

GloLitter National Legal Consultant Financial Proposal Guidelines

At least 3 consultants will be selected by their country to be put forward for consideration to be selected as the National Legal Consultant. The role of the National Legal Consultant is defined by the **Terms of Reference** which has already been supplied to the National Focal Points.

The contract period is expected to end on the 15 December 2022 and it is expected that a maximum of 20 working days will be needed to carry out this assignment. Should the working days quoted by the National Legal Consultant Candidates be more than 20 working days, this must be justified in writing.

It will not be a full-time contract as the selected candidates should provide a Financial Proposal which includes the number of working days they expect to be required to complete the work. The Financial Proposal should include their daily rate and the number of working days with the total clearly marked. Please bear in mind that the daily rate will be cross-referenced with the UNDP rate/IMO Rate and therefore daily rates and working days must be clearly stipulated.

All consultants must comply with the tax regulations applicable in their country and therefore the daily rate requested should include any applicable taxes.

IMO will not pay for travel inside the country and no travel is expected to be conducted internationally under the current proposed contract. Any national travel, for example if the country covers a large geographical land mass will be covered as in-kind support and this quote should be directed towards Lead Agency (Maritime or Fisheries) as outlined in the Letter of Support given to IMO by the participating GloLitter Country. IMO will also not pay for printing or any other kind of office requirements.

The breakdown should be akin to the following:

Based on the terms of reference and [INSERT NAME OF CONSULTANT]'s experience, the number of required working days to complete the tasks outlined in the terms of reference is X at the daily rate of X, totalling X.

All quotes are to be provided in USD as all payments will be made in USD.

Please note that if a nominee is currently working for the Government as an employee a letter must be provided by the supervisor that work undertaken for the project will be undertaken separately from their main course of duties. A template for this letter will be provided if required. Please ask the GloLitter PCU for this template.