

26 April 2022

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	National consultant for agriculture risks assessment in Central Highlands provinces (Khanh Hoa, Ninh Thuan, Binh Thuan)
Period of assignment/services (if applicable):	110 days (from June 2022 to September 2023)
Duty Station:	Home-based
Tender reference:	(PN-K220427)

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

Deadline for submission: 23.59 hrs., 10 May 2022 (Hanoi time)

With subject line:

(PN-K220427) National consultant for agriculture risks assessment in Central Highlands provinces (Khanh Hoa, Ninh Thuan, Binh Thuan)

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

Note:

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.
- Maximum size per email is **30 MB**.
- Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP Viet Nam will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.
- After submitting proposal, bidder should send notification by email (without attachment) to: procurement.vn@undp.org informing that the bidder has submitted proposal. UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to above address.

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

2. Please find attached the relevant documents:

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

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

a. Technical component:

- Signed Curriculum vitae
- Signed Letter to UNDP Confirming Interest and Availability
- One sample report/summary report in Vietnamese and one 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	Points
1	PhD's degree in an environmental, agriculture science/engineering, soil science, climate change or related area.	250
2	10 years' general experience in the field of agriculture and rural development preferably on climate change adaptation and agriculture environmental science	200
3	Experience on conducting qualitative and quantitative risk assessment, agriculture development, adaptation planning in the agriculture, policy analysis, climate data analysis and research studies.	250
4	Good knowledge of the agricultural system in Vietnam.	70
	Experience in the Central Highlands regions would be advantageous	30

5	Having ability to prepare high-quality reports, project documentation, and communications materials by providing one sample report/summary report in Vietnamese and one in English.	200
	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.

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.

ANNEX I



TERMS OF REFERENCE NATIONAL INDIVIDUAL CONSULTANT

Ref#: UN21/Activity 2.1.1

Name of service:	National consultant for agriculture risks assessment in South Central Coast provinces (Khanh Hoa, Ninh Thuan, Binh Thuan)		
Project:	Strengthening the resilience of smallholder agriculture to climate change-induced water insecurity in the Central Highlands and South-Central Coast regions of Vietnam		
Reporting to:	Programme Management Specialist/ UNDP Project manager, GCF2-SACCR		
Duty Station:	Home based	Travel Required: Khanh Hoa, Ninh Thuan, Binh Thuan,	Click or tap to specify Yes/No.
Duration of Assignment:	110 days		
Start Date:	6/1/2022	End Date:	9/1/2023

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-SACCR 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

The objectives of this assignment are to

- Map and analyze the climate related risks towards small-holder agriculture based on assessment of the main natural hazards, exposures and coping mechanism related agriculture production in general and key high-value crop production in particular of 14 project districts. Specifically, this assignment will be undertaken for 7 project districts of South central Coast provinces of Khanh Hoa, Ninh Thuan, Binh Thuan.
- Identify appropriate way forward for increasing capacity, reducing the vulnerabilities and potential risks of crop production. This specifically include climate smart solutions or adaptation options that small holder farmers can apply to increase resilience, yield and values, as well as their needs, priorities, and conditions.
- Identify contingency plan to support smoothness of project implementation planning (e.g. extreme weather events).

III. SCOPE OF WORK

The national individual consultant will undertake tasks that include, but are not limited to the following:

Task 1: Desk study, consultation and development of assessment methodology

- Desk study of the project document, key secondary data on regional context and agriculture production.
- Collect and analyze of climate information (e.g. temperature and precipitation) and data of climate sensitive to crop production e.g. drought, floods, crop pests and diseases.
- Conduct participatory consultation with national and local stakeholders agree on scope of analyses (e.g. scope of assessment, methodology, key indicators, mapping outputs, scale and resolution, gender, time frame, participants and roles etc.).
- Development of Inception report that contain clear methodology and stakeholders involvement, field survey arrangement, number and types of workshop proposed etc.

Task 2: Risk assessment and resilience enhancement planning:

- (i) Assessment of *hazards, vulnerability/exposures and capacity/coping mechanism* of agricultural production (high-value crop production in particular) in 7 project districts of South central Coast provinces of Khanh Hoa, Ninh Thuan, Binh Thuan.
 - Review of perspectives from academic literature, government documents and reports of international organizations or NGOs.
 - Review of statistical sources from surveys (including farm household surveys and vulnerability assessments), censuses and other statistics from the statistical agencies, meteorological agencies, research centres, international organizations and NGOs based in the focused project area.
 - Field survey, and organize farmer group discussion (half day for each district, 10 participants per district) for assessment and validation based on the agreed methodology and preliminary data, focusing on:
 - ✓ Assess, and where needed model, the evolution of key past, current and projected future climate hazards (e.g. drought, flood, storm, salt intrusion,), and of the associated potential implications to crop production, e.g. pests and diseases to agriculture production in general, and key focused crops in particular (e.g. coffee, fruit, horticulture etc)
 - ✓ Assess the exposures/vulnerability physical and non-physical, of major agricultural production, and the above crops in particular, location, farming techniques (conventional practices), infrastructure/facilities, farmers organizing etc. to the prevailing climate related hazards on agriculture in project areas.
 - ✓ Improve the crop suitability modeling assessment for the major crops in project area with updated climate data.
 - ✓ Assess and map the socio-economic vulnerability of the farming communities in project commune, using sex-disaggregated data where possible.
- (ii) Complete climate risks analyses and mapping
 - Mapping and risks analysis for agriculture production in 7 districts, which include specific analysis of crops and related communes.
- (iii) Identification of adaptation options for resilience enhancement
 - Gathering, analyzing and consolidating climate smart solutions or adaptation options that small holder farmers can apply to increase resilience, yield and values versus their needs, priorities, and conditions. a Evaluate the costs effectiveness and side effect of the proposed adaptation options (to ensure safeguard and avoid mal-adaptation); and
 - Prioritize the adaptation options and develop a plan for their implementation and validation at district
 - Identify contingency plan to support smoothness of project implementation planning (e.g. extreme weather events)

Task 3: Development of knowledge inputs for Climate Innovation Platforms (CIP), Participatory, Scenario Planning (PSP) of seasonal, value chain development intervention of the project

- Meet and discuss with technical teams which undertake assignment on CIP, PSP, value chain and CSA development, and communication for coordinating and sharing required inputs (e.g. in workshops, training, technical meetings etc.).
- Development of knowledge products, including factsheet, brochures, in coordination with relevant consultants of the projects.

Task 4: Reporting

- Development of the overall report for assessment in South central Coast provinces of Khanh Hoa, Ninh Thuan, Binh Thuan, synthesizing findings, risk assessment map and databases, adaptation options and recommendations. The consultant will coordinate with another consultant working for assessment in Central Highland and other relevant consultant to jointly

develop and complete the overall assessment report of risk assessment and adaptation options for resilience enhancement.

- The report shall consist of analysis of risks on project implementation activities and recommending a contingency plan to support smoothness of project implementation planning versus projected extreme weather events.
- Presentations of findings and recommendations to key stakeholders for awareness raising and policy advocacy.

IV. DELIVERABLES & IMPLEMENTATION TIMELINE

Deliverables for the consultant is as below:

No.	Deliverables	Estimated pay-days	Target due date
01	Deliverable 1: Submission of Inception report containing: <ul style="list-style-type: none"> • summary of the context, • the scope of the analyses and • detailed methodology to be used; • detail workplan for implementation of this assignment) 	10	July 2022
02	Deliverable 2: Submission of draft report containing: <ul style="list-style-type: none"> • Findings from analyses and assessments on climate hazards, exposures/vulnerability and capacity/coping mechanism. • Validated proposal for prioritized adaptation options and their cost-effectiveness analyses. 	60	Jan 2023
03	Deliverable 3: Submission of the knowledge products: <ul style="list-style-type: none"> • Knowledge products (brochures, technical factsheets) • Note of inputs for CIP, PSP, CSA, value chain development assignment, and presentation 	15	Mar 2023
04	Deliverable 4: <ul style="list-style-type: none"> • Finalization of the reports and submission of the policy brief/presentations at the workshop 	25	June 2023
	TOTAL	110	

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

Estimated number of working days: 110 working days from 6/1/2022 to 9/1/2023.

Duty station: Home based

Expected places of travel: Provinces of Khanh Hoa, Ninh Thuan, Binh Thuan.

Travel requirement: Traveling to the provinces will be discussed with UNDP Viet Nam and its implementing partners. Upon UNDP's travel mission approval, eligible travel costs and per diem shall be paid separately by UNDP in accordance with UN-EU cost norms.

VI. PROVISION OF MONITORING & PROGRESS CONTROL

The national consultant will receive technical guidance and support from UNDP and its implementing partner. The work progress of the service will be monitored based on the timelines and deliverables indicated in the Terms of Reference.

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

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

- PhD's degree in an environmental, agriculture science/engineering, soil science, climate change, or related area.
- 10 years' general experience in the field of agriculture and rural development preferably on climate change adaptation and agriculture environmental science.
- Experience on conducting qualitative and quantitative risk assessment, agriculture development, adaptation planning in the agriculture, policy analysis, climate data analysis and research studies.
- Good knowledge of the agricultural system in Vietnam. Experience in the South-Central Coast regions would be advantageous.
- Proven team leadership and project management skills, including ability to lead the team by coaching and mentoring team members to achieve individual inputs, and be responsible for the overall quality of deliverables.
- Having ability to prepare and manage the development of high-quality reports, project documentation, and communications materials.
- Demonstrated experience working in the region or similar contexts and working with development partners.

IX. PAYMENT TERMS

In the financial proposal, the Consultant shall quote an all-inclusive budget for the contract. The term "all-inclusive" implies that all costs that could be incurred in completing all tasks in the TOR such as: PIT tax, professional fees, equipment, communications, consumables, printing of documents, etc.).

Payment is upon submission and acceptance of deliverables accompanied by a request. Payment schedule will be as follows:

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount (%)
1.	Deliverable 1	July 2022	20%
2.	Deliverable 2	Jan 2023	30%
3.	Deliverable 3	Mar 2023	20%

4.	Deliverable 4	June 2023	30%
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Consultant Presence Required on Duty Station

☐ NONE ☒ PARTIAL ☐ INTERMITTENT ☐ FULL-TIME

X. EVALUATION CRITERIA

Evaluation for the consultant is as below:

No.	Requirement for	Points
1	PhD's degree in an environmental, agriculture science/engineering, soil science, climate change or related area.	250
2	10 years' general experience in the field of agriculture and rural development preferably on climate change adaptation and agriculture environmental science.	200
3	Experience on conducting qualitative and quantitative risk assessment, agriculture development, adaptation planning in the agriculture, policy analysis, climate data analysis and research studies.	250
4	Good knowledge of the agricultural system in Vietnam. Experience in the South-Central Coast regions would be advantageous	70 30
5	Having ability to prepare high-quality reports, project documentation, and communications materials by providing one sample report/summary report in Vietnamese and one in English.	200
	TOTAL	1,000

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. **One sample report/ summary report in English and one in Vietnamese**
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) ...			
	Allowance for local guide	1 pax * 20 days		
	Farmer group discussion/meeting	10 pax * 7 meetings		
	Others (pls. specify)			
2.5	VAT** if applicable (in case your company signs the contract)			
	Total			

* 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)