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9 January 2020

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	International Consultant for Proofreading and Copyediting of Draft 2019 PAPI Report
Period of assignment/services (if applicable):	12 working days from 1 February 2020 to 30 March 2020 (Part-time)
Duty Station:	Home-based
Tender reference:	P20012

1. Submissions should be sent by **email** to: nguyen.ngoc.phuonngg@undp.org no later than:

23.59 hrs., 23 January 2020 (Hanoi time)

With subject line:

P20012 – International Consultant for Proofreading and Copyediting of Draft 2019 PAPI Report

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 informing that the bidder has submitted proposal. UNDP will not be



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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 copy-editing work you have done.
- Financial offer

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.



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4. Evaluation

The technical component will be evaluated using the following criteria:

No	Criteria	Score
1	University degree in communication, economics or marketing or related fields with at least 5 years of relevant experience at the national or international level in public reforms, communications or policy advocacy	200
2	Intensive experience in drafting reports, proof-reading and/or copy-editing of publications or communication materials	400
3	Proven experience in working with multi-lateral organization(s) in knowledge management, communications and messaging is an advantage	100
4	Native English speaker required	100
5	Excellent interpersonal and team-work skills	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.



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- 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.



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ANNEX I

TERMS OF REFERENCE

Service	Proofreading and Copyediting of Draft 2019 PAPI Report
Duty station:	Home-based
Expected Duration	The Individual Contractor is expected to provide services specified in this TOR from 1 February – 31 March 2020
Supervision:	The Individual Contractor will work closely with the UNDP Viet Nam Program Analyst in Governance and Participation

1. Background

Since 2009, the United Nations Development Programme (UNDP), in collaboration with the Viet Nam Fatherland Front (VFF) and the Centre for Community Support and Development Studies (CECODES), has developed the Vietnam Provincial Governance and Public Administration Performance Index (PAPI) for Viet Nam. PAPI is aimed to gauge the perception and experiences of non-state actors, in particular of citizens regarding local governance and public administration performance at the provincial level.

PAPI aims at hearing the voice of citizens from different demographic backgrounds that remains weak in policy making, policy implementation and implementation monitoring. PAPI also means an effective tool for citizens to engage in overseeing the performance of the state apparatus and public administration system at the provincial level. Ultimately, the provinces and cities will be provided with a powerful tool to advance the process of empowering the society, to enhance local governance and to support national efforts in keeping the public administration system and local governments accountable to citizens and the society at large.

The initiative was piloted in three provinces in 2009 and then expanded for larger pilot in 30 selected provinces in 2010. With the success of the pilots, PAPI has been conducted on an annual basis since 2011 in Viet Nam, with 131,501 citizens from different demographic and professional backgrounds interviewed individually to date. In 2019, the survey was repeated and has been completed for data processing and analysis. The draft 2019 PAPI report will be finalized for proofreading and copyediting before publication in March 2020.

This TOR sets forth the requirements for a Proofreader/Copyeditor for the draft 2019 PAPI report.

2. Objective

To proofread and copyedit the draft 2019 PAPI report for publication in English and communication materials for the launch of PAPI 2019 report



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3. Expected Outputs

The Proofreader/Copyeditor, according to the following terms of reference and in coordination with UNDP Viet Nam Program Analyst in Governance and Participation, shall deliver the following outputs:

3.1 The draft 2019 PAPI Report fully copy-edited upon the following items done by Proofreader/Copyeditor:

- checking texts in the report to ensure the report is well written, logically structured and simple to understand
- correcting grammar and spelling
- checking consistency in styling
- checking facts and figures and raising queries with the authors
- checking if graphs, tables and illustrations are correctly captioned

3.2 Key policy messages highlighted for the final 2019 PAPI Report, upon the following items done by the Proofreader/Copyeditor

- reading through the draft report and withdrawing key messages from each chapter/section/sub-section
- discussing the messages with UNDP Viet Nam Program Analyst
- finalizing textboxes for key messages to be compelling to potential readers

3.3 Key policy briefs and speeches in preparation for the 2019 PAPI Report launching

- drafting and reviewing draft press release
- drafting and reviewing key speech for the 2019 PAPI Report launching (for UNDP Senior Manager)
- drafting and reviewing series of fact sheets on key aspects/themes in the report, with key facts and figures included
- brainstorming of and providing advice on wording for infographics which can be used for launch presentation, social media and media materials when required

Outputs 3.1, 3.2 and 3.3 above are expected to be delivered by 29 February 2020. Occasional editing support from the Proofreader/Copyeditor might be requested in March 2020, particularly on preparing for the national launching of PAPI 2019 report.

4. Expected Qualification

The Proofreader/Copyeditor is expected to meet the following minimum requirements:

- Graduate degree in communication, economics or marketing;
- Intensive experience in drafting reports, proof-reading and/or copy-editing publications or communication materials;
- Proven experience in working with multi-lateral organization(s) in knowledge management, communications and messaging is an advantage
- Native English speaker required;
- Excellent interpersonal and team-work skills;

5. Timing, duration and location

The Proofreader/Copyeditor is expected to work independently on this assignment and complete all services under this TOR no later than 31 March 2020. The duty station for this assignment shall be Ha Noi, and/or home-based. Email exchanges and/or face-to-face meeting with UNDP Viet Nam Program Analyst in charge of the PAPI project are required.



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6. Contract Payment

UNDP Viet Nam shall reimburse the successful Individual Contractor upon UNDP's satisfaction with expected deliverables set forth in Section 3 above. The payment shall be on a one-off basis.

7. Support from UNDP and reference documents

UNDP Viet Nam will provide the Individual Contractor with the following materials:

- The draft 2019 PAPI report and available PAPI communication materials which are strictly under embargo until the launch of PAPI 2019 report.
- Background information about the PAPI available at www.papi.org.vn

8. Provision of monitoring and progress controls

- UNDP Viet Nam shall be responsible for quality control of the deliverables.
- The Individual Contractor will work under the supervision of the UNDP Viet Nam Program Analyst who is the PAPI research project manager.
- The Individual Contractor will report directly to UNDP Viet Nam.



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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.



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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



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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.



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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



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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.

