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29 June 2020

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

<b>Country:</b>	Viet Nam
<b>Description of the assignment:</b>	<b>01 Junior National Consultant working as Programme Research and Administrative Support Officer for the “Strengthening Protection for Persons with Disabilities in the COVID-19 Recovery Context” Programme (herein after known as Programme Support Officer”)</b>
<b>Period of assignment/services (if applicable):</b>	<b>1<sup>st</sup> July 2020 – 31<sup>th</sup> March 2021</b>
<b>Duty Station:</b>	<b>Vietnam</b>
<b>Tender reference:</b>	<b>T200605</b>

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., 05 July 2020 (Hanoi time)**

**With subject line:**

**T200605 - 01 Junior National Consultant working as Programme Research and Administrative Support Officer for the “Strengthening Protection for Persons with Disabilities in the COVID-19 Recovery Context” Programme**

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](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
- 02 writing samples in English to be submitted.

### 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:

<b>(A) Prog Support Officer Consultant's experiences/qualification related to the services</b>		
<b>1.1</b>	Knowledge of disability issues and development: understanding of issues related to PWDs, health impacts of the pandemic, digital employment, project management, administration, research.	<b>300</b>
<b>1.2</b>	Practical experience from similar project, working with PWDs, report writing, project management; experience working with UNDP is an asset	<b>200</b>
<b>1.3</b>	Bachelor degree or currently enrolled in the final year and due to graduate in 2020, preferably with specialised focus in Development, Health, Business, Administration, Disability or a related field	<b>200</b>
<b>1.4</b>	Practical experience in administration: project management, budgeting, reporting.	<b>100</b>
<b>1.5</b>	Excellent report writing skills in the English language by provision of 2 writing samples in English	<b>200</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**

<b>Title of Consultancy:</b>	01 Junior National Consultant working as Programme Research and Administrative Support Officer for the “Strengthening Protection for Persons with Disabilities in the COVID-19 Recovery Context” Programme (herein after known as Programme Support Officer”)
<b>Type of Contract:</b>	Individual Contract, full time
<b>Duration of the assignment:</b>	1 July 2020- 31 March 2021
<b>Duty station:</b>	01 National Consultant will work at the Green One UN House, 304 Kim Ma, Hanoi
<b>Reporting to:</b>	Governance and Participation Unit Head, UNDP Viet Nam

Persons with disabilities are encouraged to apply

### **I. National and specific context of people with disabilities in COVID-19:**

#### **1. National context**

COVID-19 was first reported in Viet Nam at the end of January 2020. Since then, the Government has taken decisive steps to curb the disease, including prevention, detection, tracing, isolation of confirmed and potential cases. On 1 April, the Prime Minister officially declared COVID-19 a national epidemic and issued strict nationwide social distancing rules. On 23 April, Viet Nam moved to a new phase of COVID-fight –continued implementation of measures to prevent and control the epidemic, while restarting and stimulating the economy.

The impact of the crisis on the economy and businesses has been significant. The Government’s Statistics Office reports that GDP growth in Q1 of 2020 is 3.82%, which has been the lowest since 2010. It is estimated that COVID-19 has affected nearly 5 million workers and almost 85% of enterprises in Viet Nam as of mid-April. In early April 2020, the Government announced, among other measures, a support package of US\$2.6 billion for those affected by COVID-19.

According to the 2016 National Survey on Persons with Disabilities, 7% of the population in Viet Nam has a disability. The number of persons with disabilities was estimated to be around 6.2 million people and has increased due to the ageing population and traffic accidents. Persons with disabilities face several challenges during COVID-19. Many suffer from underlying health conditions and are at increased risk of serious consequences from COVID-19. They are disproportionately represented among older populations who are more vulnerable to infection. They may be prevented from accessing necessary medical care and

supplies. They have lower levels of financial or job security. They may face difficulties in receiving essential information in accessible formats. They may also have difficulties in adopting recommended public health strategies, such as social distancing and washing hands.

## **2. Impacts of COVID-19 on people with disabilities (PWDs)**

The Rapid Assessment on Health and Socio-Economic Impacts of COVID-19 on People with Disabilities conducted with 986 respondents by UNDP reveal that 82% of respondents express concern about protecting their health during COVID-19. In particular, 70% of respondents find it challenging to access medical care, including for check-ups, medicines, assistive devices and rehabilitation services. 28% of respondents also experience difficulties in getting hold of masks and hand sanitizer. 22% of respondents suffer from an underlying medical condition, potentially putting them at heightened risk from COVID-19. 41% of this group with underlying medical conditions are over 60 years of age. 24% of respondents do not have a Disability Certificate, which might limit their access to the services and assistance they need.

The Rapid Assessment of Impacts of COVID-19 on People with Disabilities also showed that 96 per cent of respondents are concerned about their financial conditions during COVID-19. 72% of respondents had their income under one million VND /person in March 2020. 30 per cent of PWDs lost their jobs during COVID-19, 49 per cent had their work hours reduced, and 59% had their pay cut. Among those surveyed, 71% worked in the informal sector, which increased their vulnerability to the risk of left behind the Government's support.

One of the key recommendations in the Rapid Assessment to support PWDs to recover from COVID-19 is enhancing the accessibility of healthcare services, especially in rural areas. In addition, developing a skillset for PWDs to make full use of new digital platforms in creating more working from home or online employment opportunities in the new industry 4.0 environment is also very important. For many persons with disabilities, the growth of these working arrangements can help them in improving their income opportunities and in turn fulfill their potential as active contributors to Viet Nam's economic recovery.

## **II. Scope of Work**

There are two key components related to Protecting Persons with Disabilities under the UNDP COVID-19 Recovery Programme:

- 1. Health Component:** Strengthened access to healthcare for PWD, particularly PWD in rural areas, through strategic assessment and applying innovative approach.
- 2. Employment Component:** Increase the employability opportunities for PWDs in the digital economy in the COVID-19 recovery context.

The Programme Support Officers are requested to support delivery of Programmatic Activities related to Protecting Persons with Disabilities under the UNDP COVID-19 Recovery Programme (PWD Programme) with the following services:

- Support UNDP in the implementation of Programmatic Activities under the PWD Programme, including administrative and financial management: recruitment of consultants, organizing workshops, delivery of trainings, translation and proofreading of documents, and engagement with partners and key stakeholders etc.
- Support UNDP in activities promoting PWDs in the COVID-19 recovery context.

- Preparation and submission of reporting and financial documentation to the donor, ensuring that donor reporting requirements are met and that transactions are correctly recorded.
- Support by preparing basic research on issues relevant to the Programme, including on COVID-19 response and recovery, promotion and protection of the rights of PWDs, health and employability recovery to COVID-19.

### III. Expected Outputs

<b>Outputs</b>	<b>Description</b>	<b>Expected Results</b>	<b>Deadlines</b>
Output 1	1. Strengthened access to healthcare for PWD, particularly PWD in rural areas, through strategic assessment and applying innovative approach.	<ul style="list-style-type: none"> <li>- Support design and implementation of healthcare response component related to training for health professionals</li> <li>- Support design and implementation of delivery healthcare response component related to allocation of assistive devices and rehabilitation equipment</li> <li>- Support design and implementation of delivery healthcare response component related to ensuring accessibility for PWDs to e-health platforms</li> </ul>	- 31 March 2021
Output 2	1. Increase the employability opportunities for PWDs in the digital economy in the COVID-19 recovery context.	<ul style="list-style-type: none"> <li>- Support design and implementation of employability component related to training of PWDs on digital skills and employment in Ha Noi and Da Nang</li> <li>- Support design and implementation of employability component related to allocation of ICT hardware and technologies to support PWDs in securing digital employment opportunities</li> <li>- Support delivery of online employment accessibility activity with key partners User1st</li> </ul>	- 31 March 2021

#### **IV. Duration of the assignment and Duty Station:**

The selected consultant is expected to conduct the service for nine months during the period of 1 July 2020–31 March 2021.

The consultant will work full time.

#### **Duty Station:**

01 Junior National consultant will work at Green One UN House, 304 Kim Ma, Hanoi, Viet Nam.

#### **V. Qualifications Requirements**

<ul style="list-style-type: none"><li>• Education:</li></ul>	<ul style="list-style-type: none"><li>• Bachelor degree, preferably with specialised focus in Development, Health, Business, Administration, Disability or a related field.</li><li>• Applicants may be qualified, or currently enrolled in the final year and due to graduate in 2020</li></ul>
<ul style="list-style-type: none"><li>• Experience:</li></ul>	<ul style="list-style-type: none"><li>• Work experience in the area of disability, project management, healthcare support, employment support, community development, administrative support, research</li><li>• Experience conducting research and working with PWDs would be desirable</li><li>• Experience in working with government partners.</li></ul>
<ul style="list-style-type: none"><li>• Language Requirements:</li></ul>	<ul style="list-style-type: none"><li>• Fluency in English and Vietnamese.</li></ul>
<ul style="list-style-type: none"><li>• Others:</li></ul>	<ul style="list-style-type: none"><li>• Vietnamese national</li><li>• Ability to work with colleagues and collaborators of different national and cultural backgrounds</li><li>• Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages, experience in handling of web-based management systems.</li></ul>

#### **VI. Schedule of Payments:**

The selected consultants will be paid monthly for the actual number of working days recorded in the timesheet with the successful service delivery certified by the Head of GPT. Payment for the last month will be made upon certified worked days and completion of all outputs in section III above.



**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.

