



Empowered lives.
Resilient nations.

15 August 2018

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	SDG Innovations Incubator Trainer to provide designing and delivering incubation programme Youth Co:Lab participants as part of SDG Innovations Incubator
Period of assignment/services (if applicable):	25 working days (during 29 August - 24 November 2018)
Duty Station	Hanoi, Da Nang and HCMC
Tender reference:	A-180801

1. Submissions should be sent by email to: quach.thuy.ha@undp.org no later than:

5pm, Thursday 22 August 2018 (Hanoi time).

With subject line: A-180801-Youth Co:Lab Vietnam SII Trainer

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)
- [Letter to UNDP Confirming Interest and Availability](#)..... (Annex IV)
- [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
- Signed Letter to UNDP Confirming Interest and Availability
- 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 for National Consultant** 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 international consultant and national consultant will be evaluated and selected separately. The technical component will be evaluated using the following criteria:

The technical component will be evaluated using the following criteria:

No	Criteria	Score
1	Bachelor degree or higher in business, innovation, youth work, youth training, or a related field	200
2	Proven experience working in Viet Nam, in particular in entrepreneurship training, social innovation training, business incubation and acceleration, early stage start-up development	400
3	Proven interpersonal and team-work skills	200
4	Practical experience from similar project management, especially training design and delivery for business incubation, entrepreneurship, and report writing, with a good understanding of UN/UNDP policies and practices	200
	Total	1,000

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:

- International consultant whose work involves travel is required to complete the courses on Basic Security in the Field **and** Advanced Security in the Field and submit certificates to UNDP before contract issuance.

Note: In order to access the courses, please go to the following link: <https://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.

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.

Payments shall be made upon UNDP’s satisfaction of three key outputs. Below is the indicative schedule of payments:

- * 40% upon completion of draft design of SII training
- * 40% upon completion of Output 2

* 20% upon completion of Output 3

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.

ANNEX I

TERMS OF REFERENCE (TOR)



*Empowered lives.
Resilient nations.*

YOUTH CO:LAB VIET NAM SDG INNOVATIONS INCUBATOR TRAINER INDEPENDENT CONTRACTOR

Consultancy position:	YOUTH CO:LAB VIET NAM SII TRAINER
Consulting duties:	Designing and delivering incubation programme Youth Co:Lab participants as part of SDG Innovations Incubator (Ha Noi, Da Nang and HCMC)
Location:	Hanoi, Da Nang and HCMC
Duration and timing:	25 working days (during 29 Aug - 24 Nov 2018)
Project title:	Youth Co:Lab Viet Nam 2018

1) GENERAL BACKGROUND

The 2030 Agenda recognises youth as ‘critical agents of change’ in the SDGs platform and for the ‘creation of a new world’. This recognition must translate into actions that governments and other stakeholders take to implement and monitor the SDGs, including in the selection of national-level indicators and the involvement of young people in monitoring progress. If made a reality, these commitments to listen to and act on young people’s views, including those most likely to experience discrimination and exclusion, will fulfil young people’s rights and ensure that governments develop strategies and plans that build on and learn from young people’s experiences, innovation, and expertise. Young people are entitled to hold the state and its decision makers accountable for their duties and performance.

Similarly, Vietnam is the fastest growing middle class in Southeast Asia. The World Bank has ranked it in the 78th place in its “ease of doing business index” and many young Vietnamese go to study abroad and return with valuable entrepreneurial knowledge and understanding of Western markets. The estimated number of start-ups in Vietnam fluctuate between 1,400 and 3,000 start-ups, making the country the third largest ecosystem in Southeast Asia. The start-up landscape in Vietnam saw 67 investments in 2015, a 130% increase over 2014 which had 28 investments.

Despite this growth, Vietnam faces many challenges which threaten the country’s continued development, including income inequality, climate change and rapid urbanization.

UNDP Vietnam have recognized the potential in the emerging start-up scene in Vietnam to help find market based solutions for these challenges, and are seeking to build the base for social impact investment, and help social impact businesses to grow, become more sustainable and enhance their impact.

UNDP aims to connect the central role for both youth and the private sector to accelerate the achievement of the SDGs, through the thriving and innovative startup scene in Vietnam.

2) OBJECTIVES OF THE ASSIGNMENT

The Youth Co:Lab Viet Nam SDG Innovations Incubator (SII) Trainer will deliver training on business incubation, entrepreneurship, early stage start-up development, and social impact during:

‘Youth Co: Lab SDG Innovations Incubator’ Programme

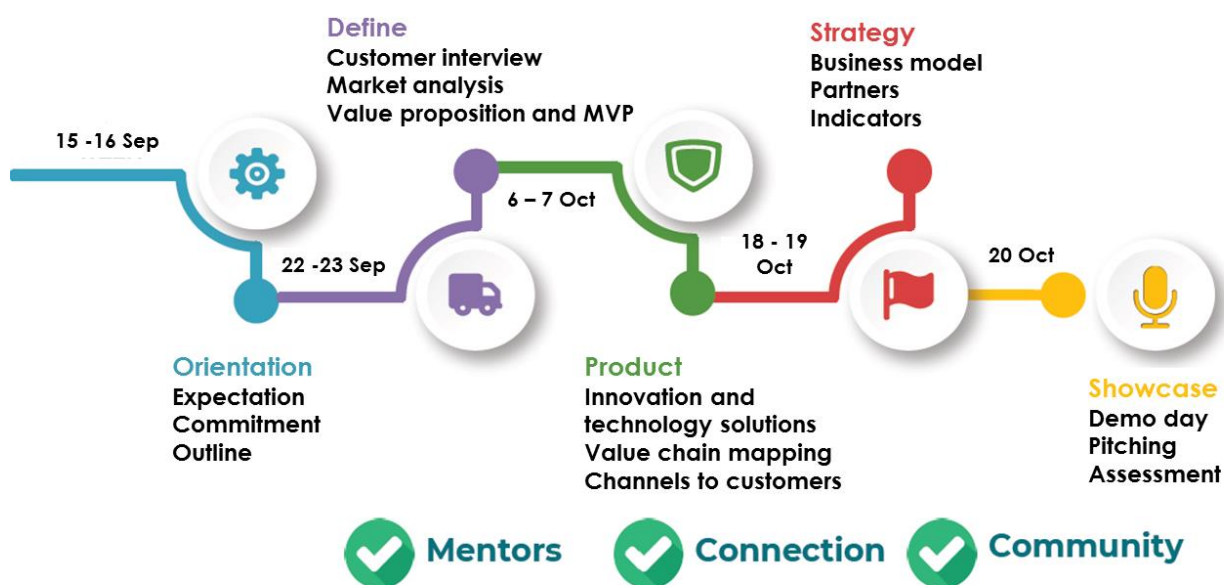
Youth Co: Lab Innovations Incubator Programme seeks to build on the interest created in young people through the 2 days introductory training on design thinking and social innovation as part of the Viet Nam Impact Startup Ecosystem Diagnostic (VISED) event in Hanoi and HCMC in June 2018. Through the earlier training, young people have developed basic tools and guidance on problem identification, design thinking and developing a market based solution to a social or environmental challenge, and in meeting the SDGs. The next step for ambitious and motivated social entrepreneurs is to use these skills to develop a new SDG Impact idea, and ultimately into a thriving SDG Impact Startup.

Objectives of the SII Training:

1. Empower young social entrepreneurs in Viet Nam to design and implement social impact startup ideas for the development of market based solutions to SDG challenges in their community
2. Accelerate the implementation of the SDGs in Viet Nam through greater collaboration between youth, private sector and Government for social innovation and in building a thriving impact startup ecosystem

3) SCOPE OF WORK

Young people from across Viet Nam (18-35) will be invited to apply to join a 2 month SII Programme, where they will receive expert training and mentorship in developing a sustainable impact startup. The SII will include a 2 month mentorship programme, with two 2-day weekend and one 3-day onsite trainings in Hanoi, Danang, and HCMC:



The onsite trainings will be held in:

1. Hanoi, ‘Define’ stage, 22-23 September
2. Danang, ‘Product’ stage, 5-6 October
3. HCMC, ‘Strategy’ and ‘Showcase’ stages, at HATCH! Fair hosted during Saigon Innovation Week, 19-21 October

The Youth Co:Lab team will select from 8-12 youth impact startup teams to join the programme training. It is aimed to include marginalized youth participants, including LGBTI youth, young persons with disabilities, and ethnic minority youth.

The SII Trainer will be responsible for the delivery of the following:

1. Design the SII programme together with Youth Co:Lab partners
2. Coordinate the implementation of the SII Programme
3. Facilitate onsite training workshops across the 3 cities

Expected Outputs

The consultant, according to the following terms of reference and under the coordination of UNDP Viet Nam, shall deliver the service as described below:

Outputs	Description	Expected Results	Duration	Deadlines
Output 1	1. Design SII Programme	- Two 2-day and one 3-day training workshops together with 2 month mentorship programme for up to 12 youth impact startup teams together with Youth Co:Lab partners	3 weeks	7 September 2018
Output 2	1. Delivery of onsite incubation training workshops	- Delivery of trainings across 3 onsite locations, including Hanoi (22-23 Sept), Danang (5-6 October, HCMC 19-21 October)	8 weeks	21 October 2018
Output 3	1. Delivery of 2 month incubation and mentorship programme	- Delivery of SII mentorship programme beginning with the Orientation and Outline session until closing and next steps guidance at end of programme (15 September-26 October)	10 weeks	26 October 2018
Output 4	1. Report of Programme for M&E	- Delivery of report providing analysis of all training and mentorship programme for young people to develop recommendations for strengthening training programme, materials and methods	12 weeks	9 November 2018

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

25 working days

Expected duration of the assignment

Start 24/8/2018

End 9/11/2018

Duty station

UNDP, 304 Kim Ma, Ha Noi

Expected places of travel

Ha Noi, Viet Nam
Ho Chi Minh City, Viet Nam
Da Nang, Viet Nam

5) FINAL PRODUCTS***

1. Design SII training programme for youth
2. Delivery of SII training workshops
3. Report of SII Programme for M&E

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

Contractor will report to Human Rights and Innovation Officer, and in turn to the Governance and Participation Unit, on a weekly basis.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

The contractor is expected to be an individual with experience in communications, youth engagement, and project management. The contractor for the activities under this TOR is expected to meet the following qualifications:

- Bachelor degree or higher in business, innovation, youth work, youth training, or a related field;
- Proven experience working in Viet Nam, in particular in entrepreneurship training, social innovation training, youth training, 21st century skills training, start-up development;
- Proven interpersonal and team-work skills.

8) SELECTION CRITERIA

No	Criteria	Score
1	Bachelor degree or higher in business, innovation, youth work, youth training, or a related field	200
2	Proven experience working in Viet Nam, in particular in entrepreneurship training, social innovation training, business incubation and acceleration, early stage start-up development	400
3	Proven interpersonal and team-work skills	200
4	Practical experience from similar project management, especially training design and delivery for business incubation, entrepreneurship, and report writing, with a good understanding of UN/UNDP policies and practices	200
	Total	1,000

9) ADMIN SUPPORT AND REFERENCE DOCUMENTS

UNDP will provide support to the selected candidate for entrance to GOUNH.

10) REVIEW TIME REQUIRED AND PAYMENT TERM

1. 40% upon completion of draft design of SII training
2. 40% upon completion of Output 2
3. 20% upon completion of Output 3

11) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☐ NONE ☐ PARTIAL ☒ INTERMITTENT ☐ FULL-TIME

ANNEX IV

OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date _____

(Name of Resident Representative/Bureau Director)
United Nations Development Programme
(Specify complete office address)

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of *[indicate title of assignment]* under the *[state project title]*;
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 *[delete this item if the TOR does not require submission of this document]*;
- E) I hereby propose to complete the services based on the following payment rate: *[please check the box corresponding to the preferred option]*:
 - ☐ An all-inclusive daily fee of *[state amount in words and in numbers indicating currency]*
 - ☐ A total lump sum of *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.
- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex V;
- G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- H) This offer shall remain valid for a total period of _____ days *[minimum of 90 days]* after the submission deadline;
- I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists]*;
- J) If I am selected for this assignment, I shall *[please check the appropriate box]*:

- ☐ Sign an Individual Contract with UNDP;
- ☐ Request my employer [*state name of company/organization/institution*] to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

K) I hereby confirm that [*check all that applies*]:

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- ☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

L) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

M) **If you are a former staff member of the United Nations recently separated, please add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

N) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES ☐ NO ☐ If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

P) Do you have any objections to our making enquiries of your present employer?

YES ☐ NO ☐

Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES ☐ NO ☐ If answer is "yes", WHEN?

R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Address	Business or Occupation

S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: _____

SIGNATURE: _____

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

Annexes *please check all that applies:*

☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience

☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

GUIDELINES FOR CV PREPARATION

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.

Annex V

FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum ofVND (for National Consultant) and USD (for International Consultant)

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

*(The costs should only cover the requirements identified in the Terms of Reference (TOR)
Travel expenses are not required if the consultant will be working from home).*