



REQUEST FOR PROPOSAL
DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA
Ministry of Environment
Project of Enhanced Transparency Framework (ETF)
for Agriculture, Forestry and Other Land Use (AFOLU) Sector

Recruitment of International Consultant of
Measurement, Reporting & Verification (MRV)

1. The Democratic Socialist Republic of Sri Lanka has received a grant from the Global Environmental Facility and intends to apply this grant for Recruitment of International Consultant (Measuring, Reporting & Verification) to the project on Enhanced Transparency Framework for Agriculture, Forestry and Other Land Use Sector in Sri Lanka implementing under the Ministry of Environment Sri Lanka.

Sri Lanka is a party to the United Nations Framework Convention on Climate Change (UNFCCC) since 1993 and ratified the Paris Agreement in 2016. Article 13 of the Paris Agreement indicates planned ETF for MRV to be developed. Modalities, Procedures and Guidelines (MPGs) for ETF that have been adopted by the UNFCCC. Accordingly, the Ministry of Environment being the national focal point to the UNFCCC expects to develop an AFOLU MRV Assessment Framework to manage and assess data related to AFOLU sector with analytical and reporting facilities with the support of International Consultant (MRV).

2. The Ministry Consultants Procurement Committee (CPCM) on behalf of the Secretary to the Ministry of Environment Sri Lanka now invites to an internationally recognized consultants having an international experience on MRV and reporting process of UNFCCC and Paris Agreement together with a MSc. degree in the field of environment, climate change, agriculture, forestry or related fields with experience in working in similar 03 projects.
3. The Consultant will be selected Based on Fixed Budgets method in accordance with the procedures set out in the Government Procurement Guideline of Selection and Employment of Consultants August (2007).

4. The Duration of the consultancy service is 40 days including two missions to Sri Lanka per 05 (five) days per mission. Contract shall be proceeded during the period between October 20th to December 20th 2024.
5. Location Home based.
6. Interested consultants should provide following information in given formats with proof documents indicating that they are qualified to perform the service as set forth in the Terms of Reference (ToR).
 - Profile of the consultant including Academic & professional qualifications and experience,
 - Description on technical approach including methodology and detail work plan for the consultancy (it should be in line with the scope of the consultancy, deliverables and time plan given in the ToR)
7. Instructions to Consultants, TOR, and proposal submission formats could be downloaded from www.climatechange.lk and www.env.gov.lk. during the period of 27th August, 2024 to 26th September, 2024.
8. Interested consultants may obtain further information via cfpafolu@gmail.com
9. Proposals should be prepared in English language.
10. Interested consultants should submit their Technical and Financial proposals as separate documents with password encrypted in pdf format via email cfpafolu@gmail.com on or before 12.00 (Mid Night – Sri Lanka) on 26th September, 2024. Passwords should be sent via same email before the 9.00 hrs. (Sri Lanka) on 27th September, 2024 to open the emails. Proposal will be opened at 11.00 hrs. (Sri Lanka) on 27th September, 2024.
11. Late submissions will not be accepted.

Dr. R. D. S. Jayathunga
Chairman,
Ministry Consultancy Procurement Committee
Ministry of Environment Sri Lanka

Date 24-08-2024

Instructions to Consultants

1. **Procurement Entity (Client):** Ministry of Environment of Sri Lanka

“Sobadam Piyasa”, No.416/C/1,
Robert Gunawardana Mawatha,
Battaramulla
Sri Lanka

2. Cost of proposal

The Consultant shall bear all costs associated with the preparation and submission of the Proposal, the Ministry of Environment of Sri Lanka will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

3. Request for Proposal (RFP)

3.1 Contents of RFP

Proposals must offer services for the total requirement. Proposals offering only part of the requirement will be rejected. The Consultant is expected to examine all corresponding instructions, forms, terms and specifications contained in the RFP. Failure to comply with these documents will be at the Consultant’s risk and may affect the evaluation of the Proposal.

3.2. Clarification of RFP and amendments.

A consultant requiring any clarification of the RFP may notify the Client in writing at the organization’s mailing address indicated in below. The Client will respond in writing to any request for clarification of the Request for Proposal three weeks prior to the deadline for the submission of Proposals. Written copies of the organization’s response (including an explanation of the query but without identifying the source of inquiry) will be sent to all consultants that has sent email to cfpafolu@gmail.com confirming the participation in this bidding.

At any time prior to the deadline for submission of Proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Consultant, modify the RFP by amendment.

Consultants are responsible for checking the Climate Change Secretariat website www.climatechange.lk for any addenda to this RFP. Client reserves the right to issue addenda up to the closing date for submissions. Hence consultants are advised to check the www.climatechange.lk prior to submitting proposal.

4. Preparation of Proposals

4.1. Language of the proposal

The Proposals prepared by the Consultant and all correspondence and documents relating to the Proposal exchanged by the Consultant and the procuring entity shall be written in the English language.

4.2. Documents comprising the proposal.

- (a) Proposal submission form; - Annex - 3
- (b) Technical Proposal, including documentation to demonstrate that the Consultant meets all requirements;
 - i. Consultant's Experience - Annex - 4
 - ii. Methodology and Detailed work plan - Annex - 5
 - iii. Curriculum Vitae of the consultant - Annex - 6
- (c) Financial Proposal - Annex - 7 & 8

The Technical Proposal should not contain any pricing information whatsoever on the services offered. Pricing information shall be separated and only contained in the appropriate Price Schedules.

4.3. Proposal price

The Consultant shall indicate on an appropriate Financial Proposal, the prices of services it proposes to supply under the contract. The Price Schedule must contain a single all inclusive price for all services to be provided comparison in order to satisfactory complete the tasks required in the TOR (consultancy fees, airfares, travel cost, DSA etc) with break-down lump sum amount for each consultant. The price shall include all related tax.

4.4. Proposal currencies

All prices shall be quoted in US dollars. Sri Lankan exchange rate declared by the Central Bank of Sri Lanka will be used for comparison and payment.

4.5. Period of validity of proposals

Proposals shall remain valid for (90) days after the date of Proposal submission prescribed by the procuring entity, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected by the Client on the grounds that it is non-responsive.

4.6. Format and signing of proposals

Proposal shall be typed and shall be signed by the Consultant or a person duly authorized to bind the Consultant to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the Proposal.

Proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Consultant, in which case such corrections shall be initialed by the person or persons signing the Proposal.

4.7. Payment

The Client shall affect payments to the Consultant after acceptance by the invoices submitted by the Consultant, upon achievement of the corresponding milestones defined in the Terms of Reference.

5. Submission of Proposals

5.1 Interested consultants should submit their Technical and Financial proposals as separate documents with password encrypted in pdf format via email cfpafolu@gmail.com on or before 12.00 (Mid Night – Sri Lanka) on 26th September, 2024. Passwords should be sent via same email before the 9.00 hrs. (Sri Lanka) on 27th September, 2024 to open the emails. Proposal will be opened at 11.00 hrs. (Sri Lanka) on 27th September, 2024.

5.2 Proposals should be emailed to cfpafolu@gmail.com with the subject line:

{Name of consultant} ***RFP for “Recruitment of International Consultant on Measurement, Reporting & Verification”***

5.3 Consultants can split the technical proposal into several parts to fit the email size.

5.4 Late Proposals

Any Proposal received by the Client after the deadline for submission of proposals, will be rejected.

5.5. Modification and withdrawal of Proposals

The Consultant may withdraw its Proposal after the Proposal's submission, provided that written notice of the withdrawal is received by the procuring entity prior to the deadline prescribed for submission of Proposals.

The Consultant's withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause Deadline for Submission of Proposals.

No Proposal may be modified subsequent to the deadline for submission of proposals.

No Proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified by the Consultant on the Proposal Submission Form.

6. Opening and Evaluation of Proposals

6.1. Opening of proposals

The Client will open the Proposals in the presence of a Committee formed by the Chairman of the Ministry Consultant Procurement Committee of Ministry of Environment Sri Lanka at 11 hrs. (Sri Lanka) on 27th September, 2024. Consultants' or their representatives can participate to the meeting of technical proposal opening. However, Client will acknowledge the receipt of proposals within 01 working day after the Technical proposal opening. Consultants are responsible to contact the Client to clarify if they do not receive acknowledgment. The request for clarification must be within 02 days after deadline.

6.2. Clarification of proposals

To assist in the examination, evaluation and comparison of Proposals, the Client may at its discretion, ask the Consultant for clarification of its Proposal. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.

6.3. Evaluation of proposals

6.3.1 Technical Proposal Evaluation

A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any Financial Proposal being opened and compared. The Financial Proposal of the Proposals will be opened only for submissions that passed the minimum technical score of 70% in the evaluation of the technical proposals.

The technical proposal is evaluated on the basis of its responsiveness to the Terms of Reference (TOR).

Technical proposals will be evaluated using the following criteria.

- | | |
|---|------------|
| a) Understanding of the objectives of the assignment | (05 marks) |
| b) The approach in responding to the TOR | (20 marks) |
| c) The detailed work plan | (15 Marks) |
| d) The qualifications, experience and competence of the Consultant. | (60 Marks) |

6.3.2 Financial Proposal Evaluation

The Financial Proposal of the Proposals will be opened only for submissions that passed the minimum technical score of 70% in the evaluation of the technical proposals.

Proposals which are exceeded the budget of the Client shall be rejected. Others shall be called for interview and select a consultant those who get highest marks from the interview.

7. Contract Award

7.1. Award criteria, award of contract

The Client reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Consultant or any obligation to inform the affected Consultant of the grounds for the Client's action

Prior to expiration of the period of proposal validity, the Client will award the contract to the qualified Consultant whose Proposal after being evaluated is considered to be the most responsive to the needs of the organization and activity concerned.

7.2 Client's right to vary requirements at time of award

The Client reserves the right at the time of award of contract to vary the quantity of services in the RFP without any change in unit price or other terms and conditions.

7.3. Signing of the contract

Within 14 days of receipt of the contract the successful Consultant shall sign and date the contract and return it to the Client. Contract shall be proceeded during the period between October 20th to December 20th 2024.

TERMS of REFERENCE (ToR)
Recruitment of International Consultant (MRV)
The Project of Enhanced Transparency Framework (ETF) for Agriculture,
Forestry and Other Land Use (AFOLU) Sector - GSP/SRL/074/CBT

Post Level	A Consultant with international experiences on Measurement, Reporting & Verification
Duty Station	Home based with two missions to Sri Lanka of total 10 days (two missions of 05 days each at the beginning of consultancy)
Contract Value	USD 18,000
Application Deadline	27 th September 2024 (Midnight Sri Lanka)
Type of Contract	Individual Consultant
Duration	40 working days before 20 th December, 2024
Reports to	The Secretary, Ministry of Environment through Director (Climate Change) of Sri Lanka

1. Background

Climate Change Secretariat (CCS) of the Ministry of Environment (MoE) in Sri Lanka in collaboration with the Food and Agriculture Organization (FAO) is implementing the “Enhancing and bridging knowledge gaps in Sri Lanka's NDCs implementation of Agriculture, Forestry and Other Land Use (AFOLU) sector for Enhanced Transparency Framework (ETF)” funded by the Global Environment Facility under the Capacity-Building Initiative for Transparency (CBIT). This project aims to assist the continuity of UNFCCC reporting process and strengthen Sri Lanka’s MRV system in the AFOLU sector in order to fulfil Sri Lanka’s climate transparency commitments and improve the level of climate-related decision-making at all levels. Further, this project will help Sri Lanka to meet its commitments associated with the Enhanced Transparency Framework (ETF) of the Paris Agreement under the United Nations Framework Convention on Climate Change (UNFCCC). This project has three components as follows;

Component 1 Institutional arrangements to coordinate preparation of ETF reports for Agriculture, Forestry and Other Land-Use and other relevant sectors enhanced,

Component 2: Capacity to assess and report emissions and removals from land-use sectors and to design and monitor related emission reduction activities strengthened and adaptation capacity in agriculture sector enhanced.

Component 3: Capacity to monitor and report adaptation activities in Agriculture, Forestry And Other Land-Use sector strengthened.

The CCS is seeking the support of a consultant with international experiences on Measurement, Reporting and Verification to support the government of Sri Lanka to assess and strengthen capacity for monitoring and reporting of NDCs contributions from the AFOLU sector.

2. Objective

The main objective of the work of the Consultant with international experiences on Measurement, Reporting and Verification is to support Project of ETF for AFOLU Sector in developing and implementing a Measurement, Reporting and Verification system to establish a MRV system for meeting the ETF requirements under the Paris Agreement with respect to prepare a regular GHG inventory for the AFOLU sector in Sri Lanka and to track information needed to assess progress against NDCs in the AFOLU sector.

3. Scope of the work

In order to achieve the above objective, the Consultant is required to successfully guide and provide technical advice to the National Consultants of AFOLU Project and stakeholders to collect, generate and analyze relevant data and information, identification and application of country specific values/emission factors, clearing ambiguities and doubts in methodologies, enhance capacities for stakeholders and CCS, trainings, integration of various data and information and crosscutting themes, familiarize and improve reporting skills in accordance with Modalities, Procedures and Guidelines (MPGs) by citing international case studies, sharing experiences on lessons learnt and best practices of MRV at international level etc.

4. Tasks and Responsibilities

The Consultant with international experiences on MRV will perform the tasks below in collaboration with the national project team of ETF for AFOLU sector.

- i. Provide overall guidance for establishment of ETF for the AFOLU sector;
- ii. Technical advice to the national project team to develop a national ETF monitoring and reporting roadmap and its implementation for the AFOLU sector;

- iii. On request of the CCS and the project team, participate and contribute at stakeholder consultations and Technical Working Group (TWG) meetings;
- iv. Provide technical guidance and support to ensure the technical quality of the GHG inventory, Measurement, Reporting and Verification (MRV) and Monitoring & Evaluation (Monitoring and Reporting indicated in the Project Document) related activities under the project;
- v. Review the past National Inventory Report (NIR) and provide technical inputs to improve future NIRs;
- vi. Advise the national project team on identifying ETF training needs and developing a training programme to build national capacity for the ETF development and implementation (Project team and CCS);
- vii. Review and improve the AFOLU MRV Assessment Framework developed by the national project team and provide technical inputs to meet the ETF requirements with specific focus on the NDCs actions for AFOLU Sector;
- viii. Review the national ETF-Complaint report in accordance with NDCs of AFOLU sector and conduct a feedback session for the national project team and stakeholders;
- ix. Review and provide inputs for the ETF-Compliant MRV Protocol for AFOLU sector developed by the national project team;
- x. Review and provide technical inputs for MRV Protocols developed by national project team;
- xi. Design and deliver a training on MRV system under the ETF including project-based MRV system;
- xii. Provide technical inputs for stakeholder capacity buildings on data management and data storing/sharing for GHG inventories and NDCs tracking;
- xiii. Review and provide recommendations to implement QA/QC Protocols developed by the national project team;
- xiv. Provide technical inputs for developing and updating the national ETF monitoring and reporting roadmap for AFOLU sector including review processes;
- xv. Review and provide comments and suggestions for the final draft of the GHG Inventory of AFOLU sector;

5. Duration of the consultancy

The duration of the consultancy is Forty (40) working days before 20th December, 2024 including two missions of 05 working days each to Sri Lanka at the beginning of the consultancy and as required by the CCS within the duration of the contract. The contract is effective from the date of signing the Agreement. Location shall be home based.

6. Eligibility Criteria

The Request proposal is opened to a consultant who has international experiences on MRV and reporting process of UNFCCC and Paris Agreement together with a MSc. Degree in the field of environment, climate change, agriculture, forestry or related fields with experience in working in similar 03 projects.

6.1. Qualifications and Experience (60 points)

- MSc. Degree in the field of environment, climate change, agriculture, forestry or related fields (10 points);
- At least experience in working in similar 03 projects in particular on MRV Systems, GHG Inventory preparation, tracking progress of NDCs (30 points);
- Experience in working with international organizations or contributing to the development of national MRV systems, GHG inventories, NDCs, or UNFCCC reporting (e.g., BUR, NC) (05 points);
- Experience in working with national bodies in climate change related projects, especially in relation to MRV System (05 points);
- Certificates of GHG Inventory or CGE trainings issued by the UNFCCC or internationally recognized institute (05 points);
- Excellent communication (both oral and written) in English (05 points);
- Demonstrated leadership, facilitation, coordination skills, ability to mentor technical teams;

6.2 Other skills and experience:

- Ability to engage with experts, consultants and officials to integrate relevant data and information of AFOLU sector uniformly across the MRV system for adaptation is an added advantage;
- Excellent information dissemination skills, with analytic capacity and ability to synthesize collected data and present findings to stakeholders;
- Excellent coordination skills and results-oriented approach for collaborating effectively with national consultants and stakeholders;
- A good team player who has ability to maintain good relationships;

7. Institutional Arrangement / Reporting Relationships

- a). The Consultant with international experiences will work under the direct supervision of the Secretary to the Ministry of Environment in Sri Lanka. For day-to-day activities he/she will work with national consultants of the project on ETF for AFOLU sector and the Director of Climate Change Secretariat of the Ministry of Environment.
- b). All deliverables should be submitted in digital copies and hard copies to the Director Climate Change Secretariat of the Ministry of Environment.
- c). The Consultant of a foreign nationality will be entitled to DSA, and travel cost to travel from host country to Sri Lanka.
- d). Selected Consultant requires to obtain entry visa including a valid travel insurance, medical facilities and other requirements for each visit to Sri Lanka.
- e). All stakeholder consultations related to this consultancy will be organized by the Ministry of Environment of Sri Lanka.

8. Deliverable submission and payment process

- a. Each and every deliverable in section 9 shall be submitted in digital copies or hard copies on time as specified in the timeline below.
- b. Payments shall be authorized based on the recommendations made by the Director (Climate Change) and the Additional Secretary (Environment Development) of the Ministry of Environment. Quality, relevancy and timely submission of deliverables shall be considered as a performance indicator.
- c. Currency of payment shall be US Dollars. The currency rate shall be the rate declared by the Central bank of Sri Lanka, which will be applicable to the date of invoices. Payments may be disbursed through bank transfer.

9. Deliverables and Payment schedule:

The Consultant with international experiences shall receive payment in two (02) instalments from the Ministry of Environment, Sri Lanka as follows:

Deliverable	Target Due Dates	Payment
a). A work plan including methodology;	Within 03 days with effect from the date of signing the contract	
b). A report of technical advice to the national project team to develop a national ETF monitoring and reporting roadmap and its implementation; c). A technical report to ensure the quality of the GHG inventory, MRV, and M & E related activities; d). A review report of the past NIR and technical inputs to improve future NIRs; e). A report on ETF training needs; f). A review report on the AFOLU MRV Assessment Framework developed by the national project team to improve it; g). A review report on the national ETF-Complaint report in accordance with NDCs of AFOLU sector and a feedback session for the national project team and stakeholders;	Within 10 days with effect from the date of signing the contract	40%
Completion of 1 st mission to Sri Lanka including the followings; h).A training to build national capacity for the ETF development and implementation for stakeholders and CCS; i). A training on MRV system under the ETF including project-based MRV systems; j). A meeting with project team, FAO, Ministry of Environment, CCS Officials and all stakeholders of the project;	Within 20 days with effect from the date of signing the contract	

Deliverable	Target Due Dates	Payment
<p>k. A review report on inputs for the ETF-Compliant MRV Protocol for AFOLU sector developed by the national project team;</p> <p>l. A review report to provide technical inputs for MRV Protocols developed by national project team;</p> <p>m). A review report to provide technical inputs for stakeholder capacity buildings on data management and data storing/sharing for GHG inventories and NDCs tracking;</p>	<p>Within 30 days with effect from the date of signing the contract</p>	<p>60%</p>
<p>The 2nd mission to Sri Lanka and;</p> <p>n). A review report to provide recommendations to implement QA/QC Protocols developed by the national project team;</p> <p>o). A review report to the final draft of the GHG Inventory of AFOLU sector;</p> <p>p). A meeting with project team, FAO, Ministry of Environment, CCS Officials and all stakeholders of the project;</p>	<p>Within 40 days with effect from the date of signing the contract</p>	

Proposals Submission Form.

(insert name & address of the Consultant)

.....

.....

.....**2024**

Secretary
Ministry of Environment
“Sobadam Piyasa”, No.416/C/1
Robert Gunawardana Mawatha, Battaramulla
Sri Lanka

Recruitment of International Consultant (Measurement, Reporting & Verification)

I hereby declare that:

1. I, the undersigned, express my interest to provide the above consulting service in accordance with the Instructions to consultant and Terms of Reference.
2. I am hereby submitting Technical Proposal and Financial Proposal as sperate PDF Formats.
3. All the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to my disqualification.
4. I understand Ministry of Environment Sri Lanka is not bound to accept any Proposal receive.

Thank You,

.....

Signature of the Consultant

Date:

Consultant's experience

A brief description of past experience similar nature to this required consultancy (pls. provide the required information in the below table of at least three projects especially of the consultant). Consultant should also provide any other information that will facilitate evaluation of Consultant reliability and capacity to meet the TOR requirements

#	Brief description of services provided	Contract value US\$	Contract Duration	Name of client	Country of client	Email address of client
1						
2						
3						
4						
5						

Signature of the Consultant

Date:

Methodology and Work Plan

Consultant should demonstrate the Consultant’s responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed warranty; and demonstrating how the proposed methodology meets or exceeds the specifications, including the number of person-days in each specialization that Consultant consider necessary to carry out all work required. (Maximum 5 pages).

Detailed work plan should be submitted in a form of Bar Chart

.....
.....
.....
.....

Signature

Date-----

CURRICULUM VITAE

1. Name of the Consultant: (First, Middle Initial, Family Name)
2. Address: (City, Region/State, Province, Postal Code, Country)
3. Contact Details: (Telephone, e-mail address etc)
4. Date of Birth:
5. Nationality:
6. Other Citizenship,
7. Educational Qualifications: List the degree(s) and major area of study. Indicate the date (in reverse chronological order) and the name of the institution
8. Professional Qualification: List the qualifications, Indicate the date (in reverse chronological order) and the name of the institution
9. Languages: Mother Tongue: Indicate written and verbal proficiency of your English:
10. Work Experience:
 - a. From [Year]: to [Year]:
 - b. Employer:
 - c. Positions held (with brief description):
 - d. References: (name and contact email address of the Employer).
11. Un System Experience: If applicable, provide details of work done for the UN System including
12. Publications: Provide total number of Publications and list the titles of 3 major publications (if any)
13. Other: 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.

Any other information that will facilitate evaluation of the consultant's reliability and capacity to meet the TOR requirements should be provided.

14. Certification

I certify that all information stated in this resume is true and complete to the best of my knowledge.
I authorize Ministry of Environment Sri Lanka to verify the information provided in this resume.

Signature.

Name of the Consultant

Date:

FINANCIAL PROPOSAL SUBMISSION FORM

[Address of the Consultant]

[Date]

Secretary,
Ministry of Environment
“Sobadam Piyasa”
Robert Gunawardane Mawatha
Battaramulla

I, the undersigned, offer to provide the consulting services as an International Consultant (Measuring, Reporting & Verification) in accordance with your Request for Proposal and my Technical Proposal.

My attached Financial Proposal is for the sum of [Insert amount(s) in words and figures].

My Financial Proposal shall be binding upon me subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

I understand you are not bound to accept any Proposal you receive.

.....

Name of the Consultant

Financial Proposal

Description	cost
	(Sri Lankan Rupees)
Remuneration	
Other Expenses (pl. specify)	
Total Costs of Financial Proposal carried to Financial Proposal Submission Form without taxes	
Add: Taxes (if applicable)	
Total Costs of Financial Proposal	

.....

Name of the Consultant

Date-----