

23 May 2022



**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE**  
**for individual consultants and individual consultants assigned by**  
**consulting firms/institutions**

<b>Country:</b>	<b>Viet Nam</b>
<b>Description of the assignment:</b>	<b>01 expert support MONRE to stock take of latest international discussion and national practices on Loss and Damage (L&amp;D) caused by climate change and recommendations to track and manage L&amp;D and support Viet Nam's participation at international discussions on L&amp;D</b>
<b>Period of assignment/services (if applicable):</b>	<b>50 working days from June 2022 to August 2022</b>
<b>Duty Station:</b>	<b>Home based and Hanoi</b>
<b>Tender reference:</b>	<b>P220505</b>

1. Submissions should be sent by **email** to: [nguyen.ngoc.phuong@undp.org](mailto:nguyen.ngoc.phuong@undp.org) no later than:

**23.59 hrs., 05 June 2022 (Hanoi time)**

**With subject line:**

**P220505 – NC to support MONRE to stock take of latest international discussion and national practices on L&D**

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](mailto: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:

- CV including experience with a similar type of work
- Financial offer
- 02 similar sample reports or documents in English

### b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **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:

Consultant's experiences/qualification related to the services		
1	<b>Qualifications:</b> Master's degree in public administration, economics, environmental science and/or management, natural resource management, and climate change or related field;	150
2	<b>Experience:</b> Minimum of 10 years working experience in the disciplines of environmental science/management, and climate change, loss and damage; developing document on integrating climate change response into strategies and plans;	150
3	<b>Other Competencies:</b> Extensive experience related field of natural resources and environment;	150
4	<b>Other Competencies:</b> Having good knowledge on loss and damage to implement strategies, master plans and plans of Viet Nam;	150
5	<b>Other Competencies:</b> Having experience in conducting research and analysis on climate change adaptation and/or climate related Loss and Damage in Viet Nam;	150
6	<b>Other Competencies:</b> Having experience in proposing integrated planning for fields and regions;	100
7	<b>Other Competencies:</b> Good knowledge of gender equality and civil society participation are advantageous;	50
8	<b>Other Competencies:</b> Excellent English drafting (provision of two English written reports/examples is required).	100
	<b>Total</b>	<b>1,000</b>

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

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

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

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

Interview with the candidates may be held if deemed necessary.

## **5. Contract**

"Lump-sum" Individual Contract will be applied for freelance consultant (Annex II)

"Lump-sum" RLA will be applied for consultant assigned by firm/institution/organization (Annex III)

Documents required before contract signing:

- International consultant whose work involves travel is required to complete the courses on BSAFE which the new online security awareness training is 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**

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount
1	<b>Product 1:</b> Inception report including work plan and anticipated timeline.	June 2022	20% of the contract value
2	<b>Product 2:</b> Overview report of the latest international negotiation of L&D	6/20/2022	40% of the contract value
3	<b>Product 3:</b> Report of proposing an action plan for Viet Nam on L&D topics	30/07/2022	40% of the contract value

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



**TERMS OF REFERENCE**  
**INDIVIDUAL CONSULTANT**

**Ref#:**

<b>Name of service:</b>	01 expert support MONRE to stock take of latest international discussion and national practices on Loss and Damage (L&D) caused by climate change and recommendations to track and manage L&D and support Viet Nam's participation at international discussions on L&D		
<b>Project:</b>	Vietnam National Adaptation Plan Development and Operationalization Support Project.		
<b>Report to:</b>	GCF Project Manager/UNDP PO on Climate Change and Resilience and MONRE Project Director		
<b>Duty Station:</b>	Home based and Hanoi	<b>Travel Required:</b>	No
<b>Duration of Assignment:</b>	50 days		
<b>Start Date:</b>	May 2022	<b>End Date:</b>	8/31/2022

**BACKGROUND & PROJECT DESCRIPTION**

Climate change is taking place increasingly and complexly, changing many laws of nature. The 6th Climate Assessment Report (AR6) of Working Group I of the Intergovernmental Panel on Climate Change (IPCC) published in August 2021 shows that climate change is getting worse and worse, and is causing irreversible consequences. In Vietnam in recent years, under the impact of climate change, the frequency of occurrence of extreme weather phenomena has increased. Records for the average temperature as well as the maximum temperature are continuously recorded during heat waves from year to year. Increasing temperature and prolonged heat have caused many droughts across the country. Unusual heavy rain, both in terms of time, place, frequency and intensity, often occurs. Large storms have become much more frequent in the past 35 years.

According to assessments from authorities, Vietnam is highly facing losses and damages due to climate change. For example, in the period 1995 - 2017, damage caused by natural disasters in Vietnam was about 14 trillion VND/year (2010 price) with an increasing rate of 12.7%/year. 2017 was the year with many record-breaking storms (16 storms, 4 tropical depressions), 386 dead and missing, the highest total damage was 38.7 trillion VND (approximately 2.7 billion USD) which, the damage to rice accounted for the most (average 66.1% annually in the period 2011 - 2016). Other crops are also affected, in most of the affected areas, crop yields are reduced by more than 50%.

It is forecasted that by 2050, if the sea level rises from 18÷38 cm, the loss could be up to 2% of Vietnam's GDP. By 2100, if the sea level rises by 100 cm, 6.3% of Vietnam's land area will be flooded, of which about 570 thousand hectares of rice land in the Mekong Delta region will be flooded, estimated to lose more than 3,177 000 tons of rice equivalent to a loss of about 17,500 billion VND

(2016 price); 4% railway system; 9% of the national highway system and 12% of the provincial road system will be affected, of which the traffic system in the Mekong Delta region will be most affected (about 28% for national highways and 27 % for provincial roads). Loss and damage caused by sea level rise in the Mekong Delta region of Vietnam are expected to be very high even with appropriate adaptation measures in place.

Determining vulnerability, risk and estimating damage caused by climate change in each country is a work of great urgency. In order to respond to climate change, policy makers and economists need to estimate the costs that the national and local budgets spend on these activities. The assessment of information and communication is calculated using analytical methods, mathematical models and computational tools. However, most estimates are still based on uncertain assessment methods and most of the figures given are lower than actual losses because in addition to existing losses such as lives, property, and crops, and other long-term damages to health, ecosystems, and quality of the living environment. Currently in Vietnam, the assessment of information and communication is carried out by the Commanding Committees for Flood and Storm Control and Search and Rescue in the provinces and localities, then aggregated to the Central Steering Committee for Natural Disaster Prevention and Control and the National Committee for Search and Rescue. However, these agencies mainly carry out urgent and situational tasks such as responding to floods, storms, and unusual natural disasters. As for the losses and damages by slow offset events such as the effects of sea level rise, saline intrusion, drought, etc., it has not been fully realized and assessed. The obvious impacts of climate change in recent years necessitate the need to have methods to assess, identify and classify information and problems in order to make appropriate response policies. Because the impacts of climate change are multi-sectoral and interdisciplinary, in the future, it is necessary to further strengthen the tools and mechanisms for assessing information and communication problems in order to have effective mitigation and remedial solutions.

Recognizing the losses and damages related to the adverse impacts of climate change, countries around the world have been strengthening dialogue, cooperation and synergies to deal with losses and damages caused by climate change. A number of mechanisms, regulations and negotiations on L&D have been implemented and the issue of L&D has been one of the important topics on discussion agendas at recent COPs. For Vietnam, the national government has made strong commitments and efforts in climate change adaptation, including recovery packages and schemes in the areas/sectors most affected by climate change and natural disasters. However, Vietnam has not yet taken concrete actions to assess L&D systematically and actively participate in international discussions on the topic. Therefore, Vietnam urgently needs to develop a roadmap to participate in international discussions on L&D in order to promote the overall assessment of L&D caused by climate change and to develop a comprehensive strategy to address L&D challenges.

## **OBJECTIVES**

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UNDP is looking for a national consultant to support the Department of Climate Change (DCC) under MONRE and UNDP in reviewing the latest international negotiations and mechanisms on L&D caused by climate and proposing recommendations of key L&D interventions part of NAP's technical report and providing a background report on L&D for Viet Nam to participate in the upcoming COP agenda.

The expert will work closely with 01 UNDP's International Consultant on Climate Change Policy Analysis and the Team Leader for the NAP Technical report.

The expert will be supervised by the DCC, MONRE and UNDP Project Manager and is expected to work closely with MONRE officials and other mobilized technical consultants of the project.

The consultant will be responsible to support delivering of the following activities:

1. Review the latest international negotiations and mechanisms on L&D caused by climate change;

2. Stocktake on Viet Nam's effort on L&D caused by climate change including an approach to track L&D efforts, including in research and policy formation; and provide a list of concrete recommendations for Viet Nam to participate in the international L&D negotiations/discussions.
3. Propose a roadmap for Viet Nam to actively participate in L&D discussion at the upcoming COP 27 and COP28, and provide inputs related to L&D for the NAP technical report;
4. Participate in the presentation-related content at consultation meetings in Hanoi organized by MONRE and UNDP.

## SCOPE OF WORK

The consultant will undertake the following tasks:

### **Task1: Review the latest international negotiations on Loss and Damage**

- Review and assess L&D policies/mechanisms under the United Nations Framework Convention on Climate Change (UNFCCC);
- Analyze international negotiations and mechanisms on L&D associated with climate change;
- Review the latest international negotiations of L&D including the impacts on vulnerable groups such as migrant and displacement, women, youth, representatives of ethnic minorities

### **Task 2: Propose an action plan framework/list of recommendations for Viet Nam on L&D as part of NAP's technical report and provide inputs for the country's discussions/negotiation at the upcoming COP agenda;**

- Review and analyze national and international legal documents on L&D caused by climate change.
- Review and assess studied reports and policies relate to L&D caused climate change;
- Review and analyze international experiences on stocking of the progress on L&D caused by climate change which can be applied to the context of Vietnam;
- Propose a roadmap for Viet Nam to participate in L&D discussions/negotiation at the upcoming COP and to provide inputs related to L&D for the NAP technical reports;

### **Task 3: Finalizing the report**

- Participate in the presentation of related contents at consultation meetings and seminars in Ha noi upon request;
- Coordinate with the other mobilized technical consultants to finalize the report.

## DELIVERABLES & IMPLEMENTATION TIMELINE

No	Deliverable	Estimated month to complete	Target due date
1	<b>Product 1:</b> Background report on L&D caused by climate change which highlight the concepts and data/information of L&D in Viet Nam	10	5/30/2022
2	<b>Product 2:</b> Reviewing report on the latest	15	6/20/2022

	international negotiations and mechanisms on L&D		
3	<b>Product 3:</b> Report on development of Viet Nam's action plan framework on L&D caused by climate change	25	7/30//2022

#### **DURATION OF ASSIGNMENT, DUTY STATION & EXPECTED PLACES OF TRAVEL**

**Estimated number of working days:** 50 days during May 2022 to 8/31/2022.

**Duty Station:** Ha Noi

**Expected places of travel:** No travels outside of the duty station.

#### **PROVISION OF MONITORING & PROGRESS CONTROL**

The consultant will work under the supervision of the DCC and the UNDP Project.

All deliverables of the consultant will be submitted in Vietnamese. The progress and deliverables will be reviewed by UNDP Project Manager and relevant experts assigned by UNDP. The final products will be approved by UNDP and DCC of MONRE .

#### **ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS**

##### **Administrative Support**

The selected consultant will be responsible for providing necessary preparation for consultation meetings and workshops. Meetings/workshops will be facilitated or chaired by DCC, MONRE and UNDP.

##### **Reference Documents**

Once selected, the consultant will receive detail project document, work plan and relevant reference by UNDP and DCC, MONRE.

#### **DEGREE OF EXPERTISE & QUALIFICATIONS**

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Master 's degree in public administration, economics, environmental science and/or management, natural resource management, and climate change or related field;</li> </ul>
<b>Relevant Professional Experience</b>	<ul style="list-style-type: none"> <li>Minimum of 10 years working experience in the disciplines of environmental science/management, and climate change, loss and damage, developing document on integrating climate change response into strategies and plans;</li> </ul>
<b>Other Competencies</b>	<ul style="list-style-type: none"> <li>Extensive experience related field of natural resources and environment;</li> <li>Having good knowledge on loss and damage to implement strategies, master plans and plans of Vietnam;</li> <li>Having experience in conducting research and analysis on loss and damage;</li> <li>Having experience in integrated planning for fields and regions;</li> <li>Proven interpersonal skills to work in teams with a strong ability to effectively communicate and pursue strategic negotiations;</li> <li>Good knowledge of gender equality and civil society participation are</li> </ul>

	advantageous; and
<b>Language Requirements</b>	<ul style="list-style-type: none"> <li>Excellent English skills (provision of two written reports/examples is required).</li> </ul>

#### PAYMENT TERMS

No .	Deliverables as indicated in Section IV	Due Date	Payment Amount
1	<b>Product 1:</b> Inception report including work plan and anticipated timeline.	June 2022	20% of the contract value
2	<b>Product 2:</b> Overview report of the latest international negotiation of L&D	6/20/2022	40% of the contract value
3	<b>Product 3:</b> Report of proposing an action plan for Viet Nam on L&D topics	30/07/2022	40% of the contract value

#### CONSULTANT PRESENCE REQUIRED ON DUTY STATION

☐ NONE
 ☐ PARTIAL
 ☒ INTERMITTENT
 ☐ FULL-TIME

#### EVALUATION CRITERIA

No .	Requirement	Points
	<b>Qualifications:</b> Master's degree in public administration, economics, environmental science and/or management, natural resource management, and climate change or related field;	150
	<b>Experience:</b> Minimum of 10 years working experience in the disciplines of environmental science/management, and climate change, loss and damage; developing document on integrating climate change response into strategies and plans;	150
	<b>Other Competencies:</b> Extensive experience related field of natural resources and environment;	150
	<b>Other Competencies:</b> Having good knowledge on loss and damage to implement strategies, master plans and plans of Viet Nam;	150
	<b>Other Competencies:</b> Having experience in conducting research and analysis on climate change adaptation and/or climate related Loss and Damage in Viet Nam;	150
	<b>Other Competencies:</b> Having experience in proposing integrated planning for fields and regions;	100
	<b>Other Competencies:</b> Good knowledge of gender equality and civil society	50



	participation are advantageous;	
	<b>Other Competencies:</b> Excellent English drafting (provision of two English written reports/examples is required).	100
	<b>Total</b>	<b>1,000</b>

#### Criteria for Evaluation of Proposal

Offers will be evaluated according to the Combined Scoring method – where the educational background and experience on similar assignments will be weighted at 70% and the financial proposal will weigh at 30% of the total scoring.

The applicant receiving the Highest Combined Score and meeting other requirements in the Procurement Notice will be awarded the contract.

#### Documents for Submission

Applicants will be expected to include the following along with their application:

1. **Core Documents**
2. **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
3. **Current and complete CV** in English;
4. **02 sample reports** in English ;
5. **Financial offer** using the standard UNDP template.

## ANNEX IV

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

Date \_\_\_\_\_

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

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 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.

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**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 .....US\$

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

#### Cost breakdown:

No.	Description	Quantity	Unit Rate (US\$)	Total
1	Consultancy fee (daily rate)			
2	Out of pocket expenses			
2.1	Travel			
2.2	Per diem			
2.3	Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel – (required before issuing contract). *			
2.5	Others (pls. specify).....			
2.6	VAT** if applicable (in case your company signs the contract)			
	<b>TOTAL</b>			

\* Individual Consultants/Contractors who are over 62 years of age with assignments that require travel and are required, **at their own cost**, to undergo a full medical examination including x-rays and obtaining medical clearance from **an UN-approved doctor** prior to taking up their assignment.

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

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

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

Dated this day /month                      of year

Signature

*(The costs should only cover the requirements identified in the Terms of Reference (TOR)*

*Travel expenses are not required if the consultant will be working from home).*