



15 August 2022

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	<b>01 National Consultant on Climate Change Communication to support the production of project communication materials under the NAP-Sup Project</b>
Period of assignment/services (if applicable):	July 2022 – November 2022
Duty Station:	Hanoi, Vietnam, with possible travel to other provinces
Tender reference:	T220701

1. Submissions should be sent by **email** to: [luu.thi.trang@undp.org](mailto:luu.thi.trang@undp.org) no later than:  
**12.00 hrs., noon, 22 August 2022 (Hanoi time)**

With subject line:

**T220701 – 01 National Consultant on Climate Change Communication to support the production of project communication materials under the NAP-Sup 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](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:

- Signed Curriculum vitae
- Signed Letter to UNDP Confirming Interest and Availability
- Provision of written evidence on the English and Vietnamese writing skills (for example, articles or concept notes, etc.)

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

- The financial proposal shall specify a total lump sum amount in **VND for national consultant and 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:

<b>Short-termed Communication Consultant on NAP Project</b>		
1	Minimum bachelor's degree in journalism, communication, marketing, public relations, environment, climate change or any other related fields;	150
2	At least 2 years of experience in areas of communication, marketing, website management, content creation, social media;	150
3	Excellent skills in design, photography and video editing;	200
4	Proven track record in communications activities;	200
5	Fluent English and Vietnamese (at least two publications/ designs in English and Vietnamese to be submitted as evidence)	100
6	Proven knowledge and familiarity with sustainable development, climate change, environment, public policies, existing development and environment policies in Viet Nam is an asset;	100
7	Experience working with UN/UNDP, international organisations, NGOs, embassies is an asset;	100
<b>Total</b>		<b>1000</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.

#### 5. Contract

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

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

Documents required before contract signing:

- International consultant whose work involves travel is required to complete the courses on BSAFE which is the new online security awareness training and submit certificate to UNDP before contract issuance.
- Note: In order to access the courses, please go to the following link: <https://training.dss.un.org>  
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**

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

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

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

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



## **TERMS OF REFERENCE INDIVIDUAL CONSULTANT**

**REF: T220701**

<b>Name of service:</b>	<b>Short term National Consultant on Climate Change Communication to support the production of project communication materials under the NAP-Sup Project</b>
<b>Project:</b>	Viet Nam National Adaptation Plan (NAP) Development and Operationalization Support Project (NAP-Sup)
<b>Reporting to:</b>	UNDP Project Manager of NAP-Sup/UNDP Programme Officer on CC and Resilience
<b>Duty Station:</b>	Hanoi, Vietnam, with possible travel to other provinces
<b>Duration of Assignment:</b>	Approximately 55 working days from August to Nov 2022 on a full- time base
<b>Start Date:</b>	30 August 2022 – 15 November 2022 (70 working days)

### **1. 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 and supported by relevant ministries of Viet Nam.

To date, the NAP-Sup project has delivered the following key results

1. A technical guideline to assess climate impacts, risk and vulnerabilities, loss and damage to identify and integrate climate change adaptation measures into sectoral plans. The guideline was approved as a MONRE as part of the implementation of the Article 90 of the Law on Environment Protection (Circular No. 01/2022/TT-BTNMT on 7 Jan 2022).
2. A draft NAP technical report which was developed in 2020 but requires additional sectoral assessments and prioritization are made available by 5 ministries in Q2, 2022. The NAP technical report is expected to be updated from May 2022 and finalized by Q3, 2022. MONRE is planning to submit the NAP Technical report to the Government for communication to UNFCCC at COP27.
3. A draft technical assessment guideline on climate change adaptation project appraisal was under development by the Ministry of Planning and Investment (MPI) leadership. The draft needs further consultation with the line ministries and provincial representatives.
4. A result-based M&E framework and implementation guideline for NAP and got approval on 28th of January 2022, the Prime Minister for nationwide application

A number of key products to be delivered by the project in the coming times are as follows:

1. A database of climate information including climate scenarios, vulnerability and impacts assessment results integrated and uploaded to the NAP-web Portal (<http://adaptation.dcc.gov.vn/>)
2. NAP Inter-ministerial coordination mechanism strengthened, and adaptation appraisal capacity built to line ministries and provinces to integrate adaptation into development planning and budgeting;
3. Background studies on bottleneck for private sector engagement in climate adaptation; and study on financing strategy for both public and private investment in adaptation measures prepared with a preliminary project pipeline.
4. Participatory and results-based M&E framework developed for 5 priority sectors of MARD, MOT, MOH, MPI and MONRE as part of the NAP portal above
5. Gender in NAP report and Gender mainstreaming guidelines for 5 priority sectors.
6. NAP Technical Report to be ready for submission to UNFCCC.

7. Series of Technical trainings of project results for line ministries and relevant provincial departments.

The project has come to the peak phase of implementation and delivery of project results and in need to have extra communication support to ensure responsive communication support to the Government in packaging and documentation of project results and products.

To support the finalization of the above activities, communicate and disseminate related results, UNDP in Viet Nam is recruiting a Short term National Consultant on Climate Change Communication (here in after call “Communication Consultant”) to ensure the timely support in documentation and communication of project results in the five line ministries and UNDP.

## **2. OBJECTIVES**

The communication consultant is expected to provide services to the NAP project in the following key areas of work:

- Take lead execution and implementation of the project communication workplan;
- Supervise and provide first level of quality assurance for the work of communication contractors (a video production firm, a designer and a publication firm).

In the whole process, under the guidance of UNDP CCE Media and Communication Analyst and advice from UNDP Program/Project Officer, the consultant shall also collaborate with relevant project experts/ focal points in order to ensure sufficient and effective inputs to project communication products.

## **3. SCOPE OF WORK**

Under the guidance of the UNDP CCE Media and Communications Analyst, the selected consultant will be expected to be responsible for the following:

- Based on the TOR, updated progress and deliverables of the project, develop a workplan to support the NAP project team in documentation and communication of key project results and emerging policy impacts;
- i. Take lead execution and implementation of the project communication workplan, including:**
- Collect inputs of project experts and work with the web developer for finalization of the NAP Web Portal, especially English interface.
  - Provide inputs to the design and production of communication materials and relevant project publications and reports of the project, as well as providing necessary communication support to UNDP project’s key events which may include draft press release and articles, etc..
  - Collect, develop and draft articles, press releases, and other advocacy/information materials to promoted via UNDP/ministries’ web-based and traditional media, as appropriate, and work with the UNDP CCE Media and Communication Analyst for finalisation and promotion of the materials;
  - Draft contents for social media channels (Twitter posts, Facebook updates, YouTube videos) for UNDP project’s key events, and work with the UNDP CCE Media and Communication Analyst for finalisation and promotion of the materials.

- Supervise and provide first level of quality assure the work of the video production firm in conducting project’s communication products and work closely with UNDP CCE Media and Communication Analysis to review the final results of communication contractors (a video production firm, a designer and a publication firm). Below are their expected products:
- *03 project video clips that (i) document the overall project process and results and (ii) document a policy advocacy clip on the Viet Nam NAP and the policy’s urgency to address adaptation challenges to climate changes for promotion before and during COP27; (iii) one introduction video of NAP Portal Web.*
- *05 technical deliverables for design and publication.*
- *05 infographics (2 pages each) for UNDP and five-line ministries on the topics of (I) NAP portal, (ii) Gender and NAP; (iii) Private Sector Engagement in NAP in Viet Nam and (iv) emerging climate change impacts and risks of the 5 prioritized sectors.*
- *One two-pager on project results.*
- *Standeers and backdrops of workshops (maximum 05 workshops)*
  - To ensure the quality of communication products, the consultant shall implement but not limited to following tasks:
  - In collaboration with the national video production firm to brainstorm ideas and prepare scripts for project videos on project impacts and instructions of NAP web portal; collect inputs from project experts to help finalize the draft clips and ensure correct contents (including spelling, grammar and communication Identify Program (CIP)) used in the clips.
  - Work with the national video production firm in producing communication materials including videos, photos;
  - Lead the designers in laying out technical reports, policy briefs, infographics, etc.
  - Supervise the work of communication contractors and ensure the progress deadline.
  - Ensure the UNDP communication policy and the quality, consistency, appropriateness, and visibilities of UNDP and donors on the communication materials, activities, processes, and messages shared with partners.
  - Timely update and report to the UNDP Project Manager and NAP Project Officer on the national firm progress, key challenges and find solutions to overcome the challenge.
  - Participate in weekly NAP-Sup meetings and other related meetings with line ministries on request

**Important Note:** The contractor needs to ensure gender mainstreaming consideration in communication products.

#### **4. DELIVERABLES**

The consultant shall produce the deliverables in both English and Vietnamese with details as follows:



No.	Key Deliverables	Milestones
1	A workplan on project communication products	05/8/2022
2	Final videos of the NAP-Sup project	15/9/2022
3	A two-pager on project's results	15/9/2022
4	5 policy briefs (2 pages each) and 05 technical project reports designed (50-100 pages each depending on the content) <sup>1</sup>	15/9/2022
5	Draft Press releases of project events (at least 3)	Sep - Nov 2022
6	Digital content for the NAP-Sup project on UNDP's social media accounts (e.g: Facebook, Twitter, Instagram, LinkedIn, etc.)	Sep - Nov 2022
7	Communications products (e.g: standees, backdrops) of project events	Sep - Nov 2022
8	Inputs to the final NAP Portal Website	Sep - Oct 2022
9	Project knowledge well transferred to UNDP and Global NAP Portal	01/11/2022
10	Weekly report on the progress of the national firm and related communication activities	Sep - Nov 2022

## 5. PROVISIONS OF MONITORING AND PROGRESS CONTROL

The **Communications Consultant** shall report to UNDP Project Manager and Project Officer on Climate Change and Resilience on the deliverables of his/her work regarding a work-plan, deadlines and verification activities. S/he shall work in close collaboration with the UNDP Programme Analyst to ensure adequate inputs from her to all draft deliverables.

The consultant will work closely and get primary technical oversight by UNDP Media and Communications Analyst. The Consultant will work regularly with the NAP Project Officer, NAP International and National Technical Consultants of UNDP and line ministries to deliver the tasks.

## 6. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

The assignment will be conducted from 30 August to 15 November on a full-time base for up to 17-18 days/month. The **Communications Consultant** will be based in the Green One UN House - Hanoi, Viet Nam, with field travels to other locations in Viet Nam if required. Such

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<sup>1</sup> In both English and Vietnamese if available.

travel cost, if required, will be supported separately from the contract following UN-EU cost norm.

## 7. EXPERTISE AND QUALIFICATIONS

- Minimum bachelor's degree in journalism, communication, marketing, public relations, environment, climate change or any other related fields;
- At least 2 years of experience in areas of communication, marketing, website management, content creation, social media;
- Excellent skills in design, photography and video editing;
- Proven track record in communications activities;
- **Fluent English and Vietnamese;**
- Proven knowledge and familiarity with sustainable development, climate change, environment, public policies, existing development and environment policies in Viet Nam is an asset;
- Experience working with UN/UNDP, international organizations, NGOs, embassies is an asset;

## 8. PAYMENT TERMS

UNDP Viet Nam CO will contract and make payments upon certification of deliverables accepted by the UNDP Programme Officer on Climate Change and Resilience.

The payment will be made using the official rate of exchange applied by the United Nations on the day the UNDP instructs its bank to affect the payment(s).

## 9. EVALUATION CRITERIA

<b>Short-termed Communication Consultant on NAP Project</b>		
1	Minimum bachelor's degree in journalism, communication, marketing, public relations, environment, climate change or any other related fields;	150
2	At least 2 years of experience in areas of communication, marketing, website management, content creation, social media;	150
3	Excellent skills in design, photography and video editing;	200
4	Proven track record in communications activities;	200
5	Fluent English and Vietnamese (at least two publications/ designs in English and Vietnamese to be submitted as evidence)	100
6	Proven knowledge and familiarity with sustainable development, climate change, environment, public policies, existing development and environment policies in Viet Nam is an asset;	100
7	Experience working with UN/UNDP, international organisations, NGOs, embassies is an asset;	100
<b>Total</b>		<b>1000</b>

## 10. DOCUMENTS TO BE SUBMITTED FOR EVALUATION

- Examples of communication product: A short film/clip produced for a campaign and an infographic/ layout supported by the candidate.
- Detailed CV addressing experience and communication work;
- Written evidence on the English and Vietnamese writing skills (for example, articles or concept notes, etc.)
- Financial offer

## 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 ..... (VND for National Consultant and USD for International Consultant).

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

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

\* Individual Consultants/Contractors who are over 65 years of age with assignments that require travel and are required, **at their own cost**, to undergo a full medical examination including x-rays and obtaining medical clearance from **an UN-approved doctor** prior to taking up their assignment.

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

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

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

Dated this day /month of year

Signature

(The costs should only cover the requirements identified in the Terms of Reference (TOR)  
Travel expenses are not required if the consultant will be working from home).