

04 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 National Consultant supporting the disability inclusion component of the PAPI project
Period of assignment/services (if applicable):	264 days from June 2022 to June 2023
Duty Station:	Home based with occasional work onsite at GOUNH
Tender reference:	P220601

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

23.59 hrs., 19 June 2022 (Hanoi time)

With subject line:

P220601 – NC supporting the disability inclusion component of the PAPI project

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

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	Bachelor's degree, preferably with specialised focus in development, public administration, law, political science, international relations, social work, project management, disability studies or a related field	200
2.1	At least one year of work experience in the areas of sustainable development, disability inclusion, project management, politics, community development, research on issues of vulnerable groups, and/or gender mainstreaming	150
2.2	Experience in conducting research and working with marginalized groups would be desirable	50
2.3	Experience in working with government partners	50
2.4	Experience of project coordination and monitoring	100
2.5	Demonstrated experience in analyzing and interpreting related quantitative and qualitative information, accessing databases, and editing reports	150
2.6	Demonstrated in supporting the organization of trainings and compiling training materials in development fields	100
3	Proven thematic knowledge of development issues, gender equality, human rights, rights of PWDs, rights of other marginalized communities and contextual knowledge of situations of PWDs in Viet Nam	100
4	Fluency in English and Vietnamese	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

The consultant will be paid on monthly bases upon UNDP's satisfaction with the consultant's deliverables in that month. If the consultant's deliverables are not approved for up to two months, this contract might be considered to terminate.

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



TERMS OF REFERENCE

Title of Consultancy:	01 National Consultant supporting the disability inclusion component of the PAPI project
Type of Contract:	Individual Contract
Duration of the assignment:	15 June 2022 – 14 June 2023
Duty Station:	Home based with occasional work onsite at GOUNH
Maximum number of days:	(264 days)
Reporting to:	Disability Inclusion Officer, Governance and Participation Unit, UNDP Viet Nam

1. Background

Although the Convention on the Rights of Persons with Disabilities (CRPD) was adopted 16 years ago and has been ratified by more than 180 countries, challenges in bridging the gap between CRPD standards and the experiences of persons with disabilities (PWDs) exist, especially in low income countries. States demonstrate lack of understanding of the General Principles of the CRPD in Article 31 and the essential building blocks or preconditions needed to ensure disability inclusive development. These preconditions relate to these principles and cut across all of the articles of the CRPD. They include foundational aspects that are indispensable in addressing the requirements of PWDs and should be considered in all public policy making and programming. These include:

- (1) Non-discrimination frameworks that prohibit discrimination and guarantee access to reasonable accommodation (including assistive technology);
- (2) Accessibility;
- (3) Participation of PWDs;
- (4) Access to disability-specific support services;
- (5) Inclusive budgeting and programming; and
- (6) Inclusive governance and disability-disaggregated data.

¹ The principles include respect for individual autonomy and decision-making, non-discrimination, full and effective participation and inclusion in society, equality of opportunity, accessibility, equality between men and women with disabilities and respect for the evolving capacities of children with disabilities.

These six pre-conditions can significantly support the translation of the CRPD into concrete policies and programmes through a cohesive approach. To ensure that national strategies and policies on socio-economic development and recovery from COVID-19 are disability-inclusive and fully protect the rights of the most vulnerable, including PWDs, the participation of representatives from the PWDs community should be a priority in the National Assembly and People's Councils at all levels. It has been observed that no Viet Nam's National Assembly member has so far identified him /herself as a PWD.

UNDP's approach to supporting Viet Nam is to collect and analyse evidence and data to inform disability-inclusive policymaking and to increase representation of PWDs in elected bodies. This is in line with Viet Nam's commitment to Sustainable Development Goal 16 on Peace, Justice and Strong Institutions, especially to institutional reforms for more just and inclusive societies and modern national governance for all. It is also reflected in the 2022-2026 UNDP's Country Programme Document's Outcome 3 on Governance and Justice for the next four years (2022- 2026).

Viet Nam Provincial Governance and Public Administration Performance Index (PAPI) is a flagship governance program initiated by the United Nations Development Programs in Viet Nam since 2009. PAPI measures and benchmarks citizens' experiences and perception on the performance and quality of policy implementation and services delivery of all 63 provincial governments in Viet Nam to advocate for effective and responsive governance. PAPI provides quantitative measures collected from citizens feedbacks that focus on eight governance dimensions in all 63 cities and provinces of the country. Over the years, PAPI has provided data and evidence that reflect eight key dimensions of government performance, including:

- (1) Participation at Local Levels
- (2) Transparency in Local Decision-making
- (3) Vertical Accountability Towards Citizens
- (4) Control of Corruption in the Public Sector
- (5) Public Administrative Procedures
- (6) Public Service Delivery.
- (7) Environmental Governance
- (8) E-Governance

PAPI has recently included internal migrants' assessment of their host provincial government's Public Administration Performance for two years (2020 and 2021), when Viet Nam's society and economy were heavily affected by the COVID-19 Pandemic. This group is known to be one of the most vulnerable during crisis situations due to the disadvantages of their non-permanent resident status. However, PAPI has not yet featured how PWDs use public services and interact with their local government, especially in the New Normal when everyone has to co-exist safely with COVID-19. This is one of the most marginalized groups

with diversity of disability types and accessibility needs, which could not have been met by PAPI mass survey. As a result, a separate adapted PAPI survey in accessible formats is required to measure PWDs' satisfaction of local public services they are using, whose data could be harmonized with PAPI data to make PAPI more disability-inclusive. This survey is an integration of measuring six pre-conditions of disability inclusion and eight PAPI key dimensions of government performance and is contextualized in the New Normal.

Over the past two years, UNDP Viet Nam has contributed to collect information on the impact of the pandemic on PWDs, particularly looking at the impacts on their livelihoods and health through two online sociological surveys (one in 2020 and the other in 2021). Findings from the first and second rapid assessments helped inform UNDP's programming as well as to raise awareness of policy makers and government authorities on the importance of applying a human rights approach to data collection on COVID-19 impact and to ensure that the covid-19 responses targeted the most vulnerable groups. In March - April 2021, UNDP also conducted a 'Rapid Assessment on the Willingness of Persons with Disabilities to Stand for Election to the National Assembly of Viet Nam or People's Councils at All Levels'². The study aimed to understand the capacity needs and opportunities for representatives of PWDs community to be elected in Vietnamese legislatures in the near future.

To support the efforts of collecting evidence for more disability-inclusive decision-making processes and promoting the representation of PWDs in elected bodies, in the period 2022 – 2025, two disability-targeted activities are included in PAPI:

- (1) Conducting an annual sociological survey on six pre-conditions of disability inclusion with at least more than 1000 PWDs nation-wide each year, focusing on the accessibility of local governance and public services. Topical issues among these pre-conditions might be entailed from situations, updated in the questionnaire and highlighted in the report each year.
- (2) Selecting potential candidates with disabilities for the National Assembly and People's Council's at all levels and training them to get ready to self-nominate in the next general election in 2026. This long-term course will equip 100 potential candidates with disabilities with essential skills of a representative of their people, including leadership, communication, listening and advocacy, and legal knowledge. Expectedly, after the course, 3 participants will be included in the list of self-

² UNDP (May 2020). Report on the key findings of the rapid assessment of the willingness of persons with disabilities to stand for election to the National Assembly of Viet Nam or People's Councils at all levels. A working paper by UNDP Viet Nam. *[Mimeo]*

nominees to the National Assembly, and 25 participants in the list of self-nominees to the People's Councils at all levels.

In cooperation with the UNDP disability inclusion team, the consultant will take the lead of [the following main tasks under PAPI project](#):

Provide technical support for the disability-targeted activities under the PAPI project;

Coordinate the data collection of 33,000 PWDs in 53 provinces;

Coordinate studies and training workshops with stakeholders and ensure they are completed with highly quality and in a timely manner; and

Monitor the budget and activity delivery.

2. SCOPE OF WORK

The consultant will be responsible for the following services:

- Coordinating the survey on pre-conditions for disability inclusion and the capacity building for potential candidates with disabilities for elected bodies under PAPI project (hereafter referred to as the disability inclusion (DI) component);
- Providing technical support for the DI component, including drafting surveys, terms of reference, concept notes; reviewing and giving feedback to training materials, research and activity reports, budget estimates and financial reports drafted by partners and other project documents;
- Coordinate with organizations of persons with disabilities (OPDs) and organizations for PWDs to collect basic data of 33,000 PWDs in 53 provinces for the annual survey on disability-inclusive governance;
- Monitoring effective and timely reporting on the DI component (progress against planned activities, update on risks, expenditures, etc);
- Preparing periodic narrative and financial reports required by the donors, ensuring that donor reporting requirements are met and that transactions are correctly recorded;
- Conducting field visits, organizing training workshops and debriefs, and facilitating evaluation missions;
- Establishing and maintaining collaborative **working relationships** with partners in the DI component through effective communication and consultation;
- Identifying opportunities for deepening cooperation and recommend suitable approaches to dealing with different stakeholders based on information gathered during projects' implementation;
- Advising stakeholders involved in project implementation on practical methods and approaches to ensure disability inclusion and meaningful participation of PwDs and OPDs;

- Ensuring the principles of gender equality, disability inclusion and resilience are effectively reflected in all the project's work plans, activities, reports, and analyses;

3. Expected Deliverables

The contract for the consultant is expected to last for a total of 264 days from June 2022 to June 2023 (please note the start/end date of the assignment may change due to unavoidable circumstances in which case a revised timeframe will be drawn up with the mutual agreement of both parties).

The performance of the Consultant will be evaluated based on the satisfactory delivery of the following deliverables:

Deliverables	Description	Expected Results	Numbers of days
Deliverable 1	Coordinating the annual survey on pre-conditions for disability inclusion in governance (or the survey on disability-inclusive governance in short); Completing the technical proposal on applicable methodology, set of working indicators, feasible data collection approach and a detailed work plan for the survey on disability-inclusive	<ul style="list-style-type: none"> • Monitoring the progress of collecting data of 33,000 PWDs in 53 provinces for PAPI survey from 2023-2025 • Completing the questionnaire testing and training for enumerators of the survey on disability-inclusive governance; • Supervising the survey implementation and reporting progress on disability-inclusive governance drafted by the partner; • Reviewing and providing technical support for the first draft of the survey report on disability-inclusive governance and its summary presentation slides; • Organizing the consultation on the draft survey report on disability-inclusive governance; and • Completing the Vietnamese and English survey reports based on feedback received in the consultation. 	120 days

	governance;		
Deliverable 2	Selecting potential candidates with disabilities and build up their capacity (2023 – 2025) for their readiness to self-nominate to the National Assembly and People’s Council’s at all levels in the General Election 2026	<p>Designing the survey to select potential participants with disabilities for the orientation and interview on promoting political participation of PWDs. The survey should attract at least 200 applications from PWDs;</p> <ul style="list-style-type: none"> • Organizing[QTH1][DTH2] and providing technical support for the orientation with 100 selected candidates with disabilities (out of 200 applicants) in the North, the Center and the South; • Supervising and monitoring interviews to select 70-80 out of 100 potential candidates with disabilities to participate in a long-term training course to promote political rights of PWDs in 2023 – 2025; • Completing the training curriculum for potential candidates with disabilities with the expert team; • Giving feedbacks to the training materials for potential candidates with disabilities to elected bodies developed by the expert team; • Finalizing the training materials for potential candidates with disabilities to elected bodies; • Coordinate the capacity building for 80 candidates with disabilities in 2023. 	120 days
Deliverable 3	Budget monitoring and reporting	<ul style="list-style-type: none"> • Monitoring the budget and activity delivery according to the project working plan; • Monitoring contract liquidations with service providers in the DI component; • Completing narrative and financial reports for donors. 	34 days

4. Management

Direct report to Disability Inclusion Officer, Governance and Participation Unit, UNDP Viet Nam

5/ Qualifications and experience required:

The Candidate selected to undertake this present assignment should have the following qualifications:

Qualifications	<ul style="list-style-type: none">• University's degree preferably with specialised focus in Development, public administration, law, political science, social work, project management, disability studies or a related field.
Relevant Professional Experience	<ul style="list-style-type: none">• At least 1 year of work experience in the areas of sustainable development, disability inclusion, project management, politics, community development, research on issues of vulnerable groups, and/or gender mainstreaming• Experience in conducting research and working with PWDs would be desirable.• Experience in working with government partners.• Experience of project coordination and monitoring• Demonstrated experience in analyzing and interpreting related quantitative and qualitative information, accessing databases, and editing reports• Demonstrated in organizing trainings and compiling training materials in development fields.• Proven thematic knowledge of development issues, gender equality, human rights, rights of PWDs, rights of other marginalized communities and contextual knowledge of situations of PWDs in Viet Nam
Other Competencies	<ul style="list-style-type: none">• Vietnamese national.• Ability to work with colleagues and collaborators of different national and cultural backgrounds.• Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages.
Language Requirements	<ul style="list-style-type: none">• Fluency in English and Vietnamese

6. Evaluation Criteria

The Candidate selected to undertake this present assignment should have the following qualifications:

No.	Requirement	Points
1	Bachelor's degree, preferably with specialised focus in development, public administration, law, political science, international relations, social work, project management, disability studies or a related field	200

2.1	At least one year of work experience in the areas of sustainable development, disability inclusion, project management, politics, community development, research on issues of vulnerable groups, and/or gender mainstreaming	150
2.2	Experience in conducting research and working with marginalized groups would be desirable	50
2.3	Experience in working with government partners	50
2.4	Experience of project coordination and monitoring	100
2.5	Demonstrated experience in analyzing and interpreting related quantitative and qualitative information, accessing databases, and editing reports	150
2.6	Demonstrated in supporting the organization of trainings and compiling training materials in development fields	100
3	Proven thematic knowledge of development issues, gender equality, human rights, rights of PWDs, rights of other marginalized communities and contextual knowledge of situations of PWDs in Viet Nam	100
4	Fluency in English and Vietnamese	100
	Total	1,000

7. Provision of monitoring and progress controls

- UNDP shall be responsible for quality control of the outputs.
- The IC will report directly to UNDP.
- The consultant will be paid on monthly bases upon UNDP's satisfaction with the consultant's deliverables in that month. If the consultant's deliverables are not approved for up to two months, this contract might be considered to terminate.

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).