



31 August 2020

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	A national consultant to facilitate a practical training on communications skills for project staff
Period of assignment/services (if applicable):	September – November 2020
Duty Station:	Home-based with travels to 01 GCF project province (Hue or Quang Binh)
Tender reference:	PN-N200801

1. Submissions should be sent by **email** to: nguyen.thuy.nga@undp.org on or before:

07 September 2020 (Hanoi time)

With subject line:

PN-N200801: A national consultant to facilitate a practical training on communications skills

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:

- Signed Curriculum vitae
- Signed Letter to UNDP Confirming Interest and Availability
- Link to product samples on relevant subject.
- Practical facilitation plan for the course (**compulsory**)
- Reference contacts of past 3 clients for whom you have rendered preferably the similar service (including name, title, email, telephone number, address...)

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	University degree in media relations, journalism, media studies or related fields. Have English language certificate	150
2	At least seven years of relevant experience in communication for	200

	development or behavior change communication and planning communication activities. Familiarity with technical subjects of climate change or related topics	
3	Proven experience in at least six TOT trainings on communications for non-profit projects	200
4	Practical facilitation plan for the course (compulsory)	200
5	Strong experience in taking story-telling photos and videos and/or conducting at least five trainings on how to take good photos/videos	200
6	Familiarity with technical subjects of climate change or related topics	50
	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 the payment.

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



TERMS OR REFERENCE

Services Required	A national consultant to facilitate a practical training on communications skills for project staff
Project/Program Title	Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam
Post Title	Consultant
Type of Contract	Individual consultant, lumpsum contract
Duty Station	Home-based, with travel to one province (Hue or Quang Binh)
Duration	From 15 September with total of estimated six working days
Report to	UNDP CCE Media and Communications Analyst, UNDP Programme Management Specialist for GCF Coastal Resilience (GCF) Project

general INTRODUCTION

Viet Nam, a natural disaster-prone country that is particularly vulnerable to the effects of climate change, faces new challenges as it continues its development journey. A growing population, increased urbanization and rapid economic development are posing numerous pressures on natural resources and the environment, while economic growth patterns and technologies are not energy efficient, leading to rising greenhouse gas emissions. Together, these high impact issues have collided to threaten the country's sustainable development.

In the partnership with the Green Climate Fund (GCF), UNDP supports Viet Nam to improve the resilience of the coastal vulnerable local communities to help them respond effectively to climate change and natural disasters and ensure the country's environmental sustainability.

The project aims to rebuild 4,000 houses and to regenerate 4,000 hectares of mangroves. It also aims to increase the quality and accessibility of climate risk related information, and therefore increase its utility in decision making. Key results for the project include:

1. **Increased resilience of infrastructure and the built environment to climate change** (Indicator: Number and value of physical assets made more resilient to climate change variability and change considering human benefits)
2. **Improved management of land or forest areas contributing to emissions reductions** (Indicator: Hectares of land or forests under improved and effective management that contributes to CO2 emission reductions).
3. **Increased generation and use of climate information in decision making** (Indicator: Use of climate information products/ services in decision making in climate sensitive sectors)

The project is implemented in Quang Ngai, Quang Nam, Thua Thien Hue, Quang Binh, Thanh Hoa, Nam Dinh and Ca Mau provinces.

UNDP conducted a Training for Trainers on communication for the project staff in 2019, which helped to strengthen the communication skills of the provincial project staff to collect successful stories on the impact of the project. This training also helped to enhance the knowledge of the local communities about the project. In order to make sure each project staff can further enhance and renew their communication skills, there is a need to organize a refresher training course, focusing on practical application of communications in the field.

The consultant for this assignment will be expected to work closely with UNDP CCE Media and Communications and facilitate a three-day practice-based training for the project staff. He/she will need to submit a pre and post report.

OBJECTIVE AND SCOPE OF THE WORK

Overall objective: To strengthen the communication skills of the provincial project staff who participated in the ToT communication training in 2019 and have some experiences in collecting stories over the last year can have better practical skill to collect successful stories on the impact of the project.

Note: The provincial staff are provincial coordinators, technical staff of housing and mangrove component and/or assigned communication focal points.

EXPECTED OUTPUTS AND DELIVERABLES

Expected outputs:

Under this contract, the national consultant is expected to facilitate the three-day refresher training course based on the training curriculum from 2019 with special focus on practicing interviewing, writing, taking photos and producing short clips.

Specific Tasks

The consultant is expected to fulfill the following tasks:

- Task 1: Conduct the pre-test on the knowledge of the project staff on skills that they need to improve (two days, at home)

Deliverable: A short report of the pre-test results submitted to UNDP

- Task 2: Facilitate the three-day refresher training course based on the curriculum from 2019, together with UNDP CCE Media and Communications Analyst

Deliverable: Training report highlighting the improved communications skills of the project staff. Special attention should be given on the project staff's new skills to take good photo-telling stories and collect and write good success stories. The consultant will also facilitate the pilot story collection in one province. (three days, in Hue or Quang Binh)

- Task 3: Conduct the post-training evaluation (one day, at home).

Deliverable: Post-training evaluation showing improved level of new skills. A list of products (photos and videos) with detailed evaluation from the consultant.

Task	Location	Number of days	Deadline for submission
Conduct the pre-test on the knowledge of the project staff on skills that they need to improve (two days, at home)	Home-based	Two days	20 September 2020
Task 2: Facilitate the three-day refresher training course based on 2019 curriculum, together with UNDP CCE Media and Communications Analyst	Hue or Quang Binh	Three days	20 October 2020
Task 3: Conduct the post-training evaluation (one day, at home).	Home-based	One day	10 November 2020

DURATION

Consultant perform this task beginning in 15 September and ending 20 December 2020, with the number of working days as above-mentioned.

ADMINISTRATIVE ARRANGEMENT AND REFERENCE DOCUMENTS

UNDP will provide administrative support and technical instruction to the consultant throughout the implementation of this consultancy service. However, the consultant should be proactive in making appointments, organizing discussions and consultation meetings. The report of the 2019 training course will be shared to the consultant.

Provision of Monitoring and progress control

The consultant is responsible to report and update all activities related to the training and resource materials with UNDP and related Project Management Units including the detailed work-plan and progress report.

QUALIFICATIONS AND SELECTION CRITERIA

- University degree in media relations, journalism, media studies or related fields
- At least seven years of relevant experience in communication for development or behavior change communication and planning communication activities
- Proven experience in TOT training on Communications for non-profit projects
- Strong experience in taking story-telling photos, videos and/or conducting training on how to take good photos/videos
- Familiarity with technical subjects of climate change or related topics
- Good computer and communication skills
- Fluency in English and Vietnamese
- Familiarity with UNDP and the UN system is an asset

PAYMENT MILESTONES AND AUTHORITY

The consultant will need to send a financial proposal based on Daily Fee using UN-EU cost norm 2017. The consultant shall quote an all-inclusive Daily Fee for the contract period. The

term “all-inclusive” implies that all costs (PIT tax, consultancy fees, communications, consumables, etc.) that could be incurred in completing the assignment are already factored into the daily fee submitted in the proposal. For field trips, travel costs and daily allowance cost will be provided separately by UNDP as applied using UN-EU cost norm

UNDP Viet Nam shall affect payments to the successful Service Contractor upon UNDP’s satisfaction with expected deliverables set above. Payments shall be made in phases by outputs:

Phase	Indicative Payment Schedule
Phase 1	40% After a short report of the pre-test results accepted by UNDP
Phase 2	60% After the consultant submits the post evaluation, stories with photo/videos accepted by UNDP

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.

