



4 October 2021

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	<b>04 National Consultants</b> to support the General Statistics Offices (GSO) in Testing a module in the Viet Nam Household Living Standard Survey quarter 4, 2021 round of data collection for estimating transient income poverty
Period of assignment/services (if applicable):	October 2021 – January 2022
Duty Station	Home-based and Hanoi
Tender reference:	3-211002

1. Submissions should be sent by email to: [luu.ngoc.diep@undp.org](mailto:luu.ngoc.diep@undp.org) no later than:  
**11 October 2021 (Hanoi time)**

**With subject line:**

- 3-211002-TL**      **National Team Leader** to support the General Statistics Offices (GSO) **(70 working days)**
- 3-211002-N1**      **National Consultant 1 (IT Specialist)** to support the General Statistics Offices (GSO) **(40 working days)**
- 3-211002-N2**      **National Consultant 2 (Sampling Specialist)** to support the General Statistics Offices (GSO) **(50 working days)**
- 3-211002-N3**      **National Consultant 3 (Statistic Specialist)** to support the General Statistics Offices (GSO) **(40 working days)**

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

**Notes:**

- 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 **35 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.
- Submission email **should indicate the tender's reference number with subject line as per instructed**. After submitting proposal, bidder should send notification by email (without attachment) to: [procurement.vn@undp.org](mailto: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 follow the instructions nor 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:

- [Terms of Reference \(TOR\)](#)..... (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:

- Curriculum vitae with copies of required certifications
- Signed Letter to UNDP Confirming Interest and Availability (Annex IV) **that clearly states which position you are applying for**
- **Required supporting documents as per indicated in the Evaluation criteria (Section 4 below)**

### b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **Viet Nam Dong for National Consultant and US Dollar for international consultant** including consultancy fees and 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:

National Team Leader		
No	Criteria	Score
1	At least Master's degree in Economics or Statistics sciences with relevant experience.	150
2	At least 10 years of relevant working experience in conducting national income-poverty household surveys in Viet Nam.	200

<b>3</b>	Good knowledge and understanding of national household surveys and monetary poverty measurement indicators.	<b>200</b>
<b>4</b>	Knowledge and experience in working with UNDP and related development partners is an asset.	<b>100</b>
<b>5</b>	Experience on designing/sampling VHLSS (or related monetary poverty household surveys); Good analytical thinking, team player, sound communication and writing skill in Vietnamese.	<b>150</b>
<b>6</b>	Proficiency in English (evidenced by submitting an English report).	<b>100</b>
<b>7</b>	Ability to use Microsoft office (Word, Excel, Power point...).	<b>100</b>
	<b>Total</b>	<b>1,000</b>

<b>National Consultant 1 (IT Specialist)</b>		
<b>No</b>	<b>Criteria</b>	<b>Score</b>
<b>1</b>	Bachelor's degree or equivalent in Programming, Mathematics, or another related technical field.	<b>150</b>
<b>2</b>	10 years of intensive experience on making program to data collection and data management related to national income-poverty household surveys.	<b>150</b>
<b>3</b>	Intensive experience on different CAPI platforms using for data collection and data management on smart devices (tablet, mobile phone, etc.,).	<b>150</b>
<b>4</b>	Intensive data collection programming experience on VHLSS or related monetary poverty household surveys.	<b>100</b>
<b>5</b>	Experience and skills in making presentations and writing reports (evidenced by submitting a sample presentatiton/report).	<b>150</b>
<b>6</b>	Ability to organize and facilitate training sessions and presentations.	<b>100</b>
<b>7</b>	Proficiency in using Microsoft office (Word, Excel, Powerpoint...).	<b>100</b>
<b>8</b>	Good command in English and Vietnamese.	<b>100</b>
	<b>Total</b>	<b>1,000</b>

<b>National Consultant 2 (Sampling Specialist)</b>		
<b>No</b>	<b>Criteria</b>	<b>Score</b>
<b>1</b>	Master's Degree in statistics, economics and/or related fields.	<b>150</b>
<b>2</b>	10 years of experience of designing/sampling national income-poverty household surveys.	<b>150</b>
<b>3</b>	Intensive knowledge on sample design.	<b>150</b>
<b>4</b>	Proficiency in using statistics software (Stata, SPSS, or R) and Microsoft office (Word, Excel, Powerpoint...).	<b>200</b>
<b>5</b>	Experience on designing/sampling VHLSS or related monetary poverty household surveys.	<b>150</b>
<b>6</b>	Experience and skills in making presentations and writing reports (evidenced by submitting a sample presentatiton/report).	<b>100</b>
<b>7</b>	Good command in English and Vietnamese.	<b>100</b>
	<b>Total</b>	<b>1,000</b>

<b>National Consultant 3 (Statistic Specialist)</b>		
<b>No</b>	<b>Criteria</b>	<b>Score</b>
<b>1</b>	Master's Degree in statistics, economics and/or related fields.	<b>150</b>
<b>2</b>	10 years of experience of designing/sampling national income-poverty household surveys.	<b>150</b>
<b>3</b>	Intensive knowledge on sample design.	<b>150</b>
<b>4</b>	Proficiency in using statistics software (Stata, SPSS, or R) and Microsoft office (Word, Excel, Powerpoint...).	<b>200</b>
<b>5</b>	Experience on implementing VHLSS and cleaning VHLSS data (or related monetary poverty household surveys).	<b>150</b>
<b>6</b>	Experience and skills in making presentations and writing reports (evidenced by submitting a sample presentation/report).	<b>100</b>
<b>7</b>	Good command in English and Vietnamese.	<b>100</b>
	<b>Total</b>	<b>1,000</b>

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 BSAFE course and submit certificate to UNDP before contract issuance.

Note: In order to access the course, please go to the following link: <https://training.dss.un.org/course/category/6>. Type in your name and password, create a new user. After you have completed the courses, please print/save the certificates to submit to us

- Full medical examination and Statement of Fitness to work for consultants ***from and above 62 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.

If two currencies exist, UNDP exchange rate will be applied at the day UNDP instructs the bank to effect the payment.

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

## **TERMS OF REFERENCE**

Title:	Support the General Statistics Offices (GSO) in Testing a module in the Viet Nam Household Living Standard Survey quarter 4, 2021 round of data collection for estimating transient income poverty
Duration:	From October 2021 to January 2022
Status:	Four national consultants
Duty Station	Ha Noi/home-based

### **I. GENERAL BACKGROUND**

Viet Nam reported its first cases of COVID-19 on 23 January 2020. The Government of Viet Nam acted early and decisively to safeguard the country from the worst effects of the COVID-19 pandemic, containing the spread of the disease and saving lives. However, new cases from fourth wave of outbreaks from late April 2021, including the Delta variant of concern, are continuing to accelerate as of mid-September 2021. As of 20 September 2021, 687,010 cases and 17,090 deaths have been recorded (or 2.5% fatality rate); 99.4% of cases due to the pandemic have been recorded since 27 April 2021.

Economic impacts are significant: Viet Nam recorded a GDP growth rate of 2.9% in 2020, its lowest in at least three decades but still among the highest in the world in 2020. Manufacturing, tourism, and transport activities fell abruptly during the first half of 2020. Economic response and early recovery has been affected by global supply chain shocks, greatly reduced export demand, increased public expenditures and declining revenues. Government data for 2020 indicates that 31.8 million workers were impacted, including those losing employment, being required to take leave, having reduced working hours and having reduced incomes.

Poor households and businesses are disproportionately impacted: UNDP's rapid, gender-sensitive socio-economic assessments show that micro, small and medium enterprises (MSME) face significant pressures, and poor and ethnic minorities in remote border areas, people with disabilities, and rural communities reliant on informal and seasonal work and remittances are particularly affected. The Government established a COVID-19 social protection package of \$2.6 billion for the recently unemployed, the poor and impacted enterprises, and a second social protection support package of \$1.13 billion with more simplified support procedures has been being implemented since early July 2021. However, support has not reached many impacted groups such as the newly poor and informal workers.

While the VHLSS collected data of average monthly income or expenditure over the past 12 months are useful for estimating "average" income or expenditure poverty during the same period, the data do not allow estimate poverty of shorter periods such as a month or a quarter or transient poverty. During the time of shocks, like the Covid-19 pandemic, income of households changes rapidly, therefore the statistics of transient income poverty are important to inform the Government in designing and implementing response measures. Since the Covid-19 outbreak in Viet Nam in early 2020, there were few attempts of rapid surveys to assess the Covid-19 impact on transient income poverty. These attempts, though provide useful signals, are ad-hoc and cannot replace a regular and more vigorous survey, such as VHLSS, in providing better quality official data on

transient poverty.

Based on technical discussions between UNDP and GSO, UNDP support national consultancy service to assist the GSO to implement an experiment of adding a small module to in VHLSS quarter 4, 2021 round to collect data for estimating transient income poverty. This TOR is to procure **four national consultants** to provide technical support for this assignment.

## II. OBJECTIVE

This experiment aims at providing an alternative solution of having VHLSS as an official and regular (or when necessary) vehicle for Viet Nam to collect data for monitoring transient income poverty.

## III. TASKS, DELIVERABLES AND TIMELINES

Ord	Tasks	Deliverables	Timelines
1	Review related documents, i.e., updated income poverty measurements, update VHLSS questionnaires and consult with related stakeholders (GSO, UNDP, MOLISA, other team members) for action-plan development	Technical proposal/action-plan for the consultancy assignment and a set of questions and a manual of new module - the transient income poverty measurement.	
2	Design a software/computerized programs for data entry and writing instruction for enumerators on collecting transient income poverty data for 2021 VHLSS fourth quarter data collection	A software and a manual on data collection using CAPI method and a software on data processing, data aggregating	
3	Design sample for collecting and processing the data collected through applying new module - the transient income poverty measurement in 2021 VHLSS fourth quarter	A set of selected household lists using for collection of data based on the new module - the transient income poverty measurement, including the result of sampling weight, sampling coefficient	
4	Process the data collected, the data cleaned through applying new module - the transient income poverty measurement in 2021 VHLSS fourth quarter	The completed micro data and an experiment implementation report on the new module - the transient income poverty measurement	
5	Compile the research report based on the collected and analyzed data on transient income poverty measurement in 2021 fourth quarter 4	The survey evaluation report: a section on income poverty based on the new module - the transient income poverty measurement	

## IV. COMPOSITION, TASKS AND WORKING DAYS OF THE CONSULTANT TEAM

- **01 national consultant – as Team Leader, responsible for general coordination and completion of all 5 deliverables; directly in charge of deliverables 1 and 5, (70 days).**
- **01 national consultant 1 (IT Specialist), directly in charge of deliverable 2 and responsible for supporting the team leader and team member 2 for timely and successful completion of all deliverables of this assignment, (40 days).**
- **01 national consultant 2 (Sampling Specialist), directly in charge of deliverables 3 and responsible for supporting the team leader and team member 1 for timely and successful completion of all deliverables of this assignment, (50 days).**
- **01 national consultant 3 (Statistic Specialist), directly in charge of deliverables 4 and responsible for supporting the team leader and team member 1 for timely and successful completion of all deliverables of this assignment, (40 days).**

## **V. EXPECTED QUALIFICATION OF THE CONSULTANT TEAM**

### **1. Team leader**

- At least Master's degree in Economics or Statistics sciences with relevant experience.
- At least 10 years of relevant working experience in conducting national income-poverty household surveys in Viet Nam.
- Good knowledge and understanding of national household surveys and monetary poverty measurement indicators; and knowledge and experience in working with UNDP and related development partners is an asset.
- Experience on designing/sampling VHLSS (or related monetary poverty household surveys); Good analytical thinking, team player, sound communication and writing skill in Vietnamese.
- Proficiency in using statistics software (Stata, SPSS, or R) and using Microsoft office (Word, Excel, Power point...).
- Proficiency in English (evidenced by an English report).

### **2. National consultant 1 (IT)**

- Bachelor's degree or equivalent in Programming, Mathematics, or another related technical field.
- 10 years of intensive experience on making program to data collection and data management related to national income-poverty household surveys;
- Intensive experience on different CAPI platforms using for data collection and data management on smart devices (tablet, mobile phone, etc.).
- Intensive data collection programming experience on VHLSS or related monetary poverty household surveys.
- Experience and skills in making presentations and writing reports;
- Ability to organize and facilitate training sessions and presentations.
- Proficiency in using Microsoft office (Word, Excel, Power point...).
- Good command in English and Vietnamese.

### **3. National consultant 2 (sampling specialist)**

- Master's Degree in statistics, economics and/or related fields.



- 10 years of experience of designing/sampling national income-poverty household surveys.
- Intensive knowledge on sample design.
- Proficiency in using statistics software (Stata, SPSS, or R) and Microsoft office (Word, Excel, Power point...).
- Experience on designing/sampling VHLSS or related monetary poverty household surveys.
- Experience and skills in making presentations and writing reports.
- Good command in English and Vietnamese.

#### 4. National consultant 3 (Statistic specialist)

- Master's Degree in statistics, economics and/or related fields.
- 10 years of experience on implementing national income-poverty household surveys and cleaning the microdata.
- Proficiency in using statistics software (Stata, SPSS, or R) and Microsoft office (Word, Excel, Power point...).
- Experience on implementing VHLSS and cleaning VHLSS data (or related monetary poverty household surveys).
- Experience and skills in making presentations and writing reports.
- Proficiency in English (evidenced by an English report).

### **VI. MONITORING AND QUALITY ASSURANCE**

Monitoring, progress and quality controlling of consultants will be in accordance with the objective, deliverables and tasks in Sections II and III, in charged by UNDP Program Officer in coordination with the focal point of GSO. The consultants shall report difficulties to UNDP (if any) during the consultation process for timely handling.

### **VII. SUPPORT FROM UNDP**

UNDP has no responsibility to provide facilities, equipment and materials to the consultants. However, in case of necessity, UNDP may assist in organizing consultation meetings with government agencies and international organizations (if any) to collect information and necessary document.

### **VIII. PAYMENT TERMS**

One time payment of 100% of the total contract value will be paid upon the submission and acceptance of the above three deliverables accepted by UNDP.

## 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 & Email 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) or ..... **USD** (for International Consultant)

This is a lump sum offer covering all associated costs for the required service (fee, meal, accommodation, travel, taxes etc).

#### **Cost breakdown:**

<b>No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit Rate (USD or VND)</b>	<b>Total (USD or VND)</b>
<b>1</b>	Consultancy fee			
<b>2</b>	Out of pocket expenses			
<b>2.1</b>	Travel			
<b>2.2</b>	Per diem			
<b>2.3</b>	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). *			
<b>2.5</b>	Others (pls. specify).....			
<b>2.6</b>	VAT** if applicable (in case your company signs the contract)			
	<b>TOTAL</b>			

\* 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).