliverables

1/ A workplan for contract performance

This workplan shall describe proposed methodologies to conduct and achieve each of these 03 tasks, after in-depth consultation with the PMU and related partners. It shall include an updated list of all identified tasks, timelines and needs for technical – managerial support/ assistance.

2/ Technical /functional specifications report for:

- **The online submission platform**
 - o It shall list and detail IT technical, administrative and functional specifications necessary to start developing the online submission database.
 - o It shall describe programming language, administrative and management structure, users' software's / browsers compatibility, expected pages lay-outs and interfaces, graphic appearance, calculation algorithms, and state if any necessary need for external support.
- **The online financial toolkit**
 - o This report shall list and detail all IT technical, administrative and functional specifications necessary to start developing this online toolkit.
 - o It shall describe programming language, administrative and management structure, users' software / browsers compatibility, expected pages lay-outs and interfaces, graphic appearance, calculation algorithms, and state if any necessary need for external support.

3/ Beta version of the platform

- This product shall be a trial online version.
- Draft instructions on how to operate the system shall be provided aside, in order to allow designated persons to test the version on a step by step approach.

4/ Beta version of the online financial toolkit

- This product shall be a trial version for online testing.
- Draft instructions on how to operate the system shall be provided aside, in order to allow designated persons to test the version on a step-by-step approach.

5/ Final report including:

- **Final version of the online platform including training materials**
 - Final version of the online platform, including updated user manual/instructions and training materials.
 - The platform shall be uploaded / hosted where instructed, and designated personal shall be trained on how to use and manage the platform.

- **Final version of online financial toolkit**
 - Final version of the financial toolkit, including updated user manual/instructions and training materials.
 - The toolkit shall be uploaded / hosted where instructed, and designated personal shall be trained on how to use and manage the toolkit.
- **Summary report listing up all brought changes on the MOC EE website, print screen of brought changes, including a summary of other performed tasks: i.e. training of users, and the formal approval from the MOC representative.**

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The selected expert shall report to National Project Director/ National Program Manager. The selected expert shall work in close collaboration with PMUs staff and experts, MOC officer in order to ensure best knowledge sharing and highest quality of the products.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

The expert shall:

- Hold a Technician diploma in computer science and/ or IT or relevant field and with training in all main programming languages.
- Have 05 years of recent experience in software development or as a lead program analyst.
- Experience with **Web development technologies:** PHP and ASP.NET, and with **Programming languages:** HTML5, JavaScript, CSS3
- Provide references/ examples in English of previously developed online tools or softwares with above mentioned technologies and programming languages.
- Have previous experience training people to use online tools
- Having similar experience in implementation of development projects that were funded by WB, UNDP, ODA is an advantage
- Fluent in English in written and spoken English preferred

8) ADMIN SUPPORT AND REFERENCE DOCUMENTS

Reference documents:

The technical and functional specifications document for the online database and financial tool are provided as Annex 1 and 2.

Besides, the project document, project inception report and survey report of 05 selected new buildings will be made accessible to the expert (soft file).

Admin support: PMU will support the expert in logistic arrangements for meetings with relevant individuals/state agencies and hotel and meeting room reservation.

9) PAYMENT TERM

	Deliverables	% of payment	Timelines
6	A detailed work-plan and Technical and functional specification for the online platform and economic toolkit	20% of total contract value	30 October 2020

7	Beta version of SEC/benchmark platform with the testing instructions approved	30% of total contract value	December 2020
8	Beta versions of financial toolkit with the testing instructions approved	15% of total contract value	January 2021
9	Final report of final versions of SEC/ energy benchmark online submission platform, economic toolkit, (including respective training materials and user manual) and modifications brought to MOC EE website with the issue checklist	30% of total contract value	February 2021
10	All product under the contract including the note on completion of the troubleshooting and assistance for 1 year after commissioning	5% of the total contract value	15 December 2021

10. CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISE

☒ NONE
 ☐ PARTIAL
 ☐ INTERMITTENT
 ☐ FULL-TIME

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).