

10 September 2021



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	02 National Consultants to develop a guiding document on statistical analysis to assess the performance of civil status and criminal records services
Period of assignment/services (if applicable):	From September to November 2021 Team Leader: 20 days Team Member: 16 days
Duty Station:	Ha Noi and home based
Tender reference:	P210904

1. Submissions should be sent by email to: nguyen.ngoc.phuong@undp.org no later than:

23.59 hrs., 26 September 2021 (Hanoi time)

With subject line:

P210904A-TL to develop a guideline of statistics in criminal records and civil status

P210904B-TM to develop a guideline of statistics in criminal records and civil status

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

Note:

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.
- Maximum size per email is **30 MB**.
- Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP Viet Nam will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.
- After submitting proposal, bidder should send notification by email (without attachment) to: procurement.vn@undp.org informing that the bidder has submitted proposal. UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to above address.
- Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female consultants.

2. Please find attached the relevant documents:

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

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

a. Technical component:

- Detailed CV addressing the experience and work you have done.
- Financial offer
- One ample report in the legal field, experience in conducting practical surveys in the legal field to be submitted.
- **TL**: one report/material on statistics in justice sector in Vietnamese and/or English to be submitted
- **TM**: one material/document on statistics in justice sector in English to be submitted

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **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 – team leader :

Consultant(s)' experiences/qualification related to the services		Max points obtainable
1	Advanced University degree in statistics, having a degree in law or and vice versa, is preferred.	100
2	A minimum of 10 years of working experience in statistics; having experience in statistics in justice sector is an advantage Having experience in civil status and criminal records is an asset .	270 80
3	Proven track record of experience in developing technical guidance documents on statistics in justice sector, especially in similar consultancy	350
4	Excellent writing skills in Vietnamese, Good writing skills in English is an advantage (one report/material on statistics in justice sector in Vietnamese and/or English to be submitted)	100
5	Having working experience with governmental organizations, international organisations; working experience with Department of Planning and Finance as an asset.	70 30
Total		1000

b) National consultant- Team member

Consultant(s)' experiences/qualification related to the services		Max points obtainable
1	Advanced University degree in law.	100
2	A minimum of 10 year of working experience in the legal field; working experience in statistics in justice sector, including statistics in civil status and criminal records as an asset.	350
3	Having experience in legal research; Proven track record of experience in developing technical guidance documents on statistics in justice sector would be an asset	350
4	Excellent writing skills in Vietnamese and English (one material/document on statistics in justice sector in English to be submitted)	100
5	Having working experience with governmental organizations, international organizations; working experience with Department of Planning and Finance as an asset.	70 30
Total		1000

A two-stage procedure is utilized in evaluating the submissions, with evaluation of the technical components being completed prior to any price proposals being opened and compared.

The price proposal will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical component. The technical component is evaluated on the basis of its responsiveness to the Term of Reference (TOR). Maximum 1000 points will be given to the lowest offer and the other financial proposals will receive the points inversely proportional to their financial offers. i.e. $S_f = 1000 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the submission under consideration.

The weight of technical points is 70% and financial points is 30%.

Submission obtaining the highest weighted points (technical points + financial points) will be selected subject to positive reference checks on the consultant's past performance.

Interview with the candidates may be held if deemed necessary.

5. Contract

"Lump-sum" Individual Contract will be applied for freelance consultant (Annex II)

"Lump-sum" RLA will be applied for consultant assigned by firm/institution/organization (Annex III)

Documents required before contract signing:

- International consultant whose work involves travel is required to complete the courses on BSAFE which the new online security awareness training is 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

- 1st payment: 30% of the contract amount upon receiving and acceptance by UNDP of deliverables 1, 2 specified in Session 7
- Final payment: 70% of the contract amount upon satisfactory completion of all deliverables specified in Session 7

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



TERMS OF REFERENCE

Service	Development of a guiding document on statistical analysis to assess the performance of civil status and criminal records services.
Consultancy	Two national consultants
Duty station:	Ha Noi and home based
Expected Duration	From September to December 2021
Supervision:	The national consultants will work under the supervision of the Program Officer assigned by the Head of UNDP Governance and Participation Unit and the legal official assigned by Department of Planning and Finance of the Ministry of Justice (MOJ)

1. BACKGROUND

Statistics plays important in state management. Reliable, accurate, objective and comprehensive statistical data is considered a crucial tool for monitoring and evaluation of the quality, effectiveness and efficiency of an organization or a sector's activities. In the recent 10 years, Ministry of Justice has paid due attention to further improvement of the sector-wide statistics. The statistical data is used to inform the sectoral management, formulating policy and programme. However, the current statistics just limit to periodical reporting in line with national statistical indicators, not in-depth statistical data analysis, especially in the area of civil status and criminal records. It is partly due to lack of a technical guidance to instruct the legal officers in charge of statistics on this work.

In 2020, within the EU Justice and Legal Empowerment programme, UNDP and Department of Planning and Finance of Ministry of Justice developed a guideline of statistical analysis to assess the performance of the public services in justice sector, with focus on grassroots mediation and legal aid services. As follow-up action, in 2021 UNDP continues to support Department of Planning and Finance to develop another part of the guiding document with a focus on civil status and criminal records services which are two areas receiving the most legal requests from citizen.

The EU Justice and Legal Empowerment Programme (EU JULE), implemented by UNDP and UNICEF together with relevant State agencies, is designed to strengthen the rule of law through a more reliable, trusted and better accessed justice system, and specifically to increase access to justice for women, children and those groups which face the greatest

obstacles in using the justice system to invoke their rights, including ethnic minorities and poor people. The strategic and rights-based approach of the Programme is to address the demand-side and the supply-side constraints in the justice sector by building, in a coherent and coordinated manner, the capacity of Government institutions at both the central and provincial level.

The guiding document on analyzing statistical data will be used as a tool for assessing the performance in the civil status and criminal records areas, which have significant impact on people in general and vulnerable groups in particular, thus contribute to the expected result of the Programme. This guiding document will be a tool to help judicial officers who are providing civil status and criminal records services at all levels to evaluate their work, through statistical evidence, so that they can make appropriate changes and reforms. This effort is contributing to realize the rights to civil status registration and criminal records certification, as recommended by UN human rights conventions.

The guiding document will be disseminated to the officials of provincial department of justice, district division of justice and at communal legal officials who are in charge of statistics. It will be endorsed by Ministry of Justice and published on its website.

In this context, UNDP is seeking two national consultants to provide technical assistance in development of the guiding document on statistical analysis to assess the provision of civil status and criminal records services.

2. OBJECTIVES OF THE ASSIGNMENT

The assignment is to support the Department of Planning and Finance to develop a guiding document on statistical analysis to assess the provision of civil status and criminal records services.

This guiding document will be a tool to help judicial officers providing civil status and criminal records services at all levels to evaluate their work, through statistical evidence, so that they can make appropriate changes and reforms.

The materials will be also disseminated via web portals of the Ministry of Justice as resource guidance on statistical analysis to assess the provision of civil status and criminal records services.

3. FINAL PRODUCTS

A team of the two national consultants will produce:

A guiding document (in both English and Vietnamese, not exceeding 40 pages) on statistical analysis to assess the provision of the civil status and criminal records services. This guiding document acts as the part 2 of the guiding document developed last year, consists of but not limited to the following main contents:

- Guidance on conducting statistical analysis to assess the provision of civil status
- Guidance on conducting statistical analysis to assess the provision of criminal records services

(Yearly statistics in these areas will be used as examples).

4. SCOPE OF WORK

The assignment will be carried out by two national consultants hired by UNDP.

The scope of work for this assignment is as follows:

a) National consultant- Team leader

General tasks:

- Take ultimate responsibility for the final products
- Take the lead in discussions and responsibility for the whole process of the assignment with UNDP and the Department of Planning and Finance
- Take the lead in discussions with team member, UNDP PO, Department of Planning and Finance for comments and finalization of the products and responsibility for the whole process of the assignment
- Cooperate closely with team member and stay in close touch with UNDP and the Department of Planning and Finance during the process of completing the assignment.

Specific tasks:

No	Tasks	Day allocation
1.	Desk review of the related materials, including guidelines of statistical analysis to assess the performance of grassroot mediations and legal aid services to ensure the consistency of the guiding materials Draft the outline of the guiding material and share it with the team member for inputs before sending to UNDP and Department of Planning and Finance for review and approval	2
2.	Based on the approved outline, develop the guiding document on statistical analysis to assess the performance of civil status services (using the yearly statistics for illustrative examples), share the draft document with the team member for inputs and comments and UNDP and Department of Planning and Finance for review and approval	5
3.	Draft the guiding document on statistical analysis to assess the performance of criminal records services (using yearly statistics for illustrative examples) Share the draft document with the team member for inputs and comments, and with UNDP and Department of Planning and Finance for review and approval	5
4.	Prepare and present the draft guiding document at 2 one day technical meetings organized by Department of Planning and	4

	Finance and UNDP (each meeting will focus on one main content) Finalize the meeting minutes and share with UNDP and Department of Planning and Finance	
5.	Revise the guiding document after the two technical meetings and share it with UNDP and Department of Planning and Finance for final review and finalization (in Vietnamese and English)	4
	Total	20 days

b) National consultant- Team member

General task:

Work closely with team leader; stay in close touch with UNDP and Department of Planning and Finance during the process of completing the assignment.

Specific tasks:

No	Tasks	Time allocation
1.	Provide inputs to the detailed outline of the guiding document prepared by the team leader	1
2.	Review and collect statistics in civil status and criminal records for duration of 2016-2020 as illustrative examples, share with team leader	4
3.	Develop the assessment of statistical data collection, analysis and use in providing civil status and criminal records services. Share draft document with the team leader for review and revision and consolidation before sharing it with UNDP and the Department of Planning and Finance for review and approval	5
4.	Work with the team leader to prepare a presentation of the guiding document and participate in the two consultation workshops Take notes comments and inputs from experts at the technical meetings Prepare meeting minutes and share the draft minutes with the team leader for review and finalization.	4
5.	Assist the team leader in revising and finalizing the guiding document (in both English and Vietnamese) and share the final draft with UNDP and Department of Planning and Finance for final review and approval	2
Total		16 days

5. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

The assignment is expected to last approximately 4 months (September to December 2021).

Duty station: Hanoi and home-based

6. PROVISION OF MONITORING AND PROGRESS CONTROL

The consultant shall work collaboratively on this assignment, under monitoring of the Program Officer in charge in the UNDP Governance and Participation Unit and the State Compensation Department and deliver final products as described in Section 3 above.

Monitoring and progress control will be followed up by the timeline below:

#	Activities	Deliverable	Timeline/Deadline
1	Desk review of relevant materials, draft the outline of the guiding document, develop a work plan with detailed timetable for each activity	Workplan and outline approved by UNDP and Department of Planning and Finance	September 2021
2	Develop detailed outline of the guiding document and share with UNDP and Department of Planning and Finance for review and approval	Detailed outline of the guiding document approved by UNDP and the Department of Planning and Finance	September 2021
3	Develop the guiding document and share it with UNDP and Department of Planning and Finance for review and approval	The guiding document reviewed and agreed by UNDP and Department of Planning and Finance	October 2021
4	Prepare and deliver presentation on the key points of the drafts at two one-day technical meeting to collect comments	Presentation Draft guiding document Meeting minutes	Early November 2021
5	Revise and finalize the guiding document according to the comments provided at the two technical meeting Submit the final guiding document (in both English and Vietnamese) to the Department of Planning and Finance and UNDP for final approval	Finalized guiding document approved and accepted by Department of Planning and Finance and UNDP	By 15 December 2021

7. DEGREE OF EXPERTISE AND QUALIFICATIONS

The consultants cannot have participated in the project's implementation and should not have a conflict of interest with project's related activities.

a. National consultant- team leader:

- Advanced University degree in statistics, having a degree in law or and vice versa, is preferred.
- A minimum of 10 years of working experience in statistics; having experience in statistics in justice sector is an advantage. Having experience in civil status and criminal records is preferred.
- Proven track record of experience in developing technical guidance documents on statistics in justice sector, including consultancy experience on this topic as team leader
- Excellent writing skills in Vietnamese. Good writing skills in English is an advantage (one report/material on statistics in justice sector in Vietnamese and/or English to be submitted)
- Having working experience with governmental organizations, international organisations; working experience with Department of Planning and Finance as an asset.

b. National consultant- team member

- Advanced University degree in law.
- A minimum of 10 year of working experience in the legal field; working experience in statistics in justice sector, including statistics in civil status and criminal records as an asset.
- Having experience in legal research; Proven track record of experience in developing technical guidance documents on statistics in justice sector would be an asset
- Excellent writing skills in Vietnamese and English (one material/document on statistics in justice sector in English to be submitted)
- Having working experience with governmental organizations, international organizations; working experience with Department of Planning and Finance as an asset.

8. COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS

All outputs produced in this action shall remain the property of UNDP, Department of Planning and Finance, MOJ who shall have exclusive rights over their use.

The consultant may not use, reproduce such works without prior consent from UNDP and MOJ.

9. REFERENCE DOCUMENTS AND ADMINISTRATIVE SUPPORT

UNDP and Department of Planning and Finance will support the consultant team to complete this assignment, by providing available data, existing reports and research.

10. CONTRACT PAYMENTS

- 1st payment: 30% of the contract amount upon receiving and acceptance by UNDP of deliverables 1, 2 specified in Session 7
- Final payment: 70% of the contract amount upon satisfactory completion of all deliverables specified in Session 7

11. EVALUATION CRITERIA

c) National consultant – team leader:

Consultant(s)' experiences/qualification related to the services		Max points obtainable
1	Advanced University degree in statistics, having a degree in law or and vice versa, is preferred.	100
2	A minimum of 10 years of working experience in statistics; having experience in statistics in justice sector is an advantage	270
	Having experience in civil status and criminal records is an asset .	80
3	Proven track record of experience in developing technical guidance documents on statistics in justice sector, especially in similar consultancy	350
4	Excellent writing skills in Vietnamese, Good writing skills in English is an advantage (one report/material on statistics in justice sector in Vietnamese and/or English to be submitted)	100
5	Having working experience with governmental organizations, international organisations;	70
	working experience with Department of Planning and Finance as an asset.	30
Total		1000

d) National consultant- Team member

Consultant(s)' experiences/qualification related to the services		Max points obtainable
1	Advanced University degree in law.	100
2	A minimum of 10 year of working experience in the legal field; working experience in statistics in justice sector, including statistics in civil status and criminal records as an asset.	350

3	Having experience in legal research; Proven track record of experience in developing technical guidance documents on statistics in justice sector would be an asset	350
4	Excellent writing skills in Vietnamese and English (one material/document on statistics in justice sector in English to be submitted)	100
5	Having working experience with governmental organizations, international organizations; working experience with Department of Planning and Finance as an asset.	70 30
Total		1000

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 ofUS\$

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 (US\$)	Total
1	Consultancy fee (daily rate)			
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).