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>International Project Development Specialist to Lead the UNDP Project Development Team (40 working days)</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</td>
</tr>
<tr>
<td>Tender reference:</td>
<td>A-220305</td>
</tr>
</tbody>
</table>

1. Submissions should be sent by email to: quach.thuy.ha@undp.org no later than:
   17.00 hrs., Thursday 24 March 2022 (Hanoi time)

   With subject line:

   A-220305 International Consultant to lead UNDP Project Development Team

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 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
      - Copy of 1-3 publications/writing samples on relevant subject.
      - Reference contacts of past 4 clients for whom you have rendered preferably the similar service (including name, title, email, telephone number, address…)
   b. Financial proposal (with your signature):
      - The financial proposal shall specify a total lump sum amount in 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:

**International Consultant**

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Master’s degree or higher in a relevant field, such as Natural Resources Management, Marine conservation, Conservation Biology, Environment &amp; Development or Sustainable Development;</td>
<td>100</td>
</tr>
<tr>
<td>2 Minimum 10 years of demonstrable experience in the technical area of marine conservation, wetlands, mangrove forest, climate resilience</td>
<td>250</td>
</tr>
<tr>
<td>3 Demonstrated experience in formulation of high-quality donor-funded project documents, using the logical framework and the result-based management approaches, particularly for UNDP projects (01 sample report provided)</td>
<td>250</td>
</tr>
<tr>
<td>4 Demonstrated experience in implementing development projects. Previous implementation of UNDP projects is an advantage.</td>
<td>200</td>
</tr>
<tr>
<td>5 Excellent communication skills in English</td>
<td>100</td>
</tr>
<tr>
<td>6 Experience working in Asia and Viet Nam on related initiatives highly desired.</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1,000</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. Interview with the shortlisted candidates will be conducted at the technical evaluation stage.

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.
  
  \textit{Note:} In order to access the courses, please go to the following link: [https://training.dss.un.org](https://training.dss.un.org)

- 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 the payment.

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

TERMS OF REFERENCE

<table>
<thead>
<tr>
<th>Name of service:</th>
<th>International Project Development Specialist to Lead the UNDP Project Development Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Title:</td>
<td>Empowering communities to lead nature-based solutions for marine and coastal biodiversity and climate change</td>
</tr>
<tr>
<td>Reporting to:</td>
<td>UNDP</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Home based</td>
</tr>
<tr>
<td>Travel Required:</td>
<td>No</td>
</tr>
<tr>
<td>Duration of Assignment:</td>
<td>Total of 40 days from March 2022 to August 2022</td>
</tr>
<tr>
<td>Starting date</td>
<td>March 2022</td>
</tr>
<tr>
<td>End Date:</td>
<td>August 2022</td>
</tr>
</tbody>
</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 01 international expert to support UNDP to work with national consultants 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. OBJECTIVE

UNDP Vietnam is seeking for 01 International Project Development Specialist (the Team Lead) to work with local consultants, the implementation partner, and the relevant 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

Role: The Team Leader is responsible for quality assurance and timely preparation of a Project Document (ProDoc) in a standard template agreed by donor and UNDP, with key mandatory and project-specific Annexes and supporting documentation. The Team Lead will be responsible for managing all consultants on the Team and coordinating the Team's work, as well as providing the necessary technical expertise.

Due to the ongoing COVID-19 travel restrictions, the Team lead will be leading the project development process remotely. Whenever possible, filed visit to projects in Viet Nam will be arranged.

Responsibilities: the following lists the overall responsibilities will be expected from the international consultant:

1) Management of the consultant team
   a. Define and submit a detailed methodology and work plan in consultation with the other consultants with clear delegation of responsibilities for the International Consultant (IC) and National Consultants (NCs);
   b. Ensure that project development is participatory, gender-responsive and based on extensive stakeholder engagements; and
   c. Verify and ensure that all project components are technically sound and cost effective.

2) Preparatory Technical Studies and Reviews: With inputs from the national consultants, as detailed in their respective TORs:
   a. Compile baseline/situational analysis for the project. This will include a precise definition of baseline projects, activities, budgets, goals links to the project outcomes;
b. Oversee the stakeholder analysis and consultations, with support from national consultants, and ensure that they are complete and comprehensive including consultations with the private sector and relevant stakeholders;

c. Oversee the preparation of the gender analysis and ensure its findings are meaningfully integrated into the project’s strategy, theory of change and results framework

d. Review and refine all indicators in the Results Framework. This should include an assessment of feasibility and methods of assessment for each indicator

e. Ensure action points, including risk assessments, as appropriate;

f. Oversee the identification of the project sites, with documentation of selection criteria and making sure that geo-referenced data and maps are clearly presented both for targeted protected areas and broader landscapes, as applicable;

g. Ensure the design of appropriate project knowledge management processes and platforms, ensuring appropriate linkages to existing mechanisms and knowledge sharing in project landscapes;

h. Oversee the consultations with relevant partners
 i. Ensure completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs.

3) Formulation of the ProDoc. and Project Specific Annexes: With inputs from the national consultants, as detailed in their respective TORs, and based on international best practice to prepare a high quality ProDoc following the Donor template with some addition of UNDP requirements:

a. Develop, present and articulate the project’s theory of change with underlying assumptions (present this in narrative and diagram forms);

b. Develop the Results Framework in line with UNDP policy and the Performance measurement framework in line with the donor policy;

c. Develop a detailed Monitoring and Evaluation Plan and Budget;

d. Oversee and ensure the preparation of a comprehensive Stakeholder Engagement Plan;

e. Oversee and ensure the preparation of a Gender Action Plan and Budget;

f. Oversee and ensure the updating of the SESP and ensure the development of required environmental and/or social management plan(s) as required (namely, Indigenous People/ Ethnic Minority Planning Framework (IPPF) and Environmental and Social Management Framework (ESMF);

g. Work with national consultants to develop the project’s budget in UNDP format with detailed budget notes and Prepare the indicative procurement plan;

h. Secure and present agreements on project execution and management arrangements and ensure that the project aligns to UNDP regulations;

i. Develop other sections of the ProDoc as required such as Innovation, Human rights analysis, Human rights approach, etc

j. Revise the ProDoc based on received comments

IV. DELIVERABLES & IMPLEMENTATION TIMELINE

<table>
<thead>
<tr>
<th>No.</th>
<th>Deliverables</th>
<th>Estimated days to complete</th>
<th>Target due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Team workplan</td>
<td>2 days</td>
<td>March 2022</td>
</tr>
<tr>
<td>2</td>
<td>First Draft ProDoc</td>
<td>28 days</td>
<td>29 April 2022</td>
</tr>
<tr>
<td>3</td>
<td>Finalized UNDP ProDoc</td>
<td>10 days</td>
<td>31 August 2022</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>40 days</td>
<td></td>
</tr>
</tbody>
</table>
V. DURATION OF ASSIGNMENT, DUTY STATION & EXPECTED PLACES OF TRAVEL

Estimated number of working days: 40 working days from 3/28/2022 to 8/31/2022.
Duty station: Home-based
Expected places of travel: No

VI. PROVISION OF MONITORING & PROGRESS CONTROL

The selected consultant will perform tasks as required under the direct supervision of the UNDP Viet Nam. The consultant is required to regularly report progress to the UNDP Viet Nam. After the signing of the contract, the selected consultant will work with the national consultant team and UNDP Viet Nam to agree on the mechanism and actual timeline of the reporting requirement. Upon that the consultant will develop a detailed work plan which must be agreed by UNDP Viet Nam.

VII. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

UNDP Viet Nam will assist the selected consultant with administrative support related to, but not necessarily limited to:

- Assistance with acquiring official letters in case of visits or conducting interviews with official partners.
- Organizing necessary consultation meeting(s).
- Data acquisition to complete the necessary analyses
- Other support as required to produce a high-quality Project Document

VIII. DEGREE OF EXPERTISE & QUALIFICATIONS

International Project Development Specialist (Team Leader)

- Master’s degree or higher in a relevant field, such as Natural Resources Management, Marine conservation, Conservation Biology, Environment & Development or Sustainable Development;
- Minimum 10 years of demonstrable experience in the technical area of marine conservation, wetlands, mangrove forest, climate resilience
- Demonstrated experience in formulation of high quality donor-funded project documents, using the logical framework and the result-based management approaches, particularly for UNDP projects (01 sample report provided)
- Demonstrated experience in implementing development projects. Previous implementation of UNDP projects is an advantage.
- Excellent communication skills in English
- Experience working in Asia and Viet Nam on related initiatives highly desired.

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 &amp; 2</td>
<td>29 April 2022</td>
<td>80%</td>
</tr>
<tr>
<td>2</td>
<td>Deliverables 3</td>
<td>31 August 2022</td>
<td>20%</td>
</tr>
</tbody>
</table>
X. CONSULTANT PRESENCE REQUIRED ON DUTY STATION

☐ NONE □ PARTIAL □ INTERMITTENT □ FULL-TIME

XI. EVALUATION CRITERIA

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
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<tbody>
<tr>
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<td><strong>1,000</strong></td>
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ANNEX IV

OFFEROR’S LETTER TO UNDP
CONFIRMING INTEREST AND AVAILABILITY
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date ______________________

United Nations Development Programme

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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</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>
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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>
<td></td>
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</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>
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</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
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 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 (in case your company signs the contract)</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).