INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

<table>
<thead>
<tr>
<th>Country:</th>
<th>Viet Nam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of the assignment:</td>
<td>01 National consultant to support the national production of medical masks, particularly N95 in Viet Nam</td>
</tr>
<tr>
<td>Period of assignment/services (if applicable):</td>
<td>10 days from May 2020 – June 2020</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Home based and Hanoi</td>
</tr>
<tr>
<td>Tender reference:</td>
<td>P200403</td>
</tr>
</tbody>
</table>

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

   23.59 hrs., 5 May 2020 (Hanoi time)

   With subject line:

   P200403 – National consultant to support the national production of medical masks, particularly N95 in Viet Nam

Submission received after that date or submission not in conformity with the requirements specified this document will not be considered.

Note:

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.

- Maximum size per email is 30 MB.

- Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP Viet Nam will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

- After submitting proposal, bidder should send notification by email (without attachment) to: procurement.vn@undp.org informing that the bidder has submitted proposal. UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to above address.
- Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female consultants.

2. Please find attached the relevant documents:

- **Term of References** ................................................................. (Annex I)
- **Individual Contract & General Conditions** .................................(Annex II)
- **Reimbursable Loan Agreement** (for a consultant assigned by a firm).... (Annex III)
- **Letter to UNDP Confirming Interest and Availability** ........................... (Annex IV)
- **Financial Proposal** ......................................................................... (Annex V)

3. Interested individual consultants must submit the following documents/information (in English, PDF Format) to demonstrate their qualifications:

   a. **Technical component:**
      - Detailed CV addressing the experience and work you have done.
      - Financial offer
      - At least 1 sample report submitted for evaluation of presentation and writing skills

   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:

<table>
<thead>
<tr>
<th>No.</th>
<th>Consultant's experiences/qualification related to the service</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>At least a Bachelor’s degree in Health, business, economics or engineering or a related discipline.</td>
<td>150</td>
</tr>
<tr>
<td>2</td>
<td>At last 5 years’ experience in working with or on medical equipment and materials</td>
<td>250</td>
</tr>
<tr>
<td>3</td>
<td>Demonstrated understanding of the medical equipment and materials market in Viet Nam, with reference to the global market</td>
<td>250</td>
</tr>
<tr>
<td>4</td>
<td>Experience in coordination with the government sector, have a strong network with the private sector on healthcare</td>
<td>250</td>
</tr>
<tr>
<td>5</td>
<td>Good presentation and writing skills (one sample report submitted for evaluation)</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>1000</strong></td>
</tr>
</tbody>
</table>

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

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

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

Submission obtaining the highest weighted points (technical points + financial points) will be selected subject to positive reference checks on the consultant’s past performance.

Interview with the candidates may be held if deemed necessary.

5. Contract

“Lump-sum” Individual Contract will be applied for freelance consultant ( Annex II)
“Lump-sum” RLA will be applied for consultant assigned by firm/institution/organization (Annex III)

Documents required before contract signing:

- International consultant whose work involves travel is required to complete the courses on BSAFE which the new online security awareness training is and submit certificate to UNDP before contract issuance.
- Note: In order to access the courses, please go to the following link: https://training.dss.un.org
  The training course takes around 3-4 hours to complete.
- Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel. (This is not a requirement for RLA contracts).
- Release letter in case the selected consultant is government official.

6. Payment

The following payment schedules will apply:

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Due Date</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft of the workplan and agenda for the technical meeting</td>
<td>10 May 2020</td>
<td>20%</td>
</tr>
<tr>
<td>A full report of bottlenecks and feasibility of national production of N95 masks in Viet Nam; Report of the technical meeting</td>
<td>30 May 2020</td>
<td>80%</td>
</tr>
</tbody>
</table>

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

TERMS OF REFERENCE (TOR) for an INDEPENDENT CONTRACT FOR SERVICES

Duty station: Home based and Hanoi
Duration: Approximately 10 days from May-June 2020

A. Consultancy Title

Position: National consultant to support the national production of medical masks, particularly N95 in Viet Nam

B. Description

On 30 January 2020, the 2nd meeting of the Emergency Committee convened by the WHO Director-General under the International Health Regulations (IHR) (2005) declared the outbreak of 2019-nCoV in China a Public Health Emergency of International Concern (PHEIC). The statement advises that "Countries should place particular emphasis on reducing human infection, prevention of secondary transmission and international spread, and contributing to the international response through multi-sectoral communication and collaboration and active participation in increasing knowledge on the virus and the disease, as well as advancing research." On 11 March 2020, the World Health Organization characterized this as a pandemic.

On 28 January 2020, the Viet Nam Prime Minister issued Directive No. 05 / CT-TTg on the prevention and control of the pandemic caused by novel coronavirus. The Prime Minister instructed ministries, sectors and localities to take caution and prevent the spread of the epidemic. Specific instructions were given to mobilize the whole government system to ensure prevention and control of the epidemic to protect people's health and lives and to minimize deaths caused by the virus.

On 1 February 2020, the Government of Viet Nam issued the Decision No.173.QD-TTg, declaring the acute respiratory disease caused by the new coronavirus (nCoV) an epidemic in Vietnam. The declaration of nCoV pandemic categorizes the virus as a Group A infectious disease and calls on the ministries, local governments, and provincial and city authorities, as well as health facilities to promptly carry out their pandemic preventive tasks issued by the government through a number of legal documents such as Document No.79-CV/TW dated 30 January, 2020; Directive No. 05/CT-TTg dated 28 January, 2020; and other directives by the Ministry of Health.

Viet Nam has reported 268 cases of COVID-19 from 23 January to 22 April 2020, with no fatalities and 222 cases recovered.\(^1\) Viet Nam has conducted 180,067 COVID-19 tests, with 67,022 people currently under quarantine.\(^2\)

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\(^1\) Ministry of Health (MOH), Viet Nam. [https://ncov.moh.gov.vn/](https://ncov.moh.gov.vn/). The first 16 cases from 23 January–25 February 2020 were linked to the outbreak in China; further cases from 6 March onwards have been linked to international travel from Europe, North America, Asia and elsewhere including local transmission.
COVID-19 has increased the demand for personal protection equipment (PPE) such as masks, particularly medical mask and PPE, ventilators, medicine and disinfectants. Currently, not only Viet Nam but also other countries in the world are suffering a short supply of medical equipment and materials. This short supply is due to a spike in demand, but it originates from the uneven distribution of the supply chain globally. The materials for manufacturing medical masks can only be bought from a small number of countries such as China and India. Therefore, PPE, in general, and medical masks, in particular, should be considered as essential and strategic goods, for which a supply chain should be diverse and safe. UNDP and the Ministry of Health (MOH) are working on to support the possibility of national production of N95 masks.

With that goal, UNDP is looking for a national consultant to study the bottlenecks and feasibility of national production of N95 masks in Viet Nam.

C. Scope of Work

UNDP is looking for a national consultant to study the bottlenecks and feasibility of national production of N95 masks in Viet Nam. It is in this respect that the scope of work covers the following:

- Draw a full picture of medical mask production and trading in Viet Nam
- Identify the main stakeholders which manufacture medical mask, import input materials, including melt-blown non-woven fabric, export medical mask including N95 mask (if any); identify those factories which are currently having ISO 13485:2016 and/or EN 14683 certificates
- Identify the bottlenecks in national production of N95 masks, including:
  - Bottlenecks in short-term (in the next 3-6 months):
    1. Medical mask selling price (for MOH and other buyers) due to increase in input materials price.
    2. Supply of input materials including melt-blown non-woven fabric, strings and nose bridge to be imported for medical mask manufacturing due to export restriction and logistics/transportation barriers.
    3. Supply of N95 masks due to export restriction and logistics/transportation barriers.
  - Bottlenecks in medium term (2020-2021):
    1. Capacity in manufacturing input materials (melt-blown non-woven fabric, string, nose bridge) for mask manufacturing; patent/license, machine and investment (profitable)
    2. Capacity in manufacturing N95 masks (input materials, patent/license, machine and investment (profitable)
    3. Quality/standard/certificate on products and manufacturing process
    4. Market, including export
- Propose proposals to address these bottlenecks
- Present the bottlenecks and proposals at a technical meeting with MOH and relevant stakeholders
- Mobilize and engage other keynote speaker(s) to present at the technical meeting; support to organize the technical meeting. UNDP covers the cost of the technical meeting.

D. Expected Outputs and Deliverables

1. A full analysis of bottlenecks and feasibility of national production of medical masks/N95 in Viet Nam

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31,068 in Government facilities and 43,558 quarantined at home.
2. Presentations at the technical meeting
3. A summary report of the technical meeting
   All deliverables are submitted in Vietnamese.

E. Institutional Arrangement
   The Contractor will report to UNDP.

F. Duration of the Work
   NC is required to work for 10 days in May 2020.

G. DUTY STATION
   Home-base & Hanoi, Viet Nam

H. Qualifications of the Successful Individual Expert

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Points Obtainable (1000 points)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education</td>
<td>150</td>
</tr>
<tr>
<td>At least a Bachelor’s degree in Health, business, economics or engineering or a related discipline.</td>
<td></td>
</tr>
<tr>
<td>Experience</td>
<td>250</td>
</tr>
<tr>
<td>At last 5 years’ experience in working with or on medical equipment and materials</td>
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<td>100</td>
</tr>
<tr>
<td>TOTAL</td>
<td>1000</td>
</tr>
</tbody>
</table>

I. Scope of Price Proposal and Schedule of Payments

<table>
<thead>
<tr>
<th>Tranches</th>
<th>Target Outputs/ Deliverables</th>
<th>Due date</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
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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.

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:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Contract Type</th>
<th>UNDP Business Unit / Name of Institution/Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Contract Type</th>
<th>Name of Institution/ Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

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:
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.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Full Address</th>
<th>Business or Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

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, Processional 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 ….. US$

This is a lump sum offer covering all associated costs for the required service (fee, meal, accommodation, travel, taxes etc).

Cost breakdown:

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Rate (US$)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Consultancy fee (daily rate)</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Out of pocket expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1</td>
<td>Travel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.2</td>
<td>Per diem</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.3</td>
<td>Full medical examination and Statement of Fitness to work for consultants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>from and above 65 years of age and involve travel – (required before issuing contract).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.5</td>
<td>Others (pls. specify)….</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.6</td>
<td>VAT** if applicable (in case your company signs the contract)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL

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

** Individual Consultants/Contractors who request their employer to sign a Reimbursable Loan Agreement (RLA) with UNDP for their behalves are reminded to add the Value Added Tax into the total lump sum of the Financial Offer if applicable.

I undertake, if my proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

I agree to abide by this proposal for a period of 120 days from the submission deadline of the proposals.

Dated this day /month of year

Signature

(\textit{The costs should only cover the requirements identified in the Terms of Reference (TOR)}

\textit{Travel expenses are not required if the consultant will be working from home}).