



22 September 2022

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 National Consultant for Evidence-based Final Narrative Report for the Joint Programme Supporting Viet Nam towards the 2030 Integrated Finance Strategy for Accelerating the achievement of the SDGs in Viet Nam
Period of assignment/services:	October 2022 – December 2022 (30 working days)
Duty Station:	Homebased
Tender reference:	A-220901

1. Submissions should be sent by email to: bid.submission.vn@undp.org
no later than:

23.59 hrs., 04 October 2022 (Hanoi time)

With subject line:

**A-220901 – National Consultant for Final Narrative Report for Joint Programme Supporting
VN**

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:

- [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
- Copy of 1-3 publications/writing samples on relevant subject.
- Reference contacts of past 4 clients for whom you have rendered preferably the similar service (including name, title, email, telephone number, address...)

b. Financial proposal (with your signature):

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

4. Evaluation

The technical component will be evaluated using the following criteria:

	Consultant's experience/qualification related to the services	Point
1	PhD Degree or Master in the fields of political science, public administration, economics/finance, or related field;	50
2	At least 10 years of experience in international development and cooperation. Experience in SDG financing is an asset.	170 80
3	Good experience in conducting narrative report, reviews, assessments or evaluation of development programmes, funds, or projects and experience on cross cutting issues, including gender mainstreaming. Expertise in results-based management and stakeholder management.	250 100
4	Relevant research experience and skills, research report writing skills in both English and Vietnamese as evidenced by the candidate's authored or co-authored research reports/papers/publications on relevant topics (team members)- please provide link to the publications	350
Total		1000

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. Interview with the shortlisted candidates will be conducted at the technical evaluation stage.

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>

- 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 the payment.

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

ANNEX I



TERMS OF REFERENCE INDIVIDUAL CONSULTANT

Name of service:	Evidence-based Final Narrative Report for the Joint Programme Supporting Viet Nam towards the 2030 Integrated Finance Strategy for Accelerating the achievement of the SDGs in Viet Nam		
Project:	Joint Programme Supporting Viet Nam towards the 2030 Integrated Finance Strategy for Accelerating the achievement of the SDGs in Viet Nam		
Reporting to:	Tran Thi Minh Tien, Partnership and Development Finance Officer		
Duty Station:	Home based	Travel Required:	No
Duration of Assignment:	30 days		
Start Date:	10/10/2022	End Date:31 December 2022	12/31/2022

1. Background

The Joint SDG Fund supports countries as they accelerate their progress towards the Sustainable Development Goals (SDGs). It operates through joint programmes (JPs) that provide the mechanism for transformative solutions implemented by governments and national stakeholders and supported by the UN Country Team led by Resident Coordinators (RCs). Strategic direction for the Fund is provided by the Strategic Advisory Group chaired by the Deputy Secretary-General as the chair of UN Sustainable Development Group. The Fund is managed by the Operational Steering Committee, comprised of representatives of 5 UN entities, and with the support from the Secretariat of the Fund. The UN Development Coordination Office (DCO) hosts the Fund and provides for the alignment with the broader UN Development System reforms. The Administrative Agent of the Fund, in charge of financial management, is the Multi-Partner Trust Fund Office (MPTF-O). Official documents (e.g., Terms of Reference and Operational Guidance) of the Fund and information on funding can be found on the Gateway portal.

The SDG Financing: Enabling Environment portfolio was launched in the summer of 2020 with the release of grant funding up to US\$1 million to 62 JPs in 69 countries. Twenty-one UN agencies under the leadership of UN Resident Coordinators collaborated, building on UN-DESA methodological work, agencies' technical support at the country level and development partners' support. Although each JP is unique, all support governments in the development of SDG financing strategies – most in the form of Integrated National Financing Frameworks (INFFs). In a nutshell, this portfolio helps countries define the “financing” behind the “policies” and building the related capacities to operationalize

financing reforms. It supports the linking of planning with financing. It drives coherence (and adequateness of) existing policies and institutional arrangements.

The overall objective of the joint GOV-UN Program (JP) is to support Viet Nam's transformation to a more inclusive, productive green and climate resilient economy and accelerate the achievement of the SDGs. The JP will assist the development and rolling-out of Viet Nam's 2030 integrated financing and investment strategy, of which the SDGs are at the heart, while considering the impact of the recent pandemic, COVID-19. This will be achieved through supporting Viet Nam's 2030 Finance Strategy, Medium-Term Investment Plan and Medium-Term Budget Plan to deliver the following expected results: (i) Strengthened resource allocation through better alignment of development finance with the new national Socio-Economic Development Plan (SEDP) as well as national SDG priorities; (ii) Improved effectiveness of public investment gained through better integration across government (vertically and horizontally); and (iii) Increased private sector investment, and quality FDI flows that support the development of green, productive domestic private enterprises.

2. Purpose of the assignment

The JP is required to develop an evidence-based final narrative report ("Final Report") covering a review of the JP activities and results over the 19 months implementation period. The unit of analysis is the JP in its entirety, i.e., outcomes, outputs, activities, and inputs that were detailed in the programme document and any associated modifications. The objectives of the assignment are to:

1. Collect and present evidence to review the extent to which the JP achieved its overall objective of supporting a new economic model, which is more people-centered, equitable, inclusive, productive, green and climate resilient.
2. Review and provide evidence as to how the JP's activities have contributed to foster SDG acceleration at the country level.
3. Collect and present evidence to the extent to which the JP achieved its results as described in the JP document and result framework. This review should include the contribution towards the Joint SDG Fund's Outcome 4 and Output 2.
4. Review the extent to which the JP has contributed to strengthening the UN Development System (UNDS) reform and describe the level of coordination between relevant actors, especially participating UN agencies (PUNO) and government.
5. Review the extent to which the JP has contributed to creating sustainable partnerships and collaborations with local and international partners from public and private sectors.
6. Review to which extent the JP has contributed to mainstream gender equality and advance gender equality.
7. Review the extent to which local capacity has been built.
8. Review the likelihood of sustainability of the JP's results and the quality of the exit strategy. Review the planned next steps of the JP.
9. Based on the above, present the key progresses or achievements, lessons learned, best practices and areas for improvement to inform future interventions.

The final report template with detailed instructions and requirements is attached.

The JP in Viet Nam's results, against which the programme should be reviewed, are as follows:

Overall Objective: Accelerate Viet Nam's transformation to a more people-centered, equitable, inclusive, productive, green and climate resilient economy and achieve the SDGs.

Impact: By 2022, Viet Nam's Integrated National Finance Framework is established and rolled out with full financial alignment to national priorities, integration across government vertically and horizontally, and integration of public and private finance.

Outcomes

- | | | |
|--|---|--|
| 1. Strengthened resource allocation through better alignment of development finance with national SDG priorities | 2. Improved effectiveness of public investment gained through better integration across government, vertically and horizontally | 3. Increased public investment crowding-in of private finance, and attracting quality FDI flows that support the development of domestic enterprises |
|--|---|--|

Outputs

- | | | |
|---|--|---|
| 1.1. Tools provided to establish links between national development goals and financing policies and instruments. | 2.1. Standard Operation procedures introduced and applied in the e-system for enhancing integration across the government and alignment of public investment projects to national SDG targets. | 3.1. Principles and best international practices introduced and applied on public investment crowding in domestic private investment. |
| 1.2. A monitoring and accountability mechanism to assess effectiveness of development finance policy instruments. | 2.2. Principles and instruments designed for integration between policies and public investments to support SME development, green & climate resilience, R&D and human capital development. | 3.2. Quality FDI implementation plan formulated with clear actions for enhanced linkages between FDI and domestic enterprises. |
| 1.3. A National multi-stakeholder platform for inclusive dialogue on financing priorities towards key reforms in the INFF implementation stage. | | 3.3. Guidelines developed and applied for designing innovative legal/regulatory instruments for Government and private sector to mobilize additional climate and green financial resources. |

Assumptions: (i) Space for greater institutional integration; (ii) Flexibility to accommodate the JP proposed enhancements; (iii) sufficient uptake of opportunities in the green growth and human resource for public investment.

Activities/Inputs: Providing relevant analytical tools, consultancy services, training, sharing international experience and policy advising on: (i) linking the finance to outcomes, designing finance-outcome performance criteria and monitoring system, (ii) reviewing the implementation of fiscal decentralization, (iii) introducing principles and procedures for horizontal and vertical integration of public investment projects; (iv) public investment crowding-in more private investment, (v) promoting linkages between FDI and domestic firms; establishing national multi-stakeholder platform and conducting inclusive dialogues around financing priorities; JP's coordination, monitoring, evaluation and reporting.

3. Scope of Work

The independent consultant/contractor will prepare the Final Report in a phased manner, under the guidance of the UN Country Team, based on desk reviews, stakeholder consultations, field visits (if appropriate), and evidence-based contribution analysis and reporting of the JP's results as per the foreseen targets and indicators. Finally, the report shall recommend areas for improvement and learning. The report is intended to provide evidence of the contribution of the JPs to the Joint SDG Fund's results and identify lessons learned and best practices for future interventions.

The scope of the exercise covers the entire period of the implementation, between June 2021 and December 2022, of the JP titled **Supporting Viet Nam towards the 2030 integrated finance strategy for accelerating the achievement of the SDGs**. The report shall include the following:

- Contextual Analysis
 - Brief review of the scope and focus of the JP considering the development landscape, the contextual changes happening in the country as well as its contribution to strengthen the UNDS reform at the country level and to accelerate the progress on the SDGs.
- Overview of Strategic Results
 - The consultant/contractor will conduct a detailed review and analysis of JP progress reports, results framework, workplan, acceleration plan, communications materials, and any other relevant document. The consultant/contractor will also conduct consultations/interviews with key stakeholders both including PUNOs, government partners, private sector, and other stakeholders as relevant.
 - This will lead to an overview of the JP's contribution to strategic results, including its progress toward an INFF, contribution to SDG acceleration, contribution to SDG resource mobilization, leverage of strategic partnerships, contribution to UN development system reform in terms of enhancing the role of the RC and facilitating UN coherence and efficiency in the country team, and contributions to cross-cutting issues including gender, human rights, and COVID-19 recovery.
- Results by Joint Programme Outcomes and Outputs

- Based on the analysis of JP materials and consultations with stakeholders referenced above, the consultant/contractor will review and describe the JP's progress toward its specific outcomes and outputs.
- Challenges and Changes
 - The consultant/contractor will provide a description of the challenges and risks faced by the JP during implementation and explain the appropriateness of the JP's responses and risk mitigation measures.
- Sustainability and Local Ownership
 - The consultant/contractor will review and describe the next steps and sustainability of the JP's strategy and results, with particular reference to local ownership and capacity building of key stakeholders.
- Communications
 - The consultant/contractor will review the implementation of the communication strategy/plan of the JP and provide a brief description/highlights of the events organized as part of the JP.
- Lessons learned and best practices
 - Based on the review of materials and consultations with stakeholders, the consultant/contractor will identify lessons learned and best practices from the JP's implementation, with the purpose of identifying recommendations for the successful implementation of future joint programmes and SDG financing programmes.
- Annexes
 - The consultant/contractor will include the results framework of the JP and summaries of all stakeholder consultations and interviews, as well as any additional relevant material in the annexes.

The consultant/contractor will need to present evidence of development results or intermediate measures of tangible progress toward them. This assignment requires an advanced aptitude for analyzing complex information from different sources, identifying most essential insights, and articulating multi-faceted and cross-sectoral findings in a clear and concise manner. It will also require the ability to quickly acquire optimal understanding of a complicated country context and undertake high-quality research using both quantitative and qualitative methods. The consultant will work closely with all focal points from participating UN Agencies for this work and the draft report should be shared with all project stakeholders as a step to finalize the report.

The consultant/contractor will need to deliver a power point presentation at a JP's donor event in December 2022.

4. Duration of assignment, deliverables, remuneration and payment schedule

Based on the JP's scope and focus, the consultant/contractor will produce the following deliverables:

Inception Report/Work Plan (2-5 pages)

Initial review of documents and exchange with the UN country team shall result in the outline of work plan to produce the final report. The inception report should include the list

of interviewees, methodology, key documents and materials that the consultant will review for this process, other methods, sources, and procedures for data collection and a concrete timeframe for the work plan milestones and deliverables. The inception report frames a common agreement and understanding of what is to be produced by the consultant, the UN country team, and relevant partners. The report is shared within the first 5 workdays of the contract.

Final Report (maximum 30 pages)

The Final Report will consolidate the overall progress, innovations, and lessons learned based on concrete evidence and cases. The Report will focus on reporting results and transformative changes (including tangible, evidenced intermediate outcomes toward them) rather than listing of activities. The report should focus both on the JP's progress against targets (what) as well as how the JP contributed to enhancing UN coherence, coordination, and efficiency at the country level (how). The report should include detailed references and/or annexes to substantiate its findings. The report should follow the outline stated in Annex 1. The questions in the template (UN country teams can adapt and expand it as needed) define the information that must be generated and presented in the Evidence-based Final Narrative Report.

The consultant/contractor is expected to complete the assignment in up to 30 workdays, starting from 10 October 2022 until 31 December 2022 under the following deadlines:

- Inception report: **10 Nov 2022**
- Draft report: **12 Oct 2022**
- Final report: **24 Dec 2022**

5. payment schedule

30% of the total consultancy fee shall be paid upon receipt and acceptance of the inception report, with 70% paid upon receipt and acceptance of the Final Report.

6. Evaluation criteria

The Candidate selected to undertake this present assignment should have the following qualifications:

Consultant's experiences/qualification related to the services		
1.1	PhD Degree or Master in the fields of political science, public administration, economics/finance, or related field;	50
1.2	At least 10 years of experience in international development and cooperation.	170
	Experience in SDG financing is an asset.	80

1.3.	Good experience in conducting narrative report, reviews, assessments or evaluation of development programmes, funds, or projects and experience on cross cutting issues, including gender mainstreaming.	250
	Expertise in results-based management and stakeholder management.	100
1.4	Relevant research experience and skills, research report writing skills in both English and Vietnamese as evidenced by the candidate's authored or co-authored research reports/papers/publications on relevant topics (team members)- please provide link to the publications	350
	Total	1,000

ANNEX II

Individual Contract & General Conditions

https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/AC_Anti-Fraud_General%20Conditions%20of%20Contract%20for%20Individual%20Contracts.pdf&action=default

ANNEX III

Reimbursable Loan Agreement (for a consultant assigned by a firm)

https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Individual%20Contract_Model%20Reimbursable%20Loan%20Agreement.docx&action=default

ANNEX IV

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

Date _____

United Nations Development Programme

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.

Annexes *[please check all that applies]:*

☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience

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).

No.	Description	Quantity	Unit Rate	Total
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 (in case your company signs the contract)			
	Total			

* 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).