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03 September 2019

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 International Consultant (IC) to Develop a strategic plan for VCCI for stronger private sector engagement to enhance business integrity
Period of assignment/services (if applicable):	September 2019 – March 2020
Duty Station:	Home based and one 3-day mission to Hanoi
Tender reference:	D190901

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

**23.59 hrs., 10 September 2019 (Hanoi time)**

**With subject line:**

**D190901 – 01 International Consultant (IC) to Develop a strategic plan for VCCI for stronger private sector engagement to enhance business integrity.**

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:**

- Signed Curriculum vitae
- Signed Letter to UNDP Confirming Interest and Availability
- Two samples of reports to be submitted

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

- The financial proposal shall specify a total lump sum amount in **VND for national consultant and 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>		
<b>1.1</b>	• Master's degree in law or related field;	<b>150</b>
<b>1.2</b>	• A minimum of 15 years working experience in the field of anti-corruption;	<b>250</b>
<b>1.3</b>	• Knowledge on corporate governance and business integrity is essential;	<b>250</b>
<b>1.4</b>	• Experience of working in Viet Nam and familiarity with the Vietnamese business environment is an advantage;	<b>150</b>
<b>1.5</b>	• Experience in working with business associations is desirable	<b>100</b>
<b>1.6</b>	• Excellent report writing skills in English; two samples of reports to be submitted.	<b>100</b>
<b>Total</b>		<b>1000</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 is the new online security awareness training 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**

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

Payments are based upon outputs, i.e. upon delivery of the products specified in the TOR.

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



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### TERMS OF REFERENCE

TITLE:	Develop a strategic plan for VCCI for stronger private sector engagement to enhance business integrity
NATIONAL OR INTERNATIONAL:	01 international consultant with estimated 15 working days
DURATION OF ASSIGNMENT:	September 2019 – March 2020
COUNTRY OF ASSIGNMENT:	Home based and one 3-day mission to Hanoi

#### 1) GENERAL BACKGROUND

Over the past few years, the Vietnam Chamber of Commerce and Industry (VCCI) has taken a leading role in promoting business integrity. Among other initiatives, VCCI developed the Government-Business Integrity Initiative (GBII), a collective platform to enable key stakeholders to find practical solutions to the problem of corruption. In addition, the 2018 Law on preventing and combating corruption includes for the first time a new chapter on anti-corruption in the private sector.

Since 2018, UNDP has been working with VCCI to implement the project on “Promoting an ASEAN Fair Business Environment”. This project includes activities to promote business integrity and sustainable practices for private companies and state-owned enterprises in Vietnam. For instance, a research study on companies’ use of internal control mechanisms and codes of conduct in Viet Nam was carried out. A manual for businesses on the same topic is also being developed. Nonetheless, without greater engagement of the business community, making more significant progress on business integrity will remain a challenge for VCCI.

In order to ensure the long-term sustainability of current efforts, especially after the five-year Project 12 on “Enhancing Integrity Initiative in Business” funded by the Vietnamese Government ends in December 2019, and the three year UK Prosperity Fund Project on “Promoting a Fair Business Environment in ASEAN” ends in March 2021, it will be crucial for VCCI to strengthen its internal capacity to mobilise increased private sector engagement on business integrity.

Within the UK Prosperity Fund Project on “Promoting a Fair Business Environment in ASEAN”, UNDP will hire an international consultant to develop a strategic plan for VCCI for stronger private sector engagement to enhance business integrity.

#### 2) OBJECTIVES OF THE ASSIGNMENT

- To develop a mid and long-term strategic plan for VCCI for stronger private sector engagement to enhance business integrity in Viet Nam.

### 3) SCOPE OF WORK

The international consultant will work closely with a local consultant hired by VCCI, and the UNDP Program Analyst in performing the following tasks:

- Document review: Review and analyze all the existing initiatives on business integrity in Viet Nam to find out the role of the private sector and gaps for its engagement in the current business integrity initiatives (2 day)
- Develop interview questionnaires and conduct interviews with relevant stakeholders, including VCCI staff members, the Government Inspectorate (GI), NGOs, and selected companies to assess VCCI's existing capacity and efforts to date, identify immediate needs for supporting the private sector engagement in business integrity, identify how VCCI can mobilize private sector engagement in business integrity in Viet Nam and analyze the data collected (6 days)
- Based on the data collected, develop a mid and long-term strategic plan for VCCI with detailed actions, timelines and indications of human and financial resources needed for implementing this plan, for VCCI for strengthening internal capacity and to mobilise increased private sector engagement on business integrity during and after the timeline of the above-mentioned projects. The aim of the plan will be to support VCCI to engage with international and local companies in its current and future activities (5 days).
- Share the proposed plan with UNDP, VCCI, GI, NGOs and other relevant stakeholders to get comments and revise it accordingly (2 days)

Elements of the strategic plan may include but are not limited to:

- Engagement of private sector companies to support VCCI with technical expertise for the trainings for a larger number of companies
- Resource needed as well as a capacity building plan for VCCI to be able to mobilise the private sector to be engaged in the work on enhancing business integrity and to manage and implement the private sector strategic plan
- Recommendations on the concrete steps VCCI should take to mobilize the private sector to partner with VCCI on promoting business integrity
- Recommendations on how VCCI will work with Government agencies and social organizations in supporting and promoting the engagement of the private sector in enhancing business integrity
- Recommendations on fundraising to support the project beyond March 2021

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

The assignment will be carried out within September 2019 – March 2020.

Duty station: home-based and one 3-day mission to Hanoi

### 5) FINAL PRODUCTS\*\*\*

- A report presenting the strategic plan for private sector engagement in enhancing business integrity with detailed actions, timelines and required human and financial resources needed for implementing this plan, including annexes on the analysis of information and data collected (15- 20 pages).

### 6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant will work under the monitoring of the Programme Analyst in charge in the UNDP Governance and Participation Team.

Monitoring and Progress Control will be followed up by the timeline below:

#	Activities	Expected deliverables	Deadline
1.	Document review	An analysis of the existing initiatives on business integrity	15 September 2019
2.	Develop interview questionnaires	Interview questionnaires	30 September 2019
3.	Conduct interviews with relevant stakeholders	Analysis of data collected	30 October 2019
4.	Develop a mid and long-term strategic plan	Mid and long-term strategic plan	30 November 2019
5.	Share the plan to get comments and revise it	Revised plan	15 December 2019

#### 7) DEGREE OF EXPERTISE AND QUALIFICATIONS

- Master's degree in law or related field;
- A minimum of 15 years working experience in the field of anti-corruption;
- Knowledge on corporate governance and business integrity is essential;
- Experience of working in Viet Nam and familiarity with the Vietnamese business environment is an advantage;
- Experience in working with business associations is desirable;
- Excellent writing skills in English language;
- Capacity to work independently and in a team.

#### 8) PAYMENT TERM

- 20% of the contract value will be paid after UNDP receives and approves the above deliverables 1 and 2;
- 80% of the contract will be paid after UNDP receives and approves all remaining deliverables following UNDP rules.

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

NONE                       PARTIAL                       INTERMITTENT                       FULL-TIME

#### EVALUATION CRITERIA WITH ASSIGNED SCORES

Consultant(s)' experiences/qualification related to the services		
1.1	<ul style="list-style-type: none"> <li>• Master's degree in law or related field;</li> </ul>	150

<b>1.2</b>	<ul style="list-style-type: none"> <li>• A minimum of 15 years working experience in the field of anti-corruption;</li> </ul>	<b>250</b>
<b>1.3</b>	<ul style="list-style-type: none"> <li>• Knowledge on corporate governance and business integrity is essential;</li> </ul>	<b>250</b>
<b>1.4</b>	<ul style="list-style-type: none"> <li>• Experience of working in Viet Nam and familiarity with the Vietnamese business environment is an advantage;</li> </ul>	<b>150</b>
<b>1.5</b>	<ul style="list-style-type: none"> <li>• Experience in working with business associations is desirable</li> </ul>	<b>100</b>
<b>1.6</b>	<ul style="list-style-type: none"> <li>• Excellent report writing skills in English; two samples of reports to be submitted.</li> </ul>	<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;



D) 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.

