



14 April 2022

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	<b>01 National consultant as Field technical coordinator (Sustainable agriculture development) for supporting implementation the project activities at the provincial level</b>
Period of assignment/services (if applicable):	240 days (from 01 June 2022 to 31 May 2024)
Duty Station:	Dak Lak Province
Tender reference:	(PN-K-220415)

1. Submissions should be sent by **email** to: [bid.submission.vn@undp.org](mailto:bid.submission.vn@undp.org) on or before

**Deadline for submission: 23.59 hrs., 26 April 2022 (Hanoi time)**

**With subject line:**

**(PN-K-220415)01 National consultant as Field technical coordinator (Sustainable agriculture development) for supporting implementation the project activities at the provincial level**

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

### **Note:**

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.
- Maximum size per email is **30 MB**.
- Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP Viet Nam will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.
- After submitting proposal, bidder should send notification by email (without attachment) to: [procurement.vn@undp.org](mailto:procurement.vn@undp.org) informing that the bidder has submitted

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

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

## 2. Please find attached the relevant documents:

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

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

### a. Technical component:

- Signed Curriculum vitae
- Signed Letter to UNDP Confirming Interest and Availability
- 02 similar sample reports in English;

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

- The financial proposal shall specify a total lump sum amount in **VND for National Consultant** including consultancy fees and all associated costs i.e. consultancy fee, meal, accommodation, PIT, 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:

No.	Requirement for	Points
1	Master's Degree or higher study in agriculture, crop production, water resource management, or other development management related field is preferred	150
2	Minimum seven years of experience in related technical field for sustainable agriculture development, crop production, Livelihood and/or Agriculture extension, rural development, agriculture extension; and/or institutional capacity building, stakeholder engagement	200
3	Hands-on experience in project coordination, management, monitoring and evaluation	150
4	Experience in providing consultancy, technical advice/coach, and reports	150

5	Experience with agriculture small farmers and minorities group in Central Highlands and South-Central Coast regions	200
6	Working experiences with NGOs and Donor agencies in related to climate change, agriculture development and water resources	100
7	Good command of English and Vietnamese with 02 similar sample reports in English	50
	<b>Total</b>	<b>1,000</b>

A two-stage procedure is utilized in evaluating the submissions, with evaluation of the technical components being completed prior to any price proposals being opened and compared.

The price proposal will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical component. The technical component is evaluated on the basis of its responsiveness to the Term of Reference (TOR). Maximum 1000 points will be given to the lowest offer and the other financial proposals will receive the points inversely proportional to their financial offers. i.e.  $S_f = 1000 \times F_m / F$ , in which  $S_f$  is the financial score,  $F_m$  is the lowest price and  $F$  the price of the submission under consideration.

The weight of technical points is 70% and financial points is 30%.

Submission obtaining the highest weighted points (technical points + financial points) will be selected subject to positive reference checks on the consultant's past performance.

## 5. Contract

“Lump-sum” Individual Contract will be applied for freelance consultant (Annex II)

“Lump-sum” RLA will be applied for consultant assigned by firm/institution/organization (Annex III)

Documents required before contract signing:

- International consultant whose work involves travel is required to complete the courses on BSAFE which is the new online security awareness training and submit certificate to UNDP before contract issuance.
- Note: In order to access the courses, please go to the following link: <https://training.dss.un.org>

The training course takes around 3-4 hours to complete.

- Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel. (This is not a requirement for RLA contracts).
- Release letter in case the selected consultant is government official.

## 6. Payment

UNDP shall 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.**



## TERMS OF REFERENCE

INDIVIDUAL CONSULTANT

Ref#: UN17/Activity 1.4.2

<b>Name of service:</b>	National consultant as Field technical coordinator (Sustainable agriculture development) for supporting implementation the project activities at the provincial level		
<b>Project:</b>	Strengthening the resilience of smallholder agriculture to climate change-induced water insecurity in the Central Highlands and South-Central Coast regions of Vietnam		
<b>Reporting to:</b>	Programme Management Specialist/ UNDP Project manager, GCF2-SACCR		
<b>Duty Station:</b>	Dak Lak	<b>Travel Required:</b>	Click or tap to specify Yes/No.
<b>Duration of Assignment:</b>	240 days		
<b>Start Date:</b>	6/1/2022	<b>End Date:</b>	5/31/2024

### I. BACKGROUND & PROJECT DESCRIPTION

Viet Nam is particularly vulnerable to climate change and already impacted by more irregular and intense climate variability and change. Two of the regions most vulnerable to droughts-exacerbated by climate change affecting smallholder farmers are the Central Highlands and South-Central Coast. Changes in precipitation are leading to increasing deficits in surface and ground water availability for agricultural production with longer periods of severe water scarcity during the dry season and increased frequency and intensity of droughts. Overall agricultural productivity is falling, with corresponding declines in yields and incomes particularly harmful to small-scale farmers vulnerable to reduced water availability on rain fed lands and within this group, poor and near-poor, ethnic minority and women farmers.

UNDP is collaborating with the Ministry of Agriculture and Rural Development (MARD), Ministry of Planning and Investment (MPI, as the GCF National Designated Authority), and the five participating provinces of Dak Lak, Dak Nong, Binh Thuan, Ninh Thuan, and Khanh Hoa to implement the GCF-financed project “*Strengthening the resilience of smallholder agriculture to climate change-induced water insecurity in the Central Highlands and South-Central Coast regions of Vietnam*” (herein after referred to as “the GFC2 Project”).

The objective of this project is to empower vulnerable smallholders in five provinces of the Central Highlands and South-Central Coast regions of Vietnam – particularly women and ethnic minority farmers – to manage increasing climate risks to agricultural production. To achieve its objective, the project will enable smallholder farmers to adapt to climate-driven rainfall variability and drought through implementation of two linked Outputs integrating GCF and co-financing resources from the Asian Development Bank and the Government of Vietnam:

1. improved access to water for vulnerable smallholder farmers for climate-resilient agricultural production in the face of climate-induced rainfall variability and droughts, and

2. strengthened capacities of smallholder farmers to apply climate and market information, technologies, and practices for climate-resilient water and agricultural management.

The project was developed as part of an integrated programme funded through multiple sources, as envisaged by the Government of Vietnam (GoV), that was aimed at enhancing water security and building the climate change resilience of the agriculture sector focusing on Vietnam's Central Highland and South-Central Coastal Regions. In alignment with this programme, the project will enable the GoV to adopt a paradigm shift in the way smallholder agricultural development is envisioned and supported through an integrated approach to agricultural resilience starting with planning for climate risks based on identification and analysis of agroecosystem vulnerabilities; enhancing water security and guaranteeing access; scaling up adoption and application of climate-resilient agricultural practices and cropping systems; and creating partnerships among value chain stakeholders to ensure access to market and credit. This approach directly addresses climate risks while also establishing or strengthening institutional capacities for long-term multi-stakeholder support to vulnerable smallholders.

## II. OBJECTIVES

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The Field Technical Coordinator on Sustainable agriculture development will be accountable to UNDP Vietnam for supporting effective implementation of GCF2-SACC project, including providing technical advices, grassroots expertise and field coordination on climate smart agriculture, cultivation, resilient crops, farmers groups of crop production and water use. The incumbent will be part of GCF2-SACCR project technical team, and will be based in provincial project management unit (PPMU) of the one of project province, while providing technical support to other PPMUs and whole project. He or she will be the focal point for communication to the participating partners, and others concerning the implementation of the project at the sub-national level.

## III. SCOPE OF WORK

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The scope of work for the consultants is as below:

### *Leveraging technical for activity implementation in provinces*

- Provide technical and local evidence-based inputs to project team at UNDP, CPO, PPMUs and related partners to effectively design, follow-up and improvement of working packages on sustainable crop production, water resources management, the establishment or re-activate Farmers groups, Farmer Field School (FFS), FFS training courses, Voucher System (VS), CRA activities.
- Work with all PPMUs and specifically Dak Lak and selected local services providers to provide technical support to ensure proper implementation, following-up and documentation of workplan development and local level interventions, including survey, assessment, training curriculum and materials development, FFS, farmers groups and farmer's techniques application etc.
- Support the activities contracted out to partner institutes, NGOs, consulting firms in demonstrations of climate resilient agriculture (CRA) and irrigation technologies; Support PPMUs and DARD (Department of Agriculture and Rural Development) in mobilizing farmer water users and providing technical training on water user group formation, rules and procedures and leadership;
- Support the formulation and operation of Climate Innovation Platform (CIP) in Dak Lak as a pilot initiative and later well-functioned activity for the project. Support to share the results and advice CPO and other PPMUs on CIP.
- Assist in the preparation of appropriate extension materials using culturally appropriate approaches and local languages for promotion of the climate resilient agriculture, water resources and agricultural practices;
- Provide direct coaching and support towards provincial coordinators and AEC technicians in follow-up with communes and farmers group to further enhance CSA knowledge and practices, to apply new techniques in the daily crop production and water use.
- Work closely with other project staff and experts to ensure alignment with Environment and Social Safeguards and Gender empowerment of the project.
- Contribute to the formulation of realistic years provincial project goals and plans and assist in monitoring and evaluating progress against goals

### *Coordination and collaboration with project partners/ other key stakeholders*

- Provide support to Dak Lak PPMU for coordinating GCF2-SACCR activities with other PPMUs, CPO, UNDP and local services providers for the best effectiveness.
- Ensure that climate smart agriculture/climate change awareness interventions implemented by NGOs are coordinated with the relevant provincial departments and project activities

- Alert the project national team of any risks and issues that have the potential to impact on the implementation of project objectives;
- Conduct field visits with counterparts (in Dak Lak and potentially to other provinces as per agreed plans) to monitor field activities and assess technical progress for most on time and effective technical advisory services.
- Verifying reports submitted by sub-contracted NGOs, participating government institutions and line departments;
- Assist the M&E/Communications Officer in data collection and consolidating lessons learned and distilling good practices for dissemination;

## IV. DELIVERABLES & IMPLEMENTATION TIMELINE

Deliverables for the consultant is as below:

No.	Deliverables	Estimated pay-days /month	Target due date
01	Monthly technical advice and support report	10 days x 24 months	Last day of the calendar month
	<b>TOTAL</b>	<b>240</b>	

## V. DURATION OF ASSIGNMENT, DUTY STATION & EXPECTED PLACES OF TRAVEL

**Estimated number of working days:** 240 working days from 6/1/2022 to 5/31/2024.

**Duty station:** Dak Lak province

**Expected places of travel:** frequent within Dak Lak project communes, and occasional travel to Hanoi, Dak Lak, Dak Nong, Binh Thuan, Ninh Thuan, and Khanh Hoa

Travel within Dak Lak project communes will be paid based on monthly lump sum, while travel outside Dak Lak will be covered separately by UNDP, upon UNDP approval, eligible travel costs and per diem shall be in accordance with UN-EU cost norms.

## VI. PROVISION OF MONITORING & PROGRESS CONTROL

The Field technical coordinator will report and work under the direct supervision of the Programme Management Specialist/UNDP Project manager GCF2-SACCR, with support and guidance from the technical specialists of the UNDP Vietnam. During the assignment, Field technical coordinator will liaise and work in close cooperation with Central Project Management Unit (CPMU), Provincial Project Management Unit (PPMU) at each province. The Field technical coordinator will be further supported with short-term experts who will specific tasks within project activities.

## VII. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

### Administrative Support

- UNDP will provide necessary administrative support to the consultant.

### Reference Documents

- UN-EU Cost norm 2022

## VIII. DEGREE OF EXPERTISE & QUALIFICATIONS

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Degree of expertise and qualifications for the consultant is as below:

- Master's Degree or higher study in agriculture, crop production, water resource management, or other development management related field is preferred
- Minimum seven years of experience in related technical field for sustainable agriculture development, crop production, Livelihood and/or Agriculture extension, rural development, agriculture extension; and/or institutional capacity building, stakeholder engagement
- Hands-on experience in project coordination, management, monitoring and evaluation
- Experience in providing consultancy, technical advice/coach, and reports
- Experience with agriculture small farmers and minorities group in Central Highlands and South-Central Coast regions
- Working experiences with NGOs and Donor agencies in related to climate change, agriculture development and water resources
- Good command of English and Vietnamese

## IX. PAYMENT TERMS

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Payment term for the consultant is as below:

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount (%)
1.	Submission and acceptance of technical advice and support report in June 2022	June 30, 2022	4%
2.	Submission and acceptance of technical advice and support report in July 2022	July 31, 2022	4%
3.	Submission and acceptance of technical advice and support report in August 2022	August 31, 2022	4%
4.	Submission and acceptance of technical advice and support report in September 2022	September 30, 2022	4%
5.	Submission and acceptance of technical advice and support report in October 2022	October 31, 2022	4%
6.	Submission and acceptance of technical advice and support report in November 2022	November 30, 2022	4%
7.	Submission and acceptance of technical advice and support report in December 2022	December 31, 2022	4%
8.	Submission and acceptance of technical advice and support report in January 2023	January 31, 2023	5%
9.	Submission and acceptance of technical advice and support report in February 2023	February 28, 2023	4%
10.	Submission and acceptance of technical advice and support report in March 2023	March 31, 2023	5%
11.	Submission and acceptance of technical advice and support report in April 2023	April 30, 2023	4%



12.	Submission and acceptance of technical advice and support report in May 2023	May 31, 2023	4%
13.	Submission and acceptance of technical advice and support report in June 2023	June 30, 2023	4%
14.	Submission and acceptance of technical advice and support report in July 2023	July 31, 2023	4%
15.	Submission and acceptance of technical advice and support report in August 2023	August 31, 2023	4%
16.	Submission and acceptance of technical advice and support report in September 2023	September 30, 2023	4%
17.	Submission and acceptance of technical advice and support report in October 2023	October 31, 2023	4%
18.	Submission and acceptance of technical advice and support report in November 2023	November 30, 2023	4%
19.	Submission and acceptance of technical advice and support report in December 2023	December 31, 2023	4%
20.	Submission and acceptance of technical advice and support report in January 2024	January 31, 2024	5%
21.	Submission and acceptance of technical advice and support report in February 2024	February 29, 2024	4%
22.	Submission and acceptance of technical advice and support report in March 2024	March 31, 2024	5%
23.	Submission and acceptance of technical advice and support report in April 2024	April 30, 2024	4%
24.	Submission and acceptance of technical advice and support report in May 2024	May 31, 2024	4%

## X. CONSULTANT PRESENCE REQUIRED ON DUTY STATION

☐ NONE

☒ PARTIAL

☐ INTERMITTENT

☐ FULL-TIME

*The consultant will be provided with laptop.*

## XI. EVALUATION CRITERIA

Evaluation for the consultant is as below:

No.	Requirement for	Points
1	Master's Degree or higher study in agriculture, crop production, water resource management, or other development management related field is preferred	150
2	Minimum seven years of experience in related technical field for sustainable agriculture development, crop production, Livelihood and/or Agriculture extension, rural development, agriculture extension; and/or institutional capacity building, stakeholder engagement	200
3	Hands-on experience in project coordination, management, monitoring and evaluation	150

4	Experience in providing consultancy, technical advice/coach, and reports	150
5	Experience with agriculture small farmers and minorities group in Central Highlands and South-Central Coast regions	200
6	Working experiences with NGOs and Donor agencies in related to climate change, agriculture development and water resources	100
7	Good command of English and Vietnamese with 02 similar sample reports in English	50
	<b>Total</b>	<b>1,000</b>

#### Criteria for Evaluation of Proposal

Offers will be evaluated according to the Combined Scoring method – where the educational background and experience on similar assignments will be weighted at 70% and the financial proposal will weigh at 30% of the total scoring.

The applicant receiving the Highest Combined Score and meeting other requirements in the Procurement Notice will be awarded the contract.

#### Documents for Submission

Applicants will be expected to include the following documents in their application:

##### Core Documents

1. **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
2. **Current and complete CV** in English;
3. 02 similar **sample reports in English**;
4. **Financial offer** using the standard UNDP template.

## **ANNEX IV**

### **OFFEROR'S LETTER TO UND 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:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

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

Assignment	Contract Type	Name of Institution/Company	Contract Duration	Contract Amount

- L) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- M) **If you are a former staff member of the United Nations recently separated, please add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
- N) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.
- O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES ☐ NO ☐ If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

- P) Do you have any objections to our making enquiries of your present employer?

YES ☐ NO ☐

- Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES ☐ NO ☐ If answer is "yes", WHEN?

- R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Email Address	Business or Occupation

- S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

**Annexes** *[please check all that applies]:*

- ☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

## **GUIDELINES FOR CV PREPARATION**

WE REQUEST THAT YOU USE THE FOLLOWING CHECKLIST WHEN PREPARING

Your CV:

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

Sex, Date of Birth, Nationality, Other Citizenship, Marital Status

Company associated with (if applicable, include company name, contact person and phone number)

### **SUMMARY OF EXPERTISE**

Field(s) of expertise (be as specific as possible)

Particular development competencies-thematic (e.g. Women in Development, NGOs, Privatization, Sustainable Development) or technical (e.g. project design/evaluation)

Credentials/education/training, relevant to the expertise

### **LANGUAGES**

Mother Tongue:

Indicate written and verbal proficiency of your English:

### **SUMMARY OF RELEVANT WORK EXPERIENCE**

Provide an overview of work history in reverse chronological order. Provide dates, your function/title, the area of work and the major accomplishments include honorarium/salary. References (name and contact email address) must be provided for each assignment undertaken by the consultant that UNDP may contact.

### **UN SYSTEM EXPERIENCE**

If applicable, provide details of work done for the UN System including WB. Provide names and email address of UN staff who were your main contacts. Include honorarium/salary.

### UNIVERSITY DEGREES

List the degree(s) and major area of study. Indicate the date (in reverse chronological order) and the name of the institution where the degree was obtained.

### PUBLICATIONS

Provide total number of Publications and list the titles of 5 major publications (if any)

### MISCELLANEOUS

Indicate the minimum and maximum time you would be available for consultancies and any other factors, including impediments or restrictions that should be taken into account in connection with your work with this assignment.

## ANNEX V

### FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum of ..... (VND for National Consultant).

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

No.	Description	Quantity	Unit Rate (VND)	Total (VND)
1	Consultancy fee			
2	Out of pocket expenses			
2.1	Travel			
2.2	Per diem			
2.3	Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel – (required before issuing contract). *			
2.4	Others (pls. specify).....			
2.5	VAT** if applicable (in case your company signs the contract)			
	<b>Total</b>			

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

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

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

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

Dated this day /month of year

#### **Signature**

*(The costs should only cover the requirements identified in the Terms of Reference (TOR)*

*Travel expenses are not required if the consultant will be working from home)*