

09 February 2021



**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE**  
**for individual consultants and individual consultants assigned by**  
**consulting firms/institutions**

Country:	Viet Nam
Description of the assignment:	National consultant for The Review of the National MMT Program
Period of assignment/services (if applicable):	22 working days from February 2022 to september 2022
Duty Station:	Vietnam
Tender reference:	P220201

1. Submissions should be sent by email to: [nguyen.ngoc.phuong@undp.org](mailto:nguyen.ngoc.phuong@undp.org) no later than:

**23.59 hrs., 23 February 2022 (Hanoi time)**

**With subject line:**

**P220201 – National consultant for The Review of the National MMT Program**

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 **30 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:

- [Term of References](#)..... (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:**

- Detailed CV addressing the experience and work you have done.
- Financial offer

**b. Financial proposal (with your signature):**

- The financial proposal shall specify a total lump sum amount in **US dollar for International 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 technical component will be evaluated using the following criteria:

Consultant's experiences/qualification related to the services		
1	Master or higher degrees on medicine and/or public health;	100
2	At least 10-year experience on drug dependent treatment and/or HIV interventions for people who use drugs;	300
3	Proven experience in development of health policy and technical guidelines, training materials through broadly consultative process;	400
4	Being trained by or getting involved in UNODC's basic or advanced training modules on drug treatment and/or HIV services for people who use drugs in the country and in the region is an advantage;	100
5	Experience in training/workshop facilitation is required;	100
	<b>Total</b>	<b>1,000</b>

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 subject to positive reference checks on the consultant's past performance.

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 BSAFE which the new online security awareness training is and submit certificate 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.
- Full medical examination and Statement of Fitness to work for consultants from and above 65 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

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount
1	Submission of the full draft of the program review report	15/July/2022	70% of contract value
2	Submission of the final version of the Review Report of the National MMT Program	30/September/2022	Remaining 30% of the contract value

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



# TERMS OF REFERENCE

National consultant

Ref#: GLOG32

<b>Name of service:</b>	Consultant Service for The Review of the National MMT Program		
<b>Project:</b>	GLOG32-HIV/AIDS prevention, treatment, care and support for people who use drugs and people in prison settings		
<b>Reporting to:</b>	UNODC HIV/Health National Programme Officer		
<b>Duty Station:</b>	Vietnam	<b>Travel Required:</b>	Click or tap to specify Yes/No.
<b>Duration of Assignment:</b>	22 working days		
<b>Start Date:</b>	2/21/2022	<b>End Date:</b>	9/30/2022

## BACKGROUND & PROJECT DESCRIPTION

UNODC, a co-sponsor of the Joint United Nations Programme on HIV/AIDS (UNAIDS), provides technical assistance to countries in the area of HIV/AIDS in accordance with the relevant resolutions and decisions adopted by respective UN governing bodies (General Assembly, Economic and Social Council, Commission on Narcotic Drugs, CCPCJ, UNAIDS Programme Coordinating Board).

UNODC is the UNAIDS convening agency for protecting people who use drugs from becoming infected with HIV and ensuring access to comprehensive HIV services for people in prisons, and is assisting countries in reaching the target 3.3 (ending the AIDS epidemic by 2030) of the Sustainable Development Goal 3.

More specifically, in the context of the UNAIDS Strategy 2016-2022 and UNAIDS 2016-2022 Unified Budget, Results and Accountability Framework (UBRAF), UNODC is expected to support implementation of evidence-based HIV services for people in prisons (UBRAF Result Area 4, Output 4.1).

The HIV/AIDS Programme Unit of UNODC Vietnam Country Office functions under the global programme of HIV Prevention and Care, coordinated and led by the headquarters office in Vienna. In collaboration with the main national counterparts in Vietnam such as Ministry of Health, Ministry of Labour, Invalids and Social Affairs, Ministry of Public Security, civil society and NGOs, the Programme Unit focuses on the following fields:

- Technical support to the MOH, NGOs and civil society organizations providing prevention, care, and treatment services to people who use drugs (PWUD), specifically injecting drug users (PWID); and to people in prisons;

- Technical guidance and policy advice to the Government of Vietnam on the three UNODC HIV/AIDS key policy and programmatic areas, namely HIV/AIDS prevention and care related to (a) drug dependence, particularly injecting drug use (b) prison settings and (c) the trafficking in human beings;
- Trying to reduce stigma and discrimination associated with HIV and drug use through raising the knowledge on HIV/AIDS among the community, health system, NGOs and the affected populations themselves;
- Assistance to the Government of Vietnam in developing, implementing, and mainstreaming of strategies which effectively deal with HIV/AIDS prevention and care among IDUs in the community and in prison settings;
- Cooperation with other UNAIDS cosponsor agencies in carrying out UN policies and strategies in the country.

## OBJECTIVES

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1. To conduct the Review of the National MMT Program in Vietnam;

## SCOPE OF WORK

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The successful consultant will be expected to be responsible for the following:

(Edit sections as necessary)

### ***Task 1: Literature Review.***

- Review and self-familiarize with relevant background documents provided by UNODC and MOH especially the global technical guide on International Standards on Opioid Substitution Therapy;
- Get acquainted with national documents and guidelines in relation to MMT including the national guideline approved in 2010, the Decree-90 approved in 2016, etc. ;
- Get familiar with full contents of the 10-year review of the MMT conducted in 2018;

### ***Task 2: Drafting a proposal for conducting the Review of the National MMT Program (in the format of proposal to submit to the MOH).***

- In consultations with relevant experts from MOH, UNODC and UNAIDS to get agreement on an outline of the updating proposal;
- With guidance from MOH and UNODC and in consultation with other stakeholders like CSO, academic partners, developing full draft of the proposal to Review of the National MMT Program;

### ***Task 3: Conduct the literature review and data collection, data analysis to document a full program report.***

- With guidance from MOH and UNODC, conducting the literature review and data analysis based on the approved proposal;
- Documentation of the programme report findings

### ***Task 4: Finalization of the Review Report of the National MMT Program through a consultation process.***

- Cofacilitate one consultative workshop (virtual or in-person subject to Covid-19 situation and MOH's guidance) involving an wide range of national stakeholders from relevant sectors including health, labor, justice, law enforcement, community, international development, etc to collect inputs for the draft;
- Collect additional inputs for the draft report through alternative channels including email or mail correspondences;
- Finalize the Review Report of the National MMT Program incorporating inputs from relevant stakeholders;

## DELIVERABLES & IMPLEMENTATION TIMELINE

o.	Deliverable	Estimated days to complete	Target due date
1	Literature review to get familiarized with UNODC and MOH's documents	2	3/10/2022
2	Draft of the review proposal shared with MOH and UNODC for review and approval	5	4/15/2022
3	Full draft of the Review report of the National MMT Program shared with MOH and UNODC	10	6/30/2022
4	One one-day consultative meeting organized (cost for meeting to be borne by UNODC ) with agenda and materials prepared and approved by UNODC and MOH	2	7/15/2022
5	Final version of the Review Report of the National MMT Program submitted to UNODC and MOH	3	8/31/2022

## DURATION OF ASSIGNMENT, DUTY STATION & EXPECTED PLACES OF TRAVEL

**Estimated number of working days:** 22 working days from 2/15/2022 to 9/30/2022.

**Duty station:** Vietnam

**Expected places of travel:** Yes. Travel cost will be provided separately by UNODC

## PROVISION OF MONITORING & PROGRESS CONTROL

Designated UNODC National Programme Officer will contact regularly with the contractor to monitor and track the job progress against the agreed timeline and deliverables. At each step, UNODC will acknowledge the receipt of deliverables in satisfactory standards or not.

## ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

### Administrative Support

UNODC may provide administrative support during his/her performance, where applicable and necessary. UNODC will provide the individual contractor with the relevant technical documents including the UNODC publications and guidelines related to drug law and circulation Reference Documents.[Click or tap here to enter text.](#)

### Reference Documents

N/A

## DEGREE OF EXPERTISE & QUALIFICATIONS

<b>Qualifications</b>	<ul style="list-style-type: none"><li>Master or higher degrees on medicine and/or public health;</li></ul>
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<b>Relevant Professional Experience</b>	At least 10-year experience on drug dependent treatment and/or HIV interventions for people who use drugs; <ul style="list-style-type: none"> <li>Proven experience in development of health policy and technical guidelines, training materials through broadly consultative process;</li> </ul>
<b>Other Competencies</b>	<ul style="list-style-type: none"> <li>Being trained by or getting involved in UNODC's basic or advanced training modules on drug treatment and/or HIV services for people who use drugs in the country and in the region;</li> </ul> Experience in training/workshop facilitation is required;
<b>Language Requirements</b>	Fluency in English

## PAYMENT TERMS

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount
1	Submission of the full draft of the program review report	15/July/2022	70% of contract value
2	Submission of the final version of the Review Report of the National MMT Program	30/September/2022	Remaining 30% of the contract value

## CONSULTANT PRESENCE REQUIRED ON DUTY STATION

☒ NONE
 ☐ PARTIAL
 ☐ INTERMITTENT
 ☐ FULL-TIME

## EVALUATION CRITERIA

o.	Requirement	Points
1	Master or higher degrees on medicine and/or public health;	100
2	At least 10-year experience on drug dependent treatment and/or HIV interventions for people who use drugs;	300
3	Proven experience in development of health policy and technical guidelines, training materials through broadly consultative process;	400
4	Being trained by or getting involved in UNODC's basic or advanced training modules on drug treatment and/or HIV services for people who use drugs in the country and in the region is an advantage;	100
5	Experience in training/workshop facilitation is required;	100
	<b>Total</b>	<b>1,000</b>

### Criteria for Evaluation of Proposal

Offers will be evaluated according to the Combined Scoring method – where the educational background and experience on similar assignments will be weighted at 70% and the financial proposal will weigh at 30% of the total scoring.

The applicant receiving the Highest Combined Score and meeting other requirements in the Procurement Notice will be awarded the contract.

## **Documents for Submission**

Applicants will be expected to include the following along with their application:

### **1. Core Document**

**Letter of Confirmation of Interest and Availability** using the template provided by UNDP;

**Current and complete CV** in English;

**Financial offer** using the standard UNDP template.



## 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.

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**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 of .....US\$

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 (US\$)	Total
1	Consultancy fee (daily rate)			
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 65 years of age and involve travel – (required before issuing contract). *			
2.5	Others (pls. specify).....			
2.6	VAT** if applicable (in case your company signs the contract)			
	<b>TOTAL</b>			

\* 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.

\*\* Individual Consultants/Contractors who request their employer to sign a Reimbursable Loan Agreement (RLA) with UNDP for their behalves are reminded to add the Value Added Tax into the total lump sum of the Financial Offer if applicable.

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).*