

23 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 Consultant for data collection and compilation for assessment of climate change impact on the natural environment and resource sectors
Period of assignment/services (if applicable):	65 working days from June 2022 to August 2022
Duty Station:	Home based and Ha noi
Tender reference:	P220504

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

**23.59 hrs., 13 June 2022 (Hanoi time)**

**With subject line:**

**P220504 – National Consultant for data collection and compilation**

Submission received after that date or submission not in conformity with the requirements specified this document will not be considered.

**Note:**

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.
- Maximum size per email is **30 MB**.
- Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP Viet Nam will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.
- After submitting proposal, bidder should send notification by email (without attachment) to: [procurement.vn@undp.org](mailto:procurement.vn@undp.org) informing that the bidder has submitted proposal. UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to above address.
- Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female consultants.

## 2. Please find attached the relevant documents:

- [Term of References](#)..... (Annex I)
- [Individual Contract & General Conditions](#).....(Annex II)
- [Reimbursable Loan Agreement](#) (for a consultant assigned by a firm)..... (Annex III)
- [Letter to UNDP Confirming Interest and Availability](#) .....(Annex IV)
- [Financial Proposal](#) ..... (Annex V)

## 3. Interested individual consultants must submit the following documents/information (in English, PDF Format) to demonstrate their qualifications:

### a. Technical component:

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

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

- The financial proposal shall specify a total lump sum amount in **US dollar for International Consultant** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in Annex V.
- Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.
- If quoted in other currency, prices shall be converted to the above currency at UN Exchange Rate at the submission deadline.

## 4. Evaluation

The technical component will be evaluated using the following criteria:

Consultant's experiences/qualification related to the services		
1	Master Degree in climate change, environmental management or a relevant field;	200
2	At least 5 years professional experiences in natural or earth related sciences, natural resource management, data collection and manipulation	200
3	Good knowledge and proven experience in climate change data analysis, especially vulnerability, impact assessment, mapping.	150
	Practical experience in promoting application of climate change scenario in planning with relevant ministries and branches.	150
4	Ability to write synthesis report in English by provision of two report samples	200
	Computer literacy especially in the use of applied computers (Microsoft Office);	100
	Familiar with GIS and map is advantage.	
	<b>Total</b>	<b>1,000</b>

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

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

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

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

Interview with the candidates may be held if deemed necessary.

## 5. Contract

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

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

Documents required before contract signing:

- International consultant whose work involves travel is required to complete the courses on BSAFE which the new online security awareness training is and submit certificate to UNDP before contract issuance.
- Note: In order to access the courses, please go to the following link: <https://training.dss.un.org>  
The training course takes around 3-4 hours to complete.
- Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel. (This is not a requirement for RLA contracts).
- Release letter in case the selected consultant is government official.

## 6. Payment

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount
1	Product 1: Inception report including a work plan, methodology for data collection and anticipated timeline, taking into account the data availability	6/10/2022	30% of the contract value
2	Product 2: Data (provincial level) of 63 provinces/cities on several components of hazard (H), Exposure (E), Sensitivity (S) and Adaptation capacity (AC) for risk assessment due to climate change on surface water resource sector.	7/15/2022	40% of the contract value
3	Product 3: Data (provincial level) of 63 provinces/cities on some of the components of Exposure (E), Sensitivity (S) to serve the assessment of risks due to climate change on the land resource sector , and final report.	8/31/2022	30% of the contract value

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



**TERMS OF REFERENCE**  
NATIONAL CONSULTANT

**Ref#:**Enter Ref #

Name of service:	01 National Consultant for data collection and compilation for assessment of climate change impact on the natural environment and resource sectors		
Project:	Viet Nam National Adaptation Plan (NAP) Development and Operationalization Support Project		
Reporting to:	GCF Project Manager/UNDP PO on Climate Change and Resilience and MONRE Project Director		
Duty station	Home based and Ha noi		
Duration of Assignment:	65 days		
Start Date:	May /2022	End Date:	8/31/2022

**I. BACKGROUND & PROJECT DESCRIPTION**

With its extensive coastline and deltaic plains, Viet Nam is considered to be among the most vulnerable countries to climate change globally. Extreme weather events such as typhoons and tropical storms have increased in intensity, magnifying socio-economic and health impacts on rural, urban, coastal, and mountain communities, and endangering critical transportation and drainage. The Mekong Delta is one of the most susceptible deltas in the world to sea level rise.

To address climate change, the Government of Viet Nam developed a series of national climate change, green growth, and sustainable development policies, strategies, and action plans. One key planning instrument is the GoV's National Strategy on Climate Change 2012-2020. To date, the government has been able to put in place several key climate change-related decisions, including the landmark Plan for Implementation of the Paris Agreement in 2016 and approved its domestic National Adaptation Plan (NAP) in the year 2020. In addition, Viet Nam is among the first countries to have submitted its Updated Nationally Determined Contribution (NDC) to the UNFCCC in July 2020, which has a strong adaptation component.

The main readiness challenge in Viet Nam to effectively address climate change is the lack of capacity in government structures to effectively integrate climate change adaptation into plans and budgets at different levels and to design, operationalize, finance, and monitor adaptation actions. Barriers include lack of technical capacity to integrate data and information, and undertake assessments for adaptation planning, lack of capacity for appraising adaptation options in sector and provincial departments, ineffective inter-ministerial coordination, lack of active participation from private sector and local communities, lack of financing strategies, limited government and external resources, and lack of participatory and results-based monitoring and evaluation frameworks.

To address these barriers, the **Viet Nam National Adaptation Plan (NAP) Development and Operationalization Support Project (NAP-SUP)** is designed along the following outcomes:

- **Outcome 1:** Capacity for data integration enhanced and National Adaptation Plan (NAP) prepared and aligned with NDC review;

- **Outcome 2:** National adaptation plan and CCA integrated into national, subnational, and sectoral development plans and budget of priority sectors with private sector participation; and
- **Outcome 3:** Participatory results-based monitoring and evaluation mechanism developed and operationalized.

These three outcomes and their associated activities will contribute to the overall objective of the project, which is to “*establish an effective system to integrate climate change adaptation into government administration processes in the priority sectors.*” The priority sectors to be addressed under this proposal are: Agriculture and Rural Development, Transport, Health, Natural Resources and Environment, and Planning and Investment.

MONRE is working on the climate change risk assessment for natural resource and environment sector. UNDP will become a partner for MONRE to complete this task under the Project. For this task, UNDP seeks one national consultant support data collection and compilation for assessment of climate change impact on the natural environment and resource sectors

## II. OBJECTIVES

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The main objective of the task to collect and compile data for the assessment of vulnerability and risks due to climate change to the surface water and land resources of the 63 provinces in Vietnam.

Experts will be responsible for more specific tasks in the work:

- 1) Review proposed indicator/data list including screening against existing data available in the NAP decision, reviewing their usefulness and availability at national and provincial levels.
- 2) Collect data (provincial level, meaning there is one data for each province) on several components of Hazard (H), Exposure (E), and Sensitivity (S) for risk assessment due to climate change in the surface water resources sector.
- 3) Consolidate data (provincial level) on some of the components of Exposure (E), and Sensitivity (S) to serve the assessment of risks due to climate change to the land resources sector.

## III. SCOPE OF WORK

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The selected consultant will be expected to be responsible for the following:

**Task 1:** Review proposed indicator/data list including screening against existing data available in the NAP decision, reviewing their usefulness and availability at national and provincial levels

- Review proposed indicator/data list including screening against data available in NAP decision
- Work with relevant MONRE department/unit for data storage/manipulation/information access system

**Task 2 : Collecting data (provincial level) on several components of hazard (H), Exposure (E), Sensitivity (S), and Adaptation capacity (AC) to serve for risk assessment due to climate change to surface water resources sector.**

- **Hazard component index:**
  - + The trend of temperature and rainfall factors of 63 provinces/cities over the past 30 years (depending on the length of observations of meteorological stations in the provinces). The trends of factors related to temperature and precipitation are compiled from temperature and precipitation monitoring data at hydro-meteorological stations across the country) (see the Annex).
  - + The level of temperature variation includes (minimum and maximum temperature) and

rainfall (1 day and maximum 5 days) scenario RCP8.5, period 2046-2065 of 63 provinces/cities. These factors are not available in the climate change scenario, so they need to be edited to calculate for each province (see the Annex).

- ***Exponential component index:***
  - + The average density of rivers/streams of 63 provinces/cities;
  - + Area of agricultural production land;
  - + Area of land for forestry production;
  - + Area of land for aquaculture;
  - + Area of land for salt production;
- ***Sensitivity component index:***
  - + Average potential evaporation for the whole year in the period (1986-2005) of 63 provinces/cities;
  - + Water demand for some main crops in the period (1986-2005) of 63 provinces/cities;
  - + Number of large industrial zones of 63 provinces;
- ***Adaptation Capacity index***
  - + Dams of large reservoirs of provinces across the country in 2020;
  - + Dams of medium-sized reservoirs of provinces across the country in 2020;
  - + Dams of small reservoirs of provinces across the country in 2020;
  - + The total length of river and sea dike routes of provinces across the country in 2020;

**Task 3: Collecting data (provincial level of 63 provinces/cities) on some of the component indicators of Exposure (E), Sensitivity (S) and Adaptation capacity (AC) to serve the assessment of risks due to climate change to the land resource sector.**

- ***Exponential component index:***
  - + The residential land area of 63 provinces;
  - + Area of specialized land of 63 provinces and cities;
  - + The unused land area of 63 provinces;
  - + Other agricultural land areas of 63 provinces;
- ***Sensitivity component index:***
  - + Average potential evaporation for the whole year under the RCP8.5 scenario (2046-2065) of 63 provinces;
  - + Water demand for some main crops in the background period (1986-2005) of 63 provinces/cities;
  - + Rate of soil erosion of 63 provinces/cities;
  - + Rate of dry land in 63 provinces/cities;
  - + Rate of land with reduced fertility of 63 provinces/cities;

- + Rate of soil salinization of 63 provinces/cities;
- + Rate of acidified soil of 63 provinces/cities;
- ***Develop the inception report including a working plan and anticipated timeline;***
- ***Finalize the results and related justification reports.***

**Note:**

1. The contractor needs to provide the product quality.
2. The contractor needs to prepare consultation documents (reports, presentation files, etc. if required) and respond to comments in writing using the form provided by UNDP (if required).
2. Products need to be prepared in English and Vietnamese following the report format, presentation file, conference backdrop, etc. provided by UNDP. The reports and presentations shall be developed in .docx or .pptx format.
3. Contractors are not provided with translation support during contract performance.

#### **IV. DELIVERABLES & IMPLEMENTATION TIMELINE**

No.	Deliverable	Estimated days to complete	Target due date
1	Product 1: Inception report including a work plan, methodology for data collection and anticipated timeline, taking into account the data availability	5	June 2022
2	Product 2: Data (provincial level) of 63 provinces/cities on several components of hazard (H), Exposure (E), Sensitivity (S) and Adaptation capacity (AC) for risk assessment due to climate change in the surface water resource sector.	30	6/20/2022
3	Product 3: Data (provincial level) of 63 provinces/cities on some of the components of Exposure (E), Sensitivity (S) to serve the assessment of risks due to climate change on the land resource sector, and final report.	30	8/31/2022

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

**Estimated number of working days:** 65 working days from June to 8/31/2022.

**Duty station:** Ha Noi

**Expected places of travel:** No travel is required. In case of travel, related costs will be covered by UNDP separately based on UN-EU Cost Norm

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

The selected consultant will work under the supervision of the MONRE's Project Director, the UNDP Project Manager.

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

## **VII. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS**

### **Administrative Support**

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

### **Reference Documents**

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

## **VIII. DEGREE OF EXPERTISE & QUALIFICATIONS**

<b>Qualification</b>	<b>Score</b>
○ Master Degree in climate change, environmental management or a relevant field;	200
○ At least 5 years professional experiences in natural or earth related sciences, natural resource management, data collection and manipulation	200
○ Good knowledge and proven experience in climate change data analysis, especially vulnerability, impact assessment, mapping.	150
○ Practical experience in promoting application of climate change scenario in planning with relevant ministries and branches.	150
○ Ability to write synthesis report in English by provision of two report samples Computer literacy especially in the use of applied computers (Microsoft Office); Familiar with GIS and map is advantage.	200
	100

## **IX. PAYMENT TERMS**

<b>No.</b>	<b>Deliverables as indicated in Section IV</b>	<b>Due Date</b>	<b>Payment Amount</b>
1	<b>Product 1: Inception report including a work plan, methodology for data collection and anticipated timeline, taking into account the data availability</b>	6/10/2022	30% of the contract value
2	<b>Product 2: Data (provincial level) of 63 provinces/cities on several components of hazard (H), Exposure (E), Sensitivity (S) and Adaptation capacity (AC) for risk assessment due to climate change on surface water resource sector.</b>	7/15/2022	40% of the contract value
3	<b>Product 3: Data (provincial level) of 63 provinces/cities on some of the components of Exposure (E), Sensitivity (S) to serve the assessment of risks due to climate change on the land resource sector , and final report.</b>	8/31/2022	30% of the contract value



## **X. CONSULTANT PRESENCE REQUIRED ON DUTY STATION**

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☒ NONE                      ☐ PARTIAL                      ☐ INTERMITTENT                      ☐ FULL-TIME

## **XI. EVALUATION CRITERIA**

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

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

### **Annex**

- The trend of annual average temperature change;
- The trend of absolute minimum temperature change;
- The trend of absolute maximum temperature change;
- The trend of the number of cold days below 15 degrees;
- The trend of the number of cold days below 13 degrees;
- The trend of the number of hot days over 35 degrees;
- The trend of the number of hot days over 37 degrees;
- The trend of average annual rainfall;
- The trend of the number of daily rainfall amount exceeding 50 mm;
- The trend of the annual maximum of 1-day rainfall;
- The trend of the annual maximum of 5-day rainfall;
- Average annual absolute minimum temperature variation for scenario RCP8.5, period 2046-2065;
- The annual mean absolute maximum temperature variation for scenario RCP8.5, period 2046-2065;
- Annual maximum of 1-day rainfall variation for scenario RCP8.5, period 2046-2065;
- Annual maximum of 5-day rainfall variation for scenario RCP8.5, period 2046-2065;

## ANNEX IV

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

Date \_\_\_\_\_

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

Dear Sir/Madam:

I hereby declare that:

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

H) This offer shall remain valid for a total period of \_\_\_\_\_ days [*minimum of 90 days*] after the submission deadline;

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

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

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

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

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

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

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

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

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

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

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

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

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

Name	Relationship	Name of International Organization

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

YES ☐ NO ☐

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

YES ☐ NO ☐ If answer is "yes", WHEN?

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

Full Name	Full Address	Business or Occupation

S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

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**Annexes** *[please check all that applies]:*

- ☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

## **GUIDELINES FOR CV PREPARATION**

WE REQUEST THAT YOU USE THE FOLLOWING CHECKLIST WHEN PREPARING

Your CV:

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

Sex, Date of Birth, Nationality, Other Citizenship, Marital Status

Company associated with (if applicable, include company name, contact person and phone number)

### **SUMMARY OF EXPERTISE**

Field(s) of expertise (be as specific as possible)

Particular development competencies-thematic (e.g. Women in Development, NGOs, Privatization, Sustainable Development) or technical (e.g. project design/evaluation)

Credentials/education/training, relevant to the expertise

### **LANGUAGES**

Mother Tongue:

Indicate written and verbal proficiency of your English:

### **SUMMARY OF RELEVANT WORK EXPERIENCE**

Provide an overview of work history in reverse chronological order. Provide dates, your function/title, the area of work and the major accomplishments include honorarium/salary. References (name and contact email address) must be provided for each assignment undertaken by the consultant that UNDP may contact.

### **UN SYSTEM EXPERIENCE**

If applicable, provide details of work done for the UN System including WB. Provide names and email address of UN staff who were your main contacts. Include honorarium/salary.

### **UNIVERSITY DEGREES**

List the degree(s) and major area of study. Indicate the date (in reverse chronological order) and the name of the institution where the degree was obtained.

### **PUBLICATIONS**

Provide total number of Publications and list the titles of 5 major publications (if any)

### **MISCELLANEOUS**

Indicate the minimum and maximum time you would be available for consultancies and any other factors, including impediments or restrictions that should be taken into account in connection with your work with this assignment.

## Annex V

### FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum of .....US\$

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

#### Cost breakdown:

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

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

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

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

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

Dated this day /month                      of year

Signature

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

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