

23 April 2021



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
for individual consultants and individual consultants assigned by
consulting firms/institutions

Country:	Viet Nam
Description of the assignment:	Consultant for mapping exercise of the inclusion of Persons with Disabilities in COVID-19 response programs and socioeconomic recovery plans
Period of assignment/services (if applicable):	6 May to 20 May 2021 (~ 15 days)
Duty Station:	mostly in Ha Noi and 1 one-day mission trip to Luong Son district, Hoa Binh province
Tender reference:	P210407

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

23.59 hrs., 9 May 2021 (Hanoi time)

With subject line:

P210407 – IC for Covid 19 Case study

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 two writing samples submitted, preferable on relevant topic

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	Knowledge of the rights of persons with disabilities and inclusive development, interview, and research.	200
	Being a person with a lived experience of disability	50
1.2	At least 3 years of practical experience from research experience and knowledge of data management and analysis	200
	Experience working with UNDP is an asset	50
1.3	University's degree, preferably with specialised focus in Development, social work, health, business, management, administration, disability, or a related field.	150
1.4	Able to work and communicate inclusively with a variety of disabilities, Government authorities (healthcare, rehabilitation, social services), CSO/OPD representatives	250
1.5	Good report writing with two writing samples submitted	100
Total		1,000

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 Viet Nam shall pay the Contractor with the following payment schedule:

- First installment: 20% of the contract value will be made upon submission of the detailed work-plan and final survey/research and data collection tool, adapted to the local context, in coordination with the UNDP
- Final payment: up to 80% of the contract value will be paid based on UNDP's satisfaction with expected deliverables set forth in Section 3.

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

TERMS OF REFERENCE NATIONAL CONSULTANT

1) GENERAL BACKGROUND

UNDP is one of the eleven implementing partners of the UNPRPD [Global Programme](#) Supporting Disability Inclusive COVID-19 Response and Recovery at National Level. This global joint programme leverages the experience of nine UN agencies, organizations of persons with disabilities and broader civil society to support countries and other global initiatives to incorporate a strong disability inclusive perspective to COVID-19 response and recovery. The programme will work closely with several country teams and will expand its outreach to other countries through the generation of guidance and practical tools.

The overall expected results of the program are:

- **UN country teams** to have a better understanding and capacity to develop and support a disability-inclusive response to COVID-19.
- **Organizations of people with disabilities (OPDs)** are supported to engage in planning, implementation and monitoring of a disability-inclusive response to COVID-19 emergency.
- **Evidence, analysis and programmatic guidance** is generated for countries to design and implement inclusive recovery plans.

In 2020, UNDP launched a survey of the country offices through a checklist, which was a result of a collaborative effort in the USG working group and was used to identify countries for the case studies. Based on the responses, there will be the second, expanded, checklist that will be part of an upcoming UNDP Guidance Note on COVID-19 Disability-Inclusive Responses.

The UNDP Guidance Note will present key recommendations to support coherent, effective, cost-efficient, evidence-informed, rights-based, and disability-inclusive responses to COVID-19 in the socio-economic response and recovery ensuring that persons with disabilities are not left behind; it will cover the measures COs in partnership with UNDP should strive for, in order to make sure that people with disabilities are included in response and recovery. There is hope that the Guidance Note will also be useful for and applicable in the future emergency crises disability-inclusive response by the governments with the support of the UNDP.

The selected case studies of the country response to COVID-19 and socioeconomic recovery plan and assessment processes will serve as the basis for the upcoming UNDP Guidance Note and intend to capture practices of disability-inclusive COVID-19 socioeconomic response at a country level.

The purpose of the case studies is to undertake a mapping exercise of the inclusion of PwD in COVID-19 response programs and socioeconomic recovery plans, including on social protection, while **identifying good practices, lessons learned, gaps to be addressed, as well as opportunities and new and innovative ideas for** COVID-19 disability inclusive responses and scaling up, **as well as key factors** for a disability-inclusive COVID-19

response. This will be done through a desk review, **interview guide and brief follow-up interviews**.

This information will form the future UNDP Guidance Note on disability-inclusive COVID-19 responses. The described Case studies will be included in the UNDP Guidance Note as an annex, along with the updated checklist.

2) OBJECTIVES OF THE ASSIGNMENT

Objectives:

- To understand how disability was addressed in countries' response programs, socioeconomic recovery assessments and plans
- To capture specific challenges, good practices, lessons learned, gaps to be addressed, and opportunities/new and innovative ideas for COVID-19 disability inclusive responses and scaling up, including in the field of:
 - Partnerships (with governments, OPDs, CSOs)
 - Addressing intersectionality in disability community (children, youth, women, LGBTI, ethnic minorities, etc.)
 - Reaching marginalized people with disabilities (people with intellectual and psychosocial disabilities, deafblind)

3) SCOPE OF WORK

Under the guidance of the focal point and UNDP Senior consultant, the local consultant will carry out the following tasks:

- Collect available data on inclusion of people with disabilities in COVID-19 responses available (literature review, including published and grey literature, official data and statistics, administrative data, case studies, etc.)
- Review and analyse the available evidence and identify the missing data/gaps
- Compile and organize the available evidence into a folder of resources to be shared with the UNDP
- Develop an accessible research/survey tool for data collection in cooperation with the UNDP Senior consultant
- Identify contacts for interviewing in the OPDs, government structures and CSOs
 - Conduct the data collection in an inclusive manner and analyse the findings
 - Draft the case study report and develop the key recommendations for the local context

Description of deliverables	Timeline
Finalization of survey/research and data collection tool, adapted to the local context, in coordination with the UNDP	By May 6 2021
Data collection	By May 12, 2021
A database with all evidence collected	By May 15, 2021
English and Vietnamese Report produced by consultant and the CO (4-5-page document)	By May 20, 2021

4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

The IC will work closely with the focal points and UNDP Senior consultant to deliver final outputs as described in Section 3 above from 6 May to 20 May 2021 mostly in Ha Noi and 1 one-day mission trip to Luong Son district, Hoa Binh province.

5) FINAL PRODUCTS***

The reporting (4-5-page document) will be done by the local consultant under the guidance of the UNDP Focal point and the UNDP Senior Consultant on the basis of the report template proposed by the UNDP Senior consultant.

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The UNDP focal point and UNDP Senior consultant shall be responsible for quality control of the outputs.

The IC will report directly to the UNDP focal point and UNDP Senior consultant

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

- Ideally, a person with a lived experience of disability
- Demonstrated interest and familiarity with the rights of persons with disabilities and inclusive development
- Strong research experience and knowledge of data management and analysis
- Access to and familiarity with the organizations of people with disabilities is strongly desired
- Able to work and communicate inclusively with a variety of disabilities
- Familiarity with the systems and local context is strongly desired

8). EVALUATION CRITERIA

Consultant's experiences/qualification related to the services		
1.1	Knowledge of the rights of persons with disabilities and inclusive development, interview, and research.	200
	Being a person with a lived experience of disability	50
1.2	At least 3 years of practical experience from research experience and knowledge of data management and analysis	200
	Experience working with UNDP is an asset	50
1.3	University's degree, preferably with specialised focus in Development, social work, health, business, management, administration, disability, or a related field.	150
1.4	Able to work and communicate inclusively with a variety of disabilities, Government authorities (healthcare, rehabilitation, social services), CSO/OPD representatives	250

1.5	Good report writing with two writing samples submitted	100
Total		1,000

9) ADMIN SUPPORT AND REFERENCE DOCUMENTS

The data collection tool was developed and proposed by the UNDP Senior consultant. Depending on the context of Vietnam, the proposed tool will be a qualitative structured questionnaire with a set of straightforward sequential questions (multiple choice and open answer options).

All interview/data collection tools have been designed to address disability inclusion, intersectionality and reaching out to marginalized groups of people with disabilities as transversal issues and other key three target groups:

- Government authorities (healthcare, rehabilitation, social services)
- CSO representatives
- OPD representatives

10) REVIEW TIME REQUIRED AND PAYMENT TERM

UNDP Viet Nam shall pay the Contractor with the following payment schedule:

- First installment: 20% of the contract value will be made upon submission of the detailed work-plan and final survey/research and data collection tool, adapted to the local context, in coordination with the UNDP
- Final payment: up to 80% of the contract value will be paid based on UNDP's satisfaction with expected deliverables set forth in Section 3.

11) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☐ **NONE**

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).