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3 January 2020

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	National Consultant to provide Communications support to UNDP Viet Nam's Governance and Participation team
Period of assignment/services (if applicable):	120 working days from 1 March 2020 to 31 August 2020 (Full-time)
Duty Station:	Ha Noi
Tender reference:	P20011

1. Submissions should be sent by **email** to: nguyen.ngoc.phuonngg@undp.org no later than:
23.59 hrs., 17 January 2020 (Hanoi time)

With subject line:

P20011 – National Consultant to provide Communications support to UNDP Viet Nam's Governance and Participation team

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 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 communication work you have done.
- Financial offer
- Examples of your communication products:
 - A simple infographic you designed in your previous work
 - Photos of people you took by yourself for the communication work
 - A video clip/blog you do by yourself (i.e from content creation to editing) for communication work

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:

No	Criteria	Score
1	University degree in media relations, journalism, media studies, social science, humanities or related fields with at least three (03) years of relevant experience at the national or international level in public relations, communications or advocacy	300
2	Experience in the usage of computers and office software packages, good knowledge, and experience in handling of web-based management systems	100
3	Experience in producing communications products like infographics, short video clips, Twitter and Facebook posts	200
4	Familiarity with UNDP and the UN system and with technical subjects of governance and participation is an asset	100
5	Graphic design capabilities are a strong asset	100
6	Fluency in English and Vietnamese.	200
Total		1,000

A two-stage procedure is utilized in evaluating the submissions, with evaluation of the technical components being completed prior to any price proposals being opened and compared.

The price proposal will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical component. The technical component is evaluated on the basis of its responsiveness to the Term of Reference (TOR). Maximum 1000 points will be given to the lowest offer and the other financial proposals will receive the points inversely proportional to their financial offers. i.e. $S_f = 1000 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the submission under consideration.

The weight of technical points is 70% and financial points is 30%.

Submission obtaining the highest weighted points (technical points + financial points) will be selected 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 at the end of every calendar month, upon receipt and approval of monthly report on the work-done and results produced, and a work-timesheet for that month based on the monthly workplan agreed by UNDP and the consultant.

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

TERMS OF REFERENCE

National Consultant to provide Communications support to UNDP Viet Nam's Governance and Participation team

1/ Background

Viet Nam is a lower MIC classified within the medium human development bracket with a GDP per capita of US\$ 2,109 and HDI of 0.666 (116 of 188 countries ranked in the 2015 HDR). Despite Viet Nam's remarkable achievements, development challenges remain, including an unfinished SDG agenda as well as persistent disparities by ethnicity, gender, and locality. Viet Nam's SEDP 2016-2020 aspires to build an inclusive and sustainable development model balancing economic, social and environmental imperatives so all citizens benefit from development gains. Strengthening institutional accountability, people's voices and access to justice is essential to this development vision.

UNDP Country Programme Document (CPD) 2017-2021 provides a solid framework for UNDP support to the government to address some of the key development challenges, especially in the areas of governance and participation. Communications, advocacy, outreach activities, and public information play a critical role in the implementation of the CPD to deliver development results in Viet Nam. UNDP Viet Nam is recruiting a Communications Consultant to enhance its media and communications efforts.

2/ Purposes and Objectives

Under the supervision of the Assistant Resident Representative (ARR)/ Head of the Governance and Participation Unit, the Communications Consultant is responsible for ensuring effective media and communications products, outreach and advocacy activities to support the implementation of UNDP Viet Nam's Governance and Participation projects.

3/ Activities, Task, deliverables and timeframe

Activities and Tasks:

3.1. Ensure effective communications and advocacy for key UNDP policy advice and knowledge products in the areas of governance and participation (50%)

- Design and prepare communications materials and deliver them to a wide range of partners on policy related issues through a variety of media outlets, including websites and social media networks;
- Organize and facilitate communications and advocacy events, dialogues and policy forums;
- Any other tasks, including providing effective responses to inquiries for public information materials.

3.2. Ensure effective communications/advocacy in the areas of institutional accountability, people's voices and access to justice (30%)

- Establish and generate contents of project websites and social media channels, emphasizing the contribution of the project to overall Viet Nam efforts on governance, rule of law and access to justice;
- Collect, develop and draft articles, press releases, human-interest stories, and other

advocacy/information materials to further the Governance and Participation Unit's work through both web-based and traditional media, as appropriate;

- Support preparation of messages and materials for advocacy at high-level dialogues, public events, media interviews by UNDP Senior Management;
- Support development of short films, including contributing to scripts and working with filmmakers and other experts to ensure high quality, appropriate and compelling content.

3.3. Develop content for UNDP Viet Nam's Governance and Participation sub-programme's outreach on social media platforms including Twitter, Facebook, Instagram and YouTube (20%):

- Develop, in cooperation with programme colleagues, content for Twitter posts, Facebook updates, Instagram stories, Youtube videos;
- Develop social media packages for important days such as International Disability Day, Anti-Corruption Day and key project milestones;
- Advise Governance and Participation Unit's colleagues on leveraging social media platforms for events, conferences, and talks;
- Provide advice Governance and Participation Unit's staff on how to effectively use new social media platforms.

Deliverables and Timeframe:

No.	Deliverables	No. of Days	Due Date
1	Contribution to year-end reports of project, programs with report designs, boxes of human stories, infographics, photos.	20	31 March 2020
2	Develop/update factsheets/standees, including infographics, for each project and as required on specific project topics	20	30 April 2020
3	Produce short video clips and create/update a portfolio of high-quality photos on project activities, which can be used for various purposes.	20	31 May 2020
4	Develop/update project websites/webpages for all UNDP governance projects.	20	30 June 2020
5	Produce media reports on project events after each event to be covered. Draft social media content on project activities and events for Facebook, Twitter, You Tube and Instagram.	20	31 July 2020
6	Draft human-interest stories for all Projects	20	31 August 2020
	Total	120	

All tasks described will have to be completed on an ongoing basis. Since communication is often responsive to external unplanned developments, the consultant will be expected to respond to unforeseen requests within a quick timeframe.

4/ Management

The contracted consultant will report directly to the Head of the Governance and Participation Unit.

5/ Qualifications and experience required:

- University degree in media relations, journalism, media studies, social science, humanities or related fields with at least three (03) years of relevant experience at the national or international level in public relations, communications or advocacy;
- Experience in the usage of computers and office software packages, good knowledge, and experience in handling of web-based management systems;
- Experience in producing communications products like infographics, short video clips, Twitter and Facebook posts
- Familiarity with UNDP and the UN system and with technical subjects of governance and participation is an asset;
- Graphic design capabilities are a strong asset;
- Fluency in English and Vietnamese.

6/ Contract duration:

The assignment is designed with estimated 120 work-days, spread over about 06 months (20 days per month on average), starting from 1 March 2020 until 31 August 2020.

The assignment will be reviewed and renewed upon requirements, fund availability and satisfactorily completion of the first 06 month period at the same daily rate proposed by the contracted consultant.

7/ Payment Terms :

The payments will be made at the end of every calendar month, upon receipt and approval of monthly report on the work-done and results produced, and a work-timesheet for that month based on the monthly workplan agreed by UNDP and the consultant.

10/ Documents to be submitted for evaluation

- Detailed CV addressing the experience and communication work you have done.
- Financial offer
- Examples of your communication products:
 - A simple infographic you designed in your previous work
 - Photos of people you took by yourself for the communication work
 - A video clip/blog you do by yourself (i.e from content creation to editing) for communication work

ANNEX IV

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

Date _____

(Name of Resident Representative/Bureau Director)

United Nations Development Programme

(Specify complete office address)

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [*delete this item if the TOR does not require submission of this document*];
- E) I hereby propose to complete the services based on the following payment rate: [*please check the box corresponding to the preferred option*]:
 - ☐ An all-inclusive daily fee of [*state amount in words and in numbers indicating currency*]
 - ☐ A total lump sum of [*state amount in words and in numbers, indicating exact currency*], payable in the manner described in the Terms of Reference.
- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex V;
- G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- H) This offer shall remain valid for a total period of _____ days [*minimum of 90 days*] after the submission deadline;

I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*

J) If I am selected for this assignment, I shall *[please check the appropriate box]:*

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

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

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

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

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

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

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

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

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

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

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

Name	Relationship	Name of International Organization

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

YES ☐ NO ☐

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

YES ☐ NO ☐ If answer is "yes", WHEN?

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

Full Name	Full Address	Business or Occupation

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

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

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

DATE: _____

SIGNATURE: _____

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

Annexes *[please check all that applies]:*

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

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

GUIDELINES FOR CV PREPARATION

WE REQUEST THAT YOU USE THE FOLLOWING CHECKLIST WHEN PREPARING Your CV:

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

Sex, Date of Birth, Nationality, Other Citizenship, Marital Status

Company associated with (if applicable, include company name, contact person and phone number)

SUMMARY OF EXPERTISE

Field(s) of expertise (be as specific as possible)

Particular development competencies-thematic (e.g. Women in Development, NGOs, Privatization, Sustainable Development) or technical (e.g. project design/evaluation)

Credentials/education/training, relevant to the expertise

LANGUAGES

Mother Tongue:

Indicate written and verbal proficiency of your English:

SUMMARY OF RELEVANT WORK EXPERIENCE

Provide an overview of work history in reverse chronological order. Provide dates, your function/title, the area of work and the major accomplishments include honorarium/salary.

References (name and contact email address) must be provided for each assignment undertaken by the consultant that UNDP may contact.

UN SYSTEM EXPERIENCE

If applicable, provide details of work done for the UN System including WB. Provide names and email address of UN staff who were your main contacts. Include honorarium/salary.

UNIVERSITY DEGREES

List the degree(s) and major area of study. Indicate the date (in reverse chronological order) and the name of the institution where the degree was obtained.

PUBLICATIONS

Provide total number of Publications and list the titles of 5 major publications (if any)

MISCELLANEOUS

Indicate the minimum and maximum time you would be available for consultancies and any other factors, including impediments or restrictions that should be taken into account in connection with your work with this assignment.

Annex V

FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum ofUS\$

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			
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)			
	TOTAL			

* Individual Consultants/Contractors who are over 62 years of age with assignments that require travel and are required, **at their own cost**, to undergo a full medical examination including x-rays and obtaining medical clearance from **an UN-approved doctor** prior to taking up their assignment.

** 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).