



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date 28.09.2021

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**Consultancy Title:** International Consultant to support the preparation of São Tomé and Príncipe "Smooth Transition Strategy" for the LDC Graduation

**Description of the assignment:** Under overall guidance of the UNDP Team and under the direct supervision of the UNDP senior economist, in close collaboration with the RCO economist, the Consultant will be responsible to conduct research, prepare a background report, and through national consultations, and in close interaction with the Inter-ministerial Cabinet to follow the Graduation process and its secretariat, draft the "Smooth Transition Strategy (STS) for São Tomé e Príncipe LDC Graduation".

**Duty station:** Both Home/Country Based

**Period of assignment/services (if applicable):** 44 working days distributed over 5 months

Proposals (Technical and Financial) should be submitted by email to [bidsstp@undp.org](mailto:bidsstp@undp.org) indicating the following reference "**to support the preparation of São Tomé and Príncipe "Smooth Transition Strategy" for the LDC Graduation** by **12/10/2021, 11: 59 pm** São Tomé and Príncipe time.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by the UNDP;
2. Personal CV duly signed and contact details (email and telephone number) of the candidate and at least three (3) professional references;
3. Brief description explaining how the tenderer meets the required qualifications and experience;
4. Technical Proposal, proposing a methodology to carry out the assignment in accordance with this ToR;
5. The financial proposal must be submitted in USD, using the UNDP Financial Form and include all costs deemed necessary (communications, fees, daily cost aid, taxes, reproduction of documents, etc.). If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a

management fee in the process of releasing him/her to UNDP under the Reimbursable Loan Agreement (RLA), the Offeror must indicate such point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

Incomplete applications will be excluded from further consideration.

Any request for clarification must be sent in writing, or by standard electronic communication to [procurement.st@undp.org](mailto:procurement.st@undp.org). A response in writing or by standard electronic mail will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

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## 1. BACKGROUND

São Tomé and Príncipe (STP) met two out of the three criteria for least developed country (LDC) graduation for the first time in 2015 and for the second time in 2018, with both the GNI per capita and the Human Asset Index above the graduation thresholds . As a result, STP was recommended for graduation from the LDC category at the 2018 triennial review of the UN Committee for Development Policy (CDP). The recommendation was approved by the UN Economic and Social Council (ECOSOC) and the General Assembly, after reviewing the impact assessment, prepared by UNDESA, and the vulnerability profile, prepared by UNCTAD.

The preparatory period for STP graduation started with the decision of the United Nations General Assembly in 2018 that the country would graduate in December 2024. Whilst graduation can be seen positively, it also means several specific benefits losses associated with membership of the LDC group.

The country has made significant progress in terms of human development in recent years, particularly regarding health and education indicators. According to UNDP's Human Development Report 2019, in terms of human development index, the country is positioned at 137 out of 189 countries. STP score in Human Development Index (HDI) rose from 0.542 to 0.609 between 2010 and 2018, placing the country above average for Sub-Saharan Africa (0.537), but below the average for countries in the medium human development group (0.645). These improvements are largely attributable to an increase in average life expectancy, improvement in GNI per capita, and an increase in the expected and average years of schooling .

However, persistently high poverty rates, and increasing inequality and insecure employment mean that large segments of STP's population have not benefited in an equitable way from these development achievements and economic growth. Lack of decent employment opportunities, particularly for women and young people, and rising inequality are two of the country's greatest challenges.

The country's GINI coefficient has risen from 32.1 in 2000 to 56.3 in 2017, indicating an alarming widening in the inequality gap . Poverty rates have remained stubbornly high reducing marginally from 68.4% to 66.7% between 2010 and 2017. The 2017 Household Survey recorded the incidence of extreme poverty at 47%. Female-headed households are poorer than their male equivalents with a poverty rate of 61.6%

compared to 55.8% . Among those poorer and most vulnerable are those working in the informal sector, the youth, especially women and girls, people living with HIV/AIDS, and the elderly .

Moreover, the analysis undertaken in the UN Socioeconomic Impact Assessment (SEIA) of COVID-19 suggests that the pre-existing fragilities in STP and the vulnerabilities of poor and disadvantaged groups are being further exacerbated by the pandemic, and that their low levels of resilience mean that their recovery from the shocks created by the pandemic may be prolonged, putting them at risk of being left behind, and making the socioeconomic situation becoming now even more challenging.

In such a complex and evolving context, achieving the Sustainable Development Goals (SDG) in STP presents formidable challenges that are in large part related to structural factors, and to an economic growth that has not been sufficiently inclusive. One key issue is financing. STP is highly dependent from ODA for most of its public investments. This situation coupled with the limited tax revenues currently being raised domestically, and the risk of losing or having a more limited access to concessional financing/loans over time because of graduation brings several implications that need to be addressed. For example, as a non LDC, STP will no longer be eligible for certain specific mechanisms and funds (in some cases after a transition period), such as the Least-Developed Countries Fund under the United Nations Framework Convention on Climate Change, or the Technology Bank for LDCs. Some forms of general support, such as some scholarships and fellowships, as well as travel assistance to UN meetings and activities may also be discontinued .

Opportunities for economic transformation and with it more resilience and financial sustainability could come from deeper trade integration. STP has recently ratified its adherence to the African Continental Free Trade Area (AfCFTA), it is currently a member of the Economic Community of Central African States (ECCAS); and despite not being a member of the Economic and Monetary Community of Central African States (CEMAC) in 2004 STP signed a commercial cooperation agreement with CEMAC. In addition, STP signed an Economic Partnership Agreement (EPA) with the European Union (EU) and maintains long lasting observer status with the World Trade Organization (WTO), despite having presented a request for WTO accession in 2005.

A recent study carried out by UNDP confirms that, without the implementation of major investment programs, the implementation of the AfCFTA and ECCAS agreements is expected to have a limited impact in STP trade and in turn on its economy and living conditions of households. Furthermore, there are risks of trade diversion. This because the country export is concentrated in very few products, the country imports most of its consumable and capital goods, and both its export and imports are predominantly dependent on few European countries.

In the absence of economic transformation, by changing STP's market access conditions, LDC graduation will eventually expose the country to new competition from other LDCs and other lower middle-income countries thus further compounding the nature of its competitiveness. The opportunities and challenges to reposition STP's trade competitiveness should therefore be well understood in terms of possible positive or negative impacts on its SDGs.

Among the benefits, the graduation process and this transitional period represent a unique opportunity to leverage better governance, improve domestic revenue mobilization, and -if the political will is there- finalize the accession to WTO, thus becoming a safer place for investors, improve its cost of doing business and, among others benefits, potentially expand its access to international financial markets at competitive conditions. Likewise, by moving out STP from the official lowest rung of the development ladder, the graduation can bring a heightened sense of national progress and pride that is key to further expand the reforms agenda and an increased political standing in regional and international institutions . This means that the STP's image is likely to improve, and with it a better national and overseas perception of the country with the possibility of attracting more investments in virtuous and self-reinforcing cycle.

Therefore, whereas the LDC Graduation process is a recognition of the development achieved to date by STP, this process must be well planned and implemented if the potential positive outcomes of graduation are to be reaped, eventual risks mitigated, and the negative effects minimized

## 2. OBJECTIVE AND CHRONOLOGY OF THE CONSULTANCY DELIVERABLES

### OBJECTIVE

The key objective of the consultancy is to conduct research, prepare a background report, and through national consultations, and in close interaction with the Inter-ministerial Cabinet to follow the Graduation process and its secretariat, draft the "Smooth Transition Strategy (STS) for São Tomé e Príncipe LDC Graduation".

### CHRONOLOGY OF THE CONSULTANCY DELIVERABLES

| Key Deliverables   | Estimated<br>Duration /<br>reference<br>due date | Target<br>Dates                 | Location |
|--|--|---------------------------------|----------|
| <b>Deliverable 1:</b> Submission and acceptance of the proposed work plan and approach                                     | 2 days   | 2nd Week of<br>October 2021     |          |
| <b>Deliverable 2:</b> Conduct stakeholder consultations (1st mission to STP) with presentation of the preliminary findings | 7 days   | 2nd week of<br>November<br>2021 |          |
| <b>Deliverable 3:</b> Submission of the first draft report   | 8 days   | 2nd week of<br>December 2021    |          |

|   |         |                          |  |
|---|---------|--------------------------|--|
| <b>Deliverable 4:</b> Present and conduct additional stakeholder consultations (2nd mission)        | 7 days  | 3rd week of January 2022 |  |
| <b>Deliverable 5:</b> Submission of final report  | 10 days | 1st week of March 2022   |  |
| <b>Deliverable 6:</b> Presentation of the Final Draft Report to relevant stakeholders (3rd mission) | 2 days  | 4th week of March 2022   |  |

### **DURATION OF CONSULTING AND REPORTING**

The consultancy will last 44 working days for a period of 5 months from October 2021. The consultant will report to a dedicated UN team on STP and should submit weekly updates on the progress made.

### **BUDGET AND PAYMENT MODALITIES**

The payment of fees will be based on the submission of deliverables, as follows:

|  |     |
|--|-----|
| Upon submission of Deliverable 1;              | 15% |
| Upon satisfactory submission of Deliverable 3; | 45% |
| Upon submission of Deliverable 6               | 40% |

## **3.INSTITUTIONAL ARRANGEMENTS**

Under overall guidance of the UNDP Team and under the direct supervision of the UNDP senior economist, in close collaboration with the RCO economist, the Consultant will be responsible to deliver the outputs indicated above with the level of quality expected.

The Consultant will report and consult with the UNDP Senior Economist and relevant UNDP policy advisors on regular basis and ad hoc, as such as needs arise.

### **Roles of consultancy**

- The consultant will be asked to liaise/interact/collaborate with the representatives of Minister of planning and any other relevant counterparts for the preparation of the specific output identified above;
- The consultant shall provide regular update on the progress of work to UNDP and RCO;
- The consultant shall report on/submit the above deliverables to UNDP;

- The consultant shall maintain daily communication with the UNDP Country Office when/if problems emerge during the consultancy, especially if they affect the scope of work;

### **Roles of the UN Country Office**

- The UNDP CO, in close collaboration with the RCO, will provide overall quality assurance for this consultancy, to facilitate the review of each output and ensure the timely generation of inputs from key stakeholders on each deliverable.

### **Duration of the Work**

- The total duration of the consultancy is 44 working days, starting from October 2021 to March 2022.

### **Duty Station:**

The consultant work will be homebased with expected three missions to STP. Below is the tentative missions schedule (subject to further adjustment based on the discussion with the consultant once he/she is on board):

- 1st mission: November 2021
- 2nd mission: January 2022
- 3rd mission: March 2022

Some activities may require teleconference with the relevant stakeholders. During the mission in STP, the transportation costs within the country will be covered by the consultant.

## **4.MANAGEMENT OF CONSULTANCY SERVICES**

This Consultancy will be administrated by the United Nations Development Programme (UNDP) São Tomé and Príncipe Country Office and all relevant UNDP rules, policies and procedures apply. Under the overall supervision of the Head of the RCO, the consultant select will be responsible for preparation, implementation and administration of the assignment.

## **5.REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### **a. EDUCATION:**

- Advanced University degree in economics, development economics, international development, or related field.

### **b. EXPERIENCE:**

- Minimum of 10 years of work experience in technical assistance in trade and in development economics with a particular focus on: i) Economic Structural Transformation; (ii) LDC graduation issues; (iii) economic vulnerabilities; (iv)

human development (v) Sustainable Development issues; vi) investment and private sector development;

- Proven experience on developing similar research/policy work and/or positions paper on trade with particular focus on linking trade to graduation issues would be an added advantage;
- A solid experience in the areas of international trade, impact of trade on socio-development, economic development, poverty analysis, development and planning, strategic planning of projects focusing on economic development through provision of evidence-based policy advice;
- Proven work and/or research experience in relation to financing for development (especially on innovative financing mechanisms and tools relevant for a SIDS country like STP) would be an added advantage;
- Proven work experience/knowledge on STP's trade sectors and trade development would be an added advantage;
- Proven experience working with multi stakeholder including government and development agencies in Africa, particularly in STP is a strong asset.

**d. LANGUAGE:**

- Excellent writing, editing, and oral communication skills in English and Portuguese. A combination of proficiency in written and spoken English and Spanish is also acceptable.

**Important Note:**

Incomplete applications will not be considered. Please make sure you have provided all requested materials

Qualified women and members of minorities are encouraged to apply.

Due to large number of applications we receive, we are able to inform only the shortlisted candidates about the outcome or status of the selection process.

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

**6. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

**1. PROPOSAL:**

- (i) Brief description explaining how the tenderer meets the required qualifications and experience;
- (ii) Provide a brief methodology on how they will approach and conduct the work

(iii) Fill annex 1 Offeror's Letter to UNDP attached

## **2. FINANCIAL PROPOSAL**

3. Personal CV including past experience in similar projects and contact details of 3 references.

## **7. FINANCIAL PROPOSAL**

The financial proposal must be submitted in USD, using the UNDP Financial Form and include all costs deemed necessary (communications, fees, daily cost aid, taxes, reproduction of documents, etc.).

Interested Applications must accept the UNDP General Terms and Conditions for Individual Consultants

The above-mentioned documents, information and requirements are mandatory and as such are necessary to form a complete proposal. A proposal will be rejected if it is not substantially appropriate to the above-mentioned requirements;

All materials necessary for consulting (e.g. laptop) must be provided by the selected candidate.

During the mission in STP, the transportation costs within the country will be covered by the consultant.

## **8. EVALUATION**

Applicants will be screened against qualifications and competencies specified below through a desk review or an interview process. Applicants will be evaluated based on: Cumulative analysis based on a combination of the Technical and Financial Scores.

Technical Evaluation Criteria: 80%

Financial Evaluation Criteria: 20%

### **TECHNICAL EVALUATION CRITERIA**

Offers will be evaluated according to the Combined Scoring method, where the technical criteria will be weighted a max. of 80% (80 points, out of total 100 points), and combined with the price offer which will be weighted a max. of 20% (30 points out of total 100 points).

Applicants obtaining 64 points (80% of available points) or more of the total technical evaluation points will be considered for financial evaluation.



The financial evaluation score (max. 20 points) shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal of those technically qualified.

Applicants receiving the Highest Combined Score who have accepted the UNDP's General Terms and Conditions will be awarded the contract.

#### **CRITERIA FOR SELECTING THE BEST OFFER**

Upon the advertisement of the Procurement Notice, qualified Individual Consultant is expected to submit both the Technical and Financial Proposals. Accordingly; Individual Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
  - a. Technical Criteria weight is **70%**
  - b. Financial Criteria weight is **30%**

| <b><u>Technical</u></b>   | <b>80%</b>  | <b>80</b> |
|---|-------------|-----------|
| <ul style="list-style-type: none"> <li>• Hold a Advanced University degree in economics, development economics, international development, or related field. <b>(10)</b></li> <li>• Minimum of 10 years of work experience in technical assistance in trade and in development economics with a particular focus on: i) Economic Structural Transformation; (ii) LDC graduation issues; (iii) economic vulnerabilities; (iv) human development (v) Sustainable Development issues; vi) investment and private sector development; <b>(15)</b></li> <li>• Experience in the areas of international trade, impact of trade on socio-development, economic development, poverty analysis, development and planning, strategic planning of projects focusing on economic development through provision of evidence-based policy advice; <b>(15)</b></li> <li>• Experience on developing similar research/policy work and/or positions paper on trade with particular focus on linking trade to graduation issues; <b>(10)</b></li> <li>• Proven work and/or research experience in relation to financing for development (especially on innovative</li> </ul> | <b>80 %</b> | <b>80</b> |

|   |     |    |
|---|-----|----|
| financing mechanisms and tools relevant for a SIDS country like STP). <b>(5)</b> .<br>• Proven work experience/knowledge trade sectors and trade development of São Tomé and Príncipe or similar country; <b>(5)</b> .<br>• Proven experience working with multi stakeholders, including government and development agencies in Africa, <b>(5)</b><br>• Quality of the methodological note, <b>(15)</b> |     |    |
| <b><u>Financial</u></b>   | 20% | 20 |

## 7. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

For purposes of generating quotations whose contents are uniformly presented and to facilitate their comparative review, a prospect Individual Contractor (IC) is given a proposed **Table of Contents**. Therefore, prospective Consultant Proposal Submission must have at least the preferred contents which are outlined in the IC Proposal Submission Form incorporated hereto.

## 8. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP.

## 9. ANNEXES TO THE IC DOCUMENT

**ANNEX 1 - OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY**

**ANNEX 2- BREAKDOWN OF COSTS SUPPORTING THE AL-INCLUSIVE FINANCIAL PROPOSAL**

Approved By: K. Haxiemia

Signature: K. Haxiemia

Date Signed: 28/09/2021

Resident Representative

**ANNEX 1**  
**OFFEROR'S LETTER TO UNDP**  
**CONFIRMING INTEREST AND AVAILABILITY**  
**FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

Date \_\_\_\_\_

United Nations Development Programme  
São Tomé, São Tomé and Príncipe

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 2;
- 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.

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**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
- ☐ Brief Description of Approach to Work (if required by the TOR)

**BREAKDOWN OF COSTS<sup>1</sup>**  
**SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

**A) Breakdown of Cost by Components:**

| Cost Components   | Unit Cost | Quantity | Total Rate for the Contract Duration |
|---|-----------|----------|--------------------------------------|
| <b>I. Personnel Costs</b>                                   |           |          |                                      |
| Professional Fees   |           |          |                                      |
| Life Insurance  |           |          |                                      |
| Medical Insurance   |           |          |                                      |
| Communications  |           |          |                                      |
| Land Transportation   |           |          |                                      |
| Others (pls. specify)                                       |           |          |                                      |
|   |           |          |                                      |
| <b>II. Travel<sup>2</sup> Expenses to Join duty station</b> |           |          |                                      |
| Round Trip Airfares to and from duty station                |           |          |                                      |
| Living Allowance  |           |          |                                      |
| Travel Insurance  |           |          |                                      |
| Terminal Expenses   |           |          |                                      |
| Others (pls. specify)                                       |           |          |                                      |
|   |           |          |                                      |
| <b>III. Duty Travel</b>                                     |           |          |                                      |
| Round Trip Airfares   |           |          |                                      |
| Living Allowance  |           |          |                                      |
| Travel Insurance  |           |          |                                      |
| Terminal Expenses   |           |          |                                      |
| Others (pls. specify)                                       |           |          |                                      |

**B) Breakdown of Cost by Deliverables\***

| Deliverables<br><i>[list them as referred to in the TOR]</i> | Percentage of Total Price<br>(Weight for payment) | Amount    |
|--|---|-----------|
| Deliverable 1  |   |           |
| Deliverable 2  |   |           |
| ....   |   |           |
| Total  | 100%  | USD ..... |

*\*Basis for payment tranches*

<sup>1</sup> The costs should only cover the requirements identified in the Terms of Reference (TOR)

<sup>2</sup> Travel expenses are not required if the consultant will be working from home.