

10 May 2021



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

Country:	Viet Nam
Description of the assignment:	National Consultant to provide a thorough assessment and recommendations for improvement of the accessibility of the Green One United Nations House (GOUNH)
Period of assignment/services (if applicable):	20 May to 10 June 2021 (~ 20 days)
Duty Station:	field investigation at the Green One UN House and home-based reporting.
Tender reference:	P210502

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

23.59 hrs., 16 May 2021 (Hanoi time)

With subject line:

P210502 – NC for assessing the accessibility of GOUNH

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:

- Detailed CV addressing the experience and work you have done.
- Financial offer
- At least 1 writing sample in English 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	Bachelor's degree in Architecture, Sociology, Development Studies, Disability Studies, or evaluation theory or a related field; Master's degree in Disability Studies, Sociology or related field will be in an advantage;	200
1.2	5 years of experience in the area of development and/or human rights, of which at least 3 years of experience specifically in relation to persons with disabilities;	300
1.3	Prior experience in accessibility auditing of the physical environment;	200
1.4	In-depth knowledge of the national and international standards for accessible built environments, especially the ISO 21542 that GOUNH is following;	200
1.5	Proven proficiency in English	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

Payment will be made in one instalment, based upon UN acceptance of the Outputs set out below.

Outcome	Outputs	Delivery due date	Payment amount
Successful accessibility assessment of GOUNH premises, emergency systems and means of transport	1.1 Submission and approval of the first draft of the baseline accessibility assessment of GOUNH premises, emergency system and means of transport; 1.2 Submission and approval of the final baseline accessibility assessment report. Recommendations produced on the above accessibility assessment	22 May 04 June	100%

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



*Empowered lives.
Resilient nations.*

TERMS OF REFERENCE FOR NATIONAL CONSULTANT

1) GENERAL BACKGROUND

The Green One UN House is the product of a shared vision by the UN Country Team members in Vietnam (UNCT) to create shared, 'green' premises and to support the UN-wide, 'delivering as one', initiative. Therefore, sustainability and accessibility were addressed from the project inception with the commitment to 'deliver green' included within the 2012 inter-agency Memorandum of Agreement (MOA). This early commitment, together with strong leadership, was instrumental in embedding sustainability and accessibility principles in the design, construction and operation of the building.

On 23 May 2015, the building's inauguration day, the former UN Secretary General, Mr. Ban Ki-moon referred to the development as "the best possible eco-friendly and energy efficient office building in the region and a testimony to UN coherence, inter-agency cooperation and teamwork". These words were echoed in the achievement of the ISO14001 environmental management system (EMS) certification on 3 March 2017 which was revalidated in 2020 with validity until 2023, the Lotus Platinum certification on 9 May 2017 and the Leadership in Sustainable Design & Performance Award for Asia Pacific Region by the World Green Building Council (WGBC), on September 2018.

Currently the GOUNH is home to 15 United Nations Agencies/Entities. It hosts 400 staff (full occupancy) and is managed by the Common Back Office (CBO) unit, which is a customer-centric and cost-effective UN shared center, managed under a collective governance mechanism the GOUNH Management Board (GMB) under the leadership of the UN Resident Coordinator, delivering services in the areas of ICT, Building and Facilities Management, Green One UN House Security and General Administrative Services through a one-stop shop system.

In June 2019, the United Nations (UN) Secretary General launched the UN Disability Inclusion Strategy (UNDIS), which provides the foundation for sustainable and transformative progress on disability inclusion through all pillars of the work of the UN. The policy establishes the highest levels of commitment and a vision for the UN system on disability inclusion for the next decade and enables the UN system to support the implementation of the Convention on the Rights of Persons with Disabilities and other international human rights instruments, as well as the achievement of the Sustainable Development Goals, the Agenda for Humanity and the Sendai Framework for Disaster Risk Reduction.

Through the Strategy, the United Nations system will systematically embed the rights of persons with disabilities into its work, both externally, through programming, and internally, through its leadership, operation and organizational culture, and will build trust and confidence among persons with disabilities to ensure that they are consulted and valued; their dignity and rights are respected, and that, in the workplace, they find an enabling environment in which to fully and effectively participate on an equal basis with others.

The UN in Viet Nam is one of 10 UN Country Teams selected to participate in a targeted roll-out of the UNDIS. As a first step, to assist in monitoring the implementation of the UNDIS, an accountability scorecard on disability inclusion was created by the UN Secretary General in June 2020. The UN in Viet Nam was one of seven UN Country Teams selected to use this tool to measure, according to 14 Indicators, the level of disability inclusion in its activities.

On the basis of that baseline assessment, in the last quarter of 2020, the UN in Viet Nam developed an Action Plan to further the implementation of the UNDIS. The Action Plan will run until June 2021 and requires coordinated action by UNDIS Coordination Mechanism members and other actors within

the UN in Viet Nam. One of the activities in this Action Plan is to conduct a baseline assessment on the accessibility of the UN premises, emergency systems and means of transport against international accessibility standards for built environments to gain comprehensive understanding of what should be improved in our workplace to meet staff's diverse needs.

2) OBJECTIVES OF THE ASSIGNMENT

The objective of this assignment (Independent Accessibility Assessment Consultant) is to provide a thorough assessment and recommendations for improvement of the accessibility of the Green One United Nations House (GOUNH) premises, emergency systems and means of transport against the international standards (ISO 21542 - Building construction - Accessibility and usability of the built environment).

3) SCOPE OF WORK

The UN in Viet Nam is looking for a highly qualified, professional national independent consultant to provide assessment and recommendations of improvement on the accessibility of GOUNH premises, emergency systems and means of transport to enable the implementation of the UN in Viet Nam's UNDIS Action Plan.

The ideal candidate will have a sound knowledge of current trends, techniques and developments in accessibility of premises, emergency systems and means of transport. Specific tasks which are part of this assignment will be as follows:

- Assess the accessibility of GOUNH premises, the emergency systems and means of transport against the international standard Building construction - Accessibility and usability of the built environment.¹
 - + Assess various areas on a number of occasions at different times of the day
 - + Consult both internal staff and Facility Management team on adequacy of measures in place
 - + Assess the premise work in a numbers of way (use the building of customers and staffs, analyse the physical design of the premise, consult with groups with different types of disabilities, monitoring day to day running)
- Prepare a report on the accessibility status of the GOUNH premises, emergency systems and means of transport with findings and recommendations in line with ISO 21542 - Building construction - Accessibility and usability of the built environment.

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

This assignment will be carried out between 20 May 2021 (or earlier, depending on the signing of the contract) and 10 June 2021. This assignment is composed of field investigation at the Green One UN House and home-based reporting.

5) FINAL PRODUCTS

- Report on the accessibility status of the GOUNH premises, emergency systems and means of transport will be issued in English in line with the international standard (ISO 21542 - Building construction - Accessibility and usability of the built environment) including accessibility measures in place at GOUNH entrance, front yard, common area, conference halls, meeting rooms, work stations, break-out rooms, cafeteria, lifts, staircases and facilities, such as projectors, desks, chairs, doors, signages, etc, as well as emergency system and means of transport;
- Consultant shall inform if GOUNH complies or not with ISO 21542 - Building construction - Accessibility and usability of the built environment standards (Y/N/Not applicable for each sub-item). If the answer is no, the consultant shall present recommendations for improving the GOUNH premises, emergency systems and means of transport. Complementary recommendations to improve GOUNH beyond ISO 21542 may also be included in the final report and identified as such.

¹ ISO 21542: <https://www.iso.org/standard/50498.html>

- Estimate budget for all recommended accessibility improvements.
- Recommends service providers that might be able to assist in the implementation of the recommended accessibility improvements.

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The independent consultant will work under the overall guidance of and report directly to the Common Back Office Manager, with close coordination and under the supervision of both the Coordination Officer (Governance & Justice) in the UN Resident Coordinator's Office in Viet Nam, the UN Country Team Disability Inclusion Focal Point who will both monitor progress and ensure quality assurance.

7) DEGREE OF EXPERTISE, QUALIFICATIONS AND EVALUATION CRITERIA

- Bachelor's degree in Architecture, Sociology, Development Studies, Disability Studies, or evaluation theory or a related field; Master's degree in Disability Studies, Sociology or related field will be in an advantage;
- At least 5 years of experience in the area of development and/or human rights, of which at least 3 years of experience specifically in relation to persons with disabilities;
- Prior experience in accessibility auditing of the physical environment;
- In-depth knowledge of the national and international standards for accessible built environments, especially the ISO 21542 that GOUNH is following;
- Demonstrable analytical skills and a results-orientated approach;
- Excellent research and independent working skills;
- Fluency in English to carry out the tasks;
- Good command of Vietnamese.

Individual consultants will be evaluated based on the following criteria:

Consultant(s)' experiences/qualification related to the services		
1.1	Bachelor's degree in Architecture, Sociology, Development Studies, Disability Studies, or evaluation theory or a related field; Master's degree in Disability Studies, Sociology or related field will be in an advantage;	200
1.2	5 years of experience in the area of development and/or human rights, of which at least 3 years of experience specifically in relation to persons with disabilities;	300
1.3	Prior experience in accessibility auditing of the physical environment;	200
1.4	In-depth knowledge of the national and international standards for accessible built environments, especially the ISO 21542 that GOUNH is following;	200
1.5	Proven proficiency in English	100
Total		1000

8) ADMIN SUPPORT AND REFERENCE DOCUMENTS

The Coordination Officer of RCO in Viet Nam and the UN Country Team Disability Inclusion Focal Point will provide all necessary support and arrangement including sharing of reference materials on UNDIS and the UN in Viet Nam.

The Green One UN House Common Back Office (CBO) unit will provide reference documents on the accessibility measures already in place in GOUNH.

Other files and documents may be requested by the service provider/consultant to the UN in Viet Nam, if necessary.

9) REVIEW TIME REQUIRED AND PAYMENT TERM

The draft accessibility report must be shared with the UN in Viet Nam by 04 June 2021. The CBO Manager, Disability Inclusion Focal Point and **Coordination Officer** will review the report. At least 7 days of review is required by the UN in Viet Nam after the receipt of the draft accessibility report.

Upon receipt of considerations, consultant will have one week to, as needed adjust the final report and send it for approval.

Payment will be made in one instalment, based upon UN acceptance of the Outputs set out below.

Outputs and timeline

Outcome	Outputs	Delivery due date	Payment amount
1. Successful accessibility assessment of GOUNH premises, emergency systems and means of transport	1.1 Submission and approval of the first draft of the baseline accessibility assessment of GOUNH premises, emergency system and means of transport; 1.2 Submission and approval of the final baseline accessibility assessment report. Recommendations produced on the above accessibility assessment	22 May 04 June	100%

10) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☐ NONE
 ☐ PARTIAL
 ☒ **INTERMITTENT**
 ☐ FULL-TIME

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).