

27 November 2019



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## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	Building capacities of journalists in reporting disaster and climate change issues
Period of assignment/services (if applicable):	(November 2019 – December 2019)
Duty Station	Homebased and Quang Ngai
Tender reference:	PN-N-191101
Country:	Viet Nam

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

**05 December 2019**

**With subject line:** PN-N-191101- National consultant on Building capacities of journalists in reporting disaster and climate change issues

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 refer to the attached for the relevant documents:**

- [Terms 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
- Draft training agenda and concept paper for the training.
- 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 **VND for national consultant** including consultancy fees and all associated costs i.e. consultancy fee, tax, insurance, consumables 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:

No.	Criteria	Score
1	At least 7 years of experience in journalism or disaster risk management/climate change studies, along with relevant technical knowledge in developing training materials and delivering training.	200
2	Expertise on the topic of disaster and/or climate change.	200
3	Knowledge of the Vietnamese media industry (context, parameters, limitations).	200
4	At least 5 years of experience developing training materials and delivering training.	100
5	Draft training programme agenda and concept paper for the training	300
	<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:

- 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 outputs, deliverables, i.e. specified 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**  
**TERMS OR REFERENCE**

Services Required	Building capacities of journalists in reporting disaster and climate change issues
Project/Program Title	Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam
Post Title	<b>Individual Consultant</b>
Type of Contract	Lumpsum contract
Duty Station	Ha Noi with travel to Quang Ngai province
Duration	<ul style="list-style-type: none"> <li>Between November 25 and December 20, 2019</li> <li>10 working days for the training programme and material</li> <li>Time of Training Programme Delivery: 2-day training and 1 day at the project site (excluding travel time)</li> </ul>
Reporting and Supervision	<p>Reports to UNDP CCE Media and Communications Analyst</p> <p>Supervised by UNDP Programme Management Specialist for GCF Coastal Resilience (GCF) Project</p>

#### A. general INTRODUCTION

Viet Nam, a natural disaster-prone country particularly vulnerable to the effects of climate change, faces new challenges as it continues its development journey. A growing population, increased urbanization and rapid economic development continue to put pressure on natural resources and the environment. At the same time, economic growth patterns and technologies that are not energy efficient are leading to rising greenhouse gas emissions. Together, these high impact issues threaten the country's sustainable development.

In partnership with the Green Climate Fund (GCF), UNDP Viet Nam has undertaken a project to improve the resilience of vulnerable coastal communities to help them respond more effectively to the impacts of climate change. The project is being implemented in Quang Ngai, Quang Nam, Thua Thien Hue, Quang Binh, Thanh Hoa, Nam Dinh and Ca Mau provinces.

The project aims to rebuild 4,000 houses and regenerate 4,000 hectares of coastal mangroves. It also aims to increase the quality and accessibility of climate risk-related information which can be drawn on during decision-making processes. Key results for the project include:

1. **Increased resilience of infrastructure and the built environment to climate change** (Indicator: Number and value of physical assets made more resilient to climate change variability and change considering human benefits).
2. **Improved management of land or forest areas contributing to emissions reductions** (Indicator: Hectares of land or forests under improved and effective management that contributes to CO2 emission reductions).
3. **Increased generation and use of climate information in decision-making** (Indicator: Use of climate information products/services in decision-making processes in climate sensitive sectors).

Individuals play a critical role in combating natural disaster and climate change, but more widespread action and engagement are needed to achieve environmental sustainability. Particularly, media and journalists play an important role in shaping individual and public awareness about natural disaster, climate change and its effects. To strengthen journalists' capacity to report disaster and climate change issues and feature solutions, UNDP will conduct a 3-day workshop to provide journalists with training and updated information.

The consultant for this assignment will work closely with the UNDP CCE Media and Communications Analyst, the Programme Management Specialist for the GCF Coastal Resilience (GCF) Project, and the Head of the Climate Change and Environment Unit of UNDP Viet Nam.

## B. OBJECTIVE AND SCOPE OF THE WORK

### **Overall objective:**

To organize the 2-day capacity-building training programme for reporting disaster and climate change issues for 20-25 national journalists and 1 day at the project site.

The training will aim to accomplish the following key learning objectives, among others:

1. Provide national media with updated information about disaster and climate change globally and in Viet Nam specifically, including the most affected areas, policies from affected ASEAN countries, and global experience to reduce disaster risks, adapt to climate change and mitigate its impacts;
2. Ensure understanding of key disaster risks/climate change findings produced by UNDP and their key messages;
3. Provide useful experience and important skills for covering natural disaster and climate change issues, including collecting international and national information.

### **Scope of work and specific tasks to be undertaken by the contractor:**

1. Produce a well-written and comprehensive training needs assessment report based on the above, including recommendations for:
  - Selection of training sites/venues;
  - Schedule for training;
  - Identify key resource persons;
  - Participants including both national and local journalists;
  - Post-training evaluation and impact assessment.
2. Develop a comprehensive training module and deliver a 2-day training programme covering the following key topics:
  - Updated information on disaster risks/climate change impacts globally, and in Viet Nam specifically, with special focus on the most affected areas;
  - Policies related to disaster and climate change from other affected ASEAN countries and global experience to reduce disaster risks, adapt to climate change and mitigate its impacts;

- Disaster risk reduction, climate change adaptation and mitigation models in the coastal provinces and Mekong Delta region in Viet Nam;
  - Effective solutions for impacts of disaster and climate change in Viet Nam;
  - Useful experience and important skills for covering natural disaster and climate change issues, including collect and analyzing data and information.
3. Together with the UNDP CCE Media and Communications Analyst, organize and facilitate the training after the programme is approved by UNDP.
- Organize and co-facilitate the 1-day media tour with the UNDP CCE Media and Communications Analyst.

## C. EXPECTED OUTPUTS AND DELIVERABLES

### **Expected outputs:**

Outputs submitted by the contractor (in both English and Vietnamese) include (but are not limited to):

No.	Expected outputs	Output requirements	Estimated submission time
1	Design the training outline and develop the training programme	The training outline and programme are finalized and approved by UNDP	10 working days after signing the contract
2	Develop detailed training materials	1st draft	1 week after signing the contract
3	Revise the training package based on feedback from UNDP	Training material package is finalized	2 weeks after signing the contract
4	Conduct training and facilitate the discussions	The training is conducted	November or early December 2019
5	Final report after the training	The training report is sent to UNDP, including a description of the process, main achievements of the assignment and recommendations	Before 20 December 2019

## D. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

The contractor performs these tasks between November 10 and December 20, 2019 with 3 days training in Quang Ngai. UNDP will arrange travel, accommodation and meals for the consultant to attend training in Quang Ngai.

## E. ADMINISTRATIVE ARRANGEMENT

- **Project documents:** UNDP will provide the consultant with documents, reports, technical instruction, etc. to help the consultant prepare the training programme
- **Administrative support:** UNDP will help the consultant arrange his or her schedule with related government agencies when going on field trips. The consultant will choose his or her own transportation and accommodation; these costs should be included in the budget provided by the consultant.
- **Logistic arrangement:** Logistics for the training, journalist accommodations and travel will be arranged by UNDP.

## F. QUALIFICATIONS AND SELECTION CRITERIA

- At least 7 years of experience in journalism or disaster risk management/climate change studies, along with relevant technical knowledge in developing training materials and delivering training;
- Knowledge of the Vietnamese media industry (context, parameters, limitations);
- Expertise on the topic of disaster and/or climate change;
- At least 5 years of experience developing training materials and delivering training;
- Fluency in English and Vietnamese;
- Strong verbal and written communication skills;
- Candidate(s) with a PhD or Master's degree in the above mentioned working areas are preferred.

No.	Criteria	Score
1	At least 7 years of experience in journalism or disaster risk management/climate change studies, along with relevant technical knowledge in developing training materials and delivering training.	200
2	Expertise on the topic of disaster and/or climate change.	200
3	Knowledge of the Vietnamese media industry (context, parameters, limitations).	200
4	At least 5 years of experience developing training materials and delivering training.	100
5	Draft training programme agenda and concept paper for the training	300
	<b>Total</b>	<b>1,000</b>

## G. PAYMENT MILESTONES AND AUTHORITY

- UNDP Viet Nam shall affect payments to the successful consultant upon UNDP's satisfaction with expected deliverables set above.
- Payments shall be made in phases by outputs:

Phase	Indicative Payment Schedule
Phase 1	50% upon completion of Output 1+2+3 with approval of UNDP Vietnam
Phase 2	30% after conducting the training successfully
Phase 3	20% after UNDP accepts the final report

## **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 .....(VND for National Consultant)

This is a lump sum financial offer covering all associated costs to complete the assignment such as consultancy fee, tax, insurance, consumables. (UNDP will arrange accommodation, travel, meals for consultant to attend training in Quang Ngai province)

#### Cost breakdown:

No.	Description	Quantity	Unit Rate	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 65 years of age and involve travel – (required before issuing contract).			
2.5	Others (pls. specify).....			
	<b>TOTAL</b>			

*\* Individual Consultants/Contractors who are over 65 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).*