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</td>
<td>National Consultant to support to Digital Transformation of Public Administration and Health Services for Building Forward Better from COVID-19 in Viet Nam</td>
</tr>
<tr>
<td>assignment:</td>
<td></td>
</tr>
<tr>
<td>Period of</td>
<td>May 2022 – 15 June 2022 with possible extension up to 31 December 2023</td>
</tr>
<tr>
<td>assignment/services</td>
<td></td>
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<tr>
<td>(if applicable):</td>
<td></td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Home-based with possible travel to 03 provinces including Ha Giang, Bac Kan and Lang Son upon UNDP approval. Eligible travel costs and per diem shall be in accordance with UN-EU cost norms and upon UNDP approval will be covered separately</td>
</tr>
<tr>
<td>Tender reference:</td>
<td>T220402</td>
</tr>
</tbody>
</table>

1. Submissions should be sent by email to: luu.thi.trang@undp.org no later than:

12.00 hrs., noon 02 May 2022 (Hanoi time)

With subject line:

T220402 – A National Consultant to support to Digital Transformation of Public Administration and Health Services for Building Forward Better from COVID-19 in Viet Nam

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

Note:

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

- Maximum size per email is 30 MB.
- Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP Viet Nam will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

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

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

2. Please find attached the relevant documents:

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

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

   a. Technical component:

      - Signed Curriculum vitae
      - Signed Letter to UNDP Confirming Interest and Availability
      - 02 sample reports to be submitted (one in English and one in Vietnamese).

   b. Financial proposal (with your signature):

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

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

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

The technical component will be evaluated using the following criteria:

A National Consultant

<table>
<thead>
<tr>
<th>No.</th>
<th>Requirement</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Master’s Degree in Public Health or health related areas</td>
<td>200</td>
</tr>
<tr>
<td>2</td>
<td>At least 10 years of experience working in the health programs</td>
<td>200</td>
</tr>
<tr>
<td>3</td>
<td>Experience in conducting health program evaluations/assessment and writing</td>
<td>250</td>
</tr>
<tr>
<td></td>
<td>reports within current 03 years</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Experience in working or assessing/evaluating the health digital programs</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>is an advantage</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Experience in health science research related to health informatic/digital</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>at national and ministry levels is an advantage</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Strong relevant networking with the provincial health system is proven in</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>the resume</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Fluence in written Vietnamese and English with two sample reports</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>submitted one in English and one in Vietnamese.</td>
<td></td>
</tr>
</tbody>
</table>

Total 1,000

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

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

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

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

5. Contract

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

Documents required before contract signing:
- International consultant whose work involves travel is required to complete the courses on BSAFE which is the new online security awareness training and submit certificate to UNDP before contract issuance.

- **Note:** In order to access the courses, please go to the following link: [https://training.dss.un.org](https://training.dss.un.org)
  The training course takes around 3-4 hours to complete.

- Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel. (This is not a requirement for RLA contracts).

- Release letter in case the selected consultant is government official.

**6. Payment**

UNDP shall effect payments to the consultant (by bank transfer to the consultant’s bank account provided in the vendor form upon acceptance by UNDP of the deliverables specified the TOR.

Payments are based upon outputs, i.e. upon delivery of the products specified in the TOR.

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

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

<table>
<thead>
<tr>
<th>Name of service:</th>
<th>National Individual Consultant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project:</td>
<td>Support to Digital Transformation of Public Administration and Health Services for Building Forward Better from COVID-19 in Viet Nam</td>
</tr>
<tr>
<td>Reporting to:</td>
<td>Climate Change and Environment Unit – UNDP</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Home-based</td>
</tr>
<tr>
<td>Travel Required:</td>
<td>YES</td>
</tr>
<tr>
<td>Duration of Assignment:</td>
<td>20 working-days</td>
</tr>
<tr>
<td>Start Date:</td>
<td>05/05/2022</td>
</tr>
<tr>
<td>End Date:</td>
<td>06/15/2022</td>
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</tbody>
</table>

I. BACKGROUND & PROJECT DESCRIPTION

Viet Nam has several favorable conditions for digital transformation. Internet and mobile phone access have rapidly increased, and Government of Viet Nam (GoV) is investing in universal coverage and broadband infrastructure, prioritizing remote and disadvantaged areas. The COVID-19 pandemic prompted a surge in demand for IT applications and online services in all sectors in Viet Nam. In the context of the pandemic, Viet Nam has also signaled an ambitious plan to roll out a nationwide digital health service as part of the draft strategy for digital transformation of the health sector.

Women also face increased risk of COVID-19 transmission as they make up the majority of Viet Nam’s frontline health workers and are typically the primary caregivers of family members who fall sick, both in the community and in healthcare facilities (in Viet Nam, family members play a key role in providing food and other necessities for family members receiving in-patient treatment; such family members were amongst those infected with COVID-19 in the most recent outbreaks in the country).

UNDP had cooperated with the Ministry of Health (MOH) to support innovation and experimentation for developing and piloting a “doctor for everyone” or “Bác sĩ cho mọi nhà” digital health service to improve healthcare services quality and access in remote areas and for ethnic minorities and people with disabilities.

To support the GoV strategy for digital transformation of the health sector, based on initial success in supporting pilot activities on digital health services, and responding to the request of MOH partners, UNDP has been supporting development of a nationwide digital health service connecting the general public, commune health stations and higher-level healthcare facilities.

The activities of this project include:

1. Upgrade the software to meet the requirement of grassroots telehealth expansion to full 03 provinces (Ha Giang, Bac Kan and Lang Son) and expansion to other potential provinces if appropriate and successful installation of the servers for the digital platform at the Ministry of Health.

2. Expand the application of the digital platform to all districts and communes of three existing provinces.
3. Conduct an evaluation of implementation of the software in 03 provinces at national, provincial, district and commune levels, also including the use of the grassroots digital health platform by ethnic minorities and persons with disabilities.

4. Evaluate the implementation of the digital platform and scaling up nationwide through the national workshop and ToT trainings for key health staff in 63 provinces.

II. OBJECTIVES
The objective of this assignment is to recruit a national consultant to conduct an evaluation of the grassroots telehealth in general in Viet Nam, and the “Doctor for everyone” supported by UNDP in cooperation with Electronic Health Administration/Ministry of Health and implemented in 03 provinces including Ha Giang, Bac Kan and Lang Son in particular.

III. SCOPE OF WORK

The successful consultant will be expected to be responsible for the following:

Task 1: Develop a package of a protocol and data collection tools for an evaluation of the implementation of the digital platform “Doctor for everyone” supported by UNDP in cooperation with MOH in 03 mountainous provinces.
- Develop a qualified protocol to evaluate the implementation of the digital solution named “Doctor for everyone” which include the objectives, methodology, analysis, findings, discussion and recommendations in 03 provinces and nationwide;
- Develop data collection tools which include quantitative information collection form, questionnaires for in-depth interview with key informants and group discussion with healthcare staff and commune health stations and beneficiaries in the local communities;
- Develop the detail guidance for the data collection.

Task 2: Evaluate the implementation of the digital platform and write the final report with findings and recommendations for nationwide expansion.
- Join with the UNDP team to conduct the evaluation of the grassroots telehealth “Doctor for everyone” implementation in 03 provinces;
- Compare to other grassroots telehealth programs and implementation in Viet Nam;
- Write the final report with findings and recommendations for nationwide expansion, which focuses on the vulnerable population and communities.

IV. DELIVERABLES & IMPLEMENTATION TIMELINE

<table>
<thead>
<tr>
<th>No.</th>
<th>Deliverable</th>
<th>Estimated days to complete</th>
<th>Target due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A package of a protocol and data collection tools for an evaluation of the implementation of the digital platform “Doctor for everyone” supported by UNDP in cooperation with MOH in 03 mountainous provinces</td>
<td>05</td>
<td>05/10/2022</td>
</tr>
<tr>
<td>2</td>
<td>An evaluation and final report of the implementation evaluation of the digital platform “Doctor for everyone” and write the final report with findings and recommendations for nationwide expansion</td>
<td>15</td>
<td>06/05/2022</td>
</tr>
</tbody>
</table>

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

Estimated number of working days: 20 working days from 05/05/2022 to 06/15/2022.
With possible extension up to 31 December 2023 based on: (i) requirement, (ii) fund availability and (iii) satisfactory performance.

**Duty station:** Home-based

**Expected places of travel:** Possible travel to 03 provinces including Ha Giang, Bac Kan and Lang Son upon UNDP approval. Eligible travel costs and per diem shall be in accordance with UN-EU cost norms and upon UNDP approval will be covered separately.

**VI. PROVISION OF MONITORING & PROGRESS CONTROL**

Upon the due dates as stated in the section 4, the consultant needs to submit the qualified deliverables/reports to UNDP Climate-Health Programme Analyst for approval and payment proceeding.

**VII. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS**

Administrative Support

N/A

Reference Documents

Relevant documents of the grassroots telehealth program supported by UNDP in cooperation with EHA/MOH to implement.

**VIII. DEGREE OF EXPERTISE & QUALIFICATIONS**

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>• Possesses the Master’s Degree in Public Health or health related areas</th>
</tr>
</thead>
</table>
| **Relevant Professional Experience** | • At least 10 years of experience working in the health programs;  
• Experience in conducting health program evaluations/assessment and writing reports within current 03 years (2020-2022);  
• Experience in working or assessing/evaluating the health digital programs is an advantage. |
| **Other Competencies** | • Has experience in health science programs and research related to health informatic at national and ministry levels is advantages;  
• Strong relevant networking with the provincial health system is proven in the resume. |
| **Language Requirements** | • Fluence in both spoken and written Vietnamese and English (similar documents in both English and Vietnamese will be submitted for review). |

**IX. PAYMENT TERMS**

All the documents related to deliverables need to be in both English and Vietnamese.

<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>A full package of all deliverables as indicated in the Section IV</td>
<td>06/10/2022</td>
<td>100%</td>
</tr>
</tbody>
</table>

**X. CONSULTANT PRESENCE REQUIRED ON DUTY STATION**

☒ NONE ☐ PARTIAL ☐ INTERMITTENT ☐ FULL-TIME
### XI. EVALUATION CRITERIA

<table>
<thead>
<tr>
<th>No.</th>
<th>Requirement</th>
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</thead>
<tbody>
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<td>200</td>
</tr>
<tr>
<td>3</td>
<td>Experience in conducting health program evaluations/assessment and writing reports within current 03 years</td>
<td>250</td>
</tr>
<tr>
<td>4</td>
<td>Experience in working or assessing/evaluating the health digital programs</td>
<td>100</td>
</tr>
<tr>
<td>5</td>
<td>Experience in health science research related to health informatic/digital at national and ministry levels is an advantage</td>
<td>100</td>
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<td>50</td>
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<tr>
<td>7</td>
<td>Fluence in written Vietnamese and English with two sample reports submitted one in English and one in Vietnamese.</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>1,000</strong></td>
</tr>
</tbody>
</table>

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 along with their application:

**B. 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 research reports (one in English and one in Vietnamese)**;

4. **Financial offer** using the standard UNDP template.
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 I;

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>
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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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<tbody>
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</table>

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

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

N) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.
O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

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

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

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Annexes [please check all that applies]:

☐ CV shall include Education/Qualification, Processional Certification, Employment Records/Experience

☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
GUIDELINES FOR CV PREPARATION

WE REQUEST THAT YOU USE THE FOLLOWING CHECKLIST WHEN PREPARING
Your CV:
Limit the CV to 3 or 4 pages
NAME (First, Middle Initial, Family Name)
Address:
City, Region/State, Province, Postal Code
Country:
Telephone, Facsimile and other numbers
Internet Address:
Sex, Date of Birth, Nationality, Other Citizenship, Marital Status
Company associated with (if applicable, include company name, contact person and phone number)

SUMMARY OF EXPERTISE
Field(s) of expertise (be as specific as possible)
Particular development competencies-thematic (e.g. Women in Development, NGOs, Privatization, Sustainable Development) or technical (e.g. project design/evaluation)
Credentials/education/training, relevant to the expertise

LANGUAGES
Mother Tongue:
Indicate written and verbal proficiency of your English:

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

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

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

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

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

FINANCIAL OFFER

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

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

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

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

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

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

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

Dated this day /month of year

Signature

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