



18 June 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 on Climate Change Private Sector Engagement, focusing on Public private sector partnership and climate financing
Period of assignment/services (if applicable):	June 2021 – December 2021
Duty Station:	Vietnam
Tender reference:	T210605

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

23.59 hrs., 24 June 2021 (Hanoi time)

With subject line:

T210605 – A National Consultant on Climate Change Private Sector Engagement, focusing on Public private sector partnership and climate financing

Submission received after that date or submission not in conformity with the requirements specified in this document will not be considered.

Note:

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.
- Maximum size per email is **30 MB**.
- Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP Viet Nam will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

- After submitting proposal, bidder should send notification by email (without attachment) to: procurement.vn@undp.org informing that the bidder has submitted proposal. UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to above address.
- Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female consultants.

2. Please find attached the relevant documents:

- [Term of References](#).....
(Annex I)
- [Individual Contract](#) & [General Conditions](#).....
(Annex II)
- [Reimbursable Loan Agreement](#) (for a consultant assigned by a firm).....
(Annex III)
- [Letter to UNDP Confirming Interest and Availability](#)
(Annex IV)
- [Financial Proposal](#)
(Annex V)

3. Interested individual consultants must submit the following documents/information (in English, PDF Format) to demonstrate their qualifications:

a. Technical component:

- Signed Curriculum vitae and other related certificates (if any)
- Signed Letter to UNDP Confirming Interest and Availability
- Two similar sample written reports in English 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:

A National Consultant

No.	Requirement	Points
1	Postgraduate degree in Environment, Climate Change, Economics or relevant subjects or related field;	150
2	At least 7 years of work experience on climate change policies and strategies, practices with countries in the region, preferably with experience in Viet Nam context	150
3	Proven experience in Public-Private Partnership and climate financing, including integrated financial framework and policy incentives for green financing in Viet Nam	300
4	Experience and understanding of global, regional and national process for climate change negotiations (UNFCCC) and climate change planning will be an advantage;	100
5	Extensive knowledge of mechanisms and approaches to engage the private sector in public planning processes and to foster private sector ambitions for climate change action; and	200
6	Fluency in English in communication, writing, and discussion (at least two reports in English must be provided)	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.

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

REF#: ENTER REF #

Name of service:	01 National Consultant on Climate Change Private Sector Engagement (30 days), focusing on Public private sector partnership and climate financing		
Project:	Develop and Update National Strategy on Climate Change for the Period 2021 – 2050		
Reporting to:	UNDP PO on Climate Change and Resilience		
Coordination:	MONRE's DCC Project Director, UNDP Climate Change and Environment Head, Project, National and International Experts in UNDP CCE team as required.		
Duty Station:	Ha Noi	Travel Required:	No
Duration of Assignment:	30 working days		
Start Date:	6/25/2021	End Date:	12/31/2021

I. BACKGROUND & PROJECT DESCRIPTION

With its extensive coastline and deltaic plains, Viet Nam is considered to be among the most vulnerable countries to climate change globally. Extreme weather events such as typhoons and tropical storms have increased in intensity, magnifying socio-economic and health impacts on rural, urban, coastal, and mountain communities, and endangering critical transportation and drainage infrastructure. The Mekong Delta is one of the most susceptible deltas in the world to sea level rise.

To address climate change, the Government of Viet Nam developed a series of national climate change, green growth, and sustainable development policies, strategies, and action plans. One key planning instrument is the GoV's National Strategy on Climate Change 2012-2020. To date, the government has been able to put in place several key climate change related decisions, including the landmark Plan for Implementation of the Paris Agreement in 2016 and approved its domestic National Adaptation Plan (NAP) in the year 2020. In addition, Viet Nam is among the first countries to have submitted its Updated Nationally Determined Contribution (NDC) to the UNFCCC in July 2020.

There is a need to update the National Climate Change Strategy (NCCS). The initial NCCS was approved by the Prime Minister in Decision 2139/QĐ-TTg on December 5, 2011, and was effective for the period 2012-2020. A progress assessment initiated by MONRE's Department of Climate Change (DCC), and supported by the French Development Agency (AFD), concluded that the system of legal policies addressing climate change issues improved over the strategy's lifetime, likewise the organizational structure on coping with climate change became consolidated. It also found that the activities to cope with climate change have achieved certain results. Specifically, there have been many advances in natural

disaster forecasting and warning; disaster prevention continues to be promoted, damage caused by natural disasters has decreased compared to the previous period. Rice area and basic food security are guaranteed. Forest protection and development continues to achieve many results. The development of renewable energy has made strong progress, especially for solar power. Many models, methods and techniques of low-carbon farming have been applied in agricultural production in many localities across the country. The report, however, also identified some weaknesses in the strategy implementation process and provided some initial proposals on areas that require continued/new attention in the updated NCCS.

Following the consultation with Development Partners and building on the existing technical assistance of partners in the NDC review and update, MONRE requested UNDP and GIZ to continue support to the Government process of updating the NCCS for the period 2021-2050, vision 2100.

To support MONRE in this process, a total of 4 background reports will be developed, which will provide inputs into the NCCS for the period 2021-2050, vision 2100:

- **Outcome 1 (Report 1):** Analysis international experience in the formulation and implementation of climate change strategies in the global change context; Technical lead: UNDP
- **Outcome 2 (Report 2):** Analysis of the domestic context and orienting socio-economic development, identifying climate change issues; Technical lead: GIZ
- **Outcome 3 (Report 3):** Assessment of the potential of private sector engagement in Viet Nam's climate change response strategy; Technical lead: UNDP
- **Outcome 4 (Report 4):** Assessment of climate finance landscape and solutions to promote the resource mobilisation for the implementation of the updated NCCS; and Technical lead: GIZ
- **Outcome 5 (updated NCCS):** National Strategy on Climate Change for the period 2021-2050, vision 2100. Technical lead: MONRE

The requested national consultant will support MONRE to complete different activities under the outcome 3.

II. OBJECTIVES

The consultant will support UNDP and MONRE, to develop the 3rd background report as part of the “Outcome 3: (Report 3): Assessment of the potential of private sector engagement in Viet Nam's climate change response strategy” which is the knowledge base for the Government to update the National Climate Change Strategy (NCCS) for the period 2021-2050, vision 2100.

The consultant is expected to work with a team of 01 International and 01 National Consultant to deliver the results. The consultant team will also receive overall guidance and peer review from UNDP experts, and will benefit from a scoping paper on the on the potential roles of private sector in the National Climate Change Strategy, particularly in term of technology transfer and green financing prospects in Viet Nam. These experts are also being mobilised by UNDP and MONRE to provide strategic advisory and peer review on the topics and upon any draft deliverables.

Under the overall guidance of the Team Leader and collaboration with other team member for the report, the consultant will specifically be responsible to

1. Contribute to drafting and finalising the Background Report 3 on assessing the potential of private sector engagement in Viet Nam's climate change response strategy (25 days); and
2. Provide direct technical peer-reviews on technical report sections developed for the NCCS update (5 days).

During the assignment, among the other thing assigned by the team leader, the consultant will also take proactive contribution and provide expert view on the topics of Public-Private Partnership and climate financing, including integrated financial framework and policy incentives for green financing in Viet Nam

III. SCOPE OF WORK

The successful consultant will be expected to be responsible for the following:

Task 1: Contribute to the Outcome 3 (Report 3) Develop a report assessing the potential of private sector engagement in Viet Nam's climate change response strategy.

The consultant is expected to work under the guidance of the team leader and provide technical inputs into the thematic report, particularly in the areas of development of Public-Private Partnership and climate financing, including:

- Review literature on strategies to enhance private sector participation in developing and implementing climate change plans and strategies;
- Stock take the latest practices and national efforts, including challenges, and opportunities to engage private sector in climate response actions in Viet Nam.
- Develop a solid overview about the latest international experiences and developments in the field of private sector engagement in climate change action (including technology transfer and green financing prospects for Viet Nam, latest discussions surrounding emissions trading systems – Article 6 of the Paris Agreement, publicly-mobilized private adaptation finance, and innovative financial instruments for private sector engagement);
- Gather insights on best-practices of strategies and mechanisms to engage the private sector in climate change response strategies (for both mitigation and adaptation actions, as well as in regard of financial and non-financial engagements), particularly at national level;
- Assess the potential impacts of technical and financial barriers or opportunities imposed by international or domestic markets on doing low-carbon and green business and trading activities of Vietnamese commodities/products; identity the implications and recommend potential measures to address those barriers or unlock those opportunities
- Identify gaps in the implementation of the National Strategy and Action Plan on Climate Change during the period 2010-2020 in regard to private sector engagement;
- Present and/or participate in the writeshops and consultation workshop during the drafting process of Report 3; and
- Propose solutions to increase the mobilization of private sector actors and enhance their participation to effectively implement the National Strategy on Climate Change 2021-2050.

Task 2: Contribute to the Outcome 5: Update Draft National Strategy on Climate Change for the period 2021-2050, vision 2100

- Provide direct technical peer-reviews on technical report sections developed for the NCCS update, particularly in the areas of development of Public-Private Partnership and climate financing
- Support the International team leader in providing technical inputs to the consultation process if any and if required by the Government, UNDP

IV. DELIVERABLES & IMPLEMENTATION TIMELINE

No.	Deliverable	Estimated days to complete	Target due date
1	Product 1: Draft workplan for the overall assignment.	2	6/30/2021
2	Product 2: Draft a Background Report 3 assessing the potential of private sector engagement in Viet Nam's climate change response strategy.	15	7/31/2021
3	Product 3: Final Report 3 with clearly defined recommendations, priorities, objectives, and solutions that are reflected in Report 4 and can guide the update the National Strategy on Climate Change for the period 2021-2050, vision 2100.	8	8/31/2021
4	Product 4: Direct technical inputs and peer-reviews on technical reports and knowledge products.	5	12/15/2021

V. DURATION OF ASSIGNMENT, DUTY STATION & EXPECTED PLACES OF TRAVEL

Estimated number of working days: 30 working days from 6/25/2021 to 12/31/2021.

Duty station: Ha Noi

Expected places of travel: Not required

VI. PROVISION OF MONITORING & PROGRESS CONTROL

The consultant will work closely with one international and another national consultant, experts from MONRE, and other ministries. The consultancy will be instrumental to provide technical inputs to three background reports that are scheduled to form the basis of the updated National Strategy on Climate change updated period 2021-2050, vision 2100. The Background Report 3 is expected to be jointly developed by a consultancy team of one international and two national consultants and will be approved by UNDP and MONRE.

The consultant team will also receive overall guidance and peer review from UNDP experts, and will benefit from a scoping paper on the on the potential roles of private sector in the National Climate Change Strategy, particularly in term of technology transfer and green financing prospects in Viet Nam. These experts are also being mobilised by UNDP and MONRE to provide strategic advisory and peer review on the topics and upon any draft deliverables.

The consultant is supervised by a UNDP Project Manager, with administrative and technical support from international and/or national experts assigned by UNDP and MONRE.

All deliverables of the consultant will be submitted in English. The progress and deliverables will be reviewed by UNDP Project Manager and relevant experts assigned by UNDP. The final products will be approved by UNDP and MONRE.

VII. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

Administrative Support

All domestic travel requirement, if any, from the assignment will be arranged by UNDP separately. The consultant is preferred to base in Hanoi. The selected consultants will be responsible for providing necessary preparation for consultation meetings and workshops. Meetings/workshops will be facilitated or chaired by MONRE and UNDP. UNDP and/or MONRE can provide office space for the consultants as needed during the assignment.

Reference Documents

Once selected, the consultant team will receive detail project document, workplan and relevant reference by UNDP and MONRE.

The National Climate Change Strategy (NCCS) 2011-2020 can be referred to here:

<http://chinhphu.vn/portal/page/portal/English/strategies/strategiesdetails%3FcategoryId%3D30%26articleId%3D10051283>

An initial assessment on the implementation of the National Strategy on Climate Change can be referred to here:

<http://dcc.gov.vn/kien-thuc/1057/SUMMARY-REPORT-ASSESSING-THE-IMPLEMENTATION-OF-THE-NATIONAL-STRATEGY-AND-ACTION-PLAN-ON-CLIMATE-CHANGE,-PROPOSING-MEASURESTO-ACCELERATE-THE-IMPLEMENTATION-OF-THE-STRATEGY-FOR-PERIOD-2021—2030.html>

VIII. DEGREE OF EXPERTISE & QUALIFICATIONS

Qualifications	Postgraduate degree in Environment, Climate Change, Economics or relevant subjects or related field;
Relevant Professional Experience	<p>At least 7 years of work experience on climate change policies and strategies, practices with countries in the region, preferably with experience in Viet Nam context;</p> <p>Proven experience in Public-Private Partnership and climate financing, including integrated financial framework and policy incentives for green financing in Viet Nam.</p> <p>Experience and understanding of global, regional and national process for climate change negotiations (UNFCCC) and climate change planning will be an advantage;</p> <p>Extensive knowledge of mechanisms and approaches to engage the private sector in public planning processes and to foster private sector ambitions for climate change action; and</p>
Language Requirements	Fluency in English and Vietnamese in communication, writing, and discussion (at least two reports in English must be provided)

IX. PAYMENT TERMS

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount
1	Product 1: Draft workplan for the overall assignment.	Jun 2021	20%
2	Product 2: Draft a Background Report 3 assessing the potential of private sector engagement in Viet Nam's climate change response strategy.	July 2021	30%
3	Product 3: Final Report 3 with clearly defined recommendations, priorities, objectives, and solutions that are reflected in Report 4 and can guide the update the National Strategy on Climate Change for the period 2021-2050, vision	August 2021	30%

	2100.		
4	Product 4: Direct technical inputs and peer-reviews on technical reports and knowledge products	December 2021	20%

Consultant Presence Required on Duty Station

☒ NONE ☐ PARTIAL ☐ INTERMITTENT ☐ FULL-TIME

X. EVALUATION CRITERIA

No.	Requirement	Points
1	Postgraduate degree in Environment, Climate Change, Economics or relevant subjects or related field;	150
2	At least 7 years of work experience on climate change policies and strategies, practices with countries in the region, preferably with experience in Viet Nam context	150
3	Proven experience in Public-Private Partnership and climate financing, including integrated financial framework and policy incentives for green financing in Viet Nam	300
4	Experience and understanding of global, regional and national process for climate change negotiations (UNFCCC) and climate change planning will be an advantage;	100
5	Extensive knowledge of mechanisms and approaches to engage the private sector in public planning processes and to foster private sector ambitions for climate change action; and	200
6	Fluency in English in communication, writing, and discussion (at least two reports in English must be provided)	100
	Total	1,000

Criteria for Evaluation of Proposal

Offers will be evaluated according to the Combined Scoring method – where the educational background and experience on similar assignments will be weighted at 70% and the financial proposal will weigh at 30% of the total scoring.

The applicant receiving the Highest Combined Score and meeting other requirements in the Procurement Notice will be awarded the contract.

Documents for Submission

Applicants will be expected to include the following along with their application:

Core Documents

1. **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
2. **Current and complete CV** in English;
3. 02 similar **sample reports**
4. **Financial offer** using the standard UNDP template.

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

Date _____

(Name of Resident Representative/Bureau Director)

United Nations Development Programme

(Specify complete office address)

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [*delete this item if the TOR does not require submission of this document*];
- E) I hereby propose to complete the services based on the following payment rate: [*please check the box corresponding to the preferred option*]:
 - ☐ An all-inclusive daily fee of [*state amount in words and in numbers indicating currency*]
 - ☐ A total lump sum of [*state amount in words and in numbers, indicating exact currency*], payable in the manner described in the Terms of Reference.
- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex V;
- G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- H) This offer shall remain valid for a total period of _____ days [*minimum of 90 days*] after the submission deadline;

I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*

J) If I am selected for this assignment, I shall *[please check the appropriate box]:*

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

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

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

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

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

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

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

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

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

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

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

Name	Relationship	Name of International Organization

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

YES ☐ NO ☐

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

YES ☐ NO ☐ If answer is "yes", WHEN?

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

Full Name	Full Address	Business or Occupation

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

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

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

DATE: _____

SIGNATURE: _____

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

Annexes *[please check all that applies]:*

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

GUIDELINES FOR CV PREPARATION

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

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

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

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

SUMMARY OF EXPERTISE

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

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

Credentials/education/training, relevant to the expertise

LANGUAGES

Mother Tongue:

Indicate written and verbal proficiency of your English:

SUMMARY OF RELEVANT WORK EXPERIENCE

Provide an overview of work history in reverse chronological order. Provide dates, your function/title, the area of work and the major accomplishments include honorarium/salary.

References (name and contact email address) must be provided for each assignment undertaken by the consultant that UNDP may contact.

UN SYSTEM EXPERIENCE

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

UNIVERSITY DEGREES

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

PUBLICATIONS

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

MISCELLANEOUS

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

Annex V

FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum 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).

No.	Description	Quantity	Unit Rate	Total
1	Consultancy fee			
2	Out of pocket expenses			
2.1	Travel			
2.2	Per diem			
2.3	Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel – (required before issuing contract). *			
2.4	Others (pls. specify).....			
2.5	VAT** if applicable (in case your company signs the contract)			
	Total			

* 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).