

13 June 2022



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

Country:	Viet Nam
Description of the assignment:	02 National Consultants to develop a set of economic and technical norms on collection, transportation and treatment for solid domestic waste
Period of assignment/services (if applicable):	Team leader: 35 working days from July 2022 to December 2022 Team member: 30 working days from July 2022 to December 2022
Duty Station:	Home based and Ha noi
Tender reference:	P220605

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

**12.00 hrs., 23 June 2022 (Hanoi time)**

**With subject line:**

**P220605A – TL to develop a set of economic and technical norms on collection, transportation and treatment for solid domestic waste**

**P220605B – TM to develop a set of economic and technical norms on collection, transportation and treatment for solid domestic waste**

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](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
- At least 1 sample report in English to be submitted

### 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:

### Team leader:

No.	Requirement	Points
1	Master degree in the field of Environmental Science;	100
2	Minimum 10 years of experience in research, policy analysis and/or scientific research on: proposing mechanisms and policies, developing economic and technical indicators, determining costs in the field of technical infrastructure (water drainage, solid waste treatment services, etc).	200
3	Have working experience in the fields related to estimate and manage costs of waste collection, transportation and treatment;	200
4	Have in-depth understanding of Vietnamese legal system on solid waste management and other related regulations;	150
5	Proven skills in report writing, especially research reports, policy evaluation	150
6	Proven report writing skills, especially research reports and policy reviews;	100
7	Ability to write reports in English, one sample research report submitted.	100
<b>Total of Team Leader</b>		<b>1,000</b>

**Team member:**

No.	Requirement	Points
1	Master's degree or higher in environmental management; economics or related field;	150
2	Have in-depth understanding of the legal system on environmental protection in Vietnam and other related regulations;	150
3	Minimum 05 years of practical working experience in solid waste management and other related regulations.	200
4	Have working experience in the fields related to solid waste management and other related regulations;	200
6	Proven skills in report writing, especially research reports, policy evaluation;	150
7	Ability to write reports in English one sample research report submitted	150
<b>Total of Team Member</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

The cost of this assignment including consultant fees, costs for the performance of tasks, taxes. The disbursement will be made by UNDP and divided into 3 stages as follows:

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount
<b>Team Leader</b>			
1	Deliverable No. 1	July 20, 2022	30%
2	Deliverable No. 2 and Final Report	November 15, 2022	70%
<b>Team member</b>			
1	Deliverable No. 1	July 20, 2022	30%
2	Deliverable No. 2 and Final Report	November 15, 2022	70%

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



## TERMS OF REFERENCE

Two National Consultants

**Ref#:** Enter Ref #

<b>Name of service:</b>	Development a set of economic and technical norms on collection, transportation and treatment for solid domestic waste.		
<b>Project:</b>	Scaling Up a Socialised Model of Domestic Waste and Plastic Management		
<b>Reporting to:</b>	UNDP and Department of Waste Management/VEA		
<b>Duty Station:</b>	Home based and Ha noi	<b>Travel Required:</b>	No
<b>Duration of Assignment:</b>	<ul style="list-style-type: none"><li>- National Team Leader: 35 days</li><li>- National Team member: 30 days</li></ul>		
<b>Start Date:</b>	01 July, 2022	<b>End Date:</b>	31 December, 2022

## BACKGROUND & PROJECT DESCRIPTION

The Ministry of Construction has published the estimated norms for collection, transportation and treatment of urban solid waste according to Decision No. 592/QD-BXD dated May 30, 2014 and has been used by agencies, units and localities in the process of managing the cost of collecting, transporting and treating solid waste in urban areas in the period before 2022. In the process of applying in localities, the rated system is an effective tool, demonstrating many advantages in cost management. Besides those advantages, the norming system also reveals some inadequacies that need to be overcome. On the other hand, according to the Provisions of the Law on Environmental Protection No. 72/2020/QH14, at Point 5, Article 79, the Minister of Natural Resources and Environment is responsible for regulating the economic and technical levels of the collection, transportation and treatment of domestic solid waste. In order to have a legal basis for the management of the collection, transportation and treatment of municipal solid waste of the relevant

units, the implementation of the task " Development a set of economic and technical norms on collection, transportation and treatment for solid domestic waste" to serve as a basis for the Ministry of Natural Resources and Environment to promulgate the regulation in accordance with the provisions of the Law on Environmental Protection is very necessary.

On that basis, UNDP and Department of Waste Management of Vietnam Environment Administration (VEA) are looking for a Consultant Team to carry out this Task. Consultant Team will be selected and contracted according to the Bidding selection process of the Government of Vietnam.

## OBJECTIVES

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On the basis of reviewing the estimated norms of urban solid waste collection, transportation and treatment announced in decision No. 592/QD-BXD dated May 30, 2014 of the Ministry of Construction, the consultancy unit proposes a set of economic and technical norms on collection, transportation and treatment for solid domestic waste for the task of issuing the Circular promulgating technical procedures, estimated norms for collection, transportation and treatment of solid waste by the Ministry of Natural Resources and Environment in accordance with the Law on Environmental Protection No. 72/2020/QH14.

## SCOPE OF WORK

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**The successful consultants will be expected to be responsible for the following:**

- Review the economic and technical norms on collection, transportation and treatment for urban domestic solid waste issued by the Ministry of Construction.
- Based on review, summary and assessment of the application of Decision 592/QD-BXD, draft a set of economic and technical norms on collection, transportation and treatment for solid domestic waste in general (for both urban and rural areas), which cover three common treatment methods, namely landfilling, incineration and composting.
- Participate, present and receive discussions at seminars and consultation meetings in Ha Noi organized by UNDP and VEA.

### SPECIFIC TASKS

#### **Consultant 1 – National Team leader (35 days)**

##### ***Task 1: Coordinating the consultant team***

- Coordinate with official of the Department of Waste Management, UNDP and other relevant parties to implement the contents of the task.
- Collaborate with Consultant 2 to develop a detailed plan with methodology, implementation method, scope of work, implementing location and time to ensure that the task is completed in accordance with the proposed objectives and schedule.
- Coordinate with Consultant 2 to organize the implementation of the task according to the approved plan and prepare a presentation on the main output and present it at the specialize meeting and at the workshop.
- Responsible to the Department of Waste Management, UNDP for the quality of all reports submitted by both Team Leader and Team member

##### ***Task 2: Synthesize the results of the assessment, develop draft norms on collection, transportation and***

***treatment for urban domestic solid waste.***

- Organize to collect, research, process information in order to review and evaluate the application of Decision 592/QD-BXD in urban areas.
- Synthesize, process information and develop draft norms on collection, transportation and treatment for urban domestic solid waste.
- Finalize the draft report on completing norms of collection, transportation and treatment for domestic solid waste and submit to MONRE for approval.

**Consultant 2 – National Team member (30 days)**

***Task 1: Review and evaluate the application of Decision 592/QD-BXD in urban areas.***

- Collect, synthesize and evaluate Vietnamese legal documents, province's reports and reflections of service providers (if any) related the application of Decision 592/QD-BXD in urban areas.
- Analysis and evaluation the application of Decision 592/QD-BXD in urban areas (Including the conformity of work components with technical processes, waste components, norm values, application conditions, etc): The results achieved, identify existing problems and shortcomings that need to be adjusted and complete the norms of collection, transportation and treatment for urban domestic solid waste.
- Synthesize documents on completing norms of collection, transportation and treatment for domestic solid waste.

***Task 2: Coordinate and support Consultant 1***

- Under the guidance and assignment of the Team Leader (Consultant 1), develop a specific action plan for the assigned work for Expert 1 to synthesize into the Team's working plan and put in the Inception report.
- Record stakeholders' opinions during legal meetings and consultation workshops to put in the minutes.
- On the basis of the final report, finalize the deliverables in Vietnamese and English.

## **DELIVERABLES & IMPLEMENTATION TIMELINE**

The experts will carry out the tasks listed in Section III of Terms of Reference, and submit the deliverables in accordance with the plans and requirements of UNDP and the Department of Waste Management. For each report, the consultant must submit 01 electronic copy (soft copy) and 02 printed copies (hard copy) in Vietnamese and English.

Deliverables & Implementation timeline as follow:

No.	Deliverable	Target due date
<b>Team Leader</b>		
1.1	Deliverable No. 1: The inception report (including a detailed plan to implement the task)	July 20, 2022
1.2	Deliverable No. 2: Draft report on complete norms on collection, transportation and treatment for domestic solid waste. Final Report	November 15, 2022

Team Member		
1.1	Deliverable No. 1: The inception report (including a detailed plan to implement the task)	July 15, 2022
1.2	Deliverable No. 2: Report assessing inadequacies in the application of Decision 592/QD-BXD  Final report	September 10, 2022  November 15, 2022

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

Duration: Estimated 65 working days for the group of consultants over a 6 months period, starting from the contract signing date; expected from July 2022 to December 2022.

- Team Leader: 35 working days
- Team Member: 30 working days

Location: Home based, Hanoi and field travel at request

- Detailed schedule will be developed and agreed with UNDP, Department of Waste Management (VEA, MONRE) before starting the task. All travels and related cost (if any and agreed with UNDP during the assignment) will be paid by UNDP separately based on UN-EU cost norms.

## PROVISION OF MONITORING & PROGRESS CONTROL

- The selected experts will work under the supervision of the Department of Waste Management and UNDP.
- The selected experts will have regular meetings with the Department of Waste Management to discuss the plan, progress and details of the work. Regularly report and consult with the Department of Waste Management on the approved work schedule.

## ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

### Administrative Support

- UNDP and the Department of Waste Management will provide administrative support in issuing official letters/letters of introduction/meeting and workshop invitations to relevant stakeholders (if needed);

### Reference Documents

**Documents:** The following documents will be provided after signing the contract:

- Summary of Tasks;
- Law on Environmental Protection in 2020;
- Decree 08/2022 guiding the implementation of the LEP 2020



## DEGREE OF EXPERTISE & QUALIFICATIONS

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Consultants need to meet the following minimum qualifications and experience:

**Consultant 1 (Team leader):**

- Master degree in the field of Environmental Science;
- Minimum 10 years of experience in research, policy analysis and/or scientific research on: proposing mechanisms and policies, developing economic and technical indicators, determining costs in the field of technical infrastructure (water drainage, solid waste treatment services, etc).
- Have working experience in the fields related to estimate and manage costs of waste collection, transportation and treatment;
- Have in-depth understanding of Vietnamese legal system on solid waste management and other related regulations;
- Have skills in report writing, especially research reports, policy evaluation or demonstrate the ability to write reports in English.

**Consultant 2 (team member):**

- Master's degree or higher in environmental management; economics or related field;
- Have in-depth understanding of the legal system on environmental protection in Vietnam, and other related regulations;
- Minimum 05 years of practical working experience in solid waste management and other related regulations.;
- Have working experience in the fields related to solid waste management and other related regulations;
- Have skills in report writing, especially research reports, policy evaluation;
- Be able to communicate fluently with international experts or demonstrate the ability to write reports in English.

## PAYMENT TERMS

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The cost of this assignment including consultant fees, costs for the performance of tasks, taxes. The disbursement will be made by UNDP and divided into 3 stages as follows:

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount
<b>Team Leader</b>			
1	Deliverable No. 1	July 20, 2022	30%
2	Deliverable No. 2 and Final Report	November 15, 2022	70%
<b>Team member</b>			
1	Deliverable No. 1	July 20, 2022	30%
2	Deliverable No. 2 and Final Report	November 15, 2022	70%

## CONSULTANT PRESENCE REQUIRED ON DUTY STATION

☐ NONE

☐ PARTIAL

☒ INTERMITTENT

☐ FULL-TIME

## EVALUATION CRITERIA

No.	Requirement	Points
<b>I</b>	<b>Team Leader</b>	
1	Master degree in the field of Environmental Science;	100
2	Minimum 10 years of experience in research, policy analysis and/or scientific research on: proposing mechanisms and policies, developing economic and technical indicators, determining costs in the field of technical infrastructure (water drainage, solid waste treatment services, etc).	200
3	Have working experience in the fields related to estimate and manage costs of waste collection, transportation and treatment;	200
4	Have in-depth understanding of Vietnamese legal system on solid waste management and other related regulations;	150
5	Proven skills in report writing, especially research reports, policy evaluation	150
6	Proven report writing skills, especially research reports and policy reviews;	100
7	Ability to write reports in English, one sample research report submitted.	100
	<b>Total of Team Leader</b>	<b>1,000</b>
<b>I</b>	<b>Team Member</b>	
1	Master's degree or higher in environmental management; economics or related field;	150
2	Have in-depth understanding of the legal system on environmental protection in Vietnam and other related regulations;	150
3	Minimum 05 years of practical working experience in solid waste management and other related regulations.	200
4	Have working experience in the fields related to solid waste management and other related regulations;	200
6	Proven skills in report writing, especially research reports, policy evaluation;	150
7	Ability to write reports in English one sample research report submitted	150
	<b>Total of Team Member</b>	<b>1,000</b>

## 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).*