

5 May 2022



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	National Consultant working as an admin assistant
Period of assignment/services (if applicable):	120 working days from May 2022 to December 2022
Duty Station:	Home base with occasional work onsite in GOUNH to support events if the work requires
Tender reference:	P220501

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., 18 May 2022 (Hanoi time)**

With subject line:

**P220501 – National Consultant (admin assistant)**

Submission received after that date or submission not in conformity with the requirements specified in 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:**

- CV including experience with a similar type of work
- Financial offer
- English proficiency certificate

**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:

<b>Consultant's experiences/qualification related to the services</b>		
1	At least 01 year of experience working on humanitarian and development assistance; proven track record of experience volunteering or working with Organizations/Groups/Clubs of People with disabilities	200
	Experience volunteering or working directly with UN is an advantage	50
2	Minimum 2 years of experience in logistics preparation, organizing and facilitating trainings, events with accessible facilities for diverse groups of people with disabilities	200
3	Bachelor's degree, preferably with specialized focus in development, business and financial management, administration, disability or a related field.	100
4	Practical experience in administration: logics preparation, project management, reporting	100
	Experience conducting survey and working with PWDs	100
	Proficiency in using various engaging communication tools and social media platforms	50
	Advanced knowledge of google form, spreadsheet and database packages; experience in the usage of computers and office software packages (MS Word, Excel, Power Point)	50
5	Competence with communications software (print, online, video, Adobe Premier Element/ Pro or other video editing software) is a strong asset.	50
6	Vietnamese national; good in English, both written and oral, proven by English proficiency certificate	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

The payments will be made upon UNDP Viet Nam's satisfaction with expected deliverables set forth in Section 3 above and following the tentative schedule below:

Expected Outputs	Payment Amount	Tentative Payment Schedule
Upon UNDP's satisfaction with Outputs delivery due date by 31 May 2022	10%	31 May 2022
Upon UNDP's satisfaction with Outputs delivery due date by 30 June 2022	15%	30 Jun 2022
Upon UNDP's satisfaction with Outputs delivery due date by 31 July 2022	15%	31 Jul 2022
Upon UNDP's satisfaction with Outputs delivery due date by 31 August 2022	15%	31 Aug 2022
Upon UNDP's satisfaction with Outputs delivery due date by 30 September 2022	15%	30 Sept 2022
Upon UNDP's satisfaction with Outputs delivery due date by 31 October 2022	10%	31 Oct 2022
Upon UNDP's satisfaction with Outputs delivery due date by 30 November 2022	10%	30 Nov 2022
Upon UNDP's satisfaction with Outputs delivery due date by 31 December 2022	10%	Jan 2023

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



Empowered lives.  
Resilient nations.

## TERMS OF REFERENCE

**Title of Consultancy:** 01 National Consultant working as an admin assistant  
**Type of Contract:** Individual Contract  
**Duration of the assignment:** 15 May – 31 December 2021  
**Duty Station:** Home base with occasional work onsite in GOUNH to support events if the work requires  
**Maximum number of days:** 120 days

**Reporting to:** Disability Inclusion Coordinator, Governance and Participation Unit, UNDP Vietnam

*Persons with disabilities are equally encouraged to apply.  
All applications will be treated with the strictest confidence.*

### I. Background

In Viet Nam, the number of persons with disabilities (PWDs) is estimated to be around 6.2 million, accounting for more than 7% of the population. Despite government's efforts, PWDs in the country are still facing difficulties to getting access to integrated education and information, vocational training, employment, physical environment and full integration and participation in the society.

UNDP is working closely with Viet Nam's Government and organizations of persons with disabilities (OPDs) to protect and promote the rights of PWDs in the following areas:

1. Support for strategic data generation and use for policy advocacy for PWDs
2. Emergency response to support PWDs and UXO survivors in the context of COVID 19
3. Empowerment of PWDs and UXO survivors
4. Innovation in assisting PWDs and UXO survivors

The following key messages reflect core values of our disability inclusion portfolio:

1. Help build a disability-inclusive UN system by complying with the UN Disability Inclusion Strategy;
2. UNDP will support to strengthen the legal framework on PWDs of Viet Nam to align it with international standards;

3. Empower PWDs to monitor their own rights and fully participate in the economic, cultural, and social life, especially in critical situations when their vulnerability is increased;
4. Foster a discrimination-free and violence-free and inclusive environment for PWDs, especially women and girls with disabilities and the most marginalized, by raising community's awareness of the rights of PWDs.

UNDP Disability Inclusion Portfolio is implementing the following projects /activities:

1. The United Nations Join project: a unique partnership that brings together UN entities, governments, OPDs, and broader civil society to advance the implementation of the Convention on the Rights of Persons with Disabilities (CRPD) and disability inclusive Sustainable Development Goals (SDGs) at the country level around the world. It was established in 2011 to foster collaboration between its members and support their work disability inclusion through UN join programming. After our successful completion of the UNPRPD project in 2018, UNDP, UNICEF and UNFPA Viet Nam have jointly submitted a full proposal in the Inception Phase to implement the UNPRPD project in the fourth round tentatively starting in January 2022. Based on our achievements in the previous round of UNPRPD and our ongoing projects, UNDP's interventions to promote the rights of PWDs will focus on the following areas:
  - a. Supporting Viet Nam's Government to conduct some studies to prove the necessity of revising the Law on Persons with Disabilities after its ten years of implementation;
  - b. Supporting Viet Nam's Government to complete the proposal dossier to accede to the Marrakesh Treaty and implement it in Vietnamese contexts;
  - c. Empowering OPDs and capacity building for duty bearers to protect the rights of PWDs and fully include them in national sustainable development strategies and plans.
2. Strengthening implementation of international human rights recommendations made to Viet Nam: The Disability Inclusion Portfolio takes the lead in one activity in this project funded by Norway Embassy, which is supporting Vietnamese OPDs to monitor the CRPD implementation in Viet Nam and prepare a list of issues to send to the CRPD Committee for their dialogue on the Initial CRPD State Report 2018 with the CRPD Committee in the coming years (2022 – 2023).
3. The disability inclusion component under [the on-going PAPI research and advocacy programme](#) being co-funded by DFAT, Irish Aid and UNDP will focus on the following strategic interventions:
  - a. Annual assessments on the impacts of COVID-19 pandemic and/or climate change-related disasters on persons with disabilities looking at social, economic

and governance responses to ensure disability-inclusive policies *[a multi-year initiative, starting from 2022]*

- b. Promotion of voices and participation of persons with disabilities in government responses to the COVID-19 pandemic and climate change-related crises by enhancing the representation and participation of PWDs, especially women with disabilities, in elected bodies *[a multi-year initiative, starting from 2022]*

The portfolio is also supporting other UNDP projects to be more disability-inclusive by contributing disability-aggregated data and improving accessibility for meaningful participation of PWDs in the 2030 Development Agenda.

## II. Scope of work

Under the direct supervision of the Disability Inclusion Coordinator, Governance and Participation Unit, the consultant is requested to support and coordinate delivery of the following services:

- Translation services including translation of documents, reports, presentations, manuals, documents, studies and reports from Vietnamese to English or vice versa.
- Note taking: Take notes at meetings/conferences and provide meeting minutes/report in English
- Support with the logistics, admin tasks and implementation of Programmatic Activities including events, trainings and workshops;
- Drafting social media and communication contents; Support with designing communication materials for both normal and accessible versions; Support with taking photos and producing clips for the Disability Inclusion Portfolio;

## III. Expected Outputs and Deliverables

Project Outputs	Description	Expected Results	Number of days
Output 1	Translation	Translate weekly the project incoming and outgoing documents and materials.	60 days
Output 2	Communication	Assist with media engagement for Disability Portfolio related events (press release, social media contents, photos taking)	30 days
Output 3	Note taking	Take notes at meetings/conferences and provide meeting minutes/report in English	15 days

Output 4	Admin tasks	Support with the logistics, admin tasks and implementation of Programmatic Activities including events, trainings and workshops;	15 days
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#### 4/ Management

Direct report to Disability Inclusion Coordinator, Governance and Participation Unit, UNDP Vietnam

#### 5/ Qualifications and experience required:

Min. Academic Education	University degree in development, business and financial management, administration, disability or a related field.
Min. years of relevant Work experience	<p>At least three (03) years of relevant experience in administration: logics preparation, project management, reporting</p> <p>At least 01 year of experience working on humanitarian and development assistance; proven track record of experience volunteering or working with Organizations/Groups/Clubs of People with disabilities</p> <p>Experience volunteering or working directly with UN</p>
Required skills and competencies	<p>Minimum 2 years of experience in logistics preparation, organizing and facilitating trainings, events with accessible facilities for diverse groups of people with disabilities</p> <p>Experience conducting survey and working with PWDs</p> <p>Proficiency in using various engaging communication tools and social media platforms</p> <p>Advanced knowledge of google form, spreadsheet and database packages; experience in the usage of computers and office software packages (MS Word, Excel, Power Point)</p>
Desired additional skills and competencies	<ul style="list-style-type: none"> <li>Competence with communications software (print, online, video, Adobe Premier Element/ Pro or other video editing software) is a strong asset.</li> <li>Familiarity with technical subjects of disability inclusion, accessibility is an advantage.</li> </ul>
Required Language(s) (at working level)	<ul style="list-style-type: none"> <li>Good in English and Vietnamese. Other official languages of the UN will be desirable.</li> </ul>
Professional Certificates	<i>n/a</i>

**6/ Contract duration:**

The assignment starts from 15 May to 31 December 2022.

The assignment may be reviewed and renewed upon (i) requirements; (ii) fund availability and (iii) satisfactory completion of deliverable as well as agreements with the contracted consultant.

**8/ Payment Terms:**

The payments will be made upon UNDP Viet Nam's satisfaction with expected deliverables set forth in Section 3 above and following the tentative schedule below:

<b>Expected Outputs</b>	<b>Payment Amount</b>	<b>Tentative Payment Schedule</b>
Upon UNDP's satisfaction with Outputs delivery due date by 31 May 2022	10%	31 May 2022
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Upon UNDP's satisfaction with Outputs delivery due date by 30 November 2022	10%	30 Nov2022
Upon UNDP's satisfaction with Outputs delivery due date by 31 December 2022	10%	Jan 2023



**9/Travel: \_\_\_\_\_**

Official travel will not expect to travel to the place of events

**10/ Evaluation Criteria:**

<b>Consultant's experiences/qualification related to the services</b>		
<b>1.1</b>	At least 01 year of experience working on humanitarian and development assistance; proven track record of experience volunteering or working with Organizations/Groups/Clubs of People with disabilities  Experience volunteering or working directly with UN is an advantage	<b>200</b>  <b>50</b>
<b>1.2</b>	Minimum 2 years of experience in logistics preparation, organizing and facilitating trainings, events with accessible facilities for diverse groups of people with disabilities	<b>200</b>
<b>1.3</b>	Bachelor's degree, preferably with specialized focus in development, business and financial management, administration, disability or a related field.	<b>100</b>
<b>1.4</b>	Practical experience in administration: logics preparation, project management, reporting  Experience conducting survey and working with PWDs  Proficiency in using various engaging communication tools and social media platforms  Advanced knowledge of google form, spreadsheet and database packages; experience in the usage of computers and office software packages (MS Word, Excel, Power Point)	<b>100</b>  <b>100</b>  <b>50</b>  <b>50</b>
<b>1.5</b>	Competence with communications software (print, online, video, Adobe Premier Element/ Pro or other video editing software) is a strong asset.	<b>50</b>
<b>1.6</b>	Vietnamese national; good in English, both written and oral, proven by English proficiency certificate	<b>100</b>
<b>Total</b>		<b>1000</b>

## 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).*