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13 March 2020

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 for Women and Peacekeeping in ASEAN countries
Period of assignment/services (if applicable):	April 2020 – May 2020
Duty Station:	Home-based
Tender reference:	T200302

1. Submissions should be sent by **email** to: luu.thi.trang@undp.org no later than:

23.59 hrs., 29 March 2020 (Hanoi time)

With subject line:

T200302 - 01 International Consultant for Women and Peacekeeping in ASEAN countries

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:

- Signed Curriculum vitae indicating all past experiences from similar consultancy, as well as the contact details (email and telephone number) of the candidate and contact details of 4 professional referees;
- Signed Letter to UNDP Confirming Interest and Availability
- At least 01 sample piece of work that demonstrates ability to conduct and draft research/review report on topics in women, peace and security issues with proven high quality of work in English must be provided.

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:

Technical Evaluation Criteria	Obtainable Score
1. Master's Degree in development-related disciplines, gender issues, economics, public policy, law, international relations or other social science fields.	200
2. Excellent grasp of substantive women, peace and security issues (especially in women and peacekeeping).	250
3. Demonstrable programmatic experience in women, peace and security issues (especially in women and peacekeeping) in ASEAN and Asia Pacific in relation to persistent and emerging thematic issues including conflict prevention and the promotion of women in peacekeeping	250
4. Excellent report writing skills.	200
5. Fluency in English is a requirement.	100
Total score	1000

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.

TERMS OF REFERENCE

SERVICE: International Consultant for Women and Peacekeeping in ASEAN countries

POST LEVEL: Senior Specialist

CONTRACT TYPE: Individual Contract (IC)

DUTY STATION: Home-based

EXPECTED DURATION: Approximately 20 days within the period of 1 April to 15 May 2020

I. BACKGROUND

After several years of participating in UN peacekeeping operations, Vietnam has deployed 40 turns of individual military officers to UN missions in South Sudan and Central Africa and 02 rounds of Level 2 Hospital in South Sudan. Vietnam deployed the very first female officer to the UN Mission in South Sudan in 2017. The ratio of Vietnam female peacekeepers is more than 16% (12/70). This proportion is impressive in comparison with UN's expectation (15%). This is a positive step of Vietnam, in line with the UNSC Resolution 1325 on Women, Peace and Security.

Even before starting involvement in the UN peacekeeping operations, Vietnam has already demonstrated commitment to UN initiatives related to women, peace and security and prevention of sexual abuse and exploitation. In the coming time, Vietnam is committed to increasing the rate of women participating in UN peacekeeping operations, as well as raising awareness for peacekeepers on gender issues in UN peacekeeping operations.

Being the non-permanent member of the United Nations Security Council (UNSC) 2020-2021 and ASEAN Chair in 2020, Vietnam is very keen on sharing its initial success and creating forums/platforms for experiences/initiatives sharing in promoting women in UN peacekeeping operations. It is worth noting that Vietnam has identified "*Women, peace and security*" as one of the seven priorities for its term as member of the UNSC. In addition, as Vietnam and Japan will co-chair the Expert Working Group (EWG) on UN Peacekeeping Operations within ASEAN Plus Defence Ministers Meeting (ADMM+) during 2020-2023, topics related to women participation in UN peacekeeping operations will figure prominently in the EWG's working agenda.

Vietnam initial effort in this area has been recognized at global level. On the 30th Jan 2020, in the remarks¹ to the UNSC on ASEAN-UN cooperation, the Secretary General while thanking Vietnam for a successful presidency of the UNSC in Jan 2020, emphasized one of the key areas that ASEAN and the UN can strengthen cooperation is "*on peacekeeping, including on training, increasing women's participation in peace processes and peacekeeping, and sharing lessons learned with other regional organizations.*"

¹ See <https://www.un.org/sg/en/content/sg/statement/2020-01-30/secretary-generals-remarks-the-security-council-asean-un-cooperation-delivered>

The Vietnamese Ministry of National Defence and UNDP Vietnam will organise an International Conference on the side of the ADSOM Plus on “*Women and UN peacekeeping operations*”. The Conference is tentatively scheduled on 21 August 2020.

In view of the above, UNDP Vietnam is seeking an international consultant to review the status of women participation in peacekeeping in ASEAN countries. The purpose of the review is to stock taking of the current status, provide recommendations and initiatives to further promote women participation in UN peacekeeping operations, contributing to the global and regional peace and security.

II. EXPECTED DELIVERABLES:

Under the supervision and guidance of the Head of the Governance and Participation Unit, and in close coordination with the Programme Analyst on peacebuilding from UNDP Vietnam and the Head of the Foreign Affairs Division of the Viet Nam Department of Peace Keeping Operations, the consultant will undertake the following tasks:

- Identify, review and analyze the latest UN policies and targets on women and peacekeeping.
- Review and analysis all documents and data related to the status of women participation in UN peacekeeping operations from ASEAN countries (how many women have been deployed so far, from which countries and to which countries, in which units), taking stock of the current situation and providing analysis on barriers and trends of women participation in UN peacekeeping operations from ASEAN countries.
- Assess the existing training opportunities/institutions for women to be fully equipped to participate in UN peacekeeping operations.
- Map out international partnership and support given to supporting women participation in UN peacekeeping operations from ASEAN countries
- Provide recommendations on ways forward to increase women participation in UN peacekeeping from ASEAN countries
- Design and propose a new initiative (a network) to advance women participation in UN peacekeeping in the ASEAN countries, which include road map for implementation
- Design a regional collaboration component to exchange knowledge on peace and peacekeeping in ASEAN countries
- Design and propose a communications campaign to advance women participation in UN peacekeeping in the ASEAN countries
- A power point presentation at the above-mentioned conference on women and peacekeeping on 21 August 2020

More specifically, the main expected deliverable is a **background paper** (around 20 pages) which includes:

- (1) Executive Summary (max 2 pages)
- (2) Introduction
- (3) Overview of UN policies on women and peacekeeping, presentation of latest data and current status of women deployed from ASEAN countries to peacekeeping mission
- (4) Analysis on barriers, trends, training opportunities and international partnerships
- (5) Recommendations, including initiatives on network, communications campaign, etc.

V. ASSIGNMENT ROLE AND DURATION, DUTY STATION AND EXPECTED PLACES OF ASSIGNMENT AND TRAVEL

The international consultant will have a duration of up to 20 days, **within 1 April – 15 May 2020**. The consultant will work home-based.

Indicative Activity Timeframe:

Event	Indicative Time allocation	Key Deliverables/Outputs	Review and Approvals required
Draft outline for the background paper	2 days	Draft structure submitted	Programme Analyst
Draft background paper	15 days	Draft paper	Programme Analyst
Final background paper	2 days	Final paper	Programme Analyst
Power-point conference presentation	1 day		Programme Analyst
Total number of days	20 days		

VI. REQUIRED QUALIFICATIONS:

Education:

- Master's Degree in development-related disciplines, gender issues, peace and security studies, international relations or other social science fields.

Professional Experience:

- Excellent grasp of substantive women, peace and security issues (especially in women and peacekeeping).
- Demonstrable programmatic experience in women, peace and security issues (especially in women and peacekeeping) in ASEAN and Asia Pacific in relation to persistent and emerging thematic issues including conflict prevention and the promotion of women in peacekeeping
- Excellent report writing skills.

Language Skills:

- Fluency in English required

VII. DOCUMENTS TO BE INCLUDED IN PROPOSAL SUBMISSION

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Candidates that fail to submit the required information will not be considered.

- Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- **Personal CV** indicating all past experiences from similar consultancy, as well as the contact details (email and telephone number) of the candidate and contact details of 3-4 professional referees;
- **Sample piece of work** that demonstrates ability to conduct and draft research/review report on topics in women, peace and security issues with proven high quality of work;

VIII. PROVISION OF MONITORING AND QUALITY/PROGRESS CONTROL:

All deliverables are to be shared with UNDP, for comments before finalization. The consultant will work under supervision of and report to the GPT Unit Head; and in close collaboration with the UNDP Programme Analyst on peacebuilding.

IX. REVIEW TIME REQUIRED AND PAYMENT TERMS

- First installment of 30% of the contract value upon receiving and acceptance of the draft outline for the background paper.
- Second/last payment of 70% of the contract value upon receiving and acceptance of the final paper.

All deliverables will have to be approved by required approval levels in Session V

X. Reference documents

1. Discussion paper on the Strategy of Vietnam on Participation in UN's Peacekeeping Operations.
2. Global Handbook for Parliamentarians on Women, Peace and Security
3. Concept note for Conference on Women in UN Peacekeeping Operations.
4. Uniformed Gender Parity Strategy 2018-2028

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 of (VND for National Consultant; USD for international Consultant).

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	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).			
2.4	Others (pls. specify)			
	TOTAL			

* *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).