



Empowered lives.
Resilient nations.

07 April 2020

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 National Consultant to work on Citylab in Da Nang
Period of assignment/services (if applicable):	May 2020 – December 2020
Duty Station:	Da Nang
Tender reference:	T200401

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

23.59 hrs., 21 April 2020 (Hanoi time)

With subject line:

T200401 - 01 National Consultant to work on Citylab in Da Nang.

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 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
- One report writing in English or English certificate 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:

Qualification	Points Obtainable (1000 points)
<u>Education</u> At least Bachelor's degree in Public Administration, Political Science, Economics or related discipline.	200

<u>Experience</u>	
At last 3 years' experience working on urban development, social and environmental issues, innovation.	300
Demonstrated achievements in implementation of innovation solutions for government or private sector partners.	200
Experience in stakeholder coordination, communication and networking	200
Language: Fluent in English (<u>one report writing in English provided or English certificate provided</u>)	100
TOTAL	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

for an INDEPENDENT CONTRACT FOR SERVICES

of a National CityLab Coordinator



*Empowered lives.
Resilient nations.*

A. Consultancy Title

City Lab – Da Nang

B. Description

Danang is a class-1 municipality and the fifth largest city in Viet Nam in terms of population (with over 1.1 million people). Located on the coast of Viet Nam and the mouth of the Han River, it is one of Viet Nam's most important port cities. Danang is one of the five direct-controlled municipalities and is under the direct administration of the central government.

Da Nang has a higher urbanization ratio than any of Viet Nam's other provinces or centrally governed cities. It is also one of the most beautiful coastal cities of Viet Nam and have abundant potential for tourism.

In terms of creativity and progressiveness, Da Nang is making strides towards turning itself into an eco-smart urban area, a hub for startups and innovation, and one of the most liveable cities in Asia by 2045 under its smart city development project¹.

Yet, there are still issues that the Danang government and people are trying to solve such as environmental challenges² (i.e. typhoon and flood control), lack of clean water in some areas³ and waste management⁴.

The openness of the city administration for learning and experimenting makes it a great opportunity for UNDP Viet Nam's Accelerator Lab initiative. The UNDP Accelerator Labs were created to re-imagine development for the 21st century – and do so at an unprecedented scale by tapping into the relationships, resources, and the expertise of UNDP and its partners. In 2019, UNDP Viet Nam and the Da Nang's People Committee signed an MOU for a joint learning experience, of which a core part is considered to formulate a City Lab in Da Nang. One example of CityLab can be found [here](#).

With this common goal, there is a need for a national consultant to help both the Da Nang government and UNDP to formulate the CityLab in Da Nang.

¹ <https://en.nhandan.com.vn/society/education/item/7344702-da-nang-looks-to-become-exemplary-eco-smart-city-in-asia.html>

² <https://baodanang.vn/english/society/201509/drainage-problems-to-be-solved-by-2018-2442972/>

³ <https://net.vn/en/society/salinity-intrusion-leads-to-water-shortages-in-da-nang-560708.html>

⁴ <https://insider.vn/danang-faces-environmental-challenges/>

C. Scope of Work

The main objective of the national consultant is to facilitate the implementation of the CityLab approach in Da Nang and to formulate the CityLab in Da Nang. It is in this respect that the scope of work covers the following:

a. CityLab set up

- Closely engage with key stakeholders and experts to identify the best option for Da Nang City Lab set-up and necessary institutional arrangements
- Work closely with international experts, UNDP and Da Nang City to facilitate the CityLab setup process in Da Nang
- Support UNDP and Da Nang City to develop a suite of services for City Lab and references of the CityLab to deliver these services
- Support the establishment of the lite CityLab structure before the formal full structure is formed. The lite structure can be in the form of a task force or a core team.
- Coordinate and support the operation and function of the CityLab's taskforce or core team

b. Stakeholder engagement, partner coordination and knowledge management support

- Build partnership and collaboration with relevant departments and partners in Da Nang to implement CityLab; identify and establish new national and international partnerships
- Organise relevant CityLab meetings and workshops; facilitate discussion, workshops and other events with multiple stakeholders. Cost of these workshops, events to be covered by UNDP
- Engage with international and national partners to facilitate CityLab's activities
- Take lead in establishment of an on-line network/roster of local and international CityLab experts and expert institutions to serve partnership building and compilation of highly qualified expert teams to work with particular City Lab challenges and subprojects. The network/roster should compile of new skills and expertise
- Support communication activities of CityLab

c. Implementation of CityLab's activities and other tasks

- Prepare the workplan and roadmap of Da Nang CityLab; implement CityLab's workplan and roadmap
- Support to design the experiment(s) using CityLab approach in Da Nang
- Coordinate the implementation of the CityLab's experiment(s)
- Provide support to recruit personnel for the Da Nang CityLab
- Doing other tasks required by UNDP and Da Nang

E. Institutional Arrangement

The National consultant will report to the Accelerator Lab team in Viet Nam and Da Nang DISED

F. Duration of the Work

The National consultant is required to work full-time for 08 months from 1st May to 30 December 2020 (with possibility of extension) and based in Da Nang.

G. Duty Station

Da Nang

H. Qualifications of the Successful Individual Expert

Qualification	Points Obtainable (1000 points)
<u>Education</u> At least Bachelor's degree in Public Administration, Political Science, Economics or related discipline.	200
<u>Experience</u>	
At last 3 years' experience working on urban development, social and environmental issues, innovation.	300
Demonstrated achievements in implementation of innovation solutions for government or private sector partners.	200
Experience in stakeholder coordination, communication and networking	200
Language: Fluent in English (<u>one report writing in English provided or English certificate provided</u>)	100
TOTAL	1000

I. Expected deliveries and Schedule of Payments

Tranches	Target Outputs/ Deliverables	Due date	Percentage
1	Report on the proposed institutional arrangements for CityLab setup; Report on partnerships and co-operation agreements with the key stakeholder; report on the function of the CityLab core team/taskforce	30 Jun 2020	20%
2	Inputs for the development of a business model and suite of services provided by the City Lab	30 Aug 2020	20%
3	Inputs provided for the development of potential experiments that could be carried out by the City Lab	30 Oct 2020	20%
4	Report on the on-line network/roster of experts and institutions, open data, knowledge management and networking platform for CityLab	30 Nov 2020	20%
5	Report of the implementation of City Lab's experiment(s)	30 Dec 2020	20%

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).