



09 September 2020

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

<b>Country:</b>	<b>Viet Nam</b>
<b>Description of the assignment:</b>	<b>Enhanced data management for disaster and climate risk management (with focus on insurance sector and Vietnamese Mekong Delta region)</b>
<b>Period of assignment/services (if applicable):</b>	<b>01 October 2020 – 30 June 2021</b>
<b>Duty Station:</b>	<b>Home-based with potential travel to Viet Nam</b>
<b>Tender reference:</b>	<b>PN-N200901</b>

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

**22 September 2020 (Hanoi time)**

**With subject line:**

**PN-N200901: An international consultant on enhanced data management for disaster and climate risk management (with focus on insurance sector and Vietnamese Mekong Delta region)**

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
- 1-2 report samples on relevant subject.
- Reference contacts of past 3 clients for whom you have rendered preferably the similar service (including name, title, email, telephone number...)

**b. Financial proposal (with your signature):**

- The financial proposal shall specify a total lump sum amount in **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:

Evaluation criteria	Points
A Master’s degree in remote sensing, information/data management, development studies, international development, disaster risk reduction/humanitarian or other closely related field	150
At least 10 years of work experience in developing disaster/climate change related databases & information management systems,	300

preferably in developing countries	
Knowledge of remote sensing, including application in disaster response/recovery interventions	150
Working experience in disaster/crisis response	100
Experience working with the UN system (preferably with UNDP)	100
Experience working in Viet Nam or in a similar context	100
Excellent written communications skills in English (1-2 report samples to be provided)	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 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

### 1. GENERAL INFORMATION

<b>Post Title</b>	International Consultant
<b>Consultancy service required</b>	Enhanced data management for disaster and climate risk management (with focus on insurance sector and Vietnamese Mekong Delta region)
<b>Type of appointment</b>	Individual Consultancy contract (IC)
<b>Duty Station</b>	Home-based with potential travel to Viet Nam <sup>1</sup>
<b>Duration</b>	01 October 2020 – 30 June 2021 Total estimated working days: 60 days
<b>Technical supervision:</b>	Senior Technical Advisor, DRR & CCA (UNDP Viet Nam)
<b>Report to</b>	Head of Climate Change and Environment Unit (UNDP Viet Nam)

### 2. BACKGROUND

Vietnam is one of the most disaster and climate change risk prone countries in the world. Loss and damage associated with disaster and climate risks is increasing in Vietnam. Climate change poses additional threats owing to rising sea levels, more intense and less predictable flooding, storm surges and cyclones.

Vietnamese Mekong Delta accounts for 13% of the total land and is home to more than 17 million people. The delta is the largest and most important agricultural region in the country as it contributes to over 50 per cent of rice production, 65 percent of aquaculture production, 70 percent of fruits and 60 percent of exported fish. The Mekong Delta ecosystem is already stressed by the impact of disasters and climate change. The drought and saltwater intrusion of 2019-2020 was one of the highest on record and reached the depth of 135 km inland in the Mekong Delta region. COVID-19 highlighted further vulnerabilities and added to the compounding socio-economic impacts.

Despite the ongoing efforts from Government and other development partners, each disaster event caused by cyclones, storms, drought, saltwater intrusion, now also the pandemics lead to negative impacts due to increased vulnerabilities and low levels of resilience of communities and markets in Mekong Delta and other parts of the country. Conducting assessments and developing a clear picture of the impacts and needs remains a challenge, especially in case of a COVID pandemic when field-level impact assessments are not possible.

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<sup>1</sup> Travel to Viet Nam will depend on the COVID-19 situation and existing travel restrictions. Details will be discussed during contract negotiations.

Moving beyond a crisis-to-crisis approach, UNDP Vietnam is providing the Government with a long-term evidence-based programmatic support that systematically links up Government policy and funding to address both the impact of disasters, climate change, pandemics and their root causes.

This support includes building the data ecosystem capacity to support decision making and resilience building of vulnerable communities. It will include strengthening existing climate, development, disaster/humanitarian databases available for the country, with a focus on Mekong Delta, and linking them through an integrated information system. This integrated information management system is expected to address the data gaps during disaster response and recovery, but can also help risk reduction and resilience building interventions. Clear information on historical disaster data, climate change projections and risks is essential to guide climate-resilient and risk-informed development planning.

Disaster and climate change-related information management capacities have been steadily growing in Vietnam. The Vietnam Disaster Management Authority (VNDMA) has been implementing a number of initiatives to further enhance the existing disaster risk management (DRM) information management systems. Nevertheless, there are still challenges around functionality and integration of these systems to properly collect, collate, analyze and disseminate disaster and climate change related information to support decision taking, in line with the goals and targets of the Sustainable Development Goals (SDGs) and the Sendai Framework for Disaster Risk Reduction (SFDRR).

All of this points to the fact that there is a major need in Vietnam to establish a robust DRM information management system which can standardize and fuse data from various information streams, which should ideally be cloud-based to ensure easy access by relevant stakeholders. More efforts will be required to consistently disseminate strategic information designed for various audiences (i.e. policy makers, decision makers at the national and sub-national levels, private sector, general public, development partners, etc.). One of the key initiatives being promoted by the Government of Vietnam as well as the development partners is to support establishment of risk transfer mechanisms, including insurance for disaster/climate risks. In order to fulfil the information needs for the development of insurance products, historical disaster data is required to be made available at sub-national level, with loss and damage analyses at the provincial, district and commune levels.

To address this challenge, UNDP is proposing a two-phased approach. During the **first phase** the focus will be in supporting VNDMA to set up its disaster damage and loss database, in line with the internationally agreed standards, designed to serve multiple objectives, focusing on risk transfer and insurance sectors. The database will also be used to support Government reporting against SDGs and SFDRR. The **second phase** of the support will expand the system to address the disaster/climate data needs of other key sectors in the country, focusing on tailor made products for early warning, preparedness, response and recovery.

Taking the above into account, UNDP Viet Nam is mobilizing an International Consultant to assist UNDP and the Government of Viet Nam to support the design and implementation of activities for the proposed first phase of interventions focusing on establishing the cloud-based disaster damage and loss database, focusing on insurance sector (with Mekong Delta as a pilot region).

The international Consultant will work with a National Consultant on water modeling in Mekong Delta, to ensure a cohesive and integrated approach to data collection and data management.

### 3. CONSULTANCY SERVICE

The objective of this consultancy is to support Viet Nam Disaster Management Authority in developing a consolidated cloud-based disaster damage and loss database to support decision making with the focus on insurance sector (and Mekong Delta as a pilot region).

The consultant will work closely with UNDP team members as well as with the relevant Government institutions. The Consultant will be responsible for the following key tasks:

1. Conduct a desk review of all key studies, research papers, disaster response and recovery plans and strategies developed (by GoV and other stakeholders) following major disaster events;
2. Develop a consolidated table of all key recommendations related to disaster and climate change-related data management;
3. Review existing national legislation and identify relevant articles and clauses related to data management;
4. Conduct a review of the existing national legislation on disaster-related insurance;
5. Conduct a comprehensive review of all existing disaster and climate change related databases (with MARD, MONRE and other sources);
6. Consult with relevant stakeholders to agree on hazards of interests for which a risk transfer product is designed and agree on the administrative boundaries in which such a product is developed;
7. Conduct a review of existing databases that contain information about assets (buildings, infrastructure, economic assets, etc);
8. Consult with experts and/or insurance agencies including the Risk Finance Advisor based in BRH, as needed, to determine whether the existing data (reviewed in item 5 and 7 above) offer sufficient granularity, frequency, coverage of hazards and quality to be used in risk modelling for insurance product development;
9. Develop a summary of the availability and/or gaps in data needed for risk modeling for insurance product development.
10. Conduct a review of Mekong Delta Plan<sup>2</sup> and the Integrated Plan for Mekong Delta;
11. Liaise closely with relevant government institutions, as well as other UNDP Consultants to avoid overlaps, enhance partnerships between key technical departments and ministries and other key stakeholders (incl. writing and preparation of notes, presentations, briefs and other materials);
12. Facilitate collaboration with key development partners in Viet Nam (including NGOs, development partners, UN agencies), private sector, and other key technical agencies;
13. Coordinate all activities with Regional UNDP DRR Team in Bangkok;
14. Support organization and facilitation of a platform/coordination mechanism bringing together key stakeholders at the technical level to identify challenges (focusing on disaster insurance) and develop a joint vision/strategy on enhancing disaster & climate risk related data in the country;
15. Design and lead the implementation of key events/workshops/consultations/trainings for Government counterpart and relevant stakeholders;
16. Develop a detailed plan and TOR for the procurement of ICT services for the establishment of the database;
17. Provide technical support to VNDMA team and the ICT company in setting up the data system with appropriate functionalities (taking into account the needs of the insurance sector);
18. Provide technical support for collection and entry of relevant data in line with the national regulations;
19. Support organization and facilitation of training workshops for stakeholders on the use of the database system (to be organized by UNDP in collaboration with VNDMA and ICT company)

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<sup>2</sup> The Mekong Delta [Plan](#) was launched in 2013, and has a dedicated [website](#) with all the resource materials.

20. Develop progress reports on monthly basis highlighting challenges, issues and way forward;
21. Lead the development of new concept notes, project proposal to be submitted to UNDP Viet Nam;
22. Provide necessary inputs, do peer-reviews, and edits to project products/results;

#### 4. EXPECTED OUTPUTS AND DELIVERABLES

The Consultant is to submit the following deliverables/outputs:

#	Deliverables	No. of days	Timeline
	<b>Delivery and implementation</b>		
1	Inception Report incorporating findings from the desk review (including a detailed workplan for the assignment)	2	10 Oct 2020
2	Overview of all existing databases including disaster and climate risk related data and information about assets (buildings, infrastructure, economic assets, etc.)	10	20 Oct 2020
3	Detailed plan and TOR for the procurement of ICT service (to conduct a technical review of the existing systems and needs for a cloud-based geo-spatial disaster data management system)	3	30 Oct 2020
4	Consultation workshops and reports on a) The disaster database system (to be carried out jointly with VNDMA, ICT company and UNDP); b) Priority hazards and agreed administrative boundaries for risk transfer products; and c) Additional data needs related to risk modelling for insurance product development	12	20 Dec 2020
5	Technical support to the ICT company in setting up the data system with appropriate functionalities (in consultation with respective government agencies and stakeholders)	10	28 Feb 2021
6	Technical support for collection and entry of relevant data (baseline, hazard, sectors) in line with the national regulations	10	31 Mar 2021
7	Training workshops for stakeholders on the use of the database system (to be carried out jointly with VNDMA, ICT company and UNDP)	8	30 Apr 2021
8	Strategy note for the establishment of the comprehensive information management (contributing to the design of the Second Phase)	3	31 May 2021
9	A final report, including executive summary, findings and recommendations, linking to the opportunities	2	30 Jun 2021

#### 5. ADMINISTRATION

UNDP will provide administrative support to the International Consultant throughout the implementation of this consultancy service. However, the Consultant should be proactive in making appointments, organizing consultation meetings with relevant UNDP staff and key stakeholders.

The International Consultant will report to the Senior Technical Advisor on DRR and Climate Change Adaptation, UNDP Viet Nam.

#### 6. DURATION

The contract duration is from the date of signature to 30 June 2021. Maximum number of working days is: 60 days.

#### 7. MINIMUM QUALIFICATIONS

- a. At least 10 years of experience in information management and/or database development, focusing on humanitarian/disaster related fields (ideally within the UN system);



- b. Solid knowledge of remote sensing, including application in disaster response/recovery interventions;
- c. Working experience with the UN system, preferably with UNDP is desired;
- d. Working experience in disaster/crisis response, preferably with the UN system;
- e. Good inter-personal skills, and ability to work in cross-cultural; initiative to work independently;
- f. Sound knowledge of disciplines relevant to development work, preferably in Viet Nam;
- g. Highly developed oral and written communications skills with excellent writing skills in English;

## 8. PAYMENT SCHEDULE

The Consultant must send a financial proposal for a total number of 60 working days.

- The proposed fee shall quote an all-inclusive budget for the contract period. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the International Consultant in completing the assignment are already factored into the fee.

The costs associated to travel within Hanoi should be borne by consultant (included in the contract) and travel to other provinces (if required) will be covered by UNDP following the effective UN cost norms.

Payment schedule:

Installment of Payment	Deliverables	Approval should be obtained from	Payment (USD)
1 <sup>st</sup> Payment (30 Oct 2020)	Deliverable 1, 2	Head of CCE & STA on DRR/CCA	20%
2 <sup>nd</sup> Payment (28 Feb 2021)	Deliverable 3, 4	Head of CCE & STA on DRR/CCA	30%
3 <sup>rd</sup> Payment (30 April 2021)	Deliverable 5, 6	Head of CCE & STA on DRR/CCA	30%
Final Payment (30 Jun 2021)	Deliverable 7, 8, 9	Head of CCE & STA on DRR/CCA	20%

## 9. EVALUATION CRITERIA

The following evaluation criteria will be applied for the selection of the consultant:

Evaluation criteria	Points
A Master’s degree in remote sensing, information/data management, development studies, international development, disaster risk reduction/humanitarian or other closely related field	150
At least 10 years of work experience in developing disaster/climate change related databases & information management systems, preferably in developing countries	300
Knowledge of remote sensing, including application in disaster response/recovery interventions	150
Working experience in disaster/crisis response	100
Experience working with the UN system (preferably with UNDP)	100
Experience working in Viet Nam or in a similar context	100
Excellent written communications skills in English (1-2 report samples to be provided)	100
Total	1000

## 10. PRESENCE REQUIRED ON DUTY STATION / UNDP OFFICE

- NONE
  PART-TIME
  INTERMITTENT
  FULL-TIME

**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.

