



24 July 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 to provide technical and administrative support implementation of “Project on supporting Viet Nam towards the 2030 integrated Finance Strategy for accelerating the achievement of the SDGs” (INFF)
Period of assignment/services (if applicable):	August 2021 – December 2021 with possible extension to end of July 2022
Duty Station:	Vietnam
Tender reference:	T210707

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

23.59 hrs., 31 July 2021 (Hanoi time)

With subject line:

T210707 – A National consultant to provide technical and administrative support implementation of INFF

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
- 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 **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

Administrative Assistant 's experiences/qualification related to the services		
1.1	Bachelor's degree in financing management or related fields	200
1.2	At least 10 years of administrative or financial/accounting experience in technical support projects	250
1.3	At least 5 years of administrative or financial/accounting experience in in technical support projects regarding sustainable development and green growth.	250
1.4	Strong working experiences with UNDP as well as understanding administrative/financial system of Vietnamese government	200
1.5	Having experiences in communications activities for diversified groups, priorities given to those related to sustainable development and green growth	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

Title: The National Consultant to provide technical and administrative support implementation of “Project on supporting Viet Nam towards the 2030 integrated Finance Strategy for accelerating the achievement of the SDGs” (INFF)

Starting Date: August 2021 (subject to contract signing date)

Estimated duration: Full time (90 days from July to end of December 2021), with possible extension to end of July 2022 for similar tasks of the work-plan 2022, subject to: (i) the request from the Department of Natural Resources and Environment (DSENRE)/MPI; (ii) agreement of Participating UN Organizations (PUNOs) and (iii) satisfactory performance of the consultant

Duty station: DSENRE/MPI, Ha Noi, Viet Nam

I. BACKGROUND

Following ambitious market reforms which began in the late 1980s, Viet Nam has achieved remarkable development success over the last 30 years and today enjoys a growth rate averaging 6.6 percent, one of the highest in the world. By investing heavily in human development at the turn of the century, Viet Nam made great strides in raising living standards; reducing the poverty rate from more than 60 percent in the 1980s to below 5 percent by 2019; and attaining lower middle-income country status by 2010.

Despite these successes, Viet Nam still faces challenges which could negatively impact its ability to achieve the SDGs by 2030. The key challenge is to avoid the risk of the ‘middle-income trap’, where a country’s growth stagnates after reaching middle-income status due to inefficient allocation of resources, a low-skilled labour force and low levels of innovation. As integration into global value chains have become a critical component of competitiveness, Viet Nam will need to use its domestic public and private finance resources more strategically to avoid this risk and maintain its competitiveness, while at the same time achieve inclusive, productive, green growth by 2030. Yet another challenge is the need to invest more in greening its private SMEs, innovation, human capital development, especially for women and children, whilst addressing the demands of a rapidly aging population. This is of utmost importance if Viet Nam is to move towards a more inclusive, productive and sustainable economy, which minimizes inequalities and ensures no one is left behind.

The levels of development finance required to address these challenges are substantial. The International Monetary Fund recently estimated that total spending needs would increase to 20.7% of GDP by 2030 if Viet Nam achieved as good levels of performance across five sectors (education, health, roads, electricity, water and sanitation) as its peer countries. This effectively means public spending in these sectors would need to be increased to 14.8% of GDP by 2030 from the 2017 level of 10.6% of GDP. Meeting these needs in such a short timeframe will require an entire new way of approaching development finance, especially in the context of high,

unpredictable costs that arise as a result of shocks and crises such as the new, previously unforeseen COVID-19 pandemic. It is envisaged that establishing an INFF will be the first step towards transforming how development finance is mobilized and managed as we work to achieve the SDGs in Viet Nam by 2030. Therefore, GOV of Vietnam in collaboration with UN agencies to apply and get approval from UN SDGs Fund for the project on supporting Viet Nam towards the 2030 integrated Finance Strategy for accelerating the achievement of the SDGs.

The overall objective of the joint GOV-UN Program (JP) is to support Viet Nam's transformation to a more inclusive, productive green and climate resilient economy and accelerate the achievement of the SDGs with strong focus on strengthening effective mobilization and use of state budget as well as promoting contribution/investment from private sector in the national SDGs. The JP will assist the development and rolling-out of Viet Nam's 2030 integrated financing and investment strategy, of which the SDGs are at the heart, while considering the impact of the recent pandemic, COVID-19.

Yet Viet Nam faces immense economic challenges. The resurgence of the Covid-19 pandemic, and the appearance of new strains of the virus, represent a continued threat to public health and will delay economic recovery. Viet Nam is vulnerable to the effects of climate change and must invest hundreds of billions of dollars in infrastructure, housing, transport, education and research to reduce the economic impact of sea level rise and a higher incidence and intensity of storms, droughts, and floods. Investment is also required in agricultural research to help farmers adapt to a changing agro-ecology, and in renewable energy systems. Rising protectionism in the West and challenges to the multilateral trading system represent a threat to successful exporters like Viet Nam, and automation could potentially slow down the pace of job creation in the future. As incomes rise, increasing access to and the quality of education and healthcare will emerge as important challenges.

This Terms of Reference for recruitment of a national consultant to provide technical and administrative support for DSENRE/MPI-Gov. focal point of the JP, other Vietnam's agencies involved in and benefiting from the INFF implementation, Participating UN Organizations (UNDP, UNICEF, UN Women, UNEP and RCO hereinafter is called PUNOs) in implementation of the JP "Supporting Viet Nam towards the 2030 integrated Finance Strategy for accelerating the achievement of the SDGs" (INFF).

II. OBJECTIVE

To ensure (i) timely and effective implementation of the INFF activities set out in the JP Work Plan, quarterly work-plans III and IV of 2021 and (ii) timely and effective admin support for preparation of the second year annual work plan and first quarter work-plans 2022, which are highly in compliance with the Joint Program Document, administrative regulations of Government's ODA management and PUNOs regulations, aiming at maximizing the relevance, quality and added value contributions of the JP results to improvements of Vietnam's development finance strategy for achieving the SDGs.

III. SCOPE OF WORK, TASKS, EXPECTED DELIVERABLES, TIMELINES AND WORKING DAYS

1. Overall tasks

Admin support to DSENRE/Project Owner, Vietnam's beneficiary agencies and PUNOs through: Providing admin and logistic support to the national consultant to support coordination and implementation of INFF (which has been described in

another TOR) in daily implementation and coordination of INFF's activities under the approved quarter work-plans III and IV of 2021, specifically:

- ✓ Provide logistical support for technical, consultation events, workshops and meetings, including (supporting) communications activities. Ensure that accurate and adequate minutes of meetings/workshops are taken and approved by the event organizers. Although requirements of minutes may vary, they should include at a minimum: date, time, location of meeting; list of those present and absent; list and full narrative of items discussed; list of reports presented; text of motions or decisions presented and taken. The consultant should be responsible for the adequacy, accuracy and records/proper filing of the minutes.
- ✓ Provide amin support for development of quarter work-plan IV, annual work-plan 2022.
- ✓ Collect and provide related/relevant inputs for the progress and financial reports on INFF implementation as required by PUNOs, DSENRE and Vietnamese agencies.
- ✓ Carry out the maintenance of all project records, file management (electronic and hardcopy).
- ✓ Monitor and manage project assets using and storage according to existing regulations on project assets management regulations.
- ✓ Other works to support DSENRE, PUNOs as required.

2. Specific tasks, deliverables and timelines

Order	Tasks	Deliverables	Timelines
1	<p>Contact with the related partners to prepare logistics for technical, consultation events (Consultation workshops, PMU's meetings, meeting to develop and finalize TORs, workplans of INFF project...) including (supporting) communications activities:</p> <ul style="list-style-type: none"> - Before the events: prepare event requests to be sent to UNDP procurement unit, draft the invitation and the list of participants, prepare the documents for delivering at the events, confirm participants.... - In the events: participant registration, document deliver, support logistic company, take notes the content of the events... - After the events: complete the minute of the events and maintain all records/minutes of 	<p>1.1. Events organized to facilitate for implementing of the INFF, including PMU's meetings, meeting to develop and finalize TORs and workplans of INFF project.</p> <p>1.2. TORs, Concept Notes discussed, consulted with incorporated comments from the related partners and agreed.</p> <p>1.3. Reports/products for DSENRE/MPI's and PUNO's clearance and acceptance.</p>	<p>August – End of September for Deliverable 1.2.</p> <p>August – End December 2021 for Deliverables 1.1 and 1.3.</p>

	the events, providing information of the events for journals		
2	<p>Provide admin/logistic support (drafting and sending invitations, technical proposal template, etc.,) for the national consultant in charge of JP coordination and management and focal points of DSENRE/MPI, PUNOs as well as GoV's beneficiary agencies to develop the quarter IV work-plan 2021 and annual work-plan 2022.</p> <ul style="list-style-type: none"> - Contact with the related partners to collect required data, information for development of quarter work-plan IV, 2021 and annual work-plan 2022. - Draft the documents of DSENRE to send to partners about preparation of the quarter IV work-plan 2021 and annual work-plan 2022 development and finalization and tracking information from related partners. - Monitor and collect reports from the related partners for DSENRE and PUNOs to draft the quarter IV work-plan 2021 and annual work-plan 2022. 	Quarter IV work-plan 2021 and annual work-plan 2022	Fourth week of September 2021
3	<p>Provide admin/logistic support for DSENRE/MPI, PUNOs as well as GoV's beneficiary agencies to prepare the Joint Programme Quarter III and IV Progress Report and Annual Review Report 2021</p> <ul style="list-style-type: none"> - Contact with the related partners to collect data, information. - Draft the documents of DSENRE to send to partners about preparation of the Programme Quarter III and IV Progress Report Annual Review Report 2021. 	<p>3.1. Programme Quarter III Progress report;</p> <p>3.2. Quarter IV/Annual Progress Report</p>	<p>First week of October for QIII Progress report (Deliverable 3.1)</p> <p>Fourth week of December 2021 for QIV/Annual Review Report 2021 (Deliverable 3.1)</p>

	- Monitor and collect reports from the related partners to DSENRE regarding the development and finalization of Programme Quarter III and IV Progress Report and Annual Review Report 2021.		
4	<p>Prepare administrative/financial reports on the project as required by DSENRE, PUNOs and Vietnamese agencies:</p> <ul style="list-style-type: none"> - Collect data and information. - Track and record spending of service contract. - Develop administrative/financial reports as requirement. 	Administrative/financial reports.	August to End of December 2021 as requirement
5	<p>Other works to support DSENRE:</p> <ul style="list-style-type: none"> - Maintenance of all project records, file management (electronic and hardcopy) - Monitor and manage project assets using and storage according to existing regulations on project assets management regulations - Other works to support DSENRE , PUNOs as required: <ul style="list-style-type: none"> + Draft the contracts, letters, and documents. + Deliver the documents, letter. + Document translation. 	Report on admin support	End of December 2021

IV. WORKING RELATIONSHIP AND REPORTING LINES

- The consultant will work under (i) the overall supervision and guidance of Assistant Resident Representative – Head of IGU of UNDP (which administers the consultancy work on behalf of the PUNOs) and (ii) day-to-day direct management of DSENRE.
- The Administrative Assistant shall report to the senior staff of DSENRE/MPI in charge of management of the JP. S/he will also work closely with relevant assigned staff from Vietnam’s beneficiary agencies, UN agencies in relation to the INFF project.
- The monitoring and tracking of the consultancy service progress, timelines, expected deliverables and quality control of the consultant’s deliverables will be in accordance with the tasks, deliverables with timeline set out in Section III above.

V. EXPERTISE AND QUALIFICATIONS

- Bachelor's degree in financing management or related fields.
- At least 10 years of administrative or financial/accounting experience in technical support projects.
- At least 5 years of administrative or financial/accounting experience in in technical support projects regarding sustainable development and green growth.
- Strong working experiences with UNDP as well as understanding administrative/financial system of Vietnamese government is an asset.
- Having experiences in communications activities for diversified groups, priorities given to those related to sustainable development and green growth.
- Evidence of good organizational capacity and demonstrated capacity to take initiative and pay attention to detail.
- Good computer skills in word processing (MS Word), spreadsheet (MS Excel).
- Strong communication skill and good working level ability in the English and Vietnamese.

VI. TERMS OF PAYMENT

The contract of this assignment issued by UNDP on behalf of UNICEF, UN Women and UNEP, thus COAs will be provided by related PUNOs to cover all costs of this contract.

Payment for consultant will be made by the satisfactory completion of the deliverables with quality and on-time products specified in the above Table: "Specific tasks, deliverables and timelines", as follows:

1. First instalment of 20 % total contract value on receipt of deliverable 1.2 approved by DSENRE/MPI and accepted by UNDP on behalf of other PUNOs (paid by UNICEF).
2. Second instalment of 25 % total contract value on receipt of deliverables 2 and 3.1 approved by DSENRE/MPI and accepted by UNDP/PUNOs (paid by UN Women).
3. Final instalment of remaining 55 % total contract value on receipt of deliverables 1.1; 1.3; 3.2; 4 and 5 approved by DSENRE/MPI and accepted by UNDP/PUNOs (paid by UNDP, including contribution of UNDP, UNED and RCO).

VII. CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☐ NONE ☐ PARTIAL ☐ INTERMITTENT ☒ FULL-TIME

V.EVALUATION CRITERIA

Administrative Assistant 's experiences/qualification related to the services		
1.1	Bachelor's degree in financing management or related fields	200
1.2	At least 10 years of administrative or financial/accounting experience in technical support projects	250
1.3	At least 5 years of administrative or financial/accounting experience in in technical support projects regarding sustainable development and green growth.	250

1.4	Strong working experiences with UNDP as well as understanding administrative/financial system of Vietnamese government	200
1.5	Having experiences in communications activities for diversified groups, priorities given to those related to sustainable development and green growth	100
	Total	1,000

ANNEX IV

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

Date _____

(Name of Resident Representative/Bureau Director)
United Nations Development Programme
(Specify complete office address)

Dear Sir/Madam:

I hereby declare that:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Name	Relationship	Name of International Organization

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

YES ☐ NO ☐

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

YES ☐ NO ☐ If answer is "yes", WHEN?

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

Full Name	Full Address	Business or Occupation

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

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

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

DATE: _____

SIGNATURE: _____

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

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 for local firm (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).