



1 April 2021

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 National Consultant as Local Strategic Advisor for UN-HABITAT
Period of assignment/services (if applicable):	15 April 2021 – 14 October 2021
Duty Station	Ho Chi Minh City, Vietnam
Tender reference:	3-210301

1. Submissions should be sent by email to: luu.ngoc.diep@undp.org no later than:
12 April 2021 (Hanoi time)

With subject line:

3-210301 National Consultants as Local Strategic Advisor for UN-HABITAT

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 **35 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:

- [Terms of Reference \(TOR\)](#)..... (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

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **Viet Nam Dong for National Consultant and US Dollar for international consultant** including consultancy fees and 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		
No	Criteria	Score
1	10 years of relevant work experience in the fields of urban planning, mobility, sustainable development, or similar is required; Experience working on urban development projects in the relevant country required as part of an international network.	250
2	Advanced university degree in architecture, urban planning, engineering, or related fields. 1 st University Degree with additional 5 years of relevant professional experience accepted in lieu of Master's degree.	200
3	Working knowledge and experience in urban planning, urban mobility and resilience and policies is required.	150
4	Working experience with international development agencies and in particular the United Nations is an asset is required.	50
5	Experience in all levels of urban development from project development to practical completion and monitoring is required.	150
6	Experience working on social change projects is required; Experience in using SDGs to evaluate and assess project sustainability.	100
7	Demonstrated good English skills.	100
	Total	1,000

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 BSAFE course and submit certificate to UNDP before contract issuance.

Note: In order to access the course, please go to the following link:

<https://training.dss.un.org/course/category/6>. Type in your name and password, create a new user. After you have completed the courses, please print/save the certificates to submit to us

- Full medical examination and Statement of Fitness to work for consultants ***from and above 62 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.

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

A VIETNAMESE CONSULTANT AS LOCAL STRATEGIC ADVISOR FOR UN-HABITAT

1) GENERAL BACKGROUND

UN-Habitat, the United Nations Human Settlements Programme, is mandated by the UN General Assembly to promote socially and environmentally sustainable and resilient towns and cities. It is the focal point agency for all urbanization and human settlement matters within the UN system. UN-Habitat envisions well-planned, well-governed and efficient cities and towns, with adequate housing, infrastructure and universal access to employment and basic services such as water, energy, and sanitation.

The Global Future Cities Programme (GFCP) under the UK Foreign, Commonwealth & Development Office's Prosperity Fund (UK FCDO) aims to deliver targeted interventions in 19 cities across 10 countries to encourage sustainable development, increase prosperity whilst alleviating high levels of urban poverty. The programme will also create significant short and long-term business opportunities in growing markets forecast to be regional growth hubs. In addition, the programme will make a significant contribution to achieving the Sustainable Development Goals (SDG) and implementation of the New Urban Agenda (NUA).

The Global Future Cities Programme includes cities in Brazil, South Africa, Nigeria, Turkey, Myanmar, Indonesia, the Philippines, Malaysia, Thailand and Vietnam.

The programme builds upon three integrated pillars, that collectively will address key barriers to prosperity, in selected cities:

- Urban planning – technical assistance for spatial restructuring (city strategies, urban renewal, regeneration, master planning and planning frameworks)
- Transportation – technical assistance to support cities to develop integrated multi-modal public transport systems
- Resilience – technical assistance to develop strategies to address the impact of climate change (e.g., flooding) and ensure development is sustainable

The programme is delivered in two phases: A Strategic Development Phase, followed by an Implementation Phase.

Strategic Development Phase

The Strategic Development Phase of the GFCP was implemented by UN-Habitat's as a lead executive agency from April to December 2018. This phase aimed at supporting the UK FCDO in the identification, further definition and validation of 30 urban interventions in the 19 cities part of the Programme. UN-Habitat's contribution focused on supporting an improved definition of strategic and transformative projects that are implementable and which contribute to the city's objectives, while at the same time ensuring an adequate level of city ownership and citizen engagement.

This resulted in the development of Terms of References (ToRs) for each of the 30 urban interventions, supported by 19 city context reports, eight thematic cluster papers, five policy papers and two normative reports, as input and basis for the Implementation Phase. The Strategic

Development Phase contributed to demonstrating how each intervention could contribute to multiple SDGs and gave recommendations based on international practices, while aligning with city visions for development.

Implementation Phase

The Implementation Phase of the GFCP will occur from September 2019 to March 2022. During the Implementation Phase, the 30 urban interventions will be delivered also contributing to the positioning the GFCP in an international context and demonstrating the added value of bridging global and local development agendas through achieving the Sustainable Development Goals and implementing the New Urban Agenda.

While the UK FCO is ultimately responsible for the delivery of the Global Future Cities Programme, the 30 urban interventions will be carried out in the form of Technical Assistance by private sector Delivery Partners with international and national presence, as well as expertise in cross-cutting issues, SDGs and the NUA.

Across the programme, the urban projects identified cover thematic areas such as: transport and mobility strategies, policies and plans; urban planning and urban renewal plans and policies; street design and public space; strategies, systems and policies to enhance resilience in an urban context; smart city development and sustainable systems for management and governance of urban data.

The UK FCO has requested UN-Habitat's Urban Lab to support the Implementation Phase by providing strategic advice, knowledge management and quality recommendations on both Programme and local levels. A programme level capacity building component will be delivered with the support of an implementing partner, the United Kingdom Built Environment Advisory Group (UK BEAG). The Urban Lab's main contribution will be to work as a neutral actor, facilitating processes to make sure that interventions adequately incorporate principles for sustainable urbanization, that cities are capacitated to sustain the interventions in the long-run and that knowledge will be shared on local and global level.

The consultant will be hired and work under the overall supervision of the Head of the Urban Lab and the direct supervision of the Programme Manager of the Global Future Cities Programme. The consultancy is home-based in Vietnam.

Programme components: _Strategic and Technical Advise, Knowledge Management and Capacity Building

Strategic and Technical Advise:

Strategic and Technical Advise using the 'SDG Project Assessment Tool; Guidance for cities to develop interventions towards inclusive and sustainable urbanization' (the Tool) will be developed and applied to capacitate city authorities to conduct quality recommendations during the interventions' development, and to enhance their ability for executing and sustaining the interventions beyond the Programme's timeframe.

Throughout the Programme period, the SDG Project Assessment Tool will be applied at periodic 'SDG Project Assessment Sessions' in each city. The sessions will provide a qualitative assessment of deliverables submitted by the Delivery Partners against each Terms of Reference (ToR). The sessions will be participatory events between city authorities, delivery partners and the UK FCO. During the course of the Programme, it is expected that 4 to 6 assessment sessions will be conducted.

Knowledge Management:

A web-based platform has been created to facilitate the management of the knowledge captured and produced from the different activities of the Programme. The platform is envisioned as a tool for disseminating knowledge between the multiple partners and stakeholders of the Global Future Cities Programme, enabling knowledge exchange amongst them and particularly city-to-city learning. A public component of the platform aims to disseminate knowledge to the global audience.

Capacity Building Programme:

As part of the programme implementation, city authorities will be supported with strategic advice and capacity building through an integrated approach. Technical assistance of the Delivery Partners will be complemented with learning-by-doing capacity building activities, (i.e. embedded in SDG project assessment process) and with a programme level capacity building and training component. The methodology and the thematic of these activities will be developed by UN-Habitat together with the implementing partner (UK BEAG), while the organization and delivery of the specific events will be led by UK BEAG.

Under such circumstance, UN-Habitat plans to recruit the **Local Strategic Advisor** to support the mentioned tasks with the following specific terms and conditions.

2) OBJECTIVES OF THE ASSIGNMENT

The overall result of this consultancy is the provision of strategic and technical support to city authorities, UK FCDO Country Programme Managers, and Delivery Partners of the Global Future Cities Programme, towards sustainable urbanization and the achievement of SDGs.

3) SCOPE OF WORK

The consultant will represent UN-Habitat and interacts with all the stakeholders of the Programme, therefore he/she will be appointed on the basis of securing the highest standards of efficiency, competence, and integrity. As a UN representative, he/she is expected to exhibit and adhere to the highest standards of ethical conduct.

A network of Local Strategic Advisers, where possible integrated in UN-Habitat's existing Regional and Country Offices, will be based in each country. The role of the Local Strategic Advisers will be aligned to context-specific needs, in coordination and alignment with UK FCO Country Programme Manager. Some of the key responsibilities of the Local Strategic Advisers are as follows:

- Support the UK FCDO Country Programme Managers with stakeholder engagement and communication;
- Provide expert advice as part of programme delivery;
- Ensure alignment of UN-Habitat's and UKBEAG's activities with those of the Delivery Partners;
- Support city authorities with technical recommendations;
- Facilitate the application of an SDG Project Assessment Tool;
- Organise, deliver and report on SDG Project Assessment Sessions; and
- Promote city-to-city learning and knowledge exchange.

In Vietnam, UN-Habitat requires one national consultant to manage the activities carry out in Ho Chi Minh City, alongside local UK Government representative(s). The workload will adapt to the needs of the activities implemented in the different phases of the Programme, therefore it is expected that periods of intense engagement will be alternated and compensated by periods of less demanding engagement.

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

Expected duration of the assignment: 132 working days from 15 April to 14 October 2021

Duty station: Ho Chi Minh City, Vietnam

Expected places of travel: Will be determined depending on programme's activities within the country.

Travel costs if required and upon agreement with UNHABITAT will be paid separately by UNHABITAT following UN-EU Cost Norms.

5) FINAL PRODUCTS***

There are six main outputs related to this consultancy:

Strategic and Technical Advise on Smart Ticketing System, Ho Chi Minh City

1. Report on high-level technical review of the project outputs in Ho Chi Minh City's Smart Ticketing System project against the ToR and the SDG Tool, at main milestones.
2. Report on the results of SDG Project Assessment Sessions for Ho Chi Minh City's Smart Ticketing System conducted in 2021.

Strategic and Technical Advise on GIS for Drainage System, Ho Chi Minh City

3. Report on high-level technical review of the project outputs in Ho Chi Minh City's GIS for Drainage system project against the ToR and the SDG Tool, at main milestones.
4. Report on the results of SDG Project Assessment Sessions for Ho Chi Minh City's GIS for Drainage system project conducted in 2021.

Knowledge Management and Capacity Building

5. Report on support provided to the implementation of Capacity Building activities in Vietnam.
6. Report on the delivery of one Local Strategic Advisors Knowledge Sharing session.

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The Local Strategic Advisor will directly report to the Programme Managers of the Global Future Cities Programme with the overall supervision of the Leader of the Planning, Finance and Economy Section within the Global Solutions Division, UN-Habitat, Nairobi.

The outputs production will be documented through interim reports on progress produced for every task and submitted every month (for interim payments). Final report to be submitted at the end of consultancy, summarizing the work done, presenting all outputs in InDesign and PDF format.

Logistical support for the projects is provided by UN-Habitat HQ in Nairobi.

The consultant will liaise and interact with:

Section managers and senior professionals in other branches of the agency

Senior professionals of regional offices and UN-Habitat Programme Managers at country level

Staffs within work sections/branch

Officials on global, national, local government and private sector

Academia, universities, and research institutions-

Other UN agencies

Donors, development organizations, development banks

The individual contractor will submit the expected outputs in relevant electronic formats to UN-Habitat, endorsed by the GFCP Programme Manager and certified by the HPM Vietnam.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

Education:	Advanced university degree in architecture, urban planning, engineering, or related fields is required. 1st university degree with additional 5 years of relevant professional experience accepted in lieu of Master's degree.
Experience:	<ul style="list-style-type: none">• 10 years of relevant work experience in the fields of urban planning, mobility, sustainable development, or similar is required;

	<ul style="list-style-type: none"> • Experience working on urban development projects in the relevant country required as part of an international network; • Experience in all levels of urban development from project development to practical completion and monitoring is an required; • Experience working on social change projects is required; • Experience using SDGs to evaluate and assess project sustainability; • Working knowledge and experience in urban planning, urban mobility and resilience and policies is required; • Working experience with international development agencies and in particular the United Nations is an asset.
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Language: Fluency in English and Vietnamese, written and verbal is required.

8) ADMIN SUPPORT AND REFERENCE DOCUMENTS

N/A

9) REVIEW TIME REQUIRED AND PAYMENT TERM

Consultant must send a financial proposal based on **Lump Sum Amount**. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, medical insurance etc.) that could be incurred by the IC in completing the assignment are already factored into the daily fee submitted in the proposal., Travel and daily allowance cost will be covered separately by the Programme and should not be included in the Lump Sum Amount.

Payments shall be done upon verification of completion of deliverables/outputs and approval by the IC’ supervisors, Ms. Naomi Hoogervorst and Mr. Klas Groth of a report indicating deliverables in the period.

	Payment [in relation to above deliverables]	Time Required	% of payment
1	Report on high-level technical review of the project outputs in Ho Chi Minh City’s Smart Ticketing System project against the ToR and the SDG Tool, at main milestones.	14 May 2021	16.67
2	Report on the results of SDG Project Assessment Sessions for Ho Chi Minh City’s Smart Ticketing System conducted in 2021.	14 June 2021	16.67
3	Report on high-level technical review of the project outputs in Ho Chi Minh City’s GIS for Drainage system project against the ToR and the SDG Tool, at main milestones.	14 July 2021	16.67
4	Report on the results of SDG Project Assessment Sessions for Ho Chi Minh City’s GIS for Drainage system project conducted in 2021.	14 August 2021	16.67
5	Report on support provided to the implementation of Capacity Building activities in Vietnam.	14 Sept 2021	16.66
6	Report on the delivery of one Local Strategic Advisors Knowledge Sharing session.	14 October 2021 month	16.66
	Total	6 months	100%

10) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

X ☐ NONE

☐ PARTIAL

☐ INTERMITTENT

☐ FULL-TIME

ANNEX IV

OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date _____

(Name of Resident Representative/Bureau Director)

United Nations Development Programme

(Specify complete office address)

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of *[indicate title of assignment]* under the *[state project title]*;
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 *[delete this item if the TOR does not require submission of this document]*;
- E) I hereby propose to complete the services based on the following payment rate: *[please check the box corresponding to the preferred option]*:
 - ☐ An all-inclusive daily fee of *[state amount in words and in numbers indicating currency]*
 - ☐ A total lump sum of *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.
- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex V;
- G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- H) This offer shall remain valid for a total period of _____ days *[minimum of 90 days]* after the submission deadline;
- I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists]*;
- J) If I am selected for this assignment, I shall *[please check the appropriate box]*:

- ☐ Sign an Individual Contract with UNDP;
- ☐ Request my employer [*state name of company/organization/institution*] to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

K) I hereby confirm that [*check all that applies*]:

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

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

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

L) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

M) ***If you are a former staff member of the United Nations recently separated, please add this section to your letter:*** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

N) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES ☐ NO ☐ If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

P) Do you have any objections to our making enquiries of your present employer?

YES ☐ NO ☐

Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES ☐ NO ☐ If answer is "yes", WHEN?

- R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Address & Email Address	Business or Occupation

- S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: _____

SIGNATURE: _____

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

Annexes *[please check all that applies]:*

- ☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

GUIDELINES FOR CV PREPARATION

WE REQUEST THAT YOU USE THE FOLLOWING CHECKLIST WHEN PREPARING YOUR CV:

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

Sex, Date of Birth, Nationality, Other Citizenship, Marital Status

Company associated with (if applicable, include company name, contact person and phone number)

SUMMARY OF EXPERTISE

Field(s) of expertise (be as specific as possible)

Particular development competencies-thematic (e.g. Women in Development, NGOs, Privatization, Sustainable Development) or technical (e.g. project design/evaluation)

Credentials/education/training, relevant to the expertise

LANGUAGES

Mother Tongue:

Indicate written and verbal proficiency of your English:

SUMMARY OF RELEVANT WORK EXPERIENCE

Provide an overview of work history in reverse chronological order. Provide dates, your function/title, the area of work and the major accomplishments include honorarium/salary. References (name and contact email address) must be provided for each assignment undertaken by the consultant that UNDP may contact.

UN SYSTEM EXPERIENCE

If applicable, provide details of work done for the UN System including WB. Provide names and email address of UN staff who were your main contacts. Include honorarium/salary.

UNIVERSITY DEGREES

List the degree(s) and major area of study. Indicate the date (in reverse chronological order) and the name of the institution where the degree was obtained.

PUBLICATIONS

Provide total number of Publications and list the titles of 5 major publications (if any)

MISCELLANEOUS

Indicate the minimum and maximum time you would be available for consultancies and any other factors, including impediments or restrictions that should be taken into account in connection with your work with this assignment.

Annex V

FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum of**VND** (*for National Consultant*) or **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 (USD or VND)	Total (USD or VND)
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). *			
2.5	Others (pls. specify).....			
2.6	VAT** if applicable (in case your company signs the contract)			
	TOTAL			

* Individual Consultants/Contractors who are over 62 years of age with assignments that require travel and are required, **at their own cost**, to undergo a full medical examination including x-rays and obtaining medical clearance from **an UN-approved doctor** prior to taking up their assignment.

*** Individual Consultants/Contractors who request their employer to sign a Reimbursable Loan Agreement (RLA) with UNDP for their behalves are reminded to add the Value Added Tax into the total lump sum of the Financial Offer if applicable.*

I undertake, if my proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

I agree to abide by this proposal for a period of 120 days from the submission deadline of the proposals.

Dated this day /month of year

Signature

(The costs should only cover the requirements identified in the Terms of Reference (TOR). Travel expenses are not required if the consultant will be working from home).