



09 May 2022

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 National Technical Specialist (Natural resource, Forestry & Agro-forestry)
Period of assignment/services (if applicable):	June 2022 – June 2024
Duty Station:	Ha Noi with in-country travel to project sites
Tender reference:	T220505

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

23.59 hrs., 22 May 2022 (Hanoi time)

With subject line:

T220505 – 01 National Technical Specialist (Natural resource, Forestry & Agro-forestry)

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
- 01 sample report in English and 01 sample report in Vietnamese to be submitted

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:

No.	Requirement	Points
1	Degree in forestry, agroforestry, environment or related field. Having a higher degree is an advantage. Academic qualification can be waived if the candidate has a proven track record of experience in the above areas.	200
2	At least 12-15 years of extensive experience in forestry, environment, natural resources and/or biodiversity projects in Viet Nam.	250
3	Solid understanding of Viet Nam specific context and issues related to the project's intervention areas (e.g. community-based conservation, forest restoration and sustainable forest management, sustainable forest management and ecotourism).	200
4	Solid experience in providing policy/technical advice to the government agencies and provinces, and in working with the local authorities and private sector	200
5	Excellent command of Microsoft Office software (Word, Excel, PowerPoint, etc.)	50
6	Good communication skills in English and Vietnamese (one sample report for English and one sample report for Vietnamese submitted for evaluation)	100
	Total	1,000

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

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

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

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

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 to the payment.

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

TERMS OF REFERENCE

Name of service:	National Technical Specialist (Natural resource, Forestry & Agro-forestry)		
Project:	Mainstreaming Natural Resource Management and Biodiversity Conservation Objectives into Socio-Economic Development Planning and Management of Biosphere Reserve in Viet Nam		
Reporting to:	UNDP Program Analyst		
Duty Station:	Ha Noi with in-country travel to project sites	Travel Required:	Yes
Duration of Assignment:	June 2022 – June 2024		
Start Date:	June 2022	End Date:	June 2024

I. BACKGROUND & PROJECT DESCRIPTION

Vietnam is ranked the 16th among the Earth's most biodiverse countries and is one of the ten richest centres of biodiversity in the world. However, the extensive deforestation and forest degradation has led to serious decline in biodiversity. The drastic decline of national forest cover coupled with intensive illegal wildlife poaching, and trading had brought over 300 wildlife species to the risk of extinction. Consequently, conservation has become a priority action in the national agenda for since late the 1980s. As a result, an extensive network of protected areas (PAs) has been established and operational nationwide with 164 terrestrial national parks (NP) and PAs, and five marine PAs being declared by 2014. However, most PAs in Vietnam are located in areas of high poverty and it is a great challenge to achieve the often-conflicting objectives of conservation and development. These parks are managed as “prohibited forests”, and often lack of community participation in planning and management. As a result, the PAs are continuously under pressures of local people, particularly poor forest dependent people in search of livelihood due to limitations on, or loss of access to the PAs. The government sought to remedy this through a benefit sharing, co-management policy between the Park authority and local communities which involved protection of natural resources while allowing some sustainable harvesting of the forest and marine products. However, this co-management initiative has had little implementation.

Biosphere Reserves are an international management approach supported by UNESCO under the Man and the Biosphere Programme (MaB) since early the 1970s. Despite the overall expected role of BRs is to offer the promise of a broadening of the current approach to PA management for biodiversity conservation by taking into account the larger socio-economic context in which PAs are situated, this approach mainly relies on the commitment and goodwill from the government rather than embedding this initiative into their national/sub-national legal system.

In Viet Nam, between 2000 and 2015, a network of nine BRs has been established covering an area of over 4.1 million ha of land and water which is home to more than 2.3 million people. However, the BR network in Viet Nam currently demonstrates its limited roles in mainstreaming conservation and biodiversity safeguards into landscape, forest and seascape planning and management and into key economic and productive sectors to shift to more sustainable, inclusive and equitable development.

The project “Mainstreaming Natural Resource Management and Biodiversity Conservation Objectives into Socio-Economic Development Planning and Management of Biosphere Reserve in Viet Nam” is thus aimed at addressing these multiple threats by harmonizing socio-economic development, sustainable management of natural resources and biodiversity conservation through an integrated landscape approach in the planning and management of Biosphere Reserves in Vietnam. To achieve this, actions will be taken to strengthen capacity and coordinated planning at the national and provincial levels on socio-economic development on the one hand as well as demonstrate sustainable natural resources management, biodiversity conservation and restoration, and alternative livelihood initiatives on the other. The Project will be implemented by Ministry of Natural Resources and Environment and three Biosphere Reserves, including Cu Lao Cham – Hoi An (Quang Nam province), Dong Nai (Dong Nai province) and West Nghe An (Nghe An Province) over the five year period, from 2020-2024.

The project objective will be achieved through the implementation of three inter-related and mutually complementary Components (Project Outcomes) that are focused at addressing existing barriers. The three Outcomes of the project are:

Outcome 1: Regulatory and institutional framework to avoid, reduce, mitigate and offset adverse impacts on biodiversity and reduced pressures on ecosystems in Biosphere Reserves in place;

Outcome 2: Integrated multi sector and multi-stakeholder planning and management operational in three Biosphere Reserves to mainstream protected area management, sustainable resource use and biodiversity-friendly development; and

Outcome 3: Knowledge management and monitoring and evaluation support contributes to equitable gender benefits and increased awareness of biodiversity conservation.

The project has been implemented for 2 years and is now entering the critical phase when site-based investment activities will be rolled out full-scale.

II. OBJECTIVES

UNDP is looking for a highly qualified National Consultant with technical expertise and experience in natural resources, forestry and agroforestry-related livelihood practices to assist UNDP in overseeing and support the implementation of the project’s investment activities for Output 2.4 (set-aside area development), Output 2.5 (Forest rehabilitation), Output 2.6 (Livelihood improvement) and Output 2.7 (Community-based tourism) with detail component description as in Annex I.

III. SCOPE OF WORK

The National Technical Specialist works in close collaboration with the Programme Analyst in charge of the Project in UNDP Viet Nam, the International Technical Advisor, PMU and PIT project officers, government officials, and technical experts to provide technical inputs and ensuring quality assurance for the implementation of Output 2.4 (Set-aside area development), Output 2.5 (Forest rehabilitation) and Output 2.6 (Livelihood improvement) and Output 2.7 (Community-based tourism).

Specific tasks are:

- Technical Inputs to the TORs of the components: Review and provide comments for drafted TORs prepared by Vietnamese side to ensure quality and relevance of the proposed activities under each Component.
- Technical advice/contribution for the implementation of the Components: Provide technical advice and guidance to the technical staff at PMU and PITs, including introduction of technical quality criteria and benchmarks, in order to achieve quality results;

- Monitoring and technical quality assurance: Hold regular site visits and stakeholders meetings for monitoring and technical guidance purposes; Provide technical advice and guidance to the contracted technical consultants/services providers, and review technical deliverables (technical reports, materials, outputs/products, publications, proceedings of workshops/consultation meetings, etc.) in order to achieve quality results.
- Technical knowledge generation and information: Work in team with the UNDP Program Analyst, ITA, PMU and PITs, based on policy analysis and research results by the project, and experiences and practices elsewhere, provide inputs to or lead the production of policy briefs/policy discussion papers, and in documenting the project lessons learnt, experiences, best practices, and human-interest stories.
- Review technical guidelines produced by the Project, including but not limited to: Guidelines on developing BR management plans applied integrated natural resource management (INRM); Guidelines on criteria, recognition progress and management of biodiversity-friendly certification for tourism facilities; Guidelines on developing tourism development plan for BRs; Guidelines on integration biodiversity impact assessment (BIA) in environmental impact assessment (EIA) in BRs and others as required.
- Submission of biannual monitoring reports for the components: Prepare progress reports on implementation of the components, highlighting issues to be tackled to improve the quality and/or progress.

IV. DELIVERABLES & IMPLEMENTATION TIMELINE

No.	Deliverable	Maximum working days	Target due date
1	Comments on technical guidance and reports prepared by consultants under project's relevant bidding packages on biodiversity conservation and sustainable livelihoods in set-aside areas in Dong Nai and Western Nghe An BRs (under Component 2.4). Biannual monitoring reports (including regular and ad-hoc site visits and meetings with stakeholders) (To be paid on a bi-annual basis)	40	June 2024
2	Comments on technical guidance and reports prepared by consultants under project's relevant bidding packages on forest restoration and sustainable management in Dong Nai and Western Nghe An BRs (under Component 2.5). Biannual monitoring reports (including regular and ad-hoc site visits and meetings with stakeholders) (To be paid on a bi-annual basis)	40	June 2024
3	Biannual monitoring reports on community - based	20	June 2024

	livelihoods development activities in Dong Nai, Cù Lao Chàm - Hội An and Western Nghe An BRs (under Component 2.6) (including regular and ad-hoc site visits and meetings with stakeholders) (To be paid on a bi-annual basis)		
4	Comments on technical guidance and reports on eco-tourism prepared by consultants under project's relevant bidding packages in Dong Nai, Cu Lao Cham - Hoi An and Western Nghe An BRs (under Component 2.7). Biannual monitoring reports (including regular and ad-hoc site visits and meetings with stakeholders). (To be paid on a bi-annual basis)	20	June 2024
5	Comments for other technical guidelines produced by the project; and reports on recommendation for their dissemination and use (To be paid on a bi-annual basis)	20	June 2024
6	Update capacity scorecards for Vietnam and 3 provinces/BRs (Annex 20, Project ProDoc); and Financial capacity score card for BR system (Section III of the Annex21A GEF-6 Tracking Tools) for terminal evaluation	20	June 2024
7	Technical inputs to the ITA's reports, policy briefs and related indicators' result on eco-tourism for terminal evaluation, evidenced by work report approved by UNDP PO (To be paid on a bi-annual basis)	10	June 2024
8	Support to ITA and UNDP on other technical matters, evidenced by work report approved by UNDP PO (To be paid on a bi-annual basis)	20	June 2024

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

Estimated number of working days: 190 working days from June 2022 to June 2024.

Duty station: Hanoi, combination of office-based (30%), home-based (40%) and field-based (30%)

Expected places of travel: Nghe An, Quang Nam and Dong Nai (6 trips/year; 2 trips/province/year, 4 days/trip)

Travel costs to provinces in line with UN-EU cost norms will be included in the consultants' offers.

VI. PROVISION OF MONITORING & PROGRESS CONTROL

- The consultant will report directly to UNDP Program Analyst;
- The consultant will need to work closely with UNDP Viet Nam, PMU, PITs.

VII. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

Administrative Support

Administrative will be provided by UNDP and government partners if needed. Copies of relevant documents and template will be made available to the consultant upon commencement of the assignment.

Reference Documents

Project Document and other related documents

VIII. DEGREE OF EXPERTISE & QUALIFICATIONS

Qualifications	<ul style="list-style-type: none">• Degree in forestry, agroforestry, environment or related field. Having a higher degree is an advantage. Academic qualification can be waived if the candidate has a proven track record of experience in the above areas.
Relevant Professional Experience	<ul style="list-style-type: none">• At least 12-15 years of extensive experience in environment, natural resources and/or biodiversity projects in Viet Nam.• Solid understanding of Viet Nam specific context and issues related to the project's intervention areas.• Solid experience in providing policy/technical advice to the government agencies and provinces, and in working with the local authorities and private sector
Other Competencies	<ul style="list-style-type: none">• Excellent command of Microsoft Office software (Word, Excel, PowerPoint, etc.)
Language Requirements	<ul style="list-style-type: none">• Good communication skills in English and Vietnamese.

IX. PAYMENT TERMS

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount
1	Deliverables 1, 2, 3, 4, 5, 7 and 8 (for June 2022-Dec 2022)	Jan. 2023	22%
2	Deliverables 1, 2, 3, 4, 5, 7 and 8 (for Jan 2023-Jun 2023)	Jul. 2023	22%
3	Deliverables 1, 2, 3, 4, 5, 7 and 8 (for Jul 2023-Dec 2023)	Jan. 2024	22%
4	Deliverables 1, 2, 3, 4, 5, 7 and 8 (for Jan 2024-June 2024) and Deliverable 6	Jul. 2024	34%

X. CONSULTANT PRESENCE REQUIRED ON DUTY STATION

☐ NONE ☒ PARTIAL ☐ INTERMITTENT ☐ FULL-TIME

XI. EVALUATION CRITERIA

No.	Requirement	Points
1	Degree in forestry, agroforestry, environment or related field. Having a higher degree is an advantage. Academic qualification can be waived if the candidate has a proven track record of experience in the above areas.	200
2	At least 12-15 years of extensive experience in forestry, environment, natural resources and/or biodiversity projects in Viet Nam.	250
3	Solid understanding of Viet Nam specific context and issues related to the project's intervention areas (e.g. community-based conservation, forest restoration and sustainable forest management, sustainable forest management and ecotourism).	200
4	Solid experience in providing policy/technical advice to the government agencies and provinces, and in working with the local authorities and private sector	200
5	Excellent command of Microsoft Office software (Word, Excel, PowerPoint, etc.)	50
6	Good communication skills in English and Vietnamese (one sample report for English and one sample report for Vietnamese submitted for evaluation)	100
	Total	1,000

ANNEX IV

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

Date _____

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

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [*delete this item if the TOR does not require submission of this document*];
- E) I hereby propose to complete the services based on the following payment rate: [*please check the box corresponding to the preferred option*]:
 - ☐ An all-inclusive daily fee of [*state amount in words and in numbers indicating currency*]
 - ☐ A total lump sum of [*state amount in words and in numbers, indicating exact currency*], payable in the manner described in the Terms of Reference.
- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex V;
- G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- H) This offer shall remain valid for a total period of _____ days [*minimum of 90 days*] after the submission deadline;

I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*

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

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

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

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

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

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

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

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

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

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

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

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

Name	Relationship	Name of International Organization

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

YES ☐ NO ☐

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

YES ☐ NO ☐ If answer is "yes", WHEN?

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

Full Name	Full Address	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 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).

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