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10 August 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 for a review of the practical application of the sharing economy
Period of assignment/services (if applicable):	August 2020 – October 2020
Duty Station:	Vietnam
Tender reference:	T200805

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., 17 August 2020 (Hanoi time)**

**With subject line:**

**T200805 - 01 National consultant for a review of the practical application of the sharing economy**

Submission received after that date or submission not in conformity with the requirements specified in this document will not be considered.

**Note:**

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.
- Maximum size per email is **30 MB**.
- Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP Viet Nam will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

- After submitting proposal, bidder should send notification by email (without attachment) to: [procurement.vn@undp.org](mailto:procurement.vn@undp.org) informing that the bidder has submitted proposal. UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to above address.
- Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female consultants.

## 2. Please find attached the relevant documents:

- [Term of References](#).....  
(Annex I)
- [Individual Contract](#) & [General Conditions](#).....  
(Annex II)
- [Reimbursable Loan Agreement](#) (for a consultant assigned by a firm).....  
(Annex III)
- [Letter to UNDP Confirming Interest and Availability](#).....  
(Annex IV)
- [Financial Proposal](#).....  
(Annex V)

## 3. Interested individual consultants must submit the following documents/information (in English, PDF Format) to demonstrate their qualifications:

### a. Technical component:

- Signed Curriculum vitae
- Signed Letter to UNDP Confirming Interest and Availability

### 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:

Consultant(s)' experiences/qualification related to the services		
1.1	Master (PhD. preferred) in economics, development economics and/or related fields	50
1.2	Good knowledge and understanding of sharing economy concept, definitions and the application (of variations of concept and definitions, and related policies to promote and	350

	regulate) sharing economy in countries around the world and in Viet Nam	
1.3	Good knowledge on Viet Nam's development and challenges, eco and regulatory systems (legal frameworks and policies) and plans for promoting and regulating sharing economy to enhance Viet Nam's socio-economic development.	150
1.4	Minimum 5 years of working experiences in conducting research (with good records of publication) on topics related to promoting new business models, including sharing economy and policy advising on these topics in Viet Nam and other countries especially in developing countries, countries in East Asian/ASEAN regions; with strong skills in research design, development of analytical frameworks, conducting research and preparing good quality research reports;	350
1.5	Good command of writing in English	100

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

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

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

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

Interview with the candidates may be held if deemed necessary.

## 5. Contract

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

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

Documents required before contract signing:

- International consultant whose work involves travel is required to complete the courses on BSAFE which is the new online security awareness training and submit certificate to UNDP before contract issuance.
- Note: In order to access the courses, please go to the following link: <https://training.dss.un.org>  
The training course takes around 3-4 hours to complete.

- Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel. (This is not a requirement for RLA contracts).
- Release letter in case the selected consultant is government official.

## **6. Payment**

UNDP shall effect payments to the consultant (by bank transfer to the consultant's bank account provided in the vendor form upon acceptance by UNDP of the deliverables specified the TOR.

Payments are based upon outputs, i.e. upon delivery of the products specified in the TOR.

If two currencies exist, UNDP exchange rate will be applied at the day UNDP instructs the bank to effect to the payment.

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



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## TERMS OF REFERENCE

**Title:** National consultant for a review of the practical application of the sharing economy

**Location:** Ha Noi

**Report to:** UNDP Assistant Resident Representative

**Duration:** 15 working days (20 August – 30 October 2020).

### 1) GENERAL BACKGROUND

In recent years, sharing economy is emerging and developing at a fast pace in the world. The sharing economy is considered as a new business model (enabled by the development of the digital economy) that can reach a large number of customers through digital platforms, allow reduction of transaction costs, contribute to the efficient use of assets and resources and thus enhance the efficiency for the entire economy. In addition, the sharing economy is also considered as making a positive effect on the environment when reducing excessive production and consumption.

As a new business model, the practical application of sharing economy among countries varies both in terms of number and scale, and regulations and policies - as the governments around the world are learning the new model and how to promote and regulate it. A review of the sharing economy concept, variations of the definition and, most importantly, the practical application and related government policies and actions to promote and regulate this new business model in other countries will be useful for promotion of sharing economy in Viet Nam.

### 2) OBJECTIVES OF THE ASSIGNMENT

The overall objective of this review is to provide a deeper understanding of the evolution of sharing economy concept, its practical application in other countries to inform the formulation of policy, regulations and actions to promote the sharing economy in Viet Nam.

*Specific objectives include:* (i) Clear understanding of sharing economy concept and definitions applied by selected countries and Viet Nam; (ii) analyzing the practical application of sharing economy (and related government actions in promoting and regulating sharing economy) in selected countries and Viet Nam and (iii) identifying policy implications for regulation and promotion measures of sharing economy in Viet Nam.

### 3) SCOPE OF WORK: tasks and deliverables, with timelines

### 3.1. Tasks:

- Reviewing the definition/concept of sharing economy that are applied in around 10 selected countries in EU, North America, East Asia and ASEAN (including both original concept as well as new model of sharing economy) to clarify the variation of the practical application of sharing economy concept/definition among countries.
- Analyzing the practical application of (and related policies for promoting and actions for regulating) sharing economy in the selected countries by its characteristics such as market access requirements, liability regimes, protection of users, self-employed and workers, and taxation as well as its related regulation/policy framework.
- Identifying policy implications and making recommendations for enhancing regulation and promotion of sharing economy in Viet Nam

### 3.2. Deliverables and timelines

<b>Deliverables</b>	<b>Duration and timeline</b>
Research work plan and draft outline	1 day, August 22
Gathering data and information	5 days, August 30
Analyzing the practical application of sharing economy in EU and North America: Classification and practical application of sharing economy	2 days, September 10
Analyzing the practical application of sharing economy in Asia including China and some middle-income countries in the region (Thailand, Malaysia ...): Classification and practical application of sharing economy	2 days, September 15
Consolidation the final report and proposing policy implications for regulation and promotion measures of sharing economy model in Viet Nam	3 days, September 30
Organising consultation workshop (costs covered by UNDP) for getting comments (in combining with a workshop on getting comments for report on assessment the impact of some key sharing economy models to the economy)	1 day, October 10
Finalizing the report	1 day, October 20

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

- August 20 – October 20, 2020: 15 working days, part-time, Hanoi based

### 5) PROVISION OF MONITORING AND PROGRESS CONTROLS

The national consultant will work under the overall supervision and quality assurance of UNDP Viet Nam Assistant Resident Representative, Head of Inclusive Growth Unit and other relevant UNDP staff.

The concrete tasks and deliverables of the national consultant will be monitored against the timelines and quality requirements/criteria set out in this TOR.

## 6) DEGREE OF EXPERTISE AND QUALIFICATIONS

- Master (PhD. preferred) in economics, development economics and/or related fields.
- Good knowledge and understanding of sharing economy concept, definitions and the application (of variations of concept and definitions, and related policies to promote and regulate) sharing economy in countries around the world and in Viet Nam
- Good knowledge on Viet Nam's development and challenges, economic and regulatory systems (legal frameworks and policies) and plans for promoting and regulating sharing economy to enhance Viet Nam's socio-economic development.
- Minimum 5 years of working experiences in conducting research (with good records of publication) on topics related to promoting new business models, including sharing economy and policy advising on these topics in Viet Nam and other countries especially in developing countries, countries in East Asian/ASEAN regions; with strong skills in research design, development of analytical frameworks, conducting research and preparing good quality research reports;
- Good command of writing and making presentations in English and Vietnamese.

## 7) ADMIN SUPPORT AND REFERENCE DOCUMENTS

UNDP Country Office is not required to provide any physical facility for the work of the consultant. As necessary, UNDP Country Office and its implementing partners will facilitate meetings of consultant with relevant government agencies and development partners and experts.

UNDP CO, beside the publications posted in UNDP Viet Nam website, will provide available and relevant documents and data necessary for the national consultant to conduct the tasks and produce the deliverables. All documents and data provided to the consultants are confidential and cannot be used for any other purposes or shared with a third party without any written approval from UNDP and its implementing partners.

## 8) REVIEW TIME REQUIRED AND PAYMENT TERM

The Payment of 100% of contract value will be made upon the submission and acceptance by UNDP of all deliverables.

## 9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☒ NONE      ☐ PARTIAL      ☐ INTERMITTENT IN 2020      ☐ FULL-TIME

## 10) EVALUATION CRITERIA

Consultant(s)' experiences/qualification related to the services		
1.1	Master (PhD. preferred) in economics, development economics and/or related fields	50
1.2	Good knowledge and understanding of sharing economy concept, definitions and the application (of variations of concept and definitions, and related policies to promote and regulate) sharing economy in countries around the world and	350

	in Viet Nam	
1.3	Good knowledge on Viet Nam's development and challenges, eco and regulatory systems (legal frameworks and policies) and plans for promoting and regulating sharing economy to enhance Viet Nam's socio-economic development.	150
1.4	Minimum 5 years of working experiences in conducting research (with good records of publication) on topics related to promoting new business models, including sharing economy and policy advising on these topics in Viet Nam and other countries especially in developing countries, countries in East Asian/ASEAN regions; with strong skills in research design, development of analytical frameworks, conducting research and preparing good quality research reports;	350
1.5	Good command of writing in English	100



ANNEX IV

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

Date \_\_\_\_\_

*(Name of Resident Representative/Bureau Director)*

United Nations Development Programme

*(Specify complete office address)*

Dear Sir/Madam:

I hereby declare that:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Name	Relationship	Name of International Organization

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

YES ☐ NO ☐

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

YES ☐ NO ☐ If answer is "yes", WHEN?

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

Full Name	Full Address	Business or Occupation

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

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

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

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

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

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**Annexes *[please check all that applies]:***

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

## **GUIDELINES FOR CV PREPARATION**

WE REQUEST THAT YOU USE THE FOLLOWING CHECKLIST WHEN PREPARING Your CV:

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

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

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

### **SUMMARY OF EXPERTISE**

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

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

Credentials/education/training, relevant to the expertise

### **LANGUAGES**

Mother Tongue:

Indicate written and verbal proficiency of your English:

### **SUMMARY OF RELEVANT WORK EXPERIENCE**

Provide an overview of work history in reverse chronological order. Provide dates, your function/title, the area of work and the major accomplishments include honorarium/salary.

References (name and contact email address) must be provided for each assignment undertaken by the consultant that UNDP may contact.

### **UN SYSTEM EXPERIENCE**

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

### **UNIVERSITY DEGREES**

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

### **PUBLICATIONS**

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

### **MISCELLANEOUS**

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

## **Annex V**

### **FINANCIAL OFFER**

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum of ..... (VND for National Consultant and USD for International Consultant).

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

<b>No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit Rate</b>	<b>Total</b>
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)			
	<b>Total</b>			

\* Individual Consultants/Contractors who are over 65 years of age with assignments that require travel and are required, **at their own cost**, to undergo a full medical examination including x-rays and obtaining medical clearance from **an UN-approved doctor** prior to taking up their assignment.

\*\* 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).