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20 July 2020

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	National Consultant to produce Footages on Responsible Business Practice
Period of assignment/services (if applicable):	1 August to 31 August 2020
Duty Station:	Home-based and Ha Noi
Tender reference:	P200705

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

23.59 hrs., 27 July 2020 (Hanoi time)

With subject line:

P200705 – National Consultant to produce Footages on Responsible Business Practice

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 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 your English skill
- Samples of your related works by providing links to your products
- List of recording equipment, post-production
- Financial offer
- Letter of Interest and Availability

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:

No	Criteria	Score
1.	Have at least 3 year-experience in filming and making video clips, documentary films, television programs. Experience working with the UN/UNDP is an asset.	300
2.	Have experience in producing films/videos related to business and international development issues, including climate change/environment. Please provide samples of your work by providing link to your products	200
3.	Have fully equipped recording equipment, post-production to meet the requirement of producing the high-quality video.	300
4.	Must be able to communicate in English to work with an international team.	200
	Total	1,000

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

- Full payment to be issued upon final delivery.

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

ANNEX I

Terms of Reference

UNDP in Viet Nam

Job Title:	Production of Footages on Responsible Business Practice
Category:	Video production
Brand:	UNDP Viet Nam
Duty Station:	Home Based
Languages Required:	English & Vietnamese
Starting Date:	1 August, 2020
Duration of Contract:	1 August-31 August 2020

1. BACKGROUND/CONTEXT

Viet Nam's development story during the last 30+ years since it launched the free-market economic reform “Đổi mới” in 1986 has been remarkable. Similar to other developing countries, the rapid economic development in Vietnam has taken a toll on a wide range of social issues, including environmental degradation and corporate abuses of human rights.

In 2020, Viet Nam ranked 141 out of 180 countries under the Environmental Performance Index, in which ecosystem services, climate change, pollution emission, and air quality sub-indices score the lowest (ranked 166, 155, 121, 115 out of 180 countries respectively).¹ According to a report on Viet Nam's State of Environment for the period from 2011 to 2015 issued by the Ministry of Natural Resources and Environment, industry production in Viet Nam is the main cause of environmental pollution that harms citizen health and livelihood.² Ensuring corporate respect for environmental law and policy, and enforcing penalties against irresponsible businesses, remains a challenge for the relevant authorities in Viet Nam. In 2016, the environmental marine life disaster, a severe water crisis that severely damaged marine life and ecosystems, local livelihoods and the health of fishermen and their families in four coastal provinces, was caused by polluting of local water sources by Formosa, a Taiwanese steel processing firm. The disaster helped bring much needed attention to the need to promote greater responsible business practice in Viet Nam, and the real impact of such irresponsible business behavior on individuals and communities. In the same year as the Formosa incident, the Ministry of Public Security reportedly handled 17,000 business cases violating environment regulations.³

With increased industrialization, in particular in the garment industry, labor and worker's rights have been highlighted as areas of concern. A survey conducted by the Centre for Consultancy and Transfer of Occupational Safety Health and Environmental Protection Technology in the South of Vietnam from 2000-2012, of the 237 surveyed facilities, 81 per cent had no labor-protection plan and nearly 61 per cent had not signed a contract with healthcare facilities for periodic health examinations for their employees.⁴ Another concern is decent living standards for workers in Viet Nam as the average wage in Vietnam is only one-

¹ Yale Center for Environmental Law & Policy (2020). Environmental Performance Index. Retrieved from <https://epi.yale.edu/epi-results/2020/country/vnm>

² Thang Nguyen et al (2018). Environmental disputes, social changes, and distributive justice in Viet Nam: Case studies, comparative analysis, and policy implications. United Nations Development Programme (Viet Nam). Retrieved from https://www.vn.undp.org/content/vietnam/en/home/library/democratic_governance/environmental-disputes--social-changes--and-distributive-justice/

³ Tuoitre Online (2016). Xử hơn 17.000 vụ vi phạm pháp luật về môi trường năm 2016 (Settled 17,000+ cases violating environmental laws in 2016). Retrieved from <https://tuoitre.vn/xu-hon-17000-vu-vi-pham-phap-luat-ve-moi-truong-nam-2016-1244032.htm>

⁴ Viet Nam News (2012) Poor working conditions lead to health problems. Retrieved from <http://vietnamnews.vn/society/employment/234663/poor-working-conditions-lead-to-health-problems.html#5BfjQZSA4QKTTreK.99>

seventh that of Asia Pacific.⁵ This is partly due to the fact that most Vietnamese manufacturing companies participate in the lowest value-added part of the international production chain, hence, competition in this part of the production chain is based primarily on production costs, especially low wages.⁶

Lack of awareness among the private sector on the importance of responsible business practice in Viet Nam is one of the main causes of negative environmental and social impacts by businesses on local communities. Raising awareness and fostering growth of responsible business practice is therefore imperative to ensuring the sustainability of Viet Nam's development in moving to the next development phase. This is particularly timely now as the COVID-19 pandemic threatens the survival of a significant proportion of businesses⁷ but also offers a valuable opportunity to rethink business responsibility for the society and the environment.

UNDP Viet Nam began driving forward responsible business practice in 2019 as part of a regional initiative on Business and Human Rights. The overall objective of the project is to strengthen responsible business practice and ensure respect for human rights in the context of business activity. A communications campaign to promote responsible business practice among businesses and policymakers is needed to support national and regional momentum in upholding responsible business practice. To implement the campaign, we are looking for a Viet Nam-based contractor to film footages of relevant scenes, which will be used to produce promotional materials for the campaign.

2. OBJECTIVES:

The footage filmed will be used to:

- Increase awareness among relevant stakeholders, especially policymakers and businesses, on the importance of promoting responsible business practice for economic growth and corporate sustainability, including how such practice impacts on business performance, people and the planet.
- Provide communications assets to create interactive and innovative video clips for UNDP to use as part of the responsible business campaign and future events on responsible business.

3. SCOPE OF WORK AND EXPECTED OUTPUTS

Deliver at least 20 footages in full HD quality, each between 10-30 seconds illustrating the three biggest themes of Environment, Labor, and Corporate Governance (interviews might be included).

4. TIMING, DURATION AND LOCATION

- The contractor is expected to perform this task from 1 August to 31 August 2020.
- The contractor shall work independently on this assignment and deliver final outputs as described in Section 3 above.

5. EXPECTED DELIVERABLES AND TIMELINE

⁵ Vnexpress (2019). Vietnamese salary a seventh of regional median. Retrieved from <https://e.vnexpress.net/news/business/data-speaks/vietnamese-salary-a-seventh-of-regional-median-4030498.html#:~:text=A%20Vietnamese%20worker%20earned%20%24242,among%20Asia%2DPacific%20economies%20studied>.

⁶ Chi Do (2012) Employee participation in Viet Nam. International Labour Organization (ILO). Retrieved from https://www.ilo.org/wcmsp5/groups/public/---ed_dialogue/---dialogue/documents/publication/wcms_194680.pdf

⁷ NEU (2020). Report on impact of Covid-19 on the economy and policy recommendations. Retrieved from https://neu.edu.vn/Resources/Docs/SubDomain/HomePage/ThongBao/2020/2020_4/FormatFactory%20PDF%20Joiner%20BIA%201%20ba0%20cao_1.pdf

Deliverables	Details	Deadlines
1. Production plan	Submit of the production plan after scouting locations, planning interviews, etc. The plan should indicate recording time, expected images, filming locations, interviewees (if any), etc.	7 August 2020
2. 2-3 trips to produce footages	Apart from Hanoi, travel to different provinces is necessary: <ul style="list-style-type: none"> • 1-2 trip(s) to neighboring urban/industrial area province(s) of Hanoi • 1 trip to a coastal/urban/industrial area province 	21 August 2020
3. Production of B-roll footages	Shoot any original B-roll footages needed and transfer all footages to UNDP upon UNDP's satisfaction.	21 August 2020
4. Production of core footages and/or interviews	Organize and execute on-site shoots and transfer all footages to UNDP upon UNDP's satisfaction.	25 August 2020

6. QUALIFICATIONS AND SELECTION CRITERIA

The contractor for the activities under this TOR is expected to meet the qualifications which are provided in the following evaluation criteria table:

No	Criteria	Score
5.	Have at least 3 year-experience in filming and making video clips, documentary films, television programs. Experience working with the UN/UNDP is an asset.	300
6.	Have experience in producing films/videos related to business and international development issues, including climate change/environment. Please provide samples of your work.	200
7.	Have fully equipped recording equipment, post-production to meet the requirement of producing the high-quality video.	300
8.	Must be able to communicate in English to work with an international team.	200
	Total	1,000

7. PAYMENT

- Full payment to be issued upon final delivery.

8. PROVISION OF MONITORING AND PROGRESS CONTROLS

- UNDP Viet Nam shall be responsible for quality control of the outputs.
- The contractor will report to the Responsible Business team within Governance and Participation Unit of UNDP Viet Nam.

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).