



18 April 2022

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 National Consultant to support Catalysing a Sustainable Shift towards E-mobility
Period of assignment/services (if applicable):	May 2022 – April 2023 (approximately 250 working days)
Duty Station:	UNDP Viet Nam – 304 Kim Ma Ha Noi, Viet Nam with travel to provinces
Tender reference:	3-220401

1. Submissions should be sent by email to: luu.ngoc.diep@undp.org no later than:
25 April 2022 (Hanoi time)

With subject line:

3-220401 National Consultant to support Catalysing a Sustainable Shift towards E-mobility

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 **35 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:

- [Terms of Reference \(TOR\)](#)..... (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
- 2 example reports in English

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **Viet Nam Dong for National Consultant and US Dollar for international consultant** including consultancy fees and 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:

No	Criteria	Score
1	Minimum Bachelor's degree or higher degree in Transport, Environment and energy, Climate Change, Engineering or related fields;	200
2	At least five years of experience in sustainable development, climate change mitigation, energy or transportation projects, and experience in piloting and experimentation of projects;	250
3	Experience in management, implementation and coordination of development projects in energy or transport or climate change and environment;	250
4	Proven track record of partnership building, private sector engagement and creation of networks. Experience in e-mobility related projects is an asset;	100
5	Previous experience with development partners, government agencies and research institutions;	100
6	Fluency English and Vietnamese are required with submission of 2 example reports in English.	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. $S_f = 1000 \times F_m / F$, 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.

Interview with the candidates may be held if deemed necessary.

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 BSAFE course and submit certificate to UNDP before contract issuance.

Note: In order to access the course, please go to the following link: <https://training.dss.un.org/course/category/6>. Type in your name and password, create a new user. After you have completed the courses, please print/save the certificates to submit to us

- Full medical examination and Statement of Fitness to work for consultants ***from and above 62 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.

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

Title:	National Consultant to support Catalysing a Sustainable Shift towards E-mobility
Type of contract:	Individual Contract
Duration & timing:	May 2022 to April 2023 (approximately 250 working days)
Duty Station:	UNDP Viet Nam – 304 Kim Ma Ha Noi, Viet Nam with travel to provinces
Reporting to:	Programme Analyst on climate change mitigation, UNDP Viet Nam
Coordination:	UNDP Programme Analyst and others UNDP experts in the Climate Change and Environment Unit, as required

I. GENERAL BACKGROUND

The Government of Viet Nam fully recognizes the threats of climate change as well as the significant development benefits associated with the implementation of climate change adaptation and mitigation projects and programmes, shifting toward a green and circular economy. The Government has adopted and continues to promulgate strategic policies and plans to advance climate change actions, which include Green Growth Strategy 2021-2030, and finalizing a new Climate Change Strategy, 2021-2030 which will include long term greenhouse gas emissions targets until 2025, therefore in effect it is a Viet Nam long-term low greenhouse gas emissions development strategy (LTS). At the 2021 United Nations Climate Change Conference (COP26) in Glasgow, Viet Nam Prime Minister made ambitious and highly commendable commitments that include setting the national target of net-zero emissions by 2050, joining the global pledge to cut emissions of the powerful greenhouse gas methane by 30 per cent by 2030, and pledging to halt and reverse forest loss and land degradation by 2030. The Prime Minister has recently established a new National Steering Committee for the implementation of Viet Nam's Commitment at COP26.

Viet Nam updated its NDC in 2020 increasing its targets for greenhouse gas (GHG) emissions reduction by 2030, as compared to the business-as-usual (BAU) scenario, to 9% unconditional and 27% conditional (depending on receiving adequate foreign financial support). The NDC includes two measures to reduce emissions from the transportation sector: (i) converting fuel use (with an estimated mitigation potential of 9.9 million tCO₂); and (ii) shifting mode of transportation (with an estimated mitigation potential of 26.7 million tCO₂).

In 2016, GHG emissions from Viet Nam's transport sector reached 43.6 million tCO₂, which accounted for 21.2% of total GHG emissions. The Ministry of Natural Resources and Environment (MONRE) forecasted that GHG emissions from the transport sector will double to reach 87.9 million tCO₂ by 2030, urging for immediate and significant interventions. In addition to considerable GHG emissions, fossil-fuelled vehicles also emit substantial amounts of solid matters and fine particles (i.e., PM_{2.5}) that can cause cancer, severe respiratory issues and potentially lead to other health problems.

Key barriers to reduced emissions from the transportation sector include a large and increasing number of fossil-fuel powered vehicles and an inadequate public transportation system unable to meet the demand from the fast-growing population. In addition, barriers to EVs adoption include the high upfront cost, technology scepticism, a lack of infrastructure and enabling environment, and scant public-private partnerships. On the other hand, there are timely opportunities for intervention include increasing public awareness on emissions and air pollution, increasing interest from national and local governments in implementing environmentally friendly transportation systems, especially e-vehicles which are the cheapest to electrify, and policy interest in fuel economy and energy efficiency in transportation. In addition, COVID impact has generated increased preference for private transport and on-line services and shopping that accordingly increases the demand for private vehicles and delivery services, respectively.

The “Catalysing a Sustainable Shift towards E-mobility in Viet Nam” project is aligned with Pillar 1 of the global Climate Promise framework: “*Clean energy and net-zero pathways*” which is fully in line with Viet Nam’s national target of net-zero emissions by 2050. The project will support GHG emissions reduction by enhancing the ecosystem for E-Mobility and green transportation development as part of Viet Nam’s COVID-19 green recovery in a selected city (i.e., Hue City) and afterwards by sharing the results of this work at the national level to contribute to the planning process including the national environmental friendly programme and the E-Mobility Roadmap.

UNDP Viet Nam is looking for a National Consultant to coordinate and support the implementation of the project Catalysing a Sustainable Shift towards E-mobility.

II. OBJECTIVES

Overall, the National Consultant is expected to provide programmatic and technical support to coordinate and implement the project on catalysing a sustainable shift towards E-mobility in Viet Nam.

III. SCOPE OF WORK

The National Consultant is expected to carry out the following activities:

Coordination and support the project implementation

- Identify and discuss with project potential partners and experts to design the project’s activities and review and finalize project’s detailed implementation plans; deliverables, outputs and deadlines and responsible persons/organisations
- Coordinate with the partners and service providers to ensure the high-quality and timely implementation of the project’s activities. Specifically, the NC is expected to work with focal points of Ministry of Transport (MOT), Transport Development and Strategy Institute (TDSI), People’s Committee (PPC)/ Provincial Agencies and Department (Hue) and other relevant agencies and organisations and international and national experts to implement the project activities which may include but not limited to: undertake studies and assessment of the e-mobility supply chains, green job assessment; development of EVs related Circular and Standards; training workshops; survey of EVs usage and trends; deployment of the pilot an incentive mechanism to switch from fossil-fuelled vehicles to EVs and e-bike sharing and organisation of communication events and workshops; etc.
- Proactively contribute technical inputs to the implementation of project activities as indicated above

- Attend regular meetings with MOT, TDSI, PPC and UNDP and others to develop and update the workplan; and prepare and disseminate minutes meetings.
- Take active part in event organizations such as capacity building and training, communication and promotion activities organized by MOT/ PPC. UNDP and other institutions with regard to e-mobility

Knowledge and content creation:

- Contribute to the creation of the training program and policy dialogues for relevant provincial government officials and stakeholders from the private sector to enable them to formulate green transportation policies and programmes and assess the viability of E-mobility technologies
- Participate in preparing technical reports on green transportation, that will be used by policy makers and legislators at the national level and lay the ground for the establishment of a national supportive ecosystem to favour the widespread adoption of EVs, this will be achieved by developing standards, labelling systems and by devising optimal safe disposal and recycling options for spent batteries
- Support to provide recommendations to improve the transportation policies and action plans in a selected city in Viet Nam (Hue).

Partnership development:

- Actively contribute to the development of partnerships with the other existing stakeholders and relevant initiatives operating in the field of E-mobility in Viet Nam following the request from UNDP or MOT and Hue. Build and maintain regular contacts with national counterparts, multilateral and bilateral donor agencies and NGOs.
- Proactively reach out to business, start-ups, enterprises that may be interested in joining the pilot in selected city in Viet Nam (Hue).
- Enhance the engagement and participation of the private sector in the shift towards e-mobility, in line with the overall objectives of the project.

Communication and promotion:

- Identify key target audience and contribute to the successful dissemination of the training, dialogue and pilot.
- Collaborate with the communication and digital agency to develop comprehensive marketing campaigns and raise awareness of the general public about the environmental, health and financial benefits of green transportation; and knowledge about basic operation and maintenance of EVs as well as consumer behaviour towards EVs.
- Ensure that the campaigns are clearly branded, with a slogan, objectives, and PR and Media strategy to reach a wider audience.

Project implementation:

- **Project Implementation**
 - Contribute to developing annual workplan, budget, and reporting
 - Draft and finalize Terms of Reference (ToRs) for technical work packages, training and workshops
 - Provide support in evaluating and hiring consultants and firms for related projects
 - Brief translation of project brief materials, briefs, standees, speeches, social media campaigns etc. on ad-hoc basis from English to Vietnamese or Vietnamese to English
 - Take notes/minutes at meetings and ensure follow up within the assigned area

- Contribute to the preparation of written materials, reports as per the requirements to UNDP and the Government of Viet Nam
- Identify opportunities to strengthen the capacity of partners through appropriate advocacy and communication training, access to information, etc.
- **Research, Writing**
 - Draft project documents, reports, blogs and assessment report of the pilots activities
 - Conduct data collection, literature review, compilation of background and secondary data, risk assessments, to inform project implementation, for project planning, monitoring, reporting and briefings
 - Support to identify innovative ideas to scale up the project as well as to support additional resources mobilization for e-mobility development in Viet Nam
- **Support regular organisation of project events and operation of project activities**
 - Provide operational support in planning, organisation and follow-up of project events such as trainings, workshops, conferences and other public campaigns on e-mobility in close liaison with CCE Programme Officers, Project Associates, IC, and Project Partners
 - Provide and coordinate project related administrative and on-site logistics support as required for the events.
 - Support with the development and translation of Press Releases and translation of statements, briefs, into English and/or Vietnamese. Support preparation of communication materials for advocacy at high-level dialogues, public events.

Perform other activities as required relating to green transportation and low carbon development as well as contribution to net zero emission.

IV. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Duration: Estimated 250 days during May 2022 and April 2023

Duty Station: Green One UN House in Hanoi, Viet Nam, with possible field travel to Thua Thien Hue province or other locations in Viet Nam. Eligible field travel costs will be covered separately by UNDP based on UN-EU cost norms.

V. DELIVERABLES AND KEY MILESTONES

- Brief progress reports for every two months describing products that have been delivered during reporting period
- Updated project work-plans, detailed implementation plans for project activities
- Draft and final TORs for technical work packages and events as well as supporting papers for procurement and selection of national and international experts
- Written inputs and comments on projects' technical reports
- Draft and correspondents and related documents to project partners for coordination with project stakeholders
- Project brief and communication documents in English and Vietnamese and pilot assessment reports
- Background paper, PowerPoint presentation and relevant analysis of the green transportation and related thematic areas in low-carbon development
- Project implementation progress reports (at least 2 reports for the 2022 and final report in April 2023)
- Minutes of project's management meetings and relevant technical meetings

VI. PROVISION OF MONITORING AND PROGRESS CONTROL

The NC will work in close consultation as well as supervision of the Programme Analyst on climate change mitigation. The National Consultant will work closely with Programme Associate and other national and international experts to implement the project activities. The National Consultant is expected to report on a monthly basis on its work-plan, progress; verification activities as well as issues that might affect the project implementation progress and delivery of project's expected results.

VII. DEGREE OF EXPERTISE AND QUALIFICATIONS

- Minimum Bachelor's degree or higher degree in Transport, Environment and energy, Climate Change, Engineering or related fields.
- At least five years of experience in sustainable development, climate change mitigation, energy or transportation projects, and experience in piloting and experimentation of projects
- Experience in management, implementation and coordination of development projects in energy or transport or climate change and environment.
- Proven track record of partnership building, private sector engagement and creation of networks. Experience in e-mobility related projects is an asset.
- Previous experience with development partners, government agencies and research institutions.
- Fluency English and Vietnamese are required with submission of 2 example reports in English.

VIII. CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISE

☐ NONE ☐ PARTIAL ☐ INTERMITTENT ☒ FULL-TIME

IX. PAYMENT TERMS

No.	Deliverables	Date
1	20% of the contract value will be made upon submission of progress report 1 that summarizes deliverables as indicated in section V over the reporting periods during May and June with approval by UNDP.	30 June 2022
2	15% of the contract value will be made upon submission of progress report 2 that summarizes deliverables as indicated in section V over the reporting periods during July and August with approval by UNDP.	30 August 2022
3	15% of the contract value will be made upon submission of progress report 3 that summarizes deliverables as indicated in section V over the reporting periods during September and October with approval by UNDP	30 October 2022
4	20% of the contract value will be made upon submission of progress report 4 that summarizes deliverables as indicated in section V over the reporting periods during November and December with approval by UNDP	30 December 2022
5	15% of the contract value will be made upon submission of progress report 5 that summarizes deliverables as indicated in section V over the reporting periods during January and February 2023 with approval by UNDP	28 February 2023
6	15% of the contract value will be made upon submission of progress report 6 during March and April 2023 including all remaining products and project final report with approval by UNDP	30 April 2023

X. DOCUMENTS TO BE SUBMITTED FOR EVALUATION

- a. Two written sample in English and Vietnamese
- b. CV in English
- c. Application Letter outlining candidate's motivations for the role
- d. Financial offer

Incomplete applications will not be evaluated.

ANNEX IV

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

Date _____

(Name of Resident Representative/Bureau Director)
United Nations Development Programme
(Specify complete office address)

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of *[indicate title of assignment]* under the *[state project title]*;
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 *[delete this item if the TOR does not require submission of this document]*;
- E) I hereby propose to complete the services based on the following payment rate: *[please check the box corresponding to the preferred option]*:
 - ☐ An all-inclusive daily fee of *[state amount in words and in numbers indicating currency]*
 - ☐ A total lump sum of *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.
- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex V;
- G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- H) This offer shall remain valid for a total period of _____ days *[minimum of 90 days]* after the submission deadline;
- I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists]*;
- J) If I am selected for this assignment, I shall *[please check the appropriate box]*:

- ☐ Sign an Individual Contract with UNDP;
- ☐ Request my employer [*state name of company/organization/institution*] to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

K) I hereby confirm that [*check all that applies*]:

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work:

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

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

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

L) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

M) ***If you are a former staff member of the United Nations recently separated, please add this section to your letter:*** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

N) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

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

Name	Relationship	Name of International Organization

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

YES ☐ NO ☐

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

YES ☐ NO ☐ If answer is "yes", WHEN?

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

Full Name	Full Address & 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) or **USD** (for International Consultant)

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

Cost breakdown:

No.	Description	Quantity	Unit Rate (USD or VND)	Total (USD or 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). *			
2.5	Others (pls. specify).....			
2.6	VAT** if applicable (in case your company signs the contract)			
	TOTAL			

* Individual Consultants/Contractors who are over 62 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).