INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
for individual consultants and individual consultants assigned by consulting firms/institutions

Country: Viet Nam

<table>
<thead>
<tr>
<th>Description of the assignment:</th>
<th>01 National Consultant to support policy review related to the blue economy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period of assignment/services (if applicable):</td>
<td>December 2021 – March 2022</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Home-based</td>
</tr>
<tr>
<td>Tender reference:</td>
<td>L211202</td>
</tr>
</tbody>
</table>

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

23:59 hrs., Thursday, 09 December 2021 (Hanoi time)

With email subject line as:

L211202 – 01 National Consultant to support policy review related to the blue economy

Followed by notification by email (without attachment) to: procurement.vn@undp.org informing that the bidder has submitted proposal.

UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to above address.

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

Note:

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.

- Maximum size per email is 30 MB.

- Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP
Viet Nam will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

- After submitting proposal, bidder should send notification by email (without attachment) to: procurement.vn@undp.org informing that the bidder has submitted proposal. UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to above address.

- Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female consultants.

2. Please find attached the relevant documents:

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

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

a. **Technical component:**

- Signed Curriculum vitae
- Signed Letter to UNDP Confirming Interest and Availability
- At least 01 sample report in English to be submitted

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

- The financial proposal shall specify a total lump sum amount in **VND for National Consultant and US dollar for International Consultant** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in Annex V.

- Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.

- If quoted in other currency, prices shall be converted to the above currency at UN Exchange Rate at the submission deadline.
4. Evaluation

The technical component will be evaluated using the following criteria:

<table>
<thead>
<tr>
<th>No.</th>
<th>Criteria</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Doctorate Degree in linguistics, sociology, economics, law or other related fields;</td>
<td>200</td>
</tr>
<tr>
<td>2</td>
<td>Having at least 10 years of experience performing work related to the fields of foreign languages, law, economics;</td>
<td>200</td>
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<tr>
<td>3</td>
<td>Having knowledge and experience in designing, editing reports, documents of an academic nature, guiding documents;</td>
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<td>Having experience compiling documents in the field of law and economics;</td>
<td>150</td>
</tr>
<tr>
<td>5</td>
<td>Having experience in participating in projects related to sea and law;</td>
<td>100</td>
</tr>
<tr>
<td>6</td>
<td>Having experience working with ministries and departments in Vietnam such as: Ministry of Agriculture and Rural Development, Ministry of Foreign Affairs, Ministry of Finance, and Ministry of Planning and Development, and development partners such as UNDP, UN agencies, WorldBank;</td>
<td>100</td>
</tr>
<tr>
<td>7</td>
<td>Proficiency in English <em>(submit a sample report)</em></td>
<td>100</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>1000</strong></td>
</tr>
</tbody>
</table>

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. \( S_f = 1000 \times \frac{F_m}{F} \), 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](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

1. GENERAL INFORMATION

<table>
<thead>
<tr>
<th>Post Title</th>
<th>01 National Consultant to support policy review related to the blue economy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultancy service required</td>
<td>Supporting the revision, synthesis, editing, and design publications on policies related to the blue sea economy and the implementation of Resolution 36-NQ/TW and Resolution 26/NQ-CP</td>
</tr>
<tr>
<td>Type of appointment</td>
<td>Individual Consultancy Contract</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Home based.</td>
</tr>
<tr>
<td>Duration</td>
<td>December 2021 to March 2022</td>
</tr>
<tr>
<td>Technical supervision</td>
<td>- Programme Officer on Chemicals and Waste (UNDP Vietnam)</td>
</tr>
<tr>
<td></td>
<td>- Vietnam Administration of Seas and Islands (VASI), MONRE</td>
</tr>
<tr>
<td>Report to</td>
<td>Head of Climate Change and Environment Department (UNDP Vietnam)</td>
</tr>
</tbody>
</table>

2. BACKGROUND

The ocean accounts for 99% of the earth's living area. The ocean provides food, medicine, energy and raw materials for our daily lives. However, ocean biodiversity, ecosystems and the livelihoods of coastal communities are now at stake. Plastic waste is destroying our aquatic life and polluting our earth at an unprecedented rate. Plastic waste is a significant contributor to climate change. Plastic use is expected to reach unprecedented levels in the coming decades, doubling within 15 years and quadrupling by 2050. Moreover, the petrochemical industry's oil demand is expected to accelerate and reach more than half of global oil consumption growth by 2040. 80% of plastic waste in the ocean comes from land, with 8 million tons of plastic ending up in the ocean each year. Plastic waste poses a high risk to aquatic life, with severe consequences for ocean ecosystems and the sustainability of fisheries.

Globally, only 14% of plastic is recycled into low-value materials, used a few times before being thrown away in landfills or released into the environment, and less than 2% of used plastic is recycled to create a new material equivalent to plastic.

Tackling plastic pollution requires developing strategic solutions for a wide range of sectors: packaging and construction, textiles and consumer products. While current awareness campaigns have highlighted the overuse of single-use plastics in the food and beverage industry, this is just the tip of the iceberg and has not received enough attention from different industries.

Being a coastal country with more than 3,200 km of coastline and 112 estuaries, Vietnam has many advantages to develop the marine economy, but that is also a pressure on the authorities and people in dealing with the plastic waste crisis. Plastic pollution can only be mitigated by systemic changes towards a circular economy, including bottom-up and top-down
approaches. Therefore, it is necessary to identify and take advantage of existing solutions to prevent plastic waste generation and improve the local waste management system.\(^1\)

The Vietnam Administration of Sea and Islands, Ministry of Natural Resources and Environment (VASI) collaborate with the United Nations Development Programme (UNDP) to implement a non-project to Support Ocean Plastic Waste Management and Sustainable Development of Marine Economy in Vietnam – Ending Plastic Pollution Innovation Challenge (EPPIC). Officially announced in June 2020, EPPIC meets two major task groups of the National Action Plan on Mitigating Ocean Plastic Waste under the Prime Minister's Decision 1746/QD-TTg issued on December 4, 2019, including propaganda activities, raising awareness, changing behaviour and promoting international cooperation. In addition, the project also contributes to affirming Vietnam's role in actively participating in the proposal and implementation of cooperation initiatives in the ASEAN region, especially in tackling ocean plastic pollution, implementing Resolution No. 26/NQ-CP and Resolution No. 36-NQ/TW.

3. CONSULTANCY SERVICE

As part of the EPPIC's non-project activities, UNDP is looking for a consultant to assist VASI in reviewing policies related to the marine economy, contributing to the synthesis report, editing, and designing publications. Deliverables include legal documents and policies related to the implementation of Resolution 36-NQ/TW and Resolution 26/NQ-CP.

The consultant needs to perform the following main tasks:

i. Reviewing and commenting on the blue sea economic report to assess the contribution of economic sectors to the sustainable development of the marine economy. Reviewing and evaluating the appropriateness of the data of economic sectors in the report, including:
   - Renewable energy industry;
   - Oil and gas industry;
   - Fisheries;
   - Tourism;
   - Transportation industry;
   - Natural resources and environment sector.

ii. Translating legal documents, policies, reports and documents related to the sustainable development of the marine economy\(^2\) to integrate into the Blue Sea Economic report

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\(^1\) The economic model is more developed than the current waste extraction and utilization industrial model, a circular economy geared towards growth while focusing on developing benefits for society as a whole. This model requires economic activity to gradually separate from the consumption of finite resources and discharge waste into the environment. The circular economic model is supported by the renewable energy transition to build the economy and natural capital. It is based on three principles: (1) Design to eliminate waste and pollution, (2) Keep products and materials reusable, and (3) Ecosystem regeneration.

\(^2\) i. Resolution No. 36-NQ/TW dated October 22, 2018 of the 8th plenum of the 12th Central Committee of the Communist Party of Vietnam on The Strategy for Sustainable Development of Vietnam’s Marine Economy to 2030, with a vision to 2045; ii. The Government's Resolution No. 26/NQ-CP dated March 5, 2020 promulgating the Government's Master Plan and Five-Year Plan for the Implementation of Resolution No. 36-NQ/TW dated October 22, 2018 of the 8th plenum of the 12th Central Committee of the Communist Party of Vietnam on The Strategy for Sustainable Development of Vietnam's Marine Economy to 2030, vision to 2045; iii. Decision No. 203/QD-TTg dated February
iii. Compiling and editing publications, including legal documents and policies to qualify for publication and distribution to relevant government agencies and organizations.

4. DELIVERABLES AND TIMELINE

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

<table>
<thead>
<tr>
<th>#</th>
<th>Main tasks</th>
<th>Deliverables</th>
<th>Timelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Participate in an overview meeting with VASI and UNDP to develop and agree on work content and implementation plans</td>
<td>Agreed work content and plans</td>
<td>December 2021</td>
</tr>
<tr>
<td>2</td>
<td>Reviewing and synthesizing current legal documents at home and abroad related to the sustainable development of the marine economy</td>
<td>Report on review of legal documents</td>
<td>December 2021</td>
</tr>
<tr>
<td>3</td>
<td>Summary of current policies of governmental agencies and organizations related to the sustainable development of marine economy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Translation of relevant legal documents and policies of Vietnam into English</td>
<td>Translation of the compilation of legal documents and documents</td>
<td>February 2022</td>
</tr>
<tr>
<td>5</td>
<td>Editing and designing publications, including legal documents and policies</td>
<td>1st draft of legal documents publication in Vietnamese and English</td>
<td>February 2022</td>
</tr>
<tr>
<td>6</td>
<td>Share the report's final draft with VASI and UNDP for review and agreement, then make a final adjustment.</td>
<td>Publication of legal documents in Vietnamese and English</td>
<td>January 2022</td>
</tr>
</tbody>
</table>

5. ADMINISTRATION

UNDP and VASI will provide administrative support to the consultant throughout the implementation of this consultancy service. Consultants must be proactive at work to bring the expected output.

The national consultant will report to the Head of The Climate change and Environment Unit,
UNDP Vietnam.

6. DURATION

Contract term: from signing date to March 31, 2022.
Consultation period: 40 days

7. SELECTION CRITERIA

<table>
<thead>
<tr>
<th>No.</th>
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<td>100</td>
</tr>
<tr>
<td>7</td>
<td>Proficiency in English (submit a sample report)</td>
<td>100</td>
</tr>
</tbody>
</table>

TOTAL 1000

8. PAYMENT

The consultant must submit a financial proposal for a total of 60 working days.
The proposed fee shall quote an all-inclusive budget for the contract period. The term "all-inclusive" implies that all costs (taxes, professional fees, communications, consumables, etc.) that the National Consultants could incur in completing the assignment are already factored into the fee.

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

<table>
<thead>
<tr>
<th>Payment</th>
<th>Deliverables</th>
<th>Approval should be obtained from</th>
<th>Percentage of Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>First-time payment</td>
<td>#1, #2 and #3</td>
<td>VASI and UNDP</td>
<td>50%</td>
</tr>
<tr>
<td>Last payment</td>
<td>#4, #5, #6</td>
<td>VASI and UNDP</td>
<td>50%</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Contract Type</th>
<th>UNDP Business Unit / Name of Institution/Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

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

<table>
<thead>
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<th>Contract Type</th>
<th>Name of Institution/ Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
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</table>

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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Name of International Organization</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

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.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Full Address &amp; Email Address</th>
<th>Business or Occupation</th>
</tr>
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<tbody>
<tr>
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</table>

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, Processional 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).

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Consultancy fee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Out of pocket expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1</td>
<td>Travel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.2</td>
<td>Per diem</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.3</td>
<td>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).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.4</td>
<td>Others (pls. specify)….</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.5</td>
<td>VAT** if applicable for local firm (in case your company signs the contract)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total

* Individual Consultants/Contractors who are over 65 years of age with assignments that require travel and are required, at their own cost, to undergo a full medical examination including x-rays and obtaining medical clearance from an UN-approved doctor prior to taking up their assignment.

** Individual Consultants/Contractors who request their employer to sign a Reimbursable Loan Agreement (RLA) with UNDP for their behalves are reminded to add the Value Added Tax into the total lump sum of the Financial Offer if applicable.

I undertake, if my proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

I agree to abide by this proposal for a period of 120 days from the submission deadline of the proposals.

Dated this day /month of year

Signature

(The costs should only cover the requirements identified in the Terms of Reference (TOR) Travel expenses are not required if the consultant will be working from home).