INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

<table>
<thead>
<tr>
<th>Country:</th>
<th>Viet Nam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of the assignment:</td>
<td>Consultant service coordinate the process of developing on Incorporating Scientific Evidences and Community Insights and finalizing a National Technical Guide on HIV Services for People Who Engage in Sexualized Drug Use (ChemSex)</td>
</tr>
<tr>
<td>Period of assignment/services (if applicable):</td>
<td>19 working days during the period 1 June to 31 October 2021 (See more details in Section 4 below)</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Viet Nam</td>
</tr>
<tr>
<td>Tender reference:</td>
<td>P210505</td>
</tr>
</tbody>
</table>

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

   23.59 hrs., 26 May 2021 (Hanoi time)

   With subject line:

   P210505 - Consultant for Scientific evidence Chemsex Technical Guideline

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 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:

<table>
<thead>
<tr>
<th>Consultant’s experiences/qualification related to the services</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Master or higher degrees on medicine and/or public health;</td>
<td>200</td>
</tr>
<tr>
<td>1.2 Demonstrate knowledge, understanding, experience on HIV service provision for people who use drugs, especially people who use stimulant drugs;</td>
<td>200</td>
</tr>
<tr>
<td>1.2 Proven experience in development of health policy and technical guidelines through broadly consultative process, well considering scientific evidences and community insights;</td>
<td>200</td>
</tr>
<tr>
<td>1.4 Being trained by or getting involved in UNODC’s basic or advanced training modules on HIV services for people who use stimulant drugs in the country and in the region is an asset</td>
<td>100</td>
</tr>
<tr>
<td>1.5 Proven track records in working with community, especially populations most at risks of HIV infection like people who use drugs;</td>
<td>100</td>
</tr>
<tr>
<td>1.6 Experience in training/workshop facilitation is preferred;</td>
<td>100</td>
</tr>
<tr>
<td>Total</td>
<td>1,000</td>
</tr>
</tbody>
</table>

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. \( S_f = 1000 \times \frac{F_m}{F} \), 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](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**

The mode of payment will be as follows:
- The installment of 50% will be transferred upon sharing of the draft outline and a list of key contents of the technical guide (not later than 20 June 2021).
- The remaining installment of 50% will be transferred upon the approval of the final report (not later than 15 November 2021).

Travel costs for field-based activities will be discussed and approved separately and will be covered by UNODC in line with UN’s respective rules and regulations.

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

Consultant Service to Develop a National Technical Guide on HIV Services for People Who Engage in Sexualized Drug Use (ChemSex)

Project title and number: GLOG32-HIV/AIDS prevention, treatment, care and support for people who use drugs and people in prison settings

Purpose of the post: Consultant service coordinate the process of developing on Incorporating Scientific Evidences and Community Insights and finalizing a National Technical Guide on HIV Services for People Who Engage in Sexualized Drug Use (ChemSex)

Duty station: Vietnam

Duration: 19 working days during the period 1 June to 31 October 2021 (See more details in Section 4 below)

Type of contract: Individual Contract

1) GENERAL BACKGROUND

UNODC, a co-sponsor of the Joint United Nations Programme on HIV/AIDS (UNAIDS), provides technical assistance to countries in the area of HIV/AIDS in accordance with the relevant resolutions and decisions adopted by respective UN governing bodies (General Assembly, Economic and Social Council, Commission on Narcotic Drugs, CCPCJ, UNAIDS Programme Coordinating Board).

UNODC is the UNAIDS convening agency for protecting people who use drugs from becoming infected with HIV and ensuring access to comprehensive HIV services for people in prisons, and is assisting countries in reaching the target 3.3 (ending the AIDS epidemic by 2030) of the Sustainable Development Goal 3.

More specifically, in the context of the UNAIDS Strategy 2016-2021 and UNAIDS 2016-2021 Unified Budget, Results and Accountability Framework (UBRAF), UNODC is expected to support implementation of evidence-based HIV services for people in prisons (UBRAF Result Area 4, Output 4.1).

The HIV/AIDS Programme Unit of UNODC Vietnam Country Office functions under the global programme of HIV Prevention and Care, coordinated and led by the headquarters office in Vienna. In collaboration with the main national counterparts in Vietnam such as Ministry of Health, Ministry of Labour, Invalids and Social Affairs, Ministry of Public Security, civil society and NGOs, the Programme Unit focuses on the following fields:
• Technical support to the MOH, NGOs and civil society organizations providing prevention, care, and treatment services to people who use drugs (PWUD), specifically injecting drug users (PWID); and to people in prisons;
• Technical guidance and policy advice to the Government of Vietnam on the three UNODC HIV/AIDS key policy and programmatic areas, namely HIV/AIDS prevention and care related to (a) drug dependence, particularly injecting drug use (b) prison settings and (c) the trafficking in human beings;
• Trying to reduce stigma and discrimination associated with HIV and drug use through raising the knowledge on HIV/AIDS among the community, health system, NGOs and the affected populations themselves;
• Assistance to the Government of Vietnam in developing, implementing, and mainstreaming of strategies which effectively deal with HIV/AIDS prevention and care among IDUs in the community and in prison settings;
• Cooperation with other UNAIDS cosponsor agencies in carrying out UN policies and strategies in the country.

2) OBJECTIVES OF THE ASSIGNMENT

1. To incorporate and finalize a national technical guide on HIV Services for People Who Engage in ChemSex;
2. To build the capacities of national health officials to roll out the national technical guide on HIV Services for People Who Engage in ChemSex;

3) SCOPE OF WORK

Under the overall guidance and supervision of the UNODC HIV/AIDS Substantive Advisers and the National HIV Program Officer, the tasks of the consultant will include the following tasks:
- Review and self-familiarize with relevant background documents from UNODC and MOH especially the global technical guide on HIV prevention, treatment, care and support for People Who Use Stimulant Drugs by UNODC, WHO and UNAIDS in 2019 and the National Guidelines on ATS (ATS treatment and harm reduction for ATS users);
- In consultations with relevant experts from MOH, UNODC, CSO/NGO and academic sectors to develop a draft national technical guide on HIV Services for People Who Engage in ChemSex in line with the UN’s global guide and MOH’s standards;
- Co-facilitate consultative meetings attended by technical experts from MOH, UN, academy/NGO/CSO sectors to collect/incorporate inputs and comments and finalize the technical guide on HIV Services for People Who Engage in ChemSex;
- Conduct one training workshop for local health care officials and community representatives on HIV services for People Who Engage in ChemSex;
- Write a short report describing the technical guide development process, lessons learnt and recommendations for future programming in Vietnam;

4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL
The duration of assignment will be in between 1 June and 31 October 2021. All the consultation and training events will be conducted in Vietnam (venue TBC).

For the whole period, the selected consultant is expected to spend:
- 2 days for literature review with documents from UNODC and MOH;
- 2 days for getting familiar with the global technical guide on HIV Services for People Who Engage in ChemSex issued by UNODC, UNAIDS and WHO in 2019;
- 2 days for drafting an outline and a list of key content items of the technical guide to be shared with MOH and UNODC;
- 6 days for drafting full contents of the technical guide with assistances and advices from MOH, UNODC and medical university experts;
- 3 days for revising and finalizing the draft technical guide, incorporating comments/inputs from expert group meetings;
- 2 days for co-facilitating the MOH&UNODC-led training on HIV services for People Who Engage in ChemSex;
- 2 days for writing the final short report.

Total number of working days for this assignment: 19 working days

Transport costs will be covered additionally if the consultant is assigned to travel out of his/her residential place in accordance with UNODC policies.

5) FINAL PRODUCTS***

The final product will take the form of:
- The national technical guide on HIV Services for People Who Engage in ChemSex developed, finalized and approved for national roll out by Vietnam HIV/AIDS Control Authority (VAAC);
- One training for national health care and community representatives on HIV services for People Who Engage in ChemSex successfully conducted;
- A final report documenting results of the trainings and recommendations for future programming.

Expected tangible and measurable output(s):

<table>
<thead>
<tr>
<th>Item</th>
<th>Timeline</th>
<th>Number of days elapsed</th>
<th>Output</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>By 10 June 2021</td>
<td>6</td>
<td>A draft outline and a list of key content items of the technical guide shared with MOH and UNODC for review</td>
</tr>
<tr>
<td>2</td>
<td>By 31 July 2021</td>
<td>12</td>
<td>A full draft of the technical guide shared with UNODC, MOH and groups of experts, community representatives for inputs and comments</td>
</tr>
<tr>
<td>3</td>
<td>By 31 August 2021</td>
<td>15</td>
<td>The final draft of technical guide submitted to VAAC leaders for approval</td>
</tr>
</tbody>
</table>
6) PROVISION OF MONITORING AND PROGRESS CONTROLS

Indicate detailed provision of monitoring and progress controls, including reporting requirements, periodicity, format and deadlines. The individual contractor will work closely with the UNODC HIV/AIDS Program Team based in Ha Noi.

Indicators to evaluate the incumbent’s performance are:
- Quality of the technical guide.
- Quality of the training, including the contents and training skills
- Technical competence

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

- Master or higher degrees on medicine and/or public health;
- Demonstrate knowledge, understanding, experience on HIV service provision for people who use drugs, especially people who use stimulant drugs;
- Proven experience in development of health policy and/or technical guidelines through broadly consultative process, well considering scientific evidences and community insights;
- Being trained by or getting involved in UNODC’s basic or advanced training modules on HIV services for people who use stimulant drugs in the country and in the region is a very important asset;
- Proven track records in working with community, especially populations most at risks of HIV infection like people who use drugs;
- Experience in training/workshop facilitation is preferred;
- Excellent English language skill;

8) ADMIN SUPPORT AND REFERENCE DOCUMENTS

UNODC may provide administrative support during his/her performance, where applicable and necessary. UNODC will provide the individual contractor with the relevant technical documents including the UNODC publications and guidelines related to HIV/AIDS prevention, treatment and care for people in prisons. UNODC will also assist the contractor in contact with relevant government and non-government stakeholders including the prison and health authorities within the Ministry of Public Security.

9) REVIEW TIME REQUIRED AND PAYMENT TERM
The mode of payment will be as follows:

- The installment of 50% will be transferred upon sharing of the draft outline and a list of key contents of the technical guide (not later than 20 June 2021).
- The remaining installment of 50% will be transferred upon the approval of the final report (not later than 15 November 2021).

Travel costs for field-based activities will be discussed and approved separately and will be covered by UNODC in line with UN’s respective rules and regulations.

**10) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES**

- NONE
- PARTIAL
- INTERMITTENT
- FULL-TIME

- 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:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Contract Type</th>
<th>UNDP Business Unit / Name of Institution/Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
</tr>
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<tbody>
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</table>

☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Contract Type</th>
<th>Name of Institution/ Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
</tr>
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</tbody>
</table>

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:
<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Name of International Organization</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

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.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Full Address</th>
<th>Business or Occupation</th>
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<tbody>
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</tbody>
</table>

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, Processional 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.
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:

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Rate (US$)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Consultancy fee (daily rate)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Out of pocket expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1</td>
<td>Travel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.2</td>
<td>Per diem</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.3</td>
<td>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). *</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.5</td>
<td>Others (pls. specify).....</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.6</td>
<td>VAT** if applicable (in case your company signs the contract)</td>
<td></td>
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</tr>
</tbody>
</table>

* 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).