26 April 2022

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

<table>
<thead>
<tr>
<th>Country:</th>
<th>Viet Nam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of the assignment:</td>
<td>International / National Technical Consultant to support the Responsible Business Project on Business and Human Rights-related issues</td>
</tr>
<tr>
<td>Period of assignment/services:</td>
<td>June 2022 – March 2023 (150 working days)</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Homebased, ideally in Viet Nam</td>
</tr>
<tr>
<td>Tender reference:</td>
<td>A-220403</td>
</tr>
</tbody>
</table>

1. Submissions should be sent by email to: quach.thuy.ha@undp.org no later than:
   23.59 hrs., 23 May 2022 (Hanoi time)

   **With subject line:**
   
   **A-220403 International / National Consultant for Responsible Business Project on Business and Human Rights – related issues**

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** (Annex III)
- **Letter to UNDP Confirming Interest and Availability** (Annex IV)
- **Financial Proposal** (Annex V)

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

   a. **Technical component:**
      - Signed Curriculum Vitae
      - Signed Letter to UNDP Confirming Interest and Availability
      - Copy of 1-3 publications/writing samples on relevant subject.
      - Reference contacts of past 4 clients for whom you have rendered preferably the similar service (including name, title, email, telephone number, address…)

   b. **Financial proposal (with your signature):**
      - The financial proposal shall specify a total lump sum amount in **USD for International Consultant and VND for National 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:

<table>
<thead>
<tr>
<th>Consultant(s)' experiences/qualification related to the services</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Master’s degree or higher in law, human rights, business and human rights, public policy, political science, corporate social responsibility (CSR), or closely related fields.</td>
<td>250</td>
</tr>
<tr>
<td>2 At least five years of proven and relevant experience working in the areas of law, human rights, business and human rights, public policy, political science, corporate social responsibility, or closely related fields.</td>
<td>300</td>
</tr>
<tr>
<td>3 Experience in providing business advisory services related to corporate sustainability, CSR, ESG, or closely related fields (except for business and human rights).</td>
<td>150</td>
</tr>
<tr>
<td>4 Experience in advising business and human rights issues, developing human rights policies/commitments, conducting human rights and environmental due diligence, working on access to remedy to business enterprises is a big asset</td>
<td>70</td>
</tr>
<tr>
<td>5 Excellent command of English proven through academic degrees or published papers</td>
<td>200</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1000</strong></td>
</tr>
</tbody>
</table>
A two-stage procedure is utilized in evaluating the submissions, with evaluation of the technical components being completed prior to any price proposals being opened and compared. Interview with the shortlisted candidates will be conducted at the technical evaluation stage.

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

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

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

5. **Contract**

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

Documents required before contract signing:

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

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

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

6. **Payment**

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

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

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

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

TERMS OF REFERENCE

<table>
<thead>
<tr>
<th>Service:</th>
<th>International/National Technical Consultant to support the Responsible Business Project on Business and Human Rights-related issues</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td>Technical Consultant, Responsible Business Project</td>
</tr>
<tr>
<td>Languages</td>
<td>English</td>
</tr>
<tr>
<td>Reporting to:</td>
<td>Head of the Governance and Participation Unit, UNDP Vietnam</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Home-based, ideally in Vietnam</td>
</tr>
<tr>
<td>Travel Required:</td>
<td>Limited</td>
</tr>
<tr>
<td>Duration of Assignment:</td>
<td>10 months</td>
</tr>
<tr>
<td>Expected number of days:</td>
<td>150 days</td>
</tr>
<tr>
<td>Start Date:</td>
<td>1 June 2022</td>
</tr>
<tr>
<td>End Date:</td>
<td>31 March 2023</td>
</tr>
</tbody>
</table>

I. BACKGROUND

Over the last several decades, pro-growth policies have translated to higher incomes and reduced poverty levels in many countries in Asia and the Pacific. However, economic development has not been achieved without costs and risks, particularly to the most vulnerable. There is now heightened awareness and recognition that business operations via supply chains in Asia can have a negative impact on society and the environment. This has been reported by many commentators and experts, who hold the belief that such practices are no longer sustainable, and that government and business must therefore bring them to an end as a moral, legal, and economic imperative. In this context, the UNDP Asia-Pacific, Governance and Peacebuilding Team, Business and Human Rights Unit, is currently engaged in promoting the implementation of the United Nations Guiding Principles on Business and Human Rights (UNGPs), together with other relevant international standards. The UNGPs clarify the duty of states and the responsibility of businesses to observe and uphold international norms and treaties on human rights. The principles rest upon three pillars: 1) the State’s duty to protect human rights; 2) the corporate responsibility to respect human rights and 3) the joint responsibility of both the State and businesses sector to provide victims of business-related abuses access to remedy. The global momentum supporting the implementation of the UNGPs through National Action Plans (NAPs) has now found itself developing quickly in the region. To foster this initiative, an already well-developed community of industry advocates, human rights activists, and sustainable development practitioners are deepening their work on a wide variety of thematic areas, while leading national and multi-national enterprises are embedding human rights due diligence approaches into their operational policies and corporate communication profiles.

In light of this significant shift in the development trend, UNDP has been supporting the implementation of the UN Guiding Principles on Business and Human Rights since 2016. The global initiative on Business and Human Rights is anchored in the framework of the The Global Programme for Strengthening the Rule of Law, Human Rights, Justice and Security for Sustainable Peace and Development. It is aligned with the UNDP Strategic Plan 2022-2025 and with corporate efforts to support the implementation of the 2030 Agenda and the Sustainable Development Goals (SDGs). UNDP’s Business and Human Rights work is supported by a number of development partners including the European Union, the Government of Sweden, and the Government of Japan.
The United Nations Development Programme (UNDP) in Viet Nam has been driving forward the responsible business agenda through two regional projects “Promoting Responsible Business Practices through Regional Partnerships in Asia”, and “Human Rights Due Diligence in Global Supply Chains and a Just Recovery through the Implementation of the UN Guiding Principles on Business and Human Rights.” The goal of these projects is to promote the application of the UN Guiding Principles globally through multi-country efforts focused on advocacy, policy development, technical advisory support, capacity building, awareness raising, regional peer learning events, and South-South cooperation. The projects will be implemented by the UNDP Bangkok Regional Hub in coordination with UNDP Country Offices, including Viet Nam, and in partnership with regional initiatives, NHRIs, CSOs, other UN agencies, and the UN Working Group on the issue of human rights, transnational corporations and other business enterprises.

UNDP Viet Nam is looking for an experienced consultant to provide technical review of knowledge products and technical advisory for the implementing partners of the project.

II. OBJECTIVES
The Consultant (IC) will work closely with the Project Manager and Responsible Business Officer to provide Technical Assistance to the Responsible Business Project, which include:

- Provide technical support, expert advice and policy inputs to the government counterpart on developing National Action Plans (NAPs) on Responsible Business Practice in accordance with the UN Guiding Principles on Business and Human Rights (UNGPs) and other implementing partners of the project to enable a level playing field and business environment for responsible business conduct.
- Provide businesses advice on business and human rights issues and measures to prevent and mitigate human rights risks as well as account for human rights abuses/violations in the context of business operations.
- Provide support and advice to other actors, including business representative organizations and CSOs in Viet Nam.
- Provide technical review of related research and knowledge products.
- Support awareness-raising, capacity building and advocacy activities at project and national level.

III. SCOPE OF WORK & IMPLEMENTATION TIMELINE
The successful consultant is expected to deliver the following outputs:

<table>
<thead>
<tr>
<th>Outputs</th>
<th>Expected Tasks</th>
<th>Deliverables</th>
<th>Expected number of days</th>
<th>Timeline</th>
</tr>
</thead>
</table>
| Output 1 | Provide technical support to the government counterpart of the project to develop the National action plan (NAP) to advance responsible business practices in accordance with UN Guiding Principles on Business and Human Rights (UNGPs) in Viet Nam  
- Work closely with and provide technical advisory to the government counterpart of the project during the NAP development process  
- Review and provide comments and feedback on draft versions of the NAP  
- Participate and facilitate the consultations and policy dialogues with relevant stakeholders, including  
- Technical reviews on different versions of the NAP  
- Talking points to key engagements where UNDP’s Senior Management is involved during the NAP process. | | 50 days | June – Nov 2022 |
| Output 2 | Provide technical support on the development of the responsible investment screening tool  
- Provide technical review of the draft screening tool and make sure UNGPs be integrated in the tool  
- Participate and support the consultations and launch events of the tool | Technical review of the responsible investment screening tool  
- Talking points to key engagements where UNDP’s Senior Management is involved. | 10 days | June – July 2022 |
| --- | --- | --- | --- | --- |
| Output 3 | Take lead in working with the research team of a study on human rights risks in supply chains of multinational corporations in Viet Nam to inform the Human Rights Due Diligence trainings.  
- Advise on design of the study, research methodology and framework  
- Lead the discussions and meetings with research team during  
- Work closely with the research team to provide technical support to ensure quality and substantive inputs and deliverables of the final report | Final report of the study on human rights risks in supply chains of multinational corporations in Viet Nam  
- Talking points to key engagements where UNDP’s Senior Management is involved. | 30 Days | June – Sept 2022 |
| Output 4 | Provide technical support for the trainings on human rights due diligence for businesses and responsible business practices for scholars  
- Provide technical review on training materials for courses  
- Conduct and facilitate sessions with guest speakers, and group discussions with participants  
- Review English translation of training materials  
- Provide inputs for other materials to promote the training | Technical review of the training materials  
- Final English version of training materials  
- Talking points to key engagements where UNDP’s Senior Management is involved. | 30 days | June 2022 – Jan 2023 |
Output 5
Provide advisory to businesses in closed-door sessions with businesses on business and human rights issues, as well as measures to prevent, mitigate, and account for human rights risks in the context of business operation.
- Conduct at least bi-monthly closed-door guidance session with businesses
- At least 6 guidance sessions with businesses
30 days
June 2022 – March 2023

IV. PROVISION OF MONITORING & PROGRESS CONTROL
The consultant shall be under the direct supervision of and report to the Assistant Resident Representative and Head of the Governance and Participation Unit of UNDP Viet Nam and under overall guidance of the regional Business and Human Rights Specialist at the Bangkok Regional Hub while working closely with the Responsible Business Officer at UNDP Viet Nam.

The IC will report to the Assistant Resident Representative, Head of Governance and Participation Unit of UNDP Viet Nam.

V. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS
UNDP will provide administrative supports if needed for the consultant to conduct the tasks.

VI. QUALIFICATIONS
The consultant is expected to be an individual with experience in human rights, business and human rights, responsible business conduct, corporate sustainability (or relevant fields, e.g., ESG, corporate social responsibility). The Consultant for the activities under this TOR is expected to meet qualifications in the evaluation criteria.

VII. PAYMENT TERMS
The payment schedule will be divided into 5 tranches upon submission and approval of the following deliverables:

<table>
<thead>
<tr>
<th>No.</th>
<th>Deliverables</th>
<th>Payment amount</th>
<th>Tentative payment schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Upon UNDP’s satisfaction with Outputs delivery due date by 31 July 2022</td>
<td>20%</td>
<td>31 July 2022</td>
</tr>
<tr>
<td>2</td>
<td>Upon UNDP’s satisfaction with Outputs delivery due date by 30 September 2022</td>
<td>20%</td>
<td>30 September 2022</td>
</tr>
<tr>
<td>3</td>
<td>Upon UNDP’s satisfaction with Outputs delivery due date by 30 November 2022</td>
<td>20%</td>
<td>30 November 2022</td>
</tr>
<tr>
<td>4</td>
<td>Upon UNDP’s satisfaction with Outputs delivery due date by 31 January 2023</td>
<td>20%</td>
<td>31 January 2023</td>
</tr>
<tr>
<td>5</td>
<td>Upon UNDP’s satisfaction with Outputs delivery due date by 31 March 2023</td>
<td>20%</td>
<td>April 2023</td>
</tr>
</tbody>
</table>

VIII. CONSULTANT PRESENCE REQUIRED ON DUTY STATION
☒ NONE ☐ PARTIAL ☐ INTERMITTENT ☐ FULL-TIME
## IX. EVALUATION CRITERIA

<table>
<thead>
<tr>
<th>No.</th>
<th>Requirement</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Master’s degree or higher in law, human rights, business and human rights, public policy, political science, corporate social responsibility (CSR), or closely related fields.</td>
<td>250</td>
</tr>
<tr>
<td>2</td>
<td>At least five years of proven and relevant experience working in the areas of law, human rights, business and human rights, public policy, political science, corporate social responsibility, or closely related fields.</td>
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</tr>
<tr>
<td>3</td>
<td>Experience in providing business advisory services related to corporate sustainability, CSR, ESG, or closely related fields (except for business and human rights).</td>
<td>150</td>
</tr>
<tr>
<td>4</td>
<td>Experience in advising business and human rights issues, developing human rights policies/commitments, conducting human rights and environmental due diligence, working on access to remedy to business enterprises is a big asset</td>
<td>100</td>
</tr>
<tr>
<td>5</td>
<td>Excellent command of English proven through academic degrees or published papers</td>
<td>200</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>1,000</strong></td>
</tr>
</tbody>
</table>
ANNEX IV

OFFEROR’S LETTER TO UNDP

CONFIRMING INTEREST AND AVAILABILITY
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date __________________________

United Nations Development Programme

Dear Sir/Madam:

I hereby declare that:

A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [indicate title of assignment] under the [state project title];

B) I have also read, understood and hereby accept UNDP’s General Conditions of Contract for the Services of the Individual Contractors;

C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;

D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [delete this item if the TOR does not require submission of this document];

E) I hereby propose to complete the services based on the following payment rate: [please check the box corresponding to the preferred option]:

☐ An all-inclusive daily fee of [state amount in words and in numbers indicating currency]

☐ A total lump sum of [state amount in words and in numbers, indicating exact currency], payable in the manner described in the Terms of Reference.

F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex V;

G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;

H) This offer shall remain valid for a total period of ____________ days [minimum of 90 days] after the submission deadline;
I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office [disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists]:

J) If I am selected for this assignment, I shall [please check the appropriate box]:

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

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

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

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Contract Type</th>
<th>UNDP Business Unit / Name of Institution/Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</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>
</table>
P) Do you have any objections to our making enquiries of your present employer?
    YES □   NO □

Q) Are you now, or have you ever been a permanent civil servant in your government’s employ?
    YES □   NO □  If answer is "yes", WHEN?

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

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Full Address</th>
<th>Business or Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?
    YES □   NO □  If "yes", give full particulars of each case in an attached statement.

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

    DATE: ___________________________   SIGNATURE: ___________________________

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

Annexes [please check all that applies]:
□ CV shall include Education/Qualification, Procesional Certification, Employment Records /Experience
GUIDELINES FOR CV PREPARATION

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

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

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

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

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

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

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

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

FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum of 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>
<td></td>
<td></td>
</tr>
<tr>
<td>2.5</td>
<td>VAT** if applicable (in case your company signs the contract)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

** Individual Consultants/Contractors who request their employer to sign a Reimbursable Loan Agreement (RLA) with UNDP for their behalfs 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).