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

Country: Viet Nam
Description of the assignment: National consultant to support the implementation of e-mobility project including an assessment of e-bike/scooter sharing pilot
Period of assignment/services (if applicable): 60 days, from October 2022 to March 2023
Duty Station: Hanoi and Hue
Tender reference: P220903

1. Submissions should be sent by email to nguyen.ngoc.phuong@undp.org no later than:
   23.59 hrs., 20 September 2022 (Hanoi time)

   With subject line:

   P220903 – NC to support the implementation of e-mobility project including an assessment of e-bike/scooter sharing pilot

   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:
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 2 writing samples 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>
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<tbody>
<tr>
<td>1</td>
<td>At least advanced post-graduate (Master’s) degree in transport planning, economic, sustainability, environmental and climate change economics, or a closely related field required.</td>
<td>200</td>
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<td>2</td>
<td>At least 10 years of proven experiences in transport sector. Familiarity with policy development in transport sector (transport vehicle), green and environmentally friendly transport and e-mobility and e-bike sharing will be preferred.</td>
<td>250</td>
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<tr>
<td>3</td>
<td>Experience in provision of training and policy advise to various groups on green and low carbon transport</td>
<td>250</td>
</tr>
<tr>
<td>4</td>
<td>Experience in working with national and local authorities including MOT and provincial departments, development agencies and ability to engage and relevant stakeholders</td>
<td>200</td>
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<tr>
<td>5</td>
<td>Good commands of English with at least 2 examples of similar papers, reports</td>
<td>100</td>
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<td></td>
<td><strong>Total</strong></td>
<td>1,000</td>
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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. $S_f = 1000 \times \frac{F_m}{F}$, 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

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<tr>
<th>No.</th>
<th>Deliverables as indicated in Section IV</th>
<th>Due Date</th>
<th>Payment Amount</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Submission of Deliverables 1 and 2 with acceptance by UNDP</td>
<td>October 20, 2022</td>
<td>30%</td>
</tr>
<tr>
<td>2</td>
<td>Submission of Deliverables 3 with acceptance by UNDP</td>
<td>30 December 2022</td>
<td>40%</td>
</tr>
<tr>
<td>3</td>
<td>Submission of Deliverables 4 with acceptance by UNDP</td>
<td>10 March 2023</td>
<td>30%</td>
</tr>
</tbody>
</table>

7. Your proposals are received on the basis that you fully understand and accept these terms and conditions.
I. BACKGROUND & PROJECT DESCRIPTION

The Government of Viet Nam fully recognizes the threats of climate change as well as the significant development benefits associated with the implementation of climate change adaptation and mitigation projects and programmes, shifting toward a green and circular economy. The Government has adopted and continues to promulgate strategic policies and plans to advance climate change actions, which include Green Growth Strategy 2021-2030, and finalizing a new Climate Change Strategy, 2021-2030 which will include long term greenhouse gas emissions targets until 2025, therefore in effect it is a Viet Nam long-term low greenhouse gas emissions development strategy (LTS). At the 2021 United Nations Climate Change Conference (COP26) in Glasgow, Viet Nam Prime Minister made ambitious and highly commendable commitments that include setting the national target of net-zero emissions by 2050. The Prime Minister has recently established a new National Steering Committee for the implementation of Viet Nam’s Commitment at COP26, approved the National Climate Change Strategy and the National Green Growth Action Plan and Action plan for green energy transition and reduction of carbon dioxide and methane emissions of transport sector (Decision No. 876.QD-TTg) in July 2022. For the period of 2030 -2050 with target if zero-emission, the mitigation measures of transport sector focus on modal shift and fuel switch. The main objective of the action plan is to accelerate fuel switch for all transport subsector and readiness of technology, institutional, capacity and resources for the transition. And the period to 2050 fuel switching to electricity and green energy for all transport vehicles and equipment to achieve zero emission targets.

Viet Nam updated its NDC in 2020 increasing its targets for greenhouse gas (GHG) emissions reduction by 2030, as compared to the business-as-usual (BAU) scenario, to 9% unconditional and 27% conditional (depending on receiving adequate foreign financial support). The NDC includes two measures to reduce emissions from the transportation sector: (i) converting fuel use (with an estimated mitigation potential of 9.9 million tCO2); and (ii) shifting mode of transportation (with an estimated mitigation potential of 26.7 million tCO2).
In 2016, GHG emissions from Viet Nam’s transport sector reached 43.6 million tCO2, which accounted for 21.2% of total GHG emissions. The Ministry of Natural Resources and Environment (MONRE) forecasted that GHG emissions from the transport sector will double to reach 87.9 million tCO2 by 2030, urging for immediate and significant interventions. In addition to considerable GHG emissions, fossil-fuelled vehicles also emit substantial amounts of solid matters and fine particles (i.e., PM2.5) that can cause cancer, severe respiratory issues and potentially lead to other health problems. Key barriers to reduced emissions from the transportation sector include a large and increasing number of fossil-fuel powered vehicles and an inadequate public transportation system unable to meet the demand from the fast-growing population. In addition, barriers to EVs adoption include the high upfront cost, technology skepticism, a lack of infrastructure and enabling environment, and scant public-private partnerships. On the other hand, there are timely opportunities for intervention include increasing public awareness on emissions and air pollution, increasing interest from national and local governments in implementing environmentally friendly transportation systems, especially e-vehicles which are the cheapest to electrify, and policy interest in fuel economy and energy efficiency in transportation. In addition, COVID impact has generated increased preference for private transport and on-line services and shopping that accordingly increases the demand for private vehicles and delivery services, respectively.

The “Catalysing a Sustainable Shift towards E-mobility in Viet Nam” project aims to support GHG emissions reduction by enhancing the ecosystem for E-Mobility and green transportation development as part of Viet Nam’s COVID-19 green recovery in Hue City and afterwards by sharing the results of this work at the national level to contribute to the planning process including the national environmentally friendly programme and the E-Mobility Roadmap. The project is designed along the following outputs: i) Output 1: Established enabling environment to facilitate the widespread adoption of EVs as part of green recovery in Viet Nam; ii) Output 2: Supportive framework created for E-mobility development.

E-mopes and e-bike sharing initiative has been piloted in Hanoi by the SOLUTIONSplus project. The project is implementing in Europe, Asia, Africa and Latin America which aims to enable transformational change towards sustainable urban mobility through innovative and integrated electric mobility solutions. The project provides 50 e-mopes and 10 e-bikes to support last-mile connectivity from Van Yen BRT station to Aeon Mall Ha Dong in Hanoi to test the sharing system and to facilitate for the periodically assessment on the system to see what is good, what needs to be improved for the better pilot and provide inputs for policy development, institutionalization recommendations.

UNDP is looking for a national consultant to the project “Catalysing a Sustainable Shift towards E-mobility in Viet Nam” and assess the piloted e-mopes/bikes sharing implementation in Hanoi.

II. OBJECTIVES

The objectives of this assignment are to provide technical support to the implementation of various activities of the e-mobility project and to assess implementation of the piloted e-mopes/bikes sharing activity in Hanoi for preparation of the proposed operating plan and for scale up and institutionalization.

III. SCOPE OF WORK

The scope includes but is not limited to the following:
Task 1: Detailed Workplan (2 days):
Discuss with UNDP, the SOLUTIONSplus and other stakeholders to prepare the detailed work-plan that cover the objectives, methodology of implementation of the whole assignment, tentative work schedule with clear tasks and responsibilities and outline for relevant reports. The work-plan also includes potential stakeholders who will be consulted and cooperated.

Task 3: Technical support to implement the activities to promote e-mobility in Viet Nam as part of the E-mobility project (estimated 23 days)
- Provide technical review and advise to the National E-Mobility workshop tentatively in October 2022, including provide review and comment to the draft agenda, review of presentation, speaker notes and key points for the press release and UNDP’s intervention at the workshop.
- Provide technical support to the design and organization of a 2-day technical training workshop on operation of e-mopes/bikes sharing system for operators and relevant stakeholders, a module on Measurement, Reporting and Verification (MRV) system for the piloted activity should be included: review and finalize the training agenda, recommend the trainers, review the training contents and presentation and provide a training session during the training workshop.
- Provide technical advice and inputs to organization of the debate on e-mobility for students.
- Provide technical review of at least 02 technical reports by the project including a report of a survey of users’ perception of e-mobility.

Task 3: Prepare operating plan/guidance and hand over to E-bike sharing system operator (25 days)
- Undertake the assessment of the pilot of the -mopes/bikes sharing system which include identification of challenges and recommendation of measures to remove barriers/constrains for developing e-bike sharing system.
- Identify the potential stakeholders to be operator of e-mopes/bikes sharing, and working with local partners to consult on the operation phase of the e-mopes/bikes sharing. The local partners could be Hanoi City People’s Committee Department of Transportation (DOT), Hanoi Public Transport Management Center (HPTC), Department of Financing (DOF), Department of Construction (DOC) and other public transport services providers;
- Prepare the outline of operating plan, handover procedures and consult with above relevant stakeholders on the outline and come up with agreement on main contents of plan and key steps of handover, work Hanoi City People’s Committee to confirm and agree on the potential operation agency who will manage the e-bike sharing system since the pilot period completed;
- Prepare the full proposed operating plan/guidance and finalize this in consultation with local authorities. The proposed operating plan needs to reflect all aspects including technical guidance, allocated resources and budget, management model (public, private...) and monitoring of its performance.
- Provide training and capacity building activities for the proposed operating entity and relevant stakeholders.
- Facilitate and support the handover the piloted e-mopes/bikes sharing system to the proposed operating entity.
- Support to organize workshops/events on e-mopes/bikes sharing including peer-to-peer exchange events and prepare presentation for other project’s workshops.

Task 4: Prepare a policy advice paper on E-bike sharing system (10 days)

- Prepare the policy advise paper on e-bike sharing systems which cover the following but may not be limited to:
  - Overview relevant traffic issues in Hanoi includes i) infrastructure: focus physical facilities/infrastructure to support for e-bike and e-bike sharing, such as separated lane for bike/pedestrian, park and ride facilities, ii) urban mobility habits, including travel/trips characteristics, model shared among transport modes, iii) traffic issues such congestion, pollution; iv) urban mobility trends and policies which focus on the opportunities and barriers of E-bike sharing
  - Description, analysis and assessment of the piloted activity that covers all aspects of technical and procedures of project implementation includes policies, administration, collaboration among relevant stakeholders, infrastructures and facilities setting up (charging, grid connection and others), vehicles, mobi-apps, grip connection during planning, implementing and operating the activity,
  - Identification of the barriers/constrains during planning, implementing, operating the piloted e-mopes/bikes sharing activity, the main aspects shall be comprehensively analysed as planning for parking space/public charging points, technologies, financing scheme, stakeholder involvement, policy supportive, social acceptance.
  - Recommendations for sustainability, policy development, institutionalization to scale up the piloted mopeds/bikes sharing, which includes relevant policies, regulations and technical standards, resource utilization, price strategy and incentive scheme to engage service providers, stakeholder involvement and collaboration and propose business models

- Engage and consult with the government authorities and other relevant stakeholders during the preparation and finalization of the policy advice paper.

- Support to organize a half-day consultation workshop and final workshop to consult, discuss and later on inform and disseminate the policy advice paper with briefing policy recommendations. The targeted participants include Hanoi City People’s Committee Department of Transportation (DOT), Hanoi Public Transport Management Center (HPTC), Department of Financing (DOF), Department of Construction (DOC) and other public transport services providers.

IV. DELIVERABLES & IMPLEMENTATION TIMELINE

<table>
<thead>
<tr>
<th>No.</th>
<th>Deliverables</th>
<th>Target due date</th>
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<tbody>
<tr>
<td>1</td>
<td><strong>Deliverable 1:</strong> Detailed work-plan of the implementation of the whole assignment in English</td>
<td>October 05, 2022</td>
</tr>
<tr>
<td>2</td>
<td><strong>Deliverable 2:</strong> Draft and final outline of policy advice paper and handover plan/guidance with reflecting the results from consultation with relevant local authorities and stakeholders in English and Vietnamese</td>
<td>October 20, 2022</td>
</tr>
<tr>
<td>No.</td>
<td>Deliverable</td>
<td>Due Date</td>
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V. DURATION OF ASSIGNMENT, DUTY STATION & EXPECTED PLACES OF TRAVEL

Estimated number of working days: 60 working days during October 2022 to March 2023

Duty station: Homebased and Hanoi with 01 mission to Hue for 2 working days

VI. PROVISION OF MONITORING & PROGRESS CONTROL

The national consultant shall work closely with the project officer and report to the Program Manager of e-mobility project on the deliverables of work regarding a work-plan, deadlines, and verification activities.

VII. QUALIFICATION

- At least advanced post-graduate (Master’s) degree in transport planning, economic, sustainability, environmental and climate change economics, or a closely related field required.
- At least 10 years of proven experiences in transport sector. Familiarity with policy development in transport sector (transport vehicle), green and environmentally friendly transport and e-mobility and e-bike sharing will be preferred.
- Experience in provision of training and policy advise to various groups on green and low carbon transport
- Experience in working with national and local authorities including MOT and provincial departments, development agencies and ability to engage and relevant stakeholders
- Good commands of English with at least 2 examples of similar papers, reports.

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

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<tr>
<th>Assignment</th>
<th>Contract Type</th>
<th>Name of Institution/ Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
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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>
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<tr>
<th>Name</th>
<th>Relationship</th>
<th>Name of International Organization</th>
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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>
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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-themed (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>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Consultancy fee (daily rate)</td>
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<td></td>
<td></td>
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<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>
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<tr>
<td>2.2</td>
<td>Per diem</td>
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<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>
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<td>2.5</td>
<td>Others (pls. specify)……**</td>
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<td>2.6</td>
<td>VAT** if applicable (in case your company signs the contract)</td>
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<td><strong>TOTAL</strong></td>
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* 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).*