



26 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 – Illicit Financial Flows (IFF)
Period of assignment/service:	June 2021 – May 2022
Duty Station:	Hanoi, Vietnam with possible travels to other provinces and countries in Asia
Tender reference:	A-210501

1. Submissions should be sent by email to: bid.submission.vn@undp.org no later than:

23.59 hrs., Wednesday 9 June 2021 (Hanoi time)

With subject line: A-210501 National Consultant – Illicit Financial Flows (IFF)

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:

- Signed Curriculum vitae
- Signed Letter to UNDP Confirming Interest and Availability
- Copy of 1-3 publications/writing samples on relevant subject.
- Letter of Introduction (Cover Letter)
- Reference contacts of past 4 clients for whom you have rendered preferably the similar service (including name, title, email, telephone number, address...)

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **Vietnamese dong for National 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:

Evaluation Criteria	Maximum Points
1 <ul style="list-style-type: none"> • Advanced university degree (Master’s degree or equivalent) in economics, econometrics, statistics, criminology, or in a related field. - PhD: 220 points - Master’s degree: 155 points - Lower than Master: 0 	220
2 <ul style="list-style-type: none"> • A minimum of five (5) years of professional experience in managing projects is required, preferably quantitative research projects in the area of economics and/or criminology - Over 5 years: 300 points - 5 years: 210 points - Less than 5 years: 0 	300
3 <ul style="list-style-type: none"> • Demonstrated analytical, writing and communication skills - compliant: 220 points - Not compliant: 0 	220
4 <ul style="list-style-type: none"> • Work experience with national statistical offices, government institutions, research or academic institutions - More than 1 year: 110 points - 1 year: 77 points - Less than 1 year/none: 0 	110
5 <ul style="list-style-type: none"> • Experience working with administrative data on crime and criminal justice (at least 1 year) - 1 year or more: 50 points - Less than 1 year: 35 point - None: 0 	50
6 <ul style="list-style-type: none"> • Experience in research and proven ability to manage research projects in the field of estimating value of illicit markets or illegal financial transactions or money laundering - 1 year or more: 50 points - Less than 1 year: 35 point - None: 0 	50

7	<ul style="list-style-type: none"> • Knowledge of multilateral processes and experience working at an international organization or an internationally recognized think tank - 1 year or more: 50 - Less than 1 year: 35 - None: 0 	50
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 is the new online security awareness training and submit certificate to UNDP before contract issuance.
- Note: In order to access the courses, please go to the following link: <https://training.dss.un.org>
The training course takes around 3-4 hours to complete.
- Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel. (This is not a requirement for RLA contracts).
- Release letter in case the selected consultant is government official.

6. Payment

UNDP shall effect payments to the consultant (by bank transfer to the consultant's bank account provided in the vendor form upon acceptance by UNDP of the deliverables specified the TOR. Payments are based upon outputs, i.e. upon delivery of the products specified in the TOR.

If two currencies exist, UNDP exchange rate will be applied at the day UNDP instructs the bank to effect the payment.

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



ANNEX I

TERMS OF REFERENCE

POST TITLE:	National consultant – Illicit Financial Flows (IFF)
AGENCY/PROJECT NAME:	United Nations Office on Drugs and Crime (UNODC/Statistics and data for measuring illicit financial flows in the Asia-Pacific region
COUNTRY OF ASSIGNMENT:	Hanoi, Vietnam with possible travels to other provinces and countries in Asia
DURATION:	From June 2021 to May 2022

1) GENERAL BACKGROUND

The current project is aimed at developing a series of coordinated actions to test and consolidate existing and new methodological guidelines for the measurement of Illicit Financial Flows (IFF) at the national level, with implementation in selected countries of Asia – namely Viet Nam, Bangladesh, Maldives, Nepal, Kyrgyzstan and Uzbekistan. The methodology follows the principles of the UNCTAD-UNODC Conceptual Framework for the Statistical Measurement of Illicit Financial Flows and has been developed to assist national statistical offices and other relevant institutions in the measurement and monitoring of SDG Indicator 16.4.1 on IFFs, consistently with the System of National Accounts and the Balance of Payments frameworks. The project is also aimed at providing technical assistance and strengthening national statistical capacities while establishing a sustainable process of data collection and estimates production in the measurement of the value of such illegal activities and in the monitoring of SDG Indicator 16.4.1. The implementing countries will benefit from an increased understanding of the concepts and definitions of illicit financial flows and an enhanced awareness of the risks related to such flows and the importance of their monitoring.

UNODC focuses its work on the measurement of illicit financial flows associated with illegal market activities (such as drug trafficking, smuggling of migrants, wildlife trafficking, trafficking in firearms, counterfeiting, and so on) and exploitation/theft-type activities (such as sexual exploitation, forced labour, extortion, kidnapping, theft...). For this project, UNODC will be testing methodologies related to these areas in Viet Nam, Bangladesh, Maldives and Nepal. Partners of this project are UNODC, ESCAP and UNCTAD. UNODC will implement methodologies on criminal activities through its Regional Office on Southeast Asia and the Pacific (ROSEAP), assisted also by the Regional Office on South Asia (ROSA). The implementation is planned to start Q2 2021 and to last at least until Q4 2022.

2) OBJECTIVES OF THE ASSIGNMENT

The purpose of the assignment is to support and facilitate the implementation of the project in Viet Nam to conduct pilot studies on the measurement of IFFs, by carrying out a review of the available data and collecting necessary quantitative and qualitative information to estimate inwards and outwards illicit financial flows related to selected illegal market activities (such as drug trafficking, wildlife trafficking, trafficking in persons, counterfeiting). The Individual Contractor will support ROSEAP to liaise with National Institutions of the Government of Viet Nam to ensure smooth and timely project roll-out at the

national level and will serve as focal point for UNODC for the institutions in the country. In addition, s/he will provide selected written inputs for a draft report on the results of the pilot activities by describing the background, the regulatory framework, the institutions participating in the pilot, the status of data availability and the data collected for each illegal activity.

3) SCOPE OF WORK

The main duties and responsibilities assigned to the Individual Contractor are identified as follows:

- Liaise and maintain regular communication with the ROSEAP Staff and Consultants;
- Review all available documentation regarding the methodological approach, the statistical framework as well as the data collection tools and other relevant technical documents;
- Conduct desk research and a first data availability check by collecting all relevant data on the country under analysis, as already available to UNODC and national official data sources;
- Support ROSEAP in identifying relevant national institutions that may provide relevant data;
- Organize meetings with relevant National Institutions and maintain communication with them;
- Conduct a data availability assessment with the relevant national institutions and collect relevant data;
- Facilitate coordination among relevant national institutions to promote and streamline information exchange;
- Provide selected inputs for the estimate of illegal market values and exploitation type activities as well as the related illicit financial flows;
- Collect feedback from national institutions on the results of the estimation process;
- Participate in expert group, regional and national meetings;
- Support the preparation of training modules and the organization of training sessions;
- Provide selected written inputs for the report on the pilot activities, by describing the background, the regulatory framework, the institutions participating in the pilot, the status of data availability and the data collected for each illegal activity.
- Support ROSEAP in the preparation of the final pilot report.

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

Duration: Maximum 200 workdays, within 12 months

Duty Station: Hanoi, Viet Nam with possible travels to other countries in Asia

Travel costs to provinces/other countries if required and upon UNODC approval will be paid separately based on UN-EU cost norms for local travel and on UNODC regulations for international travel.

Note: It is understood that the consultant would not hold UNODC responsible for any unforeseen or untoward incident during the duration of the consultancy. It is recommended that the consultant secure his/her own insurance coverage during the conduct of the consultancy.

5) FINAL PRODUCTS

The Contract will be an IC (Individual Contract) signed with UNDP-Viet Nam.

The candidate must submit an economic proposal by specifying the total fee requested to perform the above duties and tasks, and the terms of payment in relation to specific and measurable deliverables (qualitative and quantitative). The payments are linked to the delivery of products or services. The sum of total fee should include all costs related to the consultancy. The fees of the contract are fixed.

Deliverable	Output	% of Payment to delivery of the outputs	Approximate date of delivery
A.	List of relevant national institutions that collect or have data on the selected IFF-related illegal activities	10%	12 days from the beginning of the contract
B.	Data collection tools filled in with information available already to UNODC or collected through official data sources publicly available	10%	25 days from the beginning of the contract
C.	Minutes of any meetings and phone calls with national institutions	10%	60 days from the beginning of the contract
D.	Summary notes on the results of data availability assessment in the country	15%	75 days from the beginning of the contract
E.	Data collection tools filled in with inputs from relevant institutions and with other data not publicly available;	30%	150 days from the beginning of the contract
F.	Draft selected inputs on training modules to build capacity to measure IFF in the country;	10%	175 days from the beginning of the contract
G.	Draft selected inputs for the report on the pilot activities by describing the background, the regulatory framework, the institutions participating in the pilot, the status of data availability and the data collected for each illegal activity, as well as providing inputs and suggestions on the areas that need further statistical capacity building and technical assistance efforts	10%	190 days from the beginning of the contract
H.	Draft selected inputs for the final pilot report	5%	200 days from the beginning of the contract

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The Individual Contractor will work under direct supervision of the UNODC-ROSEAP Regional Anti-Money Laundering Adviser and of the UNODC-ROSEAP Regional Consultant. The work will be conducted under the overall supervision of the Chief of the UNODC Data Development and Dissemination Section (UNODC-DDDS) and the UNODC-DDDS IFF Project Coordinator. Whenever necessary, the Individual Contractor will be required to coordinate with other National Consultants and/or with ESCAP Staff.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

The assignment requires a qualified individual with the following expertise:

- Advanced university degree (Master's degree or equivalent) in economics, business administration, statistics, criminology, international relations, or in a related field is required.
- A minimum of five (5) years of professional experience in managing projects is required, preferably quantitative research projects in the area of economics and/or criminology.

- Demonstrated analytical, writing and communication skills are required.
- Work experiences with national statistical offices, government institutions, research or academic institutions are desirable.
- Familiarity with administrative data on crime and criminal justice is desirable.
- Excellent research skills and proven ability to manage research projects in the field of estimating value of illicit markets or illegal financial transactions or money laundering are desirable.
- Experience in managing data and proficiency with statistical software (Excel, Stata, R or Python) is an asset.
- A track record in research related to economic value of illicit markets and knowledge of existing frameworks adopted by national statistical offices (e.g. the System of National Accounts and the Balance of Payment) is an asset.
- Knowledge of multilateral processes and experience working at an international organization or an internationally recognized think tank is an asset.
- For this position, fluency in English, including excellent drafting skills is required. Knowledge of the official language(s) of Viet Nam is also required. Knowledge of other UN official languages is an asset.

8) ADMIN SUPPORT AND REFERENCE DOCUMENTS

UNODC will be responsible for any travel outside Hanoi if required for this TOR and instruction to selected candidate.

9) REVIEW TIME REQUIRED AND PAYMENT TERM

The contractor 's outputs will be monitored and reviewed by UNODC-ROSEAP Regional Anti-Money Laundering Adviser and of the UNODC-ROSEAP Regional Consultant. Payment to the consultant will be made upon satisfactory completion and submission of the output/deliverable in the TOR accepted by UNODC.

10) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP Premises

NONE PARTIAL INTERMITTENT FULL TIME

11) CRITERIA SELECTION

Criteria	Max Points
1) Technical Evaluation	1000
<ul style="list-style-type: none"> • Advanced university degree (Master's degree or equivalent) in economics, econometrics, statistics, criminology, or in a related field. <ul style="list-style-type: none"> - PhD: 220 points - Master's degree: 155 points - Lower than Master: 0 	220
<ul style="list-style-type: none"> • A minimum of five (5) years of professional experience in managing projects is required, preferably quantitative research projects in the area of economics and/or criminology <ul style="list-style-type: none"> - Over 5 years: 300 points - 5 years: 210 points - Less than 5 years: 0 	300
<ul style="list-style-type: none"> • Demonstrated analytical, writing and communication skills <ul style="list-style-type: none"> - compliant: 220 points - Not compliant: 0 	220
<ul style="list-style-type: none"> • Work experience with national statistical offices, government institutions, research or academic institutions <ul style="list-style-type: none"> - More than 1 year: 110 points - 1 year: 77 points - Less than 1 year/none: 0 	110

<ul style="list-style-type: none"> • Experience working with administrative data on crime and criminal justice (at least 1 year) <ul style="list-style-type: none"> - 1 year or more: 50 points - Less than 1 year: 35 point - None: 0 	50
<ul style="list-style-type: none"> • Experience in research and proven ability to manage research projects in the field of estimating value of illicit markets or illegal financial transactions or money laundering <ul style="list-style-type: none"> - 1 year or more: 50 points - Less than 1 year: 35 point - None: 0 	50
<ul style="list-style-type: none"> • Knowledge of multilateral processes and experience working at an international organization or an internationally recognized think tank <ul style="list-style-type: none"> - 1 year or more: 50 - Less than 1 year: 35 - None: 0 	50

ANNEX IV

OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date _____

United Nations Development Programme

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 of (VND for National Consultant).

This is a lump sum offer covering all associated costs for the required service (fee, meal, accommodation, travel, taxes etc).

No.	Description	Quantity	Unit Rate	Total
1	Consultancy fee			
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). *			
2.4	Others (pls. specify).....			
2.5	VAT** if applicable (in case your company signs the contract)			
	Total			

* *Individual Consultants/Contractors who are over 65 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).*