



14 September 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 develop plans for MONRE and VASI and support the implementation of the Plan “Vietnam proactively prepares and participates in the development of a Global Treaty on Marine Plastic Pollution”
Period of assignment/services (if applicable):	September 2021 – May 2022
Duty Station:	Vietnam
Tender reference:	T210905

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

23.59 hrs., 26 September 2021 (Hanoi time)

With subject line:

T210905 – 01 National Consultant to develop plans for MONRE and VASI and support the implementation of the Plan “Vietnam proactively prepares and participates in the development of a Global Treaty on Marine Plastic Pollution”

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
- 01 sample report 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	Criteria	Score
1	<u>Doctoral Degree in:</u> Environment and Climate Change Adaptation, Integrated Coastal Management, International Law or related fields	200
2	<u>Have knowledge</u> in thematic areas related to laws and policies, marine pollution, climate change, integrated coastal zone management, sea and island management	300
3	<u>10 years of experience</u> in thematic areas related to international law, climate change, plastic waste pollution, integrated coastal zone management, marine plastic, sea and island management	300
4	<u>Having experience</u> in working with ministries in Viet Nam such as: MONRE, MOFA, MOF and MPI and development partners such as UNDP, UN agencies, WB	100
5	Have a good command of English (one report submitted)	100

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

1. GENERAL INFORMATION

Post Title	01 National Consultant
Consultancy service required	Develop plans for MONRE and VASI and support the implementation of the Plan “Vietnam proactively prepares and participates in the development of a Global Treaty on Marine Plastic Pollution”
Type of appointment	Individual consultancy contract
Duty Station	Ha Noi and selected provinces.
Duration	88 days from September 2021 to May 2022
Technical supervision:	- UNDP Program Analyst on Chemicals, Waste and CE - Viet Nam Administration of Seas and Islands (VASI), MONRE
Report to	UNDP Head of Climate Change and Environment (CCE) Unit

2. BACKGROUND

Nowadays, marine pollution caused by plastic waste has become an urgent global environmental problem, drawing attention from governments, international organizations, scientists and people around the world. Marine plastic pollution is one of the biggest threats to the ocean, which has been seriously affecting economic and social activities in coastal and marine areas, such as tourism, fishery transportation, environment, biodiversity and marine fish resources, human health and safety. In light of that, a growing number of groups of nations have issued regional statements calling for a Global Treaty on Marine Plastic Pollution, considering legally binding factors. However, common solutions among countries and international organizations still face the following challenges:

- (I) The current global governance structure is decentralized and inefficient;
- (II) Ambitions and goals of each country and region towards ocean plastic waste are unclear;
- (III) There is no common obligation for each country to develop national action plans and there is no uniform standard for evaluating and reviewing reports on plastic management from source to review plastic life cycle, processing and cleaning of plastic from the environment;
- (IV) There is not yet a sufficiently strong global institution to remove plastic from the oceans;

(V) There are no specialized agencies tasked with assessing the actual situation, providing guidelines and general policy orientations, and regulations for each region, country, territory, organization or individual. As a result, the United Nations Environment Assembly (UNEA) initiated the adoption of a Global Treaty to support the establishment of a global system of data monitoring, verifying and sharing, providing a scientific foundation on marine plastic waste from the national, regional to worldwide scale, and simultaneously overcome challenges in tackling global plastic pollution.

In Vietnam, according to studies, the plastic consumption index per capita increased rapidly from 3.8kg/person in 1990, to 41kg/year/person in 2015. The sources of plastic waste coming from the mainland are considered a major source of emissions and on a larger scale than oceanic sources. Specifically, up to 80% of plastic waste comes from the mainland, i.e, from production and human activities, while the remaining 20% comes from fishing, aquaculture, and ships on the sea. The main reason leading to a large amount of plastic waste in Vietnam being discharged into the ocean is the way it is produced, managed, controlled and consumed by the people, specifically related to the classification, collection and disposal of plastic waste, waste treatment capacity as well as waste discharge and recycling attitudes and behaviors. According to several studies, plastic bags, fishing equipments, food and drink containers are the most common items and account for more than 80% of the plastic waste found on beaches. Along with that, the strong development of the tourism industry coupled with the increase in population make the daily amount of untreated waste discharged into the environment rise everyday, harming the environment of coastal and island areas seriously, especially degrading ecosystems, negatively affecting economic, social activities and human health.

In that context, Vietnam has been gradually strengthening its national commitments and supporting international cooperation in efforts to solve the problem of plastic pollution. Implementing the Party and State's policy in foreign affairs and sea economic integration, Vietnam pioneers in solving the problem of ocean plastic waste.

By proactively and actively participating in and proposing the formation of regional and international cooperation frameworks on the prevention, control and reduction of ocean plastic waste, Vietnam has been making efforts to demonstrate political commitments as well as practical activities to manage and reduce plastic waste.

A new global treaty will provide an opportunity to realize the global sustainable development goals, through which Vietnam is an active regional representative in calling for a global treaty with ambitious goals, hope and take strong action in combating marine plastic pollution. Thus, Vietnam can access regional and international cooperation benefits, facilitate the process of building a circular economy and other related benefits.

With the goal of ensuring sufficient conditions for human resources, information and data to serve proactively, actively prepare for and participate in negotiations, ensure rights and interests, and improve national capacity in the prevention and control of marine plastic pollution. The Prime Minister of Vietnam issued Decision No. 1407/QĐ-TTg dated August 16, 2021 on approving the Project that Vietnam actively prepares and participates in the development of a Global Treaty on Marine Plastic Pollution.

In order to support the Vietnam Administration of Seas and Islands, the Ministry of Natural Resources and Environment, in implementing the Project, through the support of EPPIC project, UNDP will mobilize a national consultant to develop plans for MONRE and VASI and support the implementation of the Plan “Vietnam proactively prepares and participates in the development of a Global Treaty on Marine Plastic Pollution” and promoting International Cooperation on Marine Plastic Litter and sustainable development of ocean economy.

3. CONSULTANCY SERVICE

The goal of this service is to develop plans for MONRE and VASI and support the implementation of the Plan “Vietnam proactively prepares and participates in the development of a Global Treaty on Marine Plastic Pollution”, promoting International Cooperation on Marine Plastic Litter and sustainable development of ocean economy.

The National consultant will undertake the following main tasks:

Task 1: Supporting the drafting of a plan for MONRE and VASI to implement the Decision No. 1407/QĐ-TTg of the Prime Minister on approval of the Plan “Vietnam proactively prepares and participates in the development of a Global Treaty on Marine Plastic Pollution”

1. Review key tasks assigned by the Prime Minister for MONRE to identify areas of strength, limitations and priorities in light of the current socio-economical situations as well as international movements
2. Review the function and mandate of relevant ministries and sectors to set up a map of stakeholders who will uphold and benefit the upcoming tasks under the Decision No. 1407/QĐ-TTg
3. Draft the Action plan of Ministry of Natural resources and Environment on implementing the Decision No. 1407/QĐ-TTg from 2021-2022

Task 2: Providing input to draft plan for organizing consultation workshops on the Implementation Plan and Coordination mechanism between the relevant agencies and organizations at the Central and local levels to implement the Project “Vietnam proactively prepares and participates in the development of a Global Treaty on Marine Plastic Pollution”

Performing, includes but is not limited to the following tasks:

1. Working out an overarching plan to organise the Conference, cost estimate and determine the main contents of the Conference;
2. Identifying qualified national experts to fulfil the roles of Conference speakers, session chairs, facilitators, panelists for plenary discussions, and other necessary roles; Provide support to VASI in relevant tasks to issuing formal invitations and for following up to confirm the participation of invitees;
3. Developing a TOR to search for an organizer based on approval of the overarching plan and cost estimate.
4. Supporting VASI to develop, finalize and carry out the communication and media plan for the Conference;
5. Supporting the documentation: develop a report/proposal to uptake the innovative solutions;

Task 3: Develop capacity building program for the implement the Decision No. 1407/QĐ-TTg of the Prime Minister on approval of the Plan “Vietnam proactively prepares and participates in the development of a Global Treaty on Marine Plastic Pollution”

1. Summarize and evaluate the current state of capacity of management, research and international cooperation on plastic waste of units under MONRE and VASI and line ministries, sectors
2. Develop a list of ministries, agencies, development partners, international organizations with detail capability to support capacity building, in the context of Vietnam’s negotiation for the global treaty on marine plastic litter
3. Based on practical needs as well as goals in decision No. 1407/QĐ-TTg, develop a capacity building program for MONRE and other stakeholders from 2021 to 2022 with a clear roadmap and priorities.

Task 4: Review and propose a composition of personnel from ministries and sectors to prepare for the negotiation process.

1. Review key tasks assigned by the Prime Minister for Ministries and Sectors to identify their area of expertise and corresponding positions in the working group
2. Draft the 2021-2022 work plan of the group with proposed assignments for representatives of Ministries and sectors

Task 5: Supporting the preparation of contents for bilateral and multilateral meetings, conferences and seminars with the Vietnam Administration of Seas and Islands related to: (i) the development of the Global Treaty on Marine Plastic Pollution; (ii) International/Regional and Asean cooperation on marine plastic waste management and (iii) sustainable development of marine economy.

Performing, includes but not limited to the following tasks:

1. Propose and identify with VASI and relevant agencies on topics, statements, approaches and documents to be presented
2. Support the documentation for the Conference
3. Prepare and present presentations at meetings, conferences and seminars in Ha noi;
4. Prepare reports summarizing the contents presented at meetings, conferences and seminars.

4. DELIVERABLES AND TIMELINE

The National Consultant is to submit the following deliverables in **both English and Vietnamese**

languages:

#	Deliverables	Timeline
I	For task 1: Support the drafting of a plan for MONRE and VASI to implement the Decision No. 1407/QĐ-TTg of the Prime Minister on approval of the Plan “Vietnam proactively prepares and participates in the development of a Global Treaty on Marine Plastic Pollution”	November 2021
1	01 report on key tasks assigned by the Prime Minister to MONRE strength, limitations and priorities	
2	01 Stakeholders map of Vietnam’s preparation and	

	participation to the development of a Global Treaty on Marine Plastic Pollution	
3	Draft Action plan of Ministry of Natural resources and Environment on implementing the Decision 1407 from 2021-2022	
II	For task 2: Providing input to draft plan for organizing the Consultant Conference on the Implementation Plan and Coordination mechanism between the relevant agencies and organizations at the Central and local levels to implement the Project: “Vietnam proactively prepares and participates in the development of a Global Treaty on Marine Plastic Pollution”	December 2021
1.	Inputs, preparation packages and reports for the first events for consultation workshops on October 2021	
2.	Inputs, preparation packages and reports for the second events for consultation workshops on December 2021	
III	For task 3: Develop capacity building program for the implementation of the Decision No. 1407/QĐ-TTg of the Prime Minister on approval of the Plan “Vietnam proactively prepares and participates in the development of a Global Treaty on Marine Plastic Pollution”	
1.	Report on the current state of capacity of management, research and international cooperation on plastic waste of units under MONRE and VASI and line ministries, sectors	March 2022
2.	A list of ministries, agencies, development partners, international organizations with detail capability to support capacity building, in the context of Vietnam’s negotiation for the global treaty on marine plastic litter	
3.	A capacity building program for MONRE and other stakeholders from 2021 to 2022 with a clear roadmap and priorities.	
IV	For task 4: Review and propose a composition of personnel from ministries and sectors to prepare for the negotiation process	
1.	01 report on key tasks assigned by the Prime Minister for Ministries and Sectors	May/ 2022
2.	01 Draft 2021-2022 work plan of the group with proposed assignments for representatives of Ministries and Sectors	
V	For task 5: Supporting the preparation of contents for bilateral and multilateral meetings, conferences and seminars with the Vietnam Administration of Seas and Islands related to: (i) the development of the Global Treaty on Marine Plastic Pollution; (ii) International/Regional and Asean cooperation on marine plastic waste management and (iii) sustainable development of marine economy.	May/2022
1.	01 proposal on discussion content, statements and approaches will be presented in the Conference	
2.	01 set of documents for conference attendees	
3.	Speeches of the Vietnamese delegation	
4.	Reports summarizing the contents presented at meetings, conferences and seminars	

5. ADMINISTRATION

UNDP and VASI will provide administrative support to the National Consultants throughout the implementation of this consultancy service. The team should be proactive in all arrangements to deliver the expected outputs.

The National Consultant will work under the supervision of UNDP Programme Analyst on Circular Economy and Vietnam Administration of Seas and Islands.

Travels to provinces will be requested subject to the need and COVID situation. All cost related to travels will be paid separately by UNDP or VASI based on UN-EU cost norms.

6. DURATION

The contract duration is from the date of signature to 31 May 2022.

National Consultant: 88 days

7. SELECTION CRITERIA

National Consultant

No	Criteria	Score
1	<u>Doctoral Degree in:</u> Environment and Climate Change Adaptation, Integrated Coastal Management, International Law or related fields	200
2	<u>Have knowledge</u> in thematic areas related to laws and policies, marine pollution, climate change, integrated coastal zone management, sea and island management	300
3	<u>10 years of experience</u> in thematic areas related to international law, climate change, plastic waste pollution, integrated coastal zone management, marine plastic, sea and island management	300
4	<u>Having experience</u> in working with ministries in Viet Nam such as: MONRE, MOFA, MOF and MPI and development partners such as UNDP, UN agencies, WB	100
5	Have a good command of English (one report submitted)	100

8. PAYMENT

The consultant must send a proposed fee for a total number of 88 working days

- The proposed fee shall quote an all-inclusive budget for the contract period. The term “all-inclusive” implies that all costs (taxes, professional fees, communications, consumables, etc.) that could be incurred by the National consultants in completing the assignment are already factored into the fee.

Payment schedule:

Installment of Payment	Deliverables	Approval should be obtained from	Percentage of Payment
1 st Installment	# I	VASI and UNDP	30%
2 nd Installment	# II and # III	VASI and UNDP	30%
Final Installment	# IV and # V	VASI and UNDP	40%

9. PRESENCE REQUIRED ON DUTY STATION / UNDP OFFICE

☐ NONE

☒ PARTIAL

☐ INTERMITTENT

☐ FULL-TIME

ANNEX IV

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

Date _____

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

Dear Sir/Madam:

I hereby declare that:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Name	Relationship	Name of International Organization

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

YES ☐ NO ☐

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

YES ☐ NO ☐ If answer is "yes", WHEN?

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

Full Name	Full Address	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).