



02 February 2023

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	02 National Consultants to support the development of the financial resource mobilization plan for the National Strategy on Biodiversity
Period of assignment/services (if applicable):	February 2023 – February 2024
Duty Station:	UNDP – 304 Kim Ma (Hanoi – Vietnam)
Tender reference:	T230201

1. Submissions should be sent by **email** to: luu.thi.trang@undp.org no later than:
12.00 hrs., noon 15 February 2023 (Hanoi time)

With subject line:

T230201A – 01 Team leader in Public Finance/Environmental/Natural Resources

T230201B – 01 Team member in Biodiversity

Submission received after that date or submission not in conformity with the requirements specified in this document will not be considered.

Note:

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.
- Maximum size per email is **30 MB**.
- Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP Viet Nam will respond in writing or by standard electronic mail and will send written

copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

- After submitting proposal, bidder should send notification by email (without attachment) to: procurement.vn@undp.org 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
- 01 report in English to be provided

b. Financial proposal (with your signature):

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

4. Evaluation

The technical component will be evaluated using the following criteria:

National Expert in Public Finance/Environmental/Natural Resources Economics (Team Leader)

No.	Requirement	Points
1.	Master's degree or higher in a relevant field, such as Public Finance, Environmental/Natural Resources/Development Economics or Economics	150
2.	10 years of demonstrated relevant professional experience in the management or review of public finance, international finance and private finance	200
3.	Familiarity with the Viet Nam governmental planning and budgeting processes	200
4.	Experience in hand-on consultancy works on financial planning and implementation	150
5.	Experience working with UNDP and/or UN biodiversity/environment/Financial plan related programmes an advantage; and	200
6.	Good English skills (one report in English provided)	100
	Total	1,000

National Expert in Biodiversity (Team member)

No.	Requirement	Points
1.	Master's degree or higher in a relevant field, such as conservation biology, biological sciences, natural resource management, or environmental management	150
2.	10 years of demonstrated relevant professional experience in biodiversity conservation, with relevant experience in wildlife researches and conservation, protected area management, community livelihoods and biodiversity policy development in Viet Nam	200
3.	Demonstrated understanding of political, legal and institutional context for biodiversity conservation in Viet Nam	200
4.	Experience in hand-on consultancy works on biodiversity planning and implementation	150
5.	Experience working with UNDP and/or UN biodiversity/environment/Financial plan related programmes an advantage; and	200
6.	Good English skills (one report in English provided)	100
	Total	1,000

A two-stage procedure is utilized in evaluating the submissions, with evaluation of the technical components being completed prior to any price proposals being opened and compared.

The price proposal will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical component. The technical component is evaluated on the basis of its responsiveness to the Term of Reference (TOR). Maximum 1000 points will be given to the lowest offer and the other financial proposals will receive the points inversely proportional to their financial offers. i.e. $S_f = 1000 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the submission under consideration.

The weight of technical points is 70% and financial points is 30%.

Submission obtaining the highest weighted points (technical points + financial points) will be selected subject to positive reference checks on the consultant's past performance.

5. Contract

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

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

Documents required before contract signing:

- International consultant whose work involves travel is required to complete the courses on BSAFE which is the new online security awareness training and submit certificate to UNDP before contract issuance.
- Note: In order to access the courses, please go to the following link: <https://training.dss.un.org>
The training course takes around 3-4 hours to complete.
- Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel. (This is not a requirement for RLA contracts).
- Release letter in case the selected consultant is government official.

6. Payment

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

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

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

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

TERMS OF REFERENCE

National Consultants

REF#: T230201

Name of service:	Two national experts to support the development of the financial resource mobilization plan for the National Strategy on Biodiversity - National Expert in Public Finance/Environmental/Natural Resources Economics (Team Leader): 135 days - National Expert in Biodiversity: 50 days		
Project:	The Biodiversity Finance Initiative (BIOFIN) Phase II Extended		
Reporting to:	UNDP Country Office and BCA/ VEA/ MONRE		
Duty Station:	Ha Noi and home-based, with possible travel to provinces	Travel Required:	Yes (if travel is allowed)
Duration of Assignment:	185 days		
Start date	Feb 2023	End Date:	Feb 2024

I. BACKGROUND & PROJECT DESCRIPTION

The global Biodiversity Finance Initiative (BIOFIN) is managed by UNDP and is implementing in 40 countries. Guided by a global steering committee representing its partners, BIOFIN aims to develop a methodology for quantifying the biodiversity finance gap at the national level, for improving cost-effectiveness through the mainstreaming of biodiversity into national development and sectoral planning, and for developing comprehensive national finance plans.

Between November 2017 - June 2019, Phase I of BIOFIN was implemented in Viet Nam. Guided by the 2016 BIOFIN Workbook, it began by integrating biodiversity and ecosystem services in sectoral and development policy, planning and budgeting. This involved analysing current policies, institutions and expenditures affecting biodiversity and ecosystem services both positively and negatively, to evaluate their impact and effectiveness, and to understand key opportunities for mainstreaming. It helped to establish a firm baseline of current biodiversity expenditure levels and projections, while reviewing the underlying institutional and policy framework that directs expenditures from public, private, national and international source. BIOFIN Phase I also involved an estimation of the financial needs for biodiversity management across all sectors of government, NGOs and the private sector. It primarily consists of a bottom-up financing needs assessment, developing projections of the costs required to reach the national biodiversity goals and successfully implement all

activities of the National Strategy on Biodiversity Conservation during 2011-2020, vision to 2030.

For the successful implementation of phase I, BIOFIN has been extended and continued to support the biodiversity finance work in Viet Nam. As the new National Strategy on Biodiversity Conservation during 2021-2030, vision to 2050 (Strategy) has been approved, it's important to mobilize financial resource for the implementation of the strategy.

Therefore, UNDP is looking for **two national experts** to develop the financial resource mobilization plan for the National strategy on biodiversity conservation.

II. OBJECTIVES

The objective of this consultancy package is to develop the financial resource mobilization plan for the National Strategy on biodiversity conservation and to propose possible financial sources and solutions for mobilizing the resources from these sources to implement the Strategy.

III. SCOPE OF WORK

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

Consultant 1: National Expert in Public Finance/Environmental/Natural Resources Economics (Team Leader) (135 days)

Role: 01 National Expert in Public Finance/Environmental/Natural Resources Economics will be the lead national consultant and will be responsible for preparing a synthesis report on financial resource mobilization plan for the National Strategy on Biodiversity during 2021-2030, vision to 2050

Responsibilities: To take lead in carrying out the tasks as described below:

- Take overall responsibility for the whole assignment; coordinating the input of team member and taking responsibility for the quality of all deliverables from the team and team member to UNDP and BCA;
- Identify the feasible financial sources to implement the Strategy and their priorities with a focus on:
 - Review, identify potential financial sources and assessment of the feasibility of these sources of finance (domestic sources, international sources, sources from the private sector, other sources etc.).
 - Determine priorities of each financial sources (For example, it is necessary to identify priorities of development partners in the period of 2020-2030, assess their suitability with priority contents of the Strategy).
 - During the development process, the consultant should conduct consultations with relevant stakeholders, such as MPI, MOF, MONRE, development partners, and donor organizations to identify priorities and possible resources allocated in the period 2022 - 2030 of each source; and at the same time determine the financial capacity to support the priority activities of the Strategy.
 - Evaluate, identify and propose feasible financial sources for each priority activity of the Strategy.
- Make proposals on how to mobilize financial resources including:
 - Estimate the budget size that could be mobilized from each source.
 - Identify, screen and propose specific finance solutions for the implementation of the Strategy.

- Develop the draft financial resource mobilization plan for the Strategy
- Based on the results of the financial needs assessment and identified priority financial sources, develop a logical framework (i.e. Prioritized Activities of the Strategy, Potential Financial Sources/Potential Agencies, Organizations, Expected Budget, Timing, etc.) of the plan to mobilize resources to implement the Strategy.
- Develop a plan to mobilize financial resources to implement the Strategy based on the established logical framework and consultation with stakeholders and above contents.
- Update the Biodiversity Finance Plan
- Conduct/participate in relevant consultation meetings/workshops with relevant stakeholders

Consultant 2: National Expert in Biodiversity (50 days)

Role: The National Expert in Biodiversity will be responsible in providing written inputs for the Report.

Responsibilities: In collaboration with Team Leader to provide written inputs for the Report, including but not limited to:

- Written inputs to the Inception Report at the beginning of the assignment.
- Written inputs and contribution to the draft Report in accordance with national/international experience and requirements in consideration of the following aspects: (i) Viet Nam's biodiversity context and vision; (ii) The case for investment in biodiversity in compliance with key national agendas; (iii) Role of biodiversity in supporting key economic sectors of Viet Nam; (iv) Threats and opportunities; (v) Viet Nam's biodiversity finance landscape (main actors/partners, goals and approaches etc.); (vi) Prioritized biodiversity activities and finance solutions.
- Written inputs for the final Report.
- Conduct/participate in relevant consultation meetings/workshops with relevant stakeholders

IV. DELIVERABLES & IMPLEMENTATION TIMELINE

No.	Deliverable	Estimated days to complete	Target due date
I	National Expert in Public Finance/Environmental/Natural Resources Economics (Team Leader)	135	
1	Inception Report that describes the consultant's understanding, methodology and detailed work plan, including stakeholder consultation plan of the assignment, and includes outline of the financial resource mobilization plan for the National Strategy on Biodiversity	5	2/15/2023
2	Draft financial resource mobilization plan for the National Strategy on Biodiversity	70	8/31/2023
3	Specific finance solutions for the implementation of the Strategy & updated BFP	30	11/30/2023
4	Presentation of the draft of financial resource	5	11/30/2023

	mobilization plan for the National Strategy on Biodiversity and supporting documents for comments and feedback to relevant stakeholders, e.g. in a workshop in Ha noi, focus group discussions or other participatory method		
5	Final financial resource mobilization plan for the National Strategy on Biodiversity, BFP	25	2/28/2024
II	National Expert in Biodiversity	50	
1	Written inputs to the Inception Report	2	2/15/2023
2	Written inputs and contribution to the draft Report, BFP	35	11/30/2023
3	Co-present the draft Report for comments and feedback to relevant stakeholders, e.g. in a workshop, focus group discussions or other participatory method	3	11/30/2023
4	Written inputs for finalizing the final Report, BFP	10	2/28/2024

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

Estimated number of working days: 135 working days for the National Expert in in Public Finance/Environmental/Natural Resources Economics (Team Leader) and 50 working days for the National Expert in Biodiversity from 2/20/2023 to 2/28/2024.

Duty station: Home-based

Expected places of travel: Travel to selected sites (if travelling is allowed). Travel to project sites will be covered by UNDP according to the EU-UN Guidelines Cost Norms based on actual needs.

VI. PROVISION OF MONITORING & PROGRESS CONTROL

The national consultant will work under the guidance and management from UNDP and BCA.

The selected consultants will have regular discussions with the responsible staff of UNDP Viet Nam and BCA. The consultant will regularly report to UNDP Viet Nam and BCA on the progress of the work based on the agreed work-plan.

The deliverables shall be submitted to UNDP and BCA for review and approval.

VII. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

Administrative Support

Administrative will be provided by UNDP and BCA. Copies of relevant documents and template will be made available to the consultant upon commencement of the assignment.

VIII. DEGREE OF EXPERTISE & QUALIFICATIONS

1. National Expert in Public Finance/Environmental/Natural Resources Economics (Team Leader)

- Master's degree or higher in a relevant field, such as Public Finance, Environmental/Natural Resources/Development Economics;
- 10 years of demonstrated relevant professional experience in the management or review of public finance, international finance and private finance;
- Familiarity with the Viet Nam governmental planning and budgeting processes;
- Experience in hand-on consultancy works on financial planning and implementation;
- Experience working with UNDP and/or UN biodiversity/environment/Financial plan related programmes an advantage;

Good English skills (one report in English provided).

2. National Expert in Biodiversity

- Master's degree or higher in a relevant field, such as conservation biology, biological sciences, natural resource management, or environmental management;
- 10 years of demonstrated relevant professional experience in biodiversity conservation, with relevant experience in wildlife researches and conservation, protected area management, community livelihoods and biodiversity policy development in Viet Nam;
- Demonstrated understanding of political, legal and institutional context for biodiversity conservation in Viet Nam;
- Experience in hand-on consultancy works on biodiversity planning and implementation;
- Experience working with UNDP and/or UN biodiversity/environment/Financial plan related programmes an advantage;
- Good English skills (one report in English provided)

IX. PAYMENT TERMS

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount
	National Expert in Public Finance/Environmental/Natural Resources Economics (Team Leader)		
1	Deliverables 1	15 March 2023	10%
2	Deliverable 2	31 August 2023	50%
3	Deliverables 3 & 4 & 5	28 February 2024	40%
	National Expert in Biodiversity		
1	Deliverables 1	15 March 2023	10%
2	Deliverable 2	31 August 2023	50%
3	Deliverables 3 & 4 & 5	28 February 2024	40%

X. CONSULTANT PRESENCE REQUIRED ON DUTY STATION

☐ NONE ☒ PARTIAL ☐ INTERMITTENT ☐ FULL-TIME

XI. EVALUATION CRITERIA

National Expert in Public Finance/Environmental/Natural Resources Economics (Team Leader)

No.	Requirement	Points
1.	Master's degree or higher in a relevant field, such as Public Finance, Environmental/Natural Resources/Development Economics or Economics	150
2.	10 years of demonstrated relevant professional experience in the management or review of public finance, international finance and	200

	private finance	
3.	Familiarity with the Viet Nam governmental planning and budgeting processes	200
4.	Experience in hand-on consultancy works on financial planning and implementation	150
5.	Experience working with UNDP and/or UN biodiversity/environment/Financial plan related programmes an advantage; and	200
6.	Good English skills (one report in English provided)	100
	Total	1,000

National Expert in Biodiversity

No.	Requirement	Points
1.	Master's degree or higher in a relevant field, such as conservation biology, biological sciences, natural resource management, or environmental management	150
2.	10 years of demonstrated relevant professional experience in biodiversity conservation, with relevant experience in wildlife researches and conservation, protected area management, community livelihoods and biodiversity policy development in Viet Nam	200
3.	Demonstrated understanding of political, legal and institutional context for biodiversity conservation in Viet Nam	200
4.	Experience in hand-on consultancy works on biodiversity planning and implementation	150
5.	Experience working with UNDP and/or UN biodiversity/environment/Financial plan related programmes an advantage; and	200
6.	Good English skills (one report in English provided)	100
	Total	1,000

ANNEX IV

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

Date _____

(Name of Resident Representative/Bureau Director)
United Nations Development Programme
(Specify complete office address)

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [*delete this item if the TOR does not require submission of this document*];
- E) I hereby propose to complete the services based on the following payment rate: [*please check the box corresponding to the preferred option*]:
 - ☐ An all-inclusive daily fee of [*state amount in words and in numbers indicating currency*]
 - ☐ A total lump sum of [*state amount in words and in numbers, indicating exact currency*], payable in the manner described in the Terms of Reference.
- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex V;
- G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- H) This offer shall remain valid for a total period of _____ days [*minimum of 90 days*] after the submission deadline;

I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*

J) If I am selected for this assignment, I shall *[please check the appropriate box]:*

- ☐ Sign an Individual Contract with UNDP;
- ☐ Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

K) I hereby confirm that *[check all that applies]:*

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

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

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

L) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

M) **If you are a former staff member of the United Nations recently separated, please add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

N) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

- O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES ☐ NO ☐ If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

- P) Do you have any objections to our making enquiries of your present employer?

YES ☐ NO ☐

- Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES ☐ NO ☐ If answer is "yes", WHEN?

- R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Address	Business or Occupation

- S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.

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

DATE: _____

SIGNATURE: _____

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

Annexes *[please check all that applies]:*

- ☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

GUIDELINES FOR CV PREPARATION

WE REQUEST THAT YOU USE THE FOLLOWING CHECKLIST WHEN PREPARING Your CV:

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

Sex, Date of Birth, Nationality, Other Citizenship, Marital Status

Company associated with (if applicable, include company name, contact person and phone number)

SUMMARY OF EXPERTISE

Field(s) of expertise (be as specific as possible)

Particular development competencies-thematic (e.g. Women in Development, NGOs, Privatization, Sustainable Development) or technical (e.g. project design/evaluation)

Credentials/education/training, relevant to the expertise

LANGUAGES

Mother Tongue:

Indicate written and verbal proficiency of your English:

SUMMARY OF RELEVANT WORK EXPERIENCE

Provide an overview of work history in reverse chronological order. Provide dates, your function/title, the area of work and the major accomplishments include honorarium/salary.

References (name and contact email address) must be provided for each assignment undertaken by the consultant that UNDP may contact.

UN SYSTEM EXPERIENCE

If applicable, provide details of work done for the UN System including WB. Provide names and email address of UN staff who were your main contacts. Include honorarium/salary.

UNIVERSITY DEGREES

List the degree(s) and major area of study. Indicate the date (in reverse chronological order) and the name of the institution where the degree was obtained.

PUBLICATIONS

Provide total number of Publications and list the titles of 5 major publications (if any)

MISCELLANEOUS

Indicate the minimum and maximum time you would be available for consultancies and any other factors, including impediments or restrictions that should be taken into account in connection with your work with this assignment.

Annex V

FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum of (VND for National Consultant and USD for International Consultant).

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

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 for local firm (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).