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03 September 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 for supporting implementation of the Initiation Plan and Project “Accelerating socio-economic development and multi-dimensional poverty reduction among Ethnic Minorities in Viet Nam”
Period of assignment/services (if applicable):	September 2020 – December 2020
Duty Station:	Vietnam
Tender reference:	T200902

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 September 2020 (Hanoi time)**

**With subject line:**

**T200902 - 01 National consultant for supporting implementation of the Initiation Plan and Project “Accelerating socio-economic development and multi-dimensional poverty reduction among Ethnic Minorities in Viet Nam”**

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
- At least one sample of project report 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:

Consultant's experiences/qualification related to the services		
1.1	Master degree or higher in development policy, socio-economic or related areas	100
1.2	At least 8 years of experience managing projects in the fields of poverty reduction, ethnic minority development, rural areas and community development	200
1.3	At least 5 years of experience working the central ministries, i.e., CEMA, MOLISA, UNDP and localities i.e., Lao Cai and Son is an advantage	200
1.4	Have at least 5 years of experience in facilitating, coordinating and communicating with both Government and international development partners; experience in organizing workshops/events/technical meetings, drafting TOR for recruiting consultants, monitoring the implementation of activities approved quarterly work-plans	300
1.5	Have knowledge and skills in documentation and reporting of project support activities by providing at least one sample of project report	100
1.6	Fluent in English and Vietnamese	100
	<b>Total</b>	<b>1,000</b>

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.**

## TERMS OF REFERENCE

<b>Title:</b>	National Consultant for supporting implementation of the Initiation Plan and Project “Accelerating socio-economic development and multi-dimensional poverty reduction among Ethnic Minorities in Viet Nam”.
<b>Estimated Duration:</b>	45 working days from September to end of December 2020, with possible extension in 2021 subject to: (i) the IGU’s needs and fund availability and (ii) Consultant’s performance.
<b>Status</b>	Part-time.
<b>Duty Station</b>	Home based in Ha Noi, field trips to provinces, including Lao Cai and Son La

### 1) BACKGROUND

The project “Accelerating socio-economic development and multi-dimensional poverty reduction among Ethnic Minorities in Viet Nam – 2020 - 2025” (SEDEMA) which has been approved by the donor agencies (UNDP and GREAT/DFAT) and submitted by the Committee for Ethnic Minority Affairs (CEMA) to the related Government ministries for approval. The SEDEMA is to support the involved partners and stakeholders at central and local levels in application of the (i) Accelerator Lab (AL) Anticipatory, Active, Agile (AAA) governance approaches, and (ii) learning loops to promote stakeholder innovations at all levels in designing and experimenting best practices (2020-2021) and scaling up the implementation of best selected models/solutions in the National Targeted Program for Socioeconomic Development in Ethnic Minority an Mountainous Areas (NTPSEDEMA) in 2021-2030 period. The SEDEMA project will take into account the results and lessons learned of Phase I and build on piloting of solutions/models in other development projects in Phase II. The SEDEMA project will focus on supporting:

(1) Development of a conducive eco-system for promoting inclusive innovations at local levels;

(2) Engaging related stakeholders in a learning process to obtain knowledge on the local solutions and necessary conditions for their success/bottlenecks in enhancing their effectiveness/replicability and scalability, generating and experimenting new integrated solutions for their successful adaptation and application in other locations/at larger scales for accelerating the achievement of the outcomes.

The project will contribute to Viet Nam’s progress on SDG1-No Poverty, SDG5-Gender Equality, and related SDG2-Zero Hunger, SDG8-Decent Work and Economic Growth and SDG10-Reduced Inequalities, and ensuring Leave No One Behind in Viet Nam.

While awaiting for the approval of the SEDEMA project, the CEMA minister has requested UNDP to urgently support CEMA with some key activities. To meet these urgent needs, UNDP has approved the Initiation Plan for preparation and implementation of Project on

Accelerating Multi-dimensional Poverty Reduction and Socio-economic Development in Ethnic Minority Areas 2020-2015 (SEDEMA). In order to carry out timely and effectively (i) the IP's work-plan 2020 and (ii) timely preparation and effective implementation of the SEDEMA project in 2020-2021, UNDP will recruit 01 national consultant, *with following details*:

## **2) OBJECTIVES**

Support UNDP/IGU to ensure timely and effective implementation of the approved activities in the approved IP's work-plan 2020 and timely preparation and effective implementation of the SEDEMA project in the 2020 – 2021 period and in compliance with the administrative regulations on ODA management of Government, UNDP and GREAT, as well as maximize the added value of technical assistance activities as required by both sponsored and beneficiary agencies.

## **3) SCOPE OF WORK AND TASKS**

### **a) Support/facilitate the implementation of PIP on SEDEMA**

- Desk review of SEDMDP and UNDP documents: SEDMDP Project document, IP work-plan 2020 and SEDEMA project work-plan 2020 – 2021, GREAT reporting system, HPPMG, new ODA Decree No. 56/2020/ND-CP and related existing documents.

- Support UNDP PO in cooperation with related development partners (DPs), CEMA and selected provinces, including (Lao Cai and Son La) in execution of the Initiation Plan (IP) for preparation and implementation of Project on Accelerating Multi-dimensional Poverty Reduction and Socio-economic Development in Ethnic Minority Areas 2020-2015 (SEDEMA) and the SEDEMA after it is approved, in accordance with the procedures and practices in the manual Harmonized Program and Project Management Guidelines (HPPMG);

- Under stewardship and guidance from UNDP PO, provide additional supports to full implementation of SEDEMA project, including follow-ups and facilitation for CEMA in establishment of Project Management Unit/Project Office Arrangement, Training project staff on making project work-plan, financial management (progress and financial reporting), cooperation mechanism among related stakeholders, making detail work-plans for 2020 and 2021;

- Follow up and facilitate CEMA and related localities/stakeholders in development and updating the Quarter III and IV 2020 and annual workplan 2021;

- Follow up and support UNDP PO in coordinating with benefited agencies (CEMA, MOLISA, MARD, Lao Cai, Son La...) and UNDP to draft related Terms of References (TORs), Concept notes (CNs) of consultation/technical workshops/meetings/training courses as in approved quarter work plan III and IV, 2020, and quarter I, 2021.

- Support UNDP PO in facilitating the implementation and quality assurance of research, consultation activities, testing innovative solutions, fieldtrip; facilitate and consult the organization of technical meetings, workshops, events to ensure the quality and timely of approved activities of 2020 and Quarter I and II of 2021.

- Support UNDP PO in managing the Project budget to ensure that (i) Accounting records and supporting documents are prepared and properly kept in line with both GREAT and UNDP's rules, and (ii) Records are in order for check/auditing at any time.

- Under support and supervision of UNDP PO and assistant, draft and submit timely the quarterly and annual progress report in compliance with both GREAT's management information system (MIS) and UNDP forms.

- Carry out other relevant tasks as assigned by Program Officer.

### **b) Technical inputs: Upon the request of UNDP PO:**

- Provide additional comments on the deliverables by national, international consultants and

proposed activities by beneficiary partners, whenever required;

- Provide solutions to enhance timeliness and quality assurance of the project activities;
- Makes recommendations on coordination with other projects/partners.

#### **4) EXPECTED DELIVERABLES AND TIMELINES**

a) The TA proposal, including detailed actions, timelines for completion of this assignment accepted by UNDP Program Officer (Mid September).

b) TA report on supporting establishment of Project Management Unit, training project staff on project management and implementation of SEDEMA project after it is approved by GoV and UNDP.

c) Approved quarterly work-plans IV, 2020 (Mid September for QWP IV; 10<sup>th</sup> December, 2020 for QWP I).

d) Approved TORs and concept notes for activities according to the approved quarterly work-plans IV, 2020 (September to November, 2020).

e) Approved quarterly progress report III and draft annual progress report 2020 in both GREAT MIS and UNDP (15 October for QPR III; 30 December 2020 for APR).

f) Update annual work-plan 2021 (End of December).

g) Field trips and field trip reports to Lao Cai, Son La and related localities based on the plans approved by UNDP.

h) Related comments and solutions based on the project activities.

#### **5) MONITORING AND PROGRESS TRACKING**

Monitoring, progress and quality controlling of the consultant will be in accordance with the scope of work in Section 3 and expected deliverables and timelines in Section 4, in charged by UNDP Program Officer, under the overall direction of UNDP's Head of Inclusive Growth Unit. The consultant shall report difficulties to UNDP Program Officer (if any) during the consultation process for timely handling.

#### **6) SUPPORT FROM UNDP**

The consultant will work from home and make field trips to related localities, especially Lao Cai, Son La provinces when required and accepted by UNDP. UNDP has no responsibility to provide facilities, equipment and materials to the consultants. However, in case of necessity, UNDP may assist in organizing consultation meetings with government agencies and international organizations implementation and completion of the required tasks.

#### **7) EXPERTISE AND QUALIFICATIONS**

- Have master degree or higher in development policy, socio-economic or related areas.
- At least 8 years of experience managing projects in the fields of poverty reduction, ethnic minority development, rural areas and community development.
- At least 5 years of experience working the central ministries, i.e., CEMA, MOLISA, UNDP and localities i.e., Lao Cai and Son is an advantage.
- Have at least 5 years of experience in facilitating, coordinating and communicating with both Government and international development partners; experience in organizing workshops/events/technical meetings, drafting TOR for recruiting consultants, monitoring the

implementation of activities approved quarterly work-plans.

- Have knowledge and skills in documentation and reporting of project support activities.
- Fluent in English and Vietnamese.

## 8) TERMS OF PAYMENT

Payment for consultant will be made by the completion of assignment as regulated in Section 4 in this TOR, with the delivery of quality, on-time products and being accepted by UNDP under UNDP regulation.

1. First instalment of 20% total contract value on receipt of technical proposal accepted by UNDP.
2. Second instalment of 30% total contract value on receipt of approved annual reports on GREAT MIS accepted by UNDP.
3. Third instalment of 20% total contract value on receipt of approved quarter workplan II, 2021 accepted by UNDP
4. Final instalment of remaining 30% total contract value on receipt of Quarter progress report II, 2020 on GREAT MIS.

**Note:** The total contract value should include consultancy fee only. For field trips to Lao Cai, Son La and related localities based on the plans approved by UNDP, separate payments for per diems and travel costs (based on UN-EU Cost norm) will be paid by UNDP on actual basis.

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

☐ NONE                      ☐ PARTIAL                      x **INTERMITTENT**                      ☐ FULL-TIME



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).