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08 Dec 2020

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 national team leader and 01 national team member for monitoring the construction of community - based disaster monitoring and warning system for 24 communes in 7 coastal provinces
Period of assignment/services (if applicable):	Quarter 4/2020 - Quarter 2/2021
Duty Station:	Hanoi with travel to provinces
Tender reference:	PN-N201201

1. Submissions should be sent by **email** to: [nguyen.thuy.nga@undp.org](mailto:nguyen.thuy.nga@undp.org) no later than:

**23.59 hrs., 14 Dec 2020 (Hanoi time)**

With subject line:

**PN-N201201: A national team leader for monitoring the construction of community - based disaster monitoring and warning system for 24 communes in 7 coastal provinces**

**PN-N201201: An international team member for monitoring the construction of community - based disaster monitoring and warning system for 24 communes in 7 coastal provinces**

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](mailto: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:

- Signed Curriculum vitae
- Signed Letter to UNDP Confirming Interest and Availability
- Copy of 1-2 publications/writing samples on relevant subject.
- Reference contacts of past 4 clients for whom you have rendered preferably the similar service (including name, title, email, telephone number, address...)
- Brief description of approach to work/technical proposal of why the individual considers him/herself as the most suitable for the assignment, and a proposed methodology on how they will approach and complete the assignment; (max 1 page).

### 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:

No.	Qualification	Points
<b>1</b>	<b>National Team Leader</b>	<b>1000</b>
	Bachelor or Master in Meteorology or IT technology or Economics	200
1.1	5 years of experience in supervising construction works in service of disaster prevention, having work quality assurance process to control product quality; experience in supervising at least 1 Meteorology construction project of a similar nature.	250
1.2	At least 5 years of experience in the IT industry and 2 years of experience in building early warning systems.	200
1.3	Experienced and knowledgeable about the VNDMS system and Vietnam's disaster management system.	150
1.4	Experienced in development of TORs for setting up early warning system, including meteorology stations.	150
1.4	Have certificate of construction supervision is an advantage.	50
<b>2</b>	<b>01 National Team member</b>	
	Bachelor or Master in Economics or social science.	200
2.1	5 years of experience in bidding and equipment procurement.	250
2.2	Experience in supervising procurement activities and construction works.	200
2.3	Experience in remote sensing service management.	150
2.4	Experienced in development of TORs for setting up early warning system, including meteorology stations.	150
2.5	Have experience in construction and installation of metrology station system is an advantage	50
	<b>Total</b>	<b>1,000</b>

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 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>  
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 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.**



## TERMS OF REFERENCE

### I. GENERAL INFORMATION

<b>Project / Program Name</b>	<i>Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam</i>
<b>Name of Mission</b>	<b>01 national team leader and 01 national team member for monitoring the construction of community - based disaster monitoring and warning system for 24 communes in 7 coastal provinces</b>
<b>Operation code</b>	3.1.7.3 UNDP
<b>Contract Type</b>	Lumpsum contract
<b>Work location:</b>	Hanoi with travel to provinces
<b>Contract period:</b>	Quarter 4/2020 - Quarter 2/2021
<b>Report</b>	National Project Director of GCF Project and UNDP
<b>Combination</b>	CPMU of GCF project, Department of Science, Technology and International Cooperation (VNDMA) and UNDP

### II. PROJECT DESCRIPTION

UNDP is coordinating with the Ministry of Agriculture and Rural Development (MARD), the Ministry of Construction (MOC), the Ministry of Planning and Investment (MPI) and the 7 participating project provinces of Nam Dinh, Thanh Hoa, Thua Thien Hue, Quang Ngai, Quang Binh, Quang Nam, and Ca Mau to implement the Green Climate Fund (GCF)-funded project "Improving the resilience of vulnerable coastal communities to climate change-related impacts in Vietnam" (the "GCF coastal resilience project") for the period of 2017 - 2022.

The GCF coastal resilience project is currently assisting MARD's General Department of Disaster Prevention and Control to develop an information system - database on disaster prevention and climate change adaptation, while helping to raise community awareness on disaster risk and improving the quality of natural disaster early warning information systems.

In order to help people better prevent and respond to natural disasters, UNDP and the General Department of Disaster Prevention and Control plan to mobilize a local advisory group / organization implementing the activity "Building community disaster monitoring and warning systems for 24 communes in the coastal provinces".

In order for the above-mentioned activities to be assured of quality, in accordance with the process and standards, the GCF-UNDP project intends to recruit a group of consultants to participate in monitoring the activity.

### III. OBJECTIVES AND SCOPE OF WORK

#### *General objective*

1. Developing and completing technical content for the activity "Building community disaster monitoring and warning systems for 24 communes in 7 coastal provinces" to ensure consistency, strictness and compliance with technical standards meeting the ability of the General Department of Disaster Prevention and Control to update and provide synchronous information for the disaster risk management system.
2. Supervising the contract implementation unit in the whole process of "Building community disaster monitoring and warning systems for 24 communes in 7 coastal

provinces", from equipment procurement to construction and installation; improving, training, and handing over the system of works; ensuring compliance with the construction process; and ensuring the technical quality of the system.

***Scope of work:***

***The team leader:***

<b><i>No</i></b>	<b><i>Tasks</i></b>	<b><i>Requirement</i></b>	<b><i>Estimated works days</i></b>
<b>1</b>	Review the content of the draft terms of reference "Building community disaster monitoring and warning system for 24 communes in 7 coastal provinces" to ensure consistency, strictness and compliance with technical standards, meeting the ability to update and provide synchronous information to the VNDMA	Ensure technical specifications for all standard equipment, update the latest information, and be synchronous with the current system of the General Department of Disaster Prevention and Control.  Ensure that the content of the terms of reference complies with valid bidding and procurement policies with market competitiveness.	<b>2</b>
<b>2</b>	Supervise the contracting unit during the entire process of purchasing and installing 24 sets of equipment: wind measurement, rainfall measurement, surveillance cameras and disaster warning information transmission and analysis system in 24 coastal communes of 7 provinces.	Ensuring the right purchase of the right type, right quality, and the right process as described in the reference with competitive prices.  Ensure the quality of construction and installation of equipment at the right positions, in accordance with technical standards, safety and capable of stable and long-term operation.	<b>36</b>
<b>3</b>	Supervise the training and process of transferring equipment and the system.	Ensuring the system is used appropriately; Ensuring the system is transferred in compliance with the appropriate warranty	<b>24</b>
		<b>Total</b>	<b>62</b>

***Team member***

<b><i>No</i></b>	<b><i>Tasks</i></b>	<b><i>Requirement</i></b>	<b><i>Estimated works days</i></b>
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<b>1</b>	Provide technical support to the team leader to Review the content of the draft terms of reference "Building community disaster monitoring and warning system for 24 communes in 7 coastal provinces" to ensure consistency, strictness and compliance with technical standards, meeting the ability to update and provide synchronous information to the VNDMA;	Ensure technical specifications for all standard equipment, update the latest information, and be synchronous with the current system of the General Department of Disaster Prevention and Control.  Ensure that the content of the terms of reference complies with valid bidding and procurement policies with market competitiveness.	<b>1</b>
<b>2</b>	Support to the team leader to supervise the contracting unit during the entire process of purchasing and installing 24 sets of equipment: wind measurement, rainfall measurement, surveillance cameras and disaster warning information transmission and analysis system in 24 coastal communes of 7 provinces.	Ensuring the right purchase of the right type, right quality, and the right process as described in the reference with competitive prices.  Ensure the quality of construction and installation of equipment at the right positions, in accordance with technical standards, safety and capable of stable and long-term operation.	<b>36</b>
<b>3</b>	Supervise the training and process of transferring equipment and the system.	Ensuring the system is used appropriately; Ensuring the system is transferred in compliance with the appropriate warranty	<b>36</b>
		Total	<b>73</b>

***Contents of supervision:***

1. Quality supervision: inspect and supervise the quality of materials and equipment installed in the works provided by the construction contractor according to the requirements of the bidding package. Quality control and acceptance during construction and equipment installation;
2. Volume monitoring: monitoring the volume under the contract, the volume generated, modified if any;
3. Monitoring progress;
4. Supervising labor safety and environmental sanitation;
5. Organize the takeover test and hand over to the investor.

***Areas of operation monitoring***

1. Points for purchasing materials and equipment:
  - a. In Hanoi and related shopping spots.
2. Places for installing measuring stations and places of training on the use and operation of equipment:
  - a. Nam Dinh province: Giao Lac commune, Giao Thuy district;

- b. Thanh Hoa province: Tinh Hai commune, Tinh Gia district.
- c. Quang Binh province: Quang Phu commune, Quang Phuc commune, Quang Trach district; Duc Trach commune, Nhon Trach commune, Bo Trach district; Hai Ninh commune, Quang Ninh district; Ngu Thuy Chung commune, Le Thuy district.
- d. Thua Thien Hue province: Dien Loc commune, Thuan An commune, Vinh Thanh commune, Loc Vinh commune, Lang Co town, Phu Loc district.
- e. Quang Nam province: Hoi An city; Duy Hai commune, Duy Xuyen district; Binh Hai commune, Thang Binh district; Tam Ky city center; Tam Quang commune, Nui Thanh district.
- f. Quang Ngai province: Binh Thanh commune, Binh Chau commune, Binh Son district; Mo Duc district; Pho Quang commune, Pho Thanh commune, Duc Pho district;
- g. Ca Mau province: Dam Doi district; Ngoc Hien district;

#### **IV. EXPECTED OUTPUTS & DELIVERABLES**

<b>No</b>	<b>Tasks</b>	<b>Estimated Work days</b>	<b>Time of Completion</b>
1	Complete the TOR “Building a community disaster monitoring and warning system for 24 communes in 7 coastal provinces” (one track change with comments, additions, corrections and a complete edit);	3	28 Dec 2020
2	Report on supervision of procurement and construction and installation activities in Vietnamese and English (with relevant additional documents in Vietnamese)	72	15 May 2021
3	Completion report (full report in Vietnamese and English, with attached documents in Vietnamese) and a PowerPoint summary in both English and Vietnamese.	60	30 Jun 2021

#### **V. CONTRACT DURATION AND IMPLEMENTATION ARRANGEMENTS**

- 1. Contract execution time: Expected from Quarter 4, 2020 to the end of Quarter 2, 2021
- 2. Location for implementing the tasks: Hanoi and 24 communes in the project provinces

#### **VI. PAYMENT TERMS**

- 1. The costs for consulting units performing work in this TOR should be in accordance with the United Nations - EU Guidelines on local costs in development cooperation with Vietnam in 2017 (UN-EU cost norms 2017).
- 2. Travel expenses are included in the package contract.
- 3. The consultant will be paid in stages below after the products are approved by the General Department of Disaster Prevention / Control, GCF PMU, and UNDP.



No	Expected products / reports by work group	Pay
1	Complete the TOR “Building a community disaster monitoring and warning system for 24 communes in 7 coastal provinces” (one track change with comments, additions, corrections and a complete edit);	20%
2	Report on supervision of procurement and construction and installation activities (with relevant additional documents);	60%
3	Completion report (full report, with attached documents) and a PowerPoint summary.	20%

## VII. QUALIFICATIONS & EVALUATION CRITERIA

General requirements of the supervision consultant group

The consultant team is responsible for the entire monitoring and reporting by the team leader to meet the requirements of the bidding package (collectively, the supervision team).

### Evaluation Criteria

No.	Qualification	Points
<b>1</b>	<b>National Team Leader</b>	<b>1000</b>
1.1	Bachelor or Master in Meteorology or IT technology or Economics	200
1.2	5 years of experience in supervising construction works in service of disaster prevention, having work quality assurance process to control product quality; experience in supervising at least 1 Meteorology construction project of a similar nature.	250
1.3	At least 5 years of experience in the IT industry and 2 years of experience in building early warning systems.	200
1.4	Experienced and knowledgeable about the VNDMS system and Vietnam's disaster management system.	150
1.5	Experienced in development of TORs for setting up early warning system, including meteorology stations.	150
1.6	Have certificate of construction supervision is an advantage.	50
<b>2</b>	<b>01 National Team member</b>	
2.1	Bachelor or Master's in economics or social science.	200
2.2	5 years of experience in bidding and equipment procurement.	250
2.3	Experience in supervising procurement activities and construction works.	200
2.4	Experience in remote sensing service management.	150
2.5	Experienced in development of TORs for setting up early warning	150

No.	Qualification	Points
	system, including meteorology stations.	
2.6	Have experience in construction and installation of metrology station system is an advantage	50
	<b>Total</b>	<b>1,000</b>

### VIII) ADMIN SUPPORT AND REFERENCE DOCUMENTS

UNDP will provide the following administrative supports to selected candidate:

- Introduction letter to VNDMA, provinces and partners of this services for assessing the information and cooperation with the supervisees
- Arrange meetings with UNDP, with partners and VNDMA as required;

List and attach all reference documents to bidders to help them fully understand scopes of work in the TOR so as to prepare good proposals.

- No references needed at this point,
- The Initial draft TOR for reference will be provided to selected consultant

**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.

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**Annexes** *[please check all that applies]:*

- ☐ CV shall include Education/Qualification, Processional 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 of ..... (VND for National Consultant; USD for international Consultant).

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	Total
1	Consultancy fee			
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) ....			
	<b>TOTAL</b>			

*\* 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.*

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).*