INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

<table>
<thead>
<tr>
<th>Country:</th>
<th>Viet Nam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of the assignment:</td>
<td>01 National Junior Consultant to support the implementation of Waste and Chemicals Portfolio</td>
</tr>
<tr>
<td>Period of assignment/services (if applicable):</td>
<td>120 days From September 2022 to February 2023</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Ha Noi, Viet Nam</td>
</tr>
<tr>
<td>Tender reference:</td>
<td>P220810</td>
</tr>
</tbody>
</table>

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

   23.59 hrs., 12 September 2022 (Hanoi time)

   With subject line:

   P220810 – National Junior Consultant to support the implementation of Waste and Chemicals Portfolio

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 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:
 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 reports 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:

<table>
<thead>
<tr>
<th>No.</th>
<th>Requirement</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bachelor’s degree in communication or any other related fields</td>
<td>150</td>
</tr>
<tr>
<td>2</td>
<td>Minimum 1 year of experience in areas of communication, marketing, website management, content creation, social media is preferred.</td>
<td>200</td>
</tr>
<tr>
<td>3</td>
<td>Good skills in layout and design (photoshop, InDesign etc.) and editing (Lightroom/Bridge) and strong videography skills (filming and Adobe Premiere)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>(One communication product provided)</td>
<td>300</td>
</tr>
<tr>
<td>5</td>
<td>Proven knowledge and familiarity with sustainable development, environment, public policies, existing development and environment policies in Viet Nam is an asset</td>
<td>150</td>
</tr>
<tr>
<td>6</td>
<td>Experience working with UN/UNDP, international organizations, NGOs, embassies is an asset;</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td>1,000</td>
</tr>
</tbody>
</table>

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](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**

<table>
<thead>
<tr>
<th>No.</th>
<th>Deliverables as indicated in Section IV</th>
<th>Due Date</th>
<th>Payment Amount</th>
</tr>
</thead>
</table>
| 1   | - Review and preparation of newsletter for the CE Hub  
- Bi-monthly report for the operation of the CE Hub for the period September – October | 20 October 2022 | 30%            |
| 2   | - 05 Best practices from SMEs, curated these knowledge and stories on the CE Hub website.  
- Bi-monthly report for the operation of the CE Hub for the period November - December | 20 December 2022 | 30%            |
| 3   | - Draft ToR for communication activities, including multimedia, website, video provider  
- Bi-monthly report for the operation of the CE Hub for the period January - February | 10 February 2023 | 40%            |

**Total** 100%

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

<table>
<thead>
<tr>
<th>Name of service:</th>
<th>01 National Junior Consultant to support the implementation of Waste and Chemicals Portfolio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project:</td>
<td>Scaling-up a Socialised Model of Domestic Waste and Plastic Management</td>
</tr>
<tr>
<td>Reporting to:</td>
<td>Programme Analyst on Waste and Chemicals UNDP Viet Nam</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Ha Noi, Viet Nam</td>
</tr>
<tr>
<td>Travel Required:</td>
<td>No</td>
</tr>
<tr>
<td>Duration of Assignment:</td>
<td>September to February (120 days)</td>
</tr>
<tr>
<td>Start Date:</td>
<td>September 2022</td>
</tr>
<tr>
<td>End Date:</td>
<td>28 February 2023</td>
</tr>
</tbody>
</table>

I. BACKGROUND & PROJECT DESCRIPTION

UNDP’s mission is to support Viet Nam’s transformation to a sustainable and circular growth model where current and future generations of the country unite to contribute and benefit from its economic, social and natural advancement. UNDP seeks to expand the existing coalition and expertise to accelerate optimized resources management for sustained human development and economic growth and reduction of negative impacts on the environment, thus enabling Viet Nam to become a green and resilient country and achieve the Sustainable Development Goals by 2030.

With the support of the Government of Norway, UNDP is currently implementing a project entitled Scaling-up a Socialised Model of Domestic Waste and Plastic Management, in Ha Long, Danang, Quy Nhon, Binh Thuan, and Binh Duong (DWP5C project). It aims to develop integrated, green and fair models to improve domestic waste and plastic management, in five Vietnamese cities. One of the components of this project is to enhance the regulatory framework and capacity of the local authorities and stakeholders by promoting the circular economy approach and promoting innovation and information platforms.

MONRE and UNDP has launched the first Viet Nam Circular Economy Hub (CE Hub), linking public and private actors. Led by MONRE and UNDP, the Hub has two main objectives:

1. Accelerate the transition to a circular economy in Viet Nam, by engaging and building the capacity of all stakeholders, from public authorities, businesses, and civil society, and in close cooperation with academia.
2. Create synergies, and integrate financial and technical resources, for achieving the transition towards a low-carbon and circular Viet Nam, thereby contributing to a number of higher development objectives, as laid out in the SEDP and the NDC.

UNDP is implementing several projects/activities on circular economy, chemical, waste management such as DWP5C Phase 1 “Scale up domestic waste and plastic management in 5 cities”, DWP5C Phase 2 “Scaling-up Integrated and Inclusive Waste Management Models through Empowering the Informal Sector and Fostering the Circular Economy”, EPPIC “Ending Plastic Pollution Innovation Challenge” and other chemical management projects.

UNDP Viet Nam is looking for a National Junior Consultant to support the implementation of several projects on plastic and circular economy.

II. OBJECTIVES

The national Consultant is expected to provide administrative and programmatic support to the Analyst and Officers in the Portfolio and contribute to the implementation of the Vietnam Circular Economy Hub, stakeholders’ engagement basic support to communication activities, events of the portfolio.

III. SCOPE OF WORK

1. Operation and development of the CE Hub website

- Ensure high quality updates of the content of the CE Hub website in English and Vietnamese language (key events, workshops, news, CE showcases, learning documents, financing opportunities, etc.)

- Regularly collect the comments/inputs/ and feedbacks from the different groups of users to upgrade the website (e.g. layout and the interconnections among subsections and databases of the CE Hub, content etc).

- Provide qualitative and timely response to comments, inquiries from user, after having consulted with the CE Hub Focal Point and the members of the team (as needed). Keep track of the comments and request received and consolidate these into a brief analysis of users needs/ and request every 3 months.

- Provide support to the team when organizing events, workshops (both offline and online), webinars, meet-ups, etc. under framework of the CE Hub

- Work with partners to prepare a draft content for the Newsletter published every quarter.

- Translate documents in English/Vietnamese

2. Support the partnership engagement with stakeholders on CE

- Support to partnership engagement strategy: reach out to business with focus on start-up, social enterprises, that may be interested in joining the CE Hub. Develop and continuously update a database of potential actors, from private sectors, development partners, governmental partners and experts, who are critical to the transition to a CE in Viet Nam.

- Collect best practices from SMEs, and curate these knowledge and stories on the CE Hub website.
- Coordinate partnerships with internal platforms and hubs (e.g: Youth4Climate Learning Hub, Climate Business Index...)

3. Communication activities
- Design communication products for the CE Hub, including but not limited to infographics on CE, video on the introduction of the CE Hub, ppt presentations, reports, invitations on CE works, to increase the visibility and impact of the CE Hub
- EPPIC and 5 cities Phase 1: proactively create editorial contents (stories, photos, advocacy images, campaigns). Develop infographics, fact sheets, reports for both projects
- DWP5C Phase 2: support the development of communication plan for the project’s activities, including infographics, fact sheets and reports
- Implement the communication strategies for the CE Hub (including social media) and support coordination with the other relevant projects, programs and activities on CE as guided by CE team at UNDP.
- Create and operate different social media channels, including FB, Twitter for the CE Hub and other topics and update regularly with news and events

4. Support the implementation of Events
- Support organization of related events and activities to promote the projects
- Participate to all related event activities, including but not limited to, design of the of invitations, outreach to participants, travels
- Draft ToR for communication activities, including multimedia, website, video provider
- Support preparation of communication materials for advocacy at high-level dialogues, public events
- Support with the livestream of events including by preparing the equipment and room and ensuring these are of high quality
- Support development and translation of Press Releases and translation of statements, briefs, into English and/or Vietnamese.
- Draft news/events and other simple communication products as result of activities from different projects under Waste, Chemicals and Circular Economy portfolio
- Implement other tasks as assigned by the supervisor.
IV. DELIVERABLES & IMPLEMENTATION TIMELINE

<table>
<thead>
<tr>
<th>No.</th>
<th>Deliverable</th>
<th>Target due date</th>
</tr>
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<tbody>
<tr>
<td>1</td>
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</table>

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

Estimated number of working days: 120 days.

Duty station: UNDP, Ha Noi, Viet Nam.

Expected places of travel: In case of travel, all cost will be covered separately by UNDP following UN-EU cost-norm.

VI. PROVISION OF MONITORING & PROGRESS CONTROL

The consultant will report to the Programme Analyst on Waste and Chemicals. S/he will work very closely with international and national Climate Change Analyst/Officers at UNDP Viet Nam, and with the communication focal point for the project.

VII. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

ADMINISTRATIVE SUPPORT

UNDP will provide support to the consultant to arrange for relevant meetings and interview with related parties, provision of working space for meetings. The cost of the podcast is inclusive of all the direct costs. If there is fieldwork arise the cost will be covered separately using UN-EU cost norm.

REFERENCE DOCUMENTS

To be provided upon signature of the contract.

VIII. DEGREE OF EXPERTISE & QUALIFICATIONS

- Bachelor’s degree or last year student for Bachelor’s degree in international development, communications or related field.
• 01-year work experience on communication activity, involving social media communication.

• Proven experience in coordinating project activities.

• Experience and knowledge on key topics related to circular economy and environment.

• Knowledge of digital technology and multimedia platforms.

• Fluency in English and Vietnamese (two English paper samples provided).

IX. PAYMENT TERMS

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|     | **Total**                               | **100%** |                |

X. CONSULTANT PRESENCE REQUIRED ON DUTY STATION

☐ NONE  ☒ PARTIAL  ☐ INTERMITTENT  ☐ FULL-TIME

XI. EVALUATION CRITERIA

<table>
<thead>
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</tr>
<tr>
<td>6</td>
<td>Fluent English – (one English writing sample provided)</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>1000</strong></td>
</tr>
</tbody>
</table>
Criteria for Evaluation of Proposal

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

Documents for Submission

Applicants will be expected to include the following along with their application:

Core Documents

1. Cover Letter;
2. Current and complete CV in English;
3. Financial offer using the standard UNDP template.

Additional Documents

4. Communication report to show the results of communications activities that s/he supports/supported.
5. Examples of communication products: An infographic/ layout and project or piece of work related to sustainable development, social or environmental promotion.
6. One English writing sample.
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:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Contract Type</th>
<th>UNDP Business Unit / Name of Institution/Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Contract Type</th>
<th>Name of Institution/ Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
</tr>
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<tbody>
<tr>
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</tr>
</tbody>
</table>

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:
<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Name of International Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Full Address</th>
<th>Business or Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?
   YES ☐  NO ☐ If "yes", give full particulars of each case in an attached statement.

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

DATE: ___________________________  SIGNATURE: ___________________________

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

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

- ☐ CV shall include Education/Qualification, Processional 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:**

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Rate (US$)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Consultancy fee (daily rate)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Out of pocket expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1</td>
<td>Travel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.2</td>
<td>Per diem</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.3</td>
<td>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). *</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.5</td>
<td>Others (pls. specify)……</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.6</td>
<td>VAT** if applicable (in case your company signs the contract)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**

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

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

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

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

Dated this day /month of year

Signature

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

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