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Date: 26 July 2017

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	National technical specialist
Project name:	
Period of assignment/services (if applicable):	August to December 2017
Tender reference:	1-170706

1. Submissions should be sent by email to: nguyen.thi.hoang.yen@undp.org no later than: **8 August 2017 2017 (Hanoi time)**.

With subject line: (1-170706) National technical specialist

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

Note:

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.
- Maximum size per email is **7 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:

- [Terms of Reference \(TOR\)](#)..... (Annex I)
- [Individual Contract & General Conditions](#)..... (Annex II)
- [Reimbursable Loan Agreement](#) (for a consultant assigned by a firm)..... (Annex III)
- [Guidelines for CV preparation](#)..... (Annex IV)
- [Format of 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
- Copy of 1-3 publications/writing samples on relevant subject.
- Reference contacts of past 4 clients for whom you have rendered preferably the similar service (including name, title, email, telephone number, address...)

b. Financial proposal (with your signature):

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

4. Evaluation:

The technical component will be evaluated using the following criteria:

Consultant's experiences/qualification related to the services		
	Criteria	Maximum Points
1	Masters Degree in development economics, social sciences and/or related field(s). Good knowledge of multi-dimensional poverty reduction, urban management and productivity and competitiveness policies. Good knowledge about HCMC's SEDP, urban development strategy and Breakthrough Programs; good knowledge about the functions and operations of HCMC agencies, including the coordinating mechanisms.	300
2	At least 2-3 years working experience in project management, coordination, partnership development and resource mobilization; working experience in supporting Gov. Agencies in building/expanding their partnership with international partners and partners from business sector is an asset.	350
3	Sound facilitation and analytical skills, ability to work independently and generate innovative solutions	200
4	Good command of written and spoken English and Vietnamese languages, especially in making convincing presentations, proposals and reports for different audiences	150
	TOTAL	1000

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

Interview with the candidates may be held if deemed necessary.

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:

- Personal History (following UNDP form)
- 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.

6. Payment

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

The payments will be made at the end of every calendar month, upon receipt and approval of monthly progress/technical report on the work-done and results produced, and a work-timesheet for that month based on the monthly workplan agreed by UNDP, PMU and the consultant.

Expenses (per diem and travel) of trips to Ha Noi (or outside of HCMC, if needed) are not included in the contract with the Consultant and will be paid separately by UNDP based on UN-EU Cost Norms.

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

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

TERMS OF REFERENCE (TOR)

Title:	National technical specialist
Estimated Duration:	4.5 months (estimated 100 work-days from August to December 2017)
Status:	Full-time
Duty Station:	Ho Chi Minh City based
Reporting:	UNDP Assistant Country Director, Head of Inclusive Growth Unit

I. BACKGROUND

Ho Chi Minh City is Viet Nam's most prosperous and dynamic city, with an annual GDP growth rate of around 9% and a per capita GDP of approximately 5,500 USD (2015). The City has seen huge investment and contributes approximately one third of Viet Nam's total state revenues. Yet, like other major urban centres in the Asia-Pacific region, HCMC is experiencing a suite of socioeconomic and environmental challenges driven by rapid urbanization and industrialization.

Two formulation missions and successive consultations with the HCMC authorities identified a four major sets of gaps and challenges to be addressed in the joint UNDP-HCMC project:

- (a) The need for integrated urban management to address efficiency and coordination challenges – including in socio-economic planning and budgeting, priority setting, building linkages between goals/targets and enhanced coordination mechanisms and thus synergy of HCMC's BPs and other major programmes/projects.
- (b) Funding needs for the City's development and realization of the vision are considerable and likely to remain unmet. While the City's economy is vibrant, as a major contributor to national budget, its fiscal space is constrained. The City also faces challenges due to the rigid national/ local government regulatory environment, and management weaknesses within the city administration.
- (c) The priority of increasing HCMC's productivity and competitiveness are explicitly recognized within the Liveable City Vision (as improvement here both defines and would enable delivery of the Vision). A number of challenges are relevant – ranging from business environment, start-up support, SME development and better harnessing FDI investments. Common productivity constraints include – labour quality (including education and training), weak technology transfer, R&D capacity and linkages between FDI and domestic firms.
- (d) The need to build core policy research and advisory capacities: delivering the vision, and ensuring inclusive economic growth (in the context of resource constraints) will require high quality policy inputs and advice. This includes new analytical skills, tools and techniques and the establishment of useful information/ data sources.

Based on UNDP's comparative advantage and capacities, a new project has been formulated to address these challenges through delivering its two outputs:

- Application of integrated and resilient approaches, and transfer of tools, for effective urban socio-economic development planning and budgeting.
- Strengthening growth and competitiveness, with a focus on the core drivers of productivity.

In addition, during and through its delivery activities the future project will (i) address analytical and policy capacity by building quality and competence of HCMC's policy research institutions (especially HIDS); and (ii) facilitate expansion and deepening of HCMC's links with other provinces in Viet Nam (especially in the Mekong region) and in the Asia and Pacific region for development experience and solution exchange as cross-cutting themes within the full-scale project.

An Initiation Plan is formulated for undertaking preparatory and initial activities to support full project roll-out. It focuses on establishing the project's management and staffing, building key partnerships and relationships,

undertaking initial research and capacity development activities that lay the necessary foundations for the main project.

II. OBJECTIVES

Under the direct supervision of UNDP Assistant Country Director, head of Inclusive Growth Unit (IGU) and in close cooperation with HIDS and other partners in HCMC, the Technical Specialist will provide technical support to UNDP and HCMC partners (represented by HIDS) in (i) managing, coordinating and implementing the Initiation Plan's activities and (ii) building partnership and mobilizing resources for the full-scale project.

III. SCOPE OF WORK AND TASKS

The Technical Specialist will provide **technical support for managing, coordinating and implementing the Initiation Plan's activities**, namely in:

- Development of detailed plans for the implementation of Initiation activities;
- Formulation of TORs for consultancy services and concept notes/programs of workshops as well as other events under the Initiation plan, obtaining comments and inputs from HCMC partners and finalization of TORs and concept notes;
- Monitoring and reporting of the progress in the implementation of Initiation activities and progress in delivering consultancy services;
- Coordinating HCMC stakeholders' efforts in the implementation of Initiation activities;
- Advising HIDS/HCMC in structure and establishment of the full-scale project support office in HCMC.

The Technical Specialist will (in close cooperation with UNDP Private Sector Partnership Specialist) also provide **support in building partnership and mobilizing resources** for the implementation of the initiation plan and full-scale project, namely: identify interested partners from government, development partners and business sector; explore possible/innovative cooperation modalities; facilitate agreements of partners on joint contributions and implementation of activities under the Initiation Plan; and develop a proposed partnership and resource mobilization plan for the full-scale project.

The Technical Specialist will act as the UNDP project liaison person in HCMC to ensure smooth communication between UNDP Office in Ha Noi and HIDS and other partners in HCMC, and facilitate missions/visits and discussions between UNDP and HCMC partners to ensure the smooth implementation of the initiation plan and preparation for the full-scale project's rolling out.

IV. KEY DELIVERABLES & MILESTONES

The Technical Specialist will be responsible for the following deliverables:

Activities [with key milestones]	Tentative milestones
Briefing session with UNDP at the start	Mid August 2017
Draft TORs and detailed plans for implementation of activities	15 each month from August – September (and as necessary)
Reports on progress of the implementation of activities	15 Sep and 15 December 2017 (more frequent reports may also be required)
Develop a proposed partnership and resource mobilization plan for the full-scale project	5 Dec 2017
Provide technical support and advices on coordination, establishment of the full-scale project support office and ensure smooth communication b/w UNDP and HCMC partners	Regularly and as needed.

V. QUALIFICATION AND EXPERIENCE REQUIREMENTS

The assignment requires a high caliber national consultant with the following requirements:

- Master Degree in development economics, social sciences and/or related field(s).
- Good knowledge of multi-dimensional poverty reduction, urban management and productivity and competitiveness policies.
- Good knowledge about HCMC's SEDP, urban development strategy and Breakthrough Programs; good knowledge about the functions and operations of HCMC agencies, including the coordinating mechanisms.
- At least 2-3 years working experience in project management, coordination, partnership development and resource mobilization; working experience in supporting Gov. Agencies in building/expanding their

partnership with international partners and partners from business sector is an asset.

- Sound facilitation and analytical skills, ability to work independently and generate innovative solutions.
- Good command of written and spoken English and Vietnamese languages, especially in making convincing presentations, proposals and reports for different audiences.

VI. PAYMENTS

The payments will be made at the end of every calendar month, upon receipt and approval of monthly progress/technical report on the work-done and results produced, and a work-timesheet for that month based on the monthly workplan agreed by UNDP, PMU and the consultant.

Expenses (per diem and travel) of trips to Ha Noi (or outside of HCMC, if needed) are not included in the contract with the Consultant and will be paid separately by UNDP based on UN-EU Cost Norms.

INDIVIDUAL CONTRACTOR (IC) TIME SHEET

Period starting:		Period ending:	
Contractor's name:		Title:	
UNDP Supervisor:		Contract #:	

[illegible]

Signature of consultant: _____

Date: _____

Signature of supervisor: _____

Date: _____

Annex IV

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 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

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

Cost breakdown:

No.	Description	Quantity	Unit rate (VND)	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 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