

20 April 2021



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	National technical consultant to conduct an updated review assessment of legal environment on health procurement and existing models of green procurement.
Period of assignment/services (if applicable):	Part-time National Consultant for 15 working days from 30th April to 31st July 2021
Duty Station:	Home based
Tender reference:	P210405

1. Submissions should be sent by email to: [nguyen.ngoc.phuong@undp.org](mailto:nguyen.ngoc.phuong@undp.org) no later than:

**23.59 hrs., 25 April 2021 (Hanoi time)**

With subject line:

**P210405 – National technical consultant to conduct an updated review assessment**

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](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:

- Detailed CV addressing the experience and work you have done.
- Financial offer

### 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	Postgraduate degree in health management or health procurement or relevant fields	200
2	At least ten (10) years of relevant work experience; especially in health management or health procurement policies or policies relating to medicine procurement in Viet Nam;	300
3	Experience and skills in facilitation or multi-stakeholder workshops and consultative processes;	200
4	Understanding of and experience in preparation of health procurement plan and policies will be an advantage;	200
5	Good knowledge and understanding of key stakeholders involving in health procurement in Viet Nam; with ability and experience to work with government officials.	100
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**

Payment will be made as follows:

%	Milestone
50%	Following submission and approval of the 1ST draft of research reports and policy briefs
50%	Following submission and approval (UNDP-CO) of the final report, power point presentations, and training report

UNDP will provide feedback on submitted deliverables within 5 working days

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

## TERMS OF REFERENCE

<b>Service nature</b>	<b>National technical consultant to conduct an updated review assessment of legal environment on health procurement and existing models of green procurement.</b>
<b>Implementation</b>	Part-time National Consultant for 15 working days from 30 <sup>th</sup> April to 31 <sup>st</sup> July 2021
<b>Post Level:</b>	National Consultant
<b>Type of Contract:</b>	Individual Contract
<b>Location of Assignment</b>	Home base.
<b>Project Title</b>	<b>“Sustainable Health in Procurement Project (SHiPP)”</b>
<b>Languages Required:</b>	English and Vietnamese

**Sustainable Health in Procurement Project (SHiPP):** Reducing harm to people and the environment caused by the manufacture and disposal of medical products and by the implementation of health programmes.

### 1. General Background:

To promote compliance with environmental and social standards, the Sustainable Procurement in the Health sector initiative (SPHS) was officially established in May 2012 in Copenhagen, Denmark. The aim of the initiative is to promote sustainable procurement of health commodities and to contribute to greener health systems and inclusive green economies. This initiative is implemented by an Informal Interagency Task Team led by UNDP (which coordinates the secretariat) and has ten members—seven are UN Agencies (UNDP, UNEP, UNFPA, UNHCR, UNICEF, UNOPS, WHO) and three are Multilateral Health Financing Institutions (GAVI, GFATM and UNITAID). Together, these ten SPHS members command a cumulative purchasing power in the global health sector of around USD \$5 billion annually, representing a sizeable portion of the global market in pharmaceuticals and other health products.<sup>1</sup>

There are three main ways in which the health sector can negatively affect the health of people and the environment.

<sup>1</sup> SPHS website. <https://savinglivesustainably.org/who-we-are.html> accessed on 17 Jan. 2019.

- Patients, health care workers and the public around the world are exposed to environmental and health risks during the implementation of health programs – for example through direct exposure to biological or chemical agents, or health risks from improper health care waste management and the burning of waste.
- The production of medical products can impact on health and well-being – for example there is increasing concern about pharmaceuticals which accumulate in the environment.
- The health sector as a whole, is having an impact on global climate change and planetary health for example – through emission of greenhouse gases.

Since 2018, UNDP with the financial support from the Swedish Government is implementing the SHiPP. In implementing this global project, UNDP partners with the Health Care Without Harm (HCWH), a US based international nongovernmental organisation (NGO) whose mission is to “transform health care worldwide so that it reduces its environmental footprint, becomes a community anchor for sustainability and a leader in the global movement for environmental health and justice”.<sup>2</sup> HCWH has over 20 years of experience in the sector supporting health systems to implement sustainability measures in policies, practices and procurement of products and services. HCWH’s network of Global Green and Healthy Hospitals (GGHH) is made up of over 36,000 hospitals and health centres in 55 countries who have adopted a ten-goal sustainability framework.<sup>3</sup>

The SHiPP project is being implemented in 10 countries of Argentina, Brazil, China, India, Moldova, South Africa, Tanzania, Ukraine, Vietnam and Zambia. UNDP is responsible for programming in Argentina, Moldova, Tanzania, Ukraine, Vietnam and Zambia, while HCWH is responsible for programming in Brazil, China, India and South Africa: the emerging economies with extensive engagement in the HCWH GGHH community. HCWH is also working to scale-up the results in Southeast Asia and Latin America. Two of the countries, China and India supply 70% of the health products procured by UN Agencies. Vietnam also represents an important player in the health procurement capacity to the UN-system, with 19 different UN organizations procuring goods and services from the country in 2017. With 181 Vietnamese companies registered on UN Global Marketplace as potential suppliers for the UN, total 2017 procurement volumes from Vietnam amounted to 22.99 million USD. Health products and services were the second largest procurement category (14.4% of total procurement), amounting to 3.31 million USD. The highest health procurement volumes were in the following categories:

- Healthcare Services: 1.74 million USD
- Laboratory and Measuring and Observing and Testing Equipment: 1.04 million USD
- Pharmaceuticals incl. Contraceptives and Vaccines: 0.5 million USD
- Medical Equipment and Accessories and Supplies: 0.03 million USD

2017 procurement volumes confirm that UNDP remains a strategic development and procurement partner to Viet Nam, with the second highest UN procurement volumes of 5.24 million USD, followed by other SPHS Member Agencies: WHO 2.49 million USD, UNFPA 0.78 million USD, UNICEF 0.22 million USD, UNOPS 0.03 million USD.

UNDP and Health Care without Harm (HCWH) have identified procurement in the public health sector as well as private health systems as a key entry point for promoting more sustainable production and consumption patterns (SDG12). The role of procurement in influencing the environmental impact of health sector operations is well acknowledged and sustainable procurement practices have the capacity to reduce a significant proportion of the health sector’s greenhouse gas emissions (GHG).

<sup>2</sup> HCWH website. <https://noharm.org/> accessed on 17 Jan. 2019.

<sup>3</sup> Global Green and Healthy Hospitals Agenda. <https://www.greenhospitals.net/what-we-do/>

**Project Aim:** To strengthen sustainability in the health sector in selected countries to ultimately reduce harm to people and the environment caused by the manufacture and disposal of medical products.

## **2. Objective of the assignment:**

In early 2019, a review assessment of national policies on health procurement was conducted. Since then, there have been changes in national policies that may facilitate green procurement of the health sector. Therefore, UNDP is seeking services of an experienced national consultant to update the former desk review study on current legal environment on health procurement. This additional review aims to provide health managers and health procurement officials who are attending upcoming national trainings on health green procurement with most up-to-date enabling policy environment for possible integration of sustainable/green procurement into the health sector procurement process.

## **3. Scope of works and task assignments**

### **The scope of work assignment under this TOR include:**

1. Desk review of updated policies and regulations of the Government on public procurement in general and relevant regulations of the health sector on medicine and health commodity procurement to find out challenges and opportunities for development of new legal framework and guidance on integrated sustainable procurement.
2. Support UNDP and Ministry of Health in capacity building on health commodity sustainable/green procurement through sharing the research findings and recommendations and facilitating discussion in advocacy workshops/events.

### **Specific task assignments:**

1. Desk review of updated Policies and regulations: Under supervision of UNDP Viet Nam and in close collaboration with the National Center for Centralized Drug Procurement of the MOH, the national consultant will:
  - Identify and collect updated policies and regulations on public procurement and environment that can be applied for health commodity and medicine procurement within the health sector.
  - Conduct desk analysis of the updated policies and regulations to provide intellectual findings on how procurement activities within the health sectors are governed by available criteria of those regulations in the way of green and environment and health friendly.
  - Update the previously review report with new regulations and policies that can facilitate green procurement of the health sector in particular.
  - Provide recommendations for health managers on how to implement health green procurement with criteria aiming at mitigation of medical plastic, POP, and Mercury waste.
2. Support UNDP and Ministry of Health in capacity building for health managers on the improvement in health commodity sustainable/green procurement
  - Develop training documents including a presentation on updated policies and regulations in health sustainable procurement, a set of questions for practice on sustainable procurement planning and implementation, and a guidance for discussion

about health sustainable procurement in accordance with updated policies and regulations

- Attend the SHiPP 03 training workshops conducted by UNDP and the NCCDP in the North (Hai Phong), Central (Da Nang), and the South (HCMC) of Viet Nam to deliver presentations on findings and recommendations of the studies and facilitate discussions on possible solutions for improvement and scale up.

#### 4. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

**Duration and Timing:** 15 working days during the period from 30<sup>th</sup> April to 31<sup>st</sup> July 2021

**Duty Station:** Home-based with travels to Hai Phong, Da Nang, and Ho Chi Minh City

Fieldwork is required to Hai Phong, Da Nang and Ho Chi Minh City will be conducted within April and July 2021. Travel costs outside Hanoi will be paid separately upon UNDP's approval based on UN-EU Cost Norms.

#### 5. FINAL PRODUCTS

- An updated final report on desk review of policies and regulations on procurement of medicines and health commodities with findings and recommendations as described in the task assignments under the scope of work 1
- Power Point presentations of the updates and guidance for discussion prepared and delivered in 03 training workshops.

Deliverable	Content	Timing	Responsibilities
Updated report in Vietnamese	The policy review report updated with new regulations that facilitate green procurement, PPT and Guidance for discussion in training workshops	30 April – 5 May 2021	Submits to UNDP CO
PPT and Guidance for discussion delivered in training workshops in Vietnamese	Inputs on the sharing session provided to the training report	31 July 2021	Submits to NCCDP and UNDP CO

#### 6. PROVISION OF MONITORING AND PROGRESS CONTROL

- The consultant will work closely with and taking the guidance of the UNDP CO, including overall reporting to the Programme Officer in charge of the SHiPP project.
- The consultant will respond timely (within 24 hours, preferably) to technical requirements and other communications from the UNDP and NCCDP/MOH.
- The deliverables shall be submitted to the UNDP CO for review and approval. All deliverables are subject to technical clearance and approval from the UNDP Programme Officer and NCCDP/MOH.

## 7. DEGREE OF EXPERTISE AND QUALIFICATIONS

The ideal candidates for the National Consultant shall have the following minimum qualifications and experience:

- Postgraduate degree in public health or health management, economics/finance and public procurement or relevant fields;
- At least ten (10) years of relevant work experience; especially in health management or health procurement policies or policies relating to medicine procurement in Viet Nam;
- Very good experience and skills in facilitation or multi-stakeholder workshops and consultative processes;
- Understanding of and experience in preparation of health procurement plan and policies will be an advantage;
- Good knowledge and understanding of key stakeholders involving in health procurement in Viet Nam; with ability and experience to work with government officials.

## 8. REVIEW TIME REQUIRED AND PAYMENT TERM

Payment will be made as follows:

%	Milestone
50%	Following submission and approval of the 1ST draft of research reports and policy briefs
50%	Following submission and approval (UNDP-CO) of the final report, power point presentations, and training report

UNDP will provide feedback on submitted deliverables within 5 working days

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

☐ NONE ☒ PARTIAL ☐ INTERMITTENT ☐ FULL-TIME

## EVALUATION CRITERIA WITH ASSIGNED SCORES



Consultant(s)' experiences/qualification related to the services		
1	Postgraduate degree in health management or health procurement or relevant fields	200
2	At least ten (10) years of relevant work experience; especially in health management or health procurement policies or policies relating to medicine procurement in Viet Nam;	300
3	Experience and skills in facilitation or multi-stakeholder workshops and consultative processes;	200
4	Understanding of and experience in preparation of health procurement plan and policies will be an advantage;	200
5	Good knowledge and understanding of key stakeholders involving in health procurement in Viet Nam; with ability and experience to work with government officials.	100
<b>Total</b>		<b>1000</b>

## 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 .....US\$

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)			
	<b>TOTAL</b>			

\* 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).*