

29 March 2021



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	National Individual Consultant (IC) on Supporting the Inception Phase of the United Nations Partnership on the Rights of Persons with Disabilities (UNPRPD) Project
Period of assignment/services (if applicable):	from Mar to 30 June 2021 (with possible extension to the implementation phase of the project) (~ 50 days)
Duty Station:	Hanoi
Tender reference:	P210305

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

23.59 hrs., 8 April 2021 (Hanoi time)

With subject line:

P210305 - NC on Supporting the Inception Phase of the UNPRPD Project

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

Note:

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.
- Maximum size per email is **30 MB**.
- Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP Viet Nam will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.
- After submitting proposal, bidder should send notification by email (without attachment) to: procurement.vn@undp.org informing that the bidder has submitted proposal. UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to above address.
- Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female consultants.

2. Please find attached the relevant documents:

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

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

a. Technical component:

- Detailed CV addressing the experience and work you have done.
- Financial offer
- At least 2 sample reports in English on the similar topic of the assignment to be submitted

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:

Consultant(s)' experiences/qualification related to the services		
1.1	Minimum master's degree in disability studies, human rights, law, development, social science, or related fields;	200
1.2	At least 5 years of experience in the area of development and/or human rights, preferably in the disability field;	200
1.3	Proven experience in project planning and management;	150
1.4	Proven capacity of conducting research and drafting project reports and other documents;	250
1.5	Proven proficiency in English and Vietnamese, especially in academic writing with submission of two reports in English and Vietnamese	200
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

UNDP shall process payments for RLA upon the UN's satisfaction with expected deliverables set forth in Section 3 above. Payments shall be made upon satisfactory outputs by the tentative schedule set forth for each output below:

Stage	Expected Outputs	Payment Amount	Tentative Payment Schedule
Output 1	Submission and approval of A report on the induction workshop	30%	30 May 2021
Output 2	Submission and approval of the first draft of the situational analysis and full proposal	30%	10 July 2021
Output 3	Submission and approval of the final UNPRPD situational analysis and full proposal	40%	10 August 2021

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



Empowered lives.
Resilient nations.
Resilient nations.

TERMS OF REFERENCE

Service	National Individual Consultant (IC) on Supporting the Inception Phase of the United Nations Partnership on the Rights of Persons with Disabilities (UNPRPD) Project
Duty station:	Ha Noi
Expected Duration and Timing	The IC is expected to provide services specified in this TOR during the inception phase of UNPRPD from Mar to 30 June 2021 (with possible extension to the implementation phase of the project)
Supervision:	The IC will report to UNDP Disability Rights Officer

Background

The United Nations Partnership on the Rights of Persons with Disabilities Multi-Partner Trust Fund (UNPRPD MPTF) is a unique partnership that brings together UN entities, governments, organizations of persons with disabilities (OPDs), and broader civil society to advance the implementation of the Convention on the Rights of Persons with Disabilities (CRPD) and disability inclusive Sustainable Development Goals (SDGs) at the country level around the world. It was established in 2011 to foster collaboration between its members and support their work disability inclusion through UN join programming.

This MPTF aims at

(1) advancing CRPD implementation at the country level by focusing on the essential preconditions for disability inclusion across sectors, translating these into concrete policies, programs, and / or services which lead to systemic changes through a cohesive, inter-sectoral approach.

(2) improving and increasing the implementation of disability inclusive SDGs at the country level by providing fundamental support to the UN's collective response to the SDGs to address national priorities and gaps concerning persons with disabilities in national planning.

UNPRPD MPTF's Strategic Operational Framework (SOF) 2020-2025 marks a shift from reactive to more proactive, results-oriented programming to drive implementation of the CRPD and disability inclusive SDGs with the meaningful participation of OPDs. This will be achieved by encouraging and supporting countries to develop and reform policies, plans, budgets, programs, and services to comply with the CRPD and SDGs by applying both disability-specific and disability-mainstreamed interventions through a multi-stakeholder approach. A critical new element of the SOF is a focus on the essential preconditions to disability inclusion. These are the foundational aspects that are indispensable in addressing the requirements of persons with disabilities (PWDs) across all sectors, such as accessibility, access to disability support services, protection from discrimination, and more.

Three cross-cutting approaches are intrinsically applied across all of UNPRPD MPTF's work, including its structures, programs, and processes:

- Enabling full and effective participation of persons with disabilities through their representative organizations;
- Ensuring the inclusion of marginalized and underrepresented groups of persons with disabilities; and
- Addressing gender inequality and advancing the rights of women and girls with disabilities.

This fourth funding round focuses on three major themes: reforms for CRPD and SDG implementation, country level focus through a multi-stakeholder approach, and COVID-19 response and recovery. In each country, at least two UN agencies will jointly run the programme for two years (2021-2023), comprising of an inception phase and an implementation phase.

In the inception phase, each country will receive \$100,000 to conduct a five-day induction workshop and various consultations with stakeholders to write a situation analysis and a full proposal by June 2021;

In the implementation phase, each country will be funded between \$700,000 and \$900,000 to implement their project for two years.

With our wealth of experience and achievements in the previous UNPRPD project, culminating in Viet Nam's ratification of the Convention of the Rights of Persons with Disabilities (CRPD) in 2015, thanks to great partnership and support from the government and organizations of persons with disabilities, Viet Nam has successfully passed the first round of Expression of Interest of this fourth UNPRPD funding call and was selected amongst 26 countries which proceed to the next round of writing a full proposal. In this project, the following areas will be prioritized in UN Viet Nam's interventions:

Strengthen alignment of the legal framework with the CRPD;

Combating stigma and discrimination;

Strengthen availability, quality, and coordination of services; and

Empowering OPDs and PWDs.

2. Objective

This assignment is aimed at supporting the UN Viet Nam to complete the situational analysis and the full proposal to be submitted to the UNPRPD Technical Secretariat as the grounds for the project implementation starting July 2021.

3. Expected Outputs

The IC, according to the following terms of reference and under the coordination of UNDP and UN Viet Nam, shall deliver the following services:

Outputs	Description	Expected Results	Deadlines
Output 1	Attend the five-day induction workshop: with all partners (30 participants max) to establish an agreement on targets, roles, and timelines of the UNPRPD project as well as to provide basic training on the CRPD and SDGs; Conduct pre-training and post-training survey with participants as guided by UNPRPD	- A report on the induction workshop	25 May 2021

Output 2	Five consultation workshops: 1 national in Ha Noi, two regionals in Hue and Can Tho, and 2 thematic workshops on specified priorities for the situational analysis and full proposal in Ha Noi (50 participants each)	<ul style="list-style-type: none"> - Draft Situational analysis; and - Draft Full proposal for the UNPRPD project 	05 June 2021 05 July 2021
Output 3	Consultation on the draft situational analysis and full proposal	<ul style="list-style-type: none"> - Finalized Situational analysis and full proposal to be submitted to UNPRPD Technical Secretariat 	31 July 2021

4. Scope of Work

The IC will work to complete the Outputs outlined in section 3 above through the following specific activities:

Conducting desk reviews for the situational analysis;

Providing technical support for the adaptation of induction materials and substances of consultation workshops;

Participating in all workshops to conduct necessary interviews and collect inputs from participants to draft the situational analysis and full proposal;

Collecting feedback on the draft situational analysis and full proposal from stakeholders via e-mails;

Analysing and synthesizing data to write up the situational analysis and full proposal to be submitted to UNPRPD Technical Secretariat;

Other technical support for the Inception Phase of UNPRPD Project.

5. Expected Qualifications

The IC conducting activities under this TOR is expected to meet the following qualifications:

Minimum master's degree in disability studies, human rights, law, development, social science, or related fields;

At least 5 years of experience in the area of development and/or human rights, preferably in the disability field;

Proven experience in project planning and management;

Proven capacity of conducting research and drafting project reports and other documents;

Proven ability to work with colleagues and collaborators of diverse ability status and national and cultural backgrounds;

Proven proficiency in English and Vietnamese, especially in academic writing.

6. Evaluation Criteria

Individual (IC/RLA)

Consultant(s)' experiences/qualification related to the services		
1.1	Minimum master's degree in disability studies, human rights, law, development, social science, or related fields;	200
1.2	At least 5 years of experience in the area of development and/or human rights, preferably in the disability field;	200
1.3	Proven experience in project planning and management;	150
1.4	Proven capacity of conducting research and drafting project reports and other documents;	250
1.5	Proven proficiency in English and Vietnamese, especially in academic writing with submission of two reports in English and Vietnamese	200
Total		1000

7. Timing, duration and location

The IC will work closely with UNDP to deliver final outputs as described in Section 3 above from April to July 2021 mostly in Ha Noi and 2 one-day mission trips to the Center and the South for consultations.

8. Contract payment

UNDP shall process payments for RLA upon the UN's satisfaction with expected deliverables set forth in Section 3 above. Payments shall be made upon satisfactory outputs by the tentative schedule set forth for each output below:

Stage	Expected Outputs	Payment Amount	Tentative Payment Schedule
Output 1	Submission and approval of A report on the induction workshop	30%	30 May 2021
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Output 3	Submission and approval of the final UNPRPD situational analysis and full proposal	40%	10 August 2021

All travel and related costs to this assignment should be requested in a lump sum by the IC in his /her financial proposal.

9. Provision of monitoring and progress controls

- UNDP shall be responsible for quality control of the outputs.
- The IC will report directly to UNDP.

10) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

INTERMITTENT

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).