



26 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>02 National Consultants to access the potential and adaptability of the solutions of the Ending Plastic Pollution Innovation Challenge (EPPIC) at the provincial and national level and suggest suitable policy recommendations</b>
Period of assignment/services (if applicable):	November 2021 – June 2022
Duty Station:	Home-based and travels to provinces
Tender reference:	L211008

1. Submissions should be sent by **email** to: [nguyen.duc.long@undp.org](mailto:nguyen.duc.long@undp.org) no later than:  
**23.59 hrs., 02 November 2021 (Hanoi time)**

With subject line:

**L211008A – A National Team leader to access the potential and adaptability of the solutions of EPPIC and suggest policy recommendations**

**L211008B – A National Team member to access the potential and adaptability of the solutions of EPPIC and suggest policy recommendations**

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](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 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
- **For National Team member:** At least 01 report in dual languages, English and Vietnamese, 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:

##### **National Consultant – Team Leader**

No.	Criteria	Score
1	Doctorate Degree in the fields related to Social Sciences and Humanity;	200
2	At least 20 years' experience in working in diverse environments such as educational and training institutions, government agencies;	200
3	Extensive knowledge and expertise in social sciences, social development, the relation between government and social organizations;	200
4	Understanding of the country's policy, legal and regulatory framework;	150
5	Strong network with Vietnam government agencies;	150
6	Proven research skills, including data collection and analysis, drafting recommendations from findings through the implementation of similar activities, projects;	100
	<b>Total</b>	<b>1.000</b>

##### **National Consultant – Team member**

No	Criteria	Score
1	Bachelor's Degree in social sciences and humanity or linguistics;	200
2	Experience in working with NGOs is an asset;	200
3	Experience in working on projects about environment protection;	200
4	Proven ability in project coordination, project management, goal-oriented project execution;	150
5	Strong networking with business, NGOs and local governments.	150
6	Ability to perform written communication in dual languages, English and Vietnamese; (one report submitted)	100
	<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.

## **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 affect 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

## National consultants

### 1. GENERAL INFORMATION

<b>Post Title</b>	02 National Consultants
<b>Consultancy service required</b>	Access the potential and adaptability of the solutions of the Ending Plastic Pollution Innovation Challenge (EPPIC) at the provincial and national level and suggest suitable policy recommendations
<b>Type of appointment</b>	Individual consultancy contract
<b>Duty Station</b>	Home-based and travels to provinces.
<b>Duration</b>	November 2021 – June 2022
<b>Technical supervision</b>	<ul style="list-style-type: none"> <li>- Programme Officer on Chemicals and Waste (UNDP Viet Nam)</li> <li>- Vietnam Administration of Seas and Islands (VASI), MONRE</li> </ul>
<b>Report to</b>	UNDP Vietnam & VASI/MONRE

### 2. BACKGROUND

Plastic use is expected to reach unprecedented levels in the coming decades, doubling within 15 years and more than quadruple by 2050. Moreover, the petrochemical industry's demand for oil is expected to accelerate and reach over half of global oil consumption growth by 2040. 80% of plastic in the ocean originates from land-based sources, and 8 million tons of plastic enter the sea every year. Plastic waste poses high risks to aquatic life, with severe consequences for the ocean ecosystem and the sustainability of fisheries.

Globally, only 14% of plastic is recycled or 'decycled,' as plastics are mostly transformed into low-value materials a few times before eventually being discarded in landfills or the environment. Less than 2% of used plastics are recycled in a closed circuit recovered to produce a usable material like new plastic and indistinguishable from it.

Tackling plastic pollution entails developing strategies for a range of sectors: packaging and construction, but also textiles and consumer products. Although the current awareness campaigns have mainly shed light on the over-use of single-use plastic by the food and beverage industries, this is only the tip of the iceberg and do not receive enough attention from different sectors.

Four ASEAN member countries (Viet Nam, Indonesia, Thailand, and the Philippines) are responsible, with China, for 60% of the plastic discharged into the ocean every year (Ocean Conservancy, 2015). These countries are indeed large plastic producers and importers, but they also possess limited waste management systems, leading to the leakage of plastics into the environment. Constraints to effective implementation of such waste systems include rapid urbanization, population growth, and increased per capita income leading to increased consumption, alongside lack of environmental awareness. However, the topic of plastic

pollution is gaining momentum, and ASEAN member countries endorsed in June 2019, the Bangkok Declaration on Combating Marine Debris in the ASEAN region.

Plastic pollution can only be reduced by a system-level shift towards a circular economy<sup>1</sup>, including bottom-up and top-down approaches. Consequently, there is a need to identify and leverage existing solutions aimed at preventing the generation of plastic waste and improving local waste management systems.

The project Ending Plastic Pollution Innovation Challenge (EPPIC) seeks to reduce plastic pollution in coastal areas in Viet Nam and Thailand in 2020, followed by Indonesia and the Philippines in 2021, contributing to the achievement of SDG 14 (Life Below Water) and SDG 12 (Responsible Production and Consumption). EPPIC will bring together citizens, local governments, and the private sector to establish effective and innovative solutions. The EPPIC competition is also the opportunity to drive change by raising awareness, collecting lessons learned and trying new approaches to address localized plastic issues. It intends to deliver two outcomes:

- **OUTCOME 1:** A portfolio of solutions is selected, supported and scaled up through the EPPIC in four countries (Viet Nam, Thailand, Indonesia, and the Philippines).
- **OUTCOME 2:** Capacity building in Viet Nam and knowledge, cooperation, networking in ASEAN countries to prevent and reduce plastic waste is increased.

This EPPIC in Vietnam is co-organized by UNDP and VASI, the government organization assigned by the Minister of MONRE in Decision No. 2215/QĐ-BTNMT dated October 8, 2020.

The call for applications of EPPIC 2020 was launched on October 24, 2020, to find the solutions tackling plastic pollution and focusing on Ha Long (Vietnam) and Koh Samui (Thailand). By the deadline on August 15, 2020, 159 applications were submitted, and 14 best solutions were selected to join the 3-month incubation program. These solutions had their pitching competitions in January 2021. The three best solutions were confirmed to join the 9-month incubation program and USD18,000 to test their products in Quang Ninh province, including GreenJoy, Galaxy Biotech and Refill Day. Other potential projects from the 3-month incubation program also receive support for pilot program such as MGreen, VIFEP, etc.

UNDP will mobilize two national consultants (01 Team Leader and 01 Team Member) to analyze the potential and adaptability of these supported solutions and suggest suitable recommendations for the future expansion phase of the pilot(s).

### 3. CONSULTANCY SERVICE

The objective of this service is to assess the potentials of the selected solutions from EPPIC, support to the pilot program of EPPIC solutions in Quang Ninh and other provinces and provide policy and practical recommendations to scale up and replicate these solutions, aiming to reduce plastic usage and plastic waste entering the ocean. The two consultants are expected to work with other consultants at UNDP and VASI and selected EPPIC teams for this assignment.

Specific objectives of the assignment include:

1. Review all final solutions of EPPIC Competition 2020 with special focus on 14 final solutions. The review needs to be carried out in a broad context but not limited to following:
  - a. Country's regulatory framework to support the implementation of the solutions; barriers that hinder the scale up of the solutions
  - b. Current state of solutions and which aspects the solution needs to scale up

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<sup>1</sup> Looking beyond the current take-make-waste extractive industrial model, a circular economy aims to redefine growth, focusing on positive society-wide benefits. It entails gradually decoupling economic activity from the consumption of finite resources and designing waste out of the system. Underpinned by a transition to renewable energy sources, the circular model builds economic, natural, and social capital. It is based on three principles: Design out waste and pollution, Keep products and materials in use, Regenerate natural systems.

- c. Technical matters that could be advantages and constraints of the solutions.
  - d. Cost-benefit of the solutions.
  - e. Consumers aspect etc.
- 2. Design, monitor and supervise the pilot implementation of selected solution in Quang Ninh Province
  - a. Assess to potentials and give recommendations to the best solutions to be implemented in Ha Long
  - b. Coordinate with VASI to provide administrative support to implement the solutions in a selected area nearby Ha Long Bay in Quang Ninh province
  - c. Conduct stakeholder analysis to ensure the pilot program has been consulted properly
  - d. Support/follow up and facilitate the pilot process of the solutions in Quang Ninh province
- 3. Provide assessment on the pilot implementation of the selected solutions, including but not limited to the following:
  - a. What extent the pilots have contributed to addressing the needs and problems identified during program design;
  - b. Assess how effectively the pilots have achieved its stated development objective and purpose;
  - c. Measure how efficiently the pilots' outcomes and outputs have progressed in attaining the development objective and purpose of the project;
  - d. Measure the amount of plastic reduced through after the pilot implementation program;
  - e. Assess both negative and positive factors that have facilitated or hampered progress in achieving the project outcomes, including external factors/environment, weakness in design, management and resource allocation;
  - f. Identify and document substantive lessons learned, good practices and also opportunities for scaling up the future projects;
  - g. Provide constructive and practical recommendations on factors that will contribute to project sustainability and inform any course corrections (if required/where relevant).
- 4. Review the pilot implementation of selected solutions in Thailand (report provided by Thailand).
- 5. Develop the final report of the assessment, pilot implementation and recommendation (in policy and practical aspect) for scale up and replication of the solutions in Vietnam.

## **Responsibilities**

The consultants are expected work closely to each other to fulfill all above-mentioned tasks. In specific, each member is expected to focus on:

### **Team leader (25 days)**

- 1. Take lead in review and assessment of the potential and adaptability of the solutions at the provincial and national level
- 2. Design the pilot implementation program
- 3. Review and finalize the assessment report that includes key findings, recommendations and lessons learnt. The report should also highlight gaps, strengths and weaknesses of each solutions.
- 4. In charge of the final report of the assessment, pilot implementation and recommendation (in policy and practical aspect) for scale up and replication of the solutions

**Team member (40 days)**

1. Provide input to the review and assessment of the potential and adaptability of the solutions at the provincial and national level
2. Monitor and supervise the pilot implementation of selected solution in Quang Ninh Province
3. Data collection, analysis and interpretation (at least 5 travels, each travel will be one day)
4. Provide input to the assessment, pilot implementation and recommendation (in policy and practical aspect) for scale up and replication of the solutions

**4. DELIVERABLES AND TIMELINE**

The National Consultants are to submit the following deliverables **in both English and Vietnamese** languages:

#	Joint Deliverables	Timelines
1	Detailed workplan and design for pilot implementation program	November 2021
2	Mid-term report, including: <ul style="list-style-type: none"><li>- Initial assessment of the solutions</li><li>- Design of data collection tools</li><li>- Field visits reports</li><li>- Stakeholders meeting minutes</li><li>- Progress of solutions implementation</li></ul>	February 2022
3	Final report, including: <ul style="list-style-type: none"><li>- Final the assessment of all EPPIC 2020 solutions from finalists</li><li>- Report on pilot implementation of selected solutions in Quang Ninh</li><li>- Recommendation (in policy and practical aspect) for scale up and replication of the solutions in the future.</li></ul>	May 2022
4	Knowledge brief to summary the final report, key findings and key recommendations.	June 2022

**5. ADMINISTRATION**

The National Consultant will perform tasks as required under the direct supervision of the Programme Officer on Chemicals and Waste (UNDP Viet Nam) and an Officer of Department of Science, Technology and International Cooperation (VASI). The National Consultants will report to UNDP and VASI on the progress of the work.

The National Consultant will perform their assignments home-based. Travels to selected provinces subject to the need and COVID-situation and will be all inclusive in the financial proposal of the consultants.

**6. DURATION**

The contractor is expected to provide the specified services from November 2021 to June 2022. The consultant will be provided with information to prepare (with the support of the UNDP and VASI) a table with tasks, timelines and deliverables, for which the consultants will be responsible and accountable, indicating for each who is responsible for its completion.

Duration:



- Team Leader: 25 days
- Team Member: 40 days

## 7. SELECTION CRITERIA

### Team Leader

No.	Criteria	Score
1	Doctorate Degree in the fields related to Social Sciences and Humanity;	200
2	At least 20 years' experience in working in diverse environments such as educational and training institutions, government agencies;	200
3	Extensive knowledge and expertise in social sciences, social development, the relation between government and social organizations;	200
4	Understanding of the country's policy, legal and regulatory framework;	150
5	Strong network with Vietnam government agencies;	150
6	Proven research skills, including data collection and analysis, drafting recommendations from findings through the implementation of similar activities, projects;	100
	<b>Total</b>	<b>1.000</b>

### Team member

No	Criteria	Score
1	Bachelor's Degree in social sciences and humanity or linguistics;	200
2	Experience in working with NGOs is an asset;	200
3	Experience in working on projects about environment protection;	200
4	Proven ability in project coordination, project management, goal-oriented project execution;	150
5	Strong networking with business, NGOs and local governments.	150
6	Ability to perform written communication in dual languages, English and Vietnamese; (one report submitted)	100
	<b>Total</b>	<b>1.000</b>

## 8. PAYMENT

The consultant must send a financial proposed fee for a total of 08 months based on the **Lump Sum Amount**. 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 the National Consultants could incur in completing the assignment are already factored into the fee. The contract price will be a fixed output-based price regardless of the extension of the herein specified duration. Payments will be made upon completion of the deliverables/ outputs and as per the below percentages:

The expected outputs, deliverables and payments schedule is as follows:

No.	Deliverables	Approval should be obtained from	Percentage of Payment
1	Detailed workplan and design for pilot implementation program	VASI and UNDP	20%
2	Mid-term report	VASI and UNDP	50%
3	Final report and knowledge brief	VASI and UNDP	30%

#### **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.

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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

## **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)			
	<b>Total</b>			

\* 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).