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Date: 4 July 2012

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

for individual consultant and consultant assigned by consulting firm/institution

Country:	Viet Nam
Description of the assignment:	International expert to conduct a Comparative Study on international experiences on application of customary law in adjudication, under the Project “Strengthening Access to Justice and Protection of Rights”
Project name:	Project 58492 “Strengthening Access to Justice and Protection of Rights in Viet Nam
Period of assignment/services (if applicable):	July – November 2012

1. Submissions comprising of technical and financial components should be sent in separate email to: nguyen.thi.hoang.yen@undp.org no later than: **17.00 hrs., 16 July 2012 (Hanoi time)**.

With subject line: International expert - application of customary law in adjudication

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

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.

2. Please find attached the relevant documents:

- [Terms of Reference \(TOR\)](#)..... (Annex I)
- [Individual Contract & General Conditions](#)..... (Annex II)
- [Reimbursable Loan Agreement](#) (for a consultant assigned by a firm) [& General Conditions](#) (Annex III)
- [Insurance Coverage Table](#)..... (Annex IV)
- [Vendor Form](#) (Annex V)
- [Guidelines for CV preparation](#)..... (Annex VI)
- [Format of financial proposal](#)..... (Annex VII)

3. Documents to be included in the submission:

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

a. **Technical proposal:** The technical proposal shall include:

- Curriculum vitae
- Copy of maximum **3 (three)** publications

- A brief description of the consultant's past experience on implementing research projects of similar nature to this required research. You should also provide any other information that will facilitate our evaluation of your reliability and capacity to meet the TOR requirements. Explanation on why you consider yourself the most suitable for the work (maximum 2 pages);
- A detailed description of 'Approach and Methodology' on how the consultant will respond to the TOR, describing the consultant's understanding of the objectives of the assignment, the methodology for carrying out the activities and obtaining the expected outputs. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them (maximum 5 pages).
- Implementation plan of detailing activities and timelines
- Contact reference of past four clients for whom you have rendered preferably the similar service

b. Financial proposal:

- The financial proposal shall specify a total lump sum amount in **US Dollar** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in Annex VII.
- 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 US Dollar at UN Exchange Rate at the submission deadline.

Please note: For the consultancy firm/institution/organization, please provide the above information **of the assigned consultant (only ONE) for this service**, not the experience and information of **YOUR firm**.

6. Evaluation:

Your technical proposals will be evaluated using the following criteria:

1	Consultant(s)' experiences/qualification related to the services	Max points
1.1	Professional qualification of individual expert	100
1.2	Experience in comparative legal studies, in particular customary law application	100
1.3	Expert's proven record in writing on the nominated country's justice/governance systems	120
1.4	Familiarity with technical assistance projects in Vietnam	80
2	Technical proposal	
2.1	Understanding of the objectives of the assignment and justification for the country is proposed for this comparative research study	200
2.2	Understanding the difficulties/challenges of the tasks including appreciation of risk factors and proposed mitigation strategies, and solutions/measures to be adopted	150
2.3	Suitability of proposed approach, methodology to implement the research and obtain the expected outputs;	200
2.4	Proposed detailed work-plan to complete the research in timely delivery and with high-quality outputs	50
	TOTAL	1000

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

The technical proposal 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 proposal under consideration.

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

Proposal obtaining the highest weighted points (technical points + financial points) will be selected.

An interview with the candidate given the highest combined score may be held before contract awarding, if deemed necessary.

8. 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:

- Personal History
- International consultant whose work involves travel is required to complete the course on Basic Security in the Field and submit certificate to UNDP before contract issuance.

Note: The Basic Security in the Field Certificate can be obtained from website: <http://training.dss.un.org>. The training course takes around 3-4 hours to complete. The certificate is valid for 3 years.

- Full medical examination and Statement of Fitness to work for consultants from and above 62 years of age and involve travel. (This is not a requirement for RLA contracts).
- Release letter in case the selected consultant is government official.

Financial Proposal

9. Your financial proposal shall specify a total lump sum amount in US Dollar including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in Annex VII.

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 US Dollar at UN Exchange Rate at the submission deadline.

10. Payment

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

1st payment: 20% of total contract value upon submission of detailed work plan

2nd payment: 40% of total contract value upon submission of the draft report to SPC, UNDP and MOJ.

3rd payment: 40% of total contract value upon SPC, PMU and UNDP’s satisfactory acceptance of all outputs set out in the TOR.

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

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

You are requested to acknowledge receipt of this Procurement Notice and to indicate whether or not you intend to submit proposals.



TERMS OF REFERENCE (TOR)

An International Consultant to Conduct a Comparative Study on international experiences on application of customary law in adjudication

I. GENERAL BACKGROUND

Customary law is currently recognized by many countries in the world as a source of law guaranteed by the states. In Vietnam, a number of customary laws have been recognized by the state, mostly in the area of civil law. The customs once recognized will become customary laws which are implemented under specific legal regulations.

Customary law is well acknowledged by its value but in Vietnam, no systematic research has been done to provide recommendations for the application of customary law in the adjudication of the courts. It was stated in the Politburo's Resolution No.48-NQ/TW dated 24 May 2005 on development of the legal system of Vietnam up to 2020 that customary law would be further researched to complement the current legal system.

In order to strengthen the rule of law in Vietnam, the Party and Government have emphasized the need for judicial reform, with the court system as the primary focus. Increasing the quality of hearing cases is one of the most important task of the court system. In the light of this, court should improve the application of customary law. In order to assist the Supreme People's Court in this area, the sub-project "Comparative study of international experiences and Vietnam's practice on application of customary law in adjudication" was established with the support of Project "Strengthening access to justice and protection of rights in Vietnam". This sub-component seeks to identify ways in which the application of customary law of courts might be improved.

As an initiative step, a comparative study shall be commissioned which will review, summarize, and assess the application of current customary law in courts in other jurisdictions.

An international expert will be engaged to carry out the comparative study. In parallel, national experts will conduct a research on current practice of customary law application at courts in Viet Nam. As such, the international expert and national experts will exchange information during the assignment for the benefits of the research's outcomes.

II. OBJECTIVES OF ASSIGNMENT

To research and prepare an analytical comparative report on international practices with regard to the international experience on application of customary law in process of dealing with cases of the courts. The study will provide the relevant agencies of Vietnam an overview of international best practice in this sphere. Results of the comparative study will be used to provide recommendations for application of customary law in trial process as well as development of the legal system. The study is expected to focus on the common discourse and practice in customary law recognition and application. Equally important, various aspects both pro and cons to the application of customary law in different jurisdictions need to be weighed.

III. DELIVERABLES/OUTPUTS

A comprehensive comparative report of 50-70 pages in English fully annotated and with additional annexes, will be produced. The report will review a cross-section of application of customary law in the world.

In particular, based on consultant's experience, the consultant shall examine the customary application in at least four countries which use customary law, other than Vietnam. It is preferred that, both Common Law and Civil Law jurisdictions in which at least one country from Asia should be selected and studied for this assignment.

IV. SCOPE

Inter alia, the report prepared by the consultant shall provide but not limited to the key points below:

- Outline some principles of customary application in general, including customary law of international, and in each mentioned country ;
- Point out some provisions of customary law and experiences in applying customary law in courts;
- Analyze the trend of using customs in order to contribute to law perfection;
- Highlight both general advantages and weaknesses of application of customary law in each mentioned country and in the world ;
- Give and analyze some specific cases that courts apply customary law
- Analyze and make recommendation of the applicability of the foreign experience to the Vietnamese context.
- Provide comments on the comparative report made by national experts.

V. METHODOLOGY

The consultant shall:

- 1) Conduct on-desk review and analyze academic literature, legislation, and other available materials;
- 2) Draft his or her report which shall be fully annotated and include a bibliography and list of legislation, regulations, and cases relied upon;
- 3) Revise and improve the draft report in light of comments from the SPC, PMU or UNDP;
- 4) Prepare written comment on comparative report made by national consultant;
- 5) Prepare the final edited version of his or her report in standard, plain English in electronic format using MS Word.

The international consultant shall closely work with national consultants (via email, phone) in order to share information, comments on their reports and other related assignments.

Note: TOR of the national consultants can be found in Annex I-a.

VI. QUALIFICATIONS

One international consultant shall be recruited to conduct the comparative study. S/he shall meet the following minimum requirements:

- Being an expert currently working in the law or judicial field
- Possessing a master's degree or higher in law major
- At least 15 years experience working in the legal or judicial sector;
- Experience with foreign courts/judicial sectors, substantive and procedural;
- Experience in carrying out comparative legal studies and assessments, especially in customary application;
- Ability to work with a broad range of individuals and diverse institutions at different levels;
- Fluency in spoken and written English;
- Familiarity with technical assistance projects in Vietnam is preferred.

VII. LOGISTICS AND RESPONSIBILITIES

1. The Supreme Court of Viet Nam (SPC) shall provide the consultant with a number of background documents and reports, in English, which give an overview of the current Vietnamese court system, application of customary law, or are otherwise related to the issue of the comparative study;
2. The SPC shall actively support the consultant in his or her work; including referring and introducing the consultant to related agencies for study purposes. The PMU, UNDP shall provide the consultant with such additional logistical support as may be required for the purposes of this assignment;
3. The consultant shall prepare and provide the PMU, UNDP, and SPC with a detailed outline of the report for approval. The outline shall include a preliminary bibliography of materials reviewed by the consultant, as well as a description of further persons to be met and resources to be reviewed;

4. The consultant shall forward the PMU, UNDP, and SPC a copy of his or her draft report in electronic format;
5. The MoJ, UNDP, and SPC shall provide their comments, if any, in written or verbal form to the consultant and the consultant shall revise the draft report based upon those comments.

VIII. DURATION OF THE ASSIGNMENT, DUTY STATION AND EXPECTED PLACE OF TRAVEL

The research will be prepared in home country of the consultant, spreading over a period from July to November 2012. The International consultant will be required to travel to Viet Nam to attend a consultative workshop on sharing result of the report in September/October 2012 in Hanoi, Viet Nam.

In line with the above-mentioned methodology and expected outputs, the international expert is expected to spend at maximum **22 working days** for this assignment. Most of the time, s/he will work from home, except for **1 working day** to attend a consultative workshop to be held in Hanoi, Viet Nam.

Accordingly, the expert should make his/her own estimate of the time taken to complete the assignment in line with this TOR and his/her technical proposal, and use this estimate as the basis of financial proposal to be submitted.

IX. IMPLEMENTATION PLAN

Activity	Time	Responsible
International expert selected	July 2012	SPC, UNDP
Consultant prepares outline and send to SPC, UNDP and PMU for further comment	July-mid August	Consultant
Consultant prepares and send the first draft of the report to SPC, PMU and UNDP	August-mid September 2012	Consultant
Present the report at the one day workshop on the application of customary law in the adjudication	September 2012	International consultants, SPC, UNDP and MoJ
Comment on overall comparative report made by national consultants	September-October	Consultants
Finalize the report basing on comments from SPC, MoJ and UNDP	30 November 2012	SPC, UNDP, MoJ and international consultant

It is noted that this schedule may be changed with the agreement of the consultant, SPC, UNDP, and PMU.

X. MONITORING AND EVALUATION

1. The SPC, the PMU and UNDP will be in charge of supervising the work of international consultants and holding meetings/ discussion between the national consultants with international consultants (if any).
2. The SPC will hold workshop and consultations, as well as prepare related documents for WS.

XI. PAYMENT

1st payment: 20% of total contract value upon submission of detailed work plan

2nd payment: 40% of total contract value upon submission of the draft report to SPC, UNDP and MOJ.

3rd payment: 40% of total contract value upon SPC, PMU and UNDP's satisfactory acceptance of all outputs set out in the TOR.

XII. COPYRIGHT

All materials produced during or as a direct result of this activity are the property of the MOJ and UNDP and cannot be reproduced without the prior written permission of these parties.

TERMS OF REFERENCE

National consultants to conduct a Comparative Study on international experiences on application of customary law in adjudication

I. BACKGROUND

Customary law is currently recognized by many countries in the world as a source of law guaranteed by the states. In Vietnam, a number of customary laws have been recognized by the state, mostly in the area of civil law. The customs once recognized will become customary laws which are implemented under specific legal regulations.

Customary law is well acknowledged by its value but in Vietnam, no systematic research has been done to provide recommendations for the application of customary law in the adjudication of the courts. It was stated in the Politburo's Resolution No.48-NQ/TW dated 24 May 2005 on development of the legal system of Vietnam up to 2020 that customary law would be further researched to improve the legal system. In addition, currently, there have been a number of legal provisions on the application of customary law provided by the Civil Code 2005 and some other legal documents. .

In fact, customary law is applied by the courts of all levels, particularly by those in mountainous and remote areas in the settlement of family and marriage disputes. There remains certain problems in the application of customary law and lacks of comprehensive systematic researches on the application of customary law in the adjudication of the courts in Vietnam are urgent tasks to be done. Identifying and applying customary law is very important. This research will also provide recommendations to further develop and apply customs in law-making process and practical adjudication.

Within the framework of Project "Strengthening Access to Justice and Protection of Rights in Viet Nam" sponsored by UNDP, 03 national consultants will be recruited to work with international consultants (which is specified in another TOR) in undertaking a comparative study on the application of customary law in the courts of Viet Nam.

II. OBJECTIVES

The overall objective of this research is to provide an overall picture on the application of customary law in civil field, in the adjudication by courts of Viet Nam and some selected countries; thereby making recommendation for improvement of application of customary law in Viet Nam.

The specific objectives of this research are as follows:

1. Collect and study available policies and regulations on the development and application of customary law in civil field in Vietnam.
2. Analyze and assess the application of customary law in civil field in the adjudication by the courts: the advantages and disadvantages.
3. Provide recommendations for the development and improvement of the application of customary law basing on the result of the research which focuses on both national and international experiences.

III. CONTENTS

03 national experts including a Team Leader will prepare the overall report against the proposed objectives in 30 working days spreading over a period of 4 months from June to October 2012. The experts will focus on the followings:

1. Comprehensively studying state policies on the development of customs which contributes to the improvement of the laws;
2. Systematically studying a number of aspects in customary law in civil area, including international customary law and the application of the law in the adjudication;
3. Analyzing a number of cases which applied customary law and proving comments on the advantages and disadvantages in the application of customary law in such cases;
4. Analyzing the advantages and disadvantages in the application of customary law in the adjudication;
5. Providing recommendations for the development and improvement of the application of customary law basing on the result of the research which focuses on both national and international experiences;

IV. METHODOLOGY

The consultant shall:

- 6) Conduct a desk review and analyze academic literature, legislation, project, and other related materials, in hard copy or by internet;

- 7) Interview relevant persons, if any;
- 8) Draft his or her report based on results of the review, and analysis, and reports from international consultants on international experiences, as well as based upon any directions and guidance provided by the SPC, PMU or UNDP. The report shall be fully annotated and include a bibliography and list of legislation, regulations, and cases relied upon;
- 9) Participate and present the draft report at a consultative workshop which will be held in Hanoi, Viet Nam, provisionally scheduled for September 2012.
- 10) Revise and improve the draft report in light of comments from international consultants, the SPC, PMU and UNDP as well as comments gathered from the consultative workshop;
- 11) Prepare the final edited version of his or her report in standard in Vietnamese, plain English in electronic format using MS Word. British English spellings are to be employed.

The national consultants shall work closely with international consultant (via email or phone) to share information, discuss on relevant matters during the preparation of comparative report.

V. EXPECTED OUTPUTS

1. A comprehensive report of 50-70 pages (excluding annexes) on the application of customary law in the adjudication by the courts of Vietnam to be prepared in both Vietnamese and English including but not limited to the contents mentioned in section III of this TOR (from point 1 to point 5) which focuses on the two following issues:

- + The application of customary law in civil field in the adjudication by the courts of Vietnam;
- + Recommendations for the development and improvement of the application of customary law basing on the result of the research which focuses on both national and international experiences.

2. A summary report of 20-25 pages in both Vietnamese and English which cover key findings and recommendation of the research.

VI. DURATION OF THE ASSIGNMENT, DUTY STATION AND EXPECTED PLACE OF TRAVEL

In line with the above-mentioned methodology and expected outputs, the international expert will be engaged to approximately **25 working days** for this assignment. Most of the time, s/he will work from home, except for **2 working days** to attend a consultative workshop to be held in Hanoi, Viet Nam in September 2012.

Accordingly, the expert should make his/her own estimate of the time taken to complete the assignment in line with this TOR and his/her technical proposal, and use this estimate as the basis of financial proposal to be submitted.

VII. PLAN

Activity	Time	Institution
Final TOR	June 2012	SPC, PMU, UNDP
Selecting and recruiting national experts	June 2012	SPC, PMU
Prepare and send the outline draft of the report to SPC, PMU and UNDP	End of June 2012	National experts
Prepare and send the first draft of the report to SPC, PMU and UNDP	15 August 2012	National experts
Final comment on the first draft from SPC, MoJ and UNDP	End of August 2012	SPC, PMU, UNDP
Consultative workshop on the application of customary law in the adjudication	September 2012	SPC, national experts
Finalize the report basing on comments from international consultants, SPC, PMU and UNDP	15 September 2012	SPC, UNDP, MoJ and national experts
Submit the final outputs (as set out in Item V) to SPC, PMU and UNDP	End of October 2012	National experts and SPC

It is noted that this schedule may be changed with the agreement of the SPC, PMU and UNDP.

VIII. QUALIFICATION REQUIRED AND TASKS ASSIGNED FOR NATIONAL EXPERT

1. Qualification

- The expert is required to meet the following qualifications:
- Degree in Law from an accredited faculty. Postgraduate degree is an asset.
- Minimum 10 year experience in the legal sector, particularly in the area of customary law.
- Knowledge and understanding of courts/judicial area in Viet Nam, especially application of customary law;
- Good writing and presentation skills essential;
- Independent work and team work skills;
- English proficiency
- Team Leader:
- At least having Master of Laws with more than 20 years of professional experience in legal areas,
- Significant experience in working with state agencies;
- In-depth knowledge and understanding of courts/judicial area in Viet Nam, especially application of customary law;
- Management experience of working in a team in varying levels;
- English proficiency.

2. Task assignments:

- o For two experts
 - Conduct a desk review and analyze academic literature, legislation, project, cases study and other related materials on the application of customary law;
 - Draft report based on results of the review, and analysis as well as based upon any directions and guidance provided by the SPC, PMU or UNDP. The report shall be fully annotated and include a bibliography and list of legislation, regulations, and cases relied upon;
 - Participate and present the draft report at a consultative workshop;
 - Revise and improve the draft report in light of comments from international consultants, the SPC, PMU and UNDP as well as comments gathered from the consultative workshop;
 - Prepare the final edited version of his or her report in standard in Vietnamese and English;
 - Working closely with the international consultant and under supervision of the team leader in order to complete a comprehensive report;
 - Translating report from Vietnamese into English and vice versa when required relating to the scope of this assignment.
- o For team leader:
 - Directing and guiding work of all national experts;
 - Discussing, and working with each, and/or all national experts on, an outline of the overall report
 - Providing assistance to team members in, among other things, collecting materials and information, writing style
 - Working closely with the international consultant for the content relating to foreign experience and provision of necessary material for developing the overall report;
 - Compiling the final overall report;
 - Working closely with the international consultant and under supervision of the SPC, UNDP, MoJ in order to complete a comprehensive report.

IX. MONITORING AND EVALUATION

1. The SPC and the PMU will be in charge of supervising the work of national consultants and holding meetings/ discussion between the national consultants with international consultants (if any).

2. The SPC will hold workshop and consultations, as well as prepare related documents for WS.

X. BUDGET

The budget for the recruitment of the national expert shall be funded by UNDP under the Project “Strengthening Access to Justice and Protection of Rights in Viet Nam”.

The SPC shall be responsible for recruitment of national experts with the assistance of PMU and UNDP; make payment for national experts and workshop in accordance with provisions of HPPMG and cost norm.

Payment for national experts will be as follows:

- An advance 20% of the total contract value will be paid to the consultants after submission of outline of the Report.
- 2nd payment of 30% total contract value upon submission of first draft of the Report.
- Final payment of 50% total contract value upon SPC, PMU and UNDP acceptance of final outputs set out in Item V of this TOR.

X. NOTES

All materials produced during or as a direct result of this activity are the property of the Ministry of Justice and UNDP and cannot be reproduced without the prior permission of these parties./.

Annex VI

GUIDELINES FOR PREPARING CV

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.

Please ensure the following statement is included in the resume and that it is signed and dated:

I CERTIFY THAT ALL INFORMATION STATED IN THIS RESUME IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE UNDP/UNOPS OR ITS AGENT TO VERIFY THE INFORMATION PROVIDED IN THIS RESUME.

(Signature)

Annex VII

FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum ofUS\$.

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

Note: The number of work-days in the TOR is estimated only. The bidder should make his/her own estimate of the time taken to complete the assignment in line with this TOR and his/her technical proposal, and use this estimate as the basis of financial proposal to be submitted.

Cost breakdown:

No.	Description	Number of days	Rate (USD)	Total
1	Remuneration			
1.1	Services in Home office			
1.2	Services in field			
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 62 years of age and involve travel – (required before issuing contract). *			
2.5	Others (pls specify).....			
	TOTAL			

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

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