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23 June 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 – Mine Action and the Sustainable Development Goals (SDGs)
Period of assignment/services (if applicable):	July – August 2020
Duty Station:	Vietnam (mainly in Ha Noi with field visits to provinces)
Tender reference:	K-200622

1. Submissions should be sent by **email** to: le.kim.dung@undp.org no later than:

Tuesday 30 June 2020 (Hanoi time)

With subject line:

K-200622 – 01 National Consultant – Mine Action and the Sustainable Development Goals (SDGs)

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 samples of relevant reports or research on relevant subject.
- 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 **Vietnamese dong for National Consultant** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in Annex V.
- Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.
- If quoted in other currency, prices shall be converted to the above currency at UN Exchange Rate at the submission deadline.

4. Evaluation

The technical component will be evaluated using the following criteria:

Technical Evaluation Criteria	Obtainable Score
At least advanced university degree i.e. Master's Degree in the field of social science and other relevant fields of study	150
Proven record of conducting policy research, especially in SDGs localisation.	250
Demonstrable ability to communicate clearly and constructively with a wide range of stakeholders from diverse social, cultural, economic and educational backgrounds.	150
Demonstrated ability to effectively work in teams and create excellent network connections.	100
Demonstrated excellent organizational skills and ability to effectively manage priorities and to take initiatives.	150

Demonstrated experience with UNDP and/or other multilateral/bilateral development assistance agencies in similar assignments is an advantage;	100
Fluency in English and Vietnamese both oral and written is a requirement. <i>Oral</i> <i>Written</i>	100 50 50
Total score	1000

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

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

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

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

Interview with the shortlisted candidates will be held to assess their oral skill of both Vietnamese and English.

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.

ANNEX I



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TERMS OF REFERENCE

SERVICE: National Consultant – Mine Action and the SDGs
PROJECT: Korea – Vietnam Mine Action Project
POST LEVEL: Senior Specialist
CONTRACT TYPE: Individual Contract (IC)
DUTY STATION: Vietnam (mainly in Ha Noi with field visits to provinces)
EXPECTED DURATION: Approximately 25 days within the period of 06 July to 20 August 2020

I. BACKGROUND

As a result of many years of war, the land and people of Vietnam are severely affected by landmines and unexploded ordnance (hereinafter called Explosive Remnants of War or ERW). According to the results of the project named "Vietnam National Explosive Remnants of War Contamination Surveying and Mapping" from 2010-2014, all 63/63 provinces/cities across the country was contaminated with ERW. According to the Government of Vietnam, the total area of contamination is 6.13 million ha, accounting for 18.82% of the country's area. In order to support the ERW removal efforts in Vietnam, the Korea-Vietnam Mine Action Project (KVMAP) was developed and founded on the close collaboration between the Government of the Republic of Korea and the Government of the Socialist Republic of Vietnam. The main purpose of the Project is to strengthen the capacities of VNMAC and other responsible parties to further improve the contribution of mine action activities for human development in contaminated areas, especially in Quang Binh and Binh Dinh provinces.

Since January 2016, the 2030 Agenda for Sustainable Development (2030 Agenda) and its 17 Sustainable Development Goals (SDGs) have shaped global development efforts. For the global community, the 2030 Agenda represents a transformative set of commitments for ending poverty, protecting the planet and ensuring equitable prosperity for everyone and is seen as a 'game-changer': the Agenda serves as a common platform for policy development, planning, implementation, financing, and reporting on progress made in achieving the SDGs.

Globally and as a sector, mine action is at an early stage in integrating its work into national SDG efforts, however, some key areas of action were identified in the 2017 study 'Leaving No One Behind: Mine Action and the SDGs', published jointly by the Geneva International Centre for Humanitarian Mine Action (GICHD) and the United Nations Development Programme (UNDP).

Based on the findings in the study, UNDP and the GICHD have received requests for support linking the SDGs and mine action, and it is expected that this trend will continue for the foreseeable future. This project therefore responds to the growing demand to deepen the understanding on the practical responses to the challenge of linking mine action and the

SDGs, including its concepts, methodologies, and policies, and practical implications related to building national institutional capacity.

The KVMAP is looking to hire a qualified and experienced national consultant to help provide an overview and analysis of the overall situation of SDG and mine action interconnections, linkages and mainstreaming in Vietnam.

II. OBJECTIVE AND SCOPE OF WORK

Multi-stakeholder mapping and consultations on potential mine action accelerators for achieving national sustainable development objectives: Based on a stakeholder and policy landscape analysis to assess institutional stakeholder alignment, discuss mine action's catalytic links (actual and potential) with national development policies and priorities and sectoral plans, and map relevant related SDG targets. The analysis will also provide primary information to align policy and practice to the national sustainable development frameworks, including the SDGs. This will also help foster stronger institutional links necessary for coherence in national development planning, implementation and reporting.

The analysis should specifically assess:

- If mine action has been mainstreamed into Vietnam's SDGs related documents, Vietnam's socio-economic policies and other documents;
- Identify the level of policy coherence and alignment as well as alignment in planning, reporting, budget, implementing, monitoring and evaluation, among others;
- Investigate the level of institutional coherence, the architecture of mine action and its role and interactions with government, ministries and other relevant stakeholders through the lenses of SDG mainstreaming;
- Identify key mine action stakeholders' experience and opinion when it comes to mainstreaming to and aligning their activities with the SDGs;
- Describe the degree to which stakeholders in mine action are using SDGs as analytical framework; specifically, whether mine action authorities and operators are familiar with 2030 Agenda and SDGs, and if and how they have mainstreamed key traits of the 2030 Agenda into their daily duties, planning and monitoring and evaluation frameworks, what were the challenges, limitations, added values.
- Identify and clearly illustrate mine action accelerators for achieving socio-economic development in (i) Quang Binh and Binh Dinh using KVMAP as a case study and (ii) Quang Tri given the comprehensive support including a mine action center placed in the Province.

Activities

In order to provide analyses on the above-mentioned in Vietnam, the consultant is expected to:

- Research and identify key stakeholders in Vietnam and their interconnections;
- Liaise with relevant stakeholders and conduct interviews using the questionnaire and in consultation with GICHD and UNDP, adapt it accordingly;

- Analyse the finding from interviews and contribute to the drafting of a policy paper

III. EXPECTED DELIVERABLES:

The National Consultant will support UNDP and GICHD in the production of a report with an overview and analysis of the overall situation of SDG and mine action interconnections, linkages and mainstreaming in Vietnam.

More specifically, deliverables are:

1. Desktop Review of Policy Coherence and Mine Action alignment report;
2. Interview questionnaire design and implementation;
3. Validation workshop to present initial findings, preliminary first draft;
4. Analysis Report.

The Analysis Report should include: (1) Executive Summary (max 3 pages), (2) Introduction, (3) Methodology, (4) Analysis of the issues outlined above, (5) Assessment of the context (political, donors' supports in the sector etc.) relevant for the implementation of the suggested interventions, (6) Conclusions and recommendations; and (7) Annexes (incl. full list of interviewees)

Main text, excluding annexes, should be a maximum 30 pages

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

The national consultant will have a duration of up to 25 days, **within 06 July to 20 August 2020**. The expert will work mainly in Vietnam (Hanoi, with field trips to Quang Binh, Binh Dinh and potentially also Quang Tri provinces).

The role and tasks of the national consultant: The national consultant will work under the guidance and direction of the Component Manager for Survey and Clearance and strategic guidance from the UNDP Chief Technical Advisor on Mine Action and is expected to:

- Fulfil tasks defined by and work under the supervision of the Component Manager. Be responsible to provide her/his technical expertise as requested by the Component Manager on behalf of GICHD and UNDP to deliver the expected deliverables of the exercise;
- Help international colleagues understand the Vietnamese situation and context. Compile and review key resources, including those that are available in Vietnamese only, and provide summary findings to GICHD and UNDP for inclusion in the Analysis Report;
- Provide all key documents in both English and Vietnamese

Event	Time allocation/ deadline	Key Deliverables/Outputs	Review and Approvals required
Desktop Review of Policy Coherence and Mine	4 days / 20 July	Written	Component Manager for Survey and Clearance &

Action alignment report			UNDP Chief Technical Advisor on Mine Action
Interview questionnaire design and implementation	8 days / 31 July	Written; collected and translated set of data and information collected from questionnaire	Component Manager for Survey and Clearance & UNDP Chief Technical Advisor on Mine Action
First draft of Analysis Report	6 days / 09 August	Written	Component Manager for Survey and Clearance & UNDP Chief Technical Advisor on Mine Action
Validation workshop to present initial findings, preliminary first draft	2 days / 14 August	Collected and translated set of data and information collected from workshop	Component Manager for Survey and Clearance & UNDP Chief Technical Advisor on Mine Action
Final Draft 31 July – in English and Vietnamese	5 days / 20 August	Written	Component Manager for Survey and Clearance & UNDP Chief Technical Advisor on Mine Action
Total number of days	25 days		

V. REQUIRED QUALIFICATIONS:

Educations: At least advanced university degree i.e. Master Degree in the field of social science and other relevant fields of study.

Experience:

- Proven record of conducting policy research, especially in SDGs localisation
- Demonstrable ability to communicate clearly and constructively with a wide range of stakeholders from diverse social, cultural, economic and educational backgrounds;
- Demonstrated ability to effectively work in teams and create excellent network connections;
- Demonstrated excellent organizational skills and ability to effectively manage priorities and to take initiatives;
- Demonstrated experience with UNDP and/or other multilateral/bilateral development assistance agencies in similar assignments is an advantage;

Language requirement: Fluency in English and Vietnamese both oral and written is a requirement.

VI. PROVISION OF MONITORING AND QUALITY/PROGRESS CONTROL:

- The national consultant will work directly under supervision of the Component Manager for Survey and Clearance; strategic guidance from the UNDP Chief Technical Advisor on Mine Action; Deputy General Director of VNMAC and GPT Unit Head; and in close collaboration with the KVMAP Project Manager and UNDP Programme Analyst on Mine Action.

- JMPU is the supporting unit responsible for progress control of the deliverables

VII. RELEVANT DOCUMENTS:

- Key Project Documents
- GICHD-UNDP Guidance 'Mine Action and the Sustainable Development Goals'

VIII. REVIEW TIME REQUIRED AND PAYMENT TERMS:

Payment instalments for the national consultant will be settled according to the completion milestones of key deliverables as below:

- First installment of 50% of the contract value upon receiving and acceptance of the Desktop Review and Interview questionnaire design.
- Second/last payment of 50% of the contract value upon receiving and acceptance of the final report.

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

IX. CONSULTANCY RATE AND REQUIRED SUBMISSION OF APPLICATION:

"2017 EU-UNDP Guidelines for Financing Local Costs in Development Cooperation with Viet Nam" will be applied for national consultancy rate. The travel cost (flight ticket, terminal fee, accommodation...) for travel to provinces (Quang Binh, Binh Dinh and/or Quang Tri) will be covered directly by UNDP according to UNDP travel rules/regulations.

Interested candidate must submit the following documents/information to demonstrate the required qualifications:

- 1-3 samples of relevant reports or research that he/she leads or participates/contributes. In case of participation/contribution, it is necessary to specify what are the contributions;
- CV, including past experiences with similar type of work with names of three references.

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.

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).

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

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).....			
2.5	VAT** if applicable (in case your company signs the contract)			
	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.

** 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

(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).