15 March 2021

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

<table>
<thead>
<tr>
<th>Country</th>
<th>Viet Nam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of the assignment:</td>
<td>01 Technical assistance for conducting knowledge, attitude and practice end-line survey of explosive ordnance risks in Quang Binh and Binh Dinh</td>
</tr>
<tr>
<td>Period of assignment/services (if applicable):</td>
<td>March 2021 – July 2021</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Vietnam</td>
</tr>
<tr>
<td>Tender reference:</td>
<td>T210301</td>
</tr>
</tbody>
</table>

1. Submissions should be sent by email to: luu.thi.trang@undp.org no later than:

23.59 hrs., 21 March 2021 (Hanoi time)

With subject line:

T210301 – 01 Technical assistance for conducting knowledge, attitude and practice end-line survey of explosive ordnance risks in Quang Binh and Binh Dinh

Submission received after that date or submission not in conformity with the requirements specified 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:**

   - Signed Curriculum vitae and other related certificates (if any)
   - Signed Letter to UNDP Confirming Interest and Availability
   - 1-2 reports (in both English and Vietnamese) of research/survey relating to KAP survey 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:

**National Consultant**

<table>
<thead>
<tr>
<th>Summary of Technical Evaluation</th>
<th>Maximum obtainable scores</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. At least, a masters-degree in development studies, social sciences, communication and education.</td>
<td>100</td>
</tr>
<tr>
<td>2. Having at least 5 years’ working experience in conducting researches/social surveys, including KAP survey</td>
<td>200</td>
</tr>
<tr>
<td>3. Having strong research skills, including development of survey tools, sampling techniques, data management, data analysis and report writing</td>
<td>300</td>
</tr>
<tr>
<td>4. Having a good understanding of mine action in Viet Nam is an asset</td>
<td>200</td>
</tr>
<tr>
<td>5. Demonstrated excellent spoken, report writing and presentation skills in English and Vietnamese languages</td>
<td>200</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1000</td>
</tr>
</tbody>
</table>

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. \( S_f = 1000 \times \frac{F_m}{F} \), 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](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.
1. Background information

As a result of many years of war, the land and people of Vietnam are severely affected by landmines and unexploded ordnance (hereinafter called Explosive Ordnance or EO). According to the results of the project named “Vietnam National Explosive Remnants of War Contamination Surveying and Mapping” from 2010-2014, all 63/63 provinces/cities across the country are contaminated with landmines, unexploded ordnance left after the war, with a total of 9,116 out of 11,134 communes (wars or townships) contaminated. According to the Government of Vietnam, the total area of contamination is 6.13 million ha, accounting for 18.78% of country’s area. More than 100,000 people have either been killed or injured by EO since the end of the war1.

In recent years, the Vietnamese Government has paid special attention to perfecting management and coordination system, funding and providing guidelines for the effective implementation of mine action operations. Substantial amounts of funds are spent each year on EO clearance in order to release and recover land for cultivation, ensure safe livelihood activities, as well as provision of emergency treatment to victims and support to their reintegration into communities and educating these communities about the risk to further reduce accidents and prevent casualties2.

In early 2018, with the support from the Korean Government through the Korea International Cooperation Agency (KOICA), the Korea-Vietnam Mine Action Project (KVMAP) started. The project is being implemented by UNDP Vietnam and has four main components: survey and clearance, information management, explosive ordnance risk education (EORE) and victim assistance. The responsible parties are the Vietnam National Mine Action Center (VNMAC), the Ministry of Labor-Invalids and Social Affairs (MOLISA), the Ministry of Defense (MOD), and Binh Dinh and Quang Binh Provincial People’s Committees. In this project, VNMAC is responsible party for conducting the EORE component in Quang Binh and Binh Dinh provinces.

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2 UNDP’s Project Document: Korea-Vietnam Mine Action Project
The baseline KAP survey was conducted in 2018 and its survey results were disseminated and used for designing the interventions in the two provinces. The project is going to be completed in 2021. UNDP and VNMAC are therefore planning to conduct an end-line KAP survey to measure any changes of knowledge, attitude and practices among the populations in the two provinces and propose recommendations for interventions and national led efforts in EORE. This TOR is to seek technical assistance to undertake this assignment.

2. **Objective**
   - To provide technical assistance for conducting an explosive ordnance risks knowledge, attitude, and practice survey with general population and target groups of primary and secondary school children, casual workers and farmers in the two provinces of Quang Binh and Binh Dinh.

3. **Scope of work**
The contractor is expected to do at least the following tasks:
   - Doing analysis of previous and similar study and building on that to develop a study proposal, methodology, sample size and sampling strategy (including survey quality management), and adaptation of the questionnaires. Development of sample strategy should ensure best coverage as possible and age and gender factors
   - Conducting a training of data collection for VNMAC MRE unit staff and data collectors in the two provinces
   - Providing technical assistance for data collection via virtual monitoring and oversight.
   - Cleaning the entered data
   - Doing data analysis
   - Presenting preliminary survey results with stakeholders for validation
   - Preparing a survey report in both English and Vietnamese, incorporating comments and inputs provided at the validation workshop and by UNDP and VNMAC component managers.

4. **Methodology:**
Consultant will utilize the following methods to fulfil scope of work:
   - Desk review of the base line survey of KVMAP, previous and similar studies to develop survey proposal.
   - KAP survey preferred using online questionnaires or any other appropriate methods conducted in Binh Dinh and Quang Binh with tentative sample size of 850 each province, taking consideration of the COVID 19 pandemic outbreak in the country so as to capture the changes between the base line survey results and the end-line survey results.

5. **Duration of assignment, duty station and expected places of travel**
The consultant is expected to work in Ha Noi and with travels to Quang Binh and Binh Dinh provinces. The work duration is from 1 March to 15 July 2021, for a maximum number of 48 consultancy days.

6. **Expected outputs and deliverables**

<table>
<thead>
<tr>
<th>Planned Activities</th>
<th>Expected Outputs/Deliverable</th>
<th>Number of consultancy days</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Doing analysis of previous and similar study and build on</td>
<td>Survey proposal including methodology</td>
<td>11 days</td>
<td>15 – 29 March</td>
</tr>
</tbody>
</table>
that to develop study proposals, methodology, sample size and sampling strategy (including survey quality management), and development/adaptation of the questionnaires. Development of sample strategy should ensure best coverage as possible and age and gender factors. Innovative approaches should be utilized for the end line survey.

<table>
<thead>
<tr>
<th>Pre-test the survey questionnaire in the two provinces for finalization</th>
<th>- Finalized questionnaire and survey tools including monitoring and reporting tool for data collection</th>
<th>2 days</th>
<th>1-3 April</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Conducting a 1-day training of data collection for VNMAC EORE unit staff, and district military personnel in charge of EORE at provincial and district levels in each province (if required)</td>
<td>- Data collection training plan - Data collection training report</td>
<td>2 days</td>
<td>5-10 April</td>
</tr>
<tr>
<td>4. Providing assistance for data collection via online oversight and monitoring</td>
<td>Data collection supervision report</td>
<td>5 days</td>
<td>11 April to 30 April</td>
</tr>
<tr>
<td>5. Data cleaning</td>
<td>A raw dataset and a clean dataset available for analysis</td>
<td>3 days</td>
<td>1 May to 7 May</td>
</tr>
<tr>
<td>6. Conduct data analysis</td>
<td>Tabulation of analysis results answering above research questions</td>
<td>5 days</td>
<td>5 May to 14 May</td>
</tr>
<tr>
<td>8. Presenting preliminary survey results and recommendations for interventions at a validation workshop</td>
<td>PowerPoint presentation on preliminary survey results, including recommendation for interventions</td>
<td>2 days</td>
<td>17 to 23 May</td>
</tr>
<tr>
<td>9. Preparing a survey report in both English and Vietnamese, incorporating comments and inputs provided at the validation workshop and by UNDP and VNMAC component managers</td>
<td>- A draft full survey report in both English and Vietnamese shared with VNMAC EORE unit and UNDP Mine Action team - A final survey report in both English and Vietnamese incorporating</td>
<td>12 days</td>
<td>25 May to 15 July</td>
</tr>
</tbody>
</table>
comments from different stakeholders, VNMAC EOR component manager, CTA, and RE component manager

All of the below products are in both English and Vietnamese:
- Survey proposal including methodology, sampling, and tools (questionnaires) in both English and Vietnamese and detailed work-plan including training plan and monitoring plan
- Training report
- Monitoring report
- Preliminary survey findings with data tables for validation with relevant stakeholders
- Draft survey report in both English and Vietnamese
- Final survey report in both English and Vietnamese, incorporating all comments and inputs from relevant stakeholders at the validation workshop, UNDP and VNMAC persons in charge.
- Technical exit consultancy report

7. Monitoring and oversight
The selected consultant is responsible for delivering the expected outputs in line with Part 6, under direct supervision Chief Technical Advisor, Project Manager, Component Manager for Risk education and victim assistance under strategic guidance from Unit Head of Governance and Participation team and Head of EORE unit of VNMAC. All deliverables will be approved by the Component Manager for Risk education and victim assistance and Chief Technical Advisor in collaboration with VNMAC.

8. Decree of expertise and qualification
National individual who is interested in the consultancy must meet the following expertise and qualification requirements:

- At least, a masters-degree in development studies, social sciences, communication and education.
- Having at least 5 years’ working experience in conducting researches/social surveys, including KAP survey.
- Having strong research skills, including development of survey tools, sampling techniques, data management, data analysis and report writing
- Having a good understanding of mine action in Viet Nam is an asset
- Demonstrated excellent spoken, report writing and presentation skills in English and Vietnamese languages

9. Admin support and reference documents
Administrative support: VNMAC and UNDP will support to share some required documents for reference. VNMAC will collaborate with provincial partners to identify data collectors and organize trainings of data collection and validation workshop.

VNMAC and UNDP in collaboration with provincial partners conduct regular oversight and monitoring of the data collection if required.
10. Payment milestones and authority
UNDP Viet Nam shall affect payments to the successful Service Contractor upon UNDP’s satisfaction with expected deliverables set above.

Payments shall be made in phases by outputs:

<table>
<thead>
<tr>
<th>Phase</th>
<th>Indicative Payment Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase 1</td>
<td>30% After submission of the study proposal including methodology and detailed work-plan for the end-line survey, taking consideration of inputs and comments by UNDP and VNMAC</td>
</tr>
<tr>
<td>Phase 2</td>
<td>50% after submission of the first draft of survey report</td>
</tr>
<tr>
<td>Phase 3</td>
<td>Remaining 20% of the contract value after the final report and all deliverables have been approved by UNDP and VNMAC no later than 15 July 2021</td>
</tr>
</tbody>
</table>

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

11. Do they have to work at GOUNH?
☐ No ☐ Sometimes ☐ Usually ☐ Always

12. Other supports/Reference materials

**EVALUATION CRITERIA**

<table>
<thead>
<tr>
<th>Summary of Technical Evaluation</th>
<th>Maximum obtainable scores</th>
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<td><strong>Total</strong></td>
<td><strong>1000</strong></td>
</tr>
</tbody>
</table>
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 I;

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:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Contract Type</th>
<th>UNDP Business Unit / Name of Institution/Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Contract Type</th>
<th>Name of Institution/Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
</tr>
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</table>

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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Name of International Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Full Address</th>
<th>Business or Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>

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, 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 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).

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Consultancy fee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Out of pocket expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1</td>
<td>Travel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.2</td>
<td>Per diem</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.3</td>
<td>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).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.4</td>
<td>Others (pls. specify)……</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.5</td>
<td>VAT** if applicable (in case your company signs the contract)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total</th>
<th></th>
</tr>
</thead>
</table>

* 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).*