



16 October 2020

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	Junior Communication Consultant on the waste/chemicals and Circular Economy portfolio
Period of assignment/services (if applicable):	Full-time from November 2020 to April 2021, with possibility of extension
Duty Station:	Hanoi, Viet Nam
Tender reference:	P201003

1. Submissions should be sent by **email** to: nguyen.ngoc.phuong@undp.org no later than:

23.59 hrs., 25 October 2020 (Hanoi time)

With subject line:

P201003 - Junior Communication Consultant on the waste/chemicals and Circular Economy portfolio

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:

- Examples of communication product: A short film/clip produced for a campaign
- Examples of communication product: An infographic/ layout
- Detailed CV addressing experience and communication work
- Communication report to show the results of communications activities that s/he supports/supported.
- Financial offer as per attached template

Incomplete applications will not be evaluated. Shortlisted candidates will be invited for a written test (compulsory) and an interview (if needed). We will not accept and even cancel the contract if we find any inaccurate information in the candidate's application for this position.

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:

Junior Communication Consultant to support the Circular Economy portfolio		
1	Minimum bachelor's degree in communication, marketing, public relations, environment, climate change or any other related fields	100
2	At least 1 year of experience in areas of communication, marketing website management, content creation, social media .	150
3	Excellent skills in layout and design (photoshop, InDesign etc) and photo taking and editing (Lightroom/Bridge)	150
4	Strong videography skills, including production and editing skills is a must (filming and Adobe Premiere)	200
5	Proven track record in communications activities.	200
6	Good command of English in both written and oral	150

7	Proven knowledge and familiarity with climate change, environment, existing development and environment policies in Viet Nam (experience working with UN/UNDP, international organisations, NGOs, embassies is an asset)	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 the new online security awareness training is 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

Junior Communication Consultant is required to perform required tasks according to circumstances within a given scope, and payment is made on a monthly basis, upon reception of deliverables.

Payment will be made on a monthly basis based on the actual number of working days certified by the supervisor and submission of deliverables in the payment month. Payment for the last month will be made based on actual certified working days and all the remaining deliverables in the TOR.

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



TERMS OF REFERENCE

Title:	Junior Communication Consultant on the waste/chemicals and Circular Economy portfolio (Output 2)
Project:	Ending Plastic Pollution Innovation Challenge (EPPIC)
Duty Station:	Hanoi, Viet Nam
Category:	National Consultant
Duration of Contract:	6 months, with possibility of extension
Duration of assignment:	Full-time from November 2020 to April 2021
Report to:	CCE Media & Communications Analyst, UNDP Viet Nam Programme Officer on Waste and Chemicals, UNDP Viet Nam.

1) GENERAL BACKGROUND

UNDP Viet Nam provides critical support to the Government of Viet Nam in the areas of sustainable development, climate change, disaster risk reduction, renewable energy and energy efficiency. Efforts to support Viet Nam's development agenda are firmly grounded in the context of the One UN Initiative and the One Plan III, the consolidated programme of work of all UN agencies working in Viet Nam.

UNDP Country Programme Document (CPD) 2017-2021 provides a solid framework for UNDP's support to the government to address some key development challenges, especially in the areas of natural resources management and climate change.

The Climate Change and Environment Unit aims to help Viet Nam accelerate its transition to sustainable development and green growth while enhancing adaptation and resilience to climate change and natural disasters. It supports the country to be more effective in managing and protecting valuable natural resources and biodiversity and mainstreaming the circular economy approach in Viet Nam's development plans.

In Viet Nam, the amount of solid waste generated per capita is continuously increasing and unsustainable waste management, especially of plastics, has severe consequences for the Vietnamese population. Enhancing Solid Waste Management (SWM) is a trigger for sustainable development, and this essential utility service closely relates to issues such as public health, private sector development, environmental protection, and gender equality. The Government adopted the amended National Strategy of Integrated Solid Waste Management up to 2025, vision towards 2050 (491/QD-TTg Decision). The Strategy has made clear the integrated approach of solid waste management by which the 3Rs (reduce, reuse, recycle) should be strengthened while landfilling should be limited.

Plastic pollution has become a growing concern in Viet Nam and requires a systematic approach to tackle this wicked challenge. In fact, the country has been identified as a large plastic producer, and plastic consumption has increased exponentially over the past decades (from 3.8kg per capita in 1990 to 41 kg annually in 2015). Recent estimates from MONRE (2019) indicated that Viet Nam produced 1.8 million tons of plastic waste annually, while Hanoi and Ho Chi Minh City alone generated 80 tons of plastic bags daily. Early 2020, the country approved the National Action Plan on Marine Plastic (Decision 1746/QD-TTg) demonstrated a high commitment to tackle plastic pollution. Further, Viet Nam in a paradigm shift on the way plastic is produced, consumed, recycled and disposed.

With the support of the Government of Norway, UNDP is currently implementing a new project entitled ***Scaling-up a Socialised Model of Domestic Waste and Plastic Management***, (DWP5C) in Ha Long, Danang, Quy Nhon, Binh

Thuan, and Binh Duong. It aims to develop integrated, green and fair models to improve domestic waste and plastic management, in five Vietnamese cities.

The project ***Ending Plastic Pollution Innovation Challenge (EPPIC)*** seeks to reduce plastic pollution in coastal areas in Viet Nam and Thailand in 2020, followed by Indonesia and the Philippines in 2021, contributing to the achievement of SDG 14 (Life Below Water) and SDG 12 (Responsible Production and Consumption). EPPIC will bring together citizens, local governments, and the private sector to collaborate in establishing effective and innovative solutions. The EPPIC competition is also the opportunity to drive change by raising awareness, collecting lessons learned and trying new approaches to address localised plastic issues

Circular economy (CE) can be defined as “an economic model in which design, production and service activities aim to extend the life of material and eliminate negative impacts on the environment”. UNDP Viet Nam has developed significant expertise in the area of circular economy, including through multiple projects and policy advocacy interventions, such as by supporting the Government of Viet Nam to include CE in the Socio-economic Development Plan/Strategy from 2021 – 2030 and in the revised law on environmental protection as well as by supporting Viet Nam in developing the National Action Plan on Marine Plastic. UNDP Viet Nam has also been driving forward a portfolio approach in Da Nang in the waste management sector through systemic design, multi-stakeholder engagement and collective intelligence.

The Viet Nam Chemical Agency (Vinachemia) under the Ministry of Industry and Trade (MOIT) is implementing the project Application of Green Chemistry in Viet Nam to ***Support Green Growth and Reduction in the Use and Release of POPs/Harmful Chemicals (Green Chemistry)***, funded by GEF/UNDP with co-financing by Vietnamese agencies/institutions and companies. The project aims to create the enabling environment for the introduction of Green Chemistry in Viet Nam and introduce Green Chemistry applications in productive sectors with the purpose of reducing the use and release of chemicals controlled under the Stockholm and Minamata Conventions. The project also expects to result in a reduction in the use and release of chemicals of concern not covered under the MEAs, as well as improve energy and natural resource efficiency and generate greenhouse gas (GHG) release reduction co-benefits in the sectors and industries supported by the project.

In this context, UNDP Viet Nam is looking for a National Junior Communications Consultant to support the communication activities of various initiatives on waste/chemicals and circular economy in Viet Nam.

2) OBJECTIVE OF THE ASSIGNMENT

The Junior Communication Consultant is expected to deliver communication tasks to contribute to the effective implementation and delivery of the waste/chemicals and circular economy portfolio.

3) SCOPE OF WORK

The Junior Communication Consultant will work under the direct supervision of the CCE Media & Communication Analyst, and the Programme Officer – Chemicals, Waste and Circular Economy, and in collaboration with the International Consultant and Project Assistant under this portfolio. Under the direct supervision of the CCE Media & Communications Analyst, s/he will enhance communication outreach of the waste/chemicals and circular economy portfolio, focusing on the above-mentioned projects. Specifically, the Junior Communication Consultant will be expected to:

Draft engaging content

- Assist with the design communication materials including, but not limited to, infographics, banners, flyers,

policy brief, reports, fact sheets, knowledge products. S/he will seek guidance from UNDP colleagues working in the team, including international consultants, and receive final approval of the CCE Media & Communications Analyst, prior to dissemination of the materials.

- Collect, develop and draft articles, blogs, human-interest stories and other advocacy/information materials for the projects through web-based
- Support the development of short films, including contributing to scripts and working with filmmakers and relevant UNDP colleagues to ensure high quality, appropriate and compelling content
- Prepare short content to be published on the 'news' page of the EPPIC website
- Design the layout of PowerPoint presentations and training materials
- Translate documents in English/Vietnamese

Deliver Online and Digital Communication

- Proactively create editorial contents (stories, photos, advocacy images, campaigns)
- Draft a web and social media calendar for the waste and plastic projects, based on the communication plans established by CCE Media & Communications Analyst
- Upon approval of the plan by CCE Media & Communications Analyst, disseminate the posts on the respective social channels
- Respond rapidly to request on social media pages and regularly update the team on the digital engagement strategy

Support the implementation of Events

- Support organization of related events and activities to promote the projects
- Participate to all related event activities, including but not limited to, design of the of invitations, outreach to participants, travels
- Draft TOR for communication activities, including multimedia, website, video provider
- Support preparation of communication materials for advocacy at high-level dialogues, public events
- Support with the livestream of events including by preparing the equipment and room and ensuring these are of high quality
- Support development and translation of Press Releases and translation of statements, briefs, into English and/or Vietnamese.

Perform other activities as required

4) PROVISION OF MONITORING AND PROGRESS CONTROL

The Programme Analyst – Chemicals, Waste and Circular Economy and the CCE Media & Communication Analyst will supervise this assignment. The Junior Communication Consultant will work closely with the sub-team including UNDP International Consultant and Programme Assistant. The Junior Communication Consultant is expected to report on a bi-monthly basis on its work-plan, deadlines and verification activities.

5) DEGREE OF EXPERTISE AND QUALIFICATIONS

- Minimum bachelor's degree in communication, marketing, public relations, environment, climate change or any other related fields
- At least 1 year of experience in areas of communication, marketing, website management, content creation, **social media**
- Excellent skills in, layout and design (photoshop, InDesign etc.) **and** in photography and editing (Lightroom/Bridge)
- Strong skills in videography, including production and editing skills is a must (filming and Adobe Premiere), livestreaming
- Proven track record in communications activities
- Good command of English in both written and oral
- Proven knowledge and familiarity with sustainable development, climate change, environment, public policies, existing development and environment policies in Viet Nam is an asset
- Experience working with UN/UNDP, international organisations, NGOs, embassies is an asset.

*** Language Requirement:**

Fluent **English and Vietnamese** are required — the deliverables must be presented in either or both languages according to the audience.

Competencies:

- Demonstrates commitment to UNDP's mission, vision and values;
- Demonstrates sound judgment, diplomacy and sensitivity to confidential matters;
- Demonstrates ability to meet deadlines and work under pressure;
- Innovative forward thinking, good coordination and organizational skills, teamwork.

6) OUPUTS/DELIVERABLES

The Junior Communication Consultant will be expected to deliver monthly outputs, as follows.

Due Date	Deliverables
November 2020	Plan for social media post on UNDP specific Facebook page, update the project website
December 2020	- Design of the profile of the 15 EPPIC Finalists, update the project website - Written input/comments on the Green Chemistry project communication materials
January 2021	Communication/event material for the EPPIC Pitching Competition and the award ceremony of photo competition. Update the project website
February 2021	The design of 5 waste profiles summarising waste management models in provinces and 5 leaflets/communication materials regarding implementation status of sub-projects.
March 2021	- A communication/outreach material to launch the platform on CE - A communication/outreach material on POP/chemical
April 2021	- Support for organisation/communication of 01-02 awareness campaigns - Final report summarising all performed activities.

6) DURATION OF ASSIGNMENT AND DUTY STATION

The Junior Communication Consultant is expected to work on the assignment full time between November 2020 and April 2021.

S/he is expected to work at UNDP office (304 Kim Ma - Hanoi) but s/he may undertake travel to project sites as required. Travel costs, if required, will be supported separately from the contract following UN-EU cost norm.

7) PAYMENT TERMS

Junior Communication Consultant is required to perform required tasks according to circumstances within a given scope, and payment is made on a monthly basis, upon reception of deliverables.

Payment will be made on a monthly basis based on the actual number of working days certified by the supervisor and submission of deliverables in the payment month. Payment for the last month will be made based on actual certified working days and all the remaining deliverables in the TOR.

8) DOCUMENTS TO BE SUBMITTED FOR EVALUATION

- a. Examples of communication product: A short film/clip produced for a campaign
- b. Examples of communication product: An infographic/ layout
- c. Detailed CV addressing experience and communication work
- d. Communication report to show the results of communications activities that s/he supports/supported.
- e. Financial offer

Incomplete applications will not be evaluated. Shortlisted candidates will be invited for a written test and an interview. We will not accept and even cancel the contract if we find any inaccurate information in the candidate's application for this position.

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.

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 ofUS\$

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

Cost breakdown:

No.	Description	Quantity	Unit Rate (US\$)	Total
1	Consultancy fee (daily rate)			
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). *			
2.5	Others (pls. specify).....			
2.6	VAT** if applicable (in case your company signs the contract)			
	TOTAL			

* Individual Consultants/Contractors who are over 62 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).