



Empowered lives.
Resilient nations.

2 July 2020

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 International consultant to support the national production of PPE including medical mask in Viet Nam
Period of assignment/services (if applicable):	Estimated 30 working days during July -Nov 2020 (the consultant can propose the required number of working days based on the requirements of the TOR).
Duty Station:	Home based, online meetings & travels to Viet Nam (if possible)
Tender reference:	P200701

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

23.59 hrs., 13 July 2020 (Hanoi time)

With subject line:

P200701– International consultant to support the national production of PPE including medical mask 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
- Financial offer
- Letter of Interest and Availability
- 1 report/document 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:

Qualification	Points
<u>Education</u>	
At least a Masters degree in Health, chemistry, engineering or a related discipline.	150
<u>Experience</u>	
At last 10 years' experience in working on the development and review of quality standards of medical equipment and materials, particularly those equivalent to WHO's recommended standards	250
At least 10 years' experience in working on quality management system, including ISO 13485, ISO14001, EN14683	250
At least 10 years' experience in working on lab testing and certification on medical masks	250
Good presentation and writing skills (one sample report submitted for evaluation)	100
TOTAL	1000

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

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

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

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

Interview with the candidates may be held if deemed necessary.

5. Contract

"Lump-sum" Individual Contract will be applied for freelance consultant (Annex II)

"Lump-sum" RLA will be applied for consultant assigned by firm/institution/organization (Annex III)

Documents required before contract signing:

- International consultant whose work involves travel is required to complete the courses on BSAFE which 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

Tranches	Target Outputs/ Deliverables	Due date	Percentage
1	Draft of the workplan accepted by UNDP	20 Jul 2020	10%
2	Deliverables relating to standards and regulations accepted by UNDP	15 Sept 2020	30%
3	Deliverables relating to quality management system accepted by UNDP	15 Oct 2020	30%
4	Deliverables relating to testing and certification accepted by UNDP	30 Nov 2020	30%

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

ANNEX I



TERMS OF REFERENCE 01 International consultant

To support the national production of PPE including medical mask in Viet Nam *Empowered lives. Resilient nations.*

Estimated Duration: Estimated **30** working days during JuL -Nov 2020 (the consultant propose the required number of working days based on the requirements of the TOR).

Status: Part-time

Duty Station: Home based, online meetings & travels to Viet Nam (if possible)

A. Background:

Viet Nam's rapid and effective containment of COVID-19 is emerging as good example of Anticipatory Governance in action – from the first recorded case on 23 January to the current state today (12 June 2020) of 332 cases, with 321 recovered and zero deaths, Viet Nam is rightly being heralded by its citizens and the global community as one of the most promising responses at this time.

Anticipating the spread of the virus very early on, the Government of Viet Nam (GoV) took swift, decisive leadership action through contact tracing, isolation and quarantine measures to curtail the spread and limit community transmission. The key to this success was adopting a 'whole of government' approach, engaging both health and non-health sectors at all levels. Based on the overall principle of removing any financial barriers to health care access for COVID-19 patients, the GoV has ensured free testing and treatment and provided support to those quarantined.

COVID-19 has increased the demand for personal protection equipment (PPE) such as masks, particularly medical mask, 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, export bans and lockdown in manufacturing countries. UNDP and the Ministry of Health (MOH) are working on to support the national production of medical masks (in this TOR, medical masks includes surgical masks, respirator N95, FFP2 or equivalent) to respond to COVID-19, both for domestic use and to develop export markets for Vietnamese products.

Over the past four weeks, together with the MOH, UNDP organized different consultations on the national production of PPE with the shared objective of understanding bottlenecks and identifying priority interventions. More than 230 enterprises nationwide were consulted.

Three initial areas where the government and PPE producers require support:

1. **Improving the quality of medical masks** through standard setting, quality criteria, compliance and enforcement mechanisms and processes, awareness raising etc. As a number of producers are evolving and new enterprises continue to rush into the sector, understanding and application of quality standards is very poor both for sale within country and for export. For domestic enterprises that have made some entry into international markets (masks for use by the public in non-medical settings), new standards are being put in place by the importing countries which may result in loss of investment by enterprises in Viet Nam. Medical masks produced and used in the country have varied quality.

2. **Improving quality assurance and certification:** Most of the enterprises requested the government to help them with quality assurance of their products so that their products would make it more easily to national and international markets. Some companies have had their medical masks exported to the US and EU, which are used for the healthcare sector. However, currently, labs in Viet Nam are not competent enough to provide testing and quality check for products according to CE/FDA standards, therefore enterprises in Viet Nam have to send samples to overseas labs. Due to COVID-19, this process takes months and possibly years. There are also many companies offering fake CE/FDA certificates that take advantage of the lack of capacity and experience of Vietnamese domestic enterprises. A national mechanism could address these problems by collaborating with overseas labs to reduce time and cost for testing.
3. **Connecting the supply chain and relevant stakeholders:** while progress in the above mentioned two areas will help to a certain extent, there are a number of challenges that enterprises face in sustaining their production. Enterprises found it challenging to find a reliable source of high-quality input materials (such as melt-blown materials) for mask manufacturing. There's a need for a reliable supply source for medical masks production. There's also a need for linkage/connection between material manufacturing and importing companies for more predictable and stable production for export.

B. Scope of Work:

In the next nine months, UNDP aims to support the Government to address the bottlenecks and barriers in national production of PPE including medical masks with two development goals: (1) enterprises have quality certificates for export; (2) standard medical masks are provided for the healthcare sector.

UNDP is looking for international consultancy services in three focal areas:

1. Standards and regulations on medical masks

- Review international standards and regulations on medical masks, particularly WHO's recommended standards (in terms of usage purposes, level of protection, and etc.), analyse the differences between these standards
- Develop a list of notified bodies and accredited labs for technical specification testing and certifying on medical masks; consolidate the process/procedures for obtaining these technical certificates (directly with the authorized organizations or indirectly through accredited labs)
- Consolidate a procedure for getting CE¹ certificate for export to EU markets and a list of CE certificate notified bodies.

2. Quality management of the manufacturing process:

- Review international standards of quality management system for medical device production with requirements on quality assurance procedures including but not limited to ISO 13485, ISO 14001, ISO 26000, EN 14683, etc
- Develop guidance notes on procedures of setting up quality management system for the manufacturing of medical masks (TQM) in line with above-mentioned standards. The guidance notes also provide steps and procedures of obtaining quality management certificates

¹ CE marking indicates that a product has been assessed by the manufacturer and deemed to meet EU safety, health and environmental protection requirements. It is required for products manufactured anywhere in the world that are then **marketed in the EU**.

- Consolidate a list of internationally notified bodies on quality management certification of ISO 13485, ISO14001, EN14683 and make the list available for enterprises to access.

3. National capacity on testing and certification

- Conduct technical assessment over the current system on PPE (medical mask) technical testing and certification in Viet Nam to measure the capacity of existing labs (institutional, human, equipment, and testing methodologies, etc..) to figure out the gaps between existing domestic system and international requirements for accredited labs.
- Provide advice to the Government on development of a roadmap for upgrading capacity of these existing labs/systems in response to the technical and managerial requirements of international accreditation system. This includes the procedures for medical mask technical testing and certification in Viet Nam (including mandate, functions, tasks and roles),
- Provide information on 3-5 international standard labs (including technical equipment, human resources, methodologies, testing process...) to be shared with Viet Nam, connect these labs with Vietnamese labs if possible

For each focal area, there will be consultation meetings and workshops, which will be organized by UNDP and MOH or relevant agencies. The international consultant is expected to contribute to these meetings and workshops and work with national consultants if required.

C. Expected Outputs and Deliverables

1. Standards and regulations on medical masks:
 - a. Report on international standards and regulations on medical masks
 - b. Proposed new standards and regulations on medical masks for Viet Nam
 - c. A list of notified bodies and accredited labs for technical specification testing and certifying on medical masks
 - d. A detailed process/procedure for getting the quality certificates
 - e. A procedure for getting CE certificate and a list of CE certificate notified bodies
2. Manufacturing quality management system
 - a. A report on international standards of quality management system for medical device production
 - b. A list of internationally recognized organizations granting quality management certification of ISO 13485, ISO14001, EN14683
 - c. Guidance notes on procedures of setting up quality management system for the manufacturing of medical masks (TQM)
3. National capacity on testing and certification
 - a. Report on the current system and capacity on technical testing and certification in Viet Nam
 - b. A roadmap on enhancing capacity of the existing labs/systems on testing medical masks, in response to the technical and managerial requirements of international accreditation system.
 - c. Report on the procedures for technical testing and certification of medical masks in Viet Nam (including mandate, functions, tasks and roles),
 - d. Report on information on 3-5 international recognized labs (including technical equipment, human resources, methodologies, testing process...) to be shared with Viet Nam

D. Institutional Arrangement

The Contractor will report to UNDP.

F. Duration of the Work

IC is required to work for an estimated number of 30 working days from Jul to Nov 2020 (the consultant can propose the required number of working days to deliver the required scope of work)

G. DUTY STATION

Home-base. The missions to Viet Nam will be decided based on actual need and availability of international flights and to be paid separately by UNDP

H. Qualifications of the Successful Individual Expert

Qualification	Points Obtainable (1000 points)
<u>Education</u> At least a Masters degree in Health, chemistry, engineering or a related discipline.	150
<u>Experience</u>	
At last 10 years' experience in working on the development and review of quality standards of medical equipment and materials, particularly those equivalent to WHO's recommended standards	250
At least 10 years' experience in working on quality management system, including ISO 13485, ISO14001, EN14683	250
At least 10 years' experience in working on lab testing and certification on medical masks	250
Good presentation and writing skills (one sample report submitted for evaluation)	100
TOTAL	1000

I. Scope of Price Proposal and Schedule of Payments

Tranches	Target Outputs/ Deliverables	Due date	Percentage
1	Draft of the workplan accepted by UNDP	20 Jul 2020	10%
2	Deliverables relating to standards and regulations accepted by UNDP	15 Sept 2020	30%
3	Deliverables relating to quality management system accepted by UNDP	15 Oct 2020	30%
4	Deliverables relating to testing and certification accepted by UNDP	30 Nov 2020	30%

ANNEX IV

OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date _____

(Name of Resident Representative/Bureau Director)

United Nations Development Programme

(Specify complete office address)

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [*delete this item if the TOR does not require submission of this document*];
- E) I hereby propose to complete the services based on the following payment rate: [*please check the box corresponding to the preferred option*]:
 - ☐ An all-inclusive daily fee of [*state amount in words and in numbers indicating currency*]
 - ☐ A total lump sum of [*state amount in words and in numbers, indicating exact currency*], payable in the manner described in the Terms of Reference.
- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex V;
- G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- H) This offer shall remain valid for a total period of _____ days [*minimum of 90 days*] after the submission deadline;

I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*

J) If I am selected for this assignment, I shall *[please check the appropriate box]:*

- ☐ Sign an Individual Contract with UNDP;
- ☐ Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

K) I hereby confirm that *[check all that applies]:*

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

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

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

L) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

M) **If you are a former staff member of the United Nations recently separated, please add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

N) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES ☐ NO ☐ If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

P) Do you have any objections to our making enquiries of your present employer?

YES ☐ NO ☐

Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES ☐ NO ☐ If answer is "yes", WHEN?

R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Address	Business or Occupation

S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: _____

SIGNATURE: _____

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

Annexes *[please check all that applies]:*

- ☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

GUIDELINES FOR CV PREPARATION

WE REQUEST THAT YOU USE THE FOLLOWING CHECKLIST WHEN PREPARING

Your CV:

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

Sex, Date of Birth, Nationality, Other Citizenship, Marital Status

Company associated with (if applicable, include company name, contact person and phone number)

SUMMARY OF EXPERTISE

Field(s) of expertise (be as specific as possible)

Particular development competencies-thematic (e.g. Women in Development, NGOs, Privatization, Sustainable Development) or technical (e.g. project design/evaluation)

Credentials/education/training, relevant to the expertise

LANGUAGES

Mother Tongue:

Indicate written and verbal proficiency of your English:

SUMMARY OF RELEVANT WORK EXPERIENCE

Provide an overview of work history in reverse chronological order. Provide dates, your function/title, the area of work and the major accomplishments include honorarium/salary. References (name and contact email address) must be provided for each assignment undertaken by the consultant that UNDP may contact.

UN SYSTEM EXPERIENCE

If applicable, provide details of work done for the UN System including WB. Provide names and email address of UN staff who were your main contacts. Include honorarium/salary.

UNIVERSITY DEGREES

List the degree(s) and major area of study. Indicate the date (in reverse chronological order) and the name of the institution where the degree was obtained.

PUBLICATIONS

Provide total number of Publications and list the titles of 5 major publications (if any)

MISCELLANEOUS

Indicate the minimum and maximum time you would be available for consultancies and any other factors, including impediments or restrictions that should be taken into account in connection with your work with this assignment.

Annex V

FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum ofUS\$

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 (US\$)	Total
1	Consultancy fee (daily rate)			
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). *			
2.5	Others (pls. specify).....			
2.6	VAT** if applicable (in case your company signs the contract)			
	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

(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).