



23 February 2021

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	02 National Consultants for providing research support to partners and national and international consultants and assisting the team in logistical and organizational matters
Period of assignment/services (if applicable):	March 2021 – December 2021
Duty Station:	Vietnam
Tender reference:	T210201

1. Submissions should be sent by **email** to: [luu.thi.trang@undp.org](mailto:luu.thi.trang@undp.org) no later than:  
**23.59 hrs., 09 March 2021 (Hanoi time)**

With subject line:

**T210201A – 01 National Consultant 1 (NC1) - Policy forum support**

**T210201B – 01 National Consultant 2 (NC2) - Policy research support**

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 and other related certificates (if any)
- Signed Letter to UNDP Confirming Interest and Availability
- At least 02 sample of reports/papers (01 in English and 01 in Vietnamese) to be submitted

### 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:

##### Policy Forum support Consultant (NC1)

Consultant's experiences/qualification related to the services		
1.1	Have university degree or currently enrolled university students in economics will be considered for short-term assignments in economics or related field.	100
1.2	At least one year experience in planning/organizing and coordinating workshops/events/technical meetings	300
1.3	At least one year of experience facilitating, coordinating and communicating with both Government and international development partners	300
1.4	Knowledge and skills in documentation and reporting of project support activities	100
1.5	Proven Fluency in English and Vietnamese	200
	<b>Total</b>	<b>1,000</b>

##### Policy research support consultant (NC2)

Consultant's experiences/qualification related to the services		
1.1	Have university degree or currently enrolled university students in economics will be considered for short-term assignments in economics or related field.	100
1.2	At least one year experience supporting policy research, with evidence of interest (proven reports/papers) in economic/development policy	200
1.3	At least one year experience editing Vietnamese and/or English research reports	200
1.4	Proven experience in database management skills and data analysis (EViews, Stata, SPSS), being female candidates would be an advantage	200
1.5	Knowledge and skills in documentation and reporting of project support activities	100
1.6	Proven Fluency in English and Vietnamese	200
	<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 to the payment.

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



## TERMS OF REFERENCE

**Title:** UND-MPI-FUV Economic Forums 2021: two National Consultants providing research support to partners and national and international consultants and assisting the team in logistical and organizational matters

National consultant 1 (NC1) - Policy forum support, March 2021 to December 2021

National consultant 2 (NC2) - Policy research support, March 2021 to December 2021

**Duty Station** Ha Noi

### 1) GENERAL BACKGROUND

Viet Nam's record of inclusive growth is impressive. Over the previous five-year period, the country's performance in job creation and economic expansion is among the best in the region, and most measures of economic inequality were stable. The incidence of poverty has declined sharply while health and education indicators show steady improvement. Viet Nam is now a High Human Development country according to the 2020 Human Development Report. The country has penetrated new export markets while consolidating its position in traditional exports in agriculture and manufacturing. The Government has set a target of achieving upper middle-income status by 2030 and high-income status by the time of the nation's centennial in 2045.

Yet the Government's new Ten Year Social Economic Strategy (SEDS) 2021-2030 recognizes the magnitude of the economic challenges that the country faces. Although early, decisive action spared Viet Nam from the worst effects of the Covid-19 pandemic, economic growth slowed and thousands lost their jobs, especially in heavily affected sectors like transportation, tourism and hospitality. More than half of the labor force in manufacturing and services is comprised of informal workers, and rates of informality are especially high in the sectors hardest hit by Covid-19. Mitigating the impact of climate change on vulnerable populations and economic output will require hundreds of billions of dollars in investment in addition to the estimate \$600 billion needed to close the existing infrastructure gap. Meanwhile, Viet Nam will need to invest in skills and knowledge to reduce dependence on low-wage assembly operations and bulk agricultural commodities. Extreme poverty, although at lower levels than even much richer neighbors, is increasingly concentrated in the rural uplands and among ethnic minority groups. Female labor force participation is high but political and business leadership is still male dominated.

Moreover, there are signs that global economic conditions may be less favorable for

growth over the medium term. Recovery from Covid-19 will be uneven across regions and sectors, and this could compound east-west and north-south trade tensions that had already intensified before the pandemic. Global productivity growth has continued to slow as investment has flagged in the wake of the Global Financial Crisis in 2008. Robotics, artificial intelligence and other technological advances will raise productivity, but will could reduce employment growth in countries that depend heavily on labor intensive operations, especially in manufacturing. The risk of financial instability has increased as easy liquidity has fueled the formation of asset bubbles, especially in the high-income countries.

To meet these challenges Viet Nam will need resilience and flexibility. The existing growth model, which has capitalized on the country's comparative advantage in low-cost labor and bulk commodities, achieved rapid and sustained productivity growth by relocating workers from agriculture and traditional services to steady employment in export industries and modern services. This process continues. But before it runs out of steam, Viet Nam needs to penetrate export markets for higher value-added products, including the goods and services that form part of complex global value chains. Modernization and diversification of agriculture to create better, more productive jobs and to compete on global markets for higher value-added products is also essential. Meanwhile, Viet Nam must restructure social assistance and protection systems to serve a modern economy and workers primarily in formal sector waged employment. The education system must balance access and quality, providing opportunities for people from diverse backgrounds to acquire and upgrade job-relevant skills, while also promoting excellence in research and innovation at national universities and research institutes.

As a trusted partner of the Government of Viet Nam, UNDP is well-placed to participate in joint initiatives with Government and other partners to help the country refine the strategic directions set out in the SEDS and five-year Socio-Economic Development Plan (SEDP) 2021-2025. Inclusive Growth Unit of UNDP Viet Nam will conduct targeted policy research and convene policy dialogue events and forums, especially biannual UNDP-MPI-FUV economic forums – Viet Nam's Economic Pulse – with GOVN agencies and other partners to explore these issues and devise practical recommendations for policy innovation based on international experience and in-depth analysis of the domestic situation. The activities will also explore resource mobilization opportunities and new partnerships in support of inclusive and sustainable growth in Viet Nam.

In support of these activities, UNDP is seeking two consultants (i) Economic Policy Research consultant and (ii) Economic Policy Forum Support Consultant within the Inclusive Growth Unit. Consultants are expected to make contributions by providing research support to UNDP and our partner-organizations, national and international consultants, and assisting the team in logistical and organizational matters, *with following details:*

## **2) OBJECTIVES**

Support UNDP/IGU to ensure timely and effective implementation of the approved activities in the UNDP Policy Advising on Inclusive Growth, to maximine the added value of technical assistance, policy advising/dialogue activities as required by both sponsored and beneficiary agencies.

## **3) SCOPE OF WORK AND WORKING DAYS**

The recruited consultants, reporting to and with guidance from the Head of the Inclusive Growth Unit/the Senior International Economist and working in close cooperation and consultation with MPI/CNIF and FUV, will carry out the following functions:

a) Policy research support (NC2) (80 working days)

- In collaboration with international and national consultants, collect and organize secondary data sources from relevant agencies,
- In collaboration with international and national consultants, participate in primary data collection activities, for example interviews with private sector firms.
- Assist national and international experts to organize data collection, including organizing and participating in interview.
- In collaboration with national and international consultants, participate in data analysis and presentation of results.
- In collaboration with national and international consultants, edit English and Vietnamese research reports, and compile summaries for publication as necessary.
- Provide other support to the implementation of the policy research program as needed.

b) Policy forum support (NC1) (50 working days)

- Collaborate with the National Center for Information and Forecasting (NCIF), Ministry of Planning and Investment (MPI) and Fulbright University Viet Nam (FUV) to compile lists of potential participants and interested companies, academic institutions, government agencies and civil society organizations, and establish contact with these entities to gauge their interest and availability.
- Collaborate with NCIF and FUV to develop a communications strategy to publicize policy dialogue events and the results of these events.
- Edit research reports in English and Vietnamese for language and content, and produce summaries of reports for publication on the UNDP website and social media.
- Assist the team in providing managerial and logistical support to organize policy dialogue forums.
- Provide other assistance to the successful implementation of policy forums as necessary.

#### **4) EXPECTED DELIVERABLES/RESULTS AND TIMELINES**

- a) The technical assistance (TA) proposal, including detailed workplan, timeline for completion of the assignments accepted by the Head of the Inclusive Growth Unit/the Senior International Economist. (Both consultants). Timeline: first month of the assignment and every subsequent quarter.
- b) TA report on supporting policy research, including collection of secondary data sources from relevant agencies; technical input for primary data collection activities, interviews with private sector firms; data analysis and presentation of results; edition of English and Vietnamese research reports and compile summaries for publication. (Policy research support. Timeline: as needed/according to the approved workplans.
- c) TA report on supporting conduction of policy forums, including forum organization plans; lists of potential participants; a communications strategy to publicize policy dialogue events and the results of these events; edited research reports in English and Vietnamese for language and content; summaries of reports for publication on the UNDP website and social media; managerial and logistical support for successful organization of two policy dialogue forums. (Policy forum support). Timeline: as needed/according to the approved workplans.

#### **5) MONITORING AND PROGRESS TRACKING**

Monitoring, progress and quality control of the consultants will be in accordance with the scope of work in Section 3 and expected deliverables and timelines in Section 4, with the guidance of the Senior International Economist, under the direction of UNDP's Head of Inclusive Growth Unit. The consultant shall report difficulties to the Senior International Economist (if any) during the consultation process for timely handling.

#### **6) SUPPORT FROM UNDP**

The consultants will be based in the UNDP CO and will make periodic field trips when required and accepted by UNDP. The travel cost will be covered separately and in accordance with UN-EU Cost Norm.

#### **7) EXPERTISE AND QUALIFICATIONS**

- a) Consultant for policy research support (NC2)
  - Have university degree or currently enrolled university students in economics will be considered in exceptional circumstances.
  - At least one year experience supporting policy research, with evidence of interest (proven reports/papers) in economic/development policy.
  - At least one year experience editing Vietnamese and/or English research reports would be an advantage.
  - Proven experience in database management skills and being female candidates would be an advantage.
  - A facility with data analysis (EViews, Stata, SPSS) would be an advantage.
  - Have knowledge and skills in documentation and reporting of project support activities.
  - Fluent in English and Vietnamese.
- b, Consultant for policy forum support (NC1)
  - Have university degree or currently enrolled university students in economics will be considered in exceptional circumstances.
  - At least one year experience in planning/organizing and coordinating



workshops/events/technical meetings.

- At least one year of experience facilitating, coordinating and communicating with both Government and international development partners; experience in planning/organizing and coordinating workshops/events/technical meetings, including (i) drafting TORs for recruiting consultants/procurement of event organization services and drafting and sending invitations to keynote speakers/panelists and participants, (ii) contacting/obtaining confirmation of participants, (iii) following up and obtaining keynote speeches/presentations, (iv) developing and implementing event work plans including identification of venue, making/coordinating logistics arrangements for venue, equipment, translation/interpretation, slide presentation, preparation and distributions of event materials, communication work with media, etc. (v) monitoring and reporting the implementation of activities of approved quarterly work-plans and (vi) developing and implementing a communications strategy to publicize policy dialogue events and the results of these events (such as editing research reports in English and Vietnamese, producing summaries of reports and other communication materials for publication on the UNDP website and social media).

- Have knowledge and skills in documentation and reporting of project support activities.
- Fluent in English and Vietnamese.

## 8) TERMS OF PAYMENT

Payment for consultants will be made by the completion of assignment as regulated in Section 4 in this TOR, with the delivery of quality, on-time products and being accepted by UNDP under UNDP regulations.

**1. Policy research support consultant (NC2) :** First instalment of 50% total contract value upon receipt of TA report on supporting policy research for the first 2021 Forum accepted by the Head of the Inclusive Growth Unit and/or the Senior International Economist. Second instalment of 50% total contract value upon receipt of TA report on supporting policy research for the second 2021 Forum accepted by the Head of the Inclusive Growth Unit and/or the Senior International Economist

**2. Policy forum support consultant (NC1) :** First instalment of 60% total contract value upon receipt of TA report on supporting policy research for the first 2021 Forum accepted by the Head of the Inclusive Growth Unit and/or the Senior International Economist. Second instalment of remaining 40% total contract value on receipt of TA report on supporting conduction of policy forums, accepted by the Head of the Inclusive Growth Unit and/or the Senior International Economist.

**Note:** The total contract value will include consultancy fee only. If the consultant is requested to travel outside Ha Noi, separate payment for per diem and travel cost (based on UN-EU Cost norm) will be paid by UNDP on actual basis.

## 9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☐ NONE      ☐ PARTIAL      ☒ INTERMITTENT      ☐ FULL- TIME

## 10) EVALUATION CRITERIA

### Policy research consultant (NC2)

Consultant's experiences/qualification related to the services		
1.1	Have university degree or currently enrolled university students in economics will be considered for short-term assignments in economics or related field.	100
1.2	At least one year experience supporting policy research, with evidence of interest (proven reports/papers) in economic/development policy	200
1.3	At least one year experience editing Vietnamese and/or English research reports	200
1.4	Proven experience in database management skills and data analysis (EViews, Stata, SPSS), being female candidates would be an advantage	200
1.5	Knowledge and skills in documentation and reporting of project support activities	100
1.6	Proven Fluency in English and Vietnamese	200
	<b>Total</b>	<b>1,000</b>

### Forum support Consultant (NC1)

Consultant's experiences/qualification related to the services		
1.1	Have university degree or currently enrolled university students in economics will be considered for short-term assignments in economics or related field.	100
1.2	At least one year experience in planning/organizing and coordinating workshops/events/technical meetings	300
1.3	At least one year of experience facilitating, coordinating and communicating with both Government and international development partners	300
1.4	Knowledge and skills in documentation and reporting of project support activities	100
1.5	Proven Fluency in English and Vietnamese	200
	<b>Total</b>	<b>1,000</b>

## 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.

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**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 of ..... (VND for National Consultant and USD for International Consultant).

This is a lump sum offer covering all associated costs for the required service (fee, meal, accommodation, travel, taxes etc).

<b>No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit Rate</b>	<b>Total</b>
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).....			
2.5	VAT** if applicable (in case your company signs the contract)			
	<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.

\*\* 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).