



Empowered lives.
Resilient nations.

18 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 Youth Social Entrepreneurship Consultant to support for Governance and Participation Unit
Period of assignment/services (if applicable):	September 2020 – March 2021
Duty Station:	Vietnam
Tender reference:	T200807

1. Submissions should be sent by **email** to: luu.thi.trang@undp.org no later than:
12.00 hrs., (noon), 01 September 2020 (Hanoi time)

With subject line:

T200807 - 01 Youth Social Entrepreneurship Consultant to support for Governance and Participation Unit

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

Note:

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

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

2. Please find attached the relevant documents:

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

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

a. Technical component:

- Signed Curriculum vitae
- Signed Letter to UNDP Confirming Interest and Availability
- 02 writing samples each in English and Vietnamese 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:

1.1	Bachelor's degree or higher in social sciences, business, innovation or a related field;	150
1.2	Proven experience working in Viet Nam, in particular in social impact businesses and youth start-up development in Viet Nam;	350
1.3	Fluency in both English and Vietnamese, both oral and written;	250
1.4	Strong project management skill	250
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 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.



Empowered lives.
Resilient nations.

TERMS OF REFERENCE

YOUTH SOCIAL ENTREPRENEURSHIP CONSULTANT, GOVERNANCE AND PARTICIPATION UNIT- INDEPENDENT CONTRACTOR- TERMS OF REFERENCE

1) GENERAL BACKGROUND

The 2030 Agenda for Sustainable Development recognizes the important role of youth in achieving the Sustainable Development Goals (SDGs), and calls for action against the challenges faced by young people that limits their economic, social and political inclusion. Today, young people are more connected, more creative, more informed and more persuasive than any previous generation. Young people are responding to the challenges of today with innovative approaches and fresh ideas, creating the world they want. They are driving human development for themselves, their communities and their societies. But at the same time, approximately 300 million young people are either unemployed or underemployed. In other words, nearly half of the 700 million young people in the Asia-Pacific region face economic insecurity. In addition, many young people are left out of decision-making processes, which further contributes to their marginalization and exclusion.

Fair Biz: Promoting a fair business environment for new businesses in Viet Nam

In Viet Nam, UNDP and Vietnam Commercial Chamber and Industry (VCCI) have implemented the project “Government-Business Integrity Initiative” within the framework of the UNDP project entitled “Promoting a Fair Business Environment in ASEAN” supported by the United Kingdom Prosperity Fund from 2018. The “Promoting a fair business environment for new businesses in Viet Nam” initiative is a part of the project and focuses on supporting young entrepreneurs who are leading new businesses, startup, do care about business integrity and want to avoid corruption.

Youth Co:Lab

Co-created in 2017 by the United Nations Development Programme (UNDP) and the Citi Foundation, Youth Co: Lab aims to establish a common agenda for Asia-Pacific countries to invest in and empower youth to accelerate implementation of the Sustainable Development Goals (SDGs) through leadership, social innovation and entrepreneurship. By developing 21st century skills, catalyzing and sustaining youth-led startups and social enterprises across the region, Youth Co: Lab is positioning young people in the forefront of solving the region’s

most pressing challenges. In addition to supporting youth entrepreneurship, Youth Co: Lab also works closely with multiple stakeholders across the region, including governments, civil society and the private sector, to strengthen the entrepreneurship ecosystem and policy support to better enable young people to take the lead on new solutions that will help meet the SDGs. In Viet Nam, UNDP collaborated with Citi Foundation, Ministry of Science and Technology to organize Youth Co: Lab since 2018.

2) OBJECTIVES OF THE ASSIGNMENT

Key objectives of the assignment are:

1. To coordinate the activities of Youth Co:Lab and Fair Biz, in collaboration with UNDP staffs members and the implementing partners, and ensure that the projects successfully meet the requirements of UNDP
2. To raise awareness of impact businesses/ startups in general, the selected young entrepreneurs under the Youth Co:Lab and Fair Biz project in particular, among key stakeholders in start-ups and business ecosystem in Viet Nam .

3) SCOPE OF WORK

Under the direct supervision of the Programme Analyst, Governance and Participation Unit, the Independent Contractor (IC) will undertake the following tasks:

The Youth social entrepreneurship consultant will coordinate UNDP's youth related entrepreneurship, start-up and innovation activities as part of the Youth Co: Lab and Fair Biz projects.

3.1 “Fair Biz: Promoting a fair business environment for new businesses in Viet Nam”:

Collaborate with the Business Forum Magazine (BFM), under the Vietnam Chamber of Commerce and Industry, to successfully implement the activities of Fair Biz for new business initiative, including

- Panel discussion: Achieving green growth with good governance, and the side event: UK- ASEAN Business Forum under the ASEAN Business and Investment Summit (ABIS)2020
- Event: “Promoting a fair business environment for new businesses in Viet Nam”, at TECHFEST 2020
- Support to deliver events under Fair Biz for new businesses’ workplan

3.2 “Youth Co: Lab Viet Nam 2020”:

Collaborate with the National Startup Support Center (NSSC), under the Ministry of Science and Technology, to successfully implement the activities of Youth Co:Lab 2020, including:

- SDG Entrepreneurship online toolkit for youth entrepreneurship
- Youth Co:Lab National competition and Incubation for young entrepreneurs

- Research onto assessment and projection of resilience and adaption of youth for entrepreneurship and impact business development

3.3. Engaging with the government, private sector, development partners, civil society organizations and Disabled persons organizations to implement the projects, as well as strengthened the UNDP’ role in supporting young entrepreneurs and social impact businesses.

3.4. Report regularly to and keep the Programme Analyst up-to-date on project progress, implementing issues, emerging risks/problems as well as suggests to him/her necessary remedial actions.

4. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Expected duration of the assignment

Start 5 September 2020

End 5 March 2021

Duty station

UNDP, 304 Kim Ma, Ha Noi

If the NC needs to travel, per diem and flight tickets will be cover by UNDP.

5) FINAL PRODUCTS***

1. SDG Entrepreneurship online toolkit for youth entrepreneurship
2. Research onto assessment and projection of resilience and adaption of youth for entrepreneurship and impact business development
3. Training materials on Business Integrity for young entrepreneurs
4. A chatbot of Business Integrity
5. Final report and at least 1 article on UNDP’s website of Youth Co: Lab 2020 in Viet Nam
6. Final report of “Fair Biz for new businesses” project in Viet Nam and short summaries of each event from September 2020 to March 2021

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The Contractor will report to the Programme Analyst, and in turn to the leader of Governance and Participation Unit, on a weekly basis (Monday afternoons).

The consultant will work in close collaboration with the Programme Officer in charge in the UNDP Governance and Participation Team. Monitoring and Progress Control will be followed up by the timeline below:

Outputs	Description	Deadlines
----------------	--------------------	------------------

Output 1	<ul style="list-style-type: none"> - Coordinate and work with BFM to organize training for young entrepreneurs on business integrity in Quang Ninh and Can Tho - Coordinate and work with NSSC to complete the questionnaires for a Research onto assessment and projection of resilience and adaption of youth for entrepreneurship and impact business development 	5 October 2020
Output 2	<ul style="list-style-type: none"> - Coordinate and work with NSSC to collect answers from at least 300 young social entrepreneurs in Viet Nam; support on drafting and completing the short summarize and recommendation for a Research onto assessment and projection of resilience and adaption of youth for entrepreneurship and impact business development - Coordinate and work with BFM to organize 1 event to sharing the best practices and training materials on Business Integrity training young entrepreneurs; and 1 event on sharing best practices of using Business Integrity toolkits for investors and young entrepreneurs, (the events could be postponed or organize as online events, subject to the Covid-19 situation) 	5 November 2020
Output 3	<ul style="list-style-type: none"> - Coordinate and work with NSSC to deliver a Youth Co:Lab national competition and the incubation for young entrepreneurs - Support to implement the 4th Panel discussion: Achieving green growth with good governance, under the ASEAN Business and Investment Summit 2020, (the events could be postponed or organize as online events, subject to the Covid-19 situation) - Support to implement the UK Business 	5 December 2020

	<p>Forum under ASEAN Business and Investment Summit 2020 (ABIS) (the events could be postponed or organize as online events, subject to the Covid-19 situation)</p> <ul style="list-style-type: none"> - Support to complete the list of questions for Business Integrity chatbot and Handover to the BFM 	
Output 4	<ul style="list-style-type: none"> - Coordinate and ensure the Launching event of the YCL survey and the event of ‘Promoting a Fair Business environment for new businesses’ project in TECHFEST 2020 will be implemented successfully (the events could be postponed or organize as online events, subject to the Covid-19 situation) 	5 January 2021
Output 5	<ul style="list-style-type: none"> - Coordinate and work with NSSC to complete the SDG entrepreneurship online materials, which meet the requirements of UNDP Viet Nam and the UNDP Bangkok Regional Hub 	5 February 2021
Output 6	<ul style="list-style-type: none"> - Finalize a report and at least 1 article on UNDP’s website of Youth Co: Lab 2020 in Viet Nam - Finalize a report of Fair Biz for new businesses in Viet Nam and the short summary of each event from September to the end of the contract 	5 March 2021

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

The contractor is expected to be an individual with experience in social impact business development, youth entrepreneurship and project management. The contractor for the activities under this TOR is expected to meet the following qualifications:

- Bachelor’s degree or higher in social sciences, business, innovation or a related field;
- Proven experience working in Viet Nam, in particular in project management, social impact businesses and youth start-up development in Viet Nam;
- Fluency in both English and Vietnamese, both oral and written;
- Strong project management and teamwork skills; Ability to work under pressure

8) ADMIN SUPPORT AND REFERENCE DOCUMENTS

UNDP will provide support to the selected candidate for entrance to Green One United Nations House.

9) CONSULTANCY RATE AND REQUIREMENTS FOR SUBMISSION OF APPLICATIONS

Interested national consultant must submit the following documents/information to demonstrate the qualification of the national consultant:

- CV including past experience with similar type of work and **two writing samples each in English and Vietnamese**
- Quotation: Estimation budget, including the consultancy fee. “2017 EU-UNDP Guidelines for Financing Local Costs in Development Cooperation with Viet Nam” will be applied for national consultancy rate and travel cost.

10) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

NONE PARTIAL INTERMITTENT FULL-TIME

11) REVIEW TIME REQUIRED AND PAYMENT TERMS

All deliverables will have to be approved by Head of GPT or Officer-in-Charged.

Payment will be made every month by the deadlines based on number of actual working days certified by the supervisor and completion of agreed outputs in the payment month. Payment for the last month will be paid based on actual number of certified worked days and completion of all the outputs in the TOR.

12) EVALUATION CRITERIA WITH ASSIGNED SCORES

National Consultant

1.1	Bachelor’s degree or higher in social sciences, business, innovation or a related field;	150
1.2	Proven experience working in Viet Nam, in particular in social impact businesses and youth start-up development in Viet Nam;	350
1.3	Fluency in both English and Vietnamese, both oral and written;	250
1.4	Strong project management skill	250
Total		1000

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 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).

No.	Description	Quantity	Unit Rate	Total
1	Consultancy fee			
2	Out of pocket expenses			
2.1	Travel			
2.2	Per diem			
2.3	Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel – (required before issuing contract). *			
2.4	Others (pls. specify).....			
2.5	VAT** if applicable (in case your company signs the contract)			
	Total			

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

** Individual Consultants/Contractors who request their employer to sign a Reimbursable Loan Agreement (RLA) with UNDP for their behalves are reminded to add the Value Added Tax into the total lump sum of the Financial Offer if applicable.

I undertake, if my proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

I agree to abide by this proposal for a period of 120 days from the submission deadline of the proposals.

Dated this day /month of year

Signature

(The costs should only cover the requirements identified in the Terms of Reference (TOR) Travel expenses are not required if the consultant will be working from home).