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Date: 2 March 2018

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

|  |  |
|--|--|
| Country:                                       | Viet Nam   |
| Description of the assignment:                 | <b>02 SharePoint Administrators (Local consultants)</b>  |
| Period of assignment/services (if applicable): | From 1 April 2018 for one year with possible extension upon satisfactory performance and UN requirements |
| Tender reference:                              | 1-180301   |

1. Submissions should be sent by email to: [nguyen.thi.hoang.yen@undp.org](mailto:nguyen.thi.hoang.yen@undp.org) no later than: **18 March 2018 (Hanoi time)**.

**With subject line: (1-180301) SharePoint Administrator**

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](mailto: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
- Relevant certificates
- 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  | Experience on administering and configuring SharePoint environments | 400            |
| 2  | Experience on administering SQL Server environments                 | 50             |
| 3  | Experience on administering SharePoint online                       | 50             |
| 4  | Experience on administering and configuring SharePoint hybrid farms | 50             |
| 5  | Experience on PowerShell scripting                                  | 100            |
| 6  | Experience in working on an environment with shifting priorities    | 50             |
| 7  | Minimum 2 years working experience as SharePoint Administrator      | 200            |
| 8  | Demonstrated good English communication skills                      | 100            |
|  | <b>TOTAL</b>  | <b>1000</b>    |

Online test and Interview with the candidates may be held if deemed necessary.

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%.

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

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)
- 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 consultant will be paid monthly based on the actual number of working days and overtime hours recorded in the timesheet with the successful service delivery and submission of service report.

This monthly timesheet and service report will be certified by the UN Contracting Officer's Representative.

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)**

|                                    |   |
|------------------------------------|---|
| <b>Title of Consultancy:</b>       | 02 SharePoint Administrators  |
| <b>Type of Contract:</b>           | Individual Contract   |
| <b>Duration of the assignment:</b> | From 1 April 2018 for one year with possible extension upon UN requirements and contractor's satisfactory performance |
| <b>Duty station:</b>               | Hanoi, Vietnam  |
| <b>Reporting to:</b>               | Head of Application Unit  |

### **1) GENERAL BACKGROUND**

There is a requirement to provide SharePoint services to different agencies in the Asia Pacific region. The services will be hosted at the Green One United Nations House (GOUNH) in 304 Kim Ma, Hanoi Vietnam.

### **2) OBJECTIVES OF THE ASSIGNMENT**

The selected consultant will be responsible for performing system administration tasks related to SharePoint services. The working time is 8 hours per day (7AM to 4PM UTC+7 - ICT), 5 days a week from Monday to Friday. In addition, the selected consultant will perform 7 x 24 on call support when required by the SharePoint Service Manager.

### **3) SCOPE OF WORK**

Under the supervision of the SharePoint Service Manager, the selected consultant will have the following responsibilities:

- Manage standard admin activities – create site collections/databases; security etc.
- Monthly Windows patching as required
- Deployment of SharePoint Cumulative Updates and Services Packs
- Monitoring - configuration; follow-up on alerts
- Backup – configuration; monitoring; new requests; restore
- Incident analysis and troubleshooting including troubleshooting with vendors
- Decommissioning of environments
- Document monitoring and maintenance procedures
- Maintain system documentation and change logs

### **4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL**

The initial period is 01 year with possible extension subject to requirements of UN Viet Nam and the contractor's satisfactory performance.

The location will be GOUNH, 304 Kim Ma, Ha Noi, Viet Nam and sometimes at other offices in Ha Noi as required by the UN supervisor of the contract. The UN will provide transportation if the selected consultant is required to work outside the GOUNH.

### **5) FINAL PRODUCTS**

The selected consultant will work on site at GOUNH, 304 Kim ma, Ha Noi, Viet Nam and provides all services/requirement as indicated on the scope of work (Article 3).

### **6) PROVISION OF MONITORING AND PROGRESS CONTROLS**

Reporting and monitoring:

- Each month the selected consultant will send his time tracking to the SharePoint service manager
- If the selected consultant does not provide good service to UN Viet Nam or does not meet the UN daily work requirements, the UN Viet Nam office has the right to terminate the contact due to unsatisfactory performance and/or negligent behavior.

## 7) DEGREE OF EXPERTISE AND QUALIFICATIONS

**The selected consultant must meet below requirements:**

- Be able to communicate in English with international users effectively.
- Sound knowledge of administering SharePoint and SQL Server environments
- Excellent knowledge on SharePoint online and hybrid configuration with SharePoint on premises
- Skills in general infrastructure, including system configurations, clustering, performance, and the use of security certificates
- Excellent knowledge of PowerShell scripting
- Solid knowledge and experience on Microsoft Technology landscape including various server products.
- Ability to effectively prioritize and execute tasks around changing priorities
- Excellent communication and organizational skills
- Excellent technical documentation skills
- Excellent interpersonal and client service skills
- Professional attitude
- Experiences:  
Minimum 2 years working experience as SharePoint Administrator and supporting IIS, SharePoint 2007/2010/2013/2016, SQL 2005/2008/2012/2016
- Desirable certifications:  
Microsoft Certified Solutions Expert on SharePoint 2013 or Microsoft Certified Technology Specialist on SharePoint 2010
- Office 365

## 8) ADMIN SUPPORT AND REFERENCE DOCUMENTS

The UN Viet Nam will provide below equipment to facilitate the work.

- Chair
- Desk
- Laptop
- Soft phone
- Basic stationeries
- Access to wifi Internet
- Utilities and access to basic office infrastructures required in a normal office setting.

The onsite personnel are required to follow all UN Viet Nam rules and regulations including code of conduct, information security policy, and abide by UN security and safety regulations

## 9) REVIEW TIME REQUIRED AND PAYMENT TERM

The consultant will be paid monthly based on the actual number of working days and overtime hours recorded in the timesheet with the successful service delivery and submission of service report.

This monthly timesheet and service report will be certified by the UN Contracting Officer's Representative.

## 10) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

- ☐ NONE
 ☐ PARTIAL
 ☐ INTERMITTENT
 ☒ FULL-TIME

## **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 the services in the TOR with the below rates.

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

#### **Cost breakdown:**

| <b>No.</b> | <b>Description</b>        | <b>Daily rate (VND)</b> | <b>Hourly overtime rate (VND)<br/>outside working hours (Max. 1 week on-<br/>call and 3 hours overtime/month)</b> |
|------------|---------------------------|-------------------------|---|
| 1          | Consultancy fee           |                         |   |
| 2          | Others (pls. specify).... |                         |   |
|            |                           |                         |   |

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