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26 May 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 as Impact Aim Project Coordinator
Period of assignment/services (if applicable):	June 2020 – June 2021
Duty Station:	Vietnam
Tender reference:	T200503

1. Submissions should be sent by **email** to: [luu.thi.trang@undp.org](mailto:luu.thi.trang@undp.org) no later than:  
**23.59 hrs., 10 June 2020 (Hanoi time)**

**With subject line:**

**T200503 - 01 National Consultant to work as Impact Aim Project Coordinator**

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](mailto: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
- Letter of Interest to be submitted (explaining why you are the most suitable for the work)
- Two writing samples to be submitted, each in English and in Vietnamese

### 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:

### **National Consultant**

<b>1.1</b>	Master's Degree in business administration, economics, finance, international development;	<b>200</b>
<b>1.2</b>	At least 3 years of Experience in working in the domains of Social Entrepreneurship; or Innovation; or Venture Capital, or Private Equity, or Impact Investment, or Project Incubation & Acceleration	<b>250</b>
<b>1.3</b>	Experience in the fields of fundraising, business and economic research as well as working in SME environment and understanding the issues and challenges facing SMEs, experience working in ASEAN countries is strong assets.	<b>250</b>
<b>1.4</b>	Proficiency in written and spoken English and Vietnamese	<b>150</b>
<b>1.5</b>	Strong project management skills (organization and implementation)	<b>150</b>
<b>Total</b>		<b>1000</b>

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 to the payment.

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



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## **TERMS OF REFERENCE**

**TITLE: IMPACT AIM PROJECT COORDINATOR CONSULTANT**

**Country:** Viet Nam

**Projects name:** Ending Plastic Pollution Innovation Challenge (EPPIC)  
Accelerator Programme for Impact Startups- Impact Aim

**Assignment:** 01 National Consultant to work as Impact Aim Project Coordinator

**Expected duration:** June 2020 to June 2021

**Duty station:** Viet Nam

**Reporting to:** Head of Exploration- Accelerator Lab and Inclusive Innovation and Youth Officer- Governance and Participation Unit - UNDP Viet Nam

### **1) GENERAL BACKGROUND**

UNDP Viet Nam continues to provide critical support in the areas of democratic governance and participation; inclusive and equitable growth; and sustainable development, climate change and disaster risk reduction. Efforts to support Viet Nam's development agenda are firmly grounded in the context of the One UN Initiative and the One Plan III, the consolidated programme of work of all UN agencies working in Viet Nam.

#### **EPPIC- End Plastic Pollution Innovation Challenge**

The objective of this project is to contribute to the reduction of plastic pollution in coastal areas in four ASEAN target countries initially and all ASEAN countries in the long term, contributing to the achievement of SDG 14: Life Below Water and SDG 12: Responsible Production and Consumption. EPPIC is the first open competition that will source innovative ideas from ASEAN countries for tackling local waste and plastics challenges, to contribute to widespread system-level change across the entire region.

To achieve this change, the project intends to bring together citizens, local governments, and the private sector to identify pressing issues and collaborate in developing effective solutions, in four countries - including Viet Nam and three other ASEAN member countries.

EPPIC will be implemented over 2.5 years with the following expected outputs:

1. A portfolio of innovative solutions to combat ocean plastic waste pollution, selected and designed to contribute to system-level change in the ASEAN region
2. Scaling up and replication strategies designed
3. Increased awareness of the circular economy for plastic among stakeholders.
4. Renewal capabilities and capacity of key stakeholders developed to ensure the sustainability of solutions to address plastic pollution upstream (in land) and downstream (sea).

Local innovations to prevent plastic from entering the ocean are varied and include promoting multi-use as opposed to single-use plastic, infotech for better plastic waste management, up-cycling instead of down-cycling, waste-to-energy, and improvement of regulations. EPPIC aims to unveil these local innovations, anchor them to a platform of actors - including incubators - to provide participants with technical support for one year, and ultimately connect winning ideas to investors for implementation and scale-up.

### **Impact Aim Viet Nam**

Impact Aim Viet Nam is an accelerator that aims to help Viet Nam in achieving Sustainable Development Goals by 2030 by amplifying the positive impact of local start-ups.

UNDP first piloted the Impact Aim model in Armenia. Currently, UNDP impact accelerators have been launched and operated in Serbia, Philippines, Indonesia, Turkey and Moldova and Bosnia Herzegovina, while new ones are being built in India, Singapore and Thailand. Similar initiatives are planned for Ukraine, China and several countries in the Balkans, Latin America and the Caribbean and Middle East and North Africa regions in 2020.

By joining Impact Aim, start-ups can gain access to business acceleration support, impact measurement methodologies, dedicated and customized mentorship and connection to networks of investors and scale-up partners.

In the first phase, Impact Aim Viet Nam will collaborate with the EPPIC-Ending Plastic Pollution Innovation Challenge - which is funded by the Government of Norway, to design and implement the 12-month incubation program for the winning teams of the Challenge. Each of the 2 to 4 winning teams will also receive equity-free seed funding.

## **2) OBJECTIVES OF THE ASSIGNMENT**

Key objectives of the assignment are:

1. To coordinate the activities of Impact Aim, in collaboration with UNDP staffs members and the Incubation partner, and ensure that the project successfully meets the requirements of UNDP
2. To support impact startups, impact organizations who will join the Impact Aim programme to scale-up
3. To raise awareness of impact businesses in general, the selected businesses under the Impact Aim in particular, among key stakeholders in start-ups and business ecosystem in Viet Nam and Thailand

## **3) SCOPE AND SCHEDULE OF WORK**

Under the direct supervision of the Head of Exploration- Accelerator Lab and Inclusive Innovation and Youth Officer- Governance and Participation Unit - UNDP Viet Nam, the National Contractor (NC) will undertake the following tasks:

#### **Project Coordination Activities**

- Coordinate and implement activities under the project scope and objectives
- Contribute in developing a detailed project plan
- Ensure that project deliverables are completed on-time, within scope and budget
- Measure Impact Aim project performance using appropriate systems, tools and techniques
- Create and maintain comprehensive project documentation
- Create and manage relationships with all stakeholders of the impact accelerator (impact ventures, mentors, business angles, investors etc.)

#### **Program development activities**

- Contribute to the development of proposals, prospects and presentation materials for the impact accelerator, investment fund and other impact investment initiatives;
- Help in structuring a range of activities directed at identifying and supporting impact ventures
- Lead calls, solicitation and screening for impact ideas, start-up projects and ventures for support under various impact investment promotion formats.
- Contribute to the development of training and mentoring programs; assist in the matching process between advisors and entrepreneurs
- Participate in the acceleration activities by providing strategy consulting to impact businesses in areas such as business model, client acquisition, overall strategy, financing, fundraising, market research, operations, contract negotiations, etc.

#### **Research activities**

- Research impact investment trends, related thematic areas in alternative finance, financial instruments, impact venture business models, impact assessment and reporting approaches.
- Adapting impact assessment methodologies to the requirements of specific projects and connect them with the SDG framework.
- Research on modalities used by international development organizations for their involvement with social enterprises and impact investments.
- Compiling database of prospective both institutional and individual investors and donors interested in funding impact ventures under various schemes.

#### **Expand relationships with the sector stakeholders**

Through social media, personal and professional network, communicate with impact investment and social entrepreneurship sector players (entrepreneurs, investors, donors, related NGOs and government reps, international organizations) on UNDP initiatives in order to create partnerships on the above mentioned initiatives.

#### **4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL**

The NC is expected to provide the specified services in from June 2020 to June 2021

Duty station:

The NC will be based at the Incubation partner's office in Hanoi. S/he will be expected to come to the Green One United Nations House to attend meetings. If the NC needs to travel, per diem and flight tickets will be covered by UNDP or Incubation partner.

## **5) DELIVERABLES**

- Successfully organize the EPPIC Demo Day in November 2020
- Incubation schedule in 12 months for winning teams
- Engage at least 3 scale-up partners to the selected teams
- Bi- monthly report on implementing incubation programme
- Complete the introduction package for Impact Aim, including Brochure (achievements, partners, selected teams...), Impact Aim Viet Nam website (in collaboration with Communication Officer)
- At least 3 articles both in Vietnamese and English to share Impact Aim's activities
- Final report on implementing of Impact Aim Viet Nam

Payment will be made upon satisfactory certification of the products and each Output in Section 6) by the Head of Exploration- Accelerator Lab and Inclusive Innovation and Youth Officer- Governance and Participation Unit, UNDP Viet Nam following UNDP rules.

## **6) ACTIVITIES, PROVISION OF MONITORING AND PROGRESS CONTROLS**

The consultant will work in close collaboration with the Programme Officer in charge in the UNDP Governance and Participation Team.

Monitoring and Progress Control will be followed up by the timeline below:

#	Outputs	Deadline	Review and Approvals required
1.	Criteria and Application Form to Call for application of Impact Aim Schedule of 3 months incubation for top 12 teams of Impact Aim	15 August 2020	Head of Exploration-Accelerator Lab and Inclusive Innovation and Youth Officer- Governance and Participation Unit - UNDP Viet Nam
2.	Bi-monthly report Schedule of 9 months incubation for top 4 teams of Impact Aim 1 <sup>st</sup> article on Impact Aim's implementation	15 October 2020	Head of Exploration-Accelerator Lab and Inclusive Innovation and Youth Officer- Governance and Participation Unit - UNDP Viet Nam
3.	Bi-monthly report on implementing the 9 months incubation	15 December 2020	Head of Exploration-Accelerator Lab and Inclusive Innovation and Youth Officer- Governance and Participation Unit - UNDP Viet Nam
4.	Bi-monthly report on	15 February 2021	Head of Exploration-



	implementing the 9 months incubation Support to successfully transfer the seed funding to winning teams 2 <sup>nd</sup> article on Impact Aim's implementation		Accelerator Lab and Inclusive Innovation and Youth Officer- Governance and Participation Unit - UNDP Viet Nam
5.	Bi-monthly report on implementing the 9 months incubation Agenda and guest lists for the Showcasing Day Complete the website of Impact Aim Viet Nam in collaboration with Communication Officer	15 April 2021	Head of Exploration-Accelerator Lab and Inclusive Innovation and Youth Officer- Governance and Participation Unit - UNDP Viet Nam
6.	Final report of Impact Aim Viet Nam Brochure of Impact Aim Viet Nam 3 <sup>rd</sup> article on Impact Aim's implementation and achievements	15 June 2021	Head of Exploration-Accelerator Lab and Inclusive Innovation and Youth Officer- Governance and Participation Unit - UNDP Viet Nam

## 7) DEGREE OF EXPERTISE AND QUALIFICATIONS

- Education and experience:
  - Master's Degree in business administration, economics, finance, international development;
  - At least 3 years of Experience in working in the domains of Social Entrepreneurship; or Innovation; or Venture Capital, or Private Equity, or Impact Investment, or Project Incubation & Acceleration
  - Experience in the fields of fundraising, business and economic research as well as working in SME environment and understanding the issues and challenges facing SMEs, experience working in ASEAN countries is strong assets.
  - Proficiency in written and spoken English and Vietnamese
- Skills and Competencies:
  - Strong project management skills (organization and implementation)
  - Ability to work under pressure, with minimum supervision and on-distance;

## 9) CONSULTANCY RATE AND REQUIREMENTS FOR SUBMISSION OF APPLICATIONS

Interested national consultant must submit the following documents/information to demonstrate the qualification of the national consultant:

- Letter of Interest: explaining why s/he is the most suitable for the work;

- CV including past experience with similar type of work and **two writing samples each in English and Vietnamese**
- Quotation: Estimation budget, including the consultancy fee. “2017 EU-UNDP Guidelines for Financing Local Costs in Development Cooperation with Viet Nam” will be applied for national consultancy rate and travel cost.

#### **10) REFERENCE DOCUMENTS**

1. Concept Note of **EPPIC- “End Plastic Pollution Innovation Challenge” Project**
2. 1 pager of Impact Aim Viet Nam Project

#### **11) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES**

☐ NONE
 ☒ PARTIAL
 ☐ INTERMITTENT
 ☐ FULL-TIME

#### **12) REVIEW TIME REQUIRED AND PAYMENT TERMS**

All deliverables will have to be approved by required approval levels in Session 6.

Payment will be made every 2 months, by the deadlines and completion of agreed outputs.

Payment term	Amount of payment
Completed Output 1	15% of total amount
Completed Output 2	15% of total amount
Completed Output 3	15% of total amount
Completed Output 4	15% of total amount
Completed Output 5	15% of total amount
Completed Output 6	25% of total amount

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.

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**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) ....			
	<b>TOTAL</b>			

*\* 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).*