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26 March 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 to assist with recovery and on resilience building after the drought/saltwater intrusion in the Mekong Delta of Viet Nam
Period of assignment/services (if applicable):	April 2020 (15 working days)
Duty Station:	Hanoi-based, limited travel may be required
Tender reference:	A-200303

1. Submissions should be sent by **email** to: quach.thuy.ha@undp.org no later than:

23.59 hrs., Sunday 5 April 2020 (Hanoi time)

With subject line: A-200303 – International Consultant for Mekong Delta

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
- Signed Letter to UNDP Confirming Interest and Availability
- Copy of 1-3 publications/writing samples on relevant subject.
- Letter of Introduction
- 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 **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:

International Consultant

	Consultant’s experiences/qualification related to the service	Points
1	Advanced university degree (Masters Degree or equivalent) in: Agricultural planning and development, water resources management, rural development, social Sciences (International Development, International Relations, Disaster Management etc.), or in related fields.	150
2	Minimum of 15 years of progressively responsible experience in disaster risk reduction, humanitarian coordination, response and recovery operations, Agricultural planning and development, water resources management, rural development;	200
3	Experience with design, development and implementation of recovery and resilience programmes on drought and saline water intrusion, climate change adaptation; successful programmes on these topics will be an asset;	200
4	Experience with and knowledge about the humanitarian planning cycle, cluster system, PDNA/PCNA and UNDP’s position and role within it; Knowledge of key UNDP thematic areas of support;	200
5	Experience with strategic partners: UN Agencies, IFI’s, government institutions, bi-lateral and multi-lateral donors, private sector, civil society.	150

6	Fluency in written English is essential. Ability to writer high quality reports, make impactful presentations, design and deliver audience-focused trainings etc.	100
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 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**GENERAL INFORMATION**

Post Title	Recovery & Resilience Specialist (International Consultant)
Consultancy service required	Assisting with recovery and resilience building after the drought/saltwater intrusion in the Mekong Delta of Viet Nam
Type of appointment	International Individual consultancy contract (lumpsum contract)
Duty Station	Hanoi-based, Limited travel may be required
Duration	Estimated start date: 14 April 2020 Part-time assignment, to be completed by 30 June 2020 Total estimated working days: 15
Report to	UNDP Humanitarian Affairs and Recovery Officer
Technical supervision:	DRR/CCA Senior Technical Advisor

1. BACKGROUND

The Mekong delta of Viet Nam has been experiencing drought and saltwater intrusion and the situation has been deteriorating since September 2019. The aggregated rainfall in the upstream areas of China, Myanmar, Laos and Cambodia experienced a sharp decrease in comparison with multi-year average data, resulting in less streamflow into the Mekong delta of Viet Nam. As such, since last October, Ministry of Agriculture and Rural Development (MARD) already issued Government Directives requesting provincial authorities to formulate drought management plans, including early actions for drought-stricken areas; measures to transform agricultural activities; water retention schemes, and supply of fresh water to households.

As of January 2020, saltwater has intruded deeper into the inland areas, in some places reaching up to 60km from the river mouth. The Ministry of Natural Resources and Environment forecasts that salinity boundary this year will cross the historical salinity boundary in the dry season of 2015-2016, when drought and salt intrusion caused huge losses to the Mekong Delta – the largest agricultural production hub of Vietnam. One of the lessons learned from the previous response effort was the late call for support from the Government of Viet Nam.

On 18 December 2019, the Government of Viet Nam sent a written request to UNDP, UNICEF, World Bank and two NGO partners requesting support, with a particular focus on WASH. Early January 2020, Deputy Prime Minister chaired a meeting in the most impacted province of Ben Tre to discuss preparedness and support needs.

The most updated estimate as of January 2020 has reached 158,000 households, equivalent to 700,000 persons. Ministry indicated that the households will run out of water for daily use during the months of February to May.

The drought and salt water intrusion is expected to severely affect local agricultural production and people's lives. Therefore, the Government has been making efforts to ensure a timely and effective response before the peak dry season is reached in March - April. Communities in the 12 provinces of the delta are expected to be hit hard by water scarcity and food insecurity with wider impacts on the country's economy.

The RCO has organized a number of coordination meetings involving Government, OCHA and the UN Disaster Response Management Team (DRMT) in Viet Nam. There are also ongoing discussions for a possible allocation from CERF for the response. UNDP has been invited by the Government to join and co-lead a rapid needs assessment mission to two of the impacted provinces.

While formal assessments continue, it is now clear that damage is expected to be severe and widespread. Immediate concerns remain water (for consumption, household and agriculture) and health. Medium-term food security challenges may develop due to damage to agriculture.

Economic impact from this event is yet to be calculated, but is expected to be significant. Government has mobilized internal resources to support provinces with activities aimed to prevent saltwater intrusion. Provinces are also implementing a number of measures to mitigate the negative impacts. Following the ongoing emergency operations and given the slow-onset nature of disaster, recovery and resilience building will be a challenge. Government is yet to develop and present its response and recovery plan to indicate the overall needs.

Multi-sectoral assessments are yet to be undertaken, to be coordinated through the UN Disaster Response Management Team (DRMT). UNDP is mobilizing an international consultant to provide strategic and programmatic support focusing on response/recovery as well as longer term resilience building. The Consultant is expected to review and lead the process for development of recovery and Resilience building in Viet Nam, in cooperation with the Viet Nam Disaster Management Authority (VNDMA).

2. CONSULTANCY SERVICE OBJECTIVE, SCOPE OF WORK

Objective of hiring the International Consultant:

The objective of this assignment is to support recovery and resilience planning and programming in the drought affected provinces in Viet Nam.

Recovery planning will need to be closely coordinated, as different stakeholders are currently involved in discussions around response and recovery. Considering the fact that Mekong Delta is still recovering from the similar phenomena taking place in 2015-2016, recovery efforts will need to be strategically programmed to ensure adequate resource mobilization in order to build resilience of the most vulnerable households and communities. Government is already engaged in response operations, and there is a momentum to provide technical support to the government to ensure a holistic and coordinated recovery planning process.

The Consultant will provide expert recovery advice and support to Government and UNDP Country Office in Viet Nam. The Consultant will work in close collaboration with Government officials, other UN Agencies, development partners, technical advisors and experts, multi-lateral and bi-lateral donors, private sector and civil society to strategically position UNDP in relation to the humanitarian and development environment and will support with the transition from relief to recovery.

Scope of work: On behalf of UNDP to work with and provide support to the Government with Recovery & Resilience building programme development:

1. Provide technical and strategic guidance to a national consultancy institution contracted by the VNDMA to prepare for and to conduct the impact assessment in the Mekong Delta in April/May 2020;
2. Review the inception report, including assessment methodology, assessment indicators, etc ensuring that the assessment will lead to the right expected results;
3. Work with the institution to review assessment inputs, guide the team on any further consultation gaps and on analysis, then come up with recovery needs, priorities and then to formulate an action plan on recovery and resilience building for the Mekong Delta;
4. Jointly facilitate, with the institution and with VNDMA, a recovery and resilience building workshop/dialogue for one day, with an estimated number of 60-70 people from Ministries, MARD, Partners and 13 provinces of the Mekong Delta;
5. Based on the policy dialogue outcomes, support the Government and UNDP with the development of recovery and resilience building programming options;
6. Based on the policy dialogue outcomes, and the existing recovery needs and priorities identified in the action plan on recovery and resilience building, develop high quality concept notes focusing on recovery/resilience building interventions;
7. Support the Government and UNDP to organize follow-up meetings in Hanoi if required with development partners (donors, IFIs, private sector, etc.) to present recovery/resilience building concept notes.

3. TIMELINE AND DELIVERABLES

The Consultant will submit the following deliverables:

#	Deliverables	Timeline (2020)
1	Inception Report on Impact Assessment reviewed	April
2	Impact Assessment report (including on: gaps and needs, priorities, action plan on recovery and resilience building) reviewed	May
3	One recovery and resilience building workshop/dialogue facilitated	May
4	Recovery and resilience building programming options developed;	June
5	High quality concept notes focusing on recovery/resilience building interventions developed.	June

4. ADMINISTRATION

UNDP will provide some administrative support to the Consultant throughout the assignment. However, the Consultant should be proactive in making appointments, organizing discussions and consultation meetings with VNDMA, key stakeholders, and UNDP team members.

5. DURATION

The contract duration is from date of signature to 30 June 2020. Maximum number of working days is estimated at 15 days

6. SELECTION CRITERIA

- a. Advanced university degree (Masters Degree or equivalent) in: Agricultural planning and development, water resources management, rural development, social Sciences (International Development, International Relations, Disaster Management etc.), or in related fields.

- b. Minimum of 15 years of progressively responsible experience in disaster risk reduction, humanitarian coordination, response and recovery operations, Agricultural planning and development, water resources management, rural development;
- c. Experience with design, development and implementation of recovery and resilience programmes on drought and saline water intrusion, climate change adaptation; successful programmes on these topics will be an asset;
- d. Experience with and knowledge about the humanitarian planning cycle, cluster system, PDNA/PCNA and UNDP's position and role within it; Knowledge of key UNDP thematic areas of support;
- e. Experience with strategic partners: UN Agencies, IFI's, government institutions, bi-lateral and multi-lateral donors, private sector, civil society.
- f. Fluency in written and spoken English is essential. Ability to writer high quality reports, make impactful presentations, design and deliver audience-focused trainings etc.

7. PAYMENT

The Consultant must propose a daily fee rate:

- The fee rate shall be an all-inclusive rate for the contract period. The term "all-inclusive" implies that all costs (taxes, professional fees, communications, consumables, etc.) that could be incurred by the Consultant in completing the assignment are already factored into the rate.

Travel costs (air tickets, car rental, per diem) from Hanoi to the Mekong Delta of Viet Nam, and associated per diem, should not be quoted. These costs will be provided separately by UNDP at UN-EU cost norms rates.

Payment schedule:

Installment of Payment	Deliverables	Approval should be obtained from	Percentage of Payment
1 st Installment	One recovery and resilience building workshop/dialogue facilitated	UNDP	70%
Final Installment	High quality concept notes focusing on recovery/resilience building interventions developed.	UNDP	30%

8. PRESENCE REQUIRED ON DUTY STATION / UNDP OFFICE

NONE PARTIAL INTERMITTENT FULL-TIME

9. APPLICATION

The application should contain:

- An updated CV that includes qualifications/competencies and relevant experiences in similar projects/assignments.
- Two report writings in English
- Proposed daily consultancy fee

The International Expert will be evaluated based on the qualifications and the years of experience, as outlined above. In addition, he/she will also be evaluated using the following methodology:

- Technical weight: 70%.
- Consultancy Fee weight: 30%.

Technical Evaluation: 70% of total evaluation (maximum 70 points)

ANNEX IV

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

Date _____

United Nations Development Programme

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.

