



1 June 2022

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 International Climate Change Specialist to Support the Climate Change and Environment Unit at UNDP Viet Nam
Period of assignment/services:	July 2022 – July 2023 (260 working days)
Duty Station:	Hanoi, Viet Nam
Tender reference:	A-220601

1. Submissions should be sent by email to: bid.submission.vn@undp.org
no later than:

23.59 hrs., 15 June 2022 (Hanoi time)

With subject line:

A-220601 – International Climate Change Specialist

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
- Copy of 1-3 publications/writing samples on relevant subject.
- Reference contacts of past 4 clients for whom you have rendered preferably the similar service (including name, title, email, telephone number, address...)

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **USD for International Consultant** 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 experience/qualification related to the services	Point
1	Master's degree in Environment, Climate Change, Political Economy, international development or relevant subjects or related field.	200
2	Minimum 4 years of working experience providing policy advice and programme support on climate change mitigation and adaptation at UNDP or another UN or international organizations	200
3	Proven experience in project management, conducting research, managing studies, M&E, reporting, developing communication products related to climate change and environment and specific experience of working with GCF and GEF programme development practices and familiarity of UNDP programme frameworks	200
4	Demonstrated substantial knowledge of climate change issues and policies in Viet Nam	200
5	Experienced in coordinating multi-stakeholder/donor partner coalitions/mechanisms to promote shared goals in the thematic areas of climate change and environment.	100
6	Fluency in English (both spoken and written)	100
Total		1000

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

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

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

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

5. Contract

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

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

Documents required before contract signing:

- International consultant whose work involves travel is required to complete the courses on BSAFE which is the new online security awareness training and submit certificate to UNDP before contract issuance.

Note: In order to access the courses, please go to the following link: <https://training.dss.un.org>

- Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel. (This is not a requirement for RLA contracts).
- Release letter in case the selected consultant is government official.

6. Payment

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

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

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

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

TERMS OF REFERENCE

INDIVIDUAL CONSULTANT

Name of service:	01 International Climate Change Specialist to Support the Climate Change and Environment Unit at UNDP Viet Nam		
Reporting to:	Assistant Resident Representative and Head of Climate Change and Environment Unit		
Duty Station:	Hanoi, Viet Nam	Travel Required:	Yes, to be discussed with Unit
Duration of Assignment	12 months, 260 work-days		
Start Date:	7/15/2022	End Date:	7/14/2023

I. BACKGROUND & PROJECT DESCRIPTION

Viet Nam is among the countries most vulnerable to climate change. Viet Nam is among the 10 countries most affected by natural disasters and climate extreme events over the period 1999-2018. Climate change is occurring rapidly, with vivid demonstrations through extreme weather events including typhoons, floods, heat waves and cold spells. The successive floods and storms in central Viet Nam in 2020 caused an estimated loss of 1.5% of the GDP. Viet Nam also faces the high risks of communicable disease and non-communicable diseases, including COVID-19.

Viet Nam reaffirmed its commitment to the Paris agreement by submitting its updated Nationally Determined Contribution (NDC) in 2020. The updated NDC included raised ambition to reduce emissions, setting an unconditional target of 9 percent by 2030, and unconditional target of 27 percent with international support, compared to business-as-usual. The Government of Viet Nam has made significant efforts in responding to climate change, including the revision of the National Climate Change Strategy, the Green Growth Strategy, legal frameworks and policies on climate change and disaster risk management.

At COP26 in November 2021 in UK, Viet Nam announced commitments to net zero emission by 2050; methane reduction of 30% by 2030, a stop to building new coal power plants and phase out of coal power in 2040s, and it pledged to halt and reverse deforestation by 2030. The decarbonization of the energy sector plays a crucial role in this, globally as well as in Viet Nam. It is important to assess and ensure how an energy transformation can be realized in a socially-just manner. A key aspect in energy transition that helps to reduce greenhouse gas emission is the phase-out of coal.

The Prime Minister approved the establishment of the National Steering Committee for Implementation of Viet Nam's COP26 Commitments, chaired by the Prime Minister, with the first meeting held on 13 January 2022 in which specific follow up actions were agreed with line ministries

Viet Nam is already impacted by more irregular and intense climate variability and change. Two of the regions most vulnerable to climate risks affecting smallholder farmers are the Central Highlands

and South-Central Coast. Changes in precipitation are leading to increasing deficits in surface and ground water availability for agricultural production with longer periods of severe water scarcity during the dry season and increased frequency and intensity of droughts. Overall agricultural productivity is falling, with corresponding declines in yields and incomes particularly harmful to small-scale farmers vulnerable to reduced water availability on rain fed lands and within this group, poor and near-poor, ethnic minority and women farmers. UNDP is collaborating with the Ministry of Agriculture and Rural Development (MARD), Ministry of Planning and Investment (MPI, as the GCF National Designated Authority), and the five participating provinces of Dak Lak, Dak Nong, Binh Thuan, Ninh Thuan, and Khanh Hoa to implement the GCF-financed project “Strengthening the resilience of smallholder agriculture to climate change-induced water insecurity in the Central Highlands and South-Central Coast regions of Vietnam” (herein after referred to as “the GFC2 Project”).

Natural disasters, the impacts of climate change, and COVID, have brought to surface & aggravated existing gaps critical to sustaining Viet Nam’s development trajectory. These include need to: balance economic growth with environmental sustainability; build resilience of Viet Nam’s economy with a focus on a carbon-neutral green low-carbon recovery, and enhance resilience to natural disasters & climate change

This is a strategic opportunity support Viet Nam to further integrate and realize climate change, low-carbon development, and risk-informed development into national, sectoral, and local planning and investment processes.

The Climate Change and Environment portfolio of the UNDP Viet Nam has been providing technical support to the Government and various stakeholders through mobilizing resources for and supporting the implementation in five key areas

- 1) Climate- and Disaster- Resilience and Poverty reduction: Resilience to risks and impacts of climate change and natural disasters; and humanitarian assistance.
- 2) Low carbon development and Just Energy Transition: energy efficiency, renewable energy, Just Energy Transition, Viet Nam’s NDC, MRV of greenhouse gas emission, e-mobility, and green transport)
- 3) Natural Resources and Biodiversity: conservation of biodiversity and natural resources, nature-based solution for development, nature-based tourism, sustainable ocean.
- 4) Circular economy and Waste management: capacity development and legal framework for circular economy, sustainable domestic waste, and marine plastics.
- 5) Climate-health-environment Nexus: adaption of health sector to changing climate, health impacts of environmental pollution, expansion of telehealth, health system strengthening, COVID-19 recovery and support to vulnerable poor and near poor and informal workers, and green health procurement.

To enhance the capacity for programme and project formulation and implementation, policy advocacy, communications, resources mobilization, M&E and reporting in the areas of climate change and environment, UNDP Viet Nam is mobilizing an International Consultant to support the Climate Change and Environment Unit.

II. OBJECTIVES

The objective of the assignment is to support the Climate Change and Environment Unit in the development of new projects, implementation of ongoing projects, enhance policy, advocacy and partnerships and to provide support on communications, M&E, and reporting activities.

III. SCOPE OF WORK

Under the direct supervision of the Assistant Resident Representative, Team Leader of Climate Change and Environment Unit UNDP Viet Nam, the International Consultant (will provide technical assistance to the Climate Change and Environment Unit with the following areas :

- Project development: Working with colleagues, identify opportunities for UNDP support in the assigned area, and contribute to the formulation and initiation of new projects as needed;
- Project delivery: Provide to the planning and coordination of the implementation of ongoing projects and studies in the assigned area, including by advising on the preparation of work plans, terms of references, progress reports, etc;
- Project assurance: Conduct assessments of the overall performance, relevance, effectiveness and sustainability of projects, the quality and effective realisation of outputs, and adherence to applicable UNDP rules, regulations and standards, including on M&E and results-based management;
- Policy dialogue, communications and advocacy: Advocate for climate resilient sustainable development in various communication products, and help identify and carry out policy related research on selected climate change and environment topics;
- Partnership development: Work on building and maintaining regular contacts with national counterparts, multilateral and bilateral donor agencies and NGOs, and actively contribute to forging of UNDP partnerships
- Knowledge sharing and learning: Actively promote the sharing of lessons learned and best practices amongst projects, counterparts, donors and within the UNDP office, build in-depth substantive and process knowledge in the assigned area, and participate in global knowledge networks;

Area 1: Support to project development and resource mobilization (50 days)

The International Consultant will partner with Project Officers and contribute to the development of idea notes, concept notes and project proposals on relevant climate change focus areas of the unit on just energy transition, low-carbon development, climate change adaptation and resilience. The International Consultant should keep abreast of global and national development contexts to identify opportunities for project formulation and resources mobilization for UNDP interventions.

Area 2: Support to project implementation (110 days)

The International Consultant will partner with and support the National Project Officers in planning, management and implementation of relevant projects as directed by ARR/Team Leader. Specific support for the project “Strengthening the resilience of smallholder agriculture to climate change-induced water insecurity in the Central Highlands and South-Central Coast regions of Vietnam” (GCF2), including project reporting, communications, M&E, support on safeguards frameworks, gender and stakeholder plans. The International Consultant will also support, as per direction of the ARR/Team Leader, projects related to energy transition, low-carbon development, climate change adaptation and resilience and will act as Gender Focal Point for CCE unit.

Area 3: Support to Policy Advocacy, Partnerships and Communication (50 days)

The International Consultant will participate in and facilitate research, studies, policy analysis related on climate change, energy and environment topics and will; provide substantive inputs to policy papers and communications products such as , speeches, op-eds, press releases, presentations, communications support directly to the ARR/Team Leader of Climate and Environment and.; support

the organization of the workshops/conferences such as the Climate Smart Agriculture Conference. The International Consultant will support partnership will provide technical and coordination support to the partnerships and mechanisms, which UNDP chairs, and coordinates such as the Viet Nam Energy Partnership Group (VEPG) technical Working Group on Energy Efficiency and the Working Group on NDC and Climate Change.

Area 4: Support to M&E and Reporting (50 days)

The International Consultant will support the reporting activities of the climate change and environment unit and will work directly with the ARR/Team Leader in support to unit and project M&E activities.

IV. DELIVERABLES & IMPLEMENTATION TIMELINE

No	Deliverables	Target due date
1	Written inputs to draft environmental and social safeguards, monitoring plans and documents; written inputs to draft climate smart agriculture conference material	31 August 2022
2	Draft background 2-pagers on key energy topics related to just energy transition with regular updates ; draft communication/technical document on climate change and environment	31 October 2022
3	First draft 2022 results report of CCE for ROAR; draft communication/technical document on climate change and environment	31 December 2022
4	First draft annual results report for GCF2 for 2022; draft communication/technical document on climate change and environment	28 February 2023
5	First draft of CCE report to the One UN Reporting for the Results Group on Climate Change and Environment for 2022; draft communication/technical document on climate change and environment	15 May 2023
6	Written inputs to draft concept notes/ project proposals, advocacy documents and provision of technical and coordination support to mechanisms that UNDP chairs	14 July 2023

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

Estimated number of working days: 260 working days from 7/15/2022 to 7/14/2023.

Duty station: Hanoi, Vietnam

Expected places of travel: When travel is required and agreed, UNDP will cover separately the related costs based on current Daily Subsistence Allowance (DSA).

VI. PROVISION OF MONITORING & PROGRESS CONTROL

The International Consultant will report to the Assistant Resident Representative/ Team Leader Climate Change and Environment Unit UNDP Viet Nam, and in turn to the Climate Change and Environment Unit, on a weekly basis.

Administrative Support

UNDP will provide laptop and necessary administrative support to the consultant

Reference Documents

UNDP will provide background information to the Consultants, which includes documents, reports, technical instructions.

VII. DEGREE OF EXPERTISE & QUALIFICATIONS

Qualifications	<ul style="list-style-type: none">• Master's degree in Environment, Climate Change, Political Economy, international development or relevant subjects or related field.
Relevant Professional Experience	<ul style="list-style-type: none">• Minimum 4 years of working experience providing policy advice and programme support on climate change mitigation and adaptation at UNDP or another UN or international organizations• Proven experience in project management, conducting research, managing studies, M&E, reporting, developing communication products related to climate change and environment and specific experience of working with GCF and GEF programme development practices and familiarity of UNDP programme frameworks• Demonstrated substantial knowledge of climate change issues and policies in Viet Nam• Experienced in coordinating multi-stakeholder/donor partner coalitions/mechanisms to promote shared goals in the thematic areas of climate change and environment.
Other Competencies	<ul style="list-style-type: none">• Excellent interpersonal skills and teamwork and ability to work in a multi-cultural environment;
Language Requirements	English (fluency for both spoken and written)

VIII. PAYMENT TERMS

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount
1	Upon submission of deliverable 1 with acceptance by UNDP	31 August 2022	20%

2	Upon submission of deliverable 2 with acceptance by UNDP	31 October 2022	15%
3	Upon submission of deliverable 3 with acceptance by UNDP	31 December 2022	15%
4	Upon submission of deliverable 4 with acceptance by UNDP	28 February 2023	20%
5	Upon submission of deliverable 5 with acceptance by UNDP	15 May 2023	15%
6	Upon submission of deliverable 6 with acceptance by UNDP	14 July 2023	15%

IX. CONSULTANT PRESENCE REQUIRED ON DUTY STATION

☐ NONE
 ☐ PARTIAL
 ☐ INTERMITTENT
 ☒ FULL-TIME

X. EVALUATION CRITERIA

	Consultant's experience/qualification related to the services	Point
1	Master's degree in Environment, Climate Change, Political Economy, international development or relevant subjects or related field.	200
2	Minimum 4 years of working experience providing policy advice and programme support on climate change mitigation and adaptation at UNDP or another UN or international organizations	200
3	Proven experience in project management, conducting research, managing studies, M&E, reporting, developing communication products related to climate change and environment and specific experience of working with GCF and GEF programme development practices and familiarity of UNDP programme frameworks	200
4	Demonstrated substantial knowledge of climate change issues and policies in Viet Nam	200
5	Experienced in coordinating multi-stakeholder/donor partner coalitions/mechanisms to promote shared goals in the thematic areas of climate change and environment.	100
6	Fluency in English (both spoken and written)	100
Total		1000

ANNEX IV

OFFEROR'S LETTER TO UNDP

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

Date _____

United Nations Development Programme

Dear Sir/Madam:

I hereby declare that:

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

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

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

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

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

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

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

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 (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).