

25 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 Individual Consultant to develop waste management model in fishery sector
Period of assignment/services (if applicable):	54 working days from June 2022 to December 2023
Duty Station:	Binh Dinh
Tender reference:	P220506

1. Submissions should be sent by email to: nguyen.ngoc.phuong@undp.org no later than:

23.59 hrs., 02 June 2022 (Hanoi time)

With subject line:

P220506 – NC to develop waste management model in fishery sector

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:

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

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	Has at least 10 years of experience in relating projects on solid waste and plastic waste management, development of policy, regulation and technical guideline on waste and environment management in fishery sector, circular economy, sustainable development	350
2	Has strong background on operation activities of fisheries, aquaculture, seafood processing and their solid waste generation sources	300
3	Has strong working experience with local authorities in Binh Dinh province and Quy Nhon, on policy advocacy, trainings, workshops, capacity building on policy and regulation on waste, plastic management. Having working experience with UN agencies is an asset.	200
		50
4	Demonstrated good English writing skill by provision of two English reports or English certificate	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.

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	An analysis report on consumption, generation and management of plastic waste in fishery sector	August 2022	20%
2	A draft regulation/technical guideline applicable for fishing boats to bring waste/recyclable materials back to shore	October 2022	20%
3	A pilot program for fishing boats to bring waste/recyclable materials back to shore Identification of area for the collection center located in the Fishing Port, with infrastructure design and storage equipment Management mechanism of the collection center with engagement of IWWs and connected with the collection network for input materials of the MRF	January 2023	20%
4	Awareness raising program for fisherman, IWWs on plastic waste and solid waste management List communication products to be produced and their contents are verified by the Consultant Technical inputs to supervise, monitor the pilot program implementation	June 2023	20%
5	Assessment of the pilot program and recommendations on policy, regulation enforcement and adjustments of coordination mechanism among stakeholders to support the collection network of the MRF Final Report	December 2023	20%

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



TERMS OF REFERENCE
National Individual Consultant

Name of service:	01 National Individual Consultant to develop waste management model in fishery sector		
Project:	Scaling-up Integrated and Inclusive Waste Management Models through Empowering the Informal Sector and Fostering the Circular Economy		
Reporting to:	CCE Program Analyst		
Duty Station:	Binh Dinh		
Duration of Assignment:	From June 2022 to December 2023		
Start Date:	June 10 2022	End Date:	December 29, 2023

I. BACKGROUND & PROJECT DESCRIPTION

Between 2015 and 2020 the average annual rate of municipal waste in Viet Nam increased from 21 million tons to some 35 million tons (ISPONRE, 2017) and is projected to further increase to 52 million tons by 2025) – in other words, a 2.5-fold increase within a decade. Some 70% of waste is disposed of in landfills, while the remaining 30% is burned or illegally dumped. In urban areas, more than 85% of waste is collected, but in rural areas the collection rate drops to approximately half of the urban collection rate, ranging between 40% and 45% (ISPONRE, 2018). Plastic waste, in particular, accounts for between 10% and 12% of the total amount of solid waste generated in Viet Nam, amounting to approximately 1.8 million tons every year.

Although essential to the improvement of waste management systems, at-source separation is not commonly found in Viet Nam. Challenges include the lack of commitment from households to separate their waste, lack of infrastructure to collect segregated waste, the difficulties for the city municipalities to select a location to install the infrastructures, common complaints from the households with respect to the smell, health concerns etc.

The government has issued a number of policies relating to waste and plastic management. In 2019, Resolution No. 09/NQ-CP was issued, in which the GoV has assigned the Ministry of Natural Resources and Environment (MONRE) to be the focal point of unified state

management of solid waste. The National Strategy on the Integrated Management of Solid Waste by 2025, vision to 2050 approved by the Prime Minister in Decision No. 491/ QD-TTg on May 7, 2018. On plastic waste, in December 2019, the first National Action Plan for Management of Marine Plastic Litter was issued by the Prime Minister (PM). The plan sets the target of reducing marine plastic litter by 75%; collect 100% of abandoned, lost, or discarded fishing gears and put an end to the disposal of fishing gears in the sea. On August 20, 2020, the Prime Minister issued Directive 33/CT-TTg on strengthening the management, reuse, recycling, treatment and reduction of plastic waste.

In November 2020, the revised Law on Environmental Protection (LEP) was adopted. It builds the institutional basis for the development of a circular economy and strengthens the stipulation on solid waste management directives. Article 142 gives the first definition of Circular Economy, in which “design, production, consumption and service activities reduce the extraction of raw materials, materials, extend product life, reduce generated waste and minimize negative impacts”. Articles from 75 to 79 of the revised LEP provide regulations on domestic solid waste collection and treatment service based on the sorted amount of waste. In January 2022, the Decree 08/2022 was issued, it provides guiding the implementation of the LEP, comprising of criteria, roadmap and incentive mechanism to accelerate circular economy.

The project “Scaling-up Integrated and Inclusive Waste Management Models through Empowering the Informal Sector and Fostering the Circular Economy” (DWP5C phase 2) will be implemented in Binh Dinh province. The project’s objective is to deploy and test a range of interventions including on the ground support interventions for IWWs, a sector-focused waste management model in fisheries, and an ecosystem-level approach at innovating the value chain through a Material Recovery Facility (MRF), and then refining these models based upon the deployment and learning with a view to continued and scaled-up deployment supported by a programme of capacity development and knowledge creation, sharing and dissemination. Within the project, an inclusive Material Recovery Facility for improved local material value chain will be piloted and established. Besides, technical supports will be delivered to local authority to develop regulations for fishing boat to bring waste/recyclable materials back to shore, after each fishing trip.

II. OBJECTIVES

UNDP is looking for 01 national individual consultant (hereinafter called Consultant) to collaborate with local authorities and stakeholders to carry out the following task in Quy Nhon city, Binh Dinh province:

- Carry out quick assessment on current management status of waste management in fishery sector to develop regulation applicable for fishing boats to bring waste/recyclable materials back to shore, after each fishing trip
- Develop and support to the deployment of pilot program for fishing boats
- Provide technical supports for trainings, workshops on waste management, awareness raising and development of communication products

III. SCOPE OF WORK

Under collaboration with UNDP, Quy Nhon PC and Binh Dinh Fishery Department and relevant stakeholders, the recruited Consultant is requested to carry out the following tasks:

Task 1: Carry out quick assessment on current management status of waste management in fishery sector to develop regulation applicable for fishing boats to bring waste/recyclable materials back to shore, after each fishing trip

The Consultant needs to review the current status of (i) consumption of plastic products by fisherman, (ii) management of plastic waste generated from fisheries activities and (iii) policies and regulations at national and local level on plastic waste management in fishery sector. Surveys on plastic products consumption should be carried out, targeting generation sources such as from activities of fisheries, aquaculture, seafood processing. Data on volume of plastic products to be consumed and generated after used, in Quy Nhon city, will be estimated.

The Consultant is requested to analyze shortcomings, gaps in current policies and regulations to propose a practical regulation or a technical guideline to enforce the centered collection of plastic waste after used in fishery sector. These regulation(s) or technical guideline(s) should be considered to integrate with current regulation of direct management agencies of targeted waste owners, for example, the management regulation of fishing boat issued by Quy Nhon Fishing Port. The Consultant needs to carry out consultation meetings with local authority on the development of this regulation/technical guideline.

Deliverables of this task comprise of (i) an analysis report on consumption, generation and management of plastic waste in fishery sector and (ii) a draft regulation/technical guideline applicable for fishing boats to bring waste/recyclable materials back to shore, after each fishing trip.

Task 2: Develop pilot program for fishing boats to bring waste/recyclable materials back to shore and support to its implementation

To formulate waste management model in fishery sector, a pilot program for fishing boats to bring waste/recyclable materials back to shore will be developed by the Consultant. The Consultant is requested to carry out the following activities:

- Survey and develop the list of committed fishing boats/fisherman to join the pilot program. The list included information on type of fishing boat, number of workers and their contact details, operation schedule and registered data on volume of plastic products to be used and plastic waste to be collected and delivered to the collection center established in Quy Nhon Fishing Port.
- Study and propose equipment for plastic waste collection, such as packaging, container, bin, which will be installed on the fishing boat. The equipment needs to be satisfied requirements on suitability and durability.
- Propose a collection center located within area of Quy Nhon Fishing Port with infrastructure design and requested equipment to store the plastic waste collected and delivered by fishing boat. The management mechanism of this center (by

Management Board of the Fishing Port), engagement of informal waste workers (IWWs) and connection with the inputs material collecting system for the MRF, should be clarified.

- Develop operation mechanism of the pilot program, with integration of incentive mechanism for fisherman, linking with the collection center established within Quy Nhon Fishing Port and the MRF. The involvement of local authorities, ie. Binh Dinh Fishery Department, Quy Nhon Fishing Port, Binh Dinh DONRE and relevant stakeholders should be clarified. The application of the regulation/technical guideline mentioned in the Task 1 should be included in the pilot program.
- Supervise, monitor and assess the pilot program implementation, in coordination with equipment suppliers, contractor implementing the pilot program, Quy Nhon Fishing Port, Quy Nhon PC and relevant stakeholders

Deliverables of this task are reports, including:

- A pilot program for fishing boats to bring waste/recyclable materials back to shore, including (i) list of potential candidates, (ii) equipment for fishing boat to collect plastic wastes after used, (iii) operation mechanism, including the application of the regulation/technical guideline for fishing boat to bring plastic waste back, (iv) coordination mechanism with stakeholders, connecting with a collection center located in the Fishing Port.
- Identification of area for the collection center located in the Fishing Port, with infrastructure design and storage equipment
- Management mechanism of the collection center with engagement of IWWs and connected with the collection network for input materials of the MRF
- Technical inputs to supervise, monitor and assess the pilot program implementation

Task 3. Provide technical supports for trainings, workshops on waste management, awareness raising and development of communication products

To support the pilot program mentioned in Task 2, trainings and workshops to raise aware of fisherman, IWWs on plastic waste and solid waste should be developed and implemented. The Consultant is requested to develop a series of such trainings and workshops in combination with the pilot program and corresponding presentations. Besides, the Consultant should join and provide technical inputs on creation of a collection network of input materials for the MRF, including recyclable materials from fishery sector, through the relevant capacity building and awareness raising activities on plastic waste management, waste management models organized by local stakeholders.

List of communication products such as (i) instruction boards on segregation and collection of recyclable materials for fishing boats, the Port, (ii) leaflet/manual/guideline for raising awareness on plastic waste management, solid waste management, impacts to human health and environment, waste management model...should be developed by the Consultant. Other means of communication such as news on radio or television, articles on newspapers, magazines, websites, etc., are also highly recommended. Contents of these

communication products must be reviewed by the Consultant before printing and distribution.

Deliverables of this task are reports, including:

- Awareness raising program for fisherman, IWWs on plastic waste and solid waste management
- List communication products to be produced and their contents are verified by the Consultant

IV. DELIVERABLES & IMPLEMENTATION TIMELINE

No.	Deliverable	Target due date
1	An analysis report on consumption, generation and management of plastic waste in fishery sector	August 2022
2	A draft regulation/technical guideline applicable for fishing boats to bring waste/recyclable materials back to shore	October 2022
3	A pilot program for fishing boats to bring waste/recyclable materials back to shore Identification of area for the collection center located in the Fishing Port, with infrastructure design and storage equipment Management mechanism of the collection center with engagement of IWWs and connected with the collection network for input materials of the MRF	January 2023
4	Awareness raising program for fisherman, IWWs on plastic waste and solid waste management List communication products to be produced and their contents are verified by the Consultant	February 2023
5	Technical inputs to supervise, monitor the pilot program implementation	June 2023
6	Assessment of the pilot program and recommendations on policy, regulation enforcement and adjustments of coordination mechanism among stakeholders to support the collection network of the MRF	November 2023
7	Final Report	December 2023

All Reports shall be submitted in both English and Vietnamese.

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

Estimated number of working days: 54 working days from June 2022 to December 2023

Duty station: Binh Dinh

VI. PROVISION OF MONITORING & PROGRESS CONTROL

The Consultants shall report to UNDP Viet Nam on the deliverables of work regarding a work-plan, deadlines and verification activities.

VII. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

Administrative Support

UNDP will provide coordinating supports to the Consultants to work with local stakeholders, including Quy Nhon PC, DONRE, DARD, experts from Quy Nhon University and ICISE and both international and national experts involved in MRF establishment.

Reference Documents

Study on MRF models in India carried out by UNDP;

Study on baseline of waste flow in Binh Dinh province, carried out by UNDP Viet Nam;

VIII. DEGREE OF EXPERTISE & QUALIFICATION

Qualification for the Consultant:

- Has at least 10 years of experience in relating projects on solid waste and plastic waste management, development of policy, regulation and technical guideline on waste and environment management in fishery sector, circular economy, sustainable development
- Has strong background on operation activities of fisheries, aquaculture, seafood processing and their solid waste generation sources
- Has strong working experience with local authorities in Binh Dinh province and Quy Nhon, on policy advocacy, trainings, workshops, capacity building on policy and regulation on waste, plastic management. Working experience with UN agencies is an asset.
- Good English writing skill

IX. PAYMENT TERMS

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount
1	An analysis report on consumption, generation and management of plastic waste in fishery sector	August 2022	20%
2	A draft regulation/technical guideline applicable for fishing boats to bring waste/recyclable materials back to shore	October 2022	20%
3	A pilot program for fishing boats to bring waste/recyclable materials back to shore Identification of area for the collection center located in the Fishing Port, with infrastructure design and storage equipment Management mechanism of the collection center with engagement of IWWs and connected with the collection network for input materials of the MRF	January 2023	20%
4	Awareness raising program for fisherman, IWWs on plastic waste and solid waste management List communication products to be produced and their contents are verified by the Consultant Technical inputs to supervise, monitor the pilot program implementation	June 2023	20%
5	Assessment of the pilot program and recommendations on policy, regulation enforcement and adjustments of coordination mechanism among stakeholders to support the collection network of the MRF Final Report	December 2023	20%

EVALUATION CRITERIA

No.	Requirement	Points
	Total	1000
1	Has at least 10 years of experience in relating projects on solid waste and plastic waste management, development of policy, regulation and technical guideline on waste and environment management in fishery sector, circular economy, sustainable development	350
2	Has strong background on operation activities of fisheries, aquaculture, seafood processing and their solid waste generation sources	300
3	Has strong working experience with local authorities in Binh Dinh province and Quy Nhon, on policy advocacy, trainings, workshops, capacity building on policy and regulation on waste, plastic management. Having working experience with UN agencies is an asset.	200 50
4	Demonstrated good English writing skill by provision of two English reports or English certificate	100

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 ofUS\$

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)			
	TOTAL			

* 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).