18 March 2022

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

<table>
<thead>
<tr>
<th>Country:</th>
<th>Viet Nam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of the assignment:</td>
<td>05 National Consultants to support Project Document Formulation on empowering communities to lead nature-based solutions for marine and coastal biodiversity and climate change</td>
</tr>
<tr>
<td>Period of assignment/services (if applicable):</td>
<td>March 2022 – August 2022</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Home-based with possible travel</td>
</tr>
<tr>
<td>Tender reference:</td>
<td>T220305</td>
</tr>
</tbody>
</table>

1. Submissions should be sent by email to: luu.thi.trang@undp.org no later than:
   17.00 hrs., 24 March 2022 (Hanoi time)

   With subject line:

   T220305A – 01 National Marine Conservation and Integrated Coastal Management Specialist (NC1)

   T220305B – 01 National Coastal Resources and Co-management Specialist (NC2)

   T220305C - 01 National Nature-based Solutions and Mangrove Forest Specialist (NC3)

   T220305D - 01 National Gender, Livelihoods, Awareness raising Specialist (NC4)

   T220305E - 01 National Safeguards Specialist (NC5)

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
      - For International Consultant: 02 written examples in English to be submitted
      - 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:

1. National Marine Conservation and Integrated Coastal Management Specialist

<table>
<thead>
<tr>
<th>No.</th>
<th>Requirement</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Master’s degree or higher in a relevant field, such as marine conservation, coastal protection, biology, environmental science, etc.</td>
<td>150</td>
</tr>
<tr>
<td>2</td>
<td>At least 10 years of demonstrable experience in the technical area of marine conservation, coral reef protection and restoration, integrated coastal management;</td>
<td>250</td>
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<tr>
<td>3</td>
<td>Demonstrated understanding of political, legal and institutional context, marine conservation stakeholders and priorities for marine conservation, coral reef restoration and integrated coastal management in Viet Nam;</td>
<td>250</td>
</tr>
<tr>
<td>4</td>
<td>Demonstrated understanding and experiences in designing, formulating and implementing technical assistant projects, preferably UNDP projects.</td>
<td>250</td>
</tr>
<tr>
<td>5</td>
<td>Excellent written and oral communication skills in English (one sample report provided).</td>
<td>100</td>
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<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>1,000</strong></td>
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2. National Coastal Resources and Co-management Specialist

<table>
<thead>
<tr>
<th>No.</th>
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<th>Points</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Master degree or higher in a relevant field, such as conservation biology, fishery, natural resources, environmental science, etc;</td>
<td>150</td>
</tr>
<tr>
<td>2</td>
<td>10 years of demonstrated relevant professional experience in coastal resources, fishery resources, and co-management models;</td>
<td>200</td>
</tr>
<tr>
<td>3</td>
<td>Demonstrated understanding of political, legal and institutional context for coastal resources, fishery resources and co-management;</td>
<td>200</td>
</tr>
<tr>
<td>4</td>
<td>Demonstrated understanding of women empowerment in coastal resources and co-management activities;</td>
<td>200</td>
</tr>
<tr>
<td>5</td>
<td>Demonstrated understanding and experiences in designing, formulating and implementing technical assistant projects, preferably UNDP projects.</td>
<td>150</td>
</tr>
<tr>
<td>6</td>
<td>Excellent written and oral communication skills in English (one sample report provided).</td>
<td>100</td>
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<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>1,000</strong></td>
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3. National Nature-based Solutions and Mangrove Forest Specialist

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<thead>
<tr>
<th>No.</th>
<th>Requirement</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Master degree or higher in a relevant field, such as conservation biology, biological sciences, natural resource management, forestry or</td>
<td>150</td>
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environmental science, etc;

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<thead>
<tr>
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<tbody>
<tr>
<td>2</td>
<td>10 years of demonstrated relevant professional experience in biodiversity conservation, mangrove forest protection and restoration, nature-based solutions;</td>
<td>250</td>
</tr>
<tr>
<td>3</td>
<td>Demonstrated understanding of political, legal and institutional context for biodiversity conservation and forestry in Viet Nam;</td>
<td>250</td>
</tr>
<tr>
<td>4</td>
<td>Demonstrated understanding and experiences in designing, formulating and implementing technical assistant projects, preferably UNDP projects.</td>
<td>250</td>
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<tr>
<td>5</td>
<td>Excellent written and oral communication skills in English (one sample report provided).</td>
<td>100</td>
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**Total 1,000**

4. National Gender, Livelihoods, Awareness raising Specialist

<table>
<thead>
<tr>
<th>No.</th>
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<tbody>
<tr>
<td>1</td>
<td>Master’s degree or higher in a relevant field, such as Finance, Environmental Economics, Economics, Natural Resources management, Social science, etc;</td>
<td>100</td>
</tr>
<tr>
<td>2</td>
<td>10 years of demonstrated relevant professional experience in gender equality, women empowerment. Experience in development of gender action plan, gender responsive stakeholder analysis</td>
<td>250</td>
</tr>
<tr>
<td>3</td>
<td>Experience in livelihoods improvement, private partnership engagements with relevant experience in biodiversity/natural resource management financing, community livelihoods development, poverty alleviation, stakeholder engagement, and sustainable business development;</td>
<td>250</td>
</tr>
<tr>
<td>4</td>
<td>Experience in awareness raising, capacity building, communication activities</td>
<td>200</td>
</tr>
<tr>
<td>5</td>
<td>Demonstrated understanding and experiences in designing, formulating and implementing technical assistant projects, preferably UNDP projects.</td>
<td>100</td>
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<td>6</td>
<td>Excellent written and oral communication skills in English (one sample report provided).</td>
<td>100</td>
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</table>

**Total 1,000**

5. National Safeguards Specialist

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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Master’s degree or higher in a relevant field, preferably gender studies, sustainable development, environmental assessment, environmental science, etc;</td>
<td>150</td>
</tr>
<tr>
<td>2</td>
<td>10 years of demonstrable experience in the technical area of social and environmental impact assessment, particularly for ODA and biodiversity/climate change projects;</td>
<td>250</td>
</tr>
</tbody>
</table>
3. Prior experience in the safeguards assessments and processes of international organizations and donors, such as UNDP, World Bank, UNDP, etc;  250

4. Demonstrated understanding and experiences in designing, formulating and implementing technical assistant projects, preferably UNDP projects.  250

5. Excellent written and oral communication skills in English (one sample report provided).  100

**Total**  1,000

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. \( S_f = 1000 \times \frac{\text{Fm}}{\text{F}} \), in which \( S_f \) is the financial score, Fm 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 effect payments to the consultant (by bank transfer to the consultant’s bank account provided in the vendor form upon acceptance by UNDP of the deliverables specified the TOR.)
Payments are based upon outputs, i.e. upon delivery of the products specified in the TOR.

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

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

<table>
<thead>
<tr>
<th>Name of service:</th>
<th>National experts to support Project Document Formulation on empowering communities to lead nature-based solutions for marine and coastal biodiversity and climate change:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. 01 National Marine Conservation and Integrated Coastal Management Specialist (35 days)</td>
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<tr>
<td></td>
<td>2. 01 National Coastal Resources and Co-management Specialist (35 days)</td>
</tr>
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<td></td>
<td>3. 01 National Nature-based Solutions and Mangrove Forest Specialist (35 days)</td>
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<td></td>
<td>5. 01 National Safeguards Specialist (20 days)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Project:</th>
<th>Empowering communities to lead nature-based solutions for marine and coastal biodiversity and climate change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reporting to:</td>
<td>UNDP</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Home based</td>
</tr>
<tr>
<td>Duration of Assignment:</td>
<td>From March to 31 August 2022</td>
</tr>
<tr>
<td>Start date</td>
<td>21 March 2022</td>
</tr>
<tr>
<td>End Date:</td>
<td>31 August 2022</td>
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</table>

I. BACKGROUND & PROJECT DESCRIPTION

*Viet Nam is ranked 16th among the countries with the highest biodiversity globally:* Viet Nam’s biodiversity contains about 10% of the world's species while covering less than 1% of its land area, its marine and coastal biodiversity alone comprise over 255 species and 69 genera. However, Viet Nam’s marine and coastal resources are under pressure and the health of the marine ecosystems is declining. The combined impact of climate change and sea level rise, ocean acidification, over-exploitation and degradation of marine ecosystems is putting many people living in coastal areas at risk and threatens their on-going economic activities, especially in the 28 coastal provinces of Vietnam. In an effort to address these growing challenges and to make its ocean economy a catalyst for strong and sustainable development, Viet Nam adopted in 2018 an ambitious Marine Strategy (Resolution 36-NQ/TW) in alignment with one of the main pathways of the Marine Strategy, i.e. promoting environmental protection, marine biodiversity and climate resilience (including managing marine plastic waste).

*With more than 3,000 km of coastline, Viet Nam has rich and diverse mangrove forests:* The area of natural mangroves has decreased by over 85%, from 408,500 ha in 1945 to 57,211 ha in 2015. The severe decline in mangrove area has led to a decrease in marine biodiversity, especially the loss of spawning grounds and habitats for aquatic species. Investing in protection of coral reefs and mangroves can provide a stronger barrier to protect coastal communities against flooding and storm surge during extreme weather, while inland
flooding can be reduced by strategic investments in catchment forests, vegetation and marshes. Evidence from coastal adaptation practices in Viet Nam and in the region further suggests that integrated solutions based on ecosystem services can serve as more effective means to protect communities from the increased incidence of storms. The Government of Viet Nam has been making strong efforts to rehabilitate and replant mangrove forests in various coastal provinces.

**Women as Agents of Change for Biodiversity Conservation:** Women are among the first to experience the devastating impacts of biodiversity loss but are often not included in decision making when it comes to the sustainable use and management of natural resources. Climate change impacts men and women differently. Gender neutral climate action will not generally result in gender neutral outcomes due to the existing differences in baseline between men and women, for instance in terms of time used, livelihoods, ownership of land and assets, access to information/technologies, education, and other social-cultural norms. In this context, climate action measures should be gender-responsive or they run the risk of maintaining or even exacerbating existing inequalities.

UNDP Vietnam is seeking for 5 national experts to support UNDP to work with international consultant and different stakeholders to formulate the project document on empowering communities to lead nature-based solutions for marine and coastal biodiversity and climate change.

**II. OBJECTIVES**

UNDP Vietnam is seeking for 5 national experts to support UNDP to work with international consultant and different stakeholders to develop the project concept into a full project, for the approved project concept titled: *Empowering communities to lead nature-based solutions for marine and coastal biodiversity and climate change (the project)*.

The project is to improve resilience to the impact of climate change, enhance livelihoods of vulnerable communities, particularly women, and restore marine and coastal ecosystems for biodiversity conservation and climate change response in Viet Nam. The project should aim to:

- Strengthen resiliency and responsiveness of coastal communities, especially women;
- Promote transition to nature-based solutions (e.g. waste assimilation by mangroves) to restore coastal and marine ecosystems to improve biodiversity and carbon sequestration, build up carbon sinks and reduce GHG emissions;
- Support low-carbon transition of marine economic sectors, including by developing and improving green livelihood activities (reduce waste, including plastic waste) for coastal communities, especially women;
- Support the development and transition to eco-tourism practices;
- Reduce disaster risks caused by climate change, sea level rise and extreme weather events.

**III. SCOPE OF WORK**

**Consultant 1: National Marine Conservation and Integrated Coastal Management Specialist (35 days)**

**Role:** The Marine Conservation and Integrated Coastal Management Specialist will be responsible for providing inputs on marine and coastal ecosystems, coral reef restoration, integrated coastal management for the formulation of the UNDP Project Document (ProDoc).

**Responsibilities**

Prepare inputs and support the required analyses/studies, as agreed with the Team Leader, including:

a. Contribute to identify appropriate sites for the project intervention and identify relevant stakeholders for engagement in the project

b. Review, assess and document the development context, threats, barriers, challenges, baseline investments, and priorities, related to marine and coastal ecosystems and coral reefs at the national scale and specifically for the project sites, to contribute to these sections of the Project Document
c. Lead the development of a detailed landscape profile report for target project sites, including biodiversity assets, ecological significance and threats to marine and coastal ecosystems including from land-use change, socioeconomic context etc

d. Review the current policy framework and gaps in order to identify key policy needs for operationalizing marine and coastal ecosystem restoration and climate change resilience

e. Providing inputs to the baseline framework on marine ecosystem and integrated coastal management

f. Facilitate the completion of appropriate maps or the acquisition of shapefiles for project landscape and sites, liaising with the government partners for provision of the required maps/shapefiles

g. Identify marine ecosystem conservation and integrated coastal management priorities and develop appropriate strategies for selected areas to contribute to biodiversity conservation and climate resilience

h. Develop strategies for restoration and rehabilitation of coral reefs (coral nurseries/coral farms) that support biodiversity conservation and livelihoods of reef-dependent communities

i. Improve governance and management responsiveness and capacities in integrated coastal management, pollution load from land-based activities to the sea affecting marine habitats, through demonstrations, planning, and strengthening of integrated coastal management in selected provinces.

j. Engage local communities and improve their livelihoods through co-management of resources including fish stock, coral reef, mangroves and marine protected areas following the Decree 26/2019/ND-CP on the implementation of Fishery Law. Enhance livelihoods of reef-dependent communities through sustainable management and co-management of coral reef.

k. Based on findings and stakeholder consultations, define appropriate project interventions (with indicative budget, timeframes, and coordination arrangements with aligned initiatives) for marine conservation and integrated coastal management activities.

l. Provide inputs for the development of practical and achievable project targets for the Results Framework, identification of clear baselines, and viable indicators

m. Contribute to develop strategic communications plans for the project

n. Support the formulation of the project management arrangement, including the coordination mechanism among relevant partners

o. Support the team leader with the preparation of the project’s total budget and work plan and multi-year work plan

p. Support the completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs as guided by the Team Leader.

q. Provide relevant quality text sections for the ProDoc on the aspects mentioned above.

r. Participate in and contribute to the consultation process of the ProDoc; travel to project sites for data collection and consultation

s. Revise the ProDoc based on the received comments

Consultant 2: National Coastal Resources and Co-management Specialist (35 days)

Role: The National Coastal Resources and Co-management Specialist will be responsible for inputs relating coastal resources, fishery resources, co-management models to empower local communities to support the development of the UNDP Project Document (ProDoc).

Responsibilities

Prepare inputs and support the required analyses/studies, as agreed with the Team Leader, including:
a. Contribute to identify appropriate sites for the project intervention and identify relevant stakeholders for engagement in the project
b. Review, assess and document the coastal resources and fishery resources of the selected sites,
c. Review, assess and document existing and potential co-management models and recommend appropriate co-management models for the project; develop detailed recommendations on co-management models
d. Identify and document the development context and threats, problems, barriers and baseline investments, initiatives and projects relating to coastal & fishery resources and to contribute to these sections of the Project Document
e. Review the current policy framework and gaps in order to identify key policy needs for operationalizing sustainable use and conservation of coastal resources and marine resources and climate change resilience
f. Provide inputs to the baseline framework on coastal resources, fishery resources and co-management
g. Engage local communities and improve their livelihoods through co-management of resources including fish stock, coral reef, mangroves and marine protected areas following the Decree 26/2019/ND-CP on the implementation of Fishery Law. Enhance livelihoods of reef-dependent communities through sustainable management and co-management of coral reef.

h. Identify and appropriate interventions for the sustainable use and conservation of coastal resources and fishery resources at the same time to empower local communities, particularly women
i. Based on findings and stakeholder consultations, define appropriate project interventions (with indicative budget, timeframes, and coordination arrangements with aligned initiatives) for coastal resources and co-management activities.
j. Provide inputs for the development of practical and achievable project targets for the Results Framework, identification of clear baselines, and viable indicators
k. Support the formulation of the project management arrangement, including the coordination mechanism among relevant partners
l. Support the team leader with the preparation of the project’s total budget and work plan and multi-year work plan
m. Support the completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs as guided by the Team Leader.

n. Provide relevant quality text sections for the ProDoc on the aspects mentioned above.
o. Participate in and contribute to the consultation process of the ProDoc; travel to project sites for data collection and consultation
p. Revise the ProDoc based on the received comments

Consultant 3: National Nature-based Solutions and Mangrove Forest Specialist (35 days)
Role: The National Nature-based Solutions and Mangrove Forest Specialist will be responsible for the inputs relating to biodiversity conservation, mangroves forest conservation and restoration, and nature-based solutions to support the development of the UNDP Project Document (ProDoc).

Responsibilities
Prepare inputs and support the required analyses/studies, as agreed with the Team Leader, including:
a. Contribute to identify appropriate sites for the project intervention and identify relevant stakeholders for engagement in the project
b. Review, assess and document the development context, threats, barriers, challenges, baseline investments and priorities related to biodiversity conservation, nature-based solutions and mangrove forest at the national scale and specifically for the project sites, to contribute to these sections of the Project Document.

c. Lead the development of a detailed landscape profile report for target project sites, including biodiversity assets, ecological significance and threats to biodiversity including from land-use change, socioeconomic context etc

d. Providing inputs to the baseline framework on biodiversity conservation, nature-based solutions and mangrove forest

e. Facilitate the completion of appropriate maps or the acquisition of shapefiles for project landscape and sites, liaising with the government partners for provision of the required maps/shapefiles

f. Identify mangrove conservation restoration priorities and develop appropriate restoration strategies for selected areas to contribute to biodiversity conservation and climate resilience

g. Identify and propose appropriate nature-based solutions for marine and coastal protection and climate change resilience in the selected sites

h. Based on findings and stakeholder consultations, define appropriate project interventions (with indicative budget, timeframes, and coordination arrangements with aligned initiatives) for nature-based solutions and mangrove forest restoration activities.

i. Provide inputs for the development of practical and achievable project targets for the Results Framework, identification of clear baselines, and viable indicators, including the greenhouse gas emission reduction from mangrove forest restoration activities

j. Support the formulation of the project management arrangement, including the coordination mechanism among national and provincial partners

k. Support the team leader with the preparation of the project’s total budget and work plan and multi-year work plan;

l. Support the completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs as guided by the Team Leader.

m. Provide relevant quality text sections for the ProDoc on the aspects mentioned above.

n. Participate in and contribute to the consultation process of the ProDoc; travel to project sites for data collection and consultation

o. Revise the ProDoc based on the received comments

**Consultant 4: National Gender, Livelihoods, Awareness raising Specialist (40 days)**

**Role:** The Gender, Livelihoods, Awareness Raising Specialist is responsible for providing inputs relating to gender, women empowerment, social inclusion, livelihoods improvement, women-led business, awareness raising to support the development of the UNDP Project Document (ProDoc).

**Responsibilities**

Prepare inputs and support the required analyses/studies, as agreed with the Team Leader, including:

a. Identify and document the development context and threats, problems, barriers, and baseline investments, initiatives and projects relating to gender, social inclusion, livelihoods, to contribute to these sections of the Project Document

b. Prepare inputs for the baseline/situational analysis on appropriate strategies for increased resilience and improved livelihoods of vulnerable communities.

c. Prepare the gender equality analysis and action plan and budget
d. Advise on gender responsive stakeholder analysis and consultations and ensure that they are complete and comprehensive

e. Using the findings from the gender analysis, provide inputs to the project’s results framework and theory of change; ensure gender considerations are integrated into the project’s theory of change

f. Provide inputs for the development of the Stakeholder Engagement Plan to ensure it is Socially Inclusive and Gender Responsive; analyse the capacity of relevant partners

g. Lead the exploration and assessment of the most viable options for livelihoods improvement activities and women-led business; identify and support feasibility studies and business plan development for best business opportunities.

h. Lead and oversee the identification of opportunities for private sector engagement and co-financing

i. Explore opportunities for promoting public-private partnerships

j. Identify key training and capacity needs for relevant local authorities and local communities

k. Propose awareness raising and community engagement activities

l. Develop an eco-coastal tourism strategy that includes a focus on high environmental standards for infrastructure and engaging of local communities in the design and operation of the facilities.

m. Develop and implement educational programmes and behavioural change campaigns to raise awareness to demonstrate the economic/environmental benefits of protecting the coastal and marine ecosystems/mangroves at national, provincial and community levels.

n. Create participatory mechanisms to engage women and marginalized groups in the processes of development and implementation of policies and decision making to promote marine spatial planning and sustainable ocean economy (implementing Decree 36/NQ-TW of the Party on Sustainable Development of Blue Economy)

o. Develop and ensure public accessibility of gender-sensitive climate-, disaster, and resource information services that help to increase resilience of coastal vulnerable communities

p. Set up local business incubation programmes focusing on marine biodiversity protection, to enable the scaling up of women and youth-led start-ups in Nature-based solutions for tourism, disaster risk reduction and coastal resilience.

q. Pilot and experiment innovative and blue financial mechanisms to mobilise private capital for biodiversity protection and ecosystem restoration community-led activities.

r. Develop strategic communications plans for the project

s. Identify appropriate Results Framework indicators and targets related to gender, livelihoods improvement, awareness raising, private partnership engagement outputs and outcomes; collect baseline data for the relevant indicators; choose the means of measurement; and define targets, key risks, and assumptions linked to these indicators;

t. Identify and describe beneficiaries of the project

u. Support the formulation of the project management arrangement, including the coordination mechanism among national and provincial partners

v. Support the team leader with the preparation of the project’s total budget and work plan and multi-year work plan;

w. Support the completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs as guided by the Team Leader

x. Provide relevant quality text sections for the ProDoc on the aspects mentioned above.

y. Participate in and contribute to the consultation process of the ProDoc; travel to project sites for data collection and consultation

z. Revise the ProDoc based on the received comments
**Consultant 5: National Safeguards Specialist (20 days)**

**Role:** The National Safeguards Specialist will develop mandatory project contents and Annexes related to application of social and environmental safeguards and support adherence of project development to UNDP’s SESP and specific requirements, as appropriate.

**Responsibilities:**

Prepare inputs and support the required analyses/studies, as agreed with the Team Leader, including:

a. Prepare and complete the UNDP Social and Environmental Screening Procedure (SESP), and support the detailed assessment of all project risks including consultations with local stakeholders.

b. Assess presence of Indigenous Peoples/ethnic minorities within project landscapes and their interests. If present, assess potential impacts of the project on rights and interests, lands, territories, resources, and traditional livelihoods and determine when FPIC applies in accordance with national contexts and preferences. Prepare the ESMF and IPPF.

c. Lead and carry out consultations with communities at demonstration landscape to assess level of understanding and capacity to give consent, and identify community preferences for FPIC process. Based on these assessments, and if relevant, integrate relevant matters as needed including FPIC into project design and into the comprehensive Stakeholder Engagement Plan; support to develop the Stakeholder engagement plan.

d. Lead the section on Environmental Sustainability of the ProDoc template.

e. Support the formulation of the project management arrangement, including the coordination mechanism among relevant partners.

f. Support the team leader with the preparation of the project’s total budget and work plan and multi-year work plan.

g. Support the completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs as guided by the Team Leader.

h. Participate in and contribute to the consultation process of the project; travel to project sites for data collection and consultation.

i. Revise the ProDoc based on the received comments.

**IV. DELIVERABLES & IMPLEMENTATION TIMELINE**

<table>
<thead>
<tr>
<th>No.</th>
<th>Deliverable</th>
<th>Estimated days to complete</th>
<th>Target due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Consultant 1- National Marine Conservation and Integrated Coastal Management Specialist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Appropriate inputs provided to the Draft project document as agreed with the Team Leader</td>
<td>30</td>
<td>4/29/2022</td>
</tr>
<tr>
<td>2</td>
<td>Appropriate inputs to finalise the final Project Document based on received comments</td>
<td>5</td>
<td>8/31/2022</td>
</tr>
<tr>
<td>II</td>
<td>Consultant 2- National Coastal resources and Co-management Specialist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Appropriate inputs provided to the Draft project document as agreed with the Team Leader</td>
<td>30</td>
<td>4/29/2022</td>
</tr>
<tr>
<td>2</td>
<td>Appropriate inputs to finalise the final Project</td>
<td>5</td>
<td>8/31/2022</td>
</tr>
</tbody>
</table>
### V. DURATION OF ASSIGNMENT, DUTY STATION & EXPECTED PLACES OF TRAVEL

Estimated number of working days: 165 working days from 3/21/2022 to 8/31/2022.

**Duty station:** Home-based

**Expected places of travel:** To project sites upon request. Travels will be arranged by UNDP according to the UN-EU Guideline Cost norms.

### VI. PROVISION OF MONITORING & PROGRESS CONTROL

The selected consultant will perform tasks as required under the direct supervision of UNDP. The consultant is required to regularly report to the UNDP on the progress of the work. After the signing of the contract, the selected consultant will work with the team leader and UNDP to agree on the mechanism and actual timeline of the reporting requirement. The deliverables shall be submitted to UNDP for review and approval. The draft and final project proposal shall be technically cleared by UNDP prior to the submission.

### VII. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

**Administrative Support**

Administrative support will be provided by UNDP. Copies of relevant documents and templates will be made available to the consultants upon commencement of the assignment. UNDP will also facilitate all logistical arrangements for meeting with core project partners in Viet Nam.

### VIII. DEGREE OF EXPERTISE & QUALIFICATIONS

1. **Consultant 1 - National Marine Conservation and Integrated Coastal Management Specialist**

   - Master’s degree or higher in a relevant field, such as marine conservation, coastal protection, biology environmental science, etc
At least 10 years of demonstrable experience in the technical area of marine conservation, coral reef protection and restoration, integrated coastal management

- Demonstrated understanding of political, legal and institutional context, marine conservation stakeholders and priorities for marine conservation, coral reef restoration and integrated coastal management in Viet Nam
- Demonstrated understanding and experiences in designing, formulating and implementing technical assistant projects, preferably UNDP projects.
- Excellent written and oral communication skills in English (one sample report provided).

2. Consultant 2 - National Coastal resources and Co-management Specialist

- Master degree or higher in a relevant field, such as conservation biology, fishery, natural resources, environmental science, etc;
- 10 years of demonstrated relevant professional experience in coastal resources, fishery resources, and co-management models;
- Demonstrated understanding of political, legal and institutional context for coastal resources, fishery resources and co-management;
- Demonstrated understanding of women empowerment in coastal resources and co-management activities;
- Demonstrated understanding and experiences in designing, formulating and implementing technical assistant projects, preferably UNDP projects.
- Excellent written and oral communication skills in English (one sample report provided).

3. Consultant 3 - National Nature-based Solutions and Mangrove Forest Specialist

- Master degree or higher in a relevant field, such as conservation biology, biological sciences, natural resource management, forestry or environmental science, etc;
- 10 years of demonstrated relevant professional experience in biodiversity conservation, mangrove forest protection and restoration, nature-based solutions;
- Demonstrated understanding of political, legal and institutional context for biodiversity conservation and forestry in Viet Nam;
- Demonstrated understanding and experiences in designing, formulating and implementing technical assistant projects, preferably UNDP projects.
- Excellent written and oral communication skills in English (one sample report provided).

4. Consultant 4 - National Gender, Livelihoods, Awareness raising Specialist

- Master’s degree or higher in a relevant field, such as Finance, Environmental Economics, Economics, Natural Resources management, Social science, etc;
- 10 years of demonstrated relevant professional experience in gender equality, women empowerment. Experience in development of gender action plan, gender responsive stakeholder analysis
- Experience in livelihoods improvement, private partnership engagements with relevant experience in biodiversity/natural resource management financing,
community livelihoods development, poverty alleviation, stakeholder engagement, and sustainable business development;

- Experience in awareness raising, capacity building, communication activities
- Demonstrated understanding and experiences in designing, formulating and implementing technical assistant projects, preferably UNDP projects.
- Excellent written and oral communication skills in English (one sample report provided).

5. Consultant 5 - National Safeguards Specialist

- Master’s degree or higher in a relevant field, preferably gender studies, sustainable development, environmental assessment, environmental science, etc;
- 10 years of demonstrable experience in the technical area of social and environmental impact assessment, particularly for ODA and biodiversity/climate change projects;
- Prior experience in the safeguards assessments and processes of international organizations and donors, such as UNDP, World Bank, UNDP, etc;
- Demonstrated understanding and experiences in designing, formulating and implementing technical assistant projects, preferably UNDP projects.
- Excellent written and oral communication skills in English (one sample report provided).

IX. PAYMENT TERMS

<table>
<thead>
<tr>
<th>No.</th>
<th>Deliverables as indicated in Section IV</th>
<th>Due Date</th>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Deliverables 1</td>
<td>29 April 2022</td>
<td>80%</td>
</tr>
<tr>
<td>2</td>
<td>Deliverables 2</td>
<td>31 August 2022</td>
<td>20%</td>
</tr>
</tbody>
</table>

X. CONSULTANT PRESENCE REQUIRED ON DUTY STATION

- ✔ FULL-TIME
- ☐ PARTIAL
- ☐ INTERMITTENT
- ☐ NONE

XI. EVALUATION CRITERIA


<table>
<thead>
<tr>
<th>No.</th>
<th>Requirement</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Master’s degree or higher in a relevant field, such as marine conservation, coastal protection, biology, environmental science, etc</td>
<td>150</td>
</tr>
<tr>
<td>2</td>
<td>At least 10 years of demonstrable experience in the technical area of marine conservation, coral reef protection and restoration, integrated coastal management;</td>
<td>250</td>
</tr>
<tr>
<td>3</td>
<td>Demonstrated understanding of political, legal and institutional context, marine conservation stakeholders and priorities for marine conservation, coral reef restoration and integrated coastal management in Viet Nam;</td>
<td>250</td>
</tr>
<tr>
<td>No.</td>
<td>Requirement</td>
<td>Points</td>
</tr>
<tr>
<td>-----</td>
<td>-----------------------------------------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>4</td>
<td>Demonstrated understanding and experiences in designing, formulating and implementing technical assistant projects, preferably UNDP projects.</td>
<td>250</td>
</tr>
<tr>
<td>5</td>
<td>Excellent written and oral communication skills in English (one sample report provided).</td>
<td>100</td>
</tr>
</tbody>
</table>

**Total 1,000**

### 7. National Coastal Resources and Co-management Specialist

<table>
<thead>
<tr>
<th>No.</th>
<th>Requirement</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Master degree or higher in a relevant field, such as conservation biology, fishery, natural resources, environmental science, etc;</td>
<td>150</td>
</tr>
<tr>
<td>2</td>
<td>10 years of demonstrated relevant professional experience in coastal resources, fishery resources, and co-management models;</td>
<td>200</td>
</tr>
<tr>
<td>3</td>
<td>Demonstrated understanding of political, legal and institutional context for coastal resources, fishery resources and co-management;</td>
<td>200</td>
</tr>
<tr>
<td>4</td>
<td>Demonstrated understanding of women empowerment in coastal resources and co-management activities;</td>
<td>200</td>
</tr>
<tr>
<td>5</td>
<td>Demonstrated understanding and experiences in designing, formulating and implementing technical assistant projects, preferably UNDP projects.</td>
<td>150</td>
</tr>
<tr>
<td>6</td>
<td>Excellent written and oral communication skills in English (one sample report provided).</td>
<td>100</td>
</tr>
</tbody>
</table>

**Total 1,000**

### 8. National Nature-based Solutions and Mangrove Forest Specialist

<table>
<thead>
<tr>
<th>No.</th>
<th>Requirement</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Master degree or higher in a relevant field, such as conservation biology, biological sciences, natural resource management, forestry or environmental science, etc;</td>
<td>150</td>
</tr>
<tr>
<td>2</td>
<td>10 years of demonstrated relevant professional experience in biodiversity conservation, mangrove forest protection and restoration, nature-based solutions;</td>
<td>250</td>
</tr>
<tr>
<td>3</td>
<td>Demonstrated understanding of political, legal and institutional context for biodiversity conservation and forestry in Viet Nam;</td>
<td>250</td>
</tr>
<tr>
<td>4</td>
<td>Demonstrated understanding and experiences in designing, formulating and implementing technical assistant projects, preferably UNDP projects.</td>
<td>250</td>
</tr>
<tr>
<td>5</td>
<td>Excellent written and oral communication skills in English (one sample report provided).</td>
<td>100</td>
</tr>
</tbody>
</table>

**Total 1,000**

### 9. National Gender, Livelihoods, Awareness raising Specialist
Master’s degree or higher in a relevant field, such as Finance, Environmental Economics, Economics, Natural Resources management, Social science, etc; 100

10 years of demonstrated relevant professional experience in gender equality, women empowerment. Experience in development of gender action plan, gender responsive stakeholder analysis 250

Experience in livelihoods improvement, private partnership engagements with relevant experience in biodiversity/natural resource management financing, community livelihoods development, poverty alleviation, stakeholder engagement, and sustainable business development; 250

Experience in awareness raising, capacity building, communication activities 200

Demonstrated understanding and experiences in designing, formulating and implementing technical assistant projects, preferably UNDP projects. 100

Excellent written and oral communication skills in English (one sample report provided). 100

Total 1,000

10. National Safeguards Specialist

<table>
<thead>
<tr>
<th>No.</th>
<th>Requirement</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Master’s degree or higher in a relevant field, preferably gender studies, sustainable development, environmental assessment, environmental science, etc;</td>
<td>150</td>
</tr>
<tr>
<td>2</td>
<td>10 years of demonstrable experience in the technical area of social and environmental impact assessment, particularly for ODA and biodiversity/climate change projects;</td>
<td>250</td>
</tr>
<tr>
<td>3</td>
<td>Prior experience in the safeguards assessments and processes of international organizations and donors, such as UNDP, World Bank, UNDP, etc;</td>
<td>250</td>
</tr>
<tr>
<td>4</td>
<td>Demonstrated understanding and experiences in designing, formulating and implementing technical assistant projects, preferably UNDP projects.</td>
<td>250</td>
</tr>
<tr>
<td>5</td>
<td>Excellent written and oral communication skills in English (one sample report provided).</td>
<td>100</td>
</tr>
</tbody>
</table>

Total 1,000
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>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</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>
<tr>
<th>Assignment</th>
<th>Contract Type</th>
<th>Name of Institution/ Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</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>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</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</th>
<th>Business or Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</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>
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<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>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* 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).